



CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

REVISED

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date: **Tuesday, May 11, 2021**
Meeting Time: **7:00 pm**

Certain members of the Planning Board may be participating in this meeting remotely. In addition, the Chair of the Planning Board may, per NH RSA 91-A:2, III (b), declare an “emergency” within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. In either event, remote members will identify their location and any person present with them at that location. All votes will be by roll call.

The City of Dover has taken extra steps to ensure the physical location of this meeting conforms with all safety provisions during the pandemic, including social distancing, face coverings, and frequently sanitized facilities. Although qualified members of the public can participate in the meeting by speaking at the physical location, the public is encouraged to leave comments in advance by calling 516-MEET (6338), emailing Dover-Planning@dover.nh.gov, or mailing written comments to Planning Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 4 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment

1. CITIZENS’ FORUM

2. APPROVAL OF THE PRIOR MINUTES

- April 27, 2021 Regular Meeting Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- A. Public Hearing and consideration of a request for an excavation permit by Brox Industries, Inc., Assessor’s Map C, Lots 12-A, 13 & 14, zoned R-40, located on Rochester Neck Road/Tolend Road. *(P21-20)
- B. Public hearing and consideration of a request for an excavation permit by Branch Brook Holdings, LLC, Assessor’s Map H, Lots 59, 60, 60A, 61 & 62, zoned I-4, located on Mast Road. *(P21-21)
- C. Public hearing on a proposed Substantial Amendment to the Dover FY16-20 Consolidated Plan and the FY20 CDBG Action Plan to allocate CDBG-CARES funds for the purpose of Planning, Preparing and Responding to Coronavirus. All persons wishing to speak on the allocations are urged to attend.*
- D. Consideration and acceptance of a Minor Subdivision for TSB Properties, LLC, Assessor’s Map D, Lot 12, zoned IT – Innovative Technology, and located at 447 Sixth Street. (2 new lots) *(P21-32)
- E. Consideration and acceptance of a Conditional Use Permit for T. Benjamin Airey, (Owner: Joann Cheney), Assessor’s Map 10, Lot 127, zoned HR – Heritage Residential, and located at 258 Washington Street. (Proposal is to convert a carriage house to third unit on property within the Heritage Residential Zone). *(P21-23)

5. STAFF COMMENT

6. MEMBER COMMENTS

7. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening. Note that some hearings will be continued from one meeting to another and some may be postponed. Since this is only a partial description of the proposal and may change, persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm or email Dover-Planning@dover.nh.gov. You may also view materials at www.dover.nh.gov. Follow us on Twitter @DoverNHPlanning and find us on Facebook at <https://www.facebook.com/DoverNHPlanning>.



CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type: Regular Meeting, continued
Meeting Location: City Council Chamber's 288 Central Avenue
Meeting Date: **Tuesday, April 27, 2021**
Meeting Time: **7:00 pm**

Members Present: Gina Cruikshank (Chair), Dennis Ciotti (Councilor), Mark Speidel (Alternate), Dave Landry,
The following Board members called into the meeting: Frank Torr, Tom Clark, Jackson Kaspari, Kyle Pimental, Stephanie George (Alternate), Hayley Harmon (Vice Chair)
Members Not Present (excused): Erin Allgood (Alternate), Dave White
Members Not Present (un-excused): None
Staff Present: Christopher Parker, Assistant City Manager, Steve Bird, City Planner

Chair G. Cruikshank called the meeting to order at 7:00 p.m. She noted that certain members of the Planning Board are participating in this meeting remotely, and as the Chair of the Planning Board she has, per NH RSA 91-A:2, III (b), declared an "emergency" within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. Remote members will identify their location and any person present with them at that location. All votes will be by roll call.

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The Chair welcomed new alternate member, Steph George. She announced that Mark Speidel would sit for Dave White.

1. CITIZENS' FORUM

Citizens Forum Open. No one spoke Citizens Forum Closed.

2. APPROVAL OF THE PRIOR MINUTES

April 13, 2021 Regular Meeting Minutes

Motion: D. Ciotti moved to approve the minutes as submitted. Seconded by D. Landry.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, M. Speidel -yes, T. Clark-yes, F. Torr-yes

3. OLD BUSINESS

4. NEW BUSINESS

- A. Consideration and acceptance of a Minor Lot Line Adjustment for Roger Groux, (Owners: Groux/Bow Street Realty Trust and Dover Point Road Realty, LLC), Assessor's Map L, Lots 104 & 106, zoned R-20, and located at 278 and 278 ½ Dover Point Road. *(P21-22)

C. Parker explained the applicant is requesting to adjust two lot lines between two lots. Parcel A, which is 1,667 s.f., and Parcel B which is 9,061 s.f. would be conveyed from lot 104 to lot 106. Lot 106's frontage will remain legally non-conforming even though the frontage will increased from 20' to 77'. The rest of the dimensional requirements are met for both lots.



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As a Lot Line Adjustment, this application did not appear before the TRC.

David Vincent, Vince Surveying reviewed the application and project.

Motion: D. Landry moved to accept the application and noted that there is no regional impact by the request. Seconded by D. Ciotti.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari -yes, M. Speidel -yes, T. Clark-yes, F. Torr-yes

Public Hearing Opened

Ron Demo, 274 Dover Point Road noted a concern about further development of the lot and potential relocation of a utility pole in the right of way.

Roy Josselyn, 281 Dover Point Road, has no objection to the proposal, but asked about the frontage for the back lot. Originally there wasn't any, and now there will be 50' which is still below requirements. What if something else is built back there- what will the frontage requirement be?

C. Parker noted that issue would need to be addressed in a future plan review if proposed.

No calls were received. C. Parker summarized the five concerns that Mr. Demo outlined in his letter to the board.

Public Hearing Closed

STAFF RECOMMENDATION:

C. Parker noted that Chapter 157-18 of the City's Land Subdivision Regulations, which provides for adjustment of lot lines between two or more existing lots. This plan is consistent with those regulations, and staff recommends that the Planning Board approve the application with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide:
 - a. the Planning Department with a digital version of the final plat.
 - b. a CAD file to the satisfaction of the Asset Management Administrator.
2. The applicant shall revise the plat to:
 - a. Add signature and stamp of LLS
 - b. Add owner's signatures for recording at Strafford County Registry of Deeds.
 - c. Add Planning File # P21-22
 - d. Add reference plan 11937
 - e. Add deed reference Book 3254 Page 499 or some other form of proof regarding right of way from Dover Point Road
 - f. Add width of Dover Point Road

K. Pimental asked if frontage needs to be contiguous, or if it can be broken up. C. Parker confirmed it can be broken up.

Motion: D. Landry moved to approve the Minor Lot Line Adjustment, with Conditions, as it is consistent with the regulations. Seconded by H. Harmon.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari -yes, M. Speidel -yes, T. Clark-yes, F. Torr-yes



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Meeting Type: Regular Meeting, continued
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- B.** Consideration and acceptance of a Conditional Use Permit for Eversource Energy, Assessor's Map I, Lot 22, owned by Sun Jensen LLC; Assessor's Map I, Lot 27, owned by Stephen & Phebe Colprit Revocable Living Trust at 33 Meserve Road; Assessor's Map K, Lot 8-A, owned by Frances & Thomas Mulligan at 89 Back Road; Assessor's Map K, Lot 1, owned by Susan & Peter Rousseau at 200 Henry Law Ave.; Assessor's Map K, Lot 6-A, owned by Broadcast Lane LLC at 101 Back Road, zoned R-40; Assessor's Map K, Lot 2, owned by NH Fish & Game off Henry Law Ave., zoned R-12; and Assessor's Map K, Lot 4-C, owned by City of Dover off Henry Law Ave., zoned CWD. (Proposal is to replace six existing utility pole structures in a utility easement, with temporary wetland impacts of 41,999 sq.ft. and temporary 50-foot wetland buffer impacts of 31,341 square feet). *(P21-28)

C. Parker explained the applicant is requesting a Conditional Use Permit to replace 6 wooden utility pole structures with steel poles, and remove 1 structure all together, in a utility easement within wetlands and wetland buffer temporarily. The temporary wetland impacts of 41,999 s.f and temporary wetland buffer impacts of 31,341 s.f. The project is in two areas of the City, between Durham Road and Mast Road and between Middle Road and the Cochecho River. Three poles need to be replaced in May as they are classified as in need of emergency repair.

The Conservation Commission endorsed this application at their April 12, 2021 meeting. The applicant provided a narrative dated April 6, 2021 which outlines how the proposal meets the criteria for granting the CUP per 170-27.1B of the Code.

Conor Madison, GZA GeoEnvironmental reviewed the application and project. GZA will be on site every week. NHDES permits have been submitted. He noted a couple of changes to the plan set: The location they will use to access has changed from NH Fish and Game property to the DPW lot. They are inspecting the poles in May and if they can hand-fix them they will do that and replace the poles in November. If they cannot be fixed, they will be replaced in May.

K. Pimental expressed concern about doing pole work in the spring when the ground is wet. Mr. Madison agrees and is hoping to do the fix in May and the replacement in November.

Motion: D. Landry moved to accept the application and noted that there is no regional impact by the request. Seconded by D. Ciotti.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, M. Speidel-yes, T. Clark-yes, F. Torr-yes

Public Hearing Opened

No one spoke.

5 phone calls were received but they were more inquiring about the work, not opposing it.

Public Hearing Closed

STAFF RECOMMENDATION:

C. Parker noted the application is consistent with the Wetlands Protection District ordinance which provides for Conditional Use Permits to allow impacts to wetlands and wetland buffers if standards related to demonstration of need, avoidance, minimization, and mitigation are met. Staff recommends approval with the following condition:

Condition to Be Met Prior to the Issuance of the Conditional Use Permit:



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1. The applicant shall provide the Planning Department with a copy of the NH Department of Environmental Services approved Wetlands Utility Maintenance Activity Statutory Permit by Notification.

D. Ciotti expressed concern about old poles not being removed and asked if the City will inspect the work. C. Parker expects the new Zoning Administrator will inspect the impacts along with the City Engineering Site Inspector.

Motion: D. Ciotti moved to approve the Conditional Use Permit as it is consistent with the regulations, with the condition. Seconded by D. Landry.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari-yes, M. Speidel-yes, T. Clark-yes, F. Torr-yes

C. Presentation, discussion and possible posting of Floodplain Ordinance Amendments

C. Parker explained the project is a result of Strafford Regional Planning acting as a consultant. Staff isn't ready to have the Board post the amendments, but wanted to update the Board.

K. Pimental, as a member of Strafford Regional Planning gave an overview.

Highlights of what is being reviewed: definitions, administrative responsibilities, a new section on substantial improvements and damage determinations, accessory structures, additional guidance with a climate vulnerability component.

D. Presentation, discussion and possible posting of Electric Vehicle Charging Station Amendments

C. Parker explained the amendment was a result of the question being raised in October about the current Electric Vehicle regs.

K. Pimental, as Chair of the subcommittee gave an overview. They met with a member of the Energy Committee as well as the City's legal team which were both informative. They anticipate voting on the amendment as a subcommittee in the next week or so and then they'll send it to the Energy committee for their endorsement. After that it will come back to Planning board to be posted for hearing at the end of May.

D. Landry asked for clarification about the word unit vs. station relating to EV charging areas. How many cars does each unit or station charge at once?

K. Pimental noted the revision documents are clear by using the terms supply equipment and dedicated charging spaces. Not all charging stations can service two cars at once.

D. Landry noted that applications will come to the board asking for additional parking and if a condition of approval relates to access to EV charging stations, the amendments need to be clear whether the requirements specify the number of EV cars that can be charged per station.

D. Ciotti wondered if it's possible to determine how many EV cars are registered in the City. This info will help the board decide on future EV charging station locations.

K. Pimental said the sub committee hasn't looked at that level. They have looked at national numbers and state-wide locations. He will ask for that information.

Presentation, discussion and possible posting of Wetlands Regulations Amendments



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C. Parker explained the amendment was a result of the Conservation Commission wishing to update the Wetlands regulations. This is the first phase, updating administrative notations. A second phase will be to review the regulations with a consultant, using a grant from the Piscataqua Regional Estuaries Program.

D. Landry gave an introduction of the subcommittee and what items they are looking at.

S. Bird gave an overview of the amendment changes. There are about 15, most of which are administrative. There are 5 amendments that lean more towards being substantive. He highlighted the larger changes:

- Purpose and intent
- Definition
- Timeframe for review for Conservation Commission
- Criteria for granting CUP language

The grant paperwork won't be done until after July 1st, so the subcommittee will probably take a hiatus until the consultant and wetlands scientist are on board for meetings.

M. Speidel had concerns about particular wording. It is a type-o that S. Bird will fix.

K. Pimental asked about the possible cost/ hardship that might be created for an applicant by avoiding wetland impact. S. Bird noted it was discussed and cost is involved in all of these amendments. It all comes down to scale and scope of projects. Cost criteria will not be specified in the amendments.

5. STAFF COMMENTS

- C. Parker updated the Board on the wayfinding and Community Facilities and Utilities Master Plan
- C. Parker updated the Board the next CMAQ round is coming up and looking for projects

6. MEMBER COMMENTS

- G. Cruickshank noted she had signed the following plans:
 - 71 Glenwood
 - Leathers Lane
- K. Pimental noted two community gardens received approval for funding- please contact the appropriate committee to volunteer
- D. Landry noted the new trail extension and 4th St ramp are really fantastic

7. ADJOURNMENT

Motion: M. Speidel made a motion to adjourn at 8:16 p.m. Seconded by D. Landry.

Roll Call Vote: K. Pimental-yes, D. Ciotti-yes, G. Cruickshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari -yes, M. Speidel -yes, T. Clark-yes, F. Torr-yes



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P21-20

Application Type: Excavation Permit
Applicant(s): Brox Industries, Inc.
Owner(s): Stephen M. Brox Rev. Indenture of Trust
Location: Rochester Neck/Tolend Roads (Tax Map C, Lots 12-A, 13, 14)
Meeting Date: May 11, 2021

INTENT: To obtain an Excavation Permit renewal for an existing excavation operation.

UNITS PROPOSED: N/A

AGENDA ITEM #: 4-A

ACREAGE: 90 acres

ZONING DISTRICT: R-40

EXISTING LAND USE: Excavation

PROPOSED LAND USE: Continued Excavation

SURROUNDING LAND USE:
Excavation, vacant, City-owned

ZBA ACTION: Map C, Lot 12-A: H89-9, granted appeal of administrative decision to consider an asphalt plant an accessory use to a gravel pit with the condition that all aggregate material is extracted on site.

ATTACHMENT:
Excavation Permit application,
Excavation Plan, Reclamation Plan

APPLICATION IS COMPLETE:
Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for this meeting

PERMITS REQUIRED:
Excavation

WAIVERS REQUESTED: None

Summary of Request and Background

The subject property is located off of Rochester Neck Road and Tolend Road at both the Barrington and Rochester municipal boundaries. The Applicant has submitted excavation and reclamation plans for each of its three lots in Dover, along with an application for an excavation permit. This constitutes a renewal of the permit approved May 28, 2019 (a biennial process)

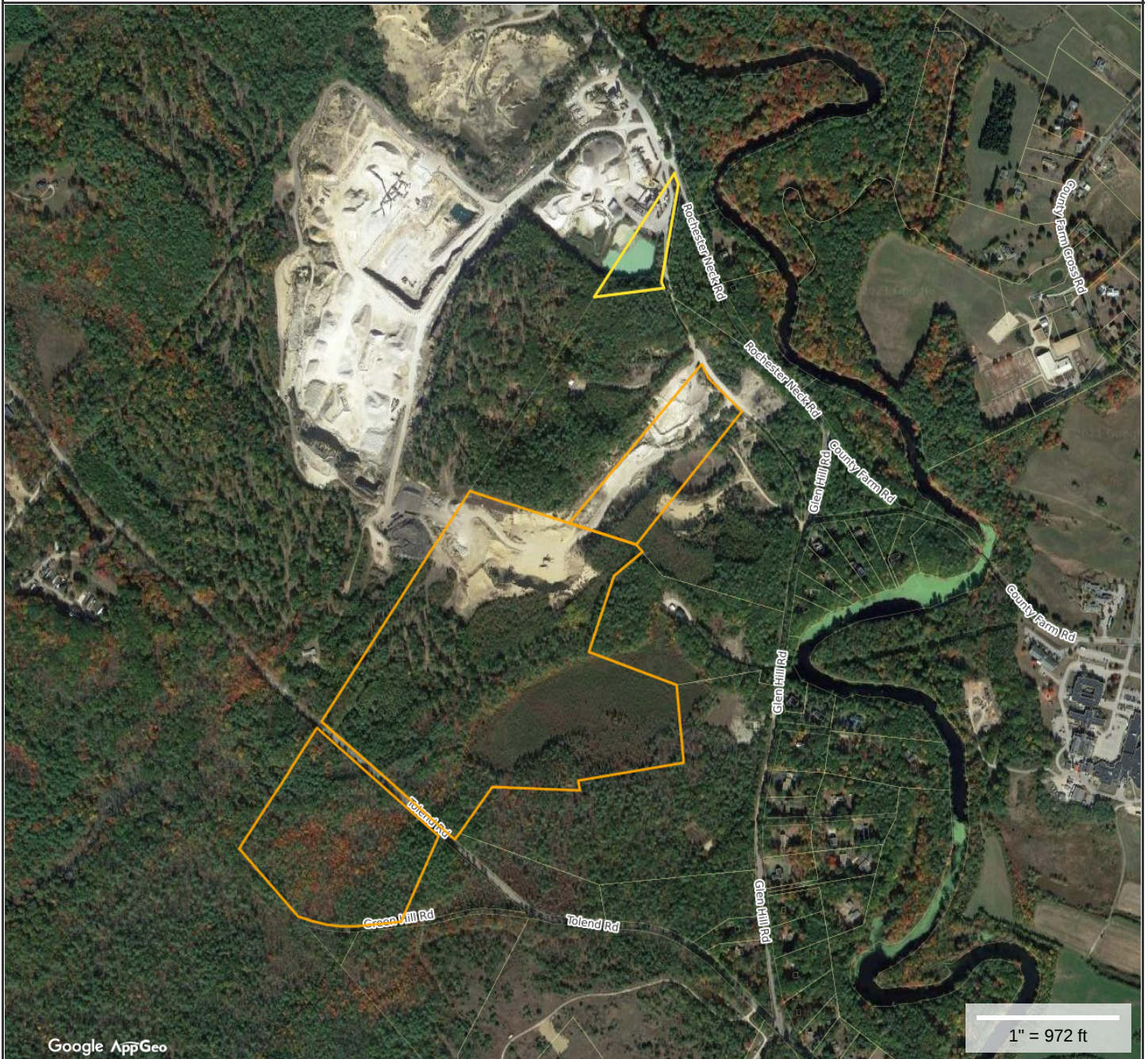
Consistency With Land Use Regulations

Section 170-29 of the Zoning Ordinance of the City Code governs the excavation of earth in the City of Dover pursuant to the authority granted by NH RSA 155-E, and requires that earth excavations obtain a permit, which is valid for two years.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the application, hold the public hearing, and approve the Excavation Permit with the following condition:

1. Confirmation from the City's Environmental Projects Manager that existing conditions are consistent with excavation plan.
2. Add a note that the applicant and City are reviewing the SPCC and pit operation plans to ensure that they are consistent with most current ordinances and approved Source Water Protection Plans and the facility owner will revise if necessary.

**Property Information**

Property ID C0012-A00000
Location GLEN HILL RD
Owner BROX STEPHEN M REVOCABLE
INDENTURE OF TR
Land Use 410

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/3/2021
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



City of Dover, New Hampshire EXCAVATION PERMIT APPLICATION

[Revision 9, 2021]

RECEIVED
Planning Office

Office Use Only: File # <u>P21-20</u>	Account #: _____ Amount Paid: _____	Date Received: _____ Time Received: _____
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Dover, New Hampshire

This application is approved or disapproved by the Planning Board. If approved it may be subject to conditions set forth by the Notice of Decision and is good for two years from the date specified, with one renewal.

APPLICATION TYPE (check one): ☐ NEW ☒ RENEWAL (due April 1st each year)

APPLICANT AND OWNER INFORMATION

Name of Applicant: BROX INDUSTRIES Telephone # 603-332-4262

Address of Applicant: 1471 METHUEN STREET DRACUT, MASS. 01826

E-Mail Address: DCLUFF @BROX INDUSTRIES.COM

Name of Property Owner (if different from applicant): STEPHEN M BROX Telephone # _____

Address of Property Owner: SAME

PROPERTY INFORMATION

Address of Property Being Excavated: NA

Assessor's Map # C Lot(s) # 12A13, 14 Zoning District(s) R-40 Overlay District(s) _____

Size of Parcel: _____ sq. ft. 90 ac. Property Deed: Book _____ Page: _____

EXCAVATION INFORMATION

Depth of Excavation 50 FT +/- Finished Elevation 130

Highest Annual Average Groundwater Table Elevation: 120 Projected Duration of Excavation: NA

RENEWAL CERTIFICATION - If renewing your Permit, please sign below & provide an annual report.

I/we hereby verify by signing this application that I/We continue to meet the Excavation Permit guidelines set forth in Section 170-28 of the Zoning Ordinance of the City of Dover and have not changed and/or expanded the site in any manner since the Excavation Permit was originally issued. I/we understand that I am/we are still subject to any and all conditions of approval set forth in the original Notice of Decision.

X Signature(s) of Property Owner(s): [Signature] Date: 3/22/21

Signature of Applicant (if different from owner): [Signature] Date: 3-19-21

(For Office Use Only - FOR RENEWALS ONLY)

Approved/Denied (circle one) by _____ Date _____
Zoning Administrator

PROFESSIONAL INFORMATION

Name of Surveyor and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

Name of Engineer and Company (Licensed in N.H.) ROBERT TARDIFAddress DUNBARTON NH Telephone #: _____Professional License #: 10022 E-mail address: _____

Name of Architect and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

CONSERVATION EASEMENT HOLDER

Name of Easement Holder: _____ Telephone #: _____

Address Easement Holder: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/we submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

X Signature of Property Owner: [Signature] Date: 3/22/21Signature of Applicant (if different from owner): [Signature] Date: 3-19-21

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

X Signature of Property Owner: [Signature] Date: 3/22/21

**CITY OF DOVER SITE REVIEW
LIST OF ABUTTERS**

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
C	7-12-8-20	CITY OF DOVER NH	MUNICIPAL BLDG DOVER NH

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS

Conservation Easement Holder:

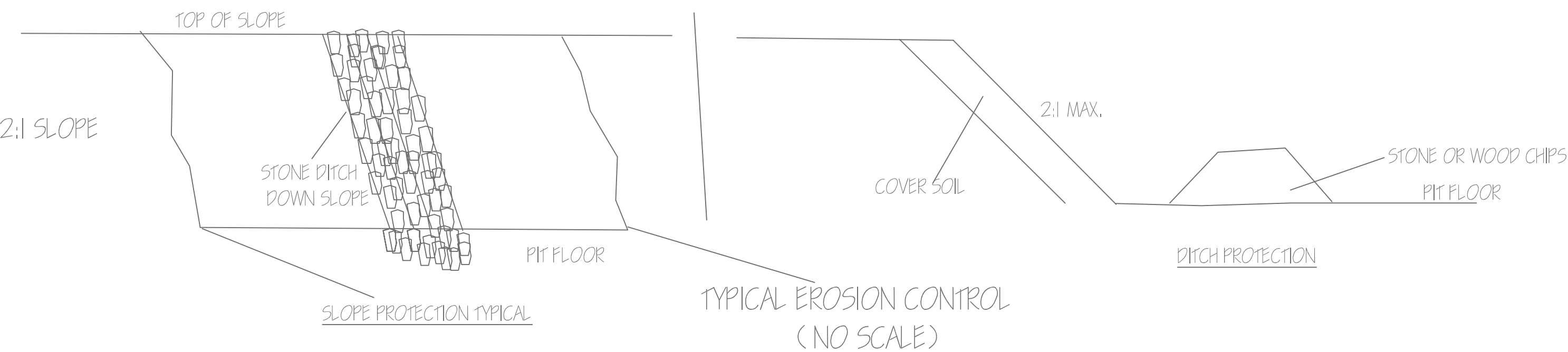
TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

P21-20 Glen Hill Rd, Rochester Neck Rod, Tolend Rd

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
C0007-000000	ROCHESTER NECK RD	CITY OF DOVER		CENTRAL AVENUE	DOVER	NH	03820
C0008-000000	110 GLEN HILL RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
C0010-000000	ROCHESTER NECK RD	BROX STEPHEN M REVOCABLE INDENTURE OF TR	BROX STEPHEN M TRUSTEE	1471 METHUEN ST	DRACUT	MA	01826
C0011-000000	ROCHESTER NECK RD	BROX STEPHEN M REVOCABLE INDENTURE OF TR	BROX STEPHEN M TRUSTEE	1471 METHUEN ST	DRACUT	MA	01826
C0011-A00000	ROCHESTER NECK RD	BROX STEPHEN M REVOCABLE INDENTURE OF TR	BROX STEPHEN M TRUSTEE	1471 METHUEN ST	DRACUT	MA	01826
C0011-B00000	38 ROCHESTER NECK RD	SUNSET ROCK LLC		1471 METHUEN ST	DRACUT	MA	01826
C0012-000000	140 GLEN HILL RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
C0015-000000	TOLEND RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
C0016-000000	TOLEND RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
C0017-000000	TOLEND RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
C0019-000000	TOLEND RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
C0020-000000	GLEN HILL RD	CITY OF DOVER		288 CENTRAL AV	DOVER	NH	03820
C0012-A00000	GLEN HILL RD	BROX STEPHEN M REVOCABLE INDENTURE OF TR	BROX STEPHEN M TRUSTEE	1471 METHUEN ST	DRACUT	MA	01826
C0013-000000	ROCHESTER NECK RD	BROX STEPHEN M REVOCABLE INDENTURE OF TR	BROX STEPHEN M TRUSTEE	1471 METHUEN ST	DRACUT	MA	01826
C0014-000000	TOLEND RD	BROX STEPHEN M REVOCABLE INDENTURE OF TR	BROX STEPHEN M TRUSTEE	1471 METHUEN ST	DRACUT	MA	01826
		ROBERT TARDIF, PE		46 CLIFFORD FARM ROAD	DUNBART	NH	03242

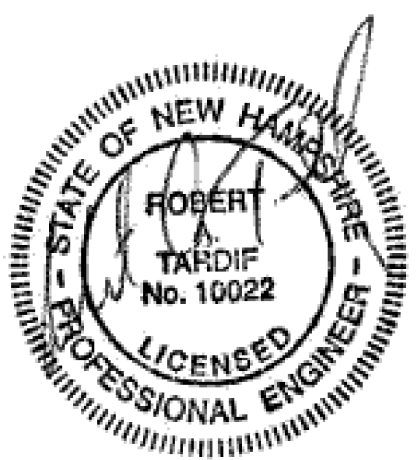
GENERAL NOTES

- 1) RECLAIM FINISH SLOPES TO MAX. 2:1 OR LESS,
- 2) APPLY HEAVEY COVER OF SOIL SUITABLE FOR ESTABLISHING VEGETATION ON ALL COMPLETED EXCAVATION AREAS,
- 3) SEED AND FERTILIZE SLOPES PER NH DOT STANDARD SPECIFICATIONS- SECTIONS 641-647,
- 4) CONTROL EROSION AREAS WITH STONE OR TREE GRINDINGS AS NESSACARY,
- 5) CONSTRUCT DETENTION PONDS AS NESSACARY TO SPREAD RUNOFF EVENLY AS TO PREVENT HEAVEY PONDING,
- 6) TRACK SLOPES AS NESSACARY TO STABILIZE FOR PLANTING,
- 7) STUMPS ONLY BURIED 75' FROM SURFACE WATER AND MIN. 4' ABOVE SEASONAL HIGH WATER TABLE,
- 8) NO SETBACK REQUIREMENTS AS ABUTTING LAND ALL PROPERTY OF OWNER,
- 9) RECLAMATION TO BE COMPLETED AT CESSATION OF EXCAVATION.



SCALE: 1"=50'

MAP# C LOT# 12-A



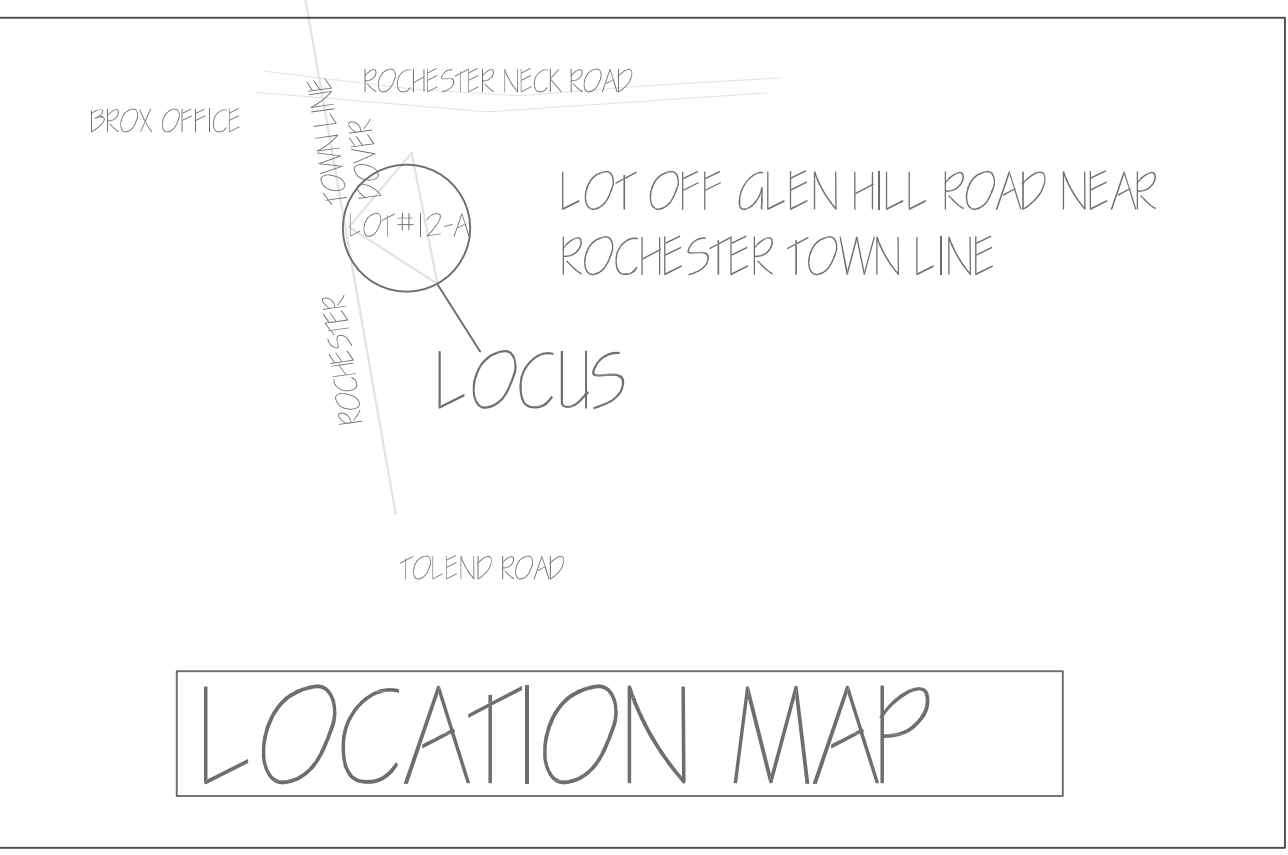
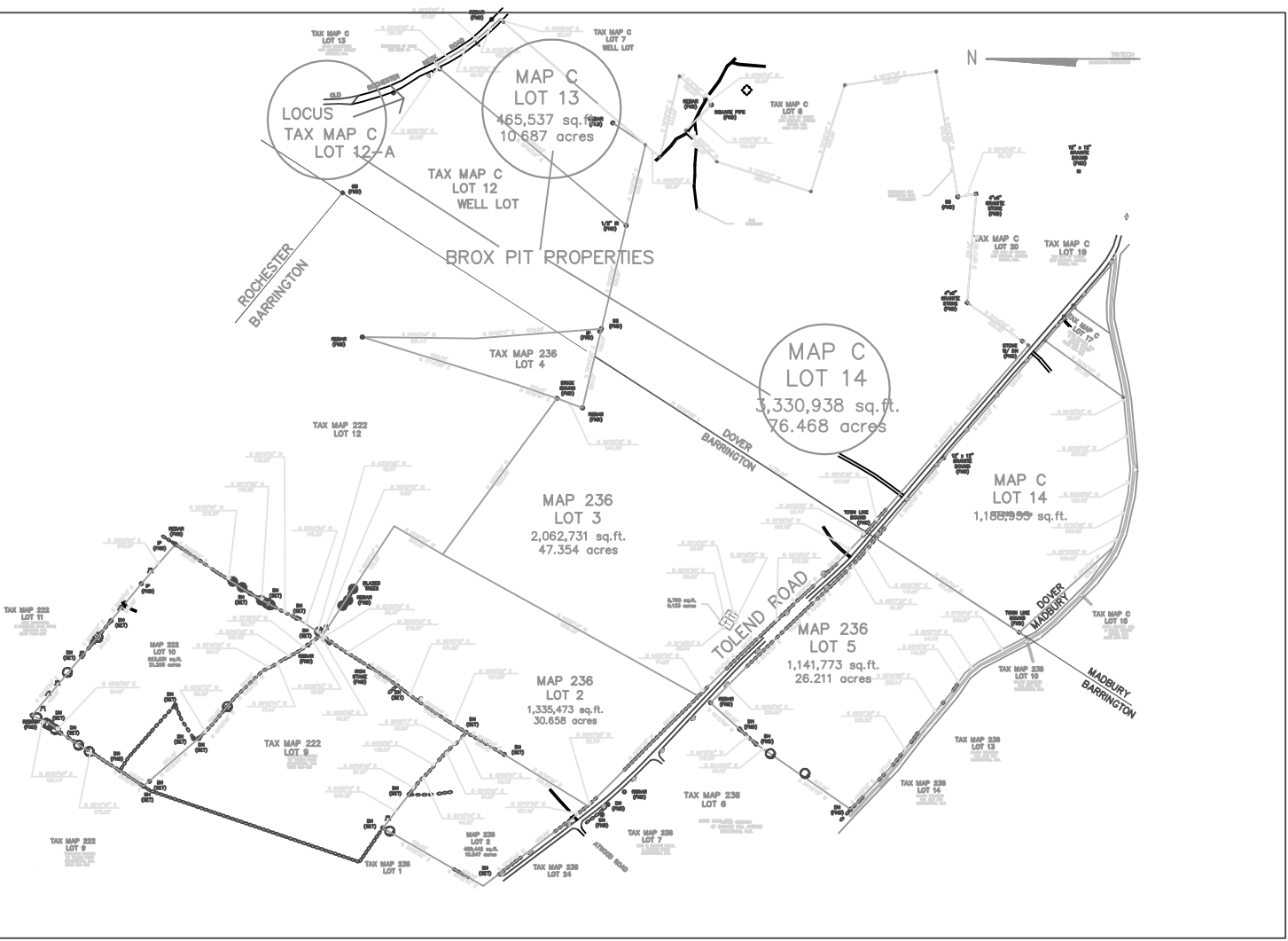
ROBERT TARDIF, PE (#10022)
46 CLIFFORD FARM ROAD
DUNBARTON, N.H. 03242

RECLAMATION PLAN

OWNER:
STEPHEN M. BROX INDENTURE OF TRUST
1471 METHUEN ST.
DRACUT, MASS. 01826

DRAWN BY: D.CLIFF CHKD BY: R. TARDIF
03-16-21 03-21
TOPOGRAPHY FROM 2020 FLYOVER BY EASTERN TOPO
CURRENT CONTOURS UPDATED 03-2020

SCALE AS NOTED

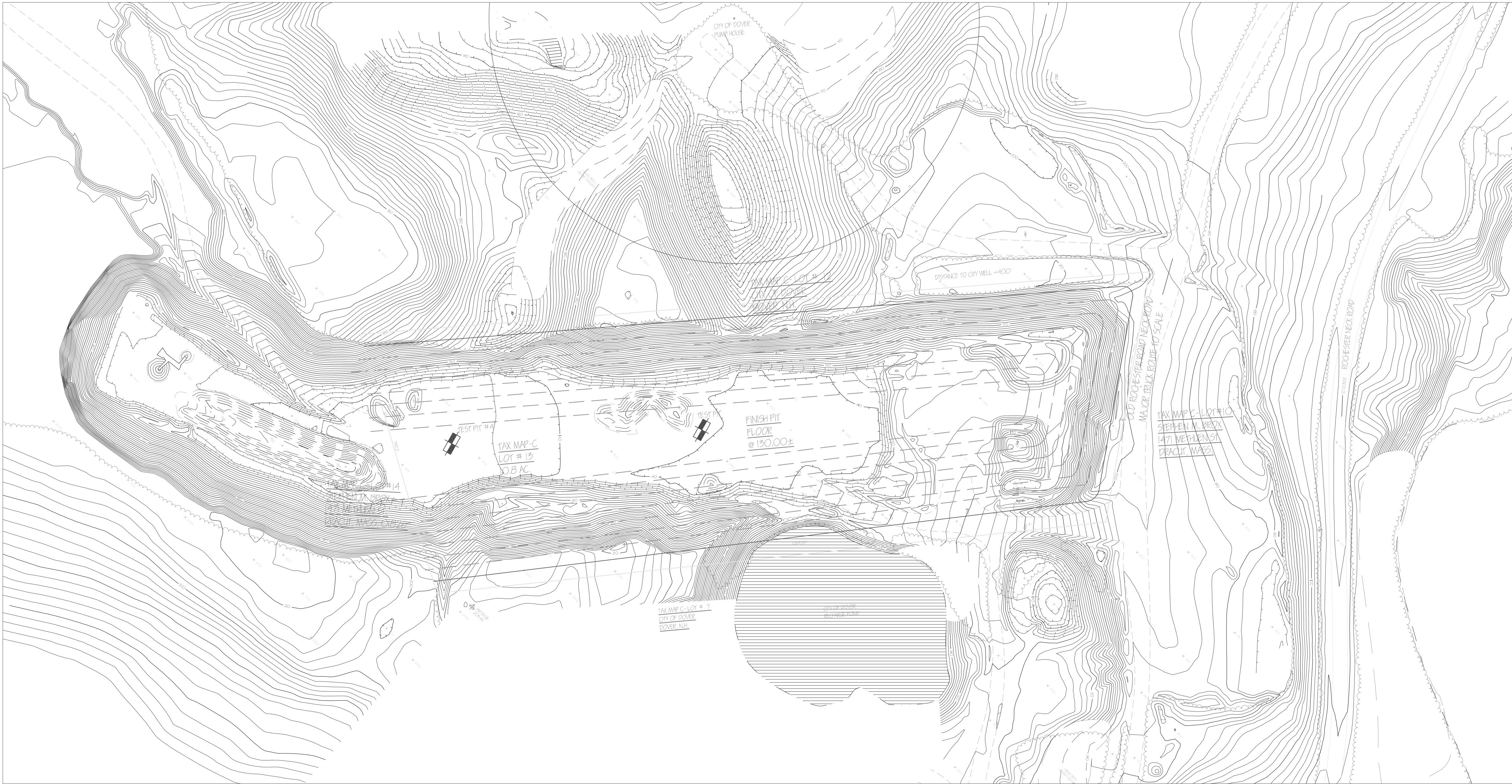
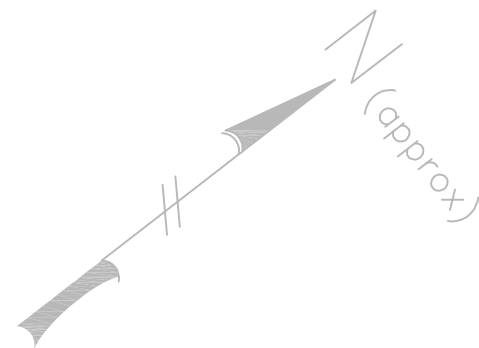


GENERAL NOTES

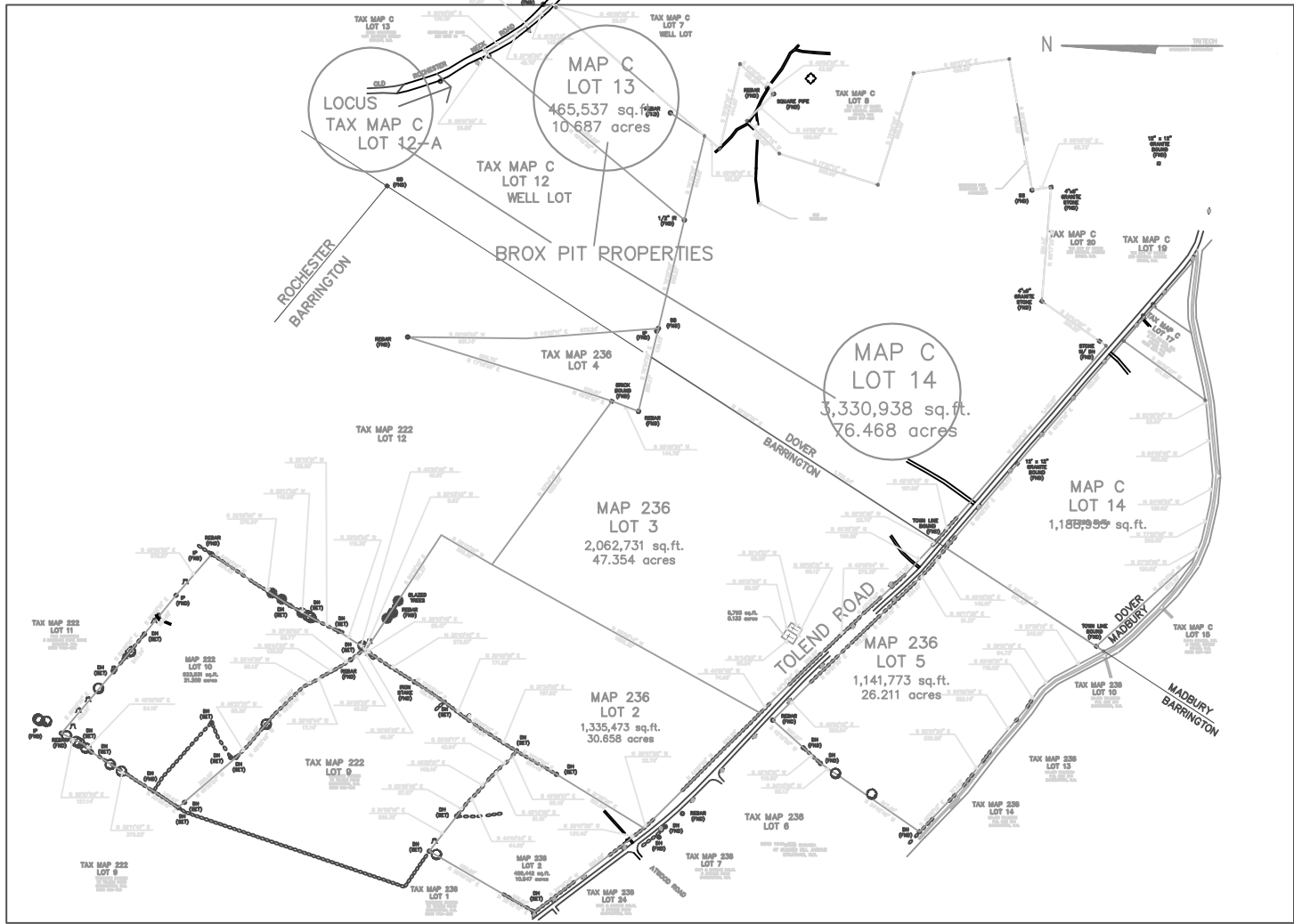
- 1) ALL EXCAVATION TO BE IN ACCORDANCE WITH CITY OF DOVER ZONING CHAPTER 170; ARTICLE VIII.
- ALL REQUIRED STATE OF N.H. AND FEDERAL PERMITS IN PLACE AND CURRENT.
- 2) FINISH SLOPES TO BE GRADED TO 2:1 MAXIMUM.
- 3) NO STORAGE OF HAZARDOUS WASTE OF ANY KIND ON THIS PARCEL.
- 4) EXCAVATION AMOUNT FOR 2021-2022; 3000 C.Y.±
- 5) HOURS OF OPERATION ARE GENERALLY 6:30 TO 6:00 P.M. BUT COULD VARY DUE TO JOB REQUIREMENTS.
- 6) PIT FLOOR GRADE AT ELEVATION 120± WHEN COMPLETELY EXCAVATED AND RECLAIMED.
- 7) SETBACKS FLAGGED FOR DOVER OFFICIALS.
- 8) ALL SURFACE WATER RUNOFF TO REMAIN ON BROX PARCELS, WITH NO DISCHARGES OFF SITE. NO STANDING WATER.
- 9) SLOPES THAT ARE RECLAIMED, THAT WILL HAVE NO FUTURE EXCAVATION, TO BE SEEDED TO ASSURE STABILIZATION.
- 10) ABUTTERS TO THIS PROPERTY RECOGNIZED AS APPROVING THUS ONLY A 10' SETBACK TO THIER PROPERTY LINES.
- 11) LOT AND ABUTTERS IN DOVER ZONING CODE ZONE-R-40.
- 12) FINISH PIT FLOOR @ 5' ± ABOVE WATER TABLE.
- 13) ALL BUILDINGS AND SEPTICS WITHIN 200' OF BOUNDARIES, SHOWN. ROW TO CITY OF DOVER ON PIT ROAD.
- 14) AREA OF EXCAVATION 392040 S.F.(9 AC.)
- 15) ALL TRAFFIC USES ROCHESTER NECK ROAD.(PAVED ENTRANCE)
- 16) RECLAMATION TO BE COMPLETED AT CESSATION OF EXCAVATION.

TEST PIT DATA

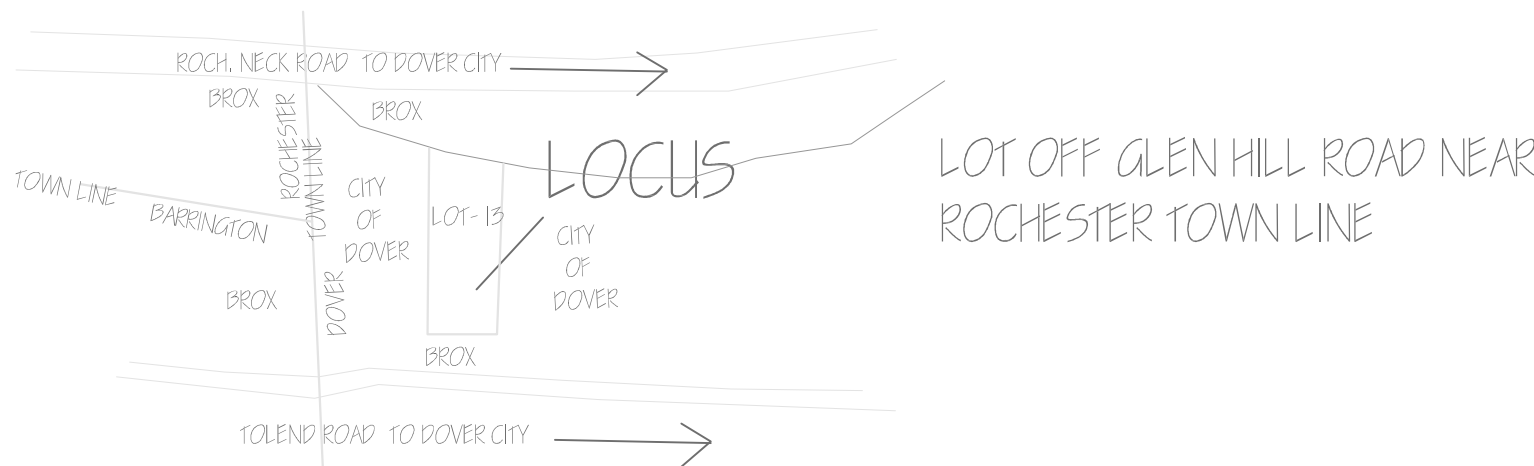
TEST PIT #4(PITS ALL SIMILAR)
GROUND WATER ELEVATION AT PIT FLOOR
=ELEV. 120±
FINISH FLOOR OF PIT = ELEV. =130



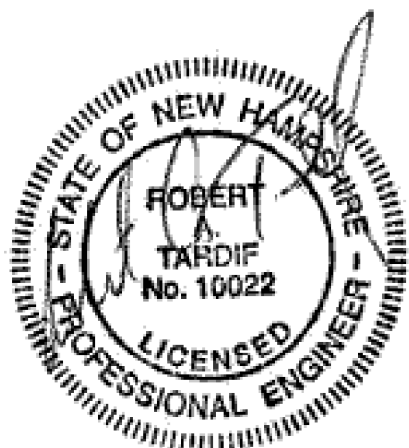
SCALE: 1"=100'



LOCATION MAP



MAP# C LOT# 13



ROBERT TARDIF, PE (# 10022)
46 CLIFFORD FARM ROAD
DUNBARTON, N.H. 03242

EXCAVATION PLAN

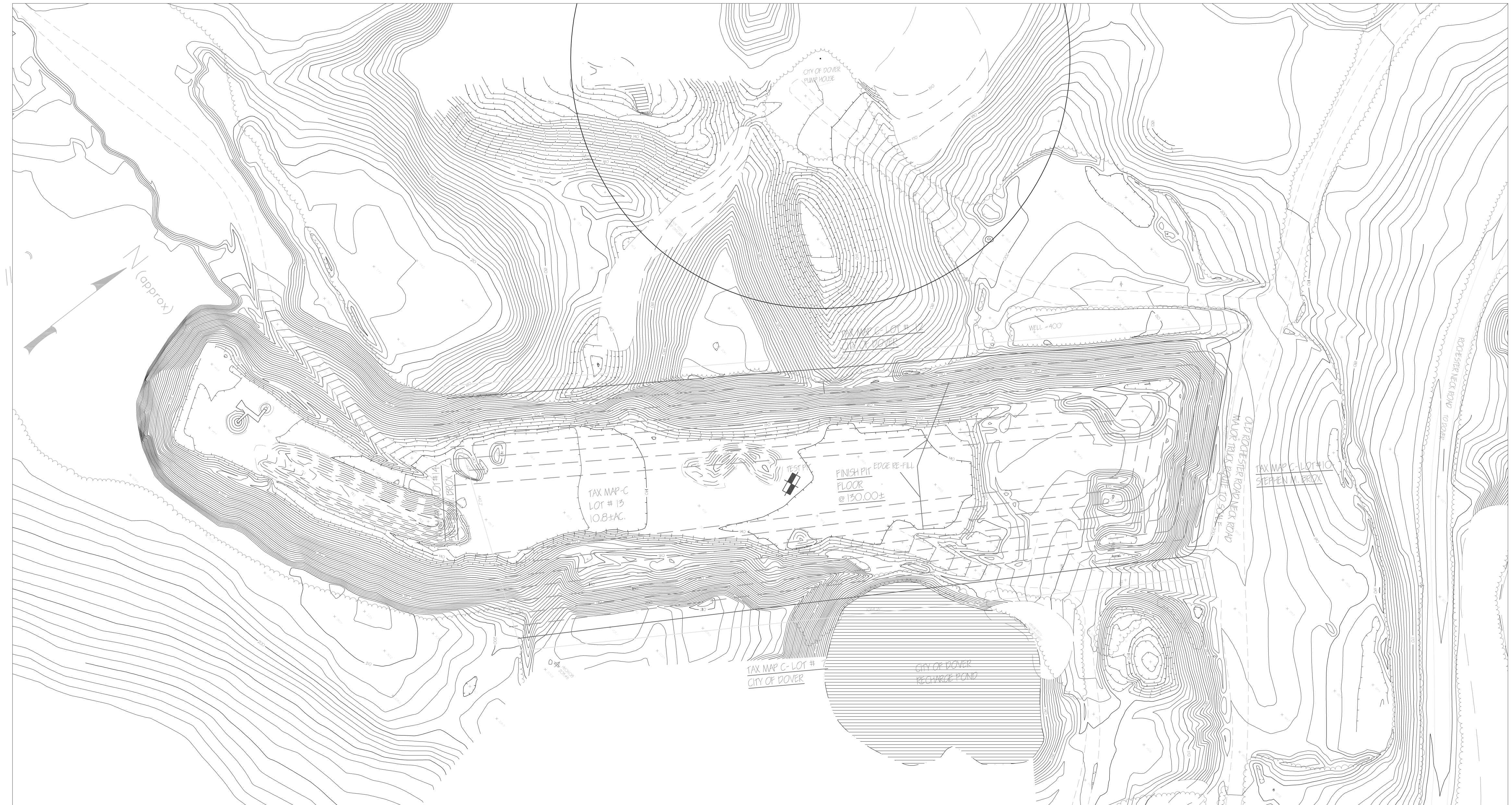
OWNER:
STEPHEN M. BROX REV INDENTURE OF TRUST
1471 METHUEN ST,
DRA CUT, MASS. 01826

DRAWN BY: D.CLIFF
03-20-21
CHKD BY:R. TARDIF
03-21

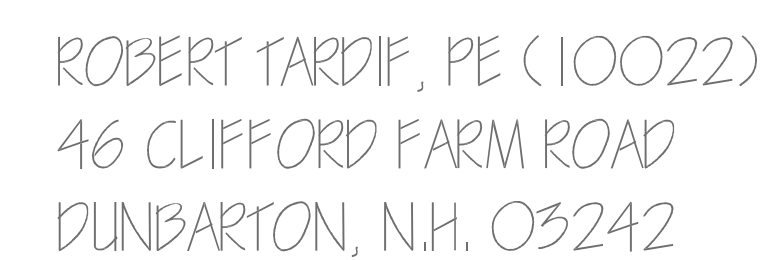
TOPOGRAPHY FROM 2014 FLYOVER AND PLAN BY EASTERN TOPO
CURRENT CONTOURS UPDATED 03-2020

SCALE AS NOTED

- 1) GRADE RECLAIMED SLOPES TO MAX. 2:1 OR LESS.
- 2) APPLY HEAVY COVER OF SOIL SUITABLE FOR ESTABLISHING VEGETATION.
- 3) SEED AND FERTILIZE SLOPES PER NHDOT STANDARD SPECIFICATIONS SECTIONS 641-647.
- 4) CONTROL EROSION AREAS WITH STONE OR TREE GRINDINGS AS NECESSARY.
- 5) LOT AND ABUTTERS IN DOVER ZONING ZONE R-40.
- 6) TRACK SLOPES AS NECESSARY TO STABILIZE FOR PLANTING.
- 7) STUMPS MAY ONLY BE BURIED 75' FROM SURFACE WATER AND MIN. 4' ABOVE GROUND WATER TABLE.
- 8) RECLAMATION TO OCCUR AT CESSATION OF EXCAVATION.



MAP# C LOT#13



SCALE AS NOTED

ROCHESTER TOWNSHIP LINE

DOVER

ROCHESTER NECK ROAD TO DOVER CITY

LOCUS

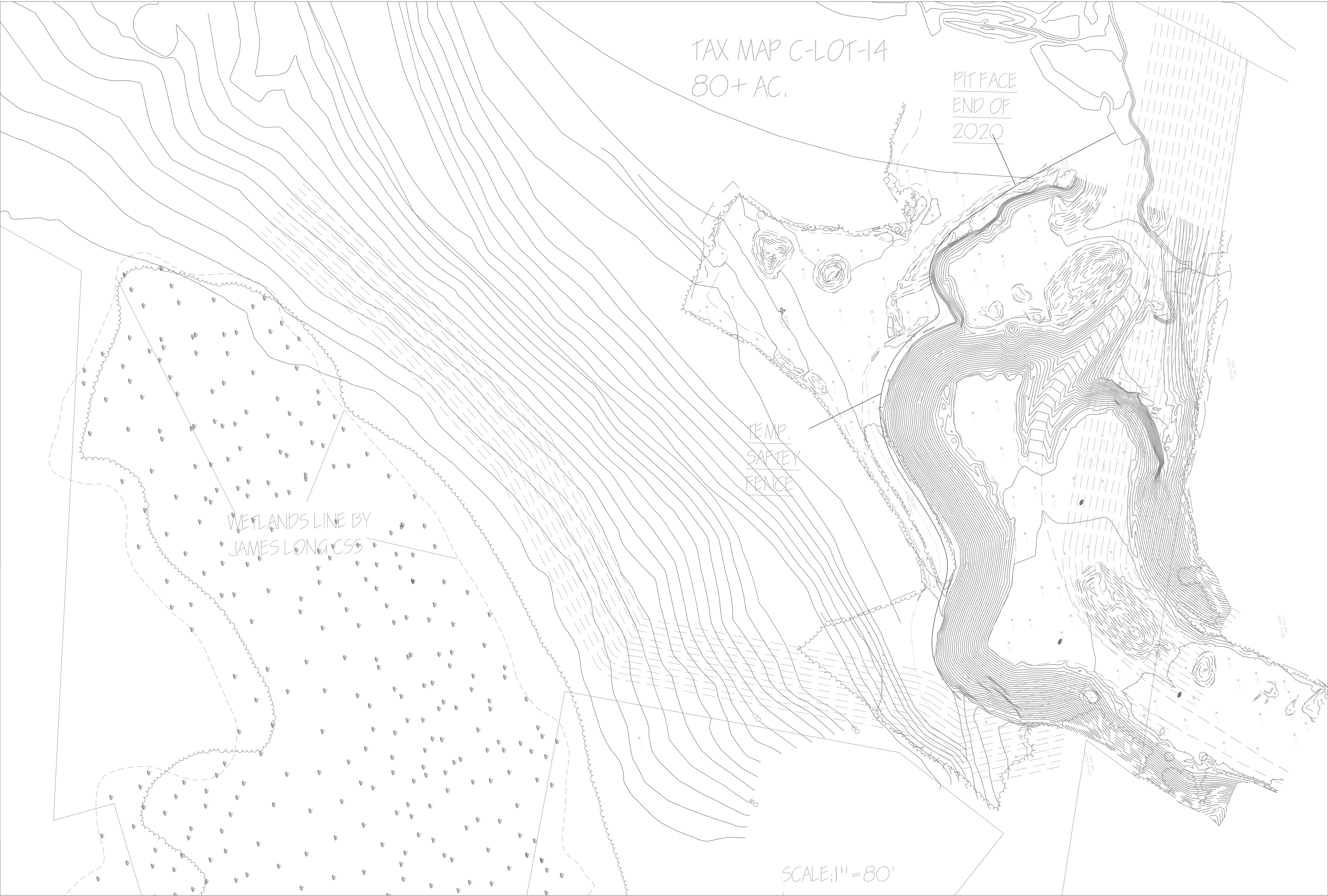
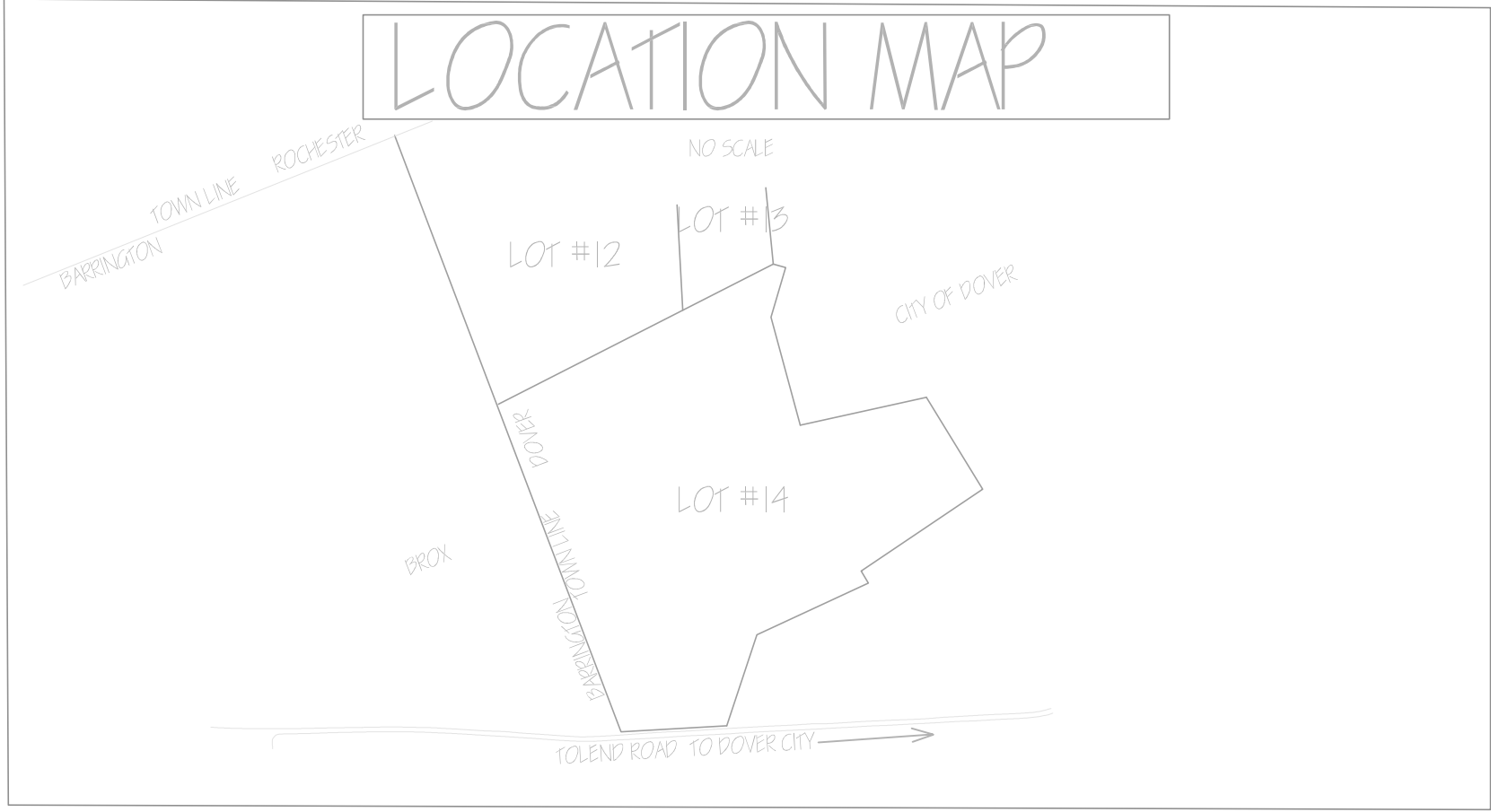
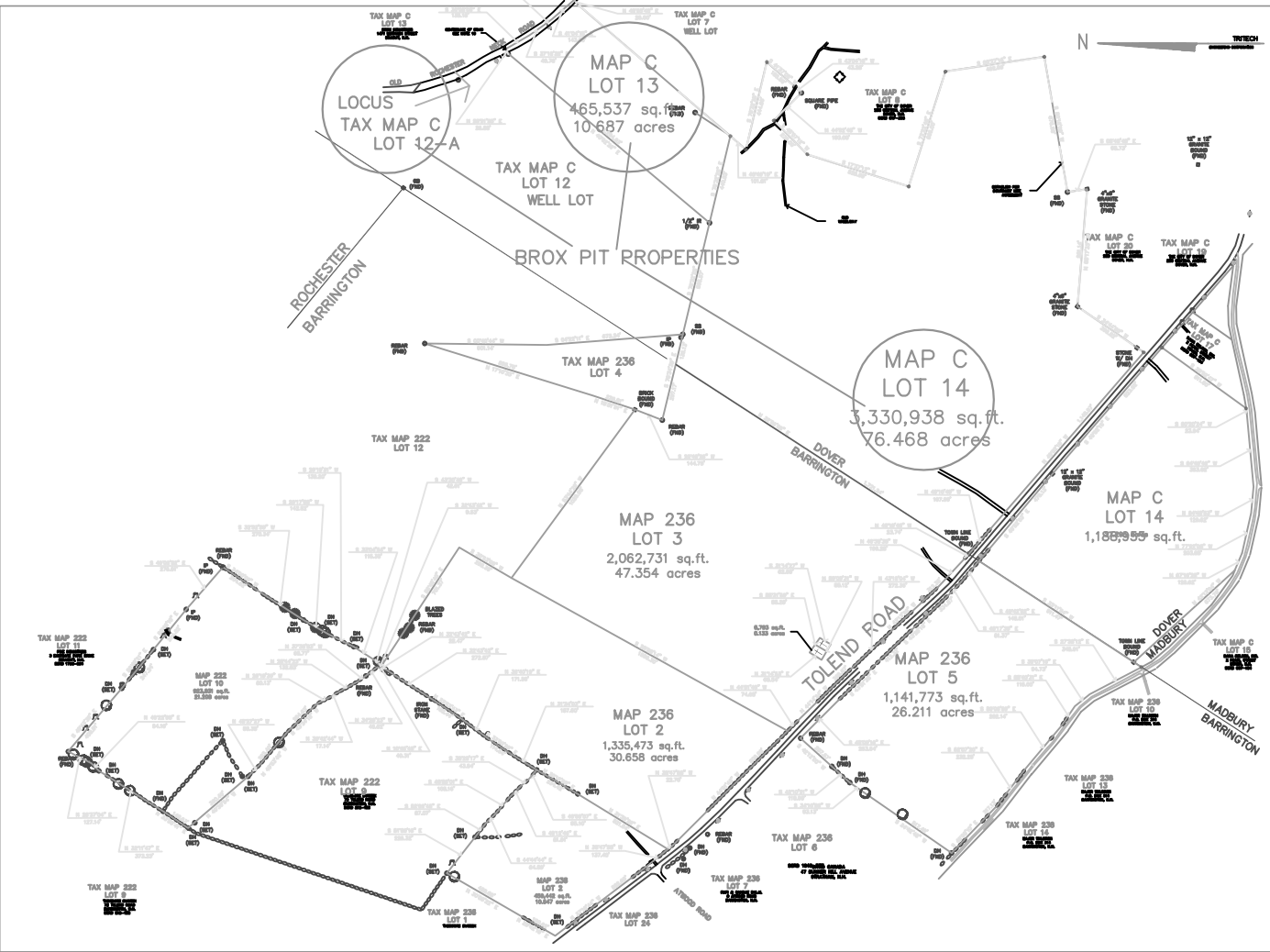
LOT #15

TOLENT ROAD TO DOVER CITY

LOT OFF ROCHESTER NECK ROAD
NEAR ROCHESTER TOWN LINE

GENERAL NOTES

- 1) ALL EXCAVATION TO BE IN ACCORDANCE WITH CITY OF DOVER ZONING CHAPTER 170; ARTICLE VIII., ALL REQUIRED STATE OF N.H. AND FEDERAL PERMITS IN PLACE AND CURRENT.
- 2) FINISHED SLOPES TO BE LEFT AT 2:1 MAXIMUM.
- 3) NO STORAGE OF HAZARDOUS WASTE OF ANY KIND ON THIS LAND.
- 4) EXCAVATION AMOUNT FOR 2021-2022: 5000 C.Y.±.
- 5) HOURS OF OPERATION ARE GENERALLY 6:30 TO 6:00 P.M., BUT COULD VARY DUE TO JOB REQUIREMENTS.
- 6) PIT FLOOR GRADE AT ELEVATION 120± WHEN COMPLETELY EXCAVATED AND RECLAIMED.
- 7) SETBACKS FLAGGED FOR DOVER OFFICIALS.
- 8) ALL SURFACE WATER RUNOFF TO REMAIN ON BROX PARCELS, WITH NO DISCHARGES OFF SITE. NO STANDING WATER.
- 9) SLOPES THAT ARE RECLAIMED, THAT WILL HAVE NO FUTURE EXCAVATION, TO BE SEEDED TO ASSURE STABILIZATION.
- 10) ABUTTERS TO THIS PROPERTY RECOGNIZED AS APPROVING THUS ONLY A 10' SETBACK TO THEIR PROPERTY LINES.
- 11) LOT AND ABUTTERS IN DOVER ZONING ZONE-R-40.
- 12) FINISH PIT FLOOR @ 5' ± ABOVE ESTIMATED SHWT.
- 13) ALL BUILDINGS AND SEPTICS WITHIN 200' OF BOUNDARIES SHOWN.
- 14) AREA OF EXCAVATION 1698840 S.F.
- 15) ALL TRAFFIC USES ROCHESTER NECK ROAD.(PAVED ENTRANCE)
- 16) RECLAMATION TO BE COMPLETED AT CESSATION OF EXCAVATION.
- 17) WETLANDS TO SOUTH OF PARCEL FLAGGED BY JAMES LONG CERTIFIED SOIL SCIENTIST/ WETLAND SCIENTIST



MAP# C LOT# 14

TEST PIT DATA

TEST PIT #3(ALL SIMILAR)

GROUND WATER ELEVATION AT PIT FLOOR =ELEV. 120±

FINISH FLOOR ELEV. @ 130±

ROBERT TARDIF, PE (# 10022)

46 CLIFFORD FARM ROAD

DUNBARTON, N.H. 03242

EXCAVATION PLAN

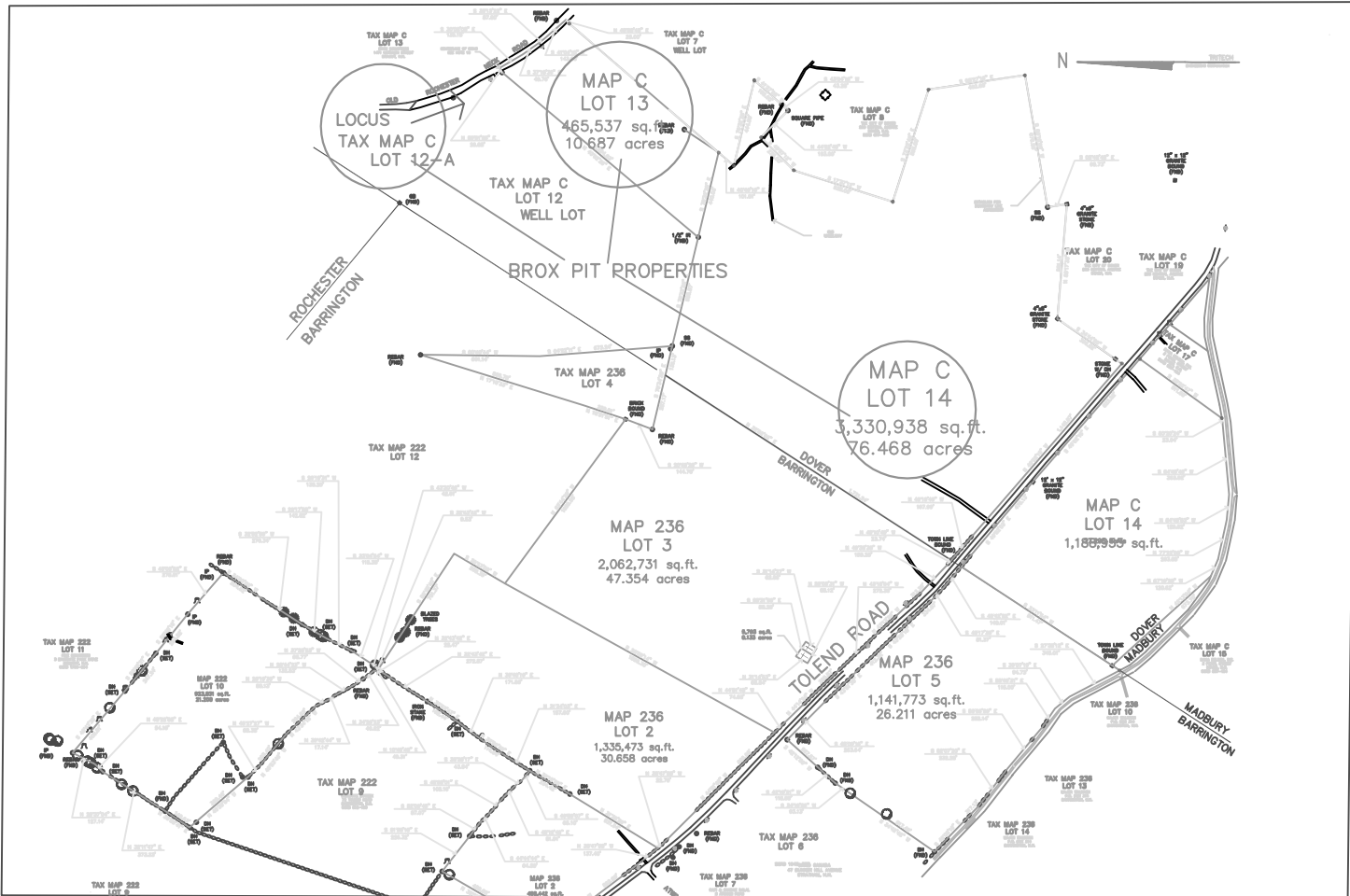
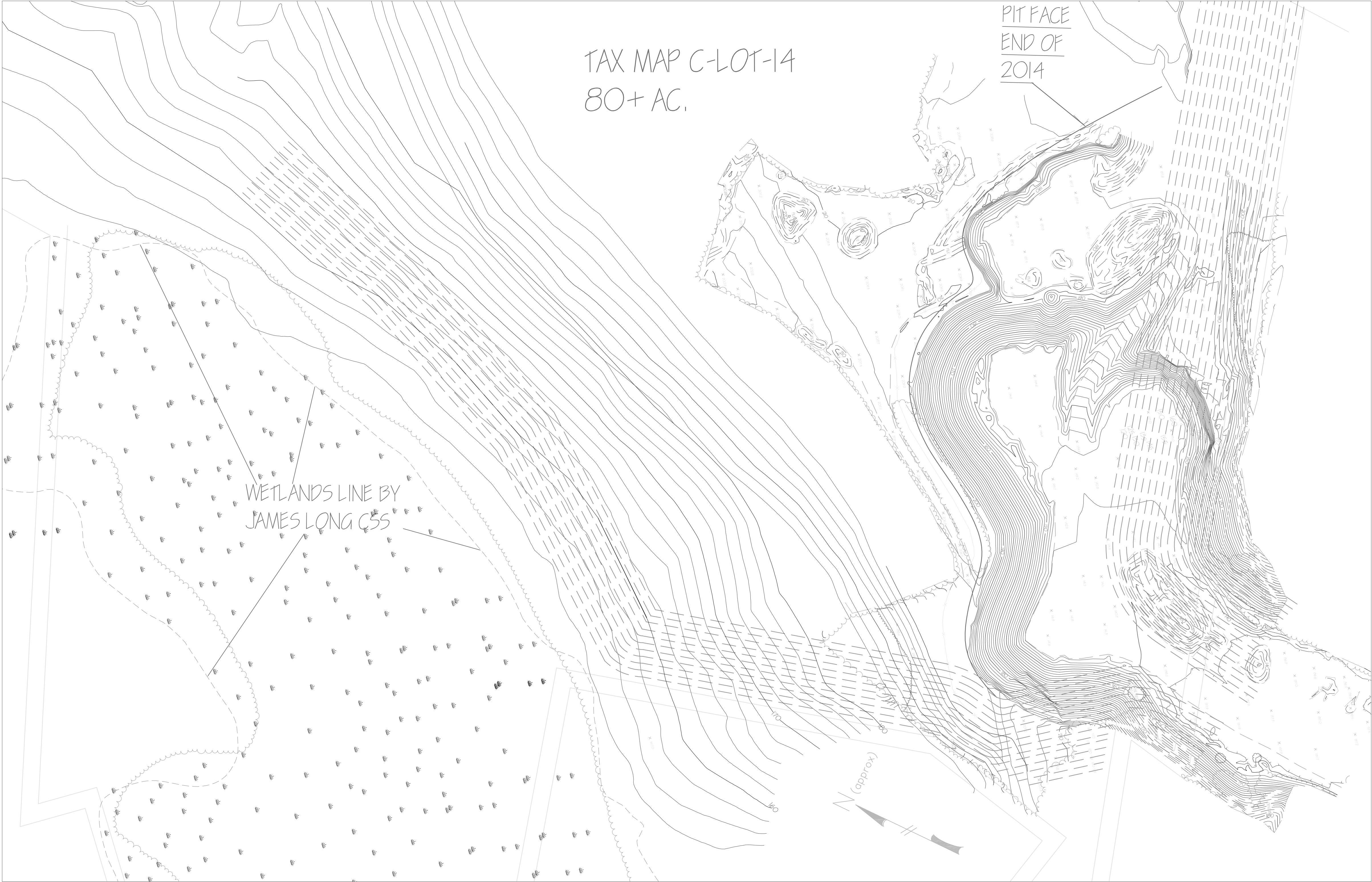
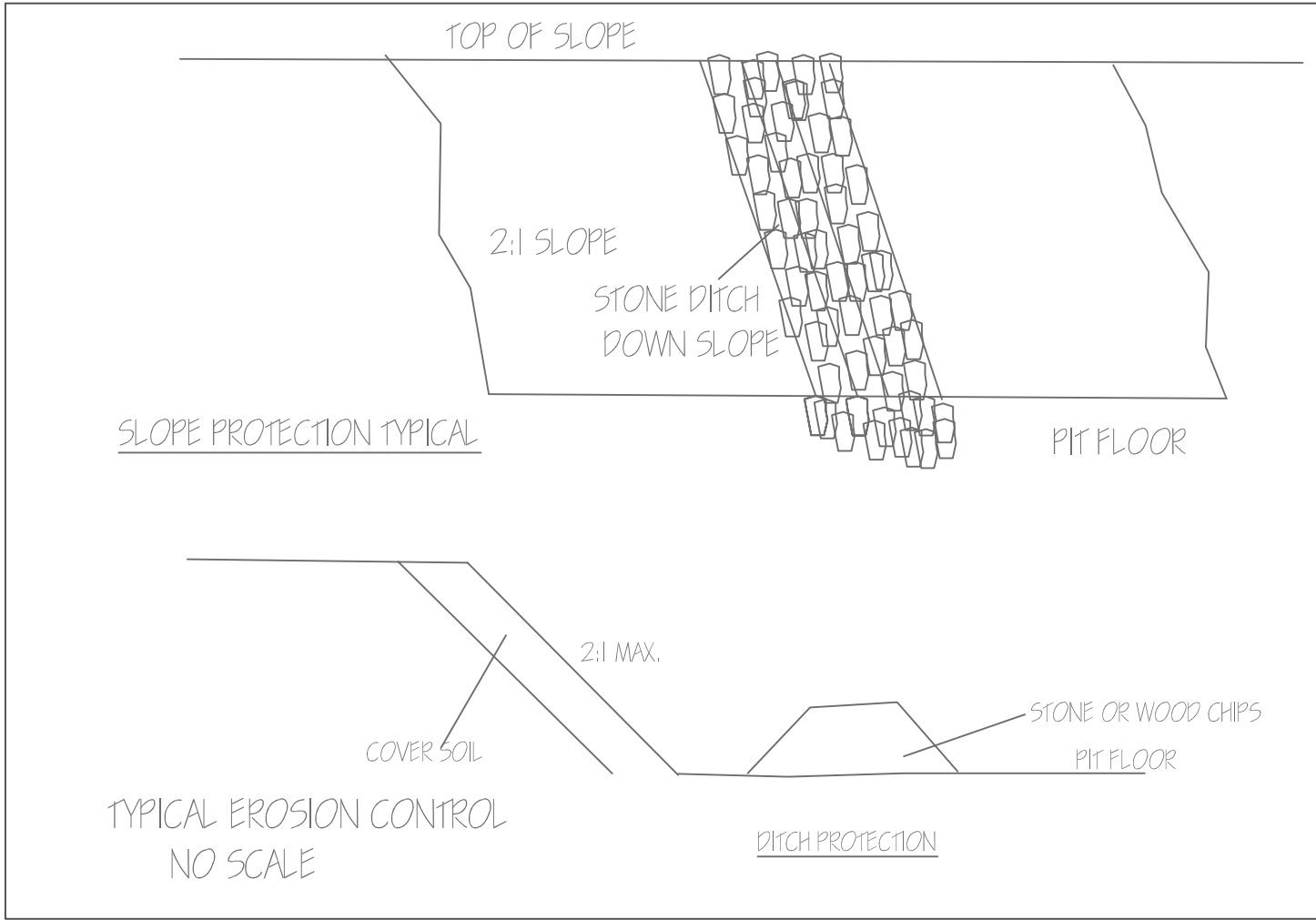
OWNER: STEPHEN M. BROX REV INDENTURE OF TRUST
1471 METHUEN ST.
DRACLUT, MASS. 01826

DRAWN BY: D.CLUFF CHKC. BY R. TARDIF
03-28-21 03-21
TOPOGRAPHY FROM 2014 FLYOVER AND PLAN BY EASTERN TOPO
CURRENT CONTOURS UPDATED 03-2020

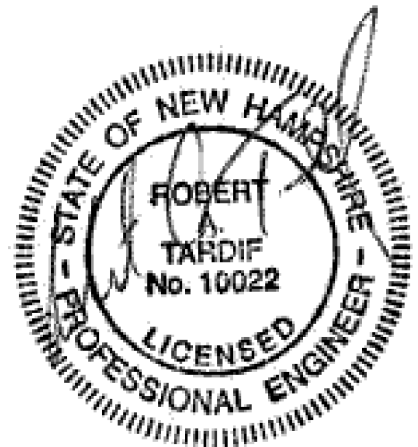
SCALE AS NOTED

GENERAL NOTES

- 1) CUT FINISH SLOPES TO MAX. 2:1 OR LESS.
- 2) APPLY HEAVEY COVER OF SOIL SUITABLE FOR ESTABLISHING VEGETATION.
- 3) SEED AND FERTILIZE SLOPES PER NHDOT SPECIFICATIONS SECTIONS 641-647.
- 4) CONTROL EROSION AREAS WITH STONE OR TREE GRINDINGS AS NECESSARY.
- 5) LOT AND ABUTTERS IN ZONE : R-40.
- 6) TRACK SLOPES AS NECESSARY TO STABILIZE FOR PLANTING.
- 7) STUMPS ONLY BURIED 75' FROM SURFACE WATER AND MIN. 4' ABOVE GROUND WATER TABLE.
- 8) ALL RUNOFF REMAINS ON BROX PROPERTY. NO DISCHARGE FROM THIS PARCEL.
- 9) RECLAMATION TO OCCUR AT CESSATION OF ALL EXCAVATION.



SCALE: 1"=100'
MAP# C LOT#14



ROBERT TARDIF, PE (# 10022)
46 CLIFFORD FARM ROAD
DUNBARTON, N.H. 03242

RECLAMATION PLAN

OWNER:
STEPHEN M. BROX REV INDENTURE OF TRUST
1471 METHUEN ST.
DRAUGHT, MASS. 01826

DRAWN BY: D. CLIFF 03-15-21
CHKD BY: R. TARDIF 03-21

TOPOGRAPHY FROM 2014 FLYOVER BY EASTERN TOPO
CURRENT CONTOURS UPDATED 03-2015

SCALE AS NOTED



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P21-21

Application Type: Excavation Permit
Applicant(s): Branch Brook Holdings, LLC
Owner(s): Branch Brook Holdings, LLC
Location: Mast Road (Tax Map H, Lots 59, 60, 61)
Meeting Date: May 11, 2021

INTENT: To obtain an Excavation Permit renewal for an existing excavation operation.

UNITS PROPOSED: N/A

AGENDA ITEM #: 4-B

ACREAGE: 84.25 acres total
43.80 acres of excavation

ZONING DISTRICT: I-4

EXISTING LAND USE:
Excavation/vacant

PROPOSED LAND USE: Continued
Excavation

SURROUNDING LAND USE: Residential,
commercial, industrial

ZBA ACTION: Map H, Lot 59: H69-20
granted to permit a storage bin
Map H, Lot 59 or 61: H85-21 denied request
to construct a "hot top plant"
Map H, Lot 60: H85-22 denied request to
permit excavation within 20' of lot lines
Map H, Lot 59 or 61: H85-23 denied request
to permit excavation within 20' of lot lines
Map H, Lot 62: H85-24 denied request to
permit excavation within 20' of lot lines

ATTACHMENT:
Excavation Permit application, Excavation
Plan, Reclamation Plan

APPLICATION IS COMPLETE: Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter notices were sent
by certified mail to all abutters for this meeting

PERMITS REQUIRED:
Excavation

WAIVERS REQUESTED: None

Summary of Request and Background

The subject property is located on Mast Road between Community Services/City-owned land, the Town of Madbury, and the Bellamy River. The Applicant has submitted excavation and reclamation plans for its lots along with an application for an excavation permit. This constitutes a renewal of the permit approved last approved May 28, 2019 (a biennial process).

Please note that the concrete batch plant currently operated by Redimix on Map H, Lot 59 has existed in that location since 1950, does not obtain its materials from this excavation site, and cannot be considered under the Planning Board's review of an excavation permit renewal.

Furthermore, the Board should note, that in years past staff has recommended that the applicant add a notes about storage of foreign materials on the site, the hours of operations and the need to schedule regular access roadway water wash downs. These notes are all on the plan, so no conditions of approval to add them are needed.

Consistency With Land Use Regulations

Section 170-29 of the Zoning Ordinance of the City Code governs the excavation of earth in the City of Dover pursuant to the authority granted by NH RSA 155-E, and requires that earth excavations obtain a permit, which is valid for two years.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the application, hold the public hearing, and approve the Excavation Permit with the following condition:

1. Confirmation from the City's Environmental Projects Manager that existing conditions are consistent with excavation plan.
2. Add a note that the applicant and City are reviewing the SPCC and pit operation plans to ensure that they are consistent with most current ordinances and approved Source Water Protection Plans and the facility owner will revise if necessary.

**Property Information**

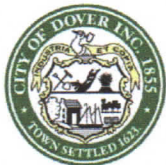
Property ID H0059-000000
Location 325 MAST RD
Owner BRANCH BROOK HOLDINGS LLC
Land Use 410

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/3/2021
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



City of Dover, New Hampshire EXCAVATION PERMIT APPLICATION

[Revision Date: March 9, 2021]

Office Use Only	Account #:	_____	Date Received:	_____
File # _____	Amount Paid:	_____	Time Received:	_____

This application is approved or disapproved by the Planning Board. If approved it may be subject to conditions set forth by the Notice of Decision and is good for two years from the date specified, with one renewal.

APPLICATION TYPE (check one): ☒ **NEW** ☐ **RENEWAL (due April 1st each year)**

APPLICANT AND OWNER INFORMATION

Name of Applicant: Branch Brook Holdings, LLC Telephone # 603-483-2133

Address of Applicant: P.O. Box 410 Candia, NH 03034

E-Mail Address: rseverino@severinotrucking.com

Name of Property Owner (if different from applicant): SAME Telephone # _____

Address of Property Owner: SAME

PROPERTY INFORMATION

Address of Property Being Excavated: Mast Road

Assessor's Map # H Lot(s) # 59, 60, 60A, 61, 62 Zoning District(s) IT Overlay District(s) N/A

Size of Parcel: 3,669,930 sq. ft. 84.25± ac. Property Deed: Book 3923 Page: 904

Area of Excavation: 1,907,928 sq. ft. 43.80± ac. 4211 934
4719 052

EXCAVATION INFORMATION

Depth of Excavation 96' Finished Elevation 100'

Highest Annual Average Groundwater Table Elevation: _____ Projected Duration of Excavation: 5± years

RENEWAL CERTIFICATION - If renewing your Permit, please sign below & provide an annual report.

I/we hereby verify by signing this application that I/We continue to meet the Excavation Permit guidelines set forth in Section 170-28 of the Zoning Ordinance of the City of Dover and have not changed and/or expanded the site in any manner since the Excavation Permit was originally issued. I/we understand that I am/we are still subject to any and all conditions of approval set forth in the original Notice of Decision. N/A

Signature(s) of Property Owner(s): _____ Date: _____

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

=====

(For Office Use Only – FOR RENEWALS ONLY)

Approved/Denied (circle one) by _____ Date _____
Zoning Administrator

PROFESSIONAL INFORMATIONName of Surveyor and Company (Licensed in N.H.) Kevin M. McEneaney, LLSMcEneaney Survey AssociatesAddress 24 Chestnut Street Dover, NH 03820 Telephone #: 603-742-0911Professional License #: Kevin M. McEneaney E-mail address: kevin@surveynh.com
NH LLS #661Name of Engineer and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

Name of Architect and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

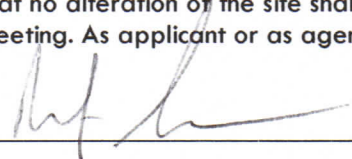
CONSERVATION EASEMENT HOLDER N/A

Name of Easement Holder: _____ Telephone #: _____

Address Easement Holder: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/we submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

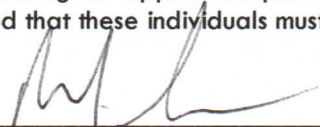
X Signature of Property Owner:  Date: 3-25-2021

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

X Signature of Property Owner:  Date: 3-25-2021

Berkley Insurance Company

c/o Berkley Surety

One Acadia Commons

Westbrook, ME 04092

Phone: (207) 228-1922 - Fax: -

Continuation Certificate

Bond Number: 0145212

Surety

Berkley Insurance Company

Producer

Rowley Agency, Inc. (The)

Producer #: 434

State: NH

Principal

Severino Trucking Co., Inc.

512 Raymond Rd

P.O. Box 202

Candia, NH 03034

Obligee

City of Dover

Municipal Office Building

288 Central Avenue

Dover, NH 03820

CONTINUATION PERIOD	AMOUNT OF BOND	RENEWAL PREMIUM
Effective Date: 2/28/2021	Bond Amount: \$50,000	Premium: \$500
Expiration Date: 2/28/2022		
DESCRIPTION		

Restoration Bond - Pruven Aggregates Gravel Pit, Mast Road, Dover, NH

In consideration of the renewal premium charged, the bond designated above is hereby continued in full force and effect for the period described, subject to all its terms and conditions, provided the liability under said bond and all continuations thereof shall not be cumulative.

Dated: February 4, 2021

Berkley Insurance Company

(Surety)

By

(Attorney-in-fact)
Paula J. Cantara, Attorney-In-Fact

(File a copy of this certificate with your bond.)

P21-21

Mast Road

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip	
H0004-000000	CIELO DR	HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820	
H0004-000025	25 CIELO DR	KLINE JOSEPH K & SUSAN TRUSTEES	KLINE JOSEPH AND SUSAN E REVOCABLE FAMIL	25 CIELO DR	DOVER	NH	03820	
H0004-000029	29 CIELO DR	STEARNS CHARLENE		29 CIELO DR	DOVER	NH	03820-4146	
H0004-000031	31 CIELO DR	SANDBERG BARRY &	SANDBERG MONA R	31 CIELO DR	DOVER	NH	03820	
H0004-000033	33 CIELO DR	SCHULTEN CAROLYN H & STEPHEN B CO-TRUSTE	SCHULTEN STEPHEN BREWER REVOCABLE TRUST	18 COTE DR	DOVER	NH	03820	
H0004-000035	35 CIELO DR	THEORET ROGER A & PAULINE C TRUSTEES	THEORET FAMILY REVOCABLE TRUST	35 CIELO DR	DOVER	NH	03820-5608	
H0005-B00000	330 MAST RD	TARANTO AGNES M		330 MAST RD	DOVER	NH	03820-5489	
H0005-B00001	324 MAST RD	BROWNE DAVID D JR	BROWNE PAMELA R	324 MAST ROAD	DOVER	NH	03820	
H0035-D00000	LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820	
H0058-000000	271 275 MAST RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820	
H0058-000LS2	273 MAST RD	OMNIPPOINT HOLDINGS INC	ATTN PROPERTY MANAGEMENT	4 SYLVAN WAY	PARSIPPANY	NJ	07054	
H0059-A00000	325 MAST RD	BRANCH BROOK HOLDINGS LLC		PO BOX 410	CANDIA	NH	03034	
H0063-000000	MAST RD	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820	
H0059-000000	325 MAST RD	BRANCH BROOK HOLDINGS LLC		PO BOX 410	CANDIA	NH	03034	
H0060-000000	MAST RD	BRANCH BROOK HOLDINGS LLC		PO BOX 410	CANDIA	NH	03034	
H0060-A00000	MAST RD	BRANCH BROOK HOLDINGS LLC		512 RAYMOND RD	CANDIA	NH	03034	
H0061-000000	MAST RD	BRANCH BROOK HOLDINGS LLC		PO BOX 410	CANDIA	NH	03034	
H0062-000000	MAST RD	BRANCH BROOK HOLDINGS LLC		PO BOX 410	CANDIA	NH	03034	
H0040-F00000	OLDE MADBURY LN	OLDE MADBURY LANE INC		PO BOX 250	DOVER	NH	03820	1247001 272700 974300 199501; 1790/53 112
		MCENEANEY SURVEY ASSOCIATES	KEVIN MCENEANEY	24 CHESTNUT STREET	DOVER	NH	03820	

First Class

Parcel ID	Card	Owners Name 1	Owners Name 2	Mailing Address 1	City	Stat	Zip	St Num	Street Name
H0004-000	1	HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820		CIELO DR
H0004-000	1	HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820	1	CIELO DR
H0004-000	1	KOTLUS ANNE		2 CIELO DR	DOVER	NH	03820	2	CIELO DR
H0004-000	1	COMEAU ESTHER M TRUSTEE	COMEAU ESTHER M TRUST	4 CIELO DR	DOVER	NH	03820	4	CIELO DR
H0004-000	1	LANGA MICHELLE A		5 CIELO DR	DOVER	NH	03820	5	CIELO DR
H0004-000	1	EDWARDS JUDITH A TRUSTEE	EDWARDS JUDITH A REVOCABLE TRUST	6 CIELO DR	DOVER	NH	03820	6	CIELO DR
H0004-000	1	CADDLE WILLIAM JEFFREY &	CADDLE JANET	7 CIELO DR	DOVER	NH	03820	7	CIELO DR
H0004-000	1	LANGDON JOANNE E		8 CIELO DR	DOVER	NH	03820	8	CIELO DR
H0004-000	1	PLANTE KEVIN R & DIANE S TRUSTEES	PLANTE FAMILY 2013 REVOCABLE TRUST	9 CIELO DR	DOVER	NH	03820	9	CIELO DR
H0004-000	1	GAUVIN ALBERT J &	GAUVIN HELEN M	10 CIELO DR	DOVER	NH	03820	10	CIELO DR
H0004-000	1	RIVOIRE DAVID J & JOYCE C TRUSTEES	RIVOIRE DAVID J AND JOYCE C 2018 TRUST	11 CIELO DR	DOVER	NH	03820	11	CIELO DR
H0004-000	1	DIXON PETER J & SALLY J TRUSTEES	DIXON ETER AND SALLY J REVOCABLE TRUSTS	12 CIELO DR	DOVER	NH	03820	12	CIELO DR
H0004-000	1	BARR DEBORAH A		13 CIELO DR	DOVER	NH	03820	13	CIELO DR
H0004-000	1	NARDELLA LINDA TRUSTEE	NARDELLA LINDA REVOCABLE LIVING TRUST	14 CIELO DR	DOVER	NH	03820	14	CIELO DR
H0004-000	1	NOYES DEBRA TRUSTEE	NOYES FAMILY TRUST OF 2019	15 CIELO DR	DOVER	NH	03820	15	CIELO DR
H0004-000	1	MAHONEY SHAUN K TRUSTEE	JJM REVOCABLE LIVING TRUST	207 FAIRWAYS EDGE DR	MARSHFIELD	MA	02050-45	16	CIELO DR
H0004-000	1	CROTEAU LINDA M		17 CIELO DR	DOVER	NH	03820	17	CIELO DR
H0004-000	1	GEORGE JENNIFER B		18 CIELO DR	DOVER	NH	03820-56	18	CIELO DR
H0004-000	1	SILVIA MARGARET K		19 CIELO DR	DOVER	NH	03820	19	CIELO DR
H0004-000	1	BROTHWELL JOHN &	BROTHWELL BARBARA	20 CIELO DR	DOVER	NH	03820	20	CIELO DR
H0004-000	1	MORRIS LUCILLE		10 MONARCH WAY	KINGSTON	NH	03848-35	21	CIELO DR
H0004-000	1	POYANT MARK F & SANDRA J TRUSTEES	POYANT SANDRA J REVOCABLE TRUST	22 CIELO DR	DOVER	NH	03820	22	CIELO DR
H0004-000	1	DAIGLE DAVID C &	DAIGLE CATHERINE A	23 CIELO DR	DOVER	NH	03820	23	CIELO DR
H0004-000	1	ATHANS-HOOGVEEN BARBARA TRUSTEE &	BONSTEEL DEBORAH E	89 BOXWOOD LN	DOVER	NH	03820	24	CIELO DR
H0004-000	1	KLINE JOSEPH K & SUSAN TRUSTEES	KLINE JOSEPH AND SUSAN E REVOCABLE FAMIL	25 CIELO DR	DOVER	NH	03820	25	CIELO DR
H0004-000	1	ROUFF PRISCILLA TRUSTEE	A AND P JOHNSTON FAMILY REVOCABLE TRUST	26 CIELO DR	DOVER	NH	03820	26	CIELO DR
H0004-000	1	HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820		CIELO DR
H0004-000	1	BAUR ULRICH &	BAUR SYBILLE	28 CIELO DR	DOVER	NH	03820	28	CIELO DR
H0004-000	1	STEARNS CHARLENE		29 CIELO DR	DOVER	NH	03820-41	29	CIELO DR
H0004-000	1	HERPICH SUSAN L TRUSTEE	HERPICH SUSAN L INVESTMENT TRUST	30 CIELO DR	DOVER	NH	03820	30	CIELO DR
H0004-000	1	SANDBERG BARRY &	SANDBERG MONA R	31 CIELO DR	DOVER	NH	03820	31	CIELO DR
H0004-000	1	NETZEL JEANETTE TRUSTEE	NETZEL JEANETTE REVOCABLE TRUST	32 CIELO DR	DOVER	NH	03820	32	CIELO DR
H0004-000	1	SCHULTEN CAROLYN H & STEPHEN B CO-TRUSTE	SCHULTEN STEPHEN BREWER REVOCABLE TRUST	18 COTE DR	DOVER	NH	03820	33	CIELO DR
H0004-000	1	BEANE PAMELA S SUCCESSOR TRUSTEE	NEWELL RONALD B IRREVOCABLE TRUST	34 CIELO DR	DOVER	NH	03820	34	CIELO DR
H0004-000	1	THEORET ROGER A & PAULINE C TRUSTEES	THEORET FAMILY REVOCABLE TRUST	35 CIELO DR	DOVER	NH	03820-56	35	CIELO DR
H0004-000	1	DUFFY J PATRICK &	DUFFY KAREN B	536 MIDDLE RD	DOVER	NH	03820-45	36	CIELO DR
H0004-000	1	ECHOLS NANCY J		37 CIELO DR	DOVER	NH	03820	37	CIELO DR
H0004-000	1	VALHOS LISA R &	BYRNES ANGELA	38 CIELO DR	DOVER	NH	03820	38	CIELO DR
H0004-000	1	GOSCINSKI LOUIS J & DONNA CO-TRUSTEES	GOSCINSKI L JAMES JR IRREVOCABLE TRUST	39 CIELO DR	DOVER	NH	03820	39	CIELO DR
H0004-000	1	KELLEY KEVIN D		36 THREE RIVERS FARM RD	DOVER	NH	03820	40	CIELO DR
H0004-000	1	BLEW DAVID S III		41 CIELO DR	DOVER	NH	03820	41	CIELO DR
H0004-000	1	RICHARDS BEATRICE E TRUSTEE	BEATRICE E REVOCABLE LIVING TRUST	42 CIELO DR	DOVER	NH	03820	42	CIELO DR
H0004-000	1	NICHOLS AARON R & ANNE M TRUSTEES	NICHOLS AARON R AND ANNE M REVOCABLE LIV	80 COTTONWOOD DR	DOVER	NH	03820	43	CIELO DR
H0004-000	1	MORPHEW JAMES A JR &	MORPHEW RITA	44 CIELO DR	DOVER	NH	03820	44	CIELO DR
H0004-000	1	TURMELLE THOMAS C & QUIN KEVIN JD TRUSTE	TURMELLE CONRAD LIVING	45 CIELO DR	DOVER	NH	03820	45	CIELO DR
H0004-000	1	NORDEN VALLE G & DAILY B TRUSTEES	NORDEN REVOCABLE TRUST	46 CIELO DR	DOVER	NH	03820	46	CIELO DR
H0004-000	1	DOLBEC RICHARD E & ELAINE M TRUSTEE	DOLBEC RICHARD & ELAINE REVOCABLE TRUSTS	47 CIELO DR	DOVER	NH	03820	47	CIELO DR
H0004-000	1	MORJARIA NICOLE M TRUSTEE	ARSENault FAMILY IRREVOCABLE TRUST	48 CIELO DR	DOVER	NH	03820	48	CIELO DR
H0004-000	1	MARTIN BRADBURY SUSAN L TRUSTEE	MARTIN BRADBURY SUSAN L REVOCABLE TRUST	49 CIELO DR	DOVER	NH	03820	49	CIELO DR
H0004-000	1	HASKELL SUSAN L 2/3 &	LANDRY MARY KAY 1/3	50 CIELO DR	DOVER	NH	03820	50	CIELO DR
H0004-000	1	BLACKBURN JOHN R		55 HEMLOCK CT	NEWFIELDS	NH	03856	51	CIELO DR

H0004-000	1 MCPHEE ROBERT L & LYNDA R TRUSTEES	MCPHEE ROBERT L AND LYNDA REVOCABLE LIVI	52 CIELO DR	DOVER	NH	03820	52 CIELO DR
H0004-000	1 MONTEIRO ALEXANDRINO J TRUSTEE	MONTEIRO ALEXANDRINO J REVOCABLE TRUST	53 CIELO DR	DOVER	NH	03820	53 CIELO DR
H0004-000	1 BURNS LEE ANN TRUSTEE	BURNS LEE ANN REV TRUST OF 1994	54 CIELO DR	DOVER	NH	03820	54 CIELO DR
H0004-000	1 CANINO MICHAEL A &	CANINO BRENDA K	55 CIELO DR	DOVER	NH	03820	55 CIELO DR
H0004-000	1 BRAYTON JACQUELINE L TRUSTEE	BRAYTON JACQUELINE L REVOCABLE TRUST	56 CIELO DR	DOVER	NH	03820	56 CIELO DR
H0004-000	1 HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820	CIELO DR
H0004-000	1 SCHULTE NANCY L		58 CIELO DR	DOVER	NH	03820	58 CIELO DR
H0004-000	1 RICKER DONNA M TRUSTEE	RICKER DONNA M LIVING REVOCABLE TRUST	60 CIELO DR	DOVER	NH	03820	60 CIELO DR
H0004-000	1 GRECO MICHAEL B		62 CIELO DR	DOVER	NH	03820	62 CIELO DR
H0004-000	1 JONES HEATHER TRUSTEE	JONES DOUGLAS GREIR AND HEATHER REVOCABL	64 CIELO DR	DOVER	NH	03820-56	64 CIELO DR
H0004-000	1 ATHERTON WAYNE M & JANICE M TRUSTEES	ATHERTON WAYNE AND JANICE REVOCABLE TRUS	66 CIELO DR	DOVER	NH	03820-56	66 CIELO DR
H0004-000	1 VASSALLO DIANE		70 CIELO DR	DOVER	NH	03820	70 CIELO DR
H0004-000	1 BOOTHBY GERALD &	BOOTHBY LOUISE	72 CIELO DRIVE	DOVER	NH	03820	72 CIELO DR
H0004-000	1 LINDSAY TIMOTHY & CHERYL TRUSTEES	LINDSAY TIMOTHY AND CHERYL REVOCABLE TRU	4 BAYVIEW RD	DOVER	NH	03820	74 CIELO DR
H0004-000	1 HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820	CIELO DR
H0004-000	1 LARSON RONALD E		76 CIELO DR	DOVER	NH	03820-56	76 CIELO DR
H0004-000	1 MENEZ JOAN E TRUSTEE	JOAN E MENEZ IRREVOCABLE TRUST	78 CIELO DR	DOVER	NH	03820	78 CIELO DR
H0004-000	1 HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820	80 CIELO DR
H0004-000	1 HERON BAY PARTNERS LLC		242 CENTRAL AV	DOVER	NH	03820	82 CIELO DR

First Class

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
H0035-D00000	LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000311	311 LILAC LN	MCGIRL MITZI R		25 MILL RD	HAMPTON	NH	03842-2239
H035D-000312	312 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-4315
H035D-000313	313 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000314	314 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000315	315 LILAC LN	ONKARAM VENKATESWARLU &	BADABAGNI SUJATHA	12 LEE RD	MADBURY	NH	03823
H035D-000316	316 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000317	317 LILAC LN	MAYBERRY MATTHEW P		PO BOX 2242	DOVER	NH	03821
H035D-000318	318 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000321	321 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000322	322 LILAC LN	KKPOPE NORTH LLC		3 ELIZABETH LN	RYE	NH	03870
H035D-000323	323 LILAC LN	KKPOPE NORTH LLC		3 ELIZABETH LN	RYE	NH	03870
H035D-000324	324 LILAC LN	PATEL ASHOK B &	PATEL PRAVINA A	13 ISAAC LUCAS CIRCLE	DOVER	NH	03820
H035D-000325	325 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820
H035D-000326	326 LILAC LN	GOLDEN BRIDGES LLC		129 BRICKMILL RD	BEDFORD	NH	03110
H035D-000327	327 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-000328	328 LILAC LN	ONKARAM VENKATESWARLU &	BADABAGNI SUJATHA	12 LEE RD	MADBURY	NH	03823
H035D-000331	331 LILAC LN	LILAC GARDEN LLC		1 LILAC LN	DOVER	NH	03820
H035D-000332	332 LILAC LN	LILAC GARDEN LLC		1 LILAC LN	DOVER	NH	03820
H035D-000333	333 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-000334	334 LILAC LN	GOLDEN BRIDGES LLC		129 BRICK MILL RD	BEDFORD	NH	03110
H035D-000335	335 LILAC LN	CHEN HENG-CHUN &	SHIEH SHUCHING	5 COVEY RD	NASHUA	NH	03062
H035D-000336	336 LILAC LN	SAMUELSON THOMAS F TRUSTEE	SAMUELSON THOMAS F REVOCABLE TRUST	6 MOHAWK ST	HAMPTON	NH	03842
H035D-000337	337 LILAC LN	LILAC GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-000338	338 LILAC LN	DESAUTELS LEE &	DESAUTELS ELLEN	2 DOVER-ELIOT RD	SOUTH BERWICK	ME	03908
H035D-012011	1211 LILAC LN	CADDICK RONALD P		1211 LILAC LN	DOVER	NH	03820
H035D-012012	1212 LILAC LN	MONUMENT GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-012013	1213 LILAC LN	MONUMENT GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-012014	1214 LILAC LN	MONUMENT GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-012015	1215 LILAC LN	PLANTE JAMES		1215 LILAC LN	DOVER	NH	03820
H035D-012016	1216 LILAC LN	GOLDEN BRIDGES II LLC		1216 LILAC LN	DOVER	NH	03820
H035D-012017	1217 LILAC LN	HASKINS ROBERT C		1217 LILAC LN	DOVER	NH	03820
H035D-012018	1218 LILAC LN	ATTALLAH TARRY		4 LONGHILL CIRCLE	MADBURY	NH	03823
H035D-012021	1221 LILAC LN	ETTIEN JAMES K		1221 LILAC LN	DOVER	NH	03820
H035D-012022	1222 LILAC LN	MONUMENT GARDEN LLC		1 LILAC LN OFC	DOVER	NH	03820-5413
H035D-012023	1223 LILAC LN	KGW LLC		8 GIFFORD FARM RD	STRATHAM	NH	03885-2260
H035D-012024	1224 LILAC LN	SHARMA MEGHA		1611 WHITE CEDAR BOULEVARD	PORTSMOUTH	NH	03801
H035D-012025	1225 LILAC LN	AARONIAN ANDREW &	MCCANN COLLEEN M	5 WASON LN	ATKINSON	NH	03811
H035D-012026	1226 LILAC LN	MONUMENT GARDEN LLC		1 LILAC LN	DOVER	NH	03820-5413
H035D-012027	1227 LILAC LN	GOLDEN BRIDGES II LLC		1227 LILAC LN	DOVER	NH	03820
H035D-012028	1228 LILAC LN	ONKARAM VENKATESWARLU &	BADABAGNI SUJATHA	12 LEE RD	MADBURY	NH	03823
H035D-012031	1231 LILAC LN	ELMORAGHY EDWARD H		4 LONGHILL CIRCLE	MADBURY	NH	03823
H035D-012032	1232 LILAC LN	GODBOUT KEITH MICHAEL &	GODBOUT SUSAN	8 BLEVENS DR	CONCORD	NH	03301
H035D-012033	1233 LILAC LN	BURNS MICHELE		1233 LILAC LN	DOVER	NH	03820-8400
H035D-012034	1234 LILAC LN	MONUMENT GARDEN LLC		1234 LILAC LN	DOVER	NH	03820
H035D-012035	1235 LILAC LN	ONKARAM VENKATESWARLU		12 LEE RD	MADBURY	NH	03823
H035D-012036	1236 LILAC LN	FOWLER BENJAMIN &	HASKELL SARAH D	PO BOX 452	YORK	ME	03909
H035D-012037	1237 LILAC LN	DAO-DALZELL JAMES E TRUSTEE	DAO-DALZELL JAMES E REV LIV TRUST	185 THREE RIVERS FARM RD	DOVER	NH	03820
H035D-012038	1238 LILAC LN	PATEL SUHITKUMAR & PANNABAHAH TRUSTEES	PATEL SUHITKUMARAND PANNABAHAH FAMILY R	1238 LILAC LN	DOVER	NH	03820

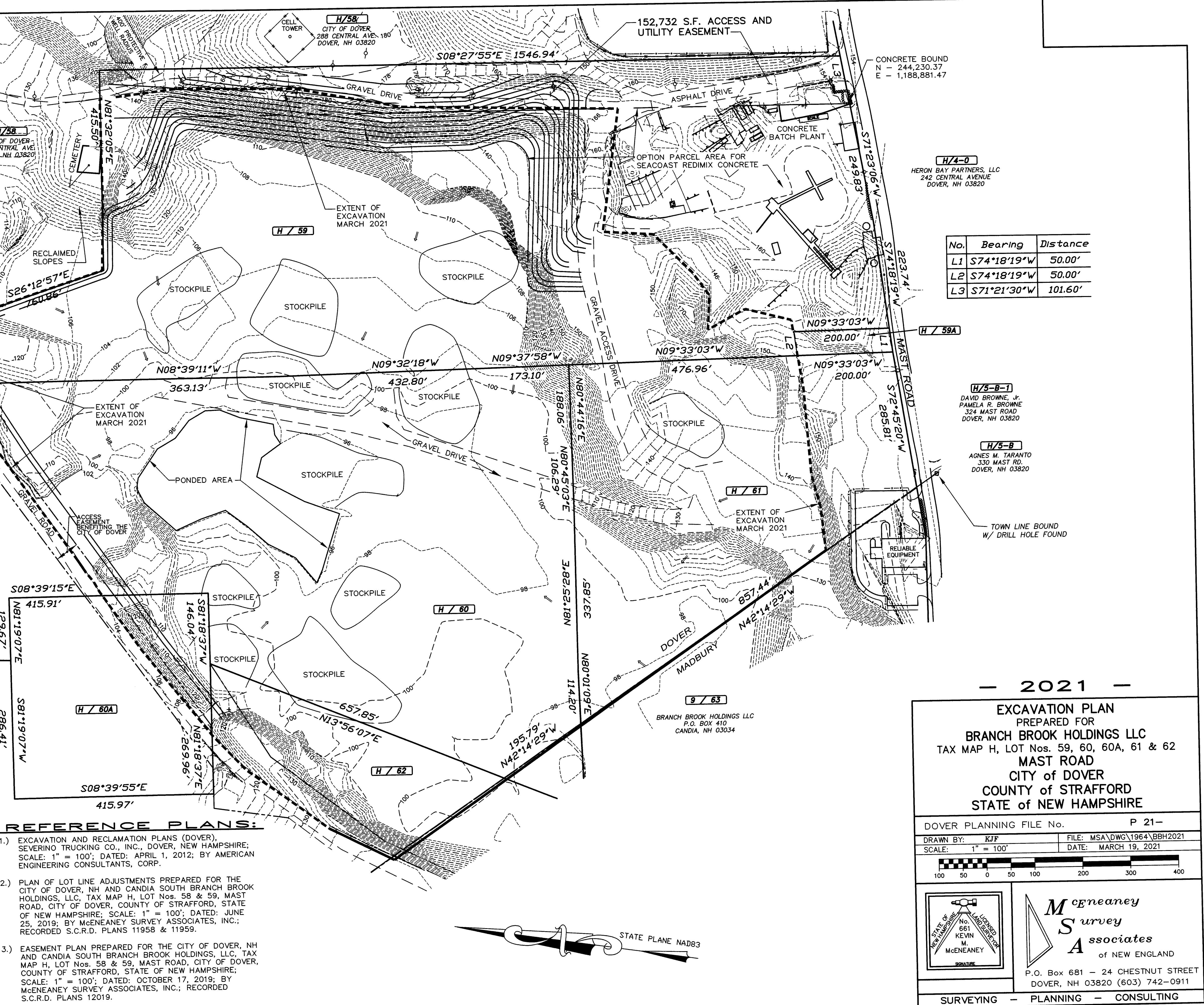
NOTES:

1. THE PURPOSE OF THIS PLAN IS TO DEPICT THE EXISTING CONDITIONS OF THE SUBJECT PARCELS UTILIZING RECORD BOUNDARY DATA AND REFERENCE PLAN #1 UPDATED BY THIS OFFICE WITH FIELD OBSERVATIONS DATED THROUGH MARCH 2021. THIS PLAN IS NOT INTENDED TO BE A BOUNDARY SURVEY.
2. SUBJECT PARCEL SHOWN AS LOTS 59, 60, 60A, 61 & 62 ON THE CITY OF DOVER ASSESSOR'S MAP H. NO TOPOGRAPHIC INFORMATION HAS BEEN GATHERED ON THE UNDISTURBED WOODED AREA OF LOTS H/60, H/60A & H/62 NORTH OF THE WELL ACCESS ROAD.
3. SUBJECT PARCEL IS LOCATED IN THE CITY OF DOVER ZONING DISTRICT IT.
4. OWNER OF RECORD: BRANCH BROOK HOLDINGS, LLC
P.O. BOX 410
CANDIA, NEW HAMPSHIRE 03034
S.C.R.D. VOL. 3923, PAGE 904
S.C.R.D. VOL. 4211, PAGE 934
S.C.R.D. VOL. 4719, PAGE 52
5. 5' PERIMETER BERMS PER MINE SAFETY & HEALTH ADMINISTRATION ON SLOPES GREATER THAN 2:1
6. AREA OF EXCAVATION = 43.8 ACRES±
7. DURATION OF EXCAVATION = 5± YEARS.
8. THE LOT OWNERS HAVE NEITHER COLLECTED NOR DOCUMENTED WELL HEAD OR WATER ELEVATION DATA SINCE THE COMPLETION OF THE HYDROLOGY STUDY ORGANIZED AND PREPARED BY GZA GEO-ENVIRONMENTAL, INC., IN MAY OF 2008. GZA WAS COMMISSIONED BY THE CITY OF DOVER, AND FUNDED BY PRUVEN AGGREGATES, INC., TO ANALYZE AND DETERMINE A REASONABLE AND LASTING ESTIMATION FOR AN OTHERWISE FLUCTUATING WATER ELEVATION. THE 2008 GZA STUDY CONSIDERED BOTH SEASONAL FLUCTUATIONS AND THE UNCERTAIN INFLUENCE OF LOCALIZED ARTIFICIAL RECHARGE IN RECOMMENDING THAT THE MAXIMUM SEASONAL GROUNDWATER ELEVATION BE FIXED AT 96' ASL. BASED ON THE GZA'S RECOMMENDATIONS, AND CONSISTENT WITH DOVER'S GROUNDWATER REGULATIONS, THE LOT OWNERS HAVE MAINTAINED A CORRESPONDING MINIMUM PIT FLOOR ELEVATION OF 100'. BRANCH BROOK HOLDINGS LLC, PER GZA'S RECOMMENDATION, PLANS TO OBSERVE THE SAME 100' MINIMUM PIT FLOOR ELEVATION.
9. THE PROPERTY SHALL NOT BE USED FOR THE STORAGE OR INTRODUCTION OF ANY FOREIGN MATERIALS UNLESS THE PIT OPERATOR HAS SOUGHT AND RECEIVED ADVANCE WRITTEN PERMISSION FROM THE CITY'S COMMUNITY SERVICES DEPARTMENT.
10. HOURS OF OPERATION SHALL BE RESTRICTED TO 7:00 AM TO 5:00 PM WEEKDAYS AND 7:00 AM TO 2:00 PM SATURDAYS, WITH GATES TO THE SITE OPENING NO EARLIER THAN 6:30 AM AND NO SUNDAY HOURS.
11. DUST CONTROL MANAGEMENT WILL INCLUDE WEEKLY SWEEPING, AND WATERING AS NEEDED AT THE ENTRANCES.
12. VERTICAL DATUM IS NAVD88.

REFERENCE PLANS:

- 1.) EXCAVATION AND RECLAMATION PLANS (DOVER), SEVERINO TRUCKING CO., INC., DOVER, NEW HAMPSHIRE; SCALE: 1" = 100'; DATED: APRIL 1, 2012; BY AMERICAN ENGINEERING CONSULTANTS, CORP.
- 2.) PLAN OF LOT LINE ADJUSTMENTS PREPARED FOR THE CITY OF DOVER, NH AND CANDIA SOUTH BRANCH BROOK HOLDINGS, LLC, TAX MAP H, LOT Nos. 58 & 59, MAST ROAD, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE; SCALE: 1" = 100'; DATED: JUNE 25, 2019; BY McEANEY SURVEY ASSOCIATES, INC.; RECORDED S.C.R.D. PLANS 11958 & 11959.
- 3.) EASEMENT PLAN PREPARED FOR THE CITY OF DOVER, NH AND CANDIA SOUTH BRANCH BROOK HOLDINGS, LLC, TAX MAP H, LOT Nos. 58 & 59, MAST ROAD, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE; SCALE: 1" = 100'; DATED: OCTOBER 17, 2019; BY McEANEY SURVEY ASSOCIATES, INC.; RECORDED S.C.R.D. PLANS 12019.

NO.	DATE	DESCRIPTION	BY	CHK
REVISIONS				
21-1964	EXCAVATION	211964.RW5		
PROJECT NO	TYPE	FIELDBOOK & PAGES		



No.	Bearing	Distance
L1	S74°18'19"W	50.00'
L2	S74°18'19"W	50.00'
L3	S71°21'30"W	101.60'

H/5-B-1
DAVID BROWNE, Jr.
PAMELA R. BROWNE
324 MAST ROAD
DOVER, NH 03820

H/5-B
AGNES M. TARANTO
330 MAST RD.
DOVER, NH 03820

— 2021 —

EXCAVATION PLAN
PREPARED FOR
BRANCH BROOK HOLDINGS LLC
TAX MAP H, LOT Nos. 59, 60, 60A, 61 & 62
MAST ROAD
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DOVER PLANNING FILE No. P 21—

DRAWN BY: KJF

FILE: MSA\DWG\1964\BBH2021

SCALE: 1" = 100'

DATE: MARCH 19, 2021

McEaney
Survey
Associates
of NEW ENGLAND

P.O. Box 681 — 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING — PLANNING — CONSULTING

To: Planning Board
From: Dave Carpenter
Date: May 3, 2021
**Re: Substantial Amendment – FY20
Action Plan and FY16-20
Consolidated Plan**

ISSUE:

Amendments to the approved FFY20 Action Plan; FY16-20 Consolidated Plan

INTENT:

This memo will provide an overview of the proposed amendments to current FY20 Action Plan and FY16-20 Consolidated Plan

GOAL:

Recommend approval of proposed amendments to the City Council.

ATTACHED:

- Proposed Allocations – FY20 Action Plan Substantial Amendment #2
- Applications from outside Organizations

BACKGROUND

In the Spring of 2019, the City adopted the FY20 Action Plan. In the spring of 2020, the City undertook a “Substantial Amendment” to the FY20 Action Plan to allocate the first round of CDBG-CARES funds, referred to as CV1 funds, to help “Plan, Prepare and Respond to Coronavirus. The City also reallocated “regular” CDBG funds to Plan, Prepare and Respond to Coronavirus.

The City is now undertaking a second Substantial Amendment to the FY20 Action Plan to allocate an additional round of CDBG-CARES funds referred to as CV3. We are also reallocating some of the CV1 funds.

The funds must be used to “Plan, Prepare and Respond to the Coronavirus”.

FFY16-20 CONSOLIDATED PLAN – SUBSTANTIAL AMENDMENT #2

As part of the FY16-20 Consolidated Plan, the City listed the anticipated funding that would be utilized to target the Goals identified in Plan. The Staff recommends amending the anticipated funding to reflect the CV3 (\$172,030.00) CARES funds for FY20.

FY20 ACTION PLAN – SUBSTANTIAL AMENDMENT #2

Due to the current Coronavirus pandemic and the resulting challenges, staff is proposing that changes to certain allocations be modified, and that new Activities be added to the FY20 Action Plan. The changes are intended to help local programs, services and efforts Plan, Prepare and Respond to the Coronavirus.

CARES ACT FUNDING

The CDBG-CARES Act funds being allocated/reallocated as part of this Substantial Amendment:

CV1: \$59,300.00 (being reallocated)

CV3: \$172,030.00

\$231,330.00 Total CV1 & CV3 being allocated through this Substantial Amendment.

PROPOSED ALLOCATIONS

The proposed Activities and their recommended allocations will be added to the existing FY20 Action Plan as Substantially Amended in the Spring of 2020.

Following is a list of each applicant with the amount requested, amount recommended and a brief description of proposed activity. See applications from outside organizations for a description of the program and expanded discussion regarding use of funds.

PUBLIC SERVICES

1. **City of Dover:** **\$50,000.00**

Recommended Allocation: **\$50,000.00**

For costs incurred by the Strafford County Community Action Program (CAP) for the operation of the Garrison Hotel Emergency Shelter during this past winter.

2. **City of Dover:** **\$2,000.00**

Recommended Allocation: **\$2,000.00**

Anticipated costs associated with the operations of the City's shower, laundry and food trailers.

3. **Community Partners:** **\$3,350.00**

Recommended Allocation: **\$3,500.00**

Purchase of health and sanitation related equipment.

4. **Homeless Center for Strafford County:** **\$18,498.35**

Recommended Allocation: **\$18,500.00**

Operational costs related to staffing, transportation and furniture/sanitation.

5. **My Friend's Place:** **\$40,000.00**

Recommended Allocation: **\$12,330.00**

Operational costs related to staffing, transportation and furniture/sanitation.

ECONOMIC DEVELOPMENT

1. **City of Dover - Economic Development Activities:** **\$30,000.00**

Recommended Allocation: **\$30,000.00**

Assistance for Dover business that have incurred expenses related to Planning Preparing and Responding to Coronavirus.

PUBLIC FACILITIES PROJECTS

1. **My Friend' Place:** **\$100,000.00**
Recommended Allocation: **\$100,000.00**
Funding for the proposed Kitchen and Generator project at the 368 Washington Street facility.

ADMINISTRATION

1. **City of Dover:** **\$15,000.00**
Recommended Allocation: **\$15,000.00**
Cost associated with management and oversight of the CV1 and CV3 funds. Funding was not sought for this activity during the first Substantial Amendment.

STAFF RECOMMENDATION

Staff recommends the following:

1. Conduct a Public Hearing to allow input regarding the proposed substantial amendments to FFY16-20 Consolidated Plan and the FY20 Action Plan.
2. Find that the proposed Substantial Amendments are consistent with the FFY16-20 Consolidated Plan and the FY20 Action Plan.
3. Recommend, to the City Council, approval of the proposed Substantial Amendments to the FFY16-20 Consolidated Plan and the FY20 Action Plan.

Proposed Allocations - FY20 Action Plan Substantial Amendment #2

Funding

CDBG-CARES: CV1	\$59,300.00
CDBG-CARES: CV3	<u>\$172,030.00</u>
Total Funding Pool:	\$231,330.00

Public Services	Requested	Proposed
City of Dover: Garrison Shelter - Operations	\$50,000.00	\$50,000.00
City of Dover: Emergency Trailers - Operations	\$2,000.00	\$2,000.00
Community Partners	\$3,350.00	\$3,500.00
Homeless Center for Strafford County (HCSC)	\$18,498.35	\$18,500.00
My Friends Place (MFP)	\$40,000.00	\$12,330.00
<i>subtotal - Public Services</i>	<i>\$113,848.35</i>	<i>\$86,330.00</i>

Economic Development		
Business Assistance Program	\$30,000.00	\$30,000.00
<i>subtotal - Economic Development</i>	<i>\$30,000.00</i>	<i>\$30,000.00</i>

Public Facilities		
MFP Kitchen & Generator Project	\$100,000.00	\$100,000.00
<i>subtotal - Public Facilities</i>	<i>\$100,000.00</i>	<i>\$100,000.00</i>

Administration		
Gen Administration	\$15,000.00	\$15,000.00
<i>subtotal - Administration</i>	<i>\$15,000.00</i>	<i>\$15,000.00</i>

Total	\$258,848.35	\$231,330.00
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CDBG-CARES APPLICATION

CITY OF DOVER, NH COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICANT INFORMATION	
Organization Behavioral Health and Developmental Services of Strafford County d/b/a Community Partners	Tax ID 02-0366120
Name of Program or Project Covid Safety	
Name of Executive Director Brian Collins	
Mailing Address 113 Crosby Road, Suite 1, Dover, NH 03820 Physical Address 113 Crosby Road, Suite 1, Dover, NH 03820	
Contact Person Elizabeth Fourar-Laidi	Phone 603-516-9321
E-Mail eflaidi@communitypartnersnh.org	Website www.communitypartnersnh.org
Please Identify the Type of Organization Applying for Funds <i>(Note: More than one may apply)</i> ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0366120	
*DUNS # 149406691	*SAM Expiration Date 7/22/21

** Important notice regarding new mandatory federal reporting requirements:* The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit <https://fedgov.dnb.com/webform> and <https://www.sam.gov/portal/SAM/##11>. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG CARES funds requested for activity/project: \$ 3,350
Provide a very brief summary of the activity or project for which the funds are requested. Keep responses to one or two sentences (<i>i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.</i>) Covid Protection/Prevention - Purchase of automated sanitation, temperature check screening pedestal for 50 Chestnut Street, Dover location to protect clients, employees and general public.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Community Partners office at 50 Chestnut Street, Dover, NH

BENEFICIARIES
Beneficiaries: Please provide the <i>estimated</i> number of unduplicated Dover beneficiaries that will benefit from this CDBG CARES funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):
Beneficiary type: X Elderly X Family X Disabled X Homeless ☐ Persons living with AIDS ☐ Other (specify):

NARRATIVE – PUBLIC SERVICE ACTIVITY <u>ONLY</u>
Please provide a detailed description for the proposed <u>Activity</u> <i>not</i> the Organization. This section should describe the use of CDBG CARES funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. Funds will be used to purchase an automated temperature screening kiosk for our Chestnut Street location. These kiosks are in use at both our Crosby Road and Old Dover Road locations. The automated screens have freed up personnel pulled from providing services to the community to do this duty and has allowed them to return to their positions. The kiosks are monitored by a front desk for any problems. They take the person's temperature entering the facility and even remind them to put their mask on. These kiosks have become an important part of Community Partner's effort to maintain a safe environment for clients and staff in what must necessarily be a face-to-face engagement to assist the public. (Fact Sheet attached) Please indicate who prepared the overall cost estimate for the activity or project. Suzanne Bagdasarian, CFO

NARRATIVE – PUBLIC FACILITY PROJECT <u>ONLY</u>

Please provide the following information for the proposed Project....*not* the Organization:

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low-moderate income individuals:

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (i.e. purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the outcomes proposed and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	Ex. # of children who participate in afterschool program Ex. Increase in number of low/mod income residents that seek care from health program.
Decrease risk of clients/staff infecting others with Covid	Number of reported Covid cases from that location

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity/project.

Please provide a description for the organization or agency that is undertaking the activity or project.

Community Partners has been in operation since September of 1982 as the Area Agency for Developmental Services in Strafford County. In 2001, we were also designated by the State of New Hampshire as the Community Health Center and the ServiceLink location for Strafford County. In 2018 we began providing case management for the Choices for Independence waiver program.

The organization is overseen by the Board of Directors and executive officers with directors and managers in each department. The agency is now two years into a five year strategic plan with the intention of increasing the efficient delivery and quality of its programming. This agency wide examination has already proven to be valuable in developing innovative programming to our clients and their families during the pandemic.

Our mission is to connect our clients and their families to the opportunities and possibilities for full participation in their communities. This feeds our vision to serve those who experience emotional distress, mental illnesses, substance use disorders, developmental disabilities, chronic health needs, acquired brain disorder, as well as those in need of information and referral to access long term supports and services. We strive to be an organization that consistently delivers outstanding services and supports that are person-focused and dedicated to full participation in communities. We take leadership roles in educating our community network, families, and the public to reduce stigma and to increase self-determination and personal empowerment. We are committed to evidence-based and outcome-driven practices and invest in our staff to further professional development and foster an environment of innovation.

Behavioral Health Services include 24/7 crisis intervention services, group, individual and family therapy, youth and family services, community support programs for persons with severe and persistent illness, psychiatry, and medication monitoring. Developmental Services include case management; adult residential and day programs; community support

services; and family support, including respite and transition planning, vocational supports, and nursing. Family Centered Early Supports and Services are also available for children from birth to age three with a developmental disability or delay and their families. The Partners in Health program is available for children with chronic health conditions.

Community Partners served over 4,400 individuals and families in Fiscal Year 2020; of this total, 465 (11%) were Dover residents.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit. (Attached)

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. Community Partners is evaluated by the New Hampshire Bureau of Behavioral Health through quarterly billing reports, annual work plan submission, contractual outcomes and a formal re-approval process every five years, completed and approved through August 2021. The New Hampshire Bureau of Developmental Services requires monthly billing and attendance reports, strategic plan submission, and a formal re-designation process. In the past, this process occurred every five years, but it has recently shifted to an annual procedure. We are also required to achieve client outcomes for each funded program.

BOARD OF DIRECTORS

Name	Residence (city/town)
Kathleen Boisclair	E. Rochester, NH
Anthony Demers	Newfields, NH
Ann Landry	Dover, NH
Ken Muske	Portsmouth, NH
Phillip Vancelette	Rochester, NH
Kristine Baber	Dover, NH
Judge Daniel Cappiello	Barrington, NH
Wayne Goss	Dover, NH
Kerri Larkin	Dover, NH
Bryant Hardwick	Dover, NH
Tracy Hayes	Dover, NH
Sharon Reynolds	Dover, NH
Gary Gletow	Hampton, NH
Mark Santoski	Dover, NH
Maggie Wallace	Dover, NH

BUDGET - FOR THE PROPOSED ACTIVITY OR PROJECT

Use box A or B below to provide a budget. Include all proposed expenses.

A. <u>Public Services</u> (Non-Construction Projects)			
	A	B	A + B
	Dover CDBG CARES Funds Requested	Other Funding	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Purchase of Automated Temperature check kiosk	3,350		3,350
TOTAL PROPOSED BUDGET:	3,350		3,350

B. <u>Public Facilities:</u> (Project)			
	A	B	A + B
	Dover CDBG CARES Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this **project**, if any. *Do not include Dover amount requested.*

Funding Source:	Total Amount (\$):	Committed, Pending or Proposed Amount (\$):
-----------------	--------------------	---

(Name(s) of funding source(s))			
Federal:		Committed Pending Proposed	
State:		Committed Pending Proposed	
Local:		Committed Pending Proposed	
Private:		Committed Pending Proposed	
Portsmouth CDBG:		Committed Pending Proposed	
Rochester CDBG:		Committed Pending Proposed	
Other:		Committed Pending Proposed	
Total:		Committed Pending Proposed	

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

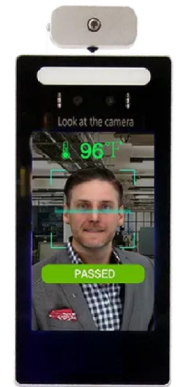
Submitted by: *Elizabeth Fourar-Laidi* 4/14/21
Authorized Official - signature Date

Elizabeth Fourar-Laidi
Print Name

Grant Writer
Print Title

FEATURES

- Wi-Fi Connectivity
- Plug and Play
- Customize right from the device
- Monitor real-time screenings from Ipad or phone
- Privacy Pass/Fail and Black Out feature
- Monitor real-time & manage 255 devices from one PC
- Upload employee images to all devices at one time
- Register employees from the device
- Auto-sync all devices with images and firmware
- Enhanced email notifications (Zapier compatible)
- Enhanced AI Facial Recognition
- HIPAA Compliant Cloud
- My Entry Pass and QR code Integration
- External cooling sensor (multi-environment friendly)
- API / Dashboard



- High-definition LCD display with operating temperatures of 41°F - 122°F (0-90% humidity)
- Built-in, non-contact, high-precision German thermal imaging module with temperature detection range between 90 °F - 110 °F and accuracy of ± 0.5 °F
- Human body temperature detection, superimposed display, 100 ms fast identification
- Facial recognition, temperature check and mask recognition allow for identity verification
- Provides email and SMS notifications upon detection of above normal temperature
- Protective closure IP65 - Dust and Water Proof
- Identification, time, and body temperature can be recorded for audit reporting
- Supports Wiegand protocol, can be plugged directly into access control systems
- Hardware interface options, integrated 100M Ethernet interface, audio interface, Wiegand interface, relay interface, TF card, USB and other interfaces
- Recognition height: 4.0-7.2 ft Distance: ~1.6 ft Face angle: 30°
- Interfaces: Integrated 100M Ethernet, Audio, Wiegand, relay, TF card, USB and hardware
- FACE++ deep learning algorithm, extremely reliable facial recognition and temperature detection
- Identification method: Near-infrared detection, embedded light AI facial recognition, adapts to most environments, subject can be in motion
- SDK support for secondary development of application software on the device side



HOW IT WORKS

- 1 Approach non-contact temperature screening kiosk**
- 2 Stop within 3 feet of the screen for ~1 second**
- 3 Instant Temperature, Face Mask Confirmation, Employee Facial Recognition, & Notifications**

A yellow circular progress indicator showing 86% completion, with the percentage value displayed in the center.

86%

Employees that would feel more comfortable entering a workplace that utilizes temperature screening

A yellow circular progress indicator showing 68% completion, with the percentage value displayed in the center.

68%

Customers that are more likely to enter a business that employs temperature screening

A yellow circular progress indicator showing 79% completion, with the percentage value displayed in the center.

79%

Individuals that would prefer a non-contact kiosk over a human taking their temperature

A yellow circular progress indicator showing 76% completion, with the percentage value displayed in the center.

76%

Companies that are currently administering temperature screening

FORMAX[®]

Direct Sales & Service Division

1 Education Way, Dover NH 03820
www.formaxdirect.com Ph: 1-800-232-5535

Elizabeth Fourar-Laidi

From: Jake Rasque <JRasque@formaxdirect.com>
Sent: Monday, April 12, 2021 11:50 AM
To: Elizabeth Fourar-Laidi
Subject: Re: Spec sheet - confirm purchase price

PLEASE USE CAUTION:

This email was sent from someone outside of your organization

Hi Elizabeth,

The price is \$3,299.99 + \$49.95 for shipping. If you have any questions please feel free to give me a call!

Regards,

Jake Rasque

Sales Manager

DD: [1-603-516-2654](tel:1-603-516-2654) | C: [207-245-9191](tel:207-245-9191)

[1 Education Way Dover NH 03820 USA](#)



Mailing, Imaging & Document Solutions!

On Apr 12, 2021, at 9:27 AM, Elizabeth Fourar-Laidi <eflaidi@communitypartnersnh.org> wrote:

[Thank you Jake. Can you confirm the purchase price?](#)

From: Jake Rasque [<mailto:JRasque@formaxdirect.com>]

Sent: Friday, April 09, 2021 4:12 PM

To: Elizabeth Fourar-Laidi

Subject: Spec sheet

PLEASE USE CAUTION:

This email was sent from someone outside of your organization

Here you go!

Jake Rasque

Sales Manager

DD: [1-603-516-2654](tel:1-603-516-2654) | C: [207-245-9191](tel:207-245-9191)

[1 Education Way Dover NH 03820 USA](#)

<image002.jpg>

Mailing, Imaging & Document Solutions!

<image003.png>



CONSOLIDATED FINANCIAL STATEMENTS

and

SUPPLEMENTARY INFORMATION

June 30, 2020 and 2019

With Independent Auditor's Report

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Behavioral Health & Developmental Services of Strafford County, Inc.
d/b/a Community Partners and Subsidiaries

We have audited the accompanying consolidated financial statements of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries (the Organization), which comprise the consolidated statements of financial position as of June 30, 2020 and 2019, and the related consolidated statements of activities, functional revenue and expenses without donor restrictions and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of the Organization, as of June 30, 2020 and 2019, and the changes in their net assets and their cash flows for the years then ended in accordance with U.S. generally accepted accounting principles.

Other Matters

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating statements of financial position and consolidating statements of activities are presented for purposes of additional analysis, rather than to present the financial position and changes in net assets of the individual entities, and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole

Changes in Accounting Principles

As discussed in Note 1 to the consolidated financial statements, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-18, *Restricted Cash*, and FASB ASU No. 2018-08, *Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made*, during the year ended June 30, 2020. Our opinion is not modified with respect to these matters.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
November 3, 2020

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Consolidated Statements of Financial Position

June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
ASSETS		
Cash and cash equivalents	\$ 6,801,286	\$ 4,023,971
Restricted cash	112,525	112,436
Accounts receivable, net of allowance for doubtful accounts	2,092,725	1,171,501
Grants receivable	591,940	162,264
Prepaid expenses	485,267	401,402
Property and equipment, net	<u>2,231,627</u>	<u>2,118,838</u>
Total assets	<u>\$12,315,370</u>	<u>\$ 7,990,412</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable and accrued expenses	\$ 2,842,555	\$ 2,540,469
Estimated third-party liability	1,031,569	1,202,701
Operating lease payable	72,230	40,785
Loan fund	89,562	89,473
Notes payable	<u>4,159,036</u>	<u>884,773</u>
Total liabilities	8,194,952	4,758,201
Net assets		
Net assets without donor restrictions	4,018,670	3,232,211
With donor restrictions	<u>101,748</u>	<u>-</u>
Total net assets	<u>4,120,418</u>	<u>3,232,211</u>
Total liabilities and net assets	<u>\$12,315,370</u>	<u>\$ 7,990,412</u>

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Consolidated Statements of Activities

Years Ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Changes in net assets without donor restrictions		
Public support and revenue		
Medicaid revenue	\$31,378,211	\$29,163,571
Medicare revenue	175,540	196,444
Client resources	2,176,062	1,934,005
Contract revenue	1,632,156	1,546,526
Grant income	1,700,264	1,111,668
Interest income	37,074	8,454
Other program revenue	1,340,942	722,753
Public support	119,432	123,304
Other revenue	<u>736,918</u>	<u>198,539</u>
Total public support and revenue	<u>39,296,599</u>	<u>35,005,264</u>
Expenses		
Program services		
Case management	1,040,686	1,041,170
Day programs and community support	5,160,769	5,034,457
Early support services and youth and family	4,513,949	4,196,063
Family support	643,257	634,699
Residential services	12,328,472	10,799,339
Consolidated services	4,023,490	3,599,405
Adult services	2,899,359	2,665,698
Emergency services	660,072	654,437
Other	<u>3,730,957</u>	<u>2,655,420</u>
Total program expenses	<u>35,001,011</u>	<u>31,280,688</u>
Supporting services		
General management	<u>3,509,129</u>	<u>3,438,646</u>
Total expenses	<u>38,510,140</u>	<u>34,719,334</u>
Change in net assets without donor restrictions	786,459	285,930
Changes in net assets with donor restrictions		
Grants and contributions	<u>101,748</u>	<u>-</u>
Change in net assets	888,207	285,930
Net assets, beginning of year	<u>3,232,211</u>	<u>2,946,281</u>
Net assets, end of year	<u>\$ 4,120,418</u>	<u>\$ 3,232,211</u>

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses Without Donor Restrictions

Year Ended June 30, 2020

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Public support and revenue												
Medicaid revenue	\$ 896,389	\$ 4,040,408	\$ 5,011,919	\$ 290,667	\$ 13,303,054	\$ 4,340,039	\$ 3,205,815	\$ 55,509	\$ 234,411	\$ 31,378,211	\$ -	\$ 31,378,211
Medicare revenue	-	8,483	-	-	-	-	141,878	-	25,179	175,540	-	175,540
Client resources	25,855	39,957	729,354	-	1,105,531	25,847	157,206	23,514	68,798	2,176,062	-	2,176,062
Contract revenue	66,692	286,211	441,695	76,179	32,307	46,470	3,554	212,777	313,940	1,479,825	152,331	1,632,156
Grant income	6,530	25,185	82,068	19,116	-	1,529	58,420	1,553	1,497,990	1,692,391	7,873	1,700,264
Interest income	-	13	-	-	-	-	-	-	26	39	37,035	37,074
Other program revenue	-	18,551	27,420	-	-	-	-	-	1,284,784	1,330,755	10,187	1,340,942
Public support	13,673	2,702	10,497	15,378	-	-	28	-	72,917	115,195	4,237	119,432
Other revenue	700	63,080	31,765	-	468,093	60,300	41,577	1,500	41,775	708,790	28,128	736,918
Total public support and revenue	1,009,839	4,484,590	6,334,718	401,340	14,908,985	4,474,185	3,608,478	294,853	3,539,820	39,056,808	239,791	39,296,599
Expenses												
Salaries and wages	639,373	2,554,260	2,877,014	200,501	1,308,697	1,617,524	2,040,948	279,097	1,938,557	13,455,971	2,370,206	15,826,177
Employee benefits	154,673	679,863	612,719	54,696	310,437	109,780	116,426	53,131	613,305	2,705,030	435,661	3,140,691
Payroll taxes	46,388	195,495	212,631	15,114	95,342	121,480	110,366	20,626	168,279	985,721	158,453	1,144,174
Contracted substitute staff	-	5,911	7,231	-	-	-	590	-	-	13,732	17,248	30,980
Client treatment services	15,137	312,089	123,575	245,525	4,512,631	1,860,360	153,011	-	5,756	7,228,084	2,598	7,230,682
Professional fees and consultants	27,583	55,606	138,495	10,581	37,226	12,644	109,920	267,144	190,882	850,081	140,722	990,803
Subcontractors	-	515,479	-	-	5,771,343	80,269	-	-	-	6,367,091	-	6,367,091
Staff development and training	5,479	12,727	39,293	1,090	2,281	6,746	12,841	4,509	12,427	97,393	31,198	128,591
Rent	-	98,205	97,824	-	36,364	-	72,390	7,123	70,446	382,352	18,932	401,284
Utilities	8,347	44,653	19,777	1,320	16,041	2,118	20,549	4,697	22,150	139,652	21,906	161,558
Building maintenance and repairs	11,993	60,501	47,325	1,984	23,574	3,182	36,498	1,886	162,881	349,824	26,844	376,668
Other occupancy costs	9,081	84,201	35,347	1,436	12,844	2,304	21,901	-	43,925	211,039	6,664	217,703
Office	11,725	57,304	49,229	2,703	17,000	4,538	25,310	3,481	54,752	226,042	61,357	287,399
Building and housing	3,105	18,038	8,750	536	6,874	924	6,140	704	20,116	65,187	12,953	78,140
Client consumables	491	24,732	849	2,988	20,363	49,141	1,654	21	43,060	143,299	1,211	144,510
Medical	-	351	480	-	104	-	429	67	3,587	5,018	135	5,153
Equipment maintenance	22,946	74,773	83,469	4,566	28,705	7,312	48,518	6,017	42,943	319,249	60,942	380,191
Depreciation	16,007	73,255	42,230	3,723	31,828	5,956	17,412	2,358	42,460	235,229	30,559	265,788
Advertising	236	2,366	2,195	361	1,200	961	1,510	114	972	9,915	1,622	11,537
Printing	-	139	-	-	-	-	-	-	-	139	687	826
Telephone and communications	20,929	45,411	43,446	3,577	11,433	5,502	33,071	3,779	35,428	202,576	49,661	252,237
Postage and shipping	994	5,371	4,708	225	1,923	360	3,805	609	7,436	25,431	3,513	28,944
Transportation	10,325	148,468	19,723	2,440	49,167	109,894	21,328	513	32,897	394,755	8,040	402,795
Assistance to individuals	27,034	4,643	4,496	87,716	3,402	19,011	3,044	407	30,503	180,256	3,842	184,098
Insurance	8,419	82,016	41,173	1,862	25,208	2,980	37,730	3,745	28,145	231,278	36,622	267,900
Membership dues	23	1,198	749	5	46	9	3,236	11	108,614	113,891	3,723	117,614
Interest	398	3,714	1,221	308	4,439	495	732	33	16,737	28,077	2,780	30,857
Other	-	-	-	-	-	-	-	-	34,699	34,699	1,050	35,749
Total expenses	1,040,686	5,160,769	4,513,949	643,257	12,328,472	4,023,490	2,899,359	660,072	3,730,957	35,001,011	3,509,129	38,510,140
(Decrease) increase in net assets without restrictions	<u>\$ (30,847)</u>	<u>\$ (676,179)</u>	<u>\$ 1,820,769</u>	<u>\$ (241,917)</u>	<u>\$ 2,580,513</u>	<u>\$ 450,695</u>	<u>\$ 709,119</u>	<u>\$ (365,219)</u>	<u>\$ (191,137)</u>	<u>\$ 4,055,797</u>	<u>\$ (3,269,338)</u>	<u>\$ 786,459</u>

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses Without Donor Restrictions

Year Ended June 30, 2019

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Public support and revenue												
Medicaid revenue	\$ 906,600	\$ 4,143,493	\$ 4,260,603	\$ 305,762	\$ 12,217,725	\$ 3,856,075	\$ 3,197,558	\$ 45,653	\$ 230,102	\$ 29,163,571	\$ -	\$ 29,163,571
Medicare revenue	-	18,238	-	-	-	-	158,215	-	19,991	196,444	-	196,444
Client resources	61,044	62,667	528,823	-	1,042,019	23,156	126,198	28,324	61,774	1,934,005	-	1,934,005
Contract revenue	105,269	308,584	404,433	76,279	19,928	46,470	700	178,823	199,984	1,340,470	206,056	1,546,526
Grant income	15,030	75,112	84,404	27,048	-	1,500	62,679	4,238	837,657	1,107,668	4,000	1,111,668
Interest income	-	-	-	-	-	-	-	-	-	-	8,454	8,454
Other program revenue	-	47,510	26,280	-	-	-	-	-	642,092	715,882	6,871	722,753
Public support	12,575	6,503	17,150	16,115	-	2,897	2,425	-	60,648	118,313	4,991	123,304
Other revenue	164	200	265	-	24,411	-	11,225	-	13,910	50,175	148,364	198,539
Total public support and revenue	1,100,682	4,662,307	5,321,958	425,204	13,304,083	3,930,098	3,559,000	257,038	2,066,158	34,626,528	378,736	35,005,264
Expenses												
Salaries and wages	618,554	2,591,978	2,645,376	153,744	1,186,741	1,574,898	1,882,810	262,726	1,339,135	12,255,962	2,225,787	14,481,749
Employee benefits	155,689	725,683	618,235	43,641	286,380	114,976	206,739	57,444	425,053	2,633,840	502,190	3,136,030
Payroll taxes	45,086	205,829	194,655	11,761	86,697	119,265	98,181	19,156	116,098	896,728	152,858	1,049,586
Contracted substitute staff	-	7,196	-	-	-	-	-	-	-	7,196	2,898	10,094
Client treatment services	25,457	59,794	117,396	300,788	4,080,658	1,478,666	61,871	-	13,638	6,138,268	31	6,138,299
Professional fees and consultants	36,609	59,399	106,919	7,212	102,207	14,046	81,569	274,494	70,392	752,847	90,707	843,554
Subcontractors	-	420,214	-	-	4,656,701	49,090	-	-	-	5,126,005	-	5,126,005
Staff development and training	2,207	16,017	17,066	4,437	3,165	4,499	9,656	1,060	6,381	64,488	79,033	143,521
Rent	-	99,754	93,461	-	35,450	-	70,190	7,524	51,079	357,458	19,212	376,670
Utilities	9,370	55,250	23,008	1,492	18,311	2,346	11,916	5,911	88,105	215,709	29,976	245,685
Building maintenance and repairs	14,556	71,509	43,135	2,340	50,693	3,920	21,130	533	127,740	335,556	19,436	354,992
Other occupancy costs	4,994	55,787	21,158	798	9,012	1,244	9,299	-	29,422	131,714	8,581	140,295
Office	10,417	64,185	56,760	2,411	21,475	4,191	31,606	4,850	51,698	247,593	87,522	335,115
Building and housing	3,575	15,856	8,170	722	6,394	925	4,136	576	6,883	47,237	8,711	55,948
Client consumables	949	28,368	6,315	2,997	20,369	48,309	3,894	62	11,678	122,941	1,450	124,391
Medical	-	1,389	538	-	178	-	639	74	621	3,439	272	3,711
Equipment maintenance	15,857	50,227	45,332	2,687	21,975	5,603	30,933	3,922	16,895	193,431	40,445	233,876
Depreciation	30,694	152,835	79,473	5,581	69,061	14,998	40,071	5,865	24,080	422,658	59,430	482,088
Advertising	237	1,049	1,788	25	412	67	723	58	189	4,548	1,281	5,829
Printing	-	31	366	-	-	-	82	12	30	521	845	1,366
Telephone and communications	17,280	40,314	38,423	3,011	9,469	4,559	27,879	3,966	23,495	168,396	40,737	209,133
Postage and shipping	823	5,115	4,727	147	1,817	394	3,928	686	4,414	22,051	1,740	23,791
Transportation	13,906	217,589	31,547	4,005	88,089	110,411	29,107	1,622	26,433	522,709	15,396	538,105
Assistance to individuals	23,822	2,555	3,429	84,929	15,494	42,055	1,234	182	28,685	202,385	4,565	206,950
Insurance	8,781	78,150	36,307	1,596	25,423	4,291	33,316	3,588	12,620	204,072	30,636	234,708
Membership dues	22	2,033	104	4	49	10	3,971	11	104,765	110,969	4,081	115,050
Interest	2,285	5,844	2,161	371	3,119	622	818	115	6,569	21,904	3,617	25,521
Other	-	507	214	-	-	20	-	-	69,322	70,063	7,209	77,272
Total expenses	1,041,170	5,034,457	4,196,063	634,699	10,799,339	3,599,405	2,665,698	654,437	2,655,420	31,280,688	3,438,646	34,719,334
Increase (decrease) in net assets without restrictions	\$ 59,512	\$ (372,150)	\$ 1,125,895	\$ (209,495)	\$ 2,504,744	\$ 330,693	\$ 893,302	\$ (397,399)	\$ (589,262)	\$ 3,345,840	\$ (3,059,910)	\$ 285,930

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Consolidated Statements of Cash Flows

Years Ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities		
Change in net assets	\$ 888,207	\$ 285,930
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Depreciation	265,788	482,088
Change in allowance for doubtful accounts	50,900	20,859
Increase in		
Accounts receivable	(972,124)	(303,973)
Grants receivable	(429,676)	(104,042)
Prepaid expenses	(83,865)	(21,843)
Increase (decrease) in		
Accounts payable and accrued expenses	302,086	405,683
Estimated third-party liability	(171,132)	81,650
Operating lease payable	31,445	40,785
Loan fund	<u>89</u>	<u>90</u>
Net cash (used) provided by operating activities	<u>(118,282)</u>	<u>887,227</u>
Cash flows from investing activities		
Acquisition of property and equipment	<u>(378,577)</u>	<u>(536,486)</u>
Cash flows from financing activities		
Proceeds from long-term borrowings	3,464,095	300,000
Principal payments on long-term borrowings	<u>(189,832)</u>	<u>(261,109)</u>
Net cash provided by financing activities	<u>3,274,263</u>	<u>38,891</u>
Net increase in cash, cash equivalents and restricted cash	2,777,404	389,632
Cash, cash equivalents and restricted cash, beginning of year	<u>4,136,407</u>	<u>3,746,775</u>
Cash, cash equivalents and restricted cash, end of year	\$ <u>6,913,811</u>	\$ <u>4,136,407</u>
Reconciliation of cash, cash equivalents and restricted cash, end of year:		
Cash and cash equivalents	\$ 6,801,286	\$ 4,023,971
Restricted cash	<u>112,525</u>	<u>112,436</u>
	\$ <u>6,913,811</u>	\$ <u>4,136,407</u>

The accompanying notes are an integral part of these consolidated financial statements.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Nature of Activities

Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners (Community Partners) is a New Hampshire nonprofit corporation providing a wide range of community-based services (see consolidated statement of functional revenue and expenses for programs offered) for individuals with developmental disabilities and/or mental illness and their families. Community Partners also supports families with children who have chronic health needs. Community Partners is currently operating as two divisions: Developmental Services and Behavioral Health Services.

Community Partners is the sole shareholder of Lighthouse Management Services, Inc., which was organized to perform accounting and management functions for other not-for-profit entities.

Community Partners is the sole beneficiary of the Community Partners Foundation (the Foundation), which was established exclusively for the benefit and support of Community Partners. To that end, the Foundation receives and accepts gifts and funds.

The Foundation received and disbursed the following funds:

	<u>2020</u>	<u>2019</u>
Funds received	\$ 153,805	\$ 58,259
Funds disbursed	<u>38,327</u>	<u>40,064</u>
	<u>\$ 115,478</u>	<u>\$ 18,195</u>

The Foundation has received and disbursed the following funds since its inception in 2007:

Funds received	\$ 582,844
Funds disbursed	<u>355,700</u>
	<u>\$ 227,144</u>

1. Summary of Significant Accounting Policies

Principles of Consolidation

The consolidated financial statements include the accounts of Community Partners, Lighthouse Management Services, Inc., and the Foundation (collectively, the Organization). All material intercompany balances and transactions have been eliminated in consolidation.

The Organization prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Newly Adopted Accounting Principles and Reclassifications

During 2020, the Organization adopted FASB Accounting Standards Update (ASU) No. 2016-18, *Restricted Cash*. This ASU requires an entity to present restricted cash with cash and cash equivalents on the consolidated statement of cash flows, rather than reporting the change as operating activities. A reconciliation of the cash and cash equivalents and amounts generally described as restricted cash in the consolidated statement of cash flow to the consolidated statement of financial position is also required. The impact of adoption to the consolidated statement of cash flows for the year ended June 30, 2019 is an increase in cash used from operating activities of \$19,011 and an increase to cash, cash equivalents and restricted cash, beginning of year of \$93,425.

In July 2018, FASB issued ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, to clarify and improve the accounting guidance for contributions received and contributions made. The amendments in this ASU assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of FASB ASC Topic 958, *Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other accounting guidance, and (2) distinguishing between conditional contributions and unconditional contributions. This ASU was adopted by the Organization during the year ended June 30, 2020 and is reflected in the accompanying consolidated financial statements. Adoption of the ASU did not have a material impact on the Organization's financial reporting.

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

The consolidated financial statements of the Organization have been prepared in accordance with U.S. GAAP, which require the Organization to report information regarding its consolidated financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the Board of Directors.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Contributions

Contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for a specific purpose are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions. The Organization records donor-restricted contributions whose restrictions are met in the same reporting period as support without donor restrictions in the year of the gift.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code to operate as a not-for-profit organization.

FASB ASC Topic 740, *Income Taxes*, establishes financial accounting and disclosure requirements for recognition and measurement of tax positions taken or expected to be taken. Management has reviewed the tax provisions for the Organization under FASB ASC Topic 740 and determined it did not have a material impact on the Organization's consolidated financial statements.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents. The cash equivalents represent money market accounts and repurchase agreements as of June 30, 2020 and 2019.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. It has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk on cash and cash equivalents.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible accounts after considering each category of receivable individually, and estimates an allowance according to the nature of the receivable. Allowances are estimated from historical performance and projected trends. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. As of June 30, 2020 and 2019, allowances were recorded in the amount of \$487,805 and \$436,905, respectively.

Property and Equipment

Property and equipment are recorded at cost, while donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Expenditures for repairs and maintenance are charged against operations. Renewals and betterments which materially extend the life of the assets are capitalized. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the asset is placed into service. The Organization reclassifies net assets with donor restrictions to net assets without donor restrictions at that time. Depreciation is provided on the straight-line method in amounts designed to amortize the costs of the assets over their estimated lives as follows:

Buildings and improvements	5-39 years
Equipment and furniture	3-7 years
Vehicles	5 years

Estimated Third-Party Liability

The Organization's estimated third-party liability consists of funds received in advance for services to be performed at a later date, amounts due to Medicaid and estimated amounts due to Medicaid from eligibility, certification and other audits, and certain pass-through funds.

Functional Allocation of Expenses

The Organization's expenses are presented on a functional basis, showing basic program activities and support services. The Organization allocates expenses based on the organizational cost centers in which expenses are incurred. In certain instances, expenses are allocated between support functions and program services based on personnel time and space utilized for the related services.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

2. Availability and Liquidity of Financial Assets

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to optimize its available funds. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing operating activities as well as the conduct of services undertaken to support those operating activities.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources or, where appropriate, borrowings. Refer to the consolidated statements of cash flows, which identifies the sources and uses of the Organization's cash and cash equivalents and the generation of positive cash from operations for fiscal year 2020 and 2019.

The following financial assets are expected to be available within one year of the statement of financial position date to meet general expenditures as of June 30:

	<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$ 6,699,538	\$ 4,023,971
Accounts receivable, net	2,092,725	1,171,501
Grants receivable	<u>591,940</u>	<u>162,264</u>
Financial assets available to meet general expenditures within one year	<u>\$ 9,384,203</u>	<u>\$ 5,357,736</u>

3. Restricted Cash

The Organization serves as a pass-through entity for the Council for Children and Adolescents with Chronic Health Conditions Loan Guaranty Program. This program is operated and administered by a New Hampshire bank. As of June 30, 2020 and 2019, the Organization held cash totaling \$89,562 and \$89,473, respectively, which was restricted for this program. A corresponding amount has been recorded as a liability.

Additionally, the Organization administers the Council for Children and Adolescents with Chronic Health Conditions Program. As of June 30, 2020 and 2019, the Organization held cash totaling \$22,963, which was restricted for this program. A corresponding amount has been recorded as a liability.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

4. Property and Equipment

Property and equipment consisted of the following:

	<u>2020</u>	<u>2019</u>
Land and buildings	\$ 2,218,893	\$ 2,218,893
Building improvements	2,106,939	1,818,475
Vehicles	860,237	844,502
Equipment and furniture	<u>2,939,058</u>	<u>2,909,242</u>
	8,125,127	7,791,112
Less accumulated depreciation	<u>5,893,500</u>	<u>5,672,274</u>
	<u>\$ 2,231,627</u>	<u>\$ 2,118,838</u>

5. Line of Credit

The Organization has a revolving line of credit agreement with a bank amounting to \$1,500,000, collateralized by a security interest in all business assets. Monthly interest payments on the unpaid principal balance are required at the rate of 0.5%-1% over the bank's stated index, which was 4.25% at June 30, 2020. The Organization is required to annually observe 30 consecutive days without an outstanding balance. At June 30, 2020 and 2019, there was no outstanding balance on the line of credit.

The Organization has an equipment line of credit agreement with a bank amounting to \$250,000, collateralized by a security interest in equipment obtained by advances on the line. Advances are limited to 80% of the invoice price. Monthly interest payments on the unpaid principal balance are required at the rate of .5% over the Federal Home Loan Bank of Boston (FHLB) five-year index through October 6, 2019, at which time it increased to 1.75% over the FHLB index, which was 3.75% at June 30, 2020. The line of credit has a maturity date of October 6, 2024. At June 30, 2020 and 2019, there was no outstanding balance on the line of credit.

6. Notes Payable

Notes payable consisted of the following:

	<u>2020</u>	<u>2019</u>
Note payable to a bank, payable in monthly installments of \$4,029, including interest at 3.92%, through July 2022; collateralized by certain real estate. The note is a participating loan with the New Hampshire Health and Education Facilities Authority (NHHEFA).	\$ 95,635	\$ 139,608

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Note payable to a bank, paid in full during 2020.	-	29,961
Note payable to NHHEFA, payable in monthly installments of \$3,419, including interest at 1.00%, paid in 2020.	44,249	74,560
Mortgage note payable to a bank, payable in monthly installments of \$1,580, including interest at 4.12%, through April 2026 with one final payment which shall be the unpaid balance at maturity; collateralized by certain real estate.	96,413	111,028
Note payable to a bank, payable in monthly principal and interest payments totaling \$2,413 are due through February 2023; the note bears interest at 4.50%; collateralized by all assets.	63,379	90,940
Note payable to a bank, payable in monthly installments totaling \$1,882, including interest at 3.49%, through August 2026; collateralized by all the rights and benefits under the leases attached to the related real estate.	124,756	142,559
Note payable to a bank, payable in monthly installments totaling \$3,162, including interest at 4.85%, through April 2029; collateralized by certain real estate.	272,136	296,117
Note payable to a bank, payable in monthly installments totaling \$789, including interest at 7.69%, through March 2025; collateralized by a certain vehicle.	37,468	-
Non-interest bearing note payable to the State of New Hampshire, Department of Health and Human Services (DHHS). A portion or all of the note payable will be forgiven if the Organization meets certain requirements. Any amount not forgiven is to be repaid 180 days after the expiration of the State of Emergency declared by Governor of New Hampshire. Subsequent to June 30, 2020, the State of Emergency was extended through August 7, 2020. Management intends to apply for forgiveness once it becomes available. This loan is unsecured, but is guaranteed by the U.S. Small Business Administration.	50,000	-

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Payroll Protection Program (PPP) loan to a Bank borrowed in April 2020. A portion or all of the PPP loan will be forgiven if the Organization meets certain requirements. Any amount not forgiven is to be repaid over two years at a fixed interest rate of 1%. Management intends to apply for forgiveness once it becomes available. At June 30, 2020, the Organization has not yet applied for forgiveness. This loan is unsecured.

<u>3,375,000</u>	<u>-</u>
<u>\$ 4,159,036</u>	<u>\$ 884,773</u>

The scheduled maturities of long-term debt are as follows:

2021	\$ 1,336,614
2022	1,847,393
2023	652,928
2024	77,240
2025	76,593
Thereafter	<u>168,268</u>
	<u>\$ 4,159,036</u>

Cash paid for interest approximates interest expense.

7. Commitments and Contingencies

Operating Leases

The Organization leases various office facilities and equipment under operating lease agreements. Expiration dates range from August 2018 through March 2033. Total rent expense charged to operations was \$401,284 in 2020 and \$376,670 in 2019.

Future minimum operating lease payments are as follows:

2021	\$ 426,200
2022	401,560
2023	384,589
2024	347,614
2025	283,355
Thereafter	<u>2,211,640</u>
	<u>\$ 4,054,958</u>

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

Litigation

The Organization is involved in litigation from time to time arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Organization's future financial position or results of operations.

8. Concentrations

For the years ended June 30, 2020 and 2019, approximately 80% and 83%, respectively, of public support and revenue of the Organization was derived from Medicaid. The future existence of the Organization is dependent upon continued support from Medicaid.

Accounts receivable due from Medicaid were as follows:

	<u>2020</u>	<u>2019</u>
Developmental Services	\$ <u>1,532,231</u>	\$ 681,243
Behavioral Health Services	<u>82,757</u>	<u>133,889</u>
	<u>\$ <u>1,614,988</u></u>	<u>\$ <u>815,132</u></u>

In order for the Developmental Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, DHHS, Bureau of Developmental Services, as the provider of services for developmentally disabled individuals for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in September 2022.

In order for the Behavioral Health Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, DHHS, Bureau of Behavioral Health, as the community mental health provider for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in August 2021.

9. Retirement Plan

The Organization maintains a tax-sheltered annuity plan that is offered to all eligible employees. The plan includes a discretionary employer contribution equal to 3% of each eligible employee's salary. During 2020 and 2019, the Organization made an additional discretionary contribution equal to 1% of each eligible employee's salary. Total costs incurred for the plan during the year ended June 30, 2020 were \$404,476 and during the year ended June 30, 2019 were \$377,307. The total expense for the year ended June 30, 2020 for the Developmental Services division was \$241,646, and for the Behavioral Health Services division was \$162,830. The total expense for the year ended June 30, 2019 for the Developmental Services division was \$226,774, and for the Behavioral Health Services division was \$150,533.

**BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A
COMMUNITY PARTNERS AND SUBSIDIARIES**

Notes to Consolidated Financial Statements

June 30, 2020 and 2019

10. Subsequent Events

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through November 3, 2020, which is the date that the consolidated financial statements were available to be issued.

11. Uncertainty

On March 11, 2020, the World Health Organization declared coronavirus disease (COVID-19) a global pandemic. Local, U.S., and world governments encouraged self-isolation to curtail the spread of COVID-19 by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group gatherings. Most sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement. The Coronavirus Preparedness and Response Supplemental Appropriations Act of 2020 provides several relief measures to allow flexibility to providers to deliver critical care. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and additional government actions to mitigate them. Accordingly, while management expects this matter to impact operating results, the related financial impact and duration cannot be reasonably estimated.

The U.S. government has responded with three phases of relief legislation, as a response to the COVID-19 outbreak. Recent legislation was enacted into law on March 27, 2020, called the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a statute to address the economic impact of the COVID-19 outbreak. The CARES Act, among other things, 1) authorizes emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans, 2) provides additional funding for grants and technical assistance, and 3) delays due dates for employer payroll taxes and estimated tax payments for organizations. Management has evaluated the impact of the CARES Act on the Organization, including its potential benefits and limitations that may result from additional funding.

SUPPLEMENTARY INFORMATION

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidating Statements of Financial Position

June 30, 2020 and 2019

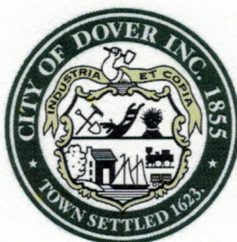
	2020						2019					
	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
ASSETS												
Cash and cash equivalents	\$ 4,852,149	\$ 1,822,616	\$ 1,125	\$ 125,396	\$ -	\$ 6,801,286	\$ 2,426,960	\$ 1,484,207	\$ 1,138	\$ 111,666	\$ -	\$ 4,023,971
Restricted cash	112,525	-	-	-	-	112,525	112,436	-	-	-	-	112,436
Accounts receivable, net of allowance for doubtful accounts	1,754,753	732,514	34	101,748	(496,324)	2,092,725	939,082	718,471	76	-	(486,128)	1,171,501
Grants receivable	319,109	272,831	-	-	-	591,940	18,998	143,266	-	-	-	162,264
Prepaid expenses	267,588	217,679	-	-	-	485,267	222,496	178,906	-	-	-	401,402
Interest in net assets of subsidiaries	225,181	-	-	-	(225,181)	-	109,646	-	-	-	(109,646)	-
Property and equipment, net	<u>1,883,374</u>	<u>348,253</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,231,627</u>	<u>1,746,611</u>	<u>372,227</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,118,838</u>
Total assets	<u>\$ 9,414,679</u>	<u>\$ 3,393,893</u>	<u>\$ 1,159</u>	<u>\$ 227,144</u>	<u>\$ (721,505)</u>	<u>\$ 12,315,370</u>	<u>\$ 5,576,229</u>	<u>\$ 2,897,077</u>	<u>\$ 1,214</u>	<u>\$ 111,666</u>	<u>\$ (595,774)</u>	<u>\$ 7,990,412</u>
LIABILITIES AND NET ASSETS (DEFICIT)												
Liabilities												
Accounts payable and accrued expenses	\$ 2,705,799	\$ 629,958	\$ 3,122	\$ -	\$ (496,324)	\$ 2,842,555	\$ 2,479,415	\$ 543,949	\$ 3,233	\$ -	\$ (486,128)	\$ 2,540,469
Estimated third-party liability	662,676	368,893	-	-	-	1,031,569	754,211	448,490	-	-	-	1,202,701
Operating lease payable	17,884	54,346	-	-	-	72,230	10,098	30,687	-	-	-	40,785
Loan fund	89,562	-	-	-	-	89,562	89,473	-	-	-	-	89,473
Notes payable	<u>4,114,787</u>	<u>44,249</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,159,036</u>	<u>810,213</u>	<u>74,560</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>884,773</u>
Total liabilities	7,590,708	1,097,446	3,122	-	(496,324)	8,194,952	4,143,410	1,097,686	3,233	-	(486,128)	4,758,201
Net assets (deficit)												
Net assets (deficit) without donor restrictions	1,722,223	2,296,447	(1,963)	125,396	(123,433)	4,018,670	1,432,819	1,799,391	(2,019)	111,666	(109,646)	3,232,211
With donor restrictions	<u>101,748</u>	<u>-</u>	<u>-</u>	<u>101,748</u>	<u>(101,748)</u>	<u>101,748</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net assets (deficit)	<u>1,823,971</u>	<u>2,296,447</u>	<u>(1,963)</u>	<u>227,144</u>	<u>(225,181)</u>	<u>4,120,418</u>	<u>1,432,819</u>	<u>1,799,391</u>	<u>(2,019)</u>	<u>111,666</u>	<u>(109,646)</u>	<u>3,232,211</u>
Total liabilities and net assets (deficit)	<u>\$ 9,414,679</u>	<u>\$ 3,393,893</u>	<u>\$ 1,159</u>	<u>\$ 227,144</u>	<u>\$ (721,505)</u>	<u>\$ 12,315,370</u>	<u>\$ 5,576,229</u>	<u>\$ 2,897,077</u>	<u>\$ 1,214</u>	<u>\$ 111,666</u>	<u>\$ (595,774)</u>	<u>\$ 7,990,412</u>

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidating Statements of Activities

Years Ended June 30, 2020 and 2019

	2020						2019					
	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
Changes in net assets (deficit) without donor restrictions												
Public support and revenue												
Medicaid revenue	\$ 23,575,343	\$ 7,802,868	\$ -	\$ -	\$ -	\$ 31,378,211	\$ 22,008,443	\$ 7,155,128	\$ -	\$ -	\$ -	\$ 29,163,571
Medicare revenue	-	175,540	-	-	-	175,540	-	196,444	-	-	-	196,444
Client resources	1,583,678	592,384	-	-	-	2,176,062	1,503,668	430,337	-	-	-	1,934,005
Contract revenue	675,812	956,344	-	-	-	1,632,156	683,560	862,966	-	-	-	1,546,526
Grant income	278,171	1,422,093	-	-	-	1,700,264	302,778	808,890	-	-	-	1,111,668
Interest income	21,184	15,890	-	-	-	37,074	4,289	4,165	-	-	-	8,454
Other program income	1,340,942	-	-	-	-	1,340,942	722,753	-	-	-	-	722,753
Public support	65,464	2,647	-	51,321	-	119,432	55,233	9,905	-	58,166	-	123,304
Other revenue	681,502	68,411	9,060	736	(22,791)	736,918	53,570	163,070	9,057	93	(27,251)	198,539
Total public support and revenue	28,222,096	11,036,177	9,060	52,057	(22,791)	39,296,599	25,334,294	9,630,905	9,057	58,259	(27,251)	35,005,264
Expenses												
Program services												
Case management	1,040,686	-	-	-	-	1,040,686	1,041,170	-	-	-	-	1,041,170
Day programs and community support	4,169,526	991,243	-	-	-	5,160,769	4,117,219	917,238	-	-	-	5,034,457
Early support services and youth and family	1,892,618	2,621,331	-	-	-	4,513,949	1,614,339	2,581,724	-	-	-	4,196,063
Family support	643,257	-	-	-	-	643,257	634,699	-	-	-	-	634,699
Residential services	12,328,472	-	-	-	-	12,328,472	10,799,339	-	-	-	-	10,799,339
Consolidated services	4,023,490	-	-	-	-	4,023,490	3,599,405	-	-	-	-	3,599,405
Adult services	212,701	2,686,658	-	-	-	2,899,359	123,658	2,542,040	-	-	-	2,665,698
Emergency services	-	660,072	-	-	-	660,072	-	654,437	-	-	-	654,437
Other	1,709,045	1,983,585	9,004	38,327	(9,004)	3,730,957	1,133,366	1,481,990	9,164	40,064	(9,164)	2,655,420
Total program expenses	26,019,795	8,942,889	9,004	38,327	(9,004)	35,001,011	23,063,195	8,177,429	9,164	40,064	(9,164)	31,280,688
Supporting services												
General management	1,912,897	1,596,232	-	-	-	3,509,129	1,916,368	1,522,278	-	-	-	3,438,646
Total expenses	27,932,692	10,539,121	9,004	38,327	(9,004)	38,510,140	24,979,563	9,699,707	9,164	40,064	(9,164)	34,719,334
Change in net assets (deficit) without donor restrictions	289,404	497,056	56	13,730	(13,787)	786,459	354,731	(68,802)	(107)	18,195	(18,087)	285,930
Changes in net assets with donor restrictions												
Grants and contributions	101,748	-	-	101,748	(101,748)	101,748	-	-	-	-	-	-
Change in net assets (deficit)	391,152	497,056	56	115,478	(115,535)	888,207	354,731	(68,802)	(107)	18,195	(18,087)	285,930
Net assets (deficit), beginning of year	1,432,819	1,799,391	(2,019)	111,666	(109,646)	3,232,211	1,078,088	1,868,193	(1,912)	93,471	(91,559)	2,946,281
Net assets (deficit), end of year	\$ 1,823,971	\$ 2,296,447	\$ (1,963)	\$ 227,144	\$ (225,181)	\$ 4,120,418	\$ 1,432,819	\$ 1,799,391	\$ (2,019)	\$ 111,666	\$ (109,646)	\$ 3,232,211



CDBG-CARES APPLICATION

CITY OF DOVER, NH COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICANT INFORMATION	
Organization The Homeless Center for Strafford County	Tax ID 02-0519859
Name of Program or Project Covid Overflow Building	
Name of Executive Director Tracy Hardekopf, Executive Director	
Mailing Address P.O. Box 7306 Rochester, NH 03839	
Physical Address 9 Isinglas Drive Rochester, NH 03839	
Contact Person Tracy Hardekopf	Phone 603-332-3065
E-Mail execdirshelter@gmail.com	Website www.homelesscenterforstraffco.org
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government	
☐ Faith-based Organization ☐ Institution of Higher Education	
☐ Other (Explain):	
Tax ID # 02-0519859	
*DUNS # 961601346	*SAM Expiration Date 10/2021

* *Important notice regarding new mandatory federal reporting requirements:* The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit <https://fedgov.dnb.com/webform> and <https://www.sam.gov/portal/SAM/##11>. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION

Amount of Dover CDBG CARES funds requested for activity/project: \$ 18,498.35

Provide a very brief summary of the activity or project for which the funds are requested. Keep responses to one or two sentences (i.e. *After School Care for K-4th grade students. Repair of homeless shelter roof.*) Covid Overflow Building outfitted and Transportation to/from the covid offsite building. Additional .50 FTE for 19 weeks for Aftercare supports of 32 family units.

PROJECT LOCATION

Location(s) where services will be provided or physical improvements will be made. 21 Sherman St. Rochester, NH 03839 and FTE at 9 Isinglas Drive Rochester, NH 03839

BENEFICIARIES

Beneficiaries: Community residents of Strafford County

Please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG CARES funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 10-15

Beneficiary type: ☒ Elderly ☒ Family ☒ Disabled ☒ Homeless ☒ Persons living with AIDS

☒ Other (specify): **All Community Members experiencing Homelessness and with extremely low, low and moderately low income the majority (98%) fall into extremely low income levels**

NARRATIVE – PUBLIC SERVICE ACTIVITY ONLY

Please provide a detailed description for the proposed Activity.....not the Organization. This section should describe the use of CDBG CARES funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. The Cares Act funding request would reimburse operational dollars expended on Covid Overflow Building required items that allowed for HCSC to place covid positive incoming clients and sheltered clients in quarantine for up to two weeks post positive testing or post symptomatic response. Funds are also requested for a .50 FTE for staff to work on Covid support for 19 weeks of Spring, Summer and Fall to ensure our place clients are still receiving all needed supports to remain housed during the Pandemic. This includes rides, supports with paperwork and mailings, distribution of goods and food weekly, bi-weekly and Monthly. (Supporting 32 family units)

Please indicate who prepared the overall cost estimate for the activity or project. Executive Director - HCSC using accounting records from CPA firm

NARRATIVE – PUBLIC FACILITY PROJECT ONLY

Please provide the following information for the proposed Project....not the Organization:

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low-moderate income individuals:

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (i.e. purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the outcomes proposed and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	Ex. # of children who participate in afterschool program Ex. Increase in number of low/mod income residents that seek care from health program.
Provide Covid Quarantine Location, Provide Covid case management supports for shelter to permanent housing clients	Obtain and outfit a Covid Overflow Building and maintain a 97% placement rate for permanent housing through 2020-2022 program years

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity/project. The Homeless Center for Strafford County is a sheltering location with full comprehensive case management.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Our accounting is done by a CPA firm and all reports are created monthly, quarterly and annually by Raiche CPA firm.

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes, We are evaluated by the State, by United Way and by various granting foundations each year.

If yes, please note the agency/program and how often the evaluation occurs. Annually

BOARD OF DIRECTORS

Name	Residence (city/town)
Kathe Levesque	Rochester, NH
Rachel Gilman	New Durham, NH
Sharon Sewell	Lebanon, Maine
Jackie French	Milton, NH
Tony Viel	Rochester, NH
Brant Dolleman	Dover, NH
Christine Morris, APRN	Barrington, NH
Peter Martins	Barrington, NH
Jim Korth	Barrington, NH
Brian Therrien	Dover, NH
Brian Kunkel	Stratham, NH

BUDGET - FOR THE PROPOSED ACTIVITY OR PROJECT

Use box A or B below to provide a budget. Include all proposed expenses.

A. Public Services (Non-Construction Projects)			
	A	B	A + B
	Dover CDBG CARES Funds Requested	Other Funding	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance	517.20	0	517.20
Travel			
Salaries (List relevant positions)			
Case Management through Spring-Fall .50 FTE Only	5317.91	0	5317.91
Other:			
Soft and Hard Goods for Covid Bldg.	8379.16	0	8379.16
Van-Covid Transport Expenses	4284.08	0	4284.08
TOTAL PROPOSED BUDGET:	18498.35		18498.35

B. Public Facilities: (Project)			
	A	B	A + B

	Dover CDBG CARES Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <i>Note:</i> Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover amount requested.*

Funding Source: (Name(s) of funding source(s))	Total Amount (\$):	Committed, Pending or Proposed Amount (\$):	
Federal:		Committed Pending Proposed	
State: 5317.91	5317.91	Committed Pending Proposed	5317.91
Local:		Committed Pending Proposed	
Private:		Committed Pending Proposed	
Portsmouth CDBG:		Committed Pending Proposed	
Rochester CDBG:		Committed Pending Proposed	
Other:		Committed	

		Pending Proposed	
Total:	5317.91	Committed Pending Proposed	5317.91

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by:

Tracy S Hardekopf
Authorized Official - signature

4-13-2021
Date

Tracy Hardekopf
Print Name

Executive Director
Print Title

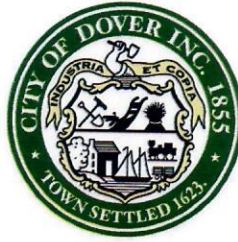
<u>Item or Services</u>	<u>Vendor</u>	<u>Date of Payment</u>	<u>Amount</u>
Change Locks at Covid Building	ABC Lock and Key	12/2/2020	343.20
Security Camera	Amazon	1/25/2021	69.99
Bathroom Repair Supplies	Amazon	1/26/2021	35.68
Draw Pulls	Amazon	1/26/2021	27.97
Love Seat for Covid Building	Amazon	1/28/2021	199.99
Covid Van Registration	City of Rochester	12/24/2020	391.08
Covid Van Insured for Transports	Eastern Alliance Ins. Group	10/21/2020	3,893.00
Door Repair Upstairs Unit	Granite State Glass	12/30/2020	174.00
Dining Set	Holmwoods	1/29/2021	466.00
wet dry vac for basement clean up	Home Depot	12/2/2020	69.97
Beds Downstairs Unit	Home Depot	12/7/2020	291.30
Mattresses Downstairs Unit	Home Depot	12/8/2020	325.38
mattress protectors/pillows sheets/Downstairs Unit	Home Depot	12/8/2020	183.03
Headboard for Full bed downstairs Unit	Home Depot	12/8/2020	82.18
Lamp	Home Depot	12/8/2020	64.35
Shower Curtain	Home Depot	12/8/2020	25.73
Clock for Wall	Home Depot	12/8/2020	56.76
Large Sofa Downstairs Unit	Home Depot	12/8/2020	603.84
Shelves	Home Depot	12/8/2020	94.07
Small Sofa Unit upstairs	Home Depot	12/8/2020	349.67
Rug	Home Depot	12/8/2020	82.11
Shower Curtain	Home Depot	12/8/2020	24.99
Bath Set	Home Depot	12/8/2020	56.99
Side Table	Home Depot	12/8/2020	32.00
Bi Fold Pantry Door	Home Depot	12/8/2020	138.84
Small Table	Home Depot	12/8/2020	162.27
2 Chairs	Home Depot	1/29/2021	125.71
Side Table	Home Depot	1/29/2021	32.00
Porch Flooring Replaced-Covid Bldg.	Innis Flooring	2/8/2021	850.00
Small Drawer/table for downstairs small bedroom	Just the Thing	12/27/2020	86.40
Washer and Dryer for Covid Building Basement	Lowes	12/29/2020	2,138.96
Linens	Macys	1/3/2021	5.09
Shelf basket	Macys	1/3/2021	23.99
Shelf Brackets	Macys	1/4/2021	35.94
canisters	Macys	1/12/2021	41.98
light	Macys	1/12/2021	14.99
curtain rods	Macys	1/14/2021	77.93
dish strainer	Macys	2/12/2021	13.59
small trash basket	Macys	2/13/2021	35.99
kitchen equipment	Macys	2/17/2021	4.79
Pot rack	Macys	2/17/2021	21.59
kitchen towels	Marshalls	12/3/2020	15.95
mirror and wall hangings	Marshalls	12/29/2020	62.96
bedspreads, downstairs unit	Marshalls	2/1/2021	180.45
Kitchen pot holders	Marshalls	2/8/2021	19.98
Shovels for Snow Removal	Rite Aid	12/18/2020	59.97
Paint for downstairs unit	Sherwin Williams	1/12/2021	38.16
Towels for both units	Sierra Trading Post	12/12/2020	94.99
Curtains for Downstairs Unit and mounting brackets	Sierra Trading Post	12/27/2020	186.89
Two Coffee Makers UP/Down Units	TJ Maxx	12/29/2020	79.96
4 side lamps	TJ Maxx	1/25/2021	144.92
TV Stand Upstairs Unit	Wayfair	12/8/2020	73.99
Shelving Bookcase/Upstairs Unit & Prep Table Downstairs Unit	Wayfair	1/11/2021	337.98
cabinet downstairs unit	All Modern	2/15/2021	130.90
Non Reimbursed Items for Covid Overflow Building			<u>13,180.44</u>

Additional .50 FTE Staff for Aftercare Supports **5317.91**

2021 Submission for Cares Act Funding Support/Non reimbursed by Other funding. **18,498.35**

Second Floor All beds, mattresses (Dover Elks)

Additional funds for actual Van purchase came from Grants



CDBG-CARES APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICANT INFORMATION

Organization My Friend's Place		Tax ID 02-0407497	
Name of Program or Project Homeless Shelter			
Name of Executive Director Susan Ford			
Mailing Address 368 Washington Street, Dover, NH 03820			
Physical Address SAA			
Contact Person Susan Ford		Phone 603-749-3017	
E-Mail sford@myfriendsplacenh.org		Website www.myfriendsplacenh.org	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply) ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):			
Tax ID # 02-0407497			
*DUNS # 017249801		*SAM Expiration Date 06/16/2021	

** Important notice regarding new mandatory federal reporting requirements:* The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit <https://fedgov.dnb.com/webform> and <https://www.sam.gov/portal/SAM/##11>. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG CARES funds requested for activity/project: \$ 40,000 Public Services and \$100,000 Facilities
Provide a <u>very brief</u> summary of the activity or project for which the funds are requested. Keep responses to one or two sentences (i.e. <i>After School Care for K-4th grade students. Repair of homeless shelter roof.</i>) Hazard Pay for all staff at a \$5 an hour rate, purchase of or reupholster cost to recover all living room (x2) couch and chair cushions, transportation reimbursement for staff (CM and ED) to transport clients for COVID vaccines as needed.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Homeless Shelter, 368 Washington Street, Dove, NH 03820

BENEFICIARIES
Beneficiaries: Please provide the <i>estimated</i> number of unduplicated Dover beneficiaries that will benefit from this CDBG CARES funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 35
Beneficiary type: ☐ Elderly ☐ Family ☐ Disabled ☒ Homeless ☐ Persons living with AIDS ☐ Other (specify):

NARRATIVE – PUBLIC SERVICE ACTIVITY <u>ONLY</u>
Please provide a detailed description for the proposed <u>Activity</u>.....<i>not</i> the Organization. This section should describe the use of CDBG CARES funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. My Friend's Place will use the funding in the following ways: Hazard pay to supplement the current wage of resident managers for hours working directly with clients by \$5.00 an hour. This will continue to allow MFP to hire/retain staff when working with some of the most at risk people in the state. Cost to reupholster living room couch, love seat, 2 chairs and 2 hassocks non-porous material to allow for sanitizing of living room furniture. This will allow the residents and staff to ensure that furniture can be sanitized after each use, to further help stop the spread of disease including COVID-19. Transportation of clients to vaccine appointments or clinics to receive COVID vaccine, should they choose to. This will allow the shelter to get clients to needed vaccine appointments which will decrease/eliminate their chances of contracting COVID-19. Please indicate who prepared the overall cost estimate for the activity or project. Susan Ford

NARRATIVE – PUBLIC FACILITY PROJECT ONLY

Please provide the following information for the proposed Project....not the Organization:

Describe the nature of the project: Kitchen Expansion to allow for more social distancing with the addition of space as well as a second stove to allow more than one family unit to cook at the same time. We also hope to add a large island to allow for expansion of our eating area. This project has been in the works for a couple of years but due to COVID. We now need additional funding to do the required work to the building in order to make the necessary expansion. Although we understand that most of NH's residents will be vaccinated for COVID-19 by then we are not confident this will include our population. We also would like to note that we do not know when there will be a vaccine that is approved for children. Lastly we would like to note that as more and more variants of the disease keep appearing we are planning on addressing the social distancing protocols in place now for another year or more

Describe how the project will ultimately benefit Dover low-moderate income individuals: This will allow for more social distancing while engaged in cooking and eating activities at MFP.

Proposed project starting date: October 2021

Proposed project completion date: November 2021

Provide a total project cost broken down by major phases of the project (i.e. purchase property, clearing & grading, foundation, building construction, etc.): \$200,000 half of which is already secured by Dover CDBG funding from a previous year.

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the outcomes proposed and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	Ex. # of children who participate in afterschool program Ex. Increase in number of low/mod income residents that seek care from health program.
Decrease the potential of COVID exposure to clients and staff Increase the ability of MFP to hire and retain staff to work at the shelter and risk being exposed to COVID-19	Number of staff or clients that test positive while at the shelter Number of staff turnover.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity/project. My Friend's Place provides short-term emergency shelter for homeless individuals and families. The average stay for a single person is 60 days while family's stays are 90 to 180 days. The transitional housing program provides longer term stays for families who have serious obstacles to obtaining permanent housing. Families may stay in this program for up to 2 years.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? No

If yes, please note the agency/program and how often the evaluation occurs.

BOARD OF DIRECTORS	
Name	Residence (city/town)
FX Bruton, Esq., President	Dover, NH
Stan Robbins, Vice President	Dover, NH
Robert Fuller, CPA, Treasurer	Dover, NH
Janet Insolia, Secretary	Dover, NH
Phyllis LaPointe, Member	Barrington, NH
Estelle Lewis, Member	Dover, NH
Jennifer Stevens, Member	Rye, NH
Alicia McLaughlin, Member	Dover, NH
John Lewis, Esq., Member	Durham, NH
Vicki Roundy, Esq., Member	Barrington, NH
Jacqueline Williams	Dover, NH
Tasha Dworjanyn, Member	Dover, NH
Brad Gould, Member	Dover, NH
Mark Bowen, Member	Greenland, NH
Britnie Lia, Member	Dover, NH

BUDGET - FOR THE PROPOSED ACTIVITY OR PROJECT

Use box **A** or **B** below to provide a budget. Include all proposed expenses.

A. Public Services (Non-Construction Projects)			
	A	B	A + B
	Dover CDBG CARES Funds Requested	Other Funding	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel	\$300	\$1,200	\$1,500
Salaries (List relevant positions)			
Resident Manager x 6	\$37,700	\$6,100	\$43,800
Case Manager	\$0	\$10,400	\$10,400
Executive Director	\$0	\$9,100	\$9,100
Other:			
Living room Furniture	\$2,000	\$0	\$2,000
TOTAL PROPOSED BUDGET:	\$40,000	\$26,800	\$66,800

B. Public Facilities: (Project)			
	A	B	A + B
	Dover CDBG CARES Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <i>Note:</i> Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	100,000	100,000	200,000
Other (list)			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	\$100,000	\$100,000	\$200,000

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this **project**, if any. *Do not include Dover amount requested.*

Funding Source: (Name(s) of funding source(s))		Total Amount (\$):	Committed, Pending or Proposed Amount (\$):	
Federal:			Committed Pending Proposed	
State:	SGIA ESG-COVID	\$64,233 \$50,000	Committed Pending Proposed	\$114,233
Local:	Donations	\$55,000	Committed Pending Proposed	\$55,000
Private:	Bingo Annual Appeal	\$100,000 \$20,000	Committed Pending Proposed	\$120,000
Portsmouth CDBG:			Committed Pending Proposed	
Rochester CDBG:	Operations COVID	\$15,000 \$8,000	Committed Pending Proposed	\$15,000 \$8,000
Other:	Dover CDBG	\$11,000	Committed	\$11,000

United Way	\$13,000	Pending Proposed	\$13,000
Total:	\$336,233	Committed Pending Proposed	\$140,233 \$21,000 \$175,000

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by:


Authorized Official - signature

4/16/21
Date

Susan M. Ford
Print Name

Executive Director
Print Title



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P21-32

Application Type: Minor Subdivision
Applicant(s): TSB Properties, LLC
Owner(s): TSB Properties, LLC
Location: 447 Sixth St (Tax Map D, Lot 12)
Meeting Date: May 11, 2021

INTENT: Proposal is subdivide one lot into 3. The proposed lots will be 7.75 acres, 2.08 acres, and 4.24 acres.

LOTS PROPOSED: 2 new

AGENDA ITEM #: 4-D

ACREAGE: 14.07 acres existing.

ZONING DISTRICT: IT

EXISTING LAND USE:
Single Family residential

PROPOSED LAND USE:
N/A

SURROUNDING LAND USE: Residential, Industrial

ZBA ACTION: None

ATTACHMENTS: Application materials including subdivision plan

APPLICATION IS COMPLETE: Yes

REGIONAL IMPACT: No

SERVICED BY: Public water and sewer

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for this meeting

PERMITS REQUIRED:
N/A

WAIVERS REQUESTED:
None

Summary of Request and Background

The applicant is requesting to subdivide lot D/12 into three lots. The lots would have access to public water and sewer.

As a Minor Subdivision, this application did not appear before the TRC.

Consistency with Land Use Regulations

The plan is consistent with Chapter 157-15 of the City's Land Subdivision Regulations, which provides for subdivision of existing lots. The plan is consistent with these regulations.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the application for review, open the public hearing, and vote to approve the application with the following conditions:

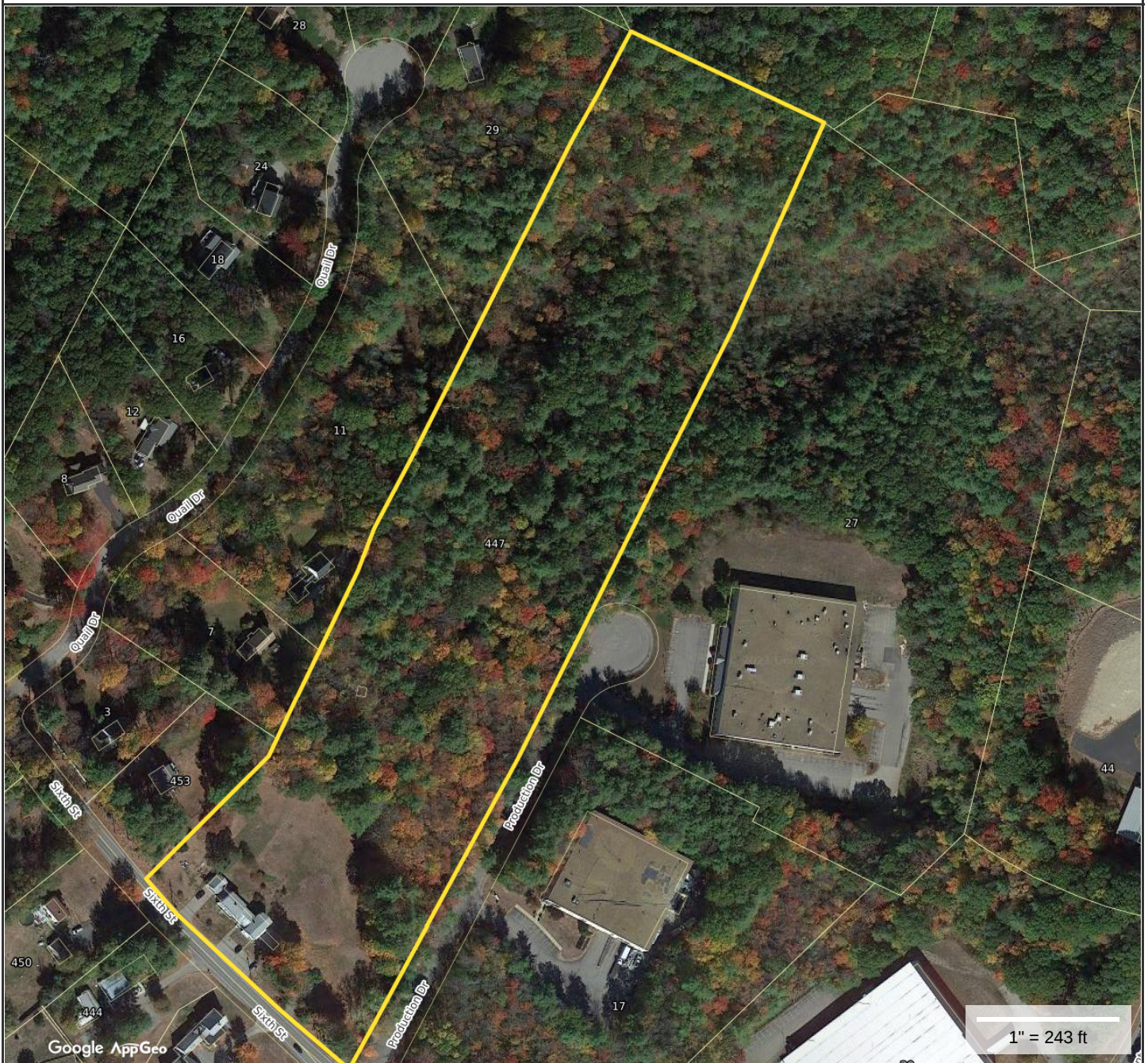
Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department a
 - a. Digital version of the plan.
 - b. CAD file to the satisfaction of the Asset Management Administrator.
2. The applicant shall revise the plat to:
 - a. Add signature and stamp of LLS
 - b. Add owner's signatures for recording at Strafford County Registry of Deeds.
 - c. Add Planning File # P21-32
 - d. Add note regarding total contiguous upland area
 - e. Revise title block to 447 Sixth St.
 - f. Show proposed access easement.
 - g. Indicate soil types
 - h. Indicate shed to be removed on plan.
3. Assessor approves lot numbers.
4. Shed shall be relocated or removed.

Conditions to Be Met Prior to Building Permit:

5. Site Plan review has occurred
6. Easements for right-of-way and well radius shall be recorded at the Strafford County Registry of Deeds with the recording information provided to the Planning Department.
7. Water and sewer investment fees shall be paid at time of request for service.

447 Sixth Street

**Property Information**

Property ID D0012-000000
Location 447 SIXTH ST
Owner TSB PROPERTIES LLC
Land Use 111

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/3/2021
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



City of Dover, New Hampshire SUBDIVISION APPLICATION

[Revision Date: September 17, 2020]

Office Use Only

Project #:

Date Received:

Amount Paid:

Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: TSB Properties, LLC Jessica Smith, Manager Telephone # 603-396-1637

Address of Applicant: 385 Sixth Street Dover, NH 03820

Name of Property Owner (if different from applicant): SAME Telephone #

Address of Property Owner: SAME

E-Mail Address: jsmith@winsorbrook.com

PROPERTY INFORMATION

Address of Property: 447 Sixth Street & Production Drive

Assessor's Map # D Lot(s) # 12

Zoning District(s) IT Overlay District(s)

Size of Parcel: 14.07 ac. +/- Property Deed: Book 4545 Page: 961

Existing Use of Property: Residential - Single Family

SUBDIVISION INFORMATION

Subdivision Type: Minor (less than 4 lots)
Major (4 + net new lots): X Open Space: TDR:

Existing Number of Lots: 1 Proposed Number of Lots: 3 (1 existing, 2 new)

City Water? X Yes No How far is city water from the property? at street

City Sewer? X Yes No How far is city sewer from the property? at street

Highway Access (check where applicable): X City Street State Highway

Estimated Length of Proposed Roads: N/A feet Public or Private Road? N/A

Estimated value of construction: N/A Refuse removal: Public/Private (circle one)

New impervious area (in s.f.): N/A

WAIVER REQUESTS

Subdivision Regulations section(s) to be waived: NONE REQUESTED

Justification for waiver request(s) (*attach additional sheets as needed*): _____**SURVEYOR INFORMATION**Name of Surveyor and Company (Licensed in N.H.) Kevin M. McEneaney, LLS
McEneaney Survey AssociatesAddress 24 Chestnut Street Dover, NH 03820 Telephone #: 603-742-0911Professional License #: Kevin M. McEneaney NH LLS# 661 E-mail address: kevin@surveynh.com**ENGINEER INFORMATION**Name of Engineer and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATIONName of Landscape Architect and Company (Licensed in N.H.) N/A

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SOIL SCIENTIST INFORMATIONName of Soil Scientist and Company (Licensed in N.H.) Damon E. Burt, CWSAddress 38 Garland Road Strafford, NH 03884 Telephone #: 603-969-5574Professional License #: NH CWS #163 E-mail address: frenvironmental@gmail.com**CONSERVATION EASEMENT HOLDER** N/A

Name of Easement Holder: _____ Telephone #: _____

Address Easement Holder: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/We submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

x Signature of Property Owner: Jessica Smith Date: 4/16/21
Signature of Applicant (*if different from owner*): [Signature] Date: 4/16/21
Signature of Agent: [Signature] Date: 4/16/21

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

x Signature of Property Owner: Junica Smith Date: 4/14/21

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY N/A

I, and my successors, hereby authorize the City of Dover and its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: _____

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

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

x Signature of Property Owner: Junica Smith Date: 4/14/21

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

CERTIFICATION OF PUBLIC ROADWAY ACCEPTANCE N/A

I, and my successors, hereby certify that I understand that the acceptance of a roadway as a public road is an action of the City Council in its sole and complete discretion. In order for the City Council to consider accepting a road as public, it must be free of encumbrances. No roadway with private utility easements shall be accepted as a public road by the City unless the easements are expunged prior to the transfer of land to the City. License agreements for any and all private utilities within the right of way may be granted by the City upon acceptance of the unencumbered roadway consistent with applicable state law.

Signature of Property Owner: _____ Date: _____

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



City of Dover, New Hampshire MINOR SUBDIVISION SUBMISSION CHECKLIST

[Revision Date: May 18, 2019]

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, 3 weeks prior to the Planning Board meeting. Abutter/Notice Fees will be invoiced and are due 28 hours prior to Planning Board.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.

APPLICANT: TSB Properties, LLC File Number: P21-

PROJECT TITLE: Minor Subdivision of Land
447 Sixth Street & Production Drive

PROPERTY LOCATION: Tax Map: D Lot: 12

	Where/How Provided	Reviewed
1. Completed and signed Application form	X	
2. Plan Review Fees are provided	X	
3. Electronic copy of the surveyed plat layout	X	
4. Electronic copy of supplementary materials and application	X	
5. Waiver requests to the Subdivision Regulations, with written justification	NONE REQUESTED	
6. Conditional Use Permit applications	N/A	
7. Fifteen folded copies of subdivision plan w/scale of not less than 1"=50' or 1"=100' for larger subdivisions. Plans shall contain the following items as appropriate:	3 - 22x34, 12 - 11x17	
Location map at appropriate scale	X	
Proposed subdivision name and title and Planning File #	X	
Date, north arrow and scale	X	
Names of all abutting property owners	X	
Name and address of owners and/or applicants	X	
Signature & stamp of NH licensed land surveyor and/or engineer	X	
Zoning District boundaries, including any special or overlay districts	N/A	
Location of Conservation District areas	X	
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks	X	
Location and widths of existing & proposed easements & right of ways	X	
Location and widths of existing and proposed sidewalks	N/A	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	X	
Existing and proposed lot areas in square feet	X	
Existing and proposed topographic information at two foot intervals	X	
Existing and proposed buildings and structure locations	X	
Minimum building setbacks or build to lines on all lots	X	
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities	N/A	

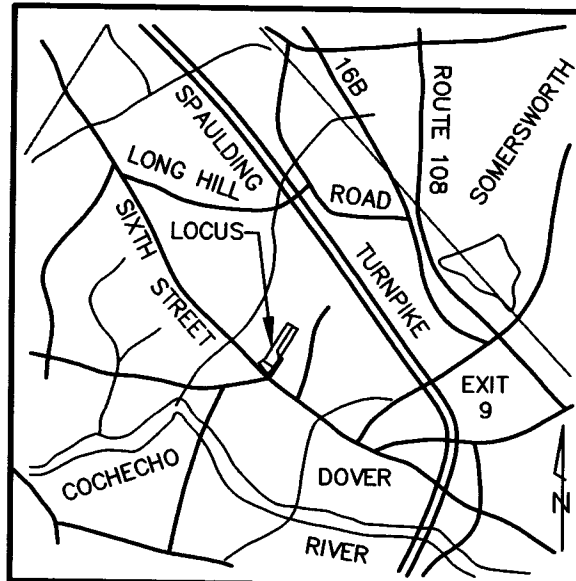
	Explain How Provided	Reviewed
Existing and proposed water lines and fire hydrants, including materials and capacity needed	N/A	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	N/A	
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number	N/A	
Existing and proposed stormwater lines and facilities	N/A	
Location of Flood Hazard Zone	N/A	
Location of all bodies of water and watercourses	N/A	
Location of wetlands and buffers	X	
Existing natural features and/or significant vegetation on property	X	
Soil types	X	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	X	
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision	N/A	
Location, material and size of existing and proposed permanent monuments	X	
Existing railroad lines	N/A	
Note regarding solid waste disposal	N/A	
All applicable Dover Common Subdivision notes	X	
8. Construction Detail Sheets shall contain the following information (if appropriate): N/A		
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets		
Profiles showing the locations & a typical cross-section detail of streets		
Location of street trees, street lighting poles and street signs		
Location, size and invert elevations of existing and proposed sanitary sewers, stormwater drains and fire hydrants		
Location and size of all water, gas and other underground utilities		
9. Additional Information if appropriate N/A		
Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Letter to Serve from Public and Private Utilities		
Erosion and Sedimentation Control Plan		
Proposed restrictive covenants or homeowners association documents		
Dates and permit numbers of all required state and federal permits		
If wetland buffer, indicate placards locations, as applicable		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		

REVIEWED BY: _____ DATE _____

P21-32

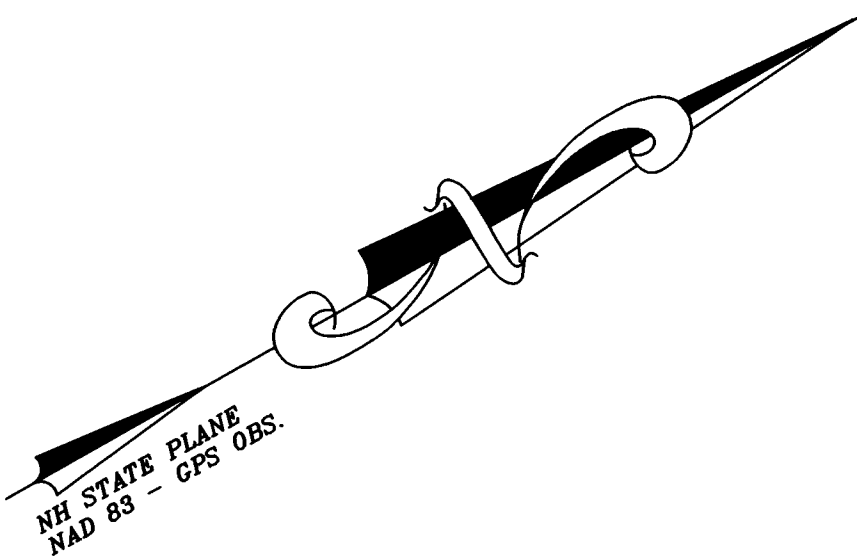
447 Sixth Street

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
A0049-002000	3 QUAIL DR	CIVIELLO JAMES C & BARBARA TRUSTEES	CIVIELLO JAMES C AND BARBARA REVOCABLE L	3 QUAIL DRIVE	DOVER	NH	03820
A0049-003000	453 SIXTH ST	LANGELLOTTI JODI F &	LANGELLOTTI CHRISTOPHER	453 SIXTH ST	DOVER	NH	03820
A0049-004000	7 QUAIL DR	BROWN NEVIN D &	ROSE EMILY G	7 QUAIL DR	DOVER	NH	03820
A0049-006000	11 QUAIL DR	BANAIAJAN JACOB C &	BANAIAJAN KRISTEN	11 QUAIL DR	DOVER	NH	03820
A0049-013000	29 QUAIL DR	PORTER DOUGLAS W &	PORTER YUKARI	29 QUAIL DRIVE	DOVER	NH	03820
B0001-000000	440 SIXTH ST	MARONE RICHARD &	MARONE ADELE	500 SIXTH ST	DOVER	NH	03820
B0001-E00000	450 SIXTH ST	DUNTON DEBRA A	CHANDLER CHARLENE R	450 SIXTH ST	DOVER	NH	03820
B0001-F00000	454 SIXTH ST	BLAKNEY STEPHEN C	TRELEAVEN SUSAN G S	454 SIXTH STREET	DOVER	NH	03820
B0001-N00000	444 SIXTH ST	ISABELLA'S PLACE LLC		PO BOX 4241	PORTSMOUTH	NH	03802
D0011-006000	QUALITY WY	DOVER BUSINESS & IND DEV AUTHORITY	F/K/A DOVER IND DEV AUTHORITY	288 CENTRAL AV	DOVER	NH	03820
D0011-007000	QUALITY WY	DOVER BUSINESS & IND DEV AUTHORITY	F/K/A DOVER IND DEV AUTHORITY	288 CENTRAL AV	DOVER	NH	03820
D0011-007SN1	QUALITY WY	DOVER BUSINESS & IND DEV AUTHORITY	F/K/A DOVER IND DEV AUTHORITY	288 CENTRAL AV	DOVER	NH	03820
D0011-007SN2	QUALITY WY	DOVER BUSINESS & IND DEV AUTHORITY	F/K/A DOVER IND DEV AUTHORITY	288 CENTRAL AV	DOVER	NH	03820
D0011-008000	QUALITY WY	DOVER BUSINESS & IND DEV AUTHORITY	F/K/A DOVER IND DEV AUTHORITY	288 CENTRAL AV	DOVER	NH	03820
D0013-002000	17 PRODUCTION DR	ATLANTIC AVENUE REALTY TRUST LLC		17 PRODUCTION DR	DOVER	NH	03820
D0013-003000	27 PRODUCTION DR	SARNIA PROPERTIES INC		1 HAVEN COURT	PORTSMOUTH	NH	03801
E0032-000000	432 SIXTH ST	FASTDOGS REALTY LLC		432 SIXTH ST	DOVER	NH	03820
D0012-000000	447 SIXTH ST	TSB PROPERTIES LLC		385 SIXTH ST	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES	KEVIN M MCENEANEY LLS	24 CHESTNUT STREET	DOVER	NH	03820
			DAMON E BURT CWS	38 GARLAND ROAD	STRAFFORD	NH	03884



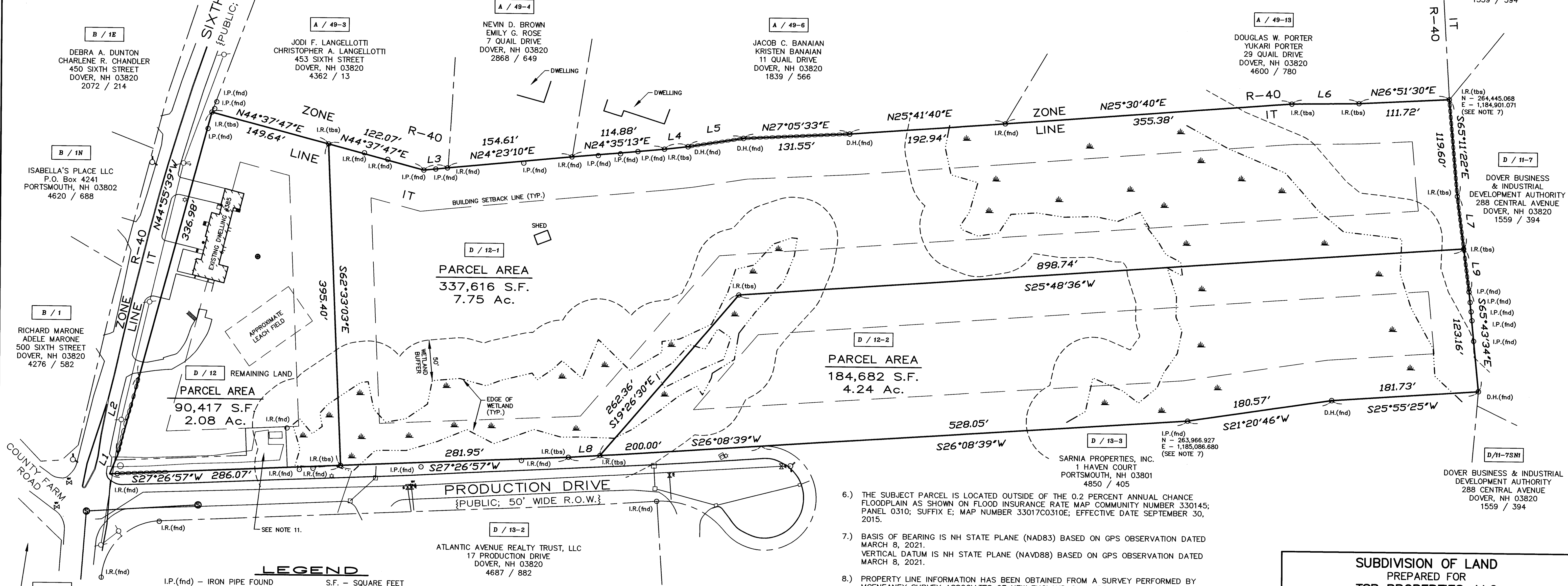
LOCATION PLAN
(NO SCALE)

No.	Bearing	Distance
L1	N37°29'45"W	25.98'
L2	N44°57'47"W	99.56'
L3	N24°09'52"E	29.37'
L4	N23°27'05"E	29.39'
L5	N21°01'25"E	69.29'
L6	N28°55'19"E	83.16'
L7	S67°25'51"E	65.22'
L8	S26°08'42"W	39.11'
L9	S67°25'51"E	53.85'



REFERENCE PLANS:

- 1.) AMENDED SUBDIVISION AND LOT LINE ADJUSTMENT PLAN PREPARED FOR GEORGE J. FOSTER & Co., INC. AND DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP D, LOT Nos. 9A & 11-1, VENTURE DRIVE AND QUALITY WAY, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: FEBRUARY 14, 2006, REVISED THROUGH 5/3/06; BY: McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 85-99 & 85-100.
- 2.) SUBDIVISION OF LAND PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP H, LOT No. 11-1, VENTURE DRIVE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: FEBRUARY 28, 2005; BY: McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 79-87.
- 3.) LOT LINE ADJUSTMENT PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY AND CRAMER FABRICS, INC. SIXTH STREET, VENTURE & PRODUCTION DRIVES, DOVER, NEW HAMPSHIRE. SCALE: 1" = 80'; DATED: JULY 28, 1997; BY: McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 50-71.
- 4.) SUBDIVISION PLAN OF LAND OF QUAIL RUN FOR CLD INVESTMENT PROPERTIES, SIXTH STREET, COUNTY OF STRAFFORD, DOVER, N.H. SCALE: 1" = 50'; DATED: DECEMBER 16, 1988; BY: RICHARD P. MILLETTE AND ASSOCIATES. RECORDED S.C.R.D. PLAN 38-129.
- 5.) TAX MAP D, LOT 12 - EXISTING CONDITIONS PLAN - 447 SIXTH STREET, DOVER, NEW HAMPSHIRE, COUNTY OF STRAFFORD OWNED BY TSB PROPERTIES, LLC. SCALE: 1" = 60'; DATED: APRIL 18, 2018; BY: TFM MSC. NOT RECORDED.



LEGEND

I.P.(fnd) - IRON PIPE FOUND	S.F. - SQUARE FEET
I.R.(fnd) - IRON ROD FOUND	Ac. - ACRE
D.H.(fnd) - DRILL HOLE FOUND	(TYP.) - TYPICAL
I.R.(tbs) - IRON ROD TO BE SET	± - MORE OR LESS
	Ø - DIAMETER
	S.C.R.D. - STRAFFORD COUNTY REGISTRY OF DEEDS
	R.O.W. - RIGHT OF WAY
	TBM - TEMPORARY BENCHMARK
	N - NORTHING
	E - EASTING
	RIM - RIM ELEVATION
○ - UP	UTILITY POLE
□	CATCH BASIN
⊙	SMH - SEWER MANHOLE
⊗	WG - WATER GATE VALVE
⊕	WSO - WATER SHUT-OFF (CURB STOP)
⊙	CONC. - CONCRETE
⊙	F.F. - FINISH FLOOR
⊙	WELL
+203.7	EXISTING SPOT GRADE
--- 202 ---	EXISTING CONTOUR (2 FOOT INTERVAL)
— W —	WATER SERVICE
— S —	SEWER SERVICE
— PW —	PROPOSED WATER SERVICE
— PS —	PROPOSED SEWER SERVICE
— OH E/T —	OVERHEAD ELECTRIC / TELEPHONE

NOTES:

- 1.) OWNER OF RECORD: TSB PROPERTIES, LLC
385 SIXTH STREET
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4545, PAGE 961
 - 2.) D / 12 - DENOTES TAX MAP AND PARCEL NUMBER.
 - 3.) TOTAL PARCEL AREA = 612,715 S.F. / 14.07 Ac.
 - 4.) THE INTENT OF THIS PLAN IS TO DEPICT A SUBDIVISION OF THE SUBJECT PARCEL INTO THREE (3) LOTS AS SHOWN. PARCEL D / 12 IS CURRENTLY SERVED BY WELL AND INDIVIDUAL SUBSURFACE DISPOSAL SYSTEM. ALL THREE (3) LOTS WILL HAVE ACCESS TO MUNICIPAL SEWER AND WATER.
 - 5.) ZONING DISTRICT IS INNOVATIVE TECHNOLOGY (IT).
- DIMENSIONAL REQUIREMENTS:
- | | |
|----------------------|--------------|
| MINIMUM LOT SIZE | = 2 ACRES |
| MAXIMUM LOT COVERAGE | = 33 PERCENT |
| MINIMUM FRONTAGE | = 200 FEET |
- BUILDING SETBACK REQUIREMENTS:
- | | |
|-------------------------|-------------------|
| FRONT SETBACK | = 50 FEET |
| SIDE SETBACK | = 50 FEET |
| REAR SETBACK | = 50 FEET |
| MAXIMUM BUILDING HEIGHT | = 55 FEET MAXIMUM |

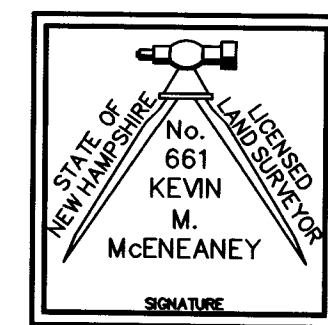
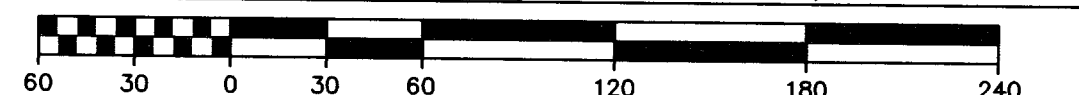
OWNER SIGNATURE

- 6.) THE SUBJECT PARCEL IS LOCATED OUTSIDE OF THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN AS SHOWN ON FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 330145; PANEL 0310; SUFFIX E; MAP NUMBER 33017C0310E; EFFECTIVE DATE SEPTEMBER 30, 2015.
- 7.) BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED MARCH 8, 2021. VERTICAL DATUM IS NH STATE PLANE (NAVD88) BASED ON GPS OBSERVATION DATED MARCH 8, 2021.
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- 12.) THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED.
- 13.) BUILDING ADDRESSES (INCLUDING APT/UNIT NUMBERS IF APPLICABLE) SHALL BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

SUBDIVISION OF LAND
PREPARED FOR
TSB PROPERTIES, LLC
TAX MAP D, LOT No. 12
385 SIXTH STREET & PRODUCTION DRIVE
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DRAWN BY: RJM FILE: 2340\DWGS\21-2340
SCALE: 1" = 60' DATE: APRIL 15, 2021

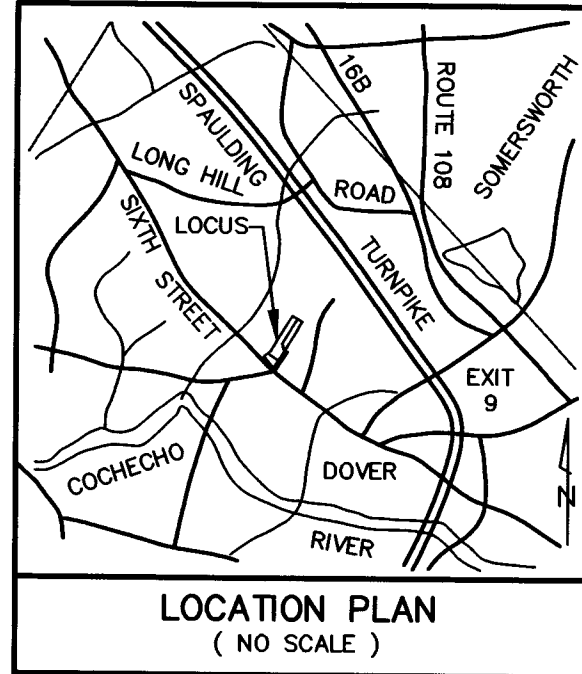


McEneaney
Survey
Associates
of NEW ENGLAND

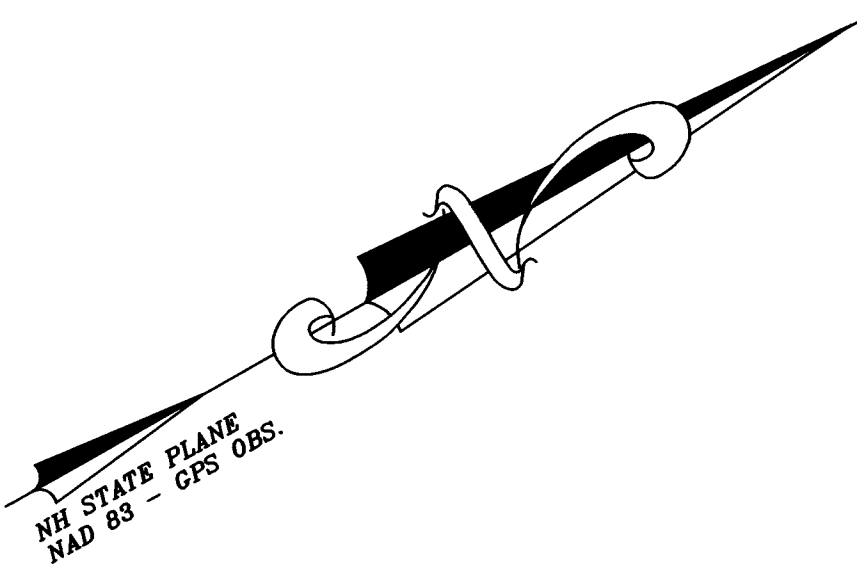
P.O. Box 681 - 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING - PLANNING - CONSULTING

NO.	DATE	DESCRIPTION	BY	CHK
REVISIONS				
21-2340	SUBDIVISION	21-02	20-28	
PROJECT NO	TYPE	FIELDBOOK & PAGES		

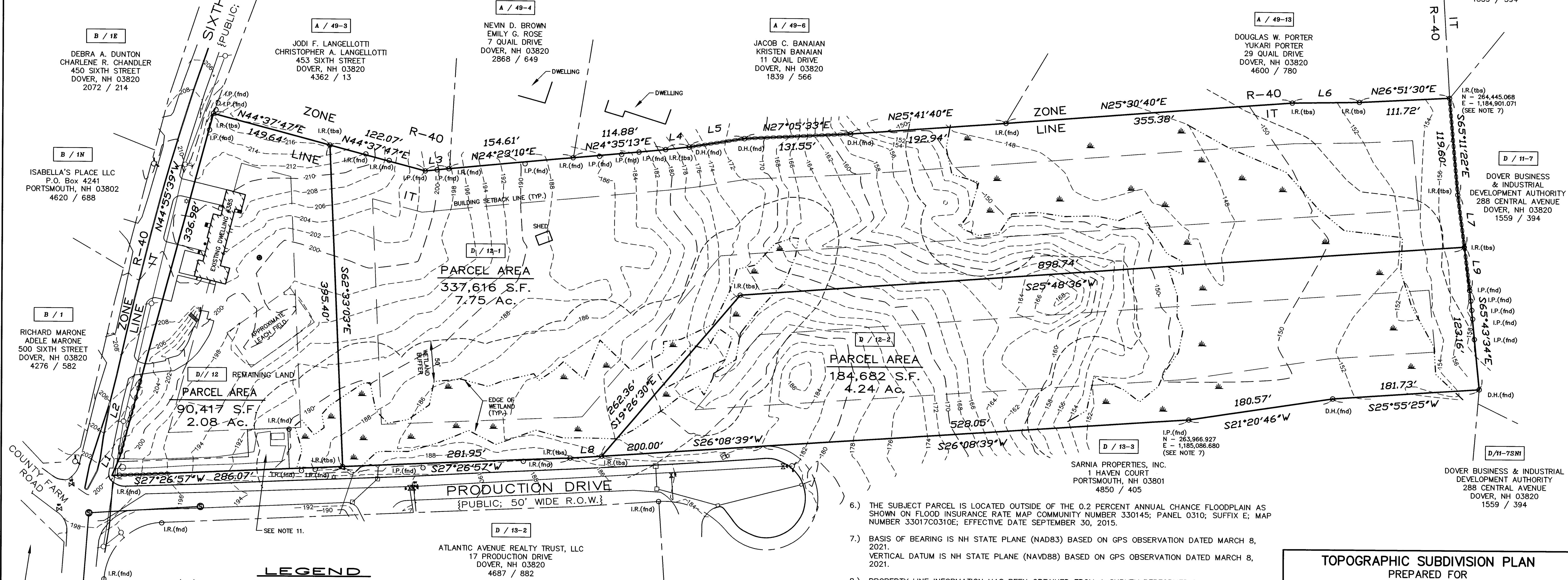


No.	Bearing	Distance
L1	N37°29'45"W	25.98'
L2	N44°57'47"W	99.56'
L3	N24°09'52"E	29.37'
L4	N23°27'05"E	29.39'
L5	N21°01'25"E	69.29'
L6	N28°55'19"E	83.16'
L7	S67°25'51"E	65.22'
L8	S26°08'42"W	39.11'
L9	S67°25'51"E	53.85'



REFERENCE PLANS:

- 1.) AMENDED SUBDIVISION AND LOT LINE ADJUSTMENT PLAN PREPARED FOR GEORGE J. FOSTER & Co., INC. AND DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP D, LOT Nos. 9A & 11-1, VENTURE DRIVE AND QUALITY WAY, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: FEBRUARY 14, 2006, REVISED THROUGH 5/3/06; BY: McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 85-99 & 85-100.
- 2.) SUBDIVISION OF LAND PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP H, LOT No. 11-1, VENTURE DRIVE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: FEBRUARY 28, 2005; BY: McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 79-87.
- 3.) LOT LINE ADJUSTMENT PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY AND CRAMER FABRICS, INC. SIXTH STREET, VENTURE & PRODUCTION DRIVES, DOVER, NEW HAMPSHIRE. SCALE: 1" = 80'; DATED: JULY 28, 1997; BY: McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 50-71.
- 4.) SUBDIVISION PLAN OF LAND OF QUAIL RUN FOR CLD INVESTMENT PROPERTIES, SIXTH STREET, COUNTY OF STRAFFORD, DOVER, N.H. SCALE: 1" = 50'; DATED: DECEMBER 16, 1988; BY: RICHARD P. MILLETTE AND ASSOCIATES. RECORDED S.C.R.D. PLAN 38-129.
- 5.) TAX MAP D, LOT 12 - EXISTING CONDITIONS PLAN - 447 SIXTH STREET, DOVER, NEW HAMPSHIRE, COUNTY OF STRAFFORD OWNED BY TSB PROPERTIES, LLC. SCALE: 1" = 60'; DATED: APRIL 18, 2018; BY: TFM MSC. NOT RECORDED.



LEGEND

I.P.(fnd)	- IRON PIPE FOUND	S.F.	- SQUARE FEET
I.R.(fnd)	- IRON ROD FOUND	Ac.	- ACRE
D.H.(fnd)	- DRILL HOLE FOUND	(TYP.)	- TYPICAL
I.R.(tbs)	- IRON ROD TO BE SET	±	- MORE OR LESS
		Ø	- DIAMETER
		S.C.R.D.	- STRAFFORD COUNTY REGISTRY OF DEEDS
		R.O.W.	- RIGHT OF WAY
		TBM	- TEMPORARY BENCHMARK
		N	- NORTHING
		E	- EASTING
		RIM	- RIM ELEVATION
		UP	- UTILITY POLE
		CB	- CATCH BASIN
		SMH	- SEWER MANHOLE
		WG	- WATER GATE VALVE
		WSO	- WATER SHUT-OFF (CURB STOP)
		CONC.	- CONCRETE
		F.F.	- FINISH FLOOR
		W	- WELL
		+203.7	- EXISTING SPOT GRADE
		202	- EXISTING CONTOUR (2 FOOT INTERVAL)
		W	- WATER SERVICE
		S	- SEWER SERVICE
		PW	- PROPOSED WATER SERVICE
		PS	- PROPOSED SEWER SERVICE
		OH E/T	- OVERHEAD ELECTRIC / TELEPHONE

NOTES:

- 1.) OWNER OF RECORD: TSB PROPERTIES, LLC
385 SIXTH STREET
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4545, PAGE 961
 - 2.) D / 12 - DENOTES TAX MAP AND PARCEL NUMBER.
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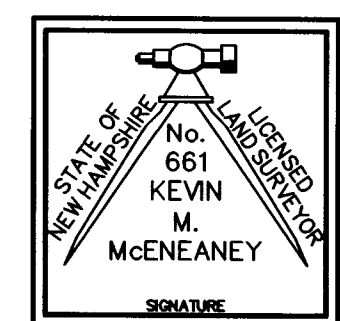
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- 14.) TOPOGRAPHIC INFORMATION SHOWN IS AS TAKEN FROM REFERENCE PLAN No. 5 AND FIELD VERIFIED BY THIS OFFICE.

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

TOPOGRAPHIC SUBDIVISION PLAN PREPARED FOR TSB PROPERTIES, LLC TAX MAP D, LOT No. 12 385 SIXTH STREET & PRODUCTION DRIVE CITY of DOVER COUNTY of STRAFFORD STATE of NEW HAMPSHIRE

DRAWN BY: RJM	FILE: 2340\DWGS\21-2340
SCALE: 1" = 60'	DATE: APRIL 15, 2021



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

SURVEYING - PLANNING - CONSULTING



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P21-23

Application Type: Conditional Use Permit
Applicant(s): T. Benjamin Airey
Owner(s): Joan Cheney
Location: 258 Washington Street (Tax Map 10, Lot 127)
Meeting Date: May 11, 2021

INTENT: Proposal is to obtain a Conditional Use Permit to allow a third unit by converting an existing carriage house. The HR District allows the use of a three unit residence via CUP.

LOTS/UNITS PROPOSED:

Converting duplex to 3-family

AGENDA ITEM #: 4-E

ACREAGE: 0.37 acres

ZONING DISTRICT:

Heritage Residential (HR)

EXISTING LAND USE:

Duplex

PROPOSED LAND USE: 3

residential units

SURROUNDING LAND

USE: Residential

ZBA ACTION: None

ATTACHMENTS:

CUP application materials, including narrative, parking plan, appendices

APPLICATION IS

COMPLETE: Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter

notices were sent by certified mail to all abutters for this meeting

PERMITS REQUIRED:

CUP

Summary of Request and Background

The applicant proposes to convert an existing carriage house into a third unit with a shared 6 space parking lot.

Conditional Use Permits for this use in the HR do not require Technical Review Committee review, however the Board can place that as a condition of approval if they see any issues they would like staff to further review.

Consistency with Land Use Regulations

The Heritage Residential table allows for 3 dwelling units through a CUP which is granted by the Planning Board rather than the Zoning Board of Adjustment.

Chapter 170-20-B(2)&(3) of the City Code states that conditional use approval for relief from the use standards may be granted by the Planning Board provided that the proposed project complies with the following standards:

- (2) (a) *The requested use shall be compatible with abutting uses and the surrounding NEIGHBORHOOD.*
(b) *The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.*
(c) *The requested use will not result in objectionable noise or odor which would constitute a NUISANCE.*
(3) *Conditional use approval shall be subject to a formal agreement between the PLANNING BOARD and the APPLICANT. Said agreement shall be recorded at the Strafford County Registry of Deeds*

As well as these requirements:

- A. *The specific site must have an amount of open space, either landscaped or left natural, at least equal to the average amount of open space on all developed lots in the HR District that are wholly or partly within two hundred (200) feet of the subject parcel. Existing parking areas, either gravel, paved or unpaved, shall not be considered to be open space.*
B. *Off-street parking, in accordance with Chapter 153, Site Review, shall be provided as to avoid vehicles backing into the street. Two (2) parking spaces per unit shall be required.*
C. *Parking lots shall be at least five (5) feet from a side property line and ten (10) feet from a front property line.*
D. *Parking areas shall be screened from the street and from abutting lots.*
E. *Structures shall be at least twenty (20) feet from a front property line, thirty (30) feet from a rear property line and fifteen (15) feet from a side property line unless abutting a street, in which case, the distance from the side property line shall be twenty (20) feet.*
F. *For new construction, the building must be designed to look like a SINGLE FAMILY DWELLING. At a minimum, this shall mean that only one entrance shall be visible from a public street. For conversions, the building must retain its appearance as a SINGLE FAMILY DWELLING or a 2 family dwelling, whichever is the current use. Notwithstanding any other provision of Chapter 170, a legal or legal non-conforming accessory structure existing as of the effective date of these regulations may be converted into one or more residential units, provided that the building shall not be enlarged, nor shall any exterior improvements be made to alter its appearance as an accessory structure.*



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P21-23

Application Type: Conditional Use Permit
Applicant(s): T. Benjamin Airey
Owner(s): Joan Cheney
Location: 258 Washington Street (Tax Map 10, Lot 127)
Meeting Date: May 11, 2021

Considering the justification provided in the applicant's narrative, the Conditional Use Permit request meets these requirements as long as the conditions of approval below are added.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the application, hold the public hearing, and approve the Conditional Use Permit with the following conditions:

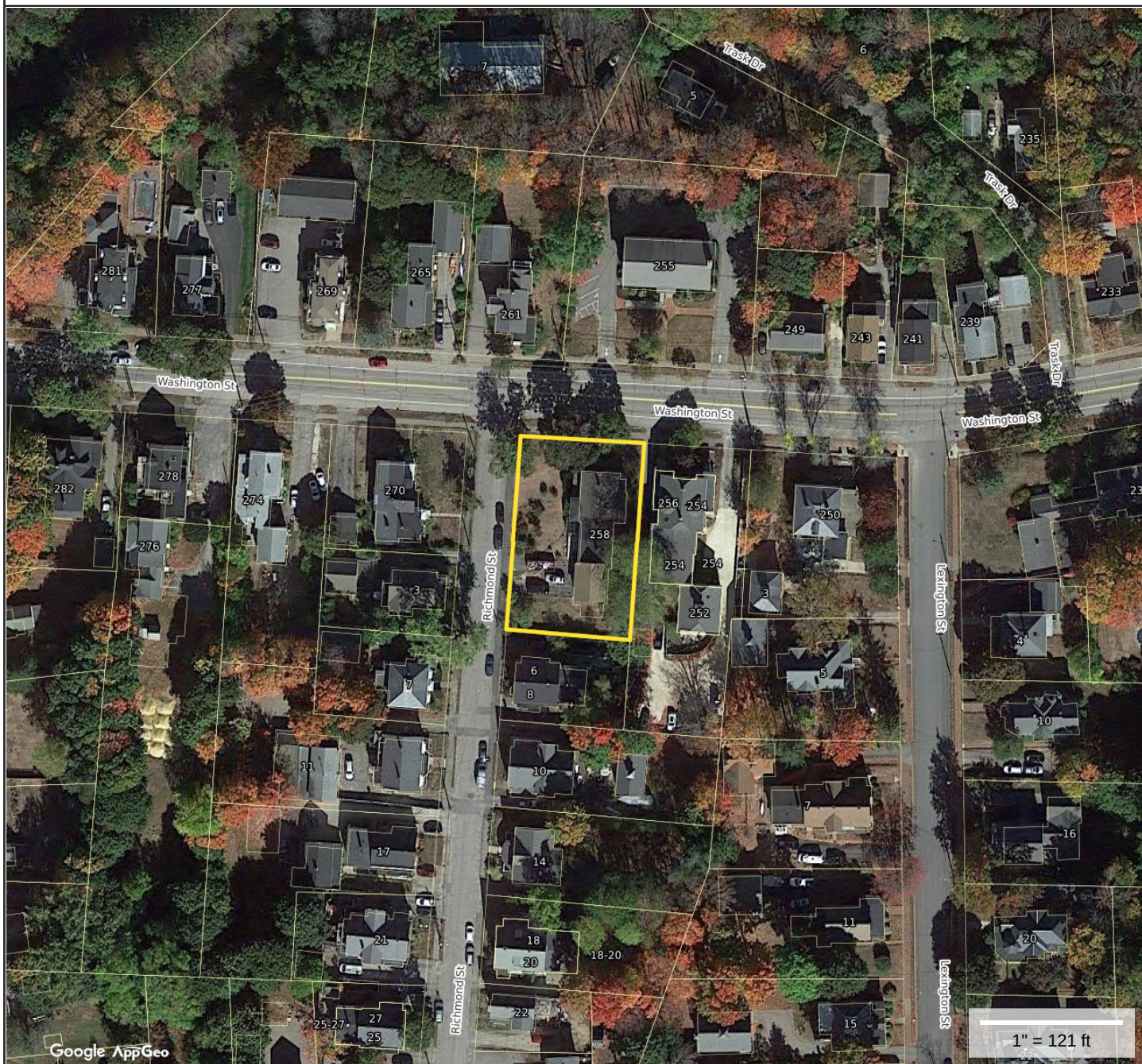
Conditions to Be Met Prior to the Issuing Conditional Use Permit:

1. The applicant shall be subject to a formal agreement between the Planning Board and the applicant. Said agreement shall be recorded at the Strafford County Registry of Deeds per Chapter 170-20-B(3)
2. The owner's signature shall be added to the final plan.
3. Add the Planning File Number P21-23
4. The applicant shall provide a digital version of the final materials to the Planning Department.

Conditions To Be Met Prior to Occupancy:

5. All criteria of the CUP have are in place to the satisfaction of the Assistant City Manager.
6. Issuance of a Certificate of Occupancy.
7. Water and sewer investment fees shall be paid at time of request of service.
8. Impact fees shall be paid per the invoice.

258 Washington Street

**Property Information**

Property ID 10127-000000
Location 258 WASHINGTON ST
Owner CHENEY JOANN
Land Use 104

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/3/2021
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



City of Dover, New Hampshire CONDITIONAL USE PERMIT APPLICATION

[Revision Date: May 18, 2017]

RECEIVED
Planning Office

Office Use Only

Project #:

P21-23

Date Received:

APR 20 2021

Amount Paid:

~~CK# 2490~~

Time Received:

Dover, New Hampshire

APPLICANT AND OWNER INFORMATION

\$200.00

Name of Applicant:

T. Benjamin Airey

Telephone #

603-834-2242

Address of Applicant:

233 Micah Terrace Milton NH 03851

E-Mail Address:

ben@theABPN.com

Name of Property Owner (if different from applicant):

Joann Cheney

Telephone #

Address of Property Owner:

258 Washington St. Dover NH 03820

PROPERTY INFORMATION

Assessor's Map #

10-127-0-0-

Lot(s) #

0

Address of Property:

258 Washington St. Dover NH 03820

Zoning District(s)

HR

Overlay District(s)

Existing Use of Property:

Currently a duplex 258 + 260 Washington

CONDITIONAL USE PERMIT INFORMATION

Type of Conditional Use Permit (Check All That Apply):

☐ Conservation District

☐ RCM Use Overlay District

☐ I-1 District Uses

☐ Groundwater Protection

☐ Off-Street Parking and Loading

☐ Alternative Treatment Center

☐ Wetland Protection District

☐ Central Business District

☒ Heritage Residential District

Describe Proposed Use or Activity That Requires Conditional Use Permit and Describe Any Impacts:

Current property has a carriage house attached to rear

of home with approx. 1500 ± sq ft (2 levels) looking

to convert carriage house into 3rd unit.

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: _____

N/A

Name of Professional That Prepared Plans: N/A

Address Self prepared / Ben Airey Telephone #: 603 834 2242

Professional License #: _____ E-mail address: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: [Signature] Date: 4/20/21

Signature of Applicant (if different from owner): [Signature] Date: 4/19/21

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: after May 25th and transfer Date: _____

has taken place.

[Signature]

CITY OF DOVER CONDITIONAL USE LIST OF ABUTTERS

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS
		Joann Cheney	258 Washington St. Dover NH

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS
T. Benjamin Avery	N/A	P.O. Box 4241 Portsmouth NH

Surveyor and/or Engineer/Professional Agent:

03802

NAME	COMPANY	MAILING ADDRESS

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

PLANNING BOARD FEE SCHEDULE

(Revised July 1, 2020)

Below are the fees associated with plan review and are subject to a nonrefundable application fee to cover administrative expenses. Please complete the information below and provide payment with your application submittal. **Plan review fees shall be paid prior to technical review committee (TRC) being scheduled.** For plans not requiring TRC review, **fees are due 21 days prior** to the Planning Board meeting. Staff will coordinate abutter/notice fees, which will be invoiced and must be paid 28 hours before the Planning Board meeting for an application to be heard. Fees shall be paid by cash or check made payable to "City of Dover."

A. Plan Review Fees

1. Application fee for the following (SELECT ALL THAT APPLY):

- ☐ SUBDIVISION Application fee \$200.00 + \$150.00 x # _____ new lots created = \$ _____
 - ☐ LOT LINE ADJUSTMENT Application fee \$200.00 + \$100.00 X # _____ of lots involved = \$ _____
 - ☐ TRANSFER OF DEVELOPMENT RIGHTS Application fee \$200.00 = \$ _____
 - ☐ SITE REVIEW – RESIDENTIAL Application fee \$200.00 + \$100.00 x # _____ per dwelling unit = \$ _____
 - ☐ SITE REVIEW – NON-RESIDENTIAL Application fee \$200.00 + (not to exceed \$10,000)
 - ☐ New construction \$.15 sq. ft. x # _____ sq. ft. = \$ _____
 - ☐ Additions (new floor space) \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
 - ☐ MOTEL/HOTEL \$35.00 x # _____ per lodging unit = \$ _____
 - ☐ CHANGE OF USE Application fee \$200.00 + (not to exceed \$5,000)
 - ☐ Existing floor spaces \$.10 per sq. ft. x # _____ sq. ft. = \$ _____
 - ☒ CONDITIONAL USE PERMIT Application fee \$200.00 x # 1 per Application = \$ 200
 - ☐ GRAVEL PIT/ EXCAVATIONS
 - ☐ Application fee \$50.00 = \$ _____
 - ☐ Permit fee \$75.00 = \$ _____
 - ☐ EXTENSIONS/AMENDMENTS/WAIVERS FOR AN APPROVED PLAN Application fee \$200.00 = \$ _____
 - ☐ REQUEST FOR REZONING Application fee \$200.00 = \$ _____
 - ☐ DRIVEWAY WAIVER Application fee \$200.00 = \$ _____
- SUB TOTAL = \$ _____

AND

2. IMPERVIOUS PAVED AREA (for new development or additions to existing parking lots (not to exceed \$10,000) Application fee \$200.00 + \$.07 sq. ft. x # _____ = \$ _____

TOTAL PLAN REVIEW FEE = \$ _____

B. Abutter Notification/Mailing Labels - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to review the list and provide to this office the engineer, architect, licensed land surveyor (LLS), licensed landscape architect (LLA) and/or soil scientist whose professional seal appears on the plan with names and addresses for notices.

- ☐ Applicant & Owner, engineer, architect, LLS, LLA and/or soil scientist
 - ☐ Certified letters fee # _____ of x \$8.00 = \$ _____
- ☐ Certified letters fee: # of abutters _____ X \$8.00 = \$ _____
- ☐ First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X \$1.00 = \$ _____
- ☐ Creating/Printing Abutter Labels in triplicate per sheet _____ x \$10.00 = \$ _____

SUB TOTAL = \$ _____

- C. Foster's newspaper public notice fee \$100.00 x # _____ applications = \$ _____

TOTAL NOTICE FEE = \$ _____

The above amount must be paid 28 hours prior to the Planning Board meeting, to be heard.

T Benjamin Airey
233 Micah Terr
Milton NH 03851

To whom it may concern, (Dover Planning Board)

RE: 258 Washington St. Dover NH 03820 / Conditional Permit Approval

I write this letter to ask for approval from the City of Dover Planning Board in converting 258/260 Washington St. Dover NH from it's existing Duplex (2, 3 bedroom + units) home into a 3 Unit multi family home (3, 3 bedroom units). My wife are currently under contract to purchase this home, and hope to occupy and convert this duplex into a beautiful restored landmark home of Dover NH. 258/260 Washington St sits in the Historical District of Dover and has a sense of pride and beauty as well as historical charm. This home sits on the corner of Washington and Richmond St., currently has parking enough for 6+ vehicles off of the Richmond St. Side, and with that access, no changes to parking need to be amended.

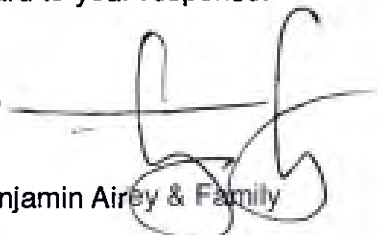
This home currently has a carriage house attached to the home in the rear which is 2 stories, and approx 1500 Sq. feet. This carriage house is the proposed 3rd unit. This conversation would not change the foot print of the existing home, as it is currently attached, roofed, and sided.

The outside of the home and footprint would ultimately remain unchanged with the addition of some windows for light and egress.

Over the last 10 years Dover has become increasingly popular for families, and with this additional unit we will be able to help occupy some of those families either for a short term while they house hunt for a home of their own, or for longer if needed.

I hope this letter is received with the same intentions as it has been written, and I look forward to your response.

Best,


T Benjamin Airey & Family

4/19/21

DOVER CODE

SPACES (good STREETS, NEIGHBORHOODS and parks) with a healthy mix of uses. With proper urban form, a greater integration of BUILDING uses is natural and comfortable.

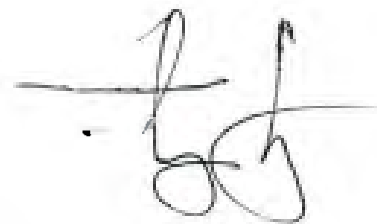
- (5) Wherever there appears to be a conflict between the form based code and other sections of the Zoning Ordinance (as applied to a particular development), the requirements specifically set forth in this section shall prevail. For development standards not covered herein, the other applicable sections in the City of Dover Code shall be used as the requirement.

B. Conditional Use Permit

- (1) Conditional use approval for relief from the standards herein may be granted by the PLANNING BOARD (RSA 674:21 II) after proper public notice and public hearing provided that the proposed project complies with the following standards:
- (a) That both public and private BUILDINGS and landscaping shall contribute to the physical definition of RIGHTS OF WAY as CIVIC SPACES.
 - (b) That development shall adequately accommodate automobiles, while respecting the pedestrian and the spatial form of public areas.
 - (c) That the design of STREETS and BUILDINGS shall reinforce safe environments, but not at the expense of accessibility.
 - (d) That architecture and landscape design shall grow from local climate, topography, history, and BUILDING practice.
 - (e) That BUILDINGS shall provide their inhabitants with a clear sense of geography and climate through energy efficient methods.
 - (f) That CIVIC BUILDINGS and public gathering places shall be provided as locations that reinforce community identity and activity.
 - (g) That CIVIC BUILDINGS shall be distinctive and appropriate to a role more important than the other BUILDINGS that constitute the fabric of the city.
 - (h) That the preservation and renewal of historic BUILDINGS shall be facilitated.
 - (i) That the harmonious and orderly evolution of urban areas shall be advanced by the proposed BUILDING and/or use.

Conditional Unit Questionnaire / 258 Washington St Dover NH 03820

- 1
- A) No Changes to exterior foot print of building will be made (other than additional windows for light and egress)
 - B) No changes to parking will occur, no additional impact will be created. Current curb cut will remain in tact, Driveway currently is sufficient for 6 cars.
 - C) No changes to street or building appearance / no accessibility changes
 - D) No changes to landscape
 - E) 3rd unit will be build to current building codes, which will reflect energy efficient heating & cooling, proper light and access.
 - F) The main focus of this additional unit would be to NOT changes the exterior of the building at all (with understanding of additional windows needed) We want to preserve the Historical look and feel of the current building along with the neighborhood.
 - G) N/A
 - H) Our Goal is to preserve the outside of the building to remain constant with the historical look and feel of the neighborhood
 - I) Adding an additional unit to this existing building will make GOOD use of the vacant space while providing much NEEDED, safe and affordable housing in the City of Dover.
- 2
- A) Current Property abutting 258 Washington is a 4 unit building while other property to rear of building has been converted from a Duplex into 2 condos.
 - B) No Safety or Traffic concerns will occur as the parking is all off street and home has over 5k square feet to accommodate changes
 - C) The idea of creating a 3rd unit would be to provide additional housing at a reasonable cost, our hope would be this 1 additional unit would not create any noise issues beyond what already exist on Washington St.



4/19/21

258 Washington Street CUP Criteria

Conversion to, or creation of Dwelling, 3-4 Family: Three- or four-family dwellings and conversions of existing dwellings to three (3) or four (4) units shall be subject to the following regulations:

A. The specific site must have an amount of open space, either landscaped or left natural, at least equal to the average amount of open space on all developed lots in the HR District that are wholly or partly within two hundred (200) feet of the subject parcel. Existing parking areas, either gravel, paved or unpaved, shall not be considered to be open space.

I will work within the existing landscape to avoid large changes, in order to facilitate the additional unit and screen abutting properties from viewing parking only. I am not expanding on the footprint of the building. There is currently about 50% of green space on the site which is about the same or more than my neighbors at 279 Washington, 256 Washington, 3 Richmond, 6 Richmond, and 7 Richmond. Please refer to Appendix C of my application.

B. Off-street parking, in accordance with Chapter 153, Site Review, shall be provided as to avoid vehicles backing into the street. Two (2) parking spaces per unit shall be required.

Drawing (Appendix A) provided shows adequate parking off street for 6 spaces (2 per unit). Most homes on Richmond Street (including this existing duplex require cars to back into the street).

C. Parking lots shall be at least five (5) feet from a side property line and ten (10) feet from a front property line.

Parking currently is approx 28 feet from southern side property line, 96 feet from northern property line (along Washington St), and via the driveway off Richmond. The expanded parking area will not be much more than what exists today. We are slightly widening to allow for the extra two spaces. All six spaces would be angled parking spaces with one central aisle.

D. Parking areas shall be screened from the street and from abutting lots.

Existing parking lot is off of Richmond St and not viewable from Washington. We will be relocating existing landscaping to screen the parking as much as possible from Richmond Street as well.

E. Structures shall be at least twenty (20) feet from a front property line, thirty (30) feet from a rear property line and fifteen (15) from a side property line unless abutting a street, in which case, the distance from the side property line shall be twenty (20) feet.

Exterior footprint of existing building WILL NOT change, reno for 3rd unit will take place in existing carriage house.

F. For new construction, the building must be designed to look like a SINGLE FAMILY DWELLING. At a minimum, this shall mean that only one entrance shall be visible from a public street. For conversions, the building must retain its appearance as a SINGLE FAMILY DWELLING or a 2 family dwelling, whichever is the current use. Notwithstanding any other provision of Chapter 170, a legal or legal non-conforming accessory structure existing as of the effective date of these regulations may be converted into one or more residential units, provided that the building shall not be enlarged, nor shall any exterior improvements be made to alter its appearance as an accessory structure.

Yes, exterior foot print will remain unchanged/and will have original appearance with addition of some windows.

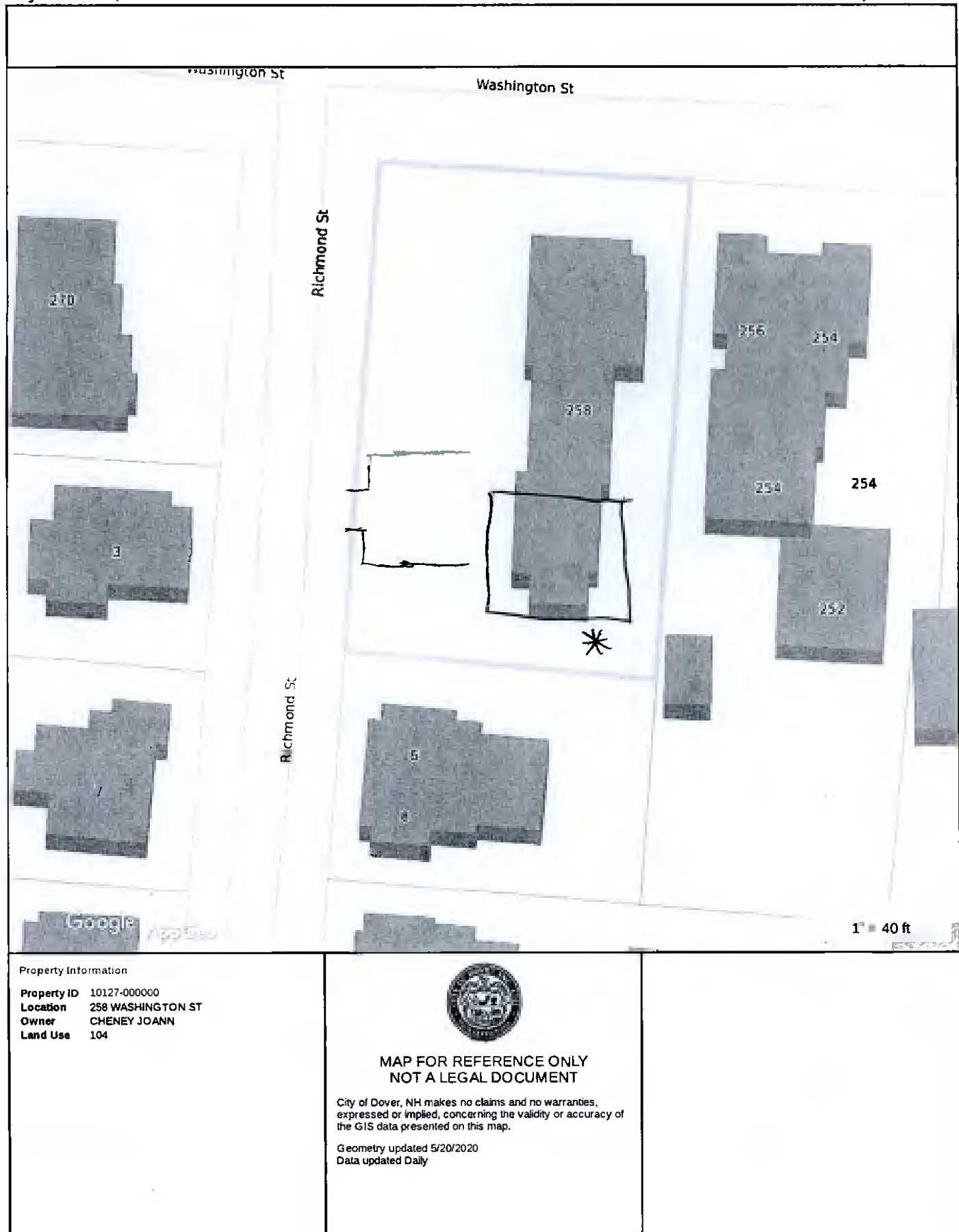
Other note:

I am prepared to work with local code enforcement to make sure the building is renovated properly and if a sprinkler system is necessary, that will be addressed.

TBl

[illegible]

† Benjamin Avery



* carriage house structure / no proposed changes to footprint
* already attached to home

**Property Information**

Property ID 10127-000000
Location 258 WASHINGTON ST
Owner CHENEY JOANN
Land Use 104

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

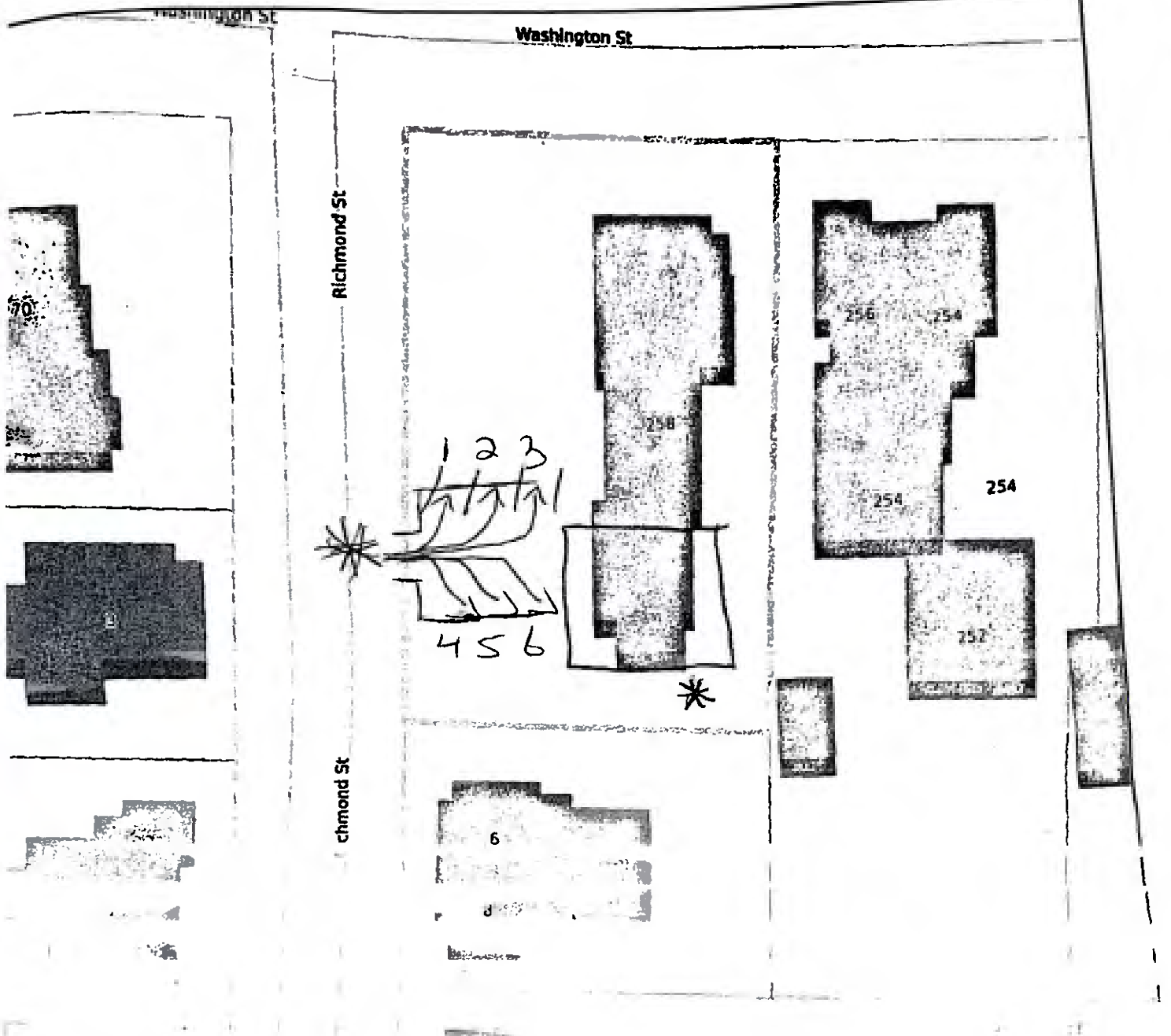
Geometry updated 5/20/2020
Data updated Daily

* Existing Driveway / No proposed changes

P21-23

258 Washington Street

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
10024-000000	269 WASHINGTON ST	CARRIER IRENE R TRUSTEE	CARRIER IRENE R REV TRUST 98	50 FW HARTFORD DR	PORTSMOUTH	NH	03801
10025-000000	265 WASHINGTON ST	HEARN MICHAEL L	HEARN JEAN O	265 WASHINGTON STREET	DOVER	NH	03820
10026-000000	261 WASHINGTON ST	THEODORAS CYNTHIA A TRUSTEE	THEODORAS SPERO REVOCABLE TRUST	261 WASHINGTON STREET	DOVER	NH	03820
10028-000000	255 WASHINGTON ST	RCD OF DOVER LLC		255 WASHINGTON ST	DOVER	NH	03820
10029-000000	249 WASHINGTON ST	PERRON JEFFREY S &	LAPORTE SUZANNE M	249 WASHINGTON ST	DOVER	NH	03820
10029-A00000	243 245 WASHINGTON ST	MITCHELL JONATHAN R		243 WASHINGTON ST	DOVER	NH	03820
10125-000000	250 WASHINGTON ST	CARTER ANNE MICHELE		250 WASHINGTON ST	DOVER	NH	03820
10126-000000	254 WASHINGTON ST	254 WASHINGTON STREET CORP		254 WASHINGTON ST	DOVER	NH	03820
10126-000001	254 1 WASHINGTON ST	STEVENS MELISSA J		254 WASHINGTON ST #1	DOVER	NH	03820
10126-000002	256 WASHINGTON ST	GILL DAVID L &	SUSA ROSEMARY T	256 WASHINGTON ST	DOVER	NH	03820
10126-000003	254 3 WASHINGTON ST	YORK CHRISTOPHER R		254 3 WASHINGTON ST	DOVER	NH	03820
10126-000004	252 WASHINGTON ST	MUNRO JAMES F III & PAMELA R TRUSTEES	MUNRO JAMES F III AND PAMELA R REVOCABLE	252 WASHINGTON ST UNIT 4	DOVER	NH	03820
10128-000000	6 8 RICHMOND ST	WANZER WOODS CONDOMINIUMS		8 RICHMOND STREET	DOVER	NH	03820
10129-000000	10 RICHMOND ST	CHARTAND NICOLE &	DOLBEC THOMAS	12 RICHMOND ST	DOVER	NH	03820
10130-000000	14 RICHMOND ST	MECONI LISA D &	MURRAY JEREMIAH J	14 RICHMOND ST	DOVER	NH	03820
10138-000000	11 LEXINGTON ST	GOODELL CHRISTOPHER &	GOODELL HOLLY	11 LEXINGTON ST	DOVER	NH	03820-3603
10139-000000	7 9 LEXINGTON ST	PURCELL ROBERT	PURCELL MARGARET	9 LEXINGTON STREET A	DOVER	NH	03820
10140-000000	5 LEXINGTON ST	ALLEN MICHAEL T &	ALLEN CHRISTINE A	5 LEXINGTON ST	DOVER	NH	03820
10144-000000	17 19 RICHMOND ST	RICHMOND STREET PROPERTIES LLC		PO BOX 121	DOVER	NH	03821
10145-000000	11 15 RICHMOND ST	MAZ WOODS PROPERTIES LLC		303 OLD GARRISON RD	DOVER	NH	03820
10146-000000	7 RICHMOND ST	MURPHY LOUISA A		7 RICHMOND ST	DOVER	NH	03820
10147-000000	3 RICHMOND ST	LAVOIE MICHAEL &	LAVOIE SARAH E	3 RICHMOND ST	DOVER	NH	03820
10147-A00000	270 WASHINGTON ST	THEODORAS CYNTHIA A TRUSTEE	THEODORAS SPERO REVOCABLE TRUST	261 WASHINGTON STREET	DOVER	NH	03820
10148-000000	274 WASHINGTON ST	SILVER NICOLE		274 WASHINGTON ST	DOVER	NH	03820
10127-000000	258 WASHINGTON ST	CHENEY JOANN		258 WASHINGTON STREET	DOVER	NH	03820
		T. BENJAMIN AIREY		233 MICAH TERRACE	MILTON	NH	03851



* Existing driveway

I'm just going to change how people park
* parked at angle instead of straight in

258 Washington Street CUP Criteria

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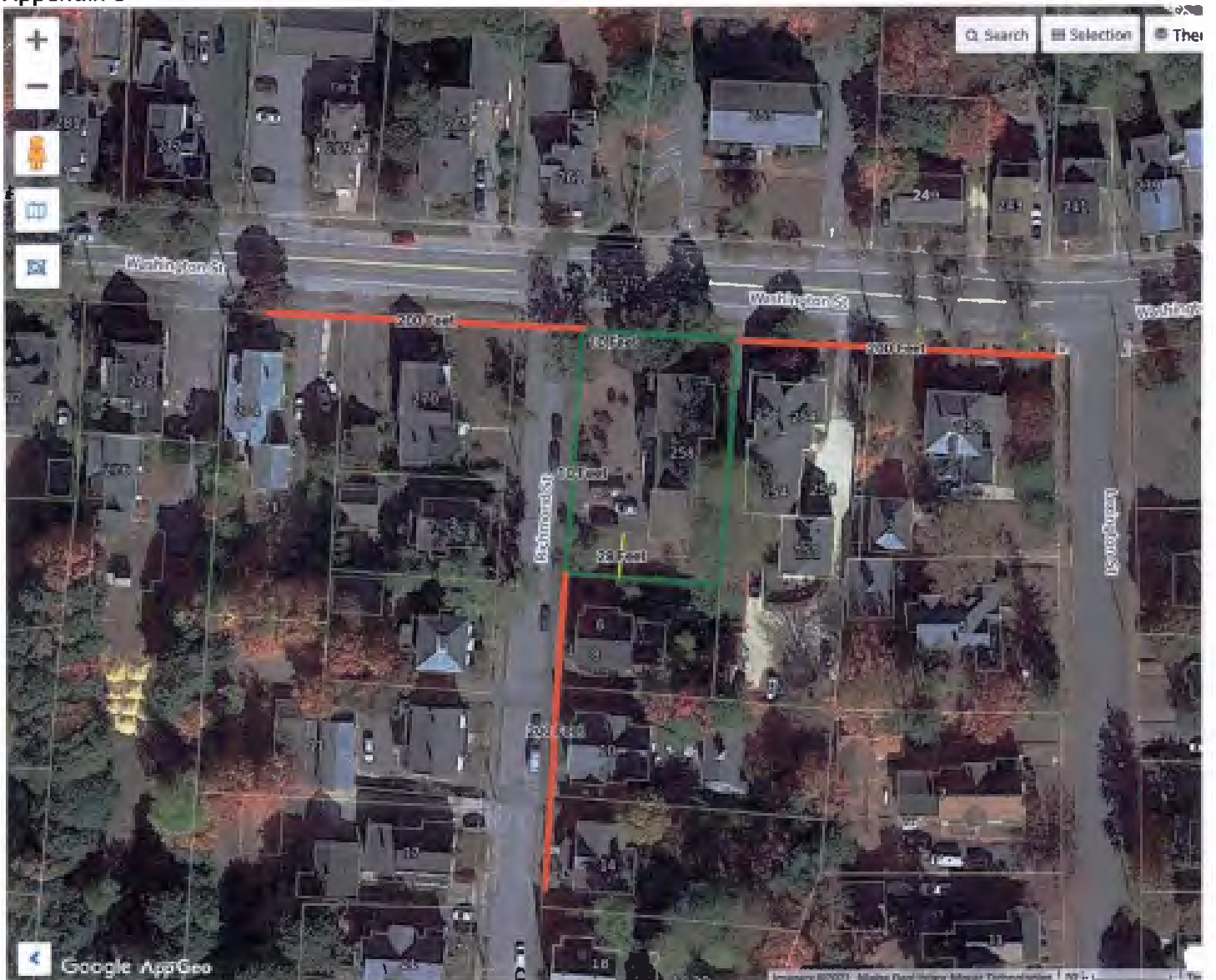
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TBA

Appendix C



† Benjamin Hiney