



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 25, 2021**
Meeting Time: **7:00 pm**

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

- A. AUTHORIZATION TO ACCEPT AND EXPEND THE ASSISTANCE TO
FIREFIGHTERS GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 8. CITIZEN'S FORUM**

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

- 9. CITY MANAGER'S REPORT**

- 10. APPROVAL OF MINUTES**

- A. August 11, 2021 – Regular Meeting**

- 11. MAYOR'S REPORT**

- 12. UNFINISHED BUSINESS**

- A. ORDINANCES IN THE 2ND READING**
- B. ORDINANCES IN THE 3RD READING**
- C. RESOLUTIONS**

- 1. AUTHORIZATION TO ACCEPT AND EXPEND THE ASSISTANCE TO
FIREFIGHTERS GRANT**
SPONSORED BY MAYOR CARRIER BY REQUEST

- 13. NEW BUSINESS**

- A. CONSENT CALENDAR**

- 1. AWARD OF ANNUAL PREVENTATIVE MAINTENANCE AGREEMENT TO
SOUTHWORTH-MILTON INC. FOR CATERPILLAR GENERATORS**
SPONSORED BY MAYOR CARRIER BY REQUEST



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- 2. B22002 DOVER ICE ARENA SPRINKLER SYSTEM RENOVATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. SETTING VOTING HOURS FOR THE NOVEMBER 2, 2021 DOVER MUNICIPAL ELECTION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. APPROVAL OF TRI-CITY AGREEMENT WITH COMMUNITY ACTION PARTNERSHIP FOR WARMING CENTER STAFFING**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

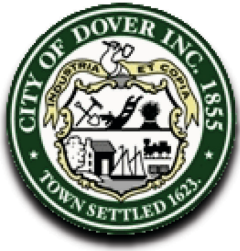
1. School Board
2. Planning Board
3. Appointments Committee
4. Arena Commission
5. Arts Commission
6. Conservation Commission
7. Downtown TIF Advisory Board
8. Energy Commission
9. Heritage Commission
10. Legislative Liaison
11. Library Board of Trustees
12. McConnell Center Advisory Committee
13. Ordinance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

B. RESOLUTIONS

- 1. B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK #9, UPGRADES TO RIVER STREET PUMP STATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. ORDERING THE QUESTION OF FORMING A CHARTER COMMISSION TO APPEAR ON THE BALLOT FOR THE NOVEMBER 2, 2021 MUNICIPAL ELECTION**
SPONSORED BY COUNCILOR SHANAHAN
- 3. ORDERING AMENDMENTS TO THE CITY'S CHARTER TO APPEAR ON THE BALLOT FOR THE MUNICIPAL ELECTION ON NOVEMBER 2, 2021**
SPONSORED BY COUNCILOR SHANAHAN

C. ORDINANCES IN 1ST READING

- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**
- 16. ADJOURN**



CITY MANAGER'S REPORT



Mayor Carrier and Deputy Mayor Ciotti

- Mike Gillis

August 25, 2021

Reporting on: July 2021

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

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

Section 2: Product & Process Outcomes

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

Section 3: Leadership & Governance Outcomes

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

Section 4: Financial & Benchmark Outcomes

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

Section 5: Workforce-Focused Outcomes

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

COMMON ABBREVIATIONS

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

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



David Balian
Public Welfare
Director



Daniel Barufaldi
Economic Development
Director



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information Technology
Director



Michael Gillis
Media Services
Director



Paul Haas
Fire Chief, EOC
Director



Denise LaFrance
Public Library
Director



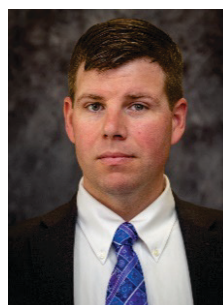
Daniel Lynch
Finance Director



Christopher Parker
Assistant City Manager,
Planning Director



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

1. Customer Focused Outcomes

“ENSURE OVERALL MUNICIPAL SERVICE DELIVERY REMAINS RESPONSIVE TO NEEDS OF COMMUNITY AND THAT RESPONSE TIME TO CITIZEN CONCERNS IS REASONABLE.”

The Facilities, Grounds and Cemeteries Division handled 97 service calls and 176 work orders in July. One full burial and 13 interments of ashes were conducted in Pine Hill Cemetery. Five markers were also installed. Pine Hill Cemetery has approximately seventy-five acres that are mowed and string trimmed on a weekly basis.

Time was spent researching certain grave lots to assist several families with questions on burial rights within said lots. Often time, people want to be buried with their ancestors but do not necessarily have rights to be there just because they are related. The laws can be ambiguous and since family relationships are more complicated than in past decades, this can be confusing and time consuming.

One hundred and eleven work orders were addressed by Facilities, Grounds and Cemeteries pertaining to outside issues. One task involved cleaning up on top of Garrison Hill after the fireworks. The crew noted that the fireworks vendor had done a good job of cleaning up after the incident on July 4th. The lightning protection system on the Garrison Hill Tower was inspected and there are items that need attention. This project is ongoing.

Irrigation systems were turned off at Rotary Park, Shaw's Lane and Long Hill Park due to reinstituted water restrictions, based on the levels in the aquifers that service our wells. These weren't turned on until early June and then were only on for a few weeks before being turned off due to drought conditions. The water features at Adventure Park were turned off again, as well. Employees assisted in mounting a new lap clock at the Jenny Thompson Outdoor Pool.

Playground mulch was spread at several neighborhood parks, landscape mulch was delivered to City Hall and the Police Department/Parking Garage areas to be spread by wonderful volunteers Joan Kula and Deborah Mahan. The residents do so much for the beautification of our fair City. City employees often pick up the piles of vegetation debris left behind by the volunteers. This is done gratefully, as Facilities & Grounds has so many areas to try to keep looking beautiful, it is challenging to keep on top of them all.

The soccer field at Shaw's Lane was lined each week and the Woodman Park Baseball field was prepped for a few games in July. Vegetation that has overgrown different public spaces was removed. Tree pits were cleaned up and street trees were mulched in the downtown area.

Trees continue to be an ongoing issue this month with 23 work orders pertaining to trees being processed. Two trees were removed by City employees, in Pine Hill Cemetery, and two were removed by Urban Tree. Eight calls involved fallen limbs, that were picked up or hanging limbs that were removed from trees as they extended over sidewalks or roadways. Five other calls had to do with having the condition assessed or ownership investigated.

Facilities & Grounds responded to three work orders related to removing or covering up graffiti. Stickers on signs is becoming a bigger issue again, after several years of not having to deal with such complaints. One small sticker that cannot be removed creates an expense for the City and is considered an act of vandalism. The City is forming a committee to look into and try to address these issues in a productive manner.

Rebecca DiGirolomo, a Natural Resources Field Specialist, from the Strafford County UNH Cooperative Extension, organized a seminar regarding the treatment of some ash trees in the Waldron Court public area that was held on July 15th, 2021. With the emerald ash borer infestation becoming more widespread in NH, the workshop was designed for licensed pesticide applicators interested in learning more about insecticide treatments for emerald ash borer. The two-hour long session included a review of emerald ash borer biology, best management practices and treatment options. In addition, Bill Davidson, NH Forest Health Specialist with the NH Division of Forests and Lands, demonstrated a variety of equipment that can be used for tree injections and discussed insecticides recommended for emerald ash borer treatments.

Two décor lights were repaired and restored to service, one on the fountain island that had fallen due to age and another on the corner of Lexington and Silver streets, which was the victim of a motor vehicle accident.

Four traffic signal complaints were received pertaining to timing or malfunctions of the signals. Two green balls and one red ball and a yellow ball were replaced. Four ped buttons were replaced due to age at Long Hill Rd and Route 108. A new timing sequence is being introduced for a trial run along the Central Ave corridor at 17 intersections. The State of NH traffic signal mast arm was struck down at the intersection of Routes 9 and 155 late in the month and was repaired the same day. The bucket truck used by Facilities & Grounds went to MA for inspection of the bucket assembly, as is required annually.

Mowing height and frequency is critical to an organic turf treatment program. This is more labor intensive and places more demands for man power on the limited resources available to this division. Mother Nature has been generous with grass growing weather this summer, lots of rain and cool nights.

The weekly outside mowing continued in area parks, playgrounds, athletic fields and at sixty-five public turf areas around the City. Mower maintenance is ongoing and necessary, as the machines have been heavily used over these weeks.

Sign work was addressed through sixteen work order requests. Four new sign posts with signs were installed, eight NO TARGET SHOOTING or HUNTING signs were placed around the City property out on Glen Hill Rd and seven signs were replaced.

Fifty-one other work orders were addressed pertaining to buildings. The benches were removed from the train station platforms, per request of Pan Am and much to the dismay of local residents and some users of the Downeaster. There have been persons loitering and sleeping on the benches, leaving a large amount of trash around, NOT in the trash containers, of which there are several in the area. This doesn't present a very positive image to those who might be interested in using the train to visit Dover.

Five HVAC work orders issued were responded to and resolved. Filters were replaced in some HVAC units. Key cores were replaced in some offices at the McConnell Center and installed at the Public Works Facility for the security door project. The area outside the Children's Room entrance at the Library was pressure washed as it gets much use and was needed a good cleaning. There was a mysterious fly issue at City Hall, the exact cause was not determined, even with much investigation, but the issue has been resolved the old-fashioned way, with fly strips and constant vigilance.

Facilities & Grounds	Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021
Burials Handled-Ash	1	0	2	6	16	13
Burials Handled-Full	3	4	1	1	2	1
Service Calls	62	107	103	100	107	97
Work Orders	99	170	203	175	185	176

July library circulation totaled 22,167 items.

159 new library patrons registered; total active cardholders 12,848. 5 of these new patrons were non-resident Dover workers or students (now 885 in that category).

The Library's Book Pick-Up provided no contact service for 10 Library cardholders.

The Library's museum passes were borrowed 123 times. Museums are continuing to require registration for a time as they are limiting occupancy.

Outreach efforts via our 2 Little Free Libraries continue to be popular with 195 books added in July.

49 new patrons registered for downloadable audiobooks/ eBooks (total = 5,886) and 29 registered for Hoopla (total = 1,973).

Internet and PC uses by the public totaled 720 on library workstations, plus another 4,268 via Wi-Fi, plus 1 Chromebook loan.

The library's website statistics showed 29,921 page views by 9,647 users in 16,168 sessions.

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

10,046 people visited the library during July, an average of 386 per day (open 26 days).

During the month of July 2021, 8 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives investigated five unattended deaths in July 2021.

In July 2021, SIU detectives and Crime Scene Unit members assisted with the investigation and documentation of a large fireworks malfunction that occurred during the City's Fourth of July fireworks show.

SIU detectives and Crime Scene Unit members investigated a daytime burglary that occurred on Country Club Estates. While this investigation is ongoing, a New York man has been charged with burglary and more arrests are expected.

SIU detectives presented 10 investigations to a Grand Jury for indictment. All of the presentations resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

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

SIU detectives referred 33 police reports to the Department of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During July, four of these investigations were on-going.

During the month of July 2021, SIU detectives wrote 104 police reports for various incidents and currently has 49 open investigations.

In July, Sergeant Tarmey spent the majority of the month coordinating efforts related to vagrancy issues, littering and criminal mischief. Specifically, an area near Willand Pond owned by the City of Dover generated a number of complaints from citizens concerned with homeless encampments in the area. There were also several complaints about trash near the Willand Pond boat launch. Sergeant Tarmey coordinated with the Community Services Department to have the discarded items removed. Community services also had several signs made to border the City owned property along the Willand Pond trail. The signs spell out camping and vehicle restrictions in the area. The installation of the signs should be completed sometime during the month of August when the base/post components are received.

During the month of July, Sergeant Tarmey assisted in coordinating bike and foot patrols on the Community Trail to achieve a greater officer presence in the area where a number of graffiti, vagrancy and thefts were being reported. In the two months the foot patrols have been conducted, there has been a decrease in the number of calls for service in the area. With that being said, the city still receives complaints regarding suspicious activity on the community trail in the area between Silver Street and the transportation lot. Earlier in the summer the department received a number of stolen bike reports in the downtown. The number of reported thefts decreased significantly in July, potentially due to the fact that officers conducting the community trail patrols were frequently checking bike registrations.

During the month of July, Sergeant Tarmey coordinated with the Community Services Department in placing signage on Tolend Road after receiving several complaints about individuals target shooting with firearms on City property. Initially, the City Ordinance was amended to address the issue more succinctly prior to the signs being created. In late July the signs were received by the City and posted in key areas near the location of the aforementioned target shooting.

Sergeant Tarmey monitored any reported homeless campsites throughout the city in July. The number of reported campsites decreased in July, but this is likely due to the heavy foliage present during the summer. It is likely that when the fall weather arrives that there will be an increase in the number of campsites being reported. The sites that were located on private property not belonging to the city of Dover were checked for occupants by the police department. Anyone found to be camping on private property was asked to vacate the area and clean up any debris they brought with them. One large campsite was located on City property off Smithwell Road. The occupants were asked to vacate the area and the Community Services Department was advised of the property that needed to be cleaned up as a result.

Sergeant Tarmey assisted in conducting several oral board interviews for prospective police officers.

On July 22nd Sergeant Tarmey and Officer Dunne provided an informative presentation to the Police Community Engagement Committee regarding the role of the School Resource Officers assigned to the High School and Middle School.

Sergeant Tarmey assisted Officer Dunne in planning for the upcoming National Night Out on August 3rd. The event will be held at Dover Police Headquarters this year.

During the month of July, Middle School Liaison Officer Dunne was assigned to the patrol division during school break. Officer Dunne will return to the Middle School at the end of August in anticipation of students returning for the first day of school on September 1st.

When not on patrol, Officer Dunne spent time planning for National Night Out (August 3rd) as well as the upcoming school year. She also maintains regular contact with the Dover Middle School staff and administration during the summer school break.

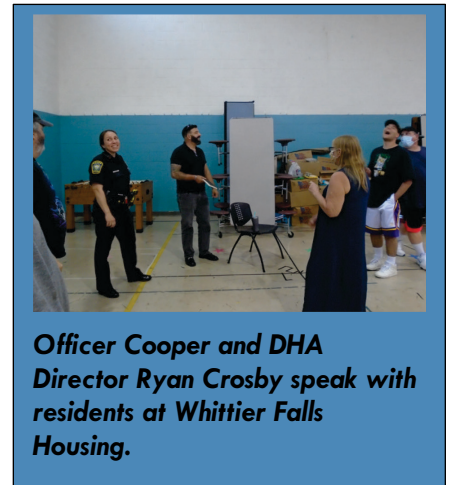
Officer Molly Shoer was recently selected to be the new Dover High School Resource Officer. Officer Shoer has been with the Dover Police Department for approximately one year and brings with her three years of prior law enforcement experience from the Farmington New Hampshire Police Department.

In preparation for her new assignment, Officer Shoer has already attended a week long school entitled *Advanced School Resource Officer* hosted by the Nashua Police Department. She is also scheduled to attend a two day School Resource Officer conference August 11th and 12th.

In July, there were two criminal incidents on Dover Housing Authority property. A male returned to Whittier Falls after being banned. Subsequently, there is an active warrant for his arrest.

An assault also took place; however, there was insufficient probable cause for charges as it was unclear if the assault was unprovoked or if the incident was mutual combat.

On July 22nd, Officer Cooper, Mark Leno and the new DHA Director Ryan Crosby held a meeting for the Whittier Falls residents. The meeting presented residents with the opportunity to meet Director Crosby and to address any family housing issues with the Director and Officer Cooper.



In addition to her DHA Duties, Officer Cooper responded to four calls that were unrelated to DHA and participated in four oral boards. Officer Cooper also testified in two court cases.

In August, Officer Cooper and Director Crosby will hold meet and greets/listening tours at four of the elderly housing locations throughout the City. Additionally, Officer Cooper will be coordinating the annual bicycle parade in August.

Dover Police Department Patrol Division	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled
October 2020	1,458	565	220	2,243
November 2020	1,373	901	226	2,500
December 2020	1,501	1,171	237	2,908
January 2021	1,358	1,378	250	2,986
February 2021	1,301	974	226	2,501
March 2021	1,598	972	250	2,820
April 2021	1,500	692	221	2,413
May 2021	1,649	690	238	2,577
June 2021	1,818	764	230	2,812
July 2021	1,776	824	223	2,823

Supplemental Field Operations Activity:

- Conducted checks of the Community Trail.
- Conducted daily checks of the Transportation Center.
- Conducted daily checks of City parks.

- Conducted daily checks of the parking garage as a result of concerns of vagrancy and criminal mischief.
- Conduct daily checks of the McConnell Center / Library parking area.
- Conducted frequent checks of areas known to be inhabited by the local homeless population.

The following is a general description of the Police Priority Response System.

PRIORITY 1: IMMEDIATE RESPONSE: Crimes “in progress”; injury accidents; alarms.

PRIORITY 2: RAPID RESPONSE: Crimes or incidents that are not “in-progress” but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

PRIORITY 3: TIMELY RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

PRIORITY 5: MOTOR VEHICLE STOPS.

July 2021

Priority 1:	171
Priority 2:	114
Priority 3:	702
Priority 4:	789
Priority 5:	1,047

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies to determine how many had a police response time that was 6 minutes or fewer. During the month of July 2021, the Dover Police Department responded to 35 emergency incidents and arrived on scene in fewer than six minutes to 80% of those calls (35 calls, 7 in six minutes or more).

DISPATCH COMMUNICATIONS	RADIO TRANSMISSIONS	PHONE CALLS	911 CALLS RECEIVED	LOBBY CUSTOMERS	POLICE ALARMS RECEIVED	POLICE ALARMS CANCELLED	FIRE & MEDICAL ALARMS	OTHER ALARMS
October 2020	11,361	6,996	366	204	77	11	60	2
November 2020	12,089	6,636	375	181	89	13	63	1
December 2020	12,911	6,788	407	132	101	11	60	4
January 2021	12,806	7,304	405	141	78	18	73	2
February 2021	11,166	6,219	336	145	76	20	70	0
March 2021	13,716	7,551	439	204	96	17	71	3
April 2021	12,943	7,770	438	190	77	14	63	1
May 2021	14,089	8,025	442	212	68	14	68	5
June 2021	14,606	7,825	457	214	93	25	72	4
July 2021	14,212	7,873	439	258	108	17	79	0

ANIMAL CONTROL	
Total Calls for Service: 77	Breakdown:
Handled by Officers/Dispatch: 65	Found/Loose Animals: 26
Handled by Animal Control Officer: 12	Welfare Checks: 16
	Animal Bites: 7
	Misc/Other: 28

Animal Control Officer Ladisheff responded to 38 voicemails and followed up on 8 incidents handled by patrol officers.

Lieutenant Mark Collopy serves as the police representative for the review of events such as block parties, road races and parades. In the course of July he has reviewed several permit applications. Listed below are a number of key events:

- Cochecho Arts Festival (Weekly-Summer 2021)
- First Parish Church (“Cochecho Challenge”) 5k/Half-Marathon (September 4th)
- Horne Street School 5k (September 19th)
- WDH Seacoast Cancer 5k Fundraiser (September 26th)
- Dover Chamber Apple Harvest Day Festival (October 2nd)
- Pope Memorial Howloween Block Party Event (October 9th)

<i>Licensing Board Actions</i>	
<i>July 2021</i>	
<i>Taxi Cab Licenses</i>	0
<i>Taxi Cab Owner's Licenses</i>	0
<i>Notifications to City Hall</i>	0
<i>Raffle Permits</i>	0
<i>Tagging Permits</i>	0
<i>Block Party Permits</i>	2
<i>Parade Permits</i>	1
<i>Road Toll Permits</i>	1

Office of Information Technology, including Police IT staff, managed 178 IT support requests in July 2021. The majority of IT support requests handled in the Police and Finance departments. The most common IT support request types were Application, User Account and Client Issues.

A total of 2920, or 243 monthly, IT Support Requests were created in FY2021. An average response time of 4.3 days for issues handled by the Office of Information Technology staff met the strategic goal of seven (7) days or less in FY2021.

July saw Fire & Rescue responding to 505 calls for service, an average of over 16 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc.), False Calls (good intent) and Non-Emergent requests. 11 of the calls for service were for fires, 327 were for medical emergencies, 29 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power

line down, for example), 97 were either false or good intent in nature, with the remaining being for non-emergent requests.

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

In the month of July, there were 152 times when 2 calls were going on simultaneously, and 65 times when 3 or more calls were going on at the same time.

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

In the month of July, a Chief Officer was summoned to respond with the duty shift to 9 emergency calls. 5 of these calls occurred either after regular business hours or on the weekend.

The Division of Emergency Medical Services is continuing the process of developing a comprehensive EMS Continuous Quality Management program. The Division is also in the process of reviewing all current Standard Operating Guidelines for elimination, revision, or new development.

During the period of 12-22 July, the Department, along with the Portsmouth & Greenland Fire Departments, assisted the Town of Newington with EMS coverage while their Ambulance was out-of-service for repairs.

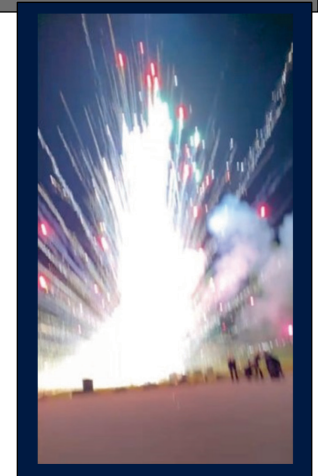
Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to by Dover Fire & Rescue:

Facility	July # of individuals
Wentworth Douglass Hospital	215
Dover ER	36
Non Transports/Sign offs/Refusal of Care	63
Frisbie Memorial Hospital	2
Portsmouth Regional Hospital	10
Mass General Hospital (MA)	1
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	0
Exeter Hospital	0
Elliot Hospital (NH)	0
Total:	327

Inspection Services in July had a total count of **525** inspections conducted and 62 permits issued. Here is the Inspection Services activity breakdown for July:

Inspections & Permits	
Life Safety Inspections	39
Business Inspections	17
Sprinkler / Alarm Inspections	74
Building Inspections	174
Electrical Inspections	86
Plumbing / Mechanical Inspections	68
Blasting Inspections	00
Health Inspections	54
School / Daycare Inspections	09
Oil Burner Inspections	03
Woodstove / Fireplace Inspections	01
Building Permits	45
Blasting Permits	00
Certificate of Occupancy Permits	17

On July 4th, the City of Dover's annual fireworks display turned out to be anything but a routine display for our community. About 20 minutes into the show, one of the projectiles did not ascend to the designated height and returned back to the ground before detonating amidst other fireworks waiting to be launched. The Fire Marshall's office determined the incident to be accidental in nature. It highlighted the potential hazards of fireworks, and the importance of following all recommended safety precautions, including their use only by licensed, trained operators with established safety precautions and viewing distances being enforced.



On July 30th, a call was received for a car fire on the Spaulding Turnpike. Although car fires are not uncommon, this “typical” call presented additional hazards to those commonly dealt with during fire extinguishment (exposure to hazardous products of combustion, leaking flammable liquids, potentially explosive hood and bumper struts, etc) in that incidents on the Spaulding Turnpike require firefighters to operate in close proximity to fast moving traffic and distracted drivers.

Additionally, while this call was occurring, 3 other emergency incidents were also being handled within the City. The covering chief officer provided initial traffic control to protect the fire suppression crews while Newington FD provided ambulance coverage. MacGregor Memorial EMS (Durham/UNH) responded mutual aid to one of the other simultaneously occurring calls.



On July 17th, 2021, the Fire Department was requested to respond to a mutual aid structure fire in Lebanon Maine. The City of Dover does not typically respond as far out as Lebanon but due to the extreme heat, more departments were called early in an effort to reduce heat related injuries to firefighting crews. The residence was located in a rural wooded area. A fire that started in the basement went undetected for a considerable amount of time before the first call came in. Because the fire went undetected for as long as it did, much of the floor on the main level had burned through completely which created a significantly dangerous situation for fire crews fighting the fire.

Water Production: For the month of July, the City’s water system saw cooler temperatures and moderate rainfall that reduced the average daily production down to 2.0 MGD (million gallons per day). The new Willand Pond wells, the Smith and Cummings wells, Bouchard well, Campbell Well and Calderwood well, are all on line while Hughes well is on standby mode. Ireland and DPH-1 wells continue to be off line due to the PFAS levels. The crews closed 71 work orders for the month and 4 service requests.

Water Distribution: The Utilities division had one emergency service leak repair and they also replaced the operating nut on a gate valve on Mount Vernon and Ash Street from the 1880’s that will be needed for future construction projects on Central Ave. They completed 32 work orders and responded to 23 service requests. Meter crews replaced 82 meters and is steadily replacing the old Trace and Orion meters with the Galaxy meters.

Sewer Pump Stations & Collection: Pump stations crews continued to complete quarterly pump maintenance at all 23 lift stations. The Sewer Jet truck crew has started to clean sewer lines that are problematic throughout the city in order to keep any issues from reoccurring such as sewer backup or odor. Crews closed 87 work orders and 8 service requests

During the month of July, the Highway Division continued to fill potholes throughout the City. Street sweeping has completed. Crews will return to re-sweep any trouble spots as needed.

Crews are continuing to work on repairs of mailboxes and lawns damaged during winter plowing operations. Several deceased animals were picked up along the roadways, as observed or reported, throughout the month.

City crews continued to work in the pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees mixed gravels and screened sand so that it would be ready. Brush cutting and brush chipping operations are ongoing. Gravel roads were graded on Boston Harbor Road and Bayview Road.

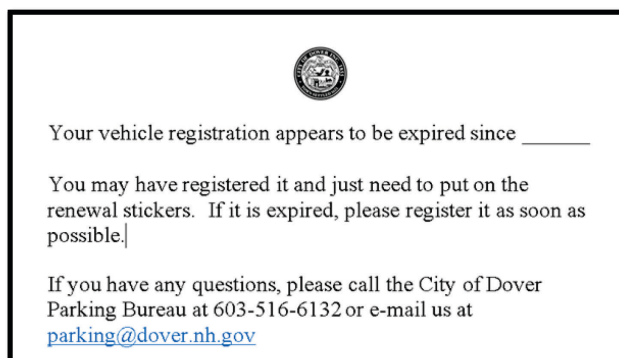
Crews dug a trench in order for electrical cables to be installed to the cell tower, located behind the Community Services facility. Once the cable was installed, crews backfilled the trench.

The block structures holding the frame of the catch basins had crumbled and needed to be replaced on Evans Drive.

Parking activity continues to increase throughout the downtown. Average daily transactions are at 90% of pre-pandemic activity for the month of July compared to July of 2019. Much of this reduction can be attributed to limited capacity at the NH Children's Museum.

The Parking Bureau continues to support the downtown water main replacement project by posting daily parking restrictions and notification to permit holders who may be displaced.

During their rounds, parking officers frequently come across vehicles that appear to be unregistered. As a courtesy and when time permits, the below note is left on cars to alert the drivers. Drivers have expressed appreciation for the notification.



Total Permits Issued: July 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-574	FIRST STREET & GARRISON LL	100	FIRST STREET	CREATE A PATIO AREA	C	6	300	7500	105
21-225	CENTRAL FALLS REALTY	10	STRAWBERRY DRIVE	SUITE 9, TENANT FIT-UP	C	40	43	8000	105
21-248	STOCK REALTY GROUP	835	CENTRAL AVENUE	INSTALL ROOF MOUNTED SOLAR PANE	C	37	24H11	20000	225
21-276	NHOMS OF DOVER	44	DOVER POINT ROAD	UNIT C, INT. ALT. OF A DENTAL OFFICE	C	K	24B5	80000	1650
21-302	WENTWORTH DOUGLASS HOS	121	BROADWAY	2ND FLR RENO. TO CREAT OFFICES FRO	C	26	600	100000	1025
21-303	WENTWORTH DOUGLASS HOS	121	BROADWAY	CREATE TWO WORKSTATIONS, OFFICE	C	26	600	30000	325
21-309	FOSTER, PATRICIA	303	CENTRAL AVENUE	PERFORM TENANT FIT-UP	C	2	2000	5000	75
21-318	DOVER LODGE OF ELKS #184	282	DURHAM ROAD	INSTALL A TEMPORARY EVENT TENT	C	I	12200	1000	35
21-322	EJ CARRIER	4	FOURTH STREET	INT. ALTERATIONS FOR BUSINESS USE	C	6	54E0	10000	125
21-328	BALTULONIS	328	CENTRAL AVENUE	INSTALL A WALK-IN REFRIGERATION I	C	2	1400	21000	235
21-335	A SOUTHERN GIRL BAKERY	10	FOURTH STREET	SUITE 102, COMMERCIAL FITUP FOR BA	C	6	54D0	19300	215
21-364	COCHECHO COUNTRY CLUB	145	GULF ROAD	ERECT AN EVENT TENT	C	N	1500	1000	35
21-296	33 LITTLEWORTH ROAD, LLC	33	LITTLEWORTH ROAD	CONSTRUCT A STORAGE BUILDING	I	C	6D	358400	3609
20-560	CHUNG	329	MIDDLE ROAD	INSTALL REPLACEMENT WINDOWS	R	M	89G0	9000	115
20-594	DELISLE	41	NEW ROCHESTER ROAD	CONST. A DECK	R	40	1500	3500	60
21-046	PORTSIDE PROPERTIES, LLC	418	DOVER POINT ROAD	CONST. CONNECTION BETWEEN TWO E	R	8	38D0	6000	85
21-069	GAUDETTE	9	CEDARBROOK DRIVE	CONST. A STORAGE SHED	R	32	6300	10000	125
21-143	O'CONNOR	132	SIXTH STREET	FINISH THIRD FLR ATTIC SPACE FOR OF	R	34	1910	20000	225
21-188	100 BROWNING LLC	18	HAYDEN DRIVE	CONST. DETACHED CONDO. DWLLNG U	R	102	12-5	325000	3275
21-203	PARKER	115	FOURTH STREET	CONST. A DETACHED GARAGE	R	32	3800	57000	538
21-258	CIOTTI	98	SILVER STREET	INSTALL AN INGROUND GUINITE SWIM	R	12	12700	82000	845
21-260	GINTER	165	GARRISON ROAD	CONST. A FRONT PORCH	R	I	8000	1000	85

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-265	SEIPOLD, KATHRYN	34	COUNTY FARM CROSS ROAD	INSTALL AN ABOVE GROUND SWIMMING POOL	R	8	6H1	28995	315
21-271	PLITZKO	6	SALEM AVENUE	CREATE ACCESSORY DWELLING UNIT	R	K	30G0	60000	625
21-273	MACGREGOR	13 15	FIRST STREET	PERFORM RENO. TO A TWO FAMILY DW	R	6	19	50000	525
21-292	HOPKINS	417	MIDDLE ROAD	UNIT 9, RMVE EXISTING & INSTALL NE	R	M	6209	134000	1365
21-301	SWEENEY, COURTNEY	14A	MAPLE STREET	RENO. KITCHEN & INSTALL REPLACEM	R	30	5400	25000	275
21-304	WHEELER	23	WATERLOO CIRCLE	CONST. AN EXTERIOR FIREPLACE	R	M	76190	14000	165
21-306	MILLER	39	SUNSET DRIVE	CREATE OFFICE & LAUNDRY RM IN BA	R	14	2500	10000	125
21-307	THUNSTROM, STEPHEN	28	BELLAMY ROAD	INSTALL REPLACEMENT DOOR & WIND	R	H	13A0	8000	105
21-308	MCINTYRE	47	WALLACE DRIVE	INSTALL AN ABOVE GROUND SWIMMING POOL	R	G	2980	5600	85
21-313	WOODWARD	54	GRANDVIEW DRIVE	CREATE HABITABLE AREA ABOVE GAR	R	F	43180	70000	655
21-314	ARKWELL	181	DURHAM ROAD	INSTALL REPLCMNT WINDOW & SIDING	R	H	6B0	71450	735
21-316	JENCOS	15	CORBIN DRIVE	CONST. A REAR ADDITION W/BEDRM &	R	I	20K14	117151	1195
21-317	MCGARTY	5	WINGATE LANE	INSTALL REPLACEMENT WINDOWS	R	I	503	16726	193
21-319	CHURCHILL	40	BELANGER DRIVE	INSTALL ABOVE GROUND SWIMMING POOL	R	L	4580	5724	85
21-320	SUN COMMUNITIES	13	BROOKMOOR ROAD	INTERIOR ALTERATIONS	R	I	2200	11470	135
21-324	TRACEY	6	PROSPECT STREET	KITCHEN RENO. OF A FIRST FLOOR UNI	R	32	2000	55707	585
21-327	LIATSI	36	HANSON STREET	TO RAZE WOODEN OUTBUILDINGS	R	20	2300	1000	35
21-332	STORM	31	GLENWOOD AVENUE	KITCHEN RENOVATION	R	D	2500	31000	335
21-334	CAVE	4	ROBERTA DRIVE	CONVERT 1 BEDRM INTO TWO BEDRMS	R	L	69A0	70000	725
21-340	LITTLE BAY DEVELOPMENT, L	14 16 18	LITTLE BAY DRIVE	CONST. A 4 UNIT TOWNHOUSE STRUCT	R	8	9	1815286	18175
21-341	PODOLEC	45	GLEN HILL ROAD	CONST. AN A/G SWIMMING POOL	R	C	21M0	5000	75
21-343	STANLEY	8	FLORENCE STREET	REPLACE ROOF	R	27	17300	4169	65
21-369	PORTSIDE PROPERTIES, LLC	418	DOVER POINT ROAD	CONVERT A SFD TO A DUPLEX	R	8	38D0	0	0

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 45

Total Construction Value: \$3,784,978.00

Total Fees Collected: \$39,695.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	0
Commercial Renovations	10	Commercial	3
Convert 1 to 2 Fmly Dwlg	1	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	4	Industrial	1
Industrial	1	Renovations	1
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	1	Multi-Family Dwelling Units	0
Single Family Dwelling	1	Single Family Dwellings	11
Renovations Dwelling Unit	26	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	1		
		Total	17

NAME	STREET NAME		Total Units	Units Built**	Units Left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Chinburg	1 Washington	A	36	36	0	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	16	68	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujour	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Little Bay Marina	421 Dover Point Road	A	25	10	15	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			182	62	120									5.5
Multi-Family:														
The Station	Grove St	A	87	0	87	3/23/2021	12/15/2020	Site	P20-56	31	4	3/23/2026	H	2.6
Cottages at Back River	54 Back River Road	A	54	0	54		3/9/2021	Site	P20-60	I	6		G	2.6
Marker 44	87 Portland Ave	A	32	0	32	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			173	0	173									16.4
Subdivisions:														
Schwartz	26 Bellamy Road	H	5	0	5	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	0	40	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	5	8	12/15/2020	10/27/2020	12/15/2020	P20-51	M	102-12	12/15/2025	G	4.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road	H	7	0	7	4/27/2021	1/26/2021		P20-18	D	20	4/27/2026	H	2.5
Porch Light Drive	Cataract Ave	H	10	0	10	12/18/2020	2/25/2020	12/22/2020	P19-80	14	10-G	12/22/2025	W	3.5
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
Singh	County Farm Cross Road	H	4	3	1	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Ayer	Eagan Drive	H	17	11	6	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Total: Subdivisions			205	96	109									71.8
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	8	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	64	8									
TOTAL APPROVED UNITS			632	222	410									

The process for implimenting permitting software continues as Inspection Services plans to move toward mostly a paperless process.

The trend of work scope continues with residential permit applications being the majority of applications and inspections.

Health Officer attended four virtual meetings with DHHS regarding new statues governing Health Officers and pandemic related items.

2. Product & Process Outcomes

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

July has been the busiest month as far as programming and overall usage at both pool facilities. The Outdoor Pool mechanically is in good shape compared to years past. The pool hosted 2 large USA swim meets affiliated with New England swimming at the Jenny Thompson Pool. There have been no problems at any of the meets thus far. Both New England Swimming as well as USA swimming have been appreciative of efforts. There is one remaining USA meet on a smaller scale July 31-August 1. The meet season left the pool in a staffing shortage due to several lifeguards who are swimmers as well as others who had similar timed vacation scheduled. Staff was not able to open the Indoor Pool for the general public or members during the swim meets with the exception of Great Bay Masters, as staff was needed at the outdoor pool.

Rec. swim has been steady with the general public when the weather has been nice. Camps have utilized the pool in the pre-pandemic format everyday they are not on a trip. The summer group lesson program sold out for the first half of the summer. The second half of the summer has openings available similar to years past. The demand for private swim lessons is very high. Staff has accommodated over 50 kids through private lessons so far this summer. The waitlist continues to be over a month long due to staff and pool availability. As we head into August, staff is working on fall programming and strategizing on how to maximize the use of the Indoor Pool. The Indoor Pool will close for its annual maintenance shutdown August 23-September 5th.

July at the Dover Arena is a busy time of year as ice skating returns. Summer programs start and summer hockey camps are in session. Camp Kool continues through the month on the Foster floor. All summer programs are full and the drop-in programs are averaging high attendance weekly as well. Rock Night has made its return every Saturday night for the kids to enjoy the music and the disco lights. The month of August at the arena means summer programs will be wrapping up. Playoffs for the COED league will begin and registrations for the fall programs will begin. Ice Kings Summer hockey camp will return for another week. Camp Kool finishes another great summer on the 20th. Adult and Youth Stick Practice: 172 participants

14 seniors went to see the play Spamalot on July 7th at Ogunquit Playhouse.

The Horne Street Playgrounds program was held Monday thru Friday at the Horne Street playground and took daily trips to the Jenny Thompson Outdoor Pool as well as weekly field trips to state parks. Pickleball courts continued to be busy throughout the day with early morning hours being the most popular times. Weekend mornings continue to see occasional wait times resulting in the time limits being enforced.

The gym was used for indoor pickleball reservations during inclement weather as well as open gym for basketball for both kids and adults.

Advantage Kids ran a youth tennis program based out of the Dover High School Tennis courts.

The Skatepark final design was approved and it was moved to the decision phase to move ahead with a City Council workshop scheduled on August 4th. The next step will be City Council vote to approve the project. The first steps will be to complete the full set of construction documents, then move onto site preparations.

The Amanda Howard Park site work bid was received and approved to hire Select Landscaping to be the contractor. The plans are for the site work to be done in September and for installation of the new equipment to happen in October.

The Dover Public Library hosted 59 programs in July which were attended by 1,560 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 7 D & D sessions with 36 attendees; 2 Story times with 42 attendees; 1 Family Storytime at Tendercrop Farm 46; 2 Knitting Group 15; 3 Book Groups 21; and 4 Grab and Go Craft Kits with 457 distributed, 4 STEM Kits with 360 distributed; 22 book a Librarian appointments, 1 Stomp Rocket Stem Event with 22 attendees; 3 Laser Tag with 43 attendees; 1 Shake Your Tail Feather with 19 attendees; 1 Origami with 75 attendees; and 1 Martha White Virtual Chat with 31 attendees.

The Library also partnered with the New Hampshire Fish & Game to provide a program with Officer Benvenuti and K9 Cora on July 27. K9 Cora showed off some of her skills, and Officer Benvenuti talked about his career and his appearance on the TV show North Woods Law to enthusiastic audience of **83** people. Pictures below:



Stomp Rockets



Mother Goose on the Loose



The Fire Department is in the process of installing KNOX Med Vaults© on all front-line apparatus to expand the Advanced Life Support capabilities, especially in instances where fire personnel are first due for an EMS call for service while awaiting for the arrival of a Mutual Aid ambulance.

On July 21st, Division Chief Irwin attended “Sounding the Alarm: A Behavioral Health Presentation”, conducted at the New Hampshire Fire Academy. During this presentation, two courageous Fire Service members presented their tragedies & triumphs with dealing with Post Traumatic Stress Disorder. One from his experience resulting from his Fire/EMS Service, while the other, from his Military experience as a Marine who served three tours in Iraq.

On July 29th, Chief Haas attended the initial meeting of the Dover Mental Health Alliance taskforce – intended to continue identifying the challenges and available resources to best deal with Mental Health issues within our community, specifically focusing on an increasing trends of suicide recently. In attendance were representatives from various treatment/counseling programs; Wentworth Douglass Hospital; Dover PD; Dover FD and Mayor Carrier.



These meeting will continue on a monthly basis as this challenging and important community concern is addressed.

In early 2020, the City Council approved a purchase of online permit program for land use and building processed permits. The program is a significant investment for the City and staff is working to ensure that it is an investment that is easily used by stakeholders (internal and external) to ensure buy in by the end users. In July, Planning staff continued to work with IT staff and the vendor to review requirements for site plan applications and workflow. Staff looked at ways to minimize workflow for the customer and how we can streamline application questions. The intended roll out of the online software is in the winter of 2022.

Planning and Community Development staff continues to work with Media Services and the City Manager’s office on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding. An RFP was released by Media Services. Planning and the City Manager’s office assisted in the review of the responses and identified a preferred vendor. Signage should be in place by Labor Day.

Planning and Community Development staff continue to work with NHDOT on the future of the General Sullivan Bridge. In July, DOT staff set on an option of replacing the structure, and developed a memorandum of historic mitigation strategies for the loss of the historic bridge.

The Assistant City Manager met with staff from various departments to discuss potential ways to encourage food trucks in Dover, reviewing regulations and concerns raised in the past. Similar to outdoor seating increases, food trucks have seen an increase in use nationwide during COVID-19.

The month of July 2021 brought the Dover Teen Center a varied number of TC Summer Zone trips, drop-in days and events.

During the month of July 2021, there were a total of 145 participants over 14 days for an average of just over 10 participants per day.

The TC Summer Zone is in full swing and had great success with trips, programs and excursions during the first month. These included, but were not limited to:

- Old Orchard Beach
- White Lake State Park BBQ & Swim
- Ellacoya State Park BBQ & Swim
- Ice Cream Sundae Socials
- Wallis Sands Beach
- Portland Sea Dog Baseball Games
- Alton Bay Picnic & Swim
- NH Fisher Cats Baseball Games
- Mini-Golf and Go-Karts Trip
- And when participants weren't out and about, the TC sponsors "Chill-Zone" Drop-in Days that feature games, movies and snack specials.

- ***TC Facebook Page & Sign-Up Genius Portal***

Staff continue to maintain our TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. Staff also share photos of TC youth participants to continue to promote all that we're providing at the TC.

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

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

- ***Teen Center Intern Staff***

(5) summer interns are on staff and a few volunteers (former TC interns that are still in the area) are helping from time to time.

The Dover Teen Center received (4) new registrations in July 2021.

The youth community service program tracked four participants in the month July 2021. A total of 6 hours of community service work was completed with none of the participants finishing their assigned community service hours.

The Diversion Committee currently has 3 active cases in Diversion Contracts. They will meet next month to gather updates on these.

The police department continues to work with the Community Services Department on the downtown water main replacement project. Lieutenant Mark Collopy and Parking Manager Bill Simons have become the points of contact for Deputy Director Bill Boulanger by ensuring that the communications between department staff and the city's customers, particular with regards to parking, continue through the course of the project. Lieutenant Collopy attends the weekly project meetings with city and construction staff.

During the month of July, the city awarded a new water main replacement project at Central Avenue in the area of Wentworth-Douglass Hospital, which is scheduled to start in August. Lieutenant Collopy attended the project planning meetings, specifically providing department comments towards the traffic control plan.

Lieutenant Collopy assisted Recreation Director Gary Bannon with the July 4th Fireworks traffic and crowd control plan. Three officers were assigned to the event.

On June 30th, the COVID vaccination center was closed and in July the department's efforts towards providing traffic control services for area construction and utility services returned to their normal state. Sergeant Speidel managed the outside work detail schedule.

3. Leadership & Governance Outcomes

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

Media Services continues to coordinate and produce the lecture series hosted by the Dover 400th Committee. The series continues in July with a look at Dover during the Civil War. More than 200 people attended the virtual lecture. Following the live presentation, Media Services prepared the video for online distribution across other media. Media Services continues to work on several related projects for the city’s 400th anniversary celebration in 2023, including an oral history initiative.

In July, Media Services produced several public service announcements that aired on Channels 22 and 95, and appeared online. These included COVID-19 updates, previews of upcoming meetings, and information about citywide water restrictions and water conservation.

In July, Media Services sent out 62 email newsletters, including the weekly editions of Dover Download, special alerts, and project updates for the Washington and Main streets water main replacement. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city’s commitment to community stewardship.

Media Services in July worked to fulfill multiple requests for photo and video media from the media, as well as regional organizations, including the Strafford Regional Planning Commission.

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

Media Services in July distributed numerous news releases and public information across multiple platforms for other city matters, including ongoing projects and special announcements.

Media Services distributed 78 press releases and numerous updates to the website and social media in June.

Through the statewide collaborative NHAIS system, Dover Public Library’s Interlibrary Loan Dept. sent 104 volumes to other libraries and borrowed 149 from other libraries for our patrons.

The Dover Public Library has 4,857 subscribers to its two monthly e-newsletters—Children’s and Adults.

Library staff posted 293 items to its various social media platforms in July. Total social media platform followers is 12,859.

The Library partnered with Tender Crop Farm to provide a storytime at the Farm on July 26. 46 kids of all ages enjoyed stories, songs, rhymes, and visiting the animals.

On July 8, Dover Police Chief Breault, through his participation in the Big Brother/Big Sister “Bigs with Badges” program, brought his “little brother” to the North End Fire Station for a station visit.

Firefighter Hunter Holt (with probationary FF Bradley Gorman) put the youngest recruit through some training paces at the North End Station!



Another future firefighter candidate visited the North End station and received a station tour in July:



The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 598 Facebook (City of Dover NH Planning) friends and 902 followers on Twitter (@DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,673 likes and 2,888 followers).

The Department of Planning and Community Development sent 32 new homeowner letters to residents. These letters include information about the zoning of the lot, and how to be involved in the community.

Planning and Media Services staff have created a video preview of Planning Board agenda for the Planning Board meeting in July. The videos include the plans themselves with a detailed introduction of the plan, and opportunities for engagement.

The Assistant City Manager held a neighborhood meeting with residents/property owners from Bellamy and Cold Springs Roads to review a zoning amendment.

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items. Content included meeting summaries, meeting previews, and various special topics about housing, master plans and book reviews.

On July 14th, City Planner Benton was shadowed by a High School Senior going to UNH for Planning.

City Planner Benton sent out applications to anyone who expressed interest in the newly formed ad-hoc Graffiti Management Committee. Once more applications are reviewed and appointed by the Appointments Committee, the GMC may start meeting as early as September.

City Planner Benton staffed the Community Trail Advisory Committee meeting on Tuesday June 1st and the CTAC held a Knotweed clean-up day on June 13th near the Fisher Street trailhead.

City Planner Bird met with the Conservation Commission on July 12th to review a Conditional Use Permit application for 239 Knox Marsh Road, and to watch a video on new climate guidance.

On July 12th four members of Dover Youth to Youth provided a presentation virtually for the national CADCA conference on their programming and methods for addressing under-age drinking. Forty attendees from 20 different states sat in on the presentation.

On July 20th Y2Y also conducted a webinar training program for adult advisers who run youth advocacy groups in Virginia. The conference was being run by the Virginia Alcohol and Beverage Commission. The Dover students provided instruction on concepts of advocacy and specific instruction on the techniques for coaching youth to create media messages.

The Police-Community Engagement Committee held its monthly meeting on Thursday, July 22, 2021 at the Dover Police Department. During the meeting, the group learned about our school resource officer program during a presentation by Sergeant John Tarmey and Officer Brynn Dunne. Dover High School principal Peter Driscoll was also at the meeting and he provided input and insight regarding the value of the program.

The group also discussed the possibility of administering a survey to the community to try to determine what information about the police department the community at large is interested in.

Finally, the group decided that the topic for discussion in August would be the department’s victim/witness advocacy program.

On July 20-23 Dover Youth to Youth conducted its annual Youth Advocacy Training Camp for middle school age students who have an interest in possibly joining the program in the fall. During the training program, students received a series of classroom sessions on drug and alcohol issues taught by older, experienced Youth to Youth members. They were also trained in skills used in Y2Y such as how to make a radio spot, conducting a community event, performing theatrical skits, and public speaking.

During the week teams of students recorded 4 radio PSAs, conducted Sticker Shock at 3 local stores, gave 5 medicine safety presentations at 4 local day camps and day care centers, conducted a retail responsibility activity at the Fox Run Mall, conducted



Students from Youth to Youth shown above applying informational stickers to cases of beer in a local grocery store.



Y2Y students shown performing a medicine safety program to young students at the Dover Children's Center during the Summer Training week for new members.

On July 27th three students from Dover Youth to Youth conducted at 2-hour virtual training session for high school students who are involved in vape and e-cigarette prevention under a program supervised by the University of Kentucky. The 20 attendees were trained in the principles of community advocacy, presentation skills, and how to make radio spots with a tobacco prevention message.



Students in Dover Y2Y's Summer Training Program performing an anti-tobacco theatrical skit.



Youth to Youth members are shown above collecting cigarette and tobacco litter in 10 x 10 foot squares at Wallis Sands Beach during a research project to measure the amount of litter in the sand.

4. Financial & Benchmark Outcomes

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

PURCHASE ORDERS – OVER \$5,000 FOR JUNE 2021

Department/Division	PO Date	Vendor Name	Amount
City Finance Office	06/18/2021	MELANSON	\$7,500.00
City Finance Office	06/22/2021	DEVINE, MILLIMET & BRANCH, PA	\$11,910.00
Info Technology	06/17/2021	JOHNSON CONTROLS FIRE PROTECTION LP	\$8,161.47
Community Services	06/30/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$5,372.35
Community Services	06/15/2021	URW AMERICA, INC.	\$5,995.00
Community Services	06/04/2021	CORE & MAIN LP	\$6,479.11
Community Services	06/29/2021	HOWARD SYSTEMS, LLC.	\$10,743.00
Community Services	06/23/2021	LANDSCAPE FORMS, INC.	\$14,081.58
Community Services	06/09/2021	ELECTRIC LIGHT CO, INC.	\$23,020.00
Community Services	06/30/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$24,153.00
Community Services	06/10/2021	BOERGER, LLC.	\$25,905.73
Community Services	06/24/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$29,252.00
Community Services	06/30/2021	MUNICIPAL PEST MANAGEMENT SERVICES, INC.	\$40,000.00
Community Services	06/25/2021	GC/AAA FENCES, CO., INC.	\$48,242.00
Community Services	06/22/2021	WRIGHT-PIERCE	\$79,900.00
Community Services	06/10/2021	EMERY & GARRETT	\$98,800.00
Community Services	06/30/2021	GEOINSIGHT INC.	\$136,200.00
Community Services	06/18/2021	WRIGHT-PIERCE	\$142,200.00
Community Services	06/24/2021	ARIES INDUSTRIES, INC	\$177,975.00
Community Services	06/30/2021	WRIGHT-PIERCE	\$305,371.00
Community Services	06/30/2021	INSITUFORM TECHNOLOGIES, LLC.	\$566,628.00
Community Services	06/30/2021	N. GRANESE & SONS, INC.	\$2,307,450.00
Executive	06/30/2021	SPECTRUM MARKETING COMPANIES, LLC	\$14,432.82
Fire and Rescue	06/23/2021	2 WAY COMMUNICATIONS SERVICE, INC.	\$5,600.00
Fire and Rescue	06/28/2021	VERIZON WIRELESS	\$6,199.94
Fire and Rescue	06/14/2021	INDUSTRIAL PROTECTION SERVICES, INC	\$9,433.00
Fire and Rescue	06/15/2021	SEACOAST CHIEF FIRE OFFICERS MUTUAL AID	\$10,216.47
Fire and Rescue	06/18/2021	KNOX ASSOCIATES, INC.	\$14,519.00
Fire and Rescue	06/24/2021	ZOLL MEDICAL CORPORATION	\$34,366.29
Fire and Rescue	06/30/2021	FIRSTLIGHT	\$71,062.00

Planning	06/30/2021	TRIANGLE CLUB, INC.	\$12,839.00
Planning	06/30/2021	CARENO CONSTRUCTION COMPANY LLC	\$122,232.00
Police	06/02/2021	BODY ARMOR OUTLET, LLC.	\$5,673.24
Police	06/11/2021	UTILITY ASSOCIATES, INC.	\$487,444.00
Public Welfare	06/11/2021	COMMUNITY ACTION PARTNERSHIP STRAFFORD	\$11,500.00

PURCHASE ORDERS – OVER \$5,000 FOR JULY 2021

Department/Division	PO Date	Vendor Name	Amount
City Clerk Tax Collection	07/01/2021	SEACOAST MEDIA GROUP	\$5,000.00
City Clerk Tax Collection	07/01/2021	CITY OF DOVER-GENERAL FUND	\$7,976.00
City Clerk Tax Collection	07/01/2021	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$10,502.65
City Clerk Tax Collection	07/01/2021	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$12,630.00
City Clerk Tax Collection	07/01/2021	UNITED STATES POST OFFICE-CMRS	\$51,000.00
City Finance Office	07/07/2021	EVERSOURCE ENERGY	\$6,000.00
City Finance Office	07/01/2021	SEACOAST MEDIA GROUP	\$6,025.00
City Finance Office	07/01/2021	CONWAY OFFICE PRODUCTS	\$6,038.50
City Finance Office	07/04/2021	AFFINITY LED LIGHT, LLC	\$10,652.00
City Finance Office	07/04/2021	DEVINE, MILLIMET & BRANCH, PA	\$11,910.00
City Finance Office	07/01/2021	INTERWARE DEVELOPMENT CO INC	\$13,128.05
City Finance Office	07/01/2021	EVERSOURCE ENERGY	\$34,687.60
City Finance Office	07/01/2021	MS GOVERN	\$39,878.41
City Finance Office	07/04/2021	COMMUNITY ACTION PARTNERSHIP	\$40,000.00
City Finance Office	07/04/2021	OUT TO BID - PURCHASING AGENT	\$46,000.00
City Finance Office	07/01/2021	TYLER TECHNOLOGIES, INC.	\$50,264.99
City Finance Office	07/01/2021	EVERSOURCE ENERGY	\$58,555.00
City Finance Office	07/01/2021	EVERSOURCE ENERGY	\$70,500.00
City Finance Office	07/01/2021	MELANSON COMPANY, INC.	\$75,500.00
City Finance Office	07/01/2021	SPRAGUE OPERATING RESOURCES, LLC.	\$98,391.00
City Finance Office	07/01/2021	UNITIL NH	\$106,265.00
City Finance Office	07/01/2021	EVERSOURCE ENERGY	\$127,100.00
City Finance Office	07/01/2021	EVERSOURCE ENERGY	\$272,947.00
City Finance Office	07/01/2021	PRIMEX-P/C GROUP	\$368,533.40
City Finance Office	07/01/2021	EVERSOURCE ENERGY	\$760,526.32
City Finance Office	07/01/2021	STRAFFORD COUNTY COMMISSIONERS	\$9,845,212.00
Info Technology	07/01/2021	APPLIED GEOGRAPHICS INC	\$5,500.00
Info Technology	07/22/2021	PERCUSSION SOFTWARE, INC.	\$6,913.19
Info Technology	07/04/2021	JOHNSON CONTROLS FIRE PROTECTION LP	\$8,161.47

Info Technology	07/04/2021	2 WAY COMMUNICATIONS SERVICE, INC.	\$12,075.00
Info Technology	07/02/2021	FIRSTLIGHT	\$21,801.00
Info Technology	07/12/2021	VERIZON WIRELESS	\$23,341.00
Info Technology	07/01/2021	COMCAST	\$25,560.54
Info Technology	07/12/2021	VERIZON WIRELESS	\$40,612.00
Info Technology	07/04/2021	TYLER TECHNOLOGIES, INC.	\$204,049.50
Community Services	07/08/2021	BROX INDUSTRIES, INC.	\$5,000.00
Community Services	07/08/2021	FASTENAL COMPANY	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.00
Community Services	07/08/2021	MCDEVITT GMC, INC.	\$5,000.00
Community Services	07/04/2021	FISHER AUTO PARTS 451 / FED. AUTO PARTS	\$5,000.90
Community Services	07/08/2021	BROX INDUSTRIES, INC.	\$5,045.10
Community Services	07/02/2021	JOHN HOADLEY AND SONS, INC.	\$5,197.57
Community Services	07/02/2021	DF RICHARD, INC.	\$5,234.46
Community Services	07/04/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$5,372.35
Community Services	07/13/2021	SHEA CONCRETE PRODUCTS	\$5,375.00
Community Services	07/07/2021	REDS SHOE BARN	\$5,400.00
Community Services	07/04/2021	F.W. WEBB	\$5,425.67
Community Services	07/07/2021	GRAINGER, INC.	\$5,453.36
Community Services	07/07/2021	VWR INTERNATIONAL	\$5,871.45
Community Services	07/04/2021	HEG, INC. / HAFFNERS	\$5,965.42
Community Services	07/04/2021	URW AMERICA, INC.	\$5,995.00
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$6,000.00
Community Services	07/02/2021	BROX INDUSTRIES, INC.	\$6,000.00
Community Services	07/02/2021	PROJECT FLAGGING, INC.	\$6,000.00
Community Services	07/29/2021	TRAFFIC & PARKING CONTROL CO., INC.	\$6,200.00
Community Services	07/04/2021	SOUTHWORTH-MILTON INC	\$6,240.91
Community Services	07/04/2021	NORTHEAST LANDCARE, LLC	\$6,480.00
Community Services	07/04/2021	MARTINEAU ELECTRIC, INC.	\$6,645.00
Community Services	07/29/2021	WATER INDUSTRIES, INC.	\$6,661.64
Community Services	07/04/2021	JP PEST SERVICES. INC.	\$7,687.80
Community Services	07/02/2021	HACH COMPANY	\$8,230.00

Community Services	07/04/2021	MINUTEMAN SECURITY TECHNOLOGIES, INC.	\$8,339.92
Community Services	07/02/2021	SHEA CONCRETE PRODUCTS	\$8,817.00
Community Services	07/14/2021	SHANNON CHEMICAL CORPORATION	\$9,035.00
Community Services	07/04/2021	SEACOAST HOUSEWORKS, LLC.	\$9,290.00
Community Services	07/04/2021	AMWELL / MCNISH CORPORATION	\$9,300.00
Community Services	07/04/2021	DF RICHARD, INC.	\$9,917.20
Community Services	07/04/2021	EMERY & GARRETT	\$9,962.50
Community Services	07/04/2021	HOWARD SYSTEMS, LLC.	\$10,743.00
Community Services	07/02/2021	PROJECT FLAGGING, INC.	\$11,000.00
Community Services	07/02/2021	F.W. WEBB	\$11,610.00
Community Services	07/04/2021	RESOURCE MANAGEMENT INC	\$11,894.08
Community Services	07/04/2021	F.W. WEBB	\$12,102.00
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$12,282.49
Community Services	07/04/2021	RANSOM ENVIRONMENTAL CONSULTANTS,	\$12,580.17
Community Services	07/04/2021	WHEELABRATOR HOLDCO 1, INC.	\$12,810.35
Community Services	07/14/2021	BORDEN & REMINGTON CORP.	\$13,545.00
Community Services	07/04/2021	URBAN TREE SERVICE	\$13,715.00
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$13,977.61
Community Services	07/04/2021	LANDSCAPE FORMS, INC.	\$14,081.58
Community Services	07/04/2021	COMMTANK, INC.,	\$15,980.00
Community Services	07/04/2021	ALLEGIANCE TRUCK, LLC	\$17,312.24
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$17,495.32
Community Services	07/04/2021	CES, INC.	\$17,546.73
Community Services	07/04/2021	KLEINFELDER NORTHEAST, INC.	\$19,835.87
Community Services	07/02/2021	BROX INDUSTRIES, INC.	\$20,000.00
Community Services	07/02/2021	EJ PRESCOTT, INC	\$20,836.19
Community Services	07/04/2021	NORTHEAST LANDCARE, LLC	\$21,105.00
Community Services	07/08/2021	DENNISON LUBRICANTS, INC.	\$21,173.00
Community Services	07/04/2021	COYNE CHEMICAL	\$21,587.10
Community Services	07/04/2021	K5 CORPORATION	\$22,516.54
Community Services	07/08/2021	HEG, INC. / HAFFNERS	\$24,675.90
Community Services	07/04/2021	EMERY & GARRETT	\$25,000.00
Community Services	07/08/2021	ALLEGIANCE TRUCK, LLC	\$25,000.00
Community Services	07/04/2021	BOERGER, LLC.	\$25,905.73
Community Services	07/04/2021	HEG, INC. / HAFFNERS	\$26,048.61
Community Services	07/02/2021	DF RICHARD, INC.	\$26,903.80
Community Services	07/14/2021	BORDEN & REMINGTON CORP.	\$27,861.38
Community Services	07/04/2021	WRIGHT-PIERCE	\$29,530.15
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$33,585.04
Community Services	07/07/2021	MXI ENVIRONMENTAL SERVICES, LLC	\$35,000.00
Community Services	07/04/2021	KLEINFELDER NORTHEAST, INC.	\$36,974.03
Community Services	07/02/2021	THE DIRT DOCTORS, LLC	\$37,500.00
Community Services	07/04/2021	NORTHEAST EARTH MECHANICS, INC.	\$39,225.56

Community Services	07/04/2021	MUNICIPAL PEST MANAGEMENT SERVICES,	\$40,000.00
Community Services	07/14/2021	COYNE CHEMICAL	\$40,129.60
Community Services	07/04/2021	PJC & COMPANY ECOLOGICAL LAND CARE, INC.	\$40,196.00
Community Services	07/04/2021	DUBOIS & KING, INC.	\$41,293.89
Community Services	07/04/2021	SOUTHWORTH-MILTON INC	\$43,237.00
Community Services	07/02/2021	URBAN TREE SERVICE	\$45,000.00
Community Services	07/08/2021	BROX INDUSTRIES, INC.	\$45,000.00
Community Services	07/04/2021	F.W. WEBB	\$47,335.28
Community Services	07/04/2021	WRIGHT-PIERCE	\$47,873.57
Community Services	07/04/2021	GC/AAA FENCES, CO., INC.	\$48,242.00
Community Services	07/08/2021	HEG, INC. / HAFFNERS	\$49,250.00
Community Services	07/02/2021	SOLENIS, LLC.	\$49,350.00
Community Services	07/15/2021	PESCHEL CONSULTING, LLC	\$50,000.00
Community Services	07/20/2021	SEALCOATING, INC	\$50,000.00
Community Services	07/08/2021	SULLIVAN TIRE COMPANY	\$50,000.02
Community Services	07/04/2021	ROBERT H. IRWIN MOTORS, INC.	\$50,455.00
Community Services	07/04/2021	K5 CORPORATION	\$53,239.45
Community Services	07/04/2021	WRIGHT-PIERCE	\$54,625.87
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$54,906.57
Community Services	07/04/2021	WRIGHT-PIERCE	\$56,344.53
Community Services	07/04/2021	UNH OFFICE OF SPONSORED RESEARCH	\$58,135.31
Community Services	07/04/2021	BARRIE MILLERS WELL & PUMP SERVICE, INC.	\$61,629.00
Community Services	07/04/2021	STILES COMPANY INC.	\$63,815.29
Community Services	07/02/2021	MACKINNON & SONS EXCAVATING, LLC	\$70,000.00
Community Services	07/02/2021	TRITON STORM WATER	\$72,152.50
Community Services	07/29/2021	TROJAN TECHNOLOGIES GROUP, ULC	\$79,159.84
Community Services	07/04/2021	WRIGHT-PIERCE	\$79,900.00
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$83,143.61
Community Services	07/04/2021	WRIGHT-PIERCE	\$90,436.54
Community Services	07/02/2021	HALEY WARD, INC.	\$93,200.00
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$93,410.82
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$97,906.97
Community Services	07/04/2021	EMERY & GARRETT	\$98,800.00
Community Services	07/04/2021	SIEMENS INDUSTRY, INC.	\$99,139.50
Community Services	07/04/2021	JOHN H. LYMAN & SONS, INC.	\$102,734.43
Community Services	07/04/2021	EMERY & GARRETT	\$102,750.00
Community Services	07/04/2021	EMERY & GARRETT	\$103,975.00
Community Services	07/04/2021	WASTE MANAGEMENT OF NEW HAMPSHIRE,	\$110,714.80
Community Services	07/04/2021	WASTE MANAGEMENT OF NEW HAMPSHIRE,	\$114,409.67
Community Services	07/04/2021	T BUCK CONSTRUCTION, INC.	\$128,405.00
Community Services	07/04/2021	SEBAGO TECHNIQS, INC.	\$133,783.66
Community Services	07/04/2021	GEOINSIGHT INC.	\$136,200.00
Community Services	07/04/2021	WRIGHT-PIERCE	\$142,200.00

Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$146,546.19
Community Services	07/04/2021	ARIES INDUSTRIES, INC	\$177,975.00
Community Services	07/04/2021	SEBAGO TECHNIQS, INC.	\$198,507.85
Community Services	07/29/2021	MORTON SALT, INC.	\$236,430.00
Community Services	07/04/2021	GEORGE R. CAIRNS & SON, INC.	\$251,723.45
Community Services	07/04/2021	WRIGHT-PIERCE	\$253,998.30
Community Services	07/04/2021	UNDERWOOD ENGINEERS, INC.	\$281,118.71
Community Services	07/04/2021	WRIGHT-PIERCE	\$305,371.00
Community Services	07/28/2021	RESOURCE MANAGEMENT INC	\$379,050.00
Community Services	07/04/2021	SEVERINO TRUCKING CO., INC	\$388,527.23
Community Services	07/04/2021	EMERY & GARRETT	\$394,593.75
Community Services	07/04/2021	PIKE INDUSTRIES, INC.	\$563,769.46
Community Services	07/04/2021	INSITUFORM TECHNOLOGIES, LLC.	\$566,628.00
Community Services	07/04/2021	D. AND C. CONSTRUCTION COMPANY, INC.	\$652,310.34
Community Services	07/08/2021	WASTE MANAGEMENT OF NEW HAMPSHIRE,	\$697,000.00
Community Services	07/04/2021	NORTHEAST EARTH MECHANICS, INC.	\$742,640.00
Community Services	07/15/2021	STILES COMPANY INC.	\$879,000.00
Community Services	07/04/2021	N. GRANESE & SONS, INC.	\$1,029,224.85
Community Services	07/08/2021	WASTE MANAGEMENT OF NEW HAMPSHIRE,	\$1,402,582.40
Community Services	07/04/2021	T BUCK CONSTRUCTION, INC.	\$1,814,266.16
Community Services	07/04/2021	N. GRANESE & SONS, INC.	\$2,307,450.00
Elections	07/01/2021	LHS ASSOCIATES INC	\$5,000.00
Executive	07/04/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$5,691.50
Executive	07/04/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$5,910.00
Executive	07/06/2021	PRIMEX-P/C GROUP	\$5,914.00
Executive	07/06/2021	STATE OF NH-DEPT OF LABOR	\$6,000.00
Executive	07/04/2021	DRUMMOND WOODSUM	\$6,318.84
Executive	07/13/2021	GENERAL CODE, LLC	\$7,000.00
Executive	07/04/2021	DRUMMOND WOODSUM	\$8,026.08
Executive	07/06/2021	DOVER MAIN STREET	\$10,000.00
Executive	07/04/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$10,306.60
Executive	07/04/2021	SPECTRUM MARKETING COMPANIES, LLC	\$14,432.82
Executive	07/06/2021	DRUMMOND WOODSUM	\$15,000.00
Executive	07/06/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$20,000.00
Executive	07/06/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$20,000.00
Executive	07/06/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$20,000.00
Executive	07/06/2021	NEW HAMPSHIRE MUNICIPAL ASSOCIATION	\$29,000.00
Executive	07/06/2021	SHEEHAN, PHINNEY, BASS & GREEN	\$50,000.00
Executive	07/04/2021	COAST	\$71,523.25
Executive	07/06/2021	PRIMEX-P/C GROUP	\$270,827.95
Executive	07/06/2021	COAST	\$286,093.00
Fire and Rescue	07/02/2021	BOUND TREE MEDICAL, LLC	\$5,000.00
Fire and Rescue	07/02/2021	SANEL NAPA	\$5,000.00

Fire and Rescue	07/02/2021	HUNTRESS UNIFORMS	\$5,000.00
Fire and Rescue	07/02/2021	ALLEGIANCE TRUCK, LLC	\$5,000.00
Fire and Rescue	07/04/2021	2 WAY COMMUNICATIONS SERVICE, INC.	\$5,600.00
Fire and Rescue	07/04/2021	VERIZON WIRELESS	\$6,199.94
Fire and Rescue	07/04/2021	2 WAY COMMUNICATIONS SERVICE, INC.	\$6,768.00
Fire and Rescue	07/04/2021	STATE OF NH-DEPT OF RESOURCES	\$6,903.82
Fire and Rescue	07/02/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$7,469.83
Fire and Rescue	07/04/2021	INDUSTRIAL PROTECTION SERVICES, INC	\$9,433.00
Fire and Rescue	07/04/2021	KNOX ASSOCIATES, INC.	\$14,519.00
Fire and Rescue	07/09/2021	INDUSTRIAL PROTECTION SERVICES, INC	\$16,005.00
Fire and Rescue	07/02/2021	HENRY SCHEIN INC	\$20,000.00
Fire and Rescue	07/02/2021	STATE OF NH-DOT	\$21,200.00
Fire and Rescue	07/13/2021	QUICK MED CLAIMS, LLC.	\$62,524.00
Fire and Rescue	07/04/2021	FIRSTLIGHT	\$71,062.00
Planning	07/22/2021	COMMUNITY PARTNERS	\$5,500.00
Planning	07/04/2021	RESILIENCE PLANNING & DESIGN	\$6,425.25
Planning	07/22/2021	AIDS RESPONSE OF SEACOAST	\$6,500.00
Planning	07/04/2021	COMMUNITY PARTNERS	\$6,667.00
Planning	07/22/2021	HOMELESS CENTER FOR STRAFFORD COUNTY	\$7,500.00
Planning	07/22/2021	CROSS ROADS HOUSE, INC.	\$9,000.00
Planning	07/22/2021	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$11,000.00
Planning	07/04/2021	TRIANGLE CLUB, INC.	\$12,839.00
Planning	07/01/2021	SEACOAST MEDIA GROUP	\$15,700.00
Planning	07/01/2021	STRAFFORD REGIONAL PLANNING COMM	\$22,003.46
Planning	07/04/2021	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$30,309.00
Planning	07/04/2021	CAP OF STRAFFORD COUNTY	\$31,102.47
Planning	07/04/2021	FUSS & ONEILL, INC.	\$85,610.19
Planning	07/04/2021	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$100,000.00
Planning	07/04/2021	CARENO CONSTRUCTION COMPANY LLC	\$122,232.00
Planning	07/04/2021	HORSLEY WITTEN GROUP, INC.	\$469,229.50
Police	07/01/2021	LINEAR SYSTEMS	\$5,066.00
Police	07/04/2021	EAGLE POINT GUN / J MORRIS & SON	\$5,116.75
Police	07/04/2021	BODY ARMOR OUTLET, LLC.	\$5,673.24
Police	07/01/2021	PALMIQ, INC.	\$5,776.74
Police	07/04/2021	CARDINAL TRACKING, INC.	\$5,885.15
Police	07/06/2021	MARTINEAU ELECTRIC, INC.	\$6,185.00
Police	07/04/2021	2 WAY COMMUNICATIONS SERVICE, INC.	\$6,207.50
Police	07/14/2021	MOTOROLA SOLUTIONS	\$8,763.25
Police	07/01/2021	PARKEON	\$46,440.00
Police	07/01/2021	STATE OF NH-DOT	\$49,778.00
Police	07/04/2021	MOTOROLA SOLUTIONS	\$64,722.10
Police	07/04/2021	COMPUTER SQUARE, INC.	\$207,112.50
Public Library	07/14/2021	PARK STREET FOUNDATION	\$10,621.00

Public Library	07/01/2021	MIDWEST TAPE, LLC	\$18,000.00
Public Library	07/04/2021	LEMESSURIER CONSULTANTS, INC.	\$26,476.00
Public Library	07/15/2021	BAKER & TAYLOR, INC.	\$80,000.00
Public Welfare	07/02/2021	COMMUNITY ACTION PARTNERSHIP	\$11,500.00
Recreation	07/29/2021	A YANKEE LINE, INC.	\$5,520.00
Recreation	07/04/2021	TRITECH ENGINEERING CORP	\$5,720.00
Recreation	07/01/2021	VERMONT SYSTEMS, INC	\$6,196.84
Recreation	07/04/2021	FILLION ASSOCIATES	\$6,235.20
Recreation	07/04/2021	BLOW BROS., INC	\$6,772.00
Recreation	07/04/2021	ARTISAN CONCRETE SERVICES, INC.	\$6,997.50
Recreation	07/01/2021	RE VISION IMPACT FUND 2 LLC	\$7,000.00
Recreation	07/04/2021	OVERHEAD DOOR COMPANY	\$7,580.00
Recreation	07/04/2021	FIRST STUDENT, INC.	\$8,500.00
Recreation	07/04/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$9,392.24
Recreation	07/08/2021	CITY OF DOVER-GENERAL FUND	\$9,940.00
Recreation	07/04/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$11,515.47
Recreation	07/04/2021	TRITECH ENGINEERING CORP	\$12,665.00
Recreation	07/04/2021	GC/AAA FENCES, CO., INC.	\$14,330.00
Recreation	07/04/2021	ATLAS PYRO VISION PRODUCTIONS, INC.	\$15,000.00
Recreation	07/04/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$15,464.02
Recreation	07/01/2021	FILLION ASSOCIATES	\$18,835.20
Recreation	07/29/2021	A YANKEE LINE, INC.	\$23,560.00
Recreation	07/29/2021	FOX TOURS	\$34,155.00
Recreation	07/15/2021	ZAMBONI COMPANY, USA, INC.	\$86,950.40
Tax Assessment	07/01/2021	TYLER TECHNOLOGIES, INC.	\$11,628.00
Tax Assessment	07/01/2021	CORCORAN CONSULTING ASSOCIATES, INC	\$172,926.70

BIDS

Department	Bid #	Bid Date	Description
Various	N/A	7/1/2021	GovDeals Auction of City Surplus Property
Recreation	B22001	N/A	Zamboni Replacement
Recreation	B22002	7/1/2021	Dover Ice Arena Sprinkler System Renovation
Community Services	B22004	7/7/2021	Wet Well Cleaning Services
Finance	Q22-002	7/12/2021	Mortgagee Search Services

Cochecho River Dredge Cell Closure Planning and Community Services staff review the capacity of the cell, and the permitting needed to close the cell. The City's Environmental Projects consultant is working to finalize the closure plan. City Planner Bird provided information to Community Services staff to assist their consultant with closure plans and costs.

Waterfront/Shoreland Stabilization/Site Preparation Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. City Planner Bird had 3 online meetings during July with staff from Horsley Witten to review the status of state and federal permitting and discuss the site plans. City Planner Bird held online meetings on July 8th and 15th with Cathartes, the Assistant City Manager, consultants and CWDAC Chair to discuss the phase 2 concept plans, landscaping and the architecture of the proposed buildings. City Planner Bird had a meeting on July 21st with City Engineer and City consultants from GZA to discuss the results of recent test pits done on the site, foundation plans and pad ready issues. City Planner Bird met on July 14th with Gary Bannon, crew club stakeholders and Cathartes to discuss the potential for using building F for crew. City Planner Bird met on July 21st with Gary Bannon and crew club stakeholders on crew boat building plans for the waterfront. City Planner Bird organized and attended a CWDAC meeting on July 20th to receive a presentation from Cathartes on the latest development plans and an update on environmental permitting.

Community Trail Phase III of the Community Trail is nearly complete and a ribbon cutting was held on June 3rd near the Central Ave/Rutland Street trailhead. City Planner Benton did a final walk through with NHDOT, Fuss & O'Neill, and SUR on June 9th and listed only a few final punch list items. In August, SUR will be coming back to fix the tire impressions which is a remaining punch list item. Reimbursement requests are still being processed but Phase III of the Community Trail should be wrapped up by the beginning of fall.

For phase IV, Planning Staff received the notice to proceed with the engineering study for Phase IV of the trail which would add a trail in Bellamy Park connecting the schools to Route 155 behind some multi-family housing developments. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. Staff reviewed a concept plan in September and is working with NHDOT and the consultant on different conceptual options. Staff walked one proposed route on September 23, 2020 and virtually met with NHDOT about changing location of trail route to south side of Bellamy River. Staff continues to work with the consultant and NHDOT about revising the scope and location of the proposed trail and seeing which option is worth pursuing based on available budget. Staff walked the trail with NHDOT staff on February 19th and had a meeting with the consultants on revising the change order scope on February 22nd to identify the feasibility of a bridge over the Bellamy River near Bellamy Park. The Consultants are currently revising a change-order proposal for staff's review. The change order will go before the Council in late June. NHDOT hadn't finished their review in June.

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

The Assistant City Manager and City Planner Benton continued to work with staff in other departments as well as the Center Director of the National Center for Earth and Space Science Education, to finalize the City's application to be one of the first five communities in the Country to have a model solar system installed. The solar system would be added to the Community Trail starting at Fisher Street and heading towards Central Avenue.

Conservation Funding This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$1,900,000 has been invoiced with over \$1,300,000 received on those invoices.

Wayfinding The vendor arrived in Dover the last week of April to begin the installation of 91 signs. The signs include wayfinding and park identification signage. The installation occurred in late April and early May. Feedback from residents and visitors has been very positive. Staff has started a list of potential additional signs needed in the future. Media Services staff are working on an informational video.

Passport application processing fees at the Dover Public Library provide a continuing source of revenue for the library. The library resumed accepting Passport Applications in mid-May and have accepted 13 in July generating \$455 in revenue.

Work has begun on the design phase of the Library roof replacement project.

Denise LaFrance, Patty Falconer, and Aimee Lockhardt have been working collaboratively with the Durham, Newmarket, Somersworth, Rollinsford, and Rochester Public Libraries on a collaborative grant funded through the American Rescue Plan.

The police department has received a Service to Science grant designed to support the evaluation required to maintain Dover Youth to Youth's evidence-based status. Although this is directly related to Dover Youth to Youth, Coalition Coordinator Vicki Harris will do a significant amount of work on this effort. The \$28,782 grant will be used to work with an evaluation to conduct a variety of focus groups, pre and post surveys and a comprehensive evaluation report. Everything will be presented in June of 2022 to the NH Expert Panel for the re-certification process.

In late June, the City was notified that the Dover Police Department was awarded a Comprehensive Addiction and Recovery Act (CARA) Local Drug Crisis Grant totaling \$250,000 over the course of 5 years. Staff immediately began implementing activities under this grant, setting up grant accounts and communicating with the project officer.

In July, the police department entered into its fourth and final quarter for the 2021 NH Highway Traffic Safety Grant. There were 24 hours' worth of grant funded traffic enforcement patrols in the month of July.

City of Dover

Expenditures of Major Funds

July 31, 2021

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 489,497	\$ 9,352	\$ 9,352	2.0%	\$ 480,145	\$ 350,944	\$ 129,201	26.4%
Executive	1,845,857	155,903	155,903	8.0	1,689,954	1,126,673	563,281	30.5
Finance	2,257,714	189,439	189,439	8.0	2,068,275	1,404,413	663,862	29.4
Planning	928,562	94,287	94,287	10.0	834,275	485,772	348,503	37.5
Misc General Government	1,014,417	60,201	60,201	6.0	954,216	85,511	868,705	85.6
Police	9,992,496	972,357	972,357	10.0	9,020,139	5,055,104	3,965,036	39.7
Fire & Rescue	10,349,292	984,166	984,166	10.0	9,365,126	5,093,850	4,271,276	41.3
Community Service Public Works	9,097,013	350,401	350,401	4.0	8,746,612	3,176,107	5,570,504	61.2
Recreation	2,824,966	211,613	211,613	7.0	2,613,353	1,069,506	1,543,847	54.7
Public Library	1,592,164	142,878	142,878	9.0	1,449,286	915,475	533,811	33.5
Public Welfare	812,413	31,204	31,204	4.0	781,209	192,971	588,238	72.4
Debt Service	6,208,772	-	-	0.0	6,208,772	23,726	6,185,046	99.6
Other Financing Sources/Uses	3,755,288	130,257	130,257	3.0	3,625,031	-	3,625,031	96.5
School	68,124,130	770,747	770,747	1.0	67,353,383	49,503,712	17,849,671	26.2
Intergovernmental	9,845,212	-	-	0.0	9,845,212	9,845,212	-	0.0
Sub-total : 1000 General Fund	\$ 129,137,793	\$ 4,102,804	\$ 4,102,804	3.2%	\$ 125,034,989	\$ 78,328,977	\$ 46,706,012	36.2%
3213 Parking Activity Fund								
Police	\$ 1,280,325	\$ 60,798	\$ 60,798	5.0%	\$ 1,219,527	\$ 378,782	\$ 840,745	65.7%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	\$ 60,798	\$ 60,798	4.7%	\$ 1,219,527	\$ 378,782	\$ 840,745	65.7%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,795,485	\$ 25,812	\$ 25,812	1.0%	\$ 1,769,673	\$ 1,783,171	\$ (13,499)	-0.8%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,795,485	\$ 25,812	\$ 25,812	1.4%	\$ 1,769,673	\$ 1,783,171	\$ (13,499)	-0.8%
3381 McConnell Center Fund								
Recreation	\$ 865,727	\$ 33,879	\$ 33,879	4.0%	\$ 831,848	\$ 217,448	\$ 614,401	71.0%
Sub-total : 3381 McConnell Center Fund	\$ 865,727	\$ 33,879	\$ 33,879	3.9%	\$ 831,848	\$ 217,448	\$ 614,401	71.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 28,722	\$ 28,722	6.0%	\$ 433,198	\$ 90,764	\$ 342,433	74.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 28,722	\$ 28,722	6.2%	\$ 433,198	\$ 90,764	\$ 342,433	74.1%
5300 Water Fund								
Community Service Public Works	\$ 6,458,828	\$ 395,788	\$ 395,788	6.0%	\$ 6,063,040	\$ 1,596,127	\$ 4,466,912	69.2%
Sub-total : 5300 Water Fund	\$ 6,458,828	\$ 395,788	\$ 395,788	6.1%	\$ 6,063,040	\$ 1,596,127	\$ 4,466,912	69.2%
5320 Sewer Fund								
Community Service Public Works	\$ 9,000,677	\$ 575,475	\$ 575,475	6.0%	\$ 8,425,202	\$ 2,635,669	\$ 5,789,533	64.3%
Sub-total : 5320 Sewer Fund	\$ 9,000,677	\$ 575,475	\$ 575,475	6.4%	\$ 8,425,202	\$ 2,635,669	\$ 5,789,533	64.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,367,533	\$ 75,446	\$ 75,446	6.0%	\$ 1,292,087	\$ 731,882	\$ 560,205	41.0%
Sub-total : 6100 Dovernet Fund	\$ 1,367,533	\$ 75,446	\$ 75,446	5.5%	\$ 1,292,087	\$ 731,882	\$ 560,205	41.0%
Total : EXPENDITURES	\$ 150,368,288	\$ 5,298,724	\$ 5,298,724	3.5%	\$ 145,069,564	\$ 85,762,820	\$ 59,306,743	39.4%

City of Dover

Revenues of Major Funds July 31, 2021

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 97,147,060	729,619	729,619	1.0%	\$ 96,417,441	\$ -	\$ 96,417,441	99.2%
Licenses & Permits	7,020,899	608,528	608,528	9.0	6,412,371	-	6,412,371	91.3
Intergovernmental	2,621,237	4,182	4,182	0.0	2,617,055	-	2,617,055	99.8
Charges for Services	4,476,524	275,382	275,382	6.0	4,201,142	(62,524)	4,263,666	95.2
Miscellaneous Revenue	675,549	148,986	148,986	22.0	526,563	(5,982)	532,545	78.8
Education	16,617,624	28,405	28,405	0.0	16,589,219	-	16,589,219	99.8
Operating Transfers In	404,000	-	-	0.0	404,000	-	404,000	100.0
Other Financing Sources	174,900	-	-	0.0	174,900	-	174,900	100.0
Sub-total : 1000 General Fund	\$ 129,137,793	1,795,102	1,795,102	1.0%	\$ 127,342,691	\$ (68,506)	\$ 127,411,197	98.7%
3213 Parking Activity Fund								
Licenses & Permits	\$ 240,000	59,732	59,732	25.0%	180,269	\$ -	\$ 180,269	75.1%
Parking Income	860,325	80,698	80,698	9.0%	779,627	-	779,627	90.6%
Parking Fines	180,000	10,156	10,156	6.0%	169,844	-	169,844	94.4%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	150,585	150,585	12.0%	\$ 1,129,740	\$ -	\$ 1,129,740	88.2%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,380	-	-	0.0%	\$ 12,380	\$ -	\$ 12,380	100.0%
Charges for Services	1,783,105	131,914	131,914	7.0%	1,651,191	-	1,651,191	92.6%
Miscellaneous Revenue	0	472	472	0.0	(472)	-	(472)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,795,485	132,386	132,386	7.0%	\$ 1,663,099	\$ -	\$ 1,663,099	92.6%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 726,063	60,907	60,907	8.0%	\$ 665,156	\$ -	\$ 665,156	91.6%
Operating Transfers In	139,664	8,712	8,712	6.0	130,952	-	130,952	93.8
Sub-total : 3381 McConnell Center	\$ 865,727	69,619	69,619	8.0%	\$ 796,108	\$ -	\$ 796,108	92.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	47,334	47,334	11.0%	\$ 383,087	\$ -	\$ 383,087	89.0%
Miscellaneous Revenue	11,500	108	108	0.0	11,392	-	11,392	99.1
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	47,441	47,441	10.0%	\$ 414,479	\$ -	\$ 414,479	89.7%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	6,298,328	280,472	280,472	0.0	6,017,856	-	6,017,856	95.5
Miscellaneous Revenue	70,500	8,005	8,005	0.1	62,495	-	62,495	88.6
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	\$ 6,458,828	288,477	288,477	4.0%	\$ 6,170,351	\$ -	\$ 6,170,351	95.5%
5320 Sewer Fund								
Intergovernmental	\$ 28,394	-	-	0.0%	\$ 28,394	\$ -	\$ 28,394	100.0%
Charges for Services	8,394,291	438,186	438,186	5.0	7,956,105	-	7,956,105	94.8
Miscellaneous Revenue	57,000	5,705	5,705	10.0	51,295	-	51,295	90.0
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 9,000,677	443,891	443,891	5.0%	\$ 8,556,786	\$ -	\$ 8,556,786	95.1%
6100 Dovernet Fund								
Charges for Services	\$ 1,342,533	112,213	112,213	8.0%	\$ 1,230,320	\$ -	\$ 1,230,320	91.6%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	0.0
Other Financing Sources	-	-	-	0.0	0	-	0	0.0
Sub-total : 6100 Dovernet Fund	\$ 1,367,533	112,213	112,213	8.0%	\$ 1,255,320	\$ -	\$ 1,255,320	91.8%
Total : REVENUES	\$ 150,368,288	3,039,715	3,039,715	2.0%	\$ 147,328,573	\$ (68,506)	\$ 147,397,079	98.0%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	25,950	25,950	2.2	1,181,700	0	1,181,700	97.9
Expenditures	1,240,329	80,485	80,485	6.5	1,159,844	506,109	653,735	52.7
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	<u>(58,273)</u>	<u>(54,535)</u>	<u>(54,535)</u>	<u>(4)</u>	<u>(3,738)</u>	<u>(506,109)</u>	<u>502,371</u>	<u>(155)</u>

5. Workforce Focused Outcomes

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

Employee Anniversaries – July, 2021

Employee Name	Division	Years of Service
Wilson, Michael T	CS – Facilities & Grounds	38
Diesel, Sandra E	Library	34
Flanagan, Lois E	CS – Facilities & Grounds	34
Dews, P. Alan	CS - Public Works	29
Cormier, Todd A	CS - Public Works	27
Hanna, E. David	Fire	27
Golding, David J	Fire	23
Hager, Stacey A	CS - Public Works	23
Parker, Christopher G	Planning	23
Simmons, Libby M	Finance	21
Tarmey, John A	Police	19
Dwyer, Stephen R	Police	18
Levin, Paul R	Police	18
Colonna, Mark W	CS – Facilities & Grounds	17
Croteau, Shawn A	Fire	17
Nelson, Anne N	Library	17
Heaphy Moisan, Meghan	CS – Facilities & Grounds	16
Rano, Joanne M	Library	16
Dunne, Brynn L	Police	14
Dube, Michelle M	Fire	13
Grass, Ryan J	CS - Public Works	13
Pine, Timothy	Executive	13
Cooper, Juel K	Police	11
Donovan, Jaimie S	Fire	11
Collis, David J	Police	10
Labonte, Julie M	Finance	10
Brown, Matthew F	Police	8
Courter, Andrew P	Police	7
Thunstrom, Stephen L	Fire	7
Colarusso, Anthony A	Fire	6
Glidden, Keegan C	CS - Public Works	6
Nelson, Jeffrey T	Fire	6
Nicoll, Jason R	Fire	6
Ryan, Michael E	Fire	6
Gaston, Susan	Public Welfare	5
Kintz, Laura A	Police	5

Martuscello, Molly	Police	4
O'Neil, Derek T	Police	3
Gibbons, Christopher R	Police	2
Sobel, Adin M	Police	2
David, Timothy P	Police	1
Early, Brian J	Executive	1
Kahler, Benjamin	CS - Public Works	1
Sonia-Bolduc, Aidan M	Library	1
Zimmerman, Thomas E	Executive	1

JULY SEPARATIONS: 05

2 Community Services
1 Public Library
2 Police

JULY NEW HIRES: 08

3 Community Services
1 Finance
2 Public Library
2 Recreation

Dover Public Library staff members attended SHAREit Training: ILL Statistics and Reports and also Introduction to Cataloging.

During the month of July, two long time employees retired from the police department.



Kerry Boston

Kerry Boston, a secretary with the department for nearly 28 years, retired on July 16th. During her time at the police department she worked in the Records and Legal Units. Kerry has always had a keen eye for detail which served her well in those assignments.

Officer Mike Fenton joined the Dover Police Department in 1974. After rising through the ranks, Lieutenant Fenton

retired as a sworn officer in 2006 after 32 years of service in variety of assignments. After retiring, Lieutenant Fenton remained an integral part of the department's Information Technology unit as a civilian employee for the last 15 years. He retired on July 3, 2021.



Mike Fenton

On July 14th, Animal Control Officer Ladisheff took the following webinars, each one hour in length:

Bad Dogs: Learning animal laws in jurisdictions related to dangerous/vicious dogs

Dangerous Dog Cases: An overview of fact and figures regarding the severity of dog bites

Liability Issues for L.E.: Learning the concept of liabilities involving laws commonly used to sue police departments in dog shooting cases

Avoiding Teeth and Bullets: L.E. learning to safely encounter dangerous/unpredictable animals

Reuniting /Renesting Orphaned Wildlife: Raising awareness to the public on co-existing w/wildlife

On 7/21/2021 through August 17, 2021, Dispatcher Jenn Myers attended Telecommunicator Training. This training covers the basic skills, knowledge and abilities that a public safety communicator will need to meet the demands of this critical work. Topics include communication skills, call taking and radio techniques.

On July 19, 2021, Detective Andrew Courter attended Firearms Instructor Re-certification. This training is required every two years in order to stay firearms certified.

On July 26, 2021, Officer Bryon Gore attended Intoxilyzer 9000 Re-certification training. This certification is required yearly in order to conduct run breathalyzer tests.

On July 26, 2021, Dispatch Supervisor Lyndsay Salantri attended Mutualink Training. This training covered the newly installed Mutualink System. Its purpose was to serve as an opportunity to learn about the systems capabilities and to become familiarized with its potential uses. Mutualink provides for interoperability of the state's various communications platforms.

During the week of July 26-30, seven officers attended Crisis Intervention Team Training (CIT). The officers were Captain David Terlemezian, Sergeant Marn Speidel, Sergeant Nate Goard, Detective Andrew Courter, Detective Jenna Donais, Officer Derek O'Neil, and Officer James Keefe. This interactive training provided extensive information on people living with mental illness focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The department has committed to training 100% of our officers in CIT. At this point, 33% of our sworn force has been through the 40 hour training.

On July 1st, Officer Cooper attended a joint training with the Strafford County Regional Tactical Operations Unit (SCRTOU) and the Belknap County swat team. The training involved full team scenarios and the opportunity to work with new equipment. Officer Cooper is the team leader for the unit's crisis negotiators.

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

Additionally, on 07/13 and 07/27, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU) Officer Brown and K9 Barco attended the two monthly trainings. The focus of the training was low light tactics, firearms and night time building searches involving K9 and night vision capabilities.

On July 14, 2021, several officers and dispatchers were recognized for exceptional service.

Officers Michael McGee and Timothy David and dispatcher Erin Driscoll were recognized for their actions in response to a shooting that occurred on June 20, 2021. Dispatcher Erin Driscoll, who received the exceptional service award, was able calmly gain useful information to dispatch units while Officers McGee and David received life-saving awards for securing the scene and applying tourniquets to a male subject who had sustained multiple gunshot wounds.



Officers Tyler Malsbury, Molly Shoer and Oake Carlson were also recognized alongside Dispatchers Emily Cleary and Stephen Dwyer for their response to a residential structure fire that occurred on June 25, 2021. In that instance, Dispatchers Cleary and Dwyer coordinated the response while Officers Malsbury, Shoer and Carlson arrived prior to Dover Fire and began evacuating residents from the burning building. The officers received the department's Life Saving Award while the dispatchers received the Exceptional Service Award.



The fire department purchased an ASR (All Surface Rescue) inflatable rescue boat. The rescue boat is designed to traverse ice, water, snow or any combination of the three. Rescuers are able to carry, paddle, push or pull the lightweight boat to a victim in distress and easily pull them onto the boat through the open stern or bow. The City of Dover has several bodies of water that are utilized for recreational purposes year-round and the ability to access the bodies of water with a lightweight, portable rescue device is paramount. In July, Fire Department crews received training on the deployment, use and stowing of the rescue boat. Training will continue as the weather turns colder and ice starts to develop on the lakes, ponds and rivers. This will allow rescuers the ability to train in real-life ice rescue situations in preparation for any ice water rescue emergencies.



In July, the Police Department's Professional Standards Bureau conducted five individual written tests and seven oral board interviews for the position of police officer. From those seven oral boards, two candidates moved forward to the background investigation for further consideration. One of those candidates is a certified officer from the State of Arizona, while the other candidate is not certified and would be required to attend the 16-week police academy.

Also, there is one candidate from June's recruitment activities where a background investigation was started in July. This candidate is not a certified officer and if hired would be attending the NH Police Academy in January of 2022.

On July 19th, A-Shift members of the Fire Department conducted apparatus pump training at the Bellamy River off Stonewall Drive. Utilizing the location of the Cities new pump station, crews are able to use water from the river by drafting (pulling water into the apparatus) and then pumping it to other fire apparatus or through hose lines. By using this method of pump training, the Fire Department is able discharge any water taken from the water source directly back to the water source, substantially reducing water waste.



6. Sustainability-Focused Outcomes

“DEVELOP STRATEGIES AND IMPLEMENT PROGRAMS THAT ENCOURAGE THE EFFICIENT USE AND PRESERVATION OF NATURAL RESOURCES BY MUNICIPAL SERVICES AND THROUGHOUT THE COMMUNITY.”

The City of Dover was recently selected as a Tree City USA community for 2020. This honor highlights Dover’s dedication to fostering a healthy, sustainable urban forestry program. This commitment helps make New Hampshire stronger, healthier and greener.

The Facilities & Grounds Division puts in much effort to make sure Dover meets the criteria for this important program.

City Planner Bird attended an online CAW meeting on July 22nd to discuss Creative Financing Mechanisms and Policy Development for Resilience Communities.

City Planner Bird prepared for and attend the Open Lands Committee meeting on July 15th to discuss the successful pollinator event held on a small farm in June and to review potential land protection projects.

The Assistant City Manager followed up with the Community Power Coalition of NH after the Council authorized the City Manager to sign the Joint Powers Agreement and join the coalition.

City Planner Bird met with the Wetland Protection Ordinance Subcommittee on July 19th to discuss the PREP grant we received and to meet SRPC staff and the wetlands scientist selected to assist the committee.

The Assistant City Manager and both City Planners interviewed interested candidates for the new Resilience Coordinator position. This Assistant City Planner level position was approved as part of the FY22 budget and will work on a Citywide Resilience Plan with various stakeholder groups, including staff, volunteers and the business community. Over 42 applicants applied for the position.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 11, 2021**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Carrier, Councilor Cullen, Councilor O'Connor, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams. Councilor Gasses was remote over the phone.

Absent: Councilor Muffett-Lipinski.

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

5. PROCLAMATIONS/AWARDS

Mayor Carrier presented a proclamation for the Dover Arts Commission.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add as Item 13.B.2. "Authorization to Accept and Expend the Assistance to Firefighters Grant"

Mayor Carrier moved to suspend the rules to allow the Dover 400th Committee give a presentation to the Council; seconded by Councilor O'Connor.

Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved to accept the Agenda as amended; seconded by Councilor Thibodeaux.

Roll Call Vote: 8/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

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

Catherine Cheney, 9 Snow's Court: She spoke about the need for a Charter Commission.

Kathleen Cintavey, 5 Olive Meadow Lane: She spoke about the need for a Charter Commission.

John Donais, 16 Durham Road: He spoke about his concerns regarding the Planning Board amendments. He asked about the City's water supply.

James Boos, 1 Hayes Lane: He spoke in favor of Item #13.B.1.

Matt Johnson, 26 Sunset Drive: He spoke in favor of Item #13.B.1.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 11, 2021**
Meeting Time: **7:00 pm**

Mr. Kevin McEneaney, President, gave a presentation to the Council regarding the Dover 400th Anniversary Committee.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He updated the Council on status of COVID-19, CDC guidelines for vaccinations, and wearing masks. He added that School Board voted to require masks for K-8 schools. He spoke about the drought situation and water restrictions. He gave an update on road construction projects.

Deputy Mayor Ciotti moved to accept the City Manager's Report.
Roll Call Vote: 8/0.

10. APPROVAL OF MINUTES

- A. July 28, 2021 – Regular Meeting**
- B. August 4, 2021 – Workshop Session**

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

11. MAYOR'S REPORT

Mayor Carrier gave an overview of his Report to the Council. He recognized the Dover 10U All-Star Baseball Team, and the Dover Olympians. He listed events and ribbon cuttings he attended the past couple weeks.

Deputy Mayor asked the Mayor to add to his report the Mayoral recommended appointment of Anne Nichols to Dover Business and Industrial Development Authority.

Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/0.

12. UNFINISHED BUSINESS

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

- 1. FISCAL YEAR 2022 CAPITAL IMPROVEMENTS PROGRAM (CIP)
APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE
REVOLVING FUND (CWSRF) LOAN FOR RIVER STREET PUMP STATION
UPGRADES
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 11, 2021**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B21050 COLUMBARIA AT PINE HILL CEMETERY**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO UTILIZE JSI RESEARCH & TRAINING INSTITUTE INC. FOR EVALUATION SERVICES FOR DOVER YOUTH TO YOUTH**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AMENDMENT TO MERIT PLAN, CLASSIFICATION PLAN, AND PAY PLAN**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **UPDATE TO THE CITY OF DOVER WELFARE GUIDELINES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **APPROVAL OF LEASE AGREEMENT AT DOVER ICE ARENA WITH COLLINS SPORTS CENTER, INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor O'Connor.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Cullen pulled Item #13.A.5.

Deputy Mayor Ciotti said he will have an Appointments Committee Report.

City Manager Joyal pulled Item #13.A.3.

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 11, 2021**
Meeting Time: **7:00 pm**

Deputy Mayor Ciotti moved for the adoption of Item 13.A.3.; seconded by Councilor Shanahan. City Manager asked that the Council substitute as a whole the Classification Plan.

Councilor Williams made the motion to substitute the Classification Plan; seconded by Deputy Mayor Ciotti.

Roll Call Vote: 8/0.

City Manager Joyal referred to the Merit Plan, Page 10, Section 2: Holidays, and requested the change from "Indigenous People's Day" to "Indigenous People's Day/Columbus Day".

Councilor O'Connor moved to make that amendment; seconded by Councilor Thibodeaux.

Roll Call Vote: 8/0.

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

Deputy Mayor Ciotti moved for the adoption of the amended Resolution; seconded by Councilor Thibodeaux.

Roll Call Vote: 8/0.

Deputy Mayor Ciotti moved for the adoption of Item #13.A.5; seconded by Councilor Shanahan.

Councilor Cullen asked about the monthly rent amount.

Recreation Director Bannon said it was \$400.00 per month.

Roll Call Vote: 8/0.

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

Jason Aube – Local River Management Advisory Committee

Graffiti Management Ad-Hoc Committee:

Patrick Manning – Community Trail Representative

Rick Mikulis - RAB Representative

Nate Burnett

Martin Coyle

Marguerite Ferrer

Bobbie Glidden

Inge Houck

Darren Tapp as an Alternate member

Roll Call Vote: 8/0.

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

Councilor Gasses gave an overview of the McConnell Center Advisory Commission.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, August 11, 2021**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. B20026 DESIGN AND BUILD CUSTOM IN-CAST CONCRETE SKATEPARK SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 7/1; Passed. Councilor Cullen was opposed.

2. AUTHORIZATION TO ACCEPT AND EXPEND THE ASSISTANCE TO FIREFIGHTERS GRANT (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 25, 2021.) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a public hearing on August 25, 2021; seconded by Councilor Thibodeaux.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux talked about her Coffee with a Councilor on Saturday, 9:00 – 11:00 am.

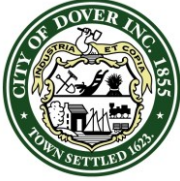
Councilor Williams recognized everyone involved in the Summer Programs.

Councilor Cullen said he attended the "Dover Night Out" with the Dover Police and Fire Department.

Councilor Shanahan referred to Citizen's Forum comments regarding creating a Charter Commission, and said he will be preparing a Resolution for the Council to consider the question. City Attorney Wyatt gave an overview of the Council's options.

16. ADJOURN

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.08.11 – 146**

Resolution Re: Authorization to Accept and Expend the Assistance to Firefighters Grant

WHEREAS: The City of Dover Fire & Rescue has received notice from the Federal Emergency Management Agency (FEMA) of the approval of a grant application submitted under the Grant Programs Directorate's Fiscal Year (FY)20 Assistance to Firefighters Grant. The program objective is to provide funding directly to fire departments and EMS organization for the purpose of protecting the health and safety of the public and first responder personnel.; and

WHEREAS: The grant application requests three Stryker Power stretcher loading systems in the amount of \$26,593 each and upgrades to three existing stretchers for compatibility in the amount of \$3,612.40 each. The grant lists an amount of \$82,378.36 with a 10% match of \$8,237.84 for a total amount of \$90,616.20. The City has thirty days from the notice of approval dated August 6, 2021 to accept or decline the grant; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization by the City Council to apply for, accept and expend Assistance to Firefighters Grant funds for eligible uses is required. Per 5-28.B, Competitive Bidding Purchase; Waiver: Competitive bidding may be waived by a majority vote of the City Council; and

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

In accordance with RSA 31:95-b the City Manager is authorized to accept and expend the Assistance to Firefighters Grant funds allocated for use by the City of Dover Fire and Rescue as appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Assistance to Firefighters Grant and authorizes the City Manager to sign all necessary paperwork for the grant.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the Assistance to Firefighters Grant, the Purchasing Agent is hereby authorized to issue a Purchase Order in the amount of \$90,616.20 to Sugarloaf Ambulance/Rescue Vehicles for Stryker equipment as set forth in this resolution. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

Financing

Account	Description	Appropriation	Balance
TBD	Assistance to Firefighters Equipment	90,616.20	90,616.20



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.08.11 – 146**

Resolution Re: Authorization to Accept and Expend the Assistance to
Firefighters Grant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 08/11/2021

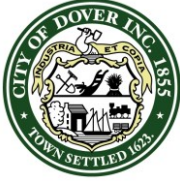
Public Hearing Date: 08/25/2021

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.08.11 – 146**

Resolution Re: Authorization to Accept and Expend the Assistance to Firefighters Grant

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Fire and Rescue submitted a grant application to purchase a total of three powered stretcher loading systems for a portion of our ambulance fleet. Dover Fire & Rescue would be using the awarded Assistance to Firefighters funds to outfit our two frontline ambulances and one reserve ambulance with powered stretcher loading systems. Our fourth ambulance is equipped with a bariatric stretcher and associated equipment used for bariatric patients within the City of Dover as well as a county mutual aid response.

Our grant request is based on a department wide risk analysis and is considered a high priority. The goal of this project is to provide compliance with National Fire Protection Agency 1500 – Standard on Fire Department Occupational Safety, Health and Wellness Program for the safety of our responders and patients. This purchase will ensure safety standardization across the fleet and significantly reduce the risk of provider injury when a patient occupied stretcher is lifted into and out of an ambulance. Working as an EMS first responder is a demanding job, both physically and emotionally. The repetition of lifting stretchers in and out of an ambulance places our members at increased risk of back or spinal injury as well as other muscular-skeletal injuries.

In 2020, City of Dover Fire & Rescue ambulances transported 2,798 patients to EMS receiving facilities (Image Trend 2020). For each patient transport, an ambulance stretcher will be manually loaded and unloaded a minimum of four times per transport. That equates to 2,798 total transports x 4 stretcher loads/unloads = 11,192 times a stretcher is lifted in and out of an ambulance per year. These totals do not account for the number of times a stretcher is removed for cleaning or decontamination, training, maintenance and any other various circumstances where removing the stretcher would be required.

The Stryker Power-LOAD System and its components are covered under a 1-year warranty. Training for the new systems are provided by the manufacturer at no cost to the organization. Provider level training will be conducted for all employees as well as instructor level training to select employees for re-fresher training and initial training for new employees.

The total project cost comes to \$90,616.20. The cost breakdown is listed below:

- Stryker Power-LOAD System with installation and training: \$26,593.00 ea. (x3) = \$79,779.00
- Upgrade existing stretchers for compatibility: \$3,612.40 ea. (x3) = \$10,837.20



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: R – 2021.08.25 - 147
Resolution Re: Award of Annual Preventative Maintenance Agreement to Southworth-Milton, Inc. for Caterpillar Generators

WHEREAS: Southworth-Milton, Inc. is the authorized dealer/distributor for Caterpillar generators in the New England region and the City of Dover has twenty-five (25) Caterpillar emergency generators at various wells and pump stations, the fire stations, police station, Community Services Facility, City Hall, McConnell Center and warming center that were previously purchased through this vendor; and

WHEREAS: The generators require semi-annual inspections and preventative maintenance which has been completed by Southworth-Milton, Inc. using Caterpillar trained technicians since the original purchase of each piece of equipment. Southworth-Milton Inc. has offered an annual agreement in the amount of \$36,825.96 for services to be performed in November 2021 and May 2022; and

WHEREAS: Per 5-29.F, Exemptions to Competitive Bidding, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when sole-source purchases are utilized where the proposed purchase is manufactured or provided by only one entity.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Southworth-Milton, Inc. of Milford, MA for semi-annual inspections and preventative maintenance of the city's Caterpillar generators in the amount of \$36,825.96. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43250.4433.00000.00	Sewer Maintenance Charges Equipment	27,369	24,914
5300.1.300.43320.4433.00000.00	Water Maint Charges Equipment	46,612	36,282
1000.1.300.43180.4431.00000.00	F&G Maint Charges Bldg	141,822	141,058
1000.1.220.42220.4434.00000.00	Fire Maint Charges	80,395	64,508
3381.1.350.41941.4431.00000.00	McConnell Center Maint Equip	27,000	25,579
1000.1.210.42170.4431.00000.00	Police -Maint Chrgs - Buildings	2,580	2,580
1000.1.300.41941.4433.00000.00	Maint Chrgs - Equipment	2,750	2,750
2110.1.190.41991.4433.01150.00.	ARPA-Maint Chrgs - Equipment	1,193	1,193



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: R – 2021.08.25 - 147

Resolution Re: Award of Annual Preventative Maintenance Agreement to Southworth-Milton, Inc. for Caterpillar Generators

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: R – 2021.08.25 – 147
Resolution Re: Award of Annual Preventative Maintenance Agreement to Southworth-Milton, Inc. for Caterpillar Generators

RESOLUTION BACKGROUND MATERIAL:

The Community Services Department has used Southworth-Milton, Inc. to maintain the Caterpillar generators located throughout the City of Dover since their original purchase. Southworth-Milton, Inc. is the only dealer/distributor for Caterpillar generators in the New England region and the City has twenty-five (25) Caterpillar generators at various wells and pump stations, the fire stations, police station, Community Services Facility, City Hall, McConnell Center and warming center. These generators require semi-annual (November and May) inspections and preventative maintenance which has been conducted by Southworth-Milton, Inc. and their Caterpillar generator trained technicians since the original purchases. Southworth-Milton, Inc. has offered an annual agreement for these services to be performed in November 2021 and May 2022 in the amount of \$36,825.96. Due to the nature of the emergency generator operations, the Community Services Department requests only Caterpillar trained technicians service the units.

Generator Locations:

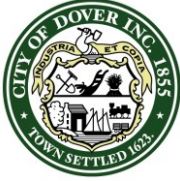
61 River Street, Pump Station	South End Fire Station	North End Fire Station
Griffin Well Portable	Campbell Well	Police Station
Mill Street, Pump Station	Willand Pond	Portable Unit, Mast Rd.
Leighton Way, Pump Station	City Hall	Smith Well
5 Boston Harbor, Pump Station	11 Lowell, Pump Station	Warming Ctr, Somersworth
Community Services Facility, Mast Rd.	Stonewall, Pump Station	Cocheco Street
Charles Street, Pump Station	Huckleberry Hill WWTP	Varney Brook
McConnell Center	Calderwood, Pump Station	
Central Fire Station	Pole Barn, Mast Road	

Award Information:

A purchase order will be issued to Southworth-Milton, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2021-2022	Estimated Delivery:	Nov 2021 & May 2022
Recommended Award to:	Southworth-Milton, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding process.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.08.25 – 148**
Resolution Re: B22002 Dover Ice Arena Sprinkler System Renovation

WHEREAS: A sealed Request for Proposal #B22002 was issued and received for the renovation of the existing NFPA#13 dry sprinkler system at the Dover Ice Arena on August 11, 2021 at 2:00 PM. A mandatory pre-proposal meeting was held on July 15, 2021 at 10 AM with four vendors attending; and

WHEREAS: Three bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach for completing the work, commitment to timeline, as well as proposal costs. The low bid meeting the selection criteria was submitted by Capitol Fire Protection Co., Inc. of Loudon, NH, who is also the original installer of the existing sprinkler system, in the total base bid amount of \$106,300.00, add Alternate #1 for a nitrogen system in the amount of \$20,025.00, and Add Alternate #2 an allowance in the amount of \$20,000.00 to cover repair, patching and painting due to damage created by the project; and

WHEREAS: It is the recommendation to accept the proposal deemed most advantageous to the City and with lowest offered rates submitted by Capitol Fire Protection Co., Inc in the amount not to exceed \$146,325.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Capitol Fire Protection Co., Inc. of Loudon, NH for the renovation of the existing NFPA#13 dry sprinkler system at the Dover Ice Arena in the amount not to exceed \$146,325.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4021.1.350.45149.4727.05402.21	Building Systems	75,000	75,000
1000.1.350.45149.4741.00000.00	Arena-Machinery & Equipment	60,000	60,000
1000.1.350.45149.4431.00000.00	Arena - Maint Chrgs - Buildings	36,250	34,731

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.08.25 – 148**

Resolution Re: B22002 Dover Ice Arena Sprinkler System Renovation

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.08.25 – 148**
Resolution Re: B22002 Dover Ice Arena Sprinkler System Renovation

RESOLUTION BACKGROUND MATERIAL:

The City requested pricing information and availability from qualified vendors to renovate an existing NFPA#13 sprinkler system in accordance with state and local approvals at the Dover Ice Arena. The existing dry sprinkler system was installed over twenty years ago, and there is currently a presence of tubercles and slime that are impeding the performance of the sprinkler system.

In addition to the cost of the renovation, vendors were asked to include an alternate price for a nitrogen system. As oxidation of metal leads to corrosion in fire sprinkler pipes, a nitrogen system will remove a percentage of oxygen from inside the fire sprinkler piping and replace with pure nitrogen to eliminate oxidation from occurring and or rust.

The renovation timeline will work in phases during unoccupied rink time with final project completion by June 27, 2022.

Bid Information:

A sealed Request for Proposal #B22002 was issued and received for the renovation of the existing NFPA#13 dry sprinkler system at the Dover Ice Arena on August 11, 2021 at 2:00 PM.

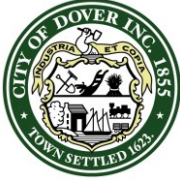
Award Information:

A purchase order will be issued to Capitol Fire Protection Co., Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	160	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	June 2022
Recommended Award to:	Capitol Fire Protection Co., Inc.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22002 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.08.25 – 149**

Resolution Re: Setting Voting Hours for the November 2, 2021 Dover
Municipal Election

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover;
and

WHEREAS: The Dover Municipal Election will be held on November 2, 2021.

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

The voting hours at all Wards in the City of Dover shall be from 7:00 a.m. to 7:00 p.m. for
the Dover Municipal Election to be held on November 2, 2021.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

Document Created by: City Clerk
Document Posted on: August 20,
2021

R-2021.08.25_Setting Voting Hours NH Primary and State General Elections
Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2021.08.25 – 149**
Resolution Re: Setting Voting Hours for the November 2, 2021 Dover
Municipal Election

DOCUMENT HISTORY:

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

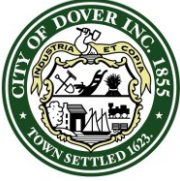
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

RSA 659:4 requires that the City Council determine polling hours in state elections no later than 30 days prior to a state election.

The Moderators and Supervisors of the Checklist have been contacted in regards to the hours proposed in this resolution and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.08.25 – 150**

Resolution Re: Approval of Tri-City Agreement with Community Action Partnership for Warming Center Staffing

WHEREAS: The City of Dover owns a facility at 30 Willand Drive, Somersworth, N.H. (“Warming Center”) to be used as an Emergency Extreme Cold Weather Warming Center in the area to provide for the welfare of those in need and meets safety needs related to COVID-19; and

WHEREAS: The Tri-City Partnership, led by the Cities of Dover, Rochester, and Somersworth seek to engage the Community Action Partnership of Strafford County (“CAP”) to operate the Warming Center on an as-needed basis through the 2021 – 2022 winter season; and

WHEREAS: CAP has provided a budget for operating the Warming Center seeking funding of \$99,866.64 for the 2021-2022 winter season funded through monthly invoices to the Cities of Dover and Rochester in an amount up to \$49,433.50 each.

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

The City Manager is hereby authorized to enter into an agreement with the Cities of Rochester, and Somersworth, and the Community Action Partnership of Strafford County, for the staffing and operation of the center through this winter. The amount of this authorization shall be limited so as not to exceed available funding.

AND, FURTHER BE IT RESOLVED THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Community Action Partnership of Strafford County pursuant to the Agreement for operating an emergency extreme cold weather warming center as set forth in the duties and responsibilities of Dover Code Chapter V Article III, Purchasing Procedures. The amount of this authorization shall be limited so as not to exceed available funding.

FINANCING

Account	Description	Appropriation	Balance
2110.1.190.41991.4330.01150.00.000.000.300	ARPA Other Professional Services	\$3,767,843	\$3,747,862.46

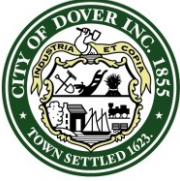
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.08.25 – 150**

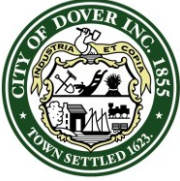
Resolution Re: Approval of Tri-City Agreement with Community Action
Partnership for Warming Center Staffing

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.08.25 – 150**

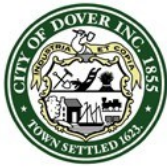
Resolution Re: Approval of Tri-City Agreement with Community Action
Partnership for Warming Center Staffing

RESOLUTION BACKGROUND MATERIAL:

In November of 2020 the City of Dover purchased property located at 30 Willand Drive, Somersworth, N.H. to be used as an Emergency Extreme Cold Weather Warming Center in the area in order to provide for the welfare of those in need and meet safety needs related to COVID-19. The Tri-City Partnership, led by the Cities of Dover, Rochester, and Somersworth seek to engage the Community Action Partnership of Strafford County (“CAP”) to operate the Warming Center on an as needed basis through the 2021 – 2022 winter season.

Under the attached Agreement CAP shall independently develop, staff, and operate the Warming Center, as needed, from time to time during extreme cold weather events warranting the shelter being open. Extreme cold weather events shall be determined by Emergency Management Directors (“EMD’s”) through consultation with state officials. As the building owner, the City of Dover will be responsible for all building and grounds costs including maintenance, utility, and snow removal. Additionally, the City of Dover will also provide a passenger van, with fuel and maintenance support, for use by approved CAP staff. As the host community, the City of Somersworth will provide in kind services of police, fire, ambulance, and other essential municipal services available to property owners in their community. Finally, the Cities of Dover and Rochester will contribute an amount up to \$49,433.50 to CAP for the operation of the Warming Center. Funding will be based on the monthly invoices sent separately to the communities for their share of services rendered.

The funding for the Warming Center derives from the Coronavirus State and Local Fiscal Recovery Fund, established by the American Rescue Plan Act of 2021. As a subrecipient of this Grant CAP is required to adhere to all guidelines stated by the Grant Terms. Specifically, aggregate reporting is required for contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are below \$50,000. To meet this requirement CAP will provide weekly reports following each activation identifying demographics and services provided for clientele served and any other reports, information, documents, or acts as required by granting authorities.



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AGREEMENT

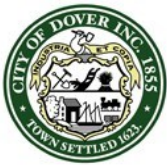
This Emergency Cold Weather Warming Center Operations Agreement (the “Agreement”) is entered into this ____ day of _____, 2021, between **THE CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820, **THE CITY OF ROCHESTER**, a municipal corporation, 31 Wakefield Street, Rochester, New Hampshire 03867, **THE CITY OF SOMERSWORTH**, a municipal corporation, One Government Way, Somersworth, New Hampshire 03878, (collectively the “Municipalities”) and **COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**, (“CAP”), 577 Central Ave., Suite 10, Dover, New Hampshire 03820.

WHEREAS, the City of Dover owns a facility that has been outfitted to function as an emergency cold weather warming center at 30 Willand Drive, Somersworth, N.H. (“Warming Center”);

WHEREAS, the Cities of Dover, Rochester and Somersworth seek to engage CAP to operate the Warming Center on an as needed basis through the 2021 – 2022 winter season;

NOW THEREFORE, for consideration received and acknowledged herein, the parties agree as follows:

1. **Purpose.** This Agreement is to formally memorialize an agreement between the parties and authorize CAP, to provide staffing and coordination of services for the Warming Center, as needed.
2. **Scope of Services.** During extreme cold weather events as determined by the tri-city Emergency Management Directors (“EMD’s”), between the period of November 29, 2021 to April 1, 2022, CAP shall staff, and operate the Warming Center and provide coordination of related services. The EMD’s will consult with each other and State officials to determine when an activation of the Warming Center is necessary given forecasts of life-threatening weather conditions. One of the EMD’s will be designated to serve as the point of contact with CAP to give advance notice of the need for an activation. When activated and in operation, the Warming Center shall be open and staffed by CAP between the hours of 4 p.m. and 10 a.m. During extended multi-day weather events, the EMD’s may request, and CAP may extend, the operating hours of the Warming Center to remain open and staffed between 10 a.m. and 4 p.m. until the end of the weather event. Such Warming Center services provided by CAP shall include, but not be limited to:
 - a. Allocate 1 full-time paid CAP staff to serve as a Warming Center Manager for the term of this agreement that will hire, train, and supervise staff, as well as develop and institute program policies and procedures, manage staffing schedules, and evaluate and resolve staff and/or client conflicts related to the Warming Center operations.
 - b. Allocate 2 additional full-time CAP staff to serve as program staff for the term of this agreement that will deliver direct care services to Warming Center clientele during activations. Services provided will include sign in/out, safety monitoring, conflict



CITY OF DOVER

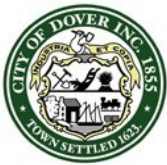
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- resolution, management of client shower and laundry, dispensing of personal care products, cleaning of facility, and implementing and enforcing shelter policies. Program Staff will also operate the shelter van to transport clients to/from the bus stop during shelter open/close hours.
- c. Minimum of two paid staff to be present from 10pm to 6am during Warming Center activations with 1 paid staff, supplemented by volunteers, from 4pm to 10pm and from 6am to 10am. the services of one full-time Shelter Manager and other staff as may be needed to conduct supervision and operation of the Warming Center at designated hours,
 - d. Maintain sheltering supplies, clean and/or sanitize facility equipment, bathrooms/showers and bedding, as needed.

The City of Dover, as the building owner, will be responsible for all building and grounds costs including maintenance, utility, and snow removal. Additionally, the City of Dover will also provide a passenger van, with fuel and maintenance support, for use by approved CAP staff.

The City of Somersworth, as the host community, will provide in kind services of police, fire, ambulance and other essential municipal services available to property owners in their community.

- 3. **Reporting/Cooperation.** For the term of this Agreement, CAP shall provide usage reports following each activation identifying demographics and services provided for of clientele served at the Warming Center. In the event the Municipalities may need more or other reports, information, documents, or acts as required by granting authorities, CAP agrees to fully cooperate with fulfilling such requirements.
- 4. **Changes to the Cost of the Work and the Scope of Services.** Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
- 5. **Term.** CAP shall commence work upon the execution of this Agreement. This Agreement is effective upon the signing of the Agreement from November 29, 2021 to April 1, 2022.
- 6. **Cost and Payment.** The Warming Center budget attached as Exhibit A and provided by CAP, details the approved costs for operating the Warming Shelter. The Cities of Dover and Rochester shall provide an amount of \$49,433.50 each in support of these costs, totaling \$98,867. Provided such services fall within the aforesaid grant requirements, the Cities of Dover and Rochester shall pay the CAP within thirty (30) days upon performance and presentation of an invoice supplied by CAP detailing the work performed. Invoices will be presented monthly by CAP, separately to each



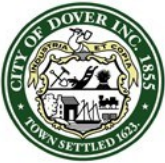
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community for their share of services rendered.

7. Insurance.

- a. CAP shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the Municipalities. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the Municipalities by CAP, as well as proof of an endorsement or policy additional insured provisions confirming the Municipalities' additional insured status. The Municipalities shall be named as an additional insured on CAP's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the Municipalities with the same scope of coverage provided to CAP under the general liability policy without subjecting the Municipalities to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the Municipalities prior to cancellation of the policy. CAP shall also provide the Municipalities certificates of renewal and, if requested, proof of an endorsement or policy additional insured provisions for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy. For purposes of the insurance required by this paragraph, to the extent the Municipalities and CAP are insured or covered by the same insurer or risk pool with respect to a claim, then the parties hereby agree that, as between the Municipalities and CAP, whichever party is or may be found to be primarily at fault for any asserted claim shall bear the adverse impact (or experience factor) for purposes of future insurance or risk pooling underwriting, risk rating, costs, or premium determinations.
- b. CAP shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by CAP in connection with this Agreement at no cost to the Municipalities. The coverage of said insurance policy shall be in the amount of not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the Municipalities by CAP. CAP shall also provide the Municipalities certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy. For purposes of the insurance required by this paragraph, to the extent the Municipalities and CAP are insured or covered by the same insurer or risk pool with respect to a claim, then the parties hereby agree that, as between the Municipalities and CAP, whichever party is or may be found to



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be primarily at fault for any asserted claim shall bear the adverse impact (or experience factor) for purposes of future insurance or risk pooling underwriting, risk rating, costs, or premium determinations.

- c. By signing this Agreement, CAP agrees, certifies, and warrants that CAP is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Vendor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

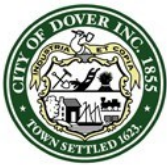
8. **Indemnification.** Community Action Partnership of Strafford County, as a condition of operating the Warming Center, shall defend (with counsel acceptable to the Municipalities), indemnify, and hold harmless the Municipalities and their public officials, officers, employees, agents, and/or contractors (collectively "Indemnitees") for any injury, bodily injury, property damage, accident, fire, loss, theft or other casualty of any kind whatsoever, including but not limited to injuries or damages caused by or to clients or prospective clients of the Warming Center together with any manner of property damage or injury to the Municipalities, which occurs or is alleged to have occur in relation to and/or arising out of the preparation and/or operation of the Warming Center by CAP and/or CAP's agents, employees, volunteers, contractors, vendors, and/or consultants.

The Indemnitees shall promptly, and no later than thirty (30) days after receiving actual notice of a claim, notify CAP in writing of said claim. Thereafter, CAP shall promptly provide a defense to the Indemnitees with counsel reasonably acceptable to the Indemnitees. The Indemnitees shall cooperate with CAP in defending any claims for which indemnification is sought and make available witnesses, documents and materials as may be reasonably necessary for the defense of the indemnified matter.

CAP's obligations to defend, indemnify, and hold harmless the Indemnitees provided herein shall endure and continue to and until the last to occur of (i) the last date permitted by law for the bringing of any claim or action with respect to which indemnification may be claimed or (ii) the date on which all claims or actions for which indemnification may be claimed are fully and finally resolved and, if applicable, with respect to each such claim and action, any compromise thereof or judgment or award thereon is paid in full by CAP, and the Indemnitees are reimbursed for any amounts paid and compromised thereof or upon a judgment or award thereon and in defense of such action or claim.

9. **Warranty:** CAP shall perform the work within the Scope of Services commensurate with the standard of the trade/industry involved in the performance of this Agreement. In connection with the performance of the Scope of Services, CAP shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local.

10. **Dispute resolution.** All parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. All parties consent

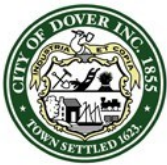


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to venue and personal jurisdiction in the State of New Hampshire. Venue shall be Strafford County.

11. **Termination.** Any party may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered, or performance of services already paid for. Warranties shall not be subject to termination.
12. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.
13. **Waiver of breach.** No failure by the Municipalities to enforce any provisions of this Agreement shall be deemed a waiver of their rights under this Agreement.
14. **Applicable law.** This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
15. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the Municipalities and CAP any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the Municipalities or CAP shall be for the sole and exclusive benefit of the Municipalities and CAP.
16. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.
17. **Personnel.** CAP shall provide all personnel necessary to perform the work under this Agreement. CAP warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.
18. **Assignment/Delegation/Subcontracts.** CAP shall not assign, or otherwise transfer, any interest in this Agreement without the prior written consent of the Municipalities. CAP may subcontract with reasonable prior notification to the Municipalities, who reserves the right to object to such subcontract.
19. **Contractor's Relation to the Municipalities.** In the performance of this Agreement CAP is in all respects an independent contractor with control over the means and methods of the warming center program, and is neither an agent, joint venture, partner, nor employee of the Municipalities. CAP, and not the Municipalities, is solely

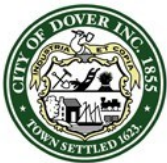


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responsible for operating the Warming Center and any related program or service, as well as observance of any and all applicable laws, including but not limited to federal and state medical privacy laws that may be applicable. Entities must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the State of New Hampshire to the extent required by law.

20. **Confidentiality.** Confidentiality of any and all information/data held by the Municipalities under or related to this Agreement shall be governed by New Hampshire RSA Chapter 91-A.
21. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
22. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
23. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:
- | | |
|--|---|
| <u>City of Dover</u>
Michael Joyal, Jr., City Manager
288 Central Avenue
Dover, NH 03820 | <u>Community Action Partnership of Strafford County</u>
Betsey Andrews-Parker, Executive Director
577 Central Avenue, Suite 10
Dover, NH 03820 |
| <u>City of Rochester</u>
Blaine Cox, City Manager
31 Wakefield Street
Rochester, NH 03867 | <u>City of Somersworth</u>
Robert M. Belmore, City Manager
One Government Way
Somersworth, NH 03878 |
24. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.
25. **Appropriations:** Continuation of the Agreement is contingent upon the appropriation of



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funds. All obligations of the Municipalities stated in this agreement, including, but not limited to, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds by the Municipalities' respective City Councils and in no event will the Municipalities be liable for any payments or obligation hereunder in excess of such appropriated funds. The Municipalities shall not be required to transfer funds from any other account to satisfy payments hereunder. CAP will have the right to terminate this agreement immediately upon receiving notice of such termination due to the non-appropriation of funds.

26. **Immunity:** Nothing within this Agreement shall be deemed to constitute a waiver of any immunity of the Municipalities, which immunities are hereby reserved to the Municipalities. This covenant shall survive the termination of this contract's conclusion.

27. **Grant Requirements.** CAP acknowledges the obligations of the Municipalities pursuant to the Coronavirus State and Local Fiscal Recovery Fund, established by the American Rescue Plan Act of 2021, including but not limited to all obligations of contractors and subcontractors stated therein. CAP certifies it is presently, and shall at all times during this Agreement, remain in compliance with all such grant-related obligations of the Municipalities.

28. **Entire Agreement.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

Signatures to Follow

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

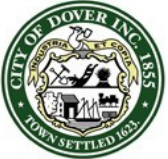
Betsey Andrews-Parker, Executive Director
Duly Authorized

Date

CITY OF DOVER

J. Michael Joyal, Jr., City Manager

Date

 CITY OF DOVER	288 CENTRAL AVENUE DOVER, NH 03820 WWW.DOVER.NH.GOV 603.516.6000
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CITY OF ROCHESTER

Baine Cox, City Manager

Date

CITY OF SOMERSWORTH

Robert M. Belmore, City Manager

Date

Warming Center @ Willand Pond

November 29 - April 1

Season = 123 days, 18 weeks, 4 holidays, est 30 clients

Estimates: Activated 60 days, 9 weeks, 4 holidays, 30 clients

Activation Criteria: Below 32 degrees OR Below 40 degrees with precip./high wind chill

Open 5p - 8a when activated, Daytime activation to be determined as needed

Expense	Estimate	Amount	Staffing:	(3) 40-hour staff
Salary		\$68,366.00		(1) Volunteer/Donation Coordinator
Benefits		\$17,720.64		(1) Shelter Manager
<u>Total Staffing</u>		<u>\$86,086.64</u>		
			Donations:	Meals
Safety/Cleaning Supplies	140/wk	\$2,520.00		Snacks
Paper Goods	170/wk	\$3,060.00		Beverages
Background Check	20 x \$50	\$1,000.00		Laundry Detergent
<u>Total Supplies</u>		<u>\$6,580.00</u>		Personal Hygiene Products
				Face Cloths/Towels
Laundry	\$400/wk	\$7,200.00		
<u>Total Services</u>		<u>\$7,200.00</u>	Paid by City:	Electricity
				Internet
Total Cost		<u>\$99,866.64</u>		Snow Removal
				Trash Removal
				Heat/Hot Water
				Professional Cleaning
				Van Gas and Maintenance



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.08.25 – 151**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #9,
Upgrades to River Street Pump Station

WHEREAS: A sealed (RFQ) Request for Qualifications B11001 was issued and received for Professional Engineering Services for the Waste Water Treatment Facilities Plan on August 23, 2010 at 2:00 PM; and

WHEREAS: Wright-Pierce was awarded design of equipment upgrades and plant processes via resolution [R-2012.07.25-96](#). City Council has approved various change orders throughout the years as additional scope of services were submitted using available funds as outlined in the background section of this resolution; and

WHEREAS: The River Street Pump Station Upgrade Conceptual Design was approved via resolution [R-2020.05.13-066](#) and completed by Wright-Pierce in the Spring of 2021. The City received an additional scope of work to complete the Preliminary Design-Phase II and Final Design-Phase III for the River Street Pump Station Upgrade in the amount not to exceed \$677,000.00 contingent upon final approval by the NH Department of Environmental Services.

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

Upon receipt of approval by the NH Department of Environmental Services, the Purchasing Agent is hereby authorized to issue a Purchase Order to Wright-Pierce of Portsmouth, NH for the Preliminary Design-Phase II and Final Design-Phase III for the River Street Pump Station Upgrade in the amount not to exceed \$677,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4741.04572.10	Sewer - Pump Station Upgrade Mach & Equip	200,000.00	4,120.66
5320.1.300.43250.4757.04572.20	Sewer - Pump Station Upgrade	1,000,000.00	931,405.00
5320.1.300.43250.4757.04572.22	Sewer - Pump Station Upgrade	7,206,000.00	7,206,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.08.25 – 151**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #9,
Upgrades to River Street Pump Station

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.08.25 – 151**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #9,
Upgrades to River Street Pump Station

RESOLUTION BACKGROUND MATERIAL:

Wright-Pierce Engineers completed a Comprehensive Wastewater Treatment Facilities Plan for the City in March 2012. The plan was necessary because the Wastewater Facility went on line in June of 1991, and although the facility has been maintained extremely well, many of the operating components of the facility were in need of an upgrade.

In 2012, the City entered into an agreement with Wright Pierce Engineers for the engineering design phase for equipment upgrades and plant processes to meet new NH Department of Environmental Services (NHDES) parameters. Wright Pierce was awarded Phase I design of equipment upgrades and plant processes phase via council resolution [R-2012.07.25-96](#) in the amount of \$496,500.00.

The City received very favorable pricing for the construction of the Phase I upgrades, thereby allowing the City to continue the design services for upgrades needed and identified in the City's Waste Water Facility Plan. City Council approved Additional Scope of Work #1 for additional design services in the amount of \$110,600.00 via council resolution [R-2014.04.09-024](#).

Additional Scope of Work #2 adding \$9,925.00 for conceptual design services of the wet well/catch basin work was accepted in March 2016 and Additional Scope of Work #3 in the amount of \$256,800.00 for (IPP) Industrial Pretreatment Program study and catch basin screening facility design services was approved by the NHDES and via council resolution [R-2017.04.12-033](#).

Additional Scope of Work #4 adding \$81,900.00 for engineering services related to the design of the aeration blower and emergency generator work. Wright Pierce will perform evaluation, design, and provide bid specifications/consulting for the work, as well as construction oversight was approved via council resolution [R-2018.05.09-046](#).

Additional Scope of Work #5 adding \$62,800 for the River Street Pump Station Conceptual Design, \$3,500 for the Henry Law Avenue Sewer Cleaning Bid Package, and \$2,500.00 for the Replacement Rotation Assembly Bid Package for a total of \$68,800.00 was approved via council resolution [R-2020.05.13-066](#).

Additional Scope of Work #6 adding \$379,276.00 for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the new catch basin and wet well cleanings treatment facility was approved by the NHDES and via council resolution [R-2020.10-28-183](#).

Additional Scope of Work #7 adding \$120,000.00 for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the Stark Avenue and Downtown Area Sewer Rehabilitation Project – Phase A was approved by the NHDES and via council resolution [R-2021.03.10-028](#).

Additional Scope of Work #8 adding \$142,200.00 for construction administration services, resident engineering and supporting staff, supervision of initial start-up and operation of the project, manual preparation, and record drawings for the Stark Avenue and Downtown Area Sewer Rehabilitation Project – Phase B was approved by the NHDES and via council resolution [R-2021.05.26-076](#).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.08.25 – 151**
Resolution Re: B11001 Wright-Pierce Additional Scope of Work #9,
Upgrades to River Street Pump Station

Additional Scope of Work #9 for Upgrades to the River Street Pump Station is being requested to complete the Preliminary Design-Phase II and Final Design-Phase III in the amount not to exceed \$677,000.00 contingent upon final approval by the NH Department of Environmental Services. The Conceptual Design was completed by Wright-Pierce in the Spring of 2021. On August 11, 2021, the FY2022 CIP Appropriation and Authorization for CWSRF Loan for River Street Pump Station Upgrades in the amount of \$7,206,000.00 was approved via council resolution [R-2021.07.14-131](#).

The River Street Pump Station is approaching 30 years old and a substantial amount of the existing building, control, and electrical systems are original to the station. As part of the City's ongoing efforts to maintain and upgrade existing infrastructure to ensure the reliable operations for the City's users, the City would like to begin planning for upgrades to the station. The River Street Pump Station and associated force main are critical components of the City's wastewater infrastructure as over 80% of the City's wastewater is conveyed through the station and force main. In order to better define the specific needs at the pump station, surge tanks, and force main, Wright-Pierce will complete a conceptual design memorandum for these items.

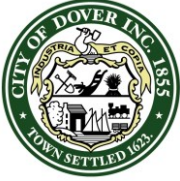
Award Information:

A purchase order will be issued to Wright-Pierce to authorize expenditures as outlined in this resolution. Approval of the Additional Scope of Work (aka Engineering Design Phase Contract for Professional Services for Treatment Works) is also required by the NH Department of Environmental Services.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	117	Number of Responses:	8
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	May 2022
Recommended Award to:	Wright-Pierce	Fund:	CIP
Other Approvals Required:	NHDES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B11001 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2021.08.25 – 152**

Resolution Re: Ordering the Question of Forming a Charter Commission to Appear on the Ballot for the November 2, 2021 Municipal Election

WHEREAS: RSA 49-B:4-e provides that, upon determining that a revision of the municipal charter is necessary, the City Council may, by order, submit the question of establishing a commission to revise the charter to the voters; and

WHEREAS: A “revision” is defined within RSA 49-B:4-d to constitute “any change to an existing charter that results in a change to the municipality’s form of government” to another of the forms of government outlined in the statute.

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

A revision to the City of Dover’s municipal charter is hereby found to be necessary.

AND, BE IT FURTHER RESOLVED THAT:

The following question shall appear on ballot of the City of Dover’s November 2, 2021 municipal election: “Shall a charter commission be established for the purpose of revising or amending the municipal charter?”

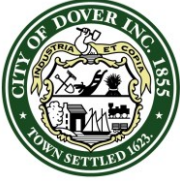
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2021.08.25 – 152**
Resolution Re: Ordering the Question of Forming a Charter Commission
to Appear on the Ballot for the November 2, 2021
Municipal Election

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

I. Recent Consideration of Charter Commission

Pursuant to the City's Charter (C11-11), at least once every ten years the City Council shall consider whether to form a Charter Commission. In January 2021, the City Council considered that issue in a resolution ([R-2021.01.13-012](#)) that failed.

Due to recent public interest expressed by certain citizens in possibly considering or forming a Charter Commission, this resolution is being submitted to again present the City Council with an opportunity to consider the issue of forming a Charter Commission.

II. General Overview of Process

The process of forming a Charter Commission begins with ordering a question to be placed on the ballot for voters to decide whether to convene a Charter Commission. Pursuant to RSA 49-B:4-e, the City Council may order that ballot question whenever the City Council "determine[s] that a revision of the municipal charter is necessary."

For the question ordered by this resolution to appear on the November 2, 2021 ballot, the City Council must adopt this resolution and issue an order at least 60 days in advance of the election. *See* RSA 49-B:3, III; RSA

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.2. Resolution Number: R - 2021.08.25 – 152 Resolution Re: Ordering the Question of Forming a Charter Commission to Appear on the Ballot for the November 2, 2021 Municipal Election
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49-B:4-e, III. Otherwise, the City would need to conduct a special election on the formation of a Charter Commission.

If the ballot question in this resolution is ordered to be placed on the ballot, then a subsequent special election (Citywide) would need to be convened for electing members of the Charter Commission. The Charter Commission would likely need an established budget beyond the \$100 envisioned in RSA 49-B:4, IV, given needs such as obtaining certification of a New Hampshire attorney. *See* RSA 49-B:4, VI(b).

III. “Revisions” versus “Amendments”

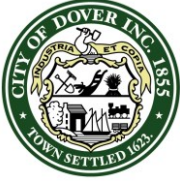
The statutes concerning municipal charters have different provisions and processes for undertaking “revisions” as compared to “amendments.”

A “revision” is defined within RSA 49-B:4-d to constitute “any change to an existing charter that results in a change to the municipality’s form of government” to another of the forms of government outlined in the statute. By statute, “amendments” are defined as any changes to the Charter that are not a revision. *See* RSA 49-B:4-f. In 2014 ([Laws 2014, Chapter 292](#)), the legislature enacted these clarified definitions, making it easy to discern what is a “revision” versus an “amendment”.

Only a Charter Commission may undertake and propose a “revision.” “Amendments” may be proposed by the City Council and, if approved by the reviewing state agencies, placed directly on the ballot for voters’ consideration. *See* RSA 49-B:5. While Charter Commissions may entertain amendments as part of its review of a “revision,” *see* RSA 49-B:4-e, IV, the threshold necessary for the City Council to invoke the process of forming a Charter Commission is a determination that a “revision” (meaning a change in the City’s form of government) is necessary. *See* RSA 49-B:4-e, I.

Following review of applicable law and discussion with the New Hampshire Attorney General’s Office, it would appear that “amendments” to the City’s Charter initiated by City Council are most clearly envisioned by, and should normally follow, the designated statutory procedure for amendments in RSA 49-B:5, and not the Charter Commission formation process in RSA 49-B:4-e.

In addition, voters may always directly petition for ballot questions, including the question concerning formation of a Charter Commission or “amendments” to the City Charter. *See* RSA 49-B:4-e, II; RSA 49-B:5, II & II-a.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2021.08.25 – 153**

Resolution Re: Ordering Amendments to the City's Charter to Appear on the Ballot for the Municipal Election on November 2, 2021

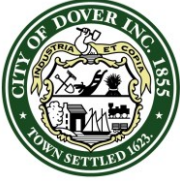
- WHEREAS: Pursuant to [R-2021.07.14-032](#) and [R-2021.06.23-120](#), the City Council, after duly noticed public hearings, approved two final reports on proposed amendments to the City of Dover's City Charter, entitled: (1) "City of Dover's Revised Final Report on Proposed Charter Amendments #1 Through #4, #6 Through #9, and #11 Through #22 to Be Placed on the Ballot for November 2, 2021 Election"; and (2) "First Addendum to City of Dover's Final Report on Proposed Charter Amendments to Be Placed on the Ballot for November 2, 2021 Election" (hereinafter referred to collectively as "Final Reports"); and
- WHEREAS: For purposes of this resolution, the proposed charter amendments in the Final Reports have been consolidated into a single document attached to this resolution entitled "Charter Amendments to Be Placed on the Ballot for November 2, 2021 Election"; and
- WHEREAS: The New Hampshire Attorney General, New Hampshire Secretary of State, and New Hampshire Department of Revenue Administration, who, pursuant to RSA 49-B:4-a, have reviewed and approved the proposed charter amendments within the Final Reports; and
- WHEREAS: Each of the charter amendments and ballot questions set forth in the attached document entitled "Charter Amendments to Be Placed on the Ballot for November 2, 2021 Election" are hereby found to be necessary for the reasons set forth therein.

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

Each of the charter amendments and ballot questions set forth in the attached document entitled "Charter Amendments to Be Placed on the Ballot for November 2, 2021 Election" are hereby ordered to, and shall, appear on the ballot at the next regular municipal election on November 2, 2021. For the avoidance of any doubt, the foregoing order applies to the Amendments/Ballot Questions in the attached document entitled "Charter Amendments to Be Placed on the Ballot for November 2, 2021 Election" numbered 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.

AND, FURTHER BE IT RESOLVED THAT:

The City Clerk is directed to take all actions prescribed by law to cause the charter amendments to appear on the ballot for the November 2, 2021 municipal election. The City Clerk shall determine the sequence and numbering of the ballot questions. Furthermore, pursuant to RSA 49-B:6, III(b), at least two weeks prior to the date of the election, the City Clerk shall: (i) update the accompanying list of proposed amendments to correspond to the numbering of the final ballot questions (if different than the sequence and numbering used in the attachment to this resolution), (ii) cause printed copies of the amendments to be available to voters in the City Clerk's office, and (iii) shall post the amendments and any summary thereof in the same manner that proposed ordinances are posted.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2021.08.25 – 153**

Resolution Re: Ordering Amendments to the City's Charter to Appear on the Ballot for the Municipal Election on November 2, 2021

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan
Councilor Lindsey Williams
Councilor Fergus Cullen

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

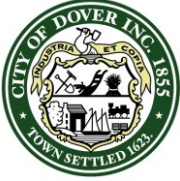
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2021.08.25 – 153**

Resolution Re: Ordering Amendments to the City's Charter to Appear on the Ballot for the Municipal Election on November 2, 2021

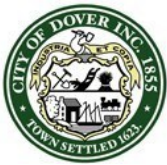
RESOLUTION BACKGROUND MATERIAL:

As referenced above, attached to this resolution is a consolidated set of proposed charter amendments entitled "Charter Amendments to Be Placed on the Ballot for November 2, 2021 Election". For reference, two Ballot Questions/Amendments that the City Council had originally proposed were withdrawn during the process of consulting the reviewing state agencies.

The charter amendments set forth in the attachment are the result of a process undertaken initially by the City Council's Ordinance Committee. The Ordinance Committee conducted a series of public meetings in 2020 and 2021 to identify, discuss, and refine proposed charter amendments. The Ordinance Committee held a special public meeting on April 20, 2021 to receive public comment.

Based on the Ordinance Committee's recommendations, proposed Charter amendments were brought forward to City Council for its review and consideration pursuant to RSA 49-B:5. Pursuant to [R-2021.07.14-032](#) and [R-2021.06.23-120](#), the City Council approved two final reports that comprise the set of proposed Charter amendments. By letters dated July 15, 2021 and July 29, 2021, certified copies of those final reports were then provided to the New Hampshire Attorney General, New Hampshire Secretary of State, and New Hampshire Department of Revenue Administration to review pursuant to RSA 49-B:4-a.

Upon receiving approval by the reviewing state agencies, the City Council must act to order the amendments to be placed on the ballot within seven days. *See* RSA 49-B:5, I(b). This resolution is being submitted in anticipation of the City receiving final approval from the three reviewing state agencies by the date of the City Council's next regular meeting on August 25, 2021.



CITY OF DOVER

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DOVER, NH 03820
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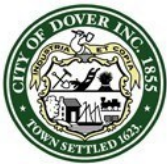
CHARTER AMENDMENTS TO BE PLACED ON THE BALLOT FOR NOVEMBER 2, 2021 ELECTION

Outlined below are proposed amendments to the City of Dover's Charter. The proposed Charter amendments and ballot questions set forth below were found necessary and approved by votes of the Dover City Council on July 14, 2021 (for Ballot Question/Amendment 9 below) and July 28, 2021 (for all other Ballot Questions/Amendments below).

The text of each proposed ballot question, along with an explanatory summary of the purpose of each amendment, is set forth below. Certain germane changes are grouped together to form one amendment and ballot question. *See* RSA 49-B:5, I(c); RSA 49-B:6, II. Text appearing in strikethrough format (~~example~~) indicates text that is proposed to be deleted. Text appearing in underline (example) indicates new text that is proposed to be added.

Questions concerning this Final Report can be directed to:

Susan Mistretta
City Clerk
City Clerk and Tax Collection Office, City of Dover
288 Central Avenue
Dover, NH 03820
603-516-6018
s.mistretta@dover.nh.gov



CITY OF DOVER

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Ballot Questions/Amendments

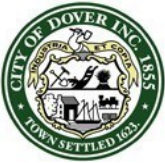
1. Shall the City of Dover approve the charter amendment reprinted below?

- a. *Amend § C3-5 to read: “A vacancy shall exist when any member dies, resigns, is removed for just cause, is permanently physically or mentally incapacitated to the degree they are unable to perform their duties, are judicially declared to be mentally incompetent or, in those instances where residence in the city or in one of its several wards is initially required, they move from the city or ward and establish their residence in some other place. Vacancies occurring in the office of Councilor at any time shall be filled at a special election to be called by the City Council. Said election shall be held no later than 60 days following the creation of the vacancy (with a filing period to be established by the City Clerk) except; ~~however,~~ in cases where such vacancies shall occur less than one year prior to the expiration of the term of office. In such case, the vacancy shall be filled by the election of a qualified person, as set forth in § C3-4 above, by a majority vote of the Council at the second regular meeting of the Council following the creation of the vacancy. Vacancies in the office of the Ward Councilor shall be filled from the same ward as the prior incumbent. ~~The Council shall declare the existence of vacancies among its membership or any other elective municipal office under this section or § C11-3 of this Charter, except as otherwise provided in this Charter.”~~*
- b. *Amend § C4-5 to read: “A vacancy shall exist when any member dies, resigns, is removed for just cause, is permanently physically or mentally incapacitated to the degree they are unable to perform their duties, are judicially declared to be mentally incompetent or, in those instances where residence in the city or in one of its several wards is initially required, they move from the city or ward and establish their residence in some other place. If a vacancy occurs on the School Board, the vacancy shall be filled by the School Board pursuant to RSA 671:33.”*
- c. *Delete § C11-3 in its entirety: ~~Vacancies.~~*
“~~In addition to other provisions of this Charter, a vacancy shall be deemed to exist in any department, office or board whenever an officer, member or employee dies, resigns, is removed for just cause, is permanently physically or mentally incapacitated to the degree they are unable to perform their duties, are judicially declared to be mentally incompetent or, in those instances where residence in the city or in one of its several wards is initially required, he/she moves from the city or ward and establishes his/her residence in some other place. Unless otherwise provided in this Charter, vacancies occurring under this section shall be declared to exist by the Manager in the case of department heads and by the department head in the case of departmental personnel.”~~

Background/Purpose: This amendment is intended to update, clarify, and slightly modify the process for filling vacancies on the City Council and School. The changes to C3-5 and C4-5 make section C3-11 superfluous.

2. Shall the City of Dover approve the charter amendment reprinted below?

- a. *Amend § C4-2 to read: “There shall be a School Board consisting of seven*



CITY OF DOVER

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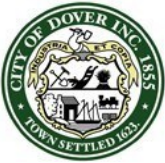
members, ~~One~~ member from each ward and one member elected at large. The term of office shall begin upon the member's election and making and subscription to the oath of office ~~qualification~~ and end upon the election ~~and qualification~~ of the member's successor and the successor's making and subscription of oath of office. All School Board members shall be elected for terms of two years and shall take office on the first Monday in January following the election. In the event that the first Monday of January is a holiday, the organization meeting shall take place on the Tuesday immediately following the first Monday of January."

- b. *Amend § C4-4 to read:* "~~In order t~~To be qualified to be a candidate for election as School Board Member, a person must be a duly qualified voter in the city and a resident of the city for at least one year immediately preceding the election. ~~In order t~~To be a candidate for election as a School Board member from a Ward, in addition to the aforementioned qualifications, a person must be a resident of the ward from which they are elected ~~he or she is seeking election~~. In the event that the ward boundaries are redistricted in conjunction with the Municipal Election ~~said Ward candidate is elected~~ which may result in removing them from said ward, the elected candidates shall be allowed to serve out their term as the representative of the Ward to which they are elected ~~for one term~~."
- c. *Amend § C3-1 to read:* "Except as otherwise provided in the Charter, all of the powers of the city shall be vested in a Council of nine Councilors, one Councilor from each ward, two Councilors at Large, and one Councilor to serve as Mayor, to be elected as provided in §§ C2-1 and C3-3. All Councilors shall be elected for terms of two years and shall take office on the first Monday in January following the election and shall hold office until their successors are duly elected and ~~qualified~~ have made and subscribed to the oath of office."
- d. *Amend § C3-4 to read:* "~~In order t~~To be qualified to be a candidate for election as Councilor at Large, a person must be a duly qualified voter in the city and must have been a resident of the city for at least one year immediately preceding the election. ~~In order t~~To be a candidate for election as a Ward Councilor, in addition to the aforementioned qualifications, a person must be a resident of the ward from which he or she is seeking election. A Councilor shall not be eligible to hold any other municipal office except Mayor or Deputy Mayor. In the event that the ward boundaries are redistricted in conjunction with the Municipal Election which may result in removing them from said ward, the elected candidates shall be allowed to serve out their term as the representative of the Ward to which they are elected."

Background/Purpose: This proposed amendment aims to clarify both residency requirements and the beginning and end dates for terms of office for elected officials. This subject impacts and requires changes to several sections of the City's charter for consistency.

3. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C6-5 to read: "The budget shall be adopted not later than April June fifteenth ~~of the fiscal year~~ and not earlier than seven days after the public hearing on the budget unless another date shall be fixed by ordinance."



CITY OF DOVER

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

Background/Purpose: This amendment is intended to update the due date for initial budget adoption to better align with practices and timing with respect to annual budgeting. The City's final budget is typically adopted in May or June. The City's fiscal year begins July 1.

4. Shall the City of Dover approve the charter amendment reprinted below?

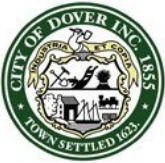
Amend § C7-6 to read: "There is hereby established a Personnel Advisory Board of three (3) citizens holding no other political office, who shall be appointed as follows: One (1) member by the Manager, one (1) by the council and the third by these two (2) appointees. The terms of all members shall be for three (3) years. It shall be the duty of the Personnel Advisory Board to study the broad problems of personnel policy and administration, to advise the Council concerning the personnel policies of the city and to advise the Manager regarding administration of the Merit Plan and to hear appeals from any employee aggrieved as to the status or condition of their employment or retirement. The Board shall promptly issue written reports containing findings of facts and recommendations to the Manager upon such appeals, but the board shall have no power to reinstate an employee unless it finds, after investigation, that disciplinary action was taken against the employee without just cause. The term "employee" as used in this section shall not include department heads and officers of the city (conduct of elected officials and appointed members of boards and commissions shall be addressed by the Ethics Commission as set forth in § C11-4). Nothing herein shall be construed as prohibiting an appeal by an aggrieved employee to the court."

Background/Purpose: This amendment is intended to clarify that the City's Personnel Advisory Board is intended to address solely employee issues or concerns, and not conduct of elected or appointed officials within the City.

5. Shall the City of Dover approve the charter amendment reprinted below?

- a. *Amend § C10-2 to read:* "Conflicts of Interest and Disqualification from Decision-Making Process. [Amended 9-5-1990, approved 11-6-1990 by election; 2-12-2003, approved 11-4-2003 by election] No elective or appointive officer or employee of this city shall knowingly take part in a decision concerning the business of this city in which ~~he/she~~ they or a member of their immediate family directly or indirectly has a financial interest, aside from ~~his/her~~ their salary as such officer or employee, greater than any other citizen or taxpayer. Any elective or appointive officer or employee of the city who has such financial interest in any such decision shall make full, public disclosure of such interest prior to the city's deliberating on such decision."
- b. *Delete § C10-3 in its entirety:* "~~Disqualification from Decision-Making Process. No elective or appointive officer or employee of this city shall take part in a decision concerning the business of this city in which they or a member of their family, directly or indirectly, has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer.~~"

Background/Purpose: This amendment aims to clarify the circumstances under



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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which a conflict of interest exists, as well as the action to be taken when such a conflict exists. The changes to C10 make C10-3 superfluous.

6. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C11-2 to read: “Written notice of the election or appointment to any city office or board shall be mailed (hard copy or electronic) to the individual involved at their last known physical or electronic address, by the City Clerk, within forty-eight (48) hours after the appointment is made or the results of any vote are certified by the Board of Supervisors of Elections to the City Council. Said notice shall state that within ten (10) days, the individual involved shall file with the City Clerk an acceptance of his/her election or appointment and failure to do so shall be deemed a refusal to serve, and the position shall thereupon be vacant.”

Background/Purpose: This amendment is intended to modernize the options for giving notice by recognizing the validity of electronic notification methods.

7. Shall the City of Dover approve the charter amendment reprinted below?

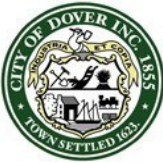
Amend § C11-4 to read: “The City Council shall establish by ordinance a five member Ethics Commission.[1] The Commission will investigate complaints filed against members of the City Council, School Board, and members of standing city boards and commissions. If the Commission believes a complaint warrants further action or censure it will forward its recommendation to the City Council for adjudication or the school board for complaints made against school board members. The Commission may also provide advice to the Council, City Manager, and Superintendent on matters of ethics and shall coordinate where appropriate with the Personnel Advisory Board described in § C7-6. At least one member of the Commission shall be a former Councilor or School Board member.”

Background/Purpose: This amendment clarifies and confirms that the City’s Ethics Commission may conduct educational or advisory activities in an attempt to be proactive and promote ethical conduct.

8. Shall the City of Dover approve the charter amendment reprinted below?

Amend § C11-13 to read: “All willful violations of provisions of this Charter, unless otherwise provided, are hereby declared to be violations, and all such violations and all violations of city ordinances for which no other punishment is provided shall be punishable by a fine of up to one thousand dollars (\$1,000) in the discretion of the court \$500, or imprisoned not more than 90 days, or both.”

Background/Purpose: This proposed amendment is intended to clarify C11-13 and bring the Charter’s default fine provision into alignment with the text of RSA 49-C:31.



CITY OF DOVER

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

9. Shall the City of Dover approve the charter amendment reprinted below?

a. *Amend § C1-2 to read as follows:*

“A. The city shall be divided into six wards as presently constituted. The general laws of the state relative to wards of cities, officers thereof and voters, checklists, elections and jurors shall be applicable to such wards.

B. Ward boundaries shall divide the City of Dover into six wards of as equal population as is practicable. To achieve that goal, starting upon the issuance of the results of the 2010 census, and every 10 years thereafter upon receipt of the federal census results, the City Council shall promptly initiate review of the ward boundaries to determine if redistricting is necessary and the City Council shall enact by ordinance any necessary ~~propose~~ changes to the ward lines pursuant to § C1-3 of the City’s Charter, ~~through a Charter amendment pursuant to RSA Chapter 49-B,~~ in such a way that will as near as is practicable ensure the wards have equal population.”

b. *Amend § C1-3 to read as follows:*

“If the City Council determines that ward redistricting is necessary upon receipt of the federal census results, then the City Council shall promptly undertake and enact such redistricting of ward boundaries in the form of an ordinance, which shall be approved by a two-thirds majority vote of all elected members of the City Council after a duly advertised public hearing posted in two public places at least seven days in advance of such hearing.

~~“Ward One begins at the Dover/Rollinsford boundary line at Hall Street; thence following southeasterly along the Dover/Rollinsford boundary to Broadway; thence southwesterly along the center line of Broadway to the intersection with the Boston and Maine Railroad; thence southeasterly along the railroad to Central Avenue; thence southerly along the center line of Central Avenue to Washington Street; thence westerly along the center line of Washington Street to Chestnut Street; thence northerly along the center line of Chestnut Street to the Cochecho River; thence northerly along the center line of the Cochecho River to Spaulding Turnpike; thence following the center line of the Spaulding Turnpike northerly to its intersection with Glenwood Avenue; thence following the center line of Glenwood Avenue in a northeasterly direction to Central Avenue; thence crossing Central Avenue to a block line established by the 2010 Census and following said block line in an easterly direction to the Dover/Rollinsford boundary line; thence following the Dover/Rollinsford boundary line a southeasterly direction to the point of beginning.~~

~~Ward Two begins at Broadway and the Rollinsford/Dover boundary; thence following the Dover/Rollinsford boundary in a southeasterly direction to the confluence of the Cochecho/Piscataqua River; thence following the center line of the confluence in a northwesterly direction to a block line established by the 2010 census; thence turning southwesterly to the intersection of Henry Law Avenue and Tennyson Avenue; thence following the center line of Tennyson Avenue in a southwesterly direction to Court~~



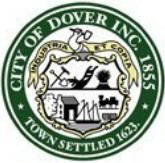
CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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Street; thence following the center line of Court Street in a northwesterly direction to Central Avenue; thence following center line of Central Avenue Street in a southwesterly direction to Silver Street; thence following the center line of Silver Street westerly to Elm Street; thence following the center line of Elm Street in a Southerly direction to Fisher Street; thence following the center line of Fisher Street in a easterly direction to Locust Street; thence following the center line of Locust Street southerly to Central Avenue; thence following the center line of Central Avenue westerly to the Spaulding Turnpike; thence following the center line of Spaulding Turnpike in a northwesterly direction to the intersection with the Boston and Maine Railroad; thence northeasterly along the railroad to center line of the Washington Street; thence following the center line of Washington Street in an easterly direction to the Community Trail; thence following the center line of Community Trail northerly to the center line of the Cochecho River; thence following the center line of the Cochecho River in an easterly direction to Chestnut Street; thence following along the center line of Chestnut Street northerly to Washington Street; thence following the center line of Washington Street easterly to Central Avenue; thence following the center line of Central Avenue northerly to the Boston and Maine Railroad line; thence following the Boston and Maine railroad line northeasterly to the intersection of Broadway; thence following the center line of Broadway in a northeasterly direction to the point of beginning.

Ward Three begins at the intersection of Spaulding Turnpike and Central Avenue; thence following the center line of Central Avenue in a northeasterly direction to Locust Street; thence following the center line of Locust Street northerly to Fisher Street; thence following the center line of Fisher Street in an westerly direction to Elm Street; thence following the center line of Elm Street northerly to the intersection with Silver Street; thence following the center line of Silver Street easterly to the intersection of Central Avenue; thence following the center line of Central Avenue in a northeasterly direction to Court Street; thence following the center line of Court Street southeasterly to Tennyson Avenue; thence following the center line of Tennyson Avenue in a northeasterly direction to Henry Law Avenue; thence following a block line established by the 2000 census in a northeasterly direction to the Cochecho River; thence following the Cochecho River southeasterly to its confluence with the Piscataqua River and the exterior block line established by the 2000 census located in the center of said Piscataqua River; thence following the exterior block line established by the 2000 census located in the center of the Little Bay channel where it intersects the Spaulding Turnpike at the Little Bay Bridge; thence following the exterior block line established by the 2000 census located in the center of Little Bay in a northwesterly direction to a point of intersection at the common boundary corner between Dover and Madbury near the Scammel Bridge; thence following the center line of the Bellamy River in a northwesterly direction to Spur Road Extension; thence following the center line of the Spur Road Extension southerly to the intersection Spur Road; thence following the center line of Spur Road northwesterly to the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a northwesterly direction to the point of beginning.

Ward Four begins at the intersection of the Bellamy River and Central Avenue; thence



CITY OF DOVER

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

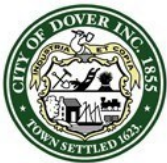
following the center line of Central Avenue northeasterly to the intersection with the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a southeasterly direction to Spur Road; thence following the center line of Spur Road southwesterly to Spur Road Extension; thence following the center line of Spur Road Extension in a northwesterly direction to a block line established by the 2000 Census and following said block line in a southwesterly direction to the Bellamy River; thence following the center line of the Bellamy River in a southwesterly direction to a point of intersection at the common boundary corner between Dover and Madbury near the Seammel Bridge; thence following the common boundary line between Dover and Madbury in a northwesterly direction to the center line of the Bellamy River; thence following the center line of the Bellamy River easterly to the point of beginning.

Ward Five begins at the Rochester/Dover line at the Cochecho River; thence following the Cochecho River southeasterly to the abandoned Railroad Bridge over the Cochecho River; thence following the abandoned railroad line southerly to Washington Street; thence following the center line of Washington Street westerly to the intersection with the Boston and Maine Railroad; thence following the center line of intersection with the Boston and Maine Railroad southerly to the Spaulding Turnpike; thence following the Spaulding Turnpike in a southerly direction to Central Avenue; thence following the center line of Central Avenue southerly to the Bellamy River Bridge; then following along the center line of the Bellamy River in a westerly direction to the Madbury/Dover/Barrington boundary; thence following the Madbury/Dover/Barrington boundary in a northwesterly direction to the point of beginning.

Ward Six begins at the point where the Dover-Somersworth-Rochester boundaries intersect with a block line established by the 2010 Census; thence proceeds westerly along the block line to the intersection with Glenwood Avenue; thence following the center line of Glenwood Avenue westerly to the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a southerly direction to the Cochecho River; thence following the Cochecho River in a northerly direction to the Dover/Rochester boundary line; thence following the boundary line in a northeasterly direction to the point of beginning.”

c. *Amend § C4-4 to read as follows:* “In order to be qualified to be a candidate for election as School Board Member, a person must be a duly qualified voter in the city and a resident of the city. In order to be a candidate for election as a School Board member from a Ward, in addition to the aforementioned qualifications, a person must be a resident of the ward from which he or she is seeking election. In the event that the ward boundaries are redistricted or amended at any time during their term of office or in conjunction with the Municipal Election said Ward candidate is elected which may result in removing them from said ward, the candidate shall be allowed to serve out their term as the representative of the Ward to which they are elected for one term.”

d. *Amend § C3-4 to read:* Include “or amended at any time during their term of office or” after the word “redistricted” as part of the proposed new final sentence of § C3-4 within the newly added language proposed with Question 2, such that the full new sentence at the end of this provision would read: “In the event that the ward boundaries



CITY OF DOVER

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

are redistricted or amended at any time during their term of office or in conjunction with the Municipal Election which may result in removing them from said ward, the elected candidates shall be allowed to serve out their term as the representative of the Ward to which they are elected.”

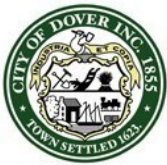
e. *Amend § C2-2 to read as follows:* “At each municipal election, the inhabitants of each ward shall choose three Selectpersons, a Clerk, a Moderator and a Supervisor of the Checklist, who, being duly sworn, shall perform and discharge respectfully the duties, in accordance with the provisions of State RSA and specified in Chapter 17, Article I, Election Procedures, of the Municipal Code, of said officers for said wards and shall hold office until their successors are duly elected and qualified. In case of any vacancy in said offices, in any ward, the City Council shall fill such vacancy at its first regular meeting after such vacancy shall occur. Appointees shall be from the same ward in which the vacancy exists and shall hold office for the unexpired term. The term of office shall be for a two year term. In the event that the ward boundaries are redistricted or amended at any time during the term of office of said officers for said wards or in conjunction with the Municipal Election which may result in removing them from said ward, the elected officers for said wards shall be allowed to serve out their term as an officer of the Ward to which they are elected.”

Background/Purpose: Due to the coronavirus disease 2019 (“COVID-19”) pandemic, the current census results have been delayed significantly. The City is expected to receive those results in September 2021, which is almost six months later than normal, and which would leave insufficient amount of time to review and if necessary redistrict wards in time for a charter amendment process, which requires approval by voters on November 2, 2021. Accordingly, this amendment is intended to assign ward review and redistricting to the City Council, in order to expedite that process in time for the 2022 elections. The amendment also includes related textual changes clarifying that the redistricting or amendment process shall not affect already-elected representatives or officers.

10. Shall the City of Dover approve the charter amendment summarized below?

Amend the City’s Charter such that all instances of numbers less than ten shall solely be spelled out, numbers greater than or equal to ten shall solely be represented numerically. This amendment would include the following affected sections of the Charter:

- a. Amend § C2-12 as follows: “preserve by the City Clerk for ~~thirty~~ 30 days”
- b. Amend § C3-6 as follows: “the sum of ~~one thousand dollars~~ (\$1,000)”
- c. Amend § C5-3 as follows: “at least six ~~(6)~~ days”
- d. Amend § C5-3 as follows: “at least ~~thirty~~ (30) days”
- e. Amend § C5-3 as follows: “within ~~ten~~ (10) days”
- f. Amend § C5-4 as follows: “at least six ~~(6)~~ days”
- g. Amend § C5-6 as follows: “at least thirty ~~(30)~~ days”
- h. Amend § C5-6 as follows: “within ~~ten~~ (10) days”
- i. Amend § C6-3.1A as follows: “the average of the ~~thirty six~~ (36) month changes”
- j. Amend § C6-3.1D as follows: “by a two-thirds ~~(2/3)~~ majority”
- k. Amend § C7-2 as follows: “within ~~sixty~~ 60 days”



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
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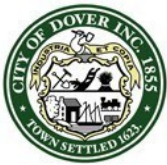
- l. Amend § C7-6 as follows: “three (~~3~~) citizens holding no other political office, who shall be appointed as follows: One (~~1~~) member by the Manager, one (~~1~~) by the council and the third by these two (~~2~~) appointees. The terms of all members shall be for three (~~3~~) years.”
- m. Amend § C10-10 as follows: “within one (~~1~~) year after”.
- n. Amend § C11-2 as follows: “within ~~forty-eight~~ (48) hours”
- o. Amend § C11-2 as follows: “within ~~ten~~ (10) days”.
- p. Amend § C11-11 A as follows: “once every ~~ten~~ (10) years”.

Background/Purpose: This amendment aims to correct lingering editorial inconsistencies in the Charter. The City has engaged a professional code service (General Code), who conducted an editorial review of the City’s charter and suggested these changes for purposes of clarity and uniformity.

11. Shall the City of Dover approve the charter amendment summarized below?

Amend the City’s Charter to remove superfluous commas, add commas and related words, correct apostrophe use, and correct structure of serial lists throughout the Charter as follows:

- a. Amend § C3-9A as follows: "To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by such emergency ordinance, authorize the issuance of emergency notes..."
- b. Amend § C5-7 as follows: "There shall be appointed by the Manager, such officers as are necessary to administer all departments which the Council shall establish..."
- c. Amend § C6-15 as follows: "The City of Dover may at any time have and incur debt for all purposes, subject in all respects, to the limits set forth in the Municipal Finance Act, RSA 33 subsequent amendments thereto."
- d. Amend § C8-4 as follows: "The City of Dover may furnish to the Town of Rollinsford such assistance for the protection against and the extinguishment of fires by the extension of its hydrant system and through the services of its Fire Department and fire-fighting apparatus, as may be agreed upon by said city and town."
- e. Amend § C3-2 to include a comma, and the word “and” before “adopting rules” as follows: "The Councilors so chosen shall meet in their capacity as the City Council on the first Monday of January next following their election for the purpose of taking their respective oaths of office, and adopting rules for the transaction of business required by law or ordinance to be transacted at such meeting."
- f. Amend § C3-3 as follows: “it is the voters’ intent”.
- g. Amend § C3-10 by adding “, and” to the third sentence to read as follows: "Each bound volume shall be duly authenticated by affixing the signatures of all members of the City Council, and the City Clerk and the City Seal."
- h. Amend § C6-17 by adding the word “and” to the second sentence, to read as follows: "Such resolution shall state the estimated cost of the improvement, what proportion of the cost thereof shall be paid by special assessments and what part,



CITY OF DOVER

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

if any, shall be a general obligation of the city, and the number of installments in which special assessments may be paid and shall designate the districts or land and premises upon which a special assessment shall be levied."

- i. Amend the first sentence of § C11-10 to include a ", and" so that it reads as follows: "Upon adoption, the Official Charter, duly authenticated by affixing the signatures of all members of the City Council, and the City Clerk and the City Seal, shall be filed with the City Clerk and remain in the Clerk's office as the Official Charter of the City of Dover."

Background/Purpose: This amendment aims to correct lingering editorial inconsistencies in the Charter. The City has engaged a professional code service (General Code), who conducted an editorial review of the City's charter and suggested these changes for purposes of clarity and uniformity.

12. Shall the City of Dover approve the charter amendment summarized below?

Amend the City's Charter to use gender neutral language as follows:

- a. Amend § C5-6 as follows: "but ~~his~~ the officer's or department head's pay shall continue"
- b. Amend § C5-8 as follows: "or ~~his~~ removal"
- c. Amend § C7-6 as follows: "condition of ~~his~~ the employee's employment or retirement"
- d. Amend § C10-10 as follows: "with which ~~he or his~~ the officer's or employee's department";
- e. Amend § C10-10 as follows: "by ~~his~~ the officer's or employee's official action"
- f. Amend § C11-1 as follows: "duties of ~~his~~ their office".

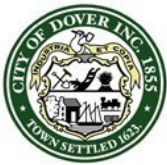
Background/Purpose: This amendment aims to correct and remove gendered terms that remain in the Charter. In the past, the City has amended the Charter in an attempt to eliminate all gendered references. The City's professional code service (General Code) conducted an editorial review of the City's charter and found lingering gendered references, which this amendment aims to remove and update.

13. Shall the City of Dover approve the charter amendment summarized below?

Amend the fifth sentence in § C2-11C as follows: "Hearings shall be conducted in accordance with the Rules of the New Hampshire Ballot Law Commission, Adjudication Proceedings 206.01 through ~~206.14~~ 206.13 and RSA 665:11 (eff. 01/01/2004)."

Background/Purpose: This amendment aims to correct an incorrect reference to other law. The City has engaged a professional code service (General Code), who conducted an editorial review of the City's charter and suggested this technical change for accuracy.

14. Shall the City of Dover approve the charter amendment summarized below?



CITY OF DOVER

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

Amend the first sentence of § C3-8B as follows: "any regular or special meeting of the Council".

Background/Purpose: This amendment aims to correct an editorial error in the City's Charter, as recommended by the City's professional code service (General Code).

15. Shall the City of Dover approve the charter amendment summarized below?

Amend both §§ C3-8D and C3-9B by amending the same language appearing in both § C3-8D and § C3-9B as follows: "All ordinances, including any amendments thereto, shall be recorded in full, uniformly and permanently, by the City Clerk, and each ordinance so recorded shall be approved as to form by the City Attorney, authenticated by affixing the signatures of the Mayor, City Clerk, and City Attorney and City Seal and kept on file in the office of the City Clerk."

Background/Purpose: This amendment aims to correct the same editorial error appearing in two sections of the City's Charter, as recommended by the City's professional code service (General Code).

16. Shall the City of Dover approve the charter amendment summarized below?

Amend the City's Charter to correct three instances of misspelled words or incomplete phrases as follows:

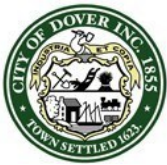
- a. Amend the second sentence of § C3-10's incorrect reference to "City of over" to instead read as follows: "City of Dover";
- b. Amend § C4-2 to remove duplicate word "elected" in the second sentence as follows: "one member elected ~~elected~~ at large";
- c. Amend § C5-3's use of the word "therefore" in the second sentence to "therefor" instead;
- d. Amend § C5-5's use of the word "charted" in the second sentence to "charged".
- e. Amend § C5-9 as follows: "Personnel Advisory Board".

Background/Purpose: This amendment aims to correct editorial and spelling errors in the City's Charter, as recommended by the City's professional code service (General Code).

17. Shall the City of Dover approve the charter amendment summarized below?

Amend the first sentence of § C7-5 as follows: "The City shall provide such insurance as authorized by ~~RSA 412:3~~ RSA 31:107"

Background/Purpose: This amendment aims to correct an incorrect reference to other law. The City has engaged a professional code service (General Code), who conducted an editorial review of the City's charter and suggested this technical change for accuracy.



CITY OF DOVER

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

18. Shall the City of Dover approve the charter amendment summarized below?

Amend § C8-1 and § C8-2 as follows:

- a. Amend § C8-1 as follows: “The City of Dover may erect, construct and maintain such dams, reservoirs and buildings as may be necessary for such waterworks and dig ditches, break up ground and place and maintain pipes for conducting water wherever it may be necessary, including the highways and streets, and relay and change said pipes from time to time, due regard being paid to the safety of the citizens and the security of public travel, and, for the more convenient management of said work, may place the same, either before or after they are constructed, under the direction of a superintendent or a board of water commissioners, or both, and the duties of such officer or officers shall be defined by vote of the City Council.”
- b. Amend § C8-2 as follows: “The City of Dover is authorized to contract with individuals and corporations for supplying said corporations and individuals with water and to make such contracts, establish such tolls and charge such rate for use of water as shall be deemed reasonable ~~and, for the more convenient management of said work, may place the same, either before or after they are constructed, under the direction of a superintendent or a board of water commissioners, or both, and the duties of such officer or officers shall be defined by vote of the City Council.~~”

Background/Purpose: This amendment aims to improve clarity in the Charter by relocating the indicated language to a more germane section of the Charter. The City has engaged a professional code service (General Code), who conducted an editorial review of the City’s charter and suggested these changes for purposes of clarity.

19. Shall the City of Dover approve the charter amendment summarized below?

Amend § C8-3 as follows: “The City of Dover is authorized to levy taxes to ~~and~~ defray the expenses of said waterworks”

Background/Purpose: This amendment aims to correct the term used in the City’s Charter, as recommended by the City’s professional code service (General Code).

20. Shall the City of Dover approve the charter amendment summarized below?

Amend § C10-9 as follows: “Any elective or appointive officer or employee of the city found to have violated any of the provisions of this article ~~section~~”

Background/Purpose: This amendment aims to correct the misuse of the term “section” used in the City’s Charter, as recommended by the City’s professional code service (General Code).

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

August 20, 2021

Susan Mistretta, Clerk
c/o Joshua Wyatt, Esq.
City of Dover
288 Central Street
Dover, NH 03820-4169

Re: Dover Charter Amendments

Dear Attorney Wyatt:

Pursuant to RSA 49-B:4-a, the Secretary of State, the Department of Revenue Administration, and the Attorney General's Office are required to "review the proposed [...] charter amendment to insure that it is consistent with the general laws of this state." RSA 49-B:4-a, I(d).

In a letter dated June 2, 2021, the reviewing agencies received Dover's proposal, which contained ten amendments across several different sections of the City's charter. In a letter dated July 1, 2021, the Secretary of State's and Attorney General's Offices objected to the City's charter amendment proposals.¹ On July 29, 2021, Dover submitted a revised version of its June 2 charter amendment proposals, responsive to the Secretary of State's and Attorney General's Offices objection.

In a letter dated July 15, 2021, the reviewing agencies received Dover's second charter amendment proposal, focused on an amendment to address redistricting in light of the delayed census results this year.

This letter memorializes the reviewing agencies' response to both the City's revised June 2, 2021 and the July 15, 2021 charter amendment proposals.

With respect to the June 2, 2021 ten charter amendment proposals, as revised through Dover's July 29 response, the Secretary of State's and Attorney General's Offices do not object.

¹ As outlined in the July 1, 2021 letter, the Department of Revenue Administration had no comment or objection regarding Dover's June 2, 2021 charter amendment proposals.

With respect to Dover's July 15, 2021 charter amendment proposal regarding redistricting, the reviewing agencies do not object.

Please feel free to contact myself, Derek Kline of the Department of Revenue Administration, or David Scanlan of the Secretary of State's Office if you have any questions.

Sincerely,



Nicholas A. Chong Yen
Assistant Attorney General
Election Law Unit
(603) 271-3650
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cc: David Scanlan, Deputy Secretary of State
Orville Fitch, Assistant Secretary of State
Bruce Kneuer, Department of Revenue Administration
Derek Kline, Department of Revenue Administration