



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 22, 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. GENERAL FUND FY2022 BUDGET AMENDMENT – APPROPRIATION OF
ADDITIONAL STATE AID TO SCHOOL DEPARTMENT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
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. September 8, 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. GENERAL FUND FY2022 BUDGET AMENDMENT – APPROPRIATION OF
ADDITIONAL STATE AID TO SCHOOL DEPARTMENT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. AWARD OF EXTENDED WARRANTY AND PREVENTIVE MAINTENANCE
AGREEMENT WITH ZOLL MEDICAL CORPORATION
SPONSORED BY MAYOR CARRIER BY REQUEST**



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2. **STATE OF NH CONTRACT FOR CISCO SECURITY HARDWARE AND PROFESSIONAL SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROVAL OF ACCEPTANCE OF DONATION BY NORTHEAST COLOR FOR WORK AND SUPPLIES FOR IMPROVING THE COMMUNITY TRAIL**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF PAYMENT IN LIEU OF PROPERTY TAX (PILOT) AGREEMENT BETWEEN CITY AND THE HOUSING PARTNERSHIP: A NON-PROFIT CORPORATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **DIRECTOR OF PUBLIC WELFARE EMPLOYMENT AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **PURCHASE OF VOYAGE MARK II SCALE MODEL SOLAR SYSTEM (REVISED)**
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 | |

B. RESOLUTIONS

1. **B21061 TELECOMMUNICATIONS SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **FISCAL YEAR 2022 CAPITAL IMPROVEMENTS PROGRAM (CIP)**
APPROPRIATION AND AUTHORIZATION FOR BONDING FOR PUDDING HILL WATER TREATMENT PLANT
(REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 13, 2021, WITH A CITY COUNCIL VOTE TO OCCUR ON OCTOBER 27, 2021.)
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

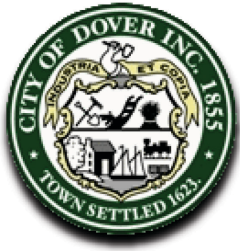
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3. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



Dover Fire & Rescue

September 22, 2021

Reporting on: August 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



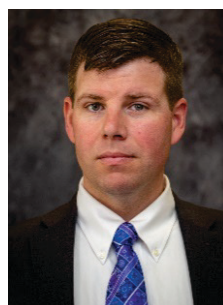
Daniel Lynch
Finance Director



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 109 service calls and 184 work orders in August. One full burial and 6 interments of ashes were conducted in Pine Hill Cemetery. Two markers were also installed. The weekly mowing and string trimming of the Cemetery was ongoing and a waterline in the cemetery was repaired this month.

One hundred and forty-four work orders were addressed by Facilities, Grounds and Cemeteries pertaining to outside issues. The Garrison Hill tower was painted from top to bottom - except where special equipment is needed to safely access areas - to cover graffiti that is a never-ending issue at this location. This structure receives at least one coat of paint a year in an effort to cover offensive graffiti that interferes with the enjoyment of persons or families who enjoy the experience of climbing the tower and taking in the views from the top. The area under the Chestnut Street bridge on the Riverwalk was attended to, another spot favored by those who graffiti public spaces, not in an artful manner. Four other work orders pertaining to covering up graffiti were resolved.

Henry Law Park was cleaned up for *National Family Night Out*, a program that promotes police-community partnerships in neighborhoods across the country. This event is held on the first Tuesday in August and gives residents an opportunity to become familiar with their local police departments through camaraderie and build relationships that foster cooperation and trust. The hope is to create safer neighborhoods through these efforts.

Crews continue to clean up tree pits and mulch street trees in the downtown area. Fences were mended at The First Settlers Cemetery, Shaw's Lane Athletic Fields and Pine Hill Cemetery. Irrigation sprinkler heads were marked for aeration and overseeding of athletic fields and public turf areas completed by PJC Organics, the City's current vendor for organic turf treatment. The soccer field at Shaw's Lane was lined each week.

The sledding and snowboarding hills on the back side of Garrison Hill were “mowed” so as to make the fall task of leveling vegetation growth there easier to knock down before snowfall and the start of winter activities. 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.

Vegetation that has overgrown different public spaces was removed and bags of garden debris, generated by several hardworking and invaluable volunteers, were picked up and disposed of at the recycling center. Overgrown vegetation was also removed or cut down from areas of the Community Trail.

The number of work orders pertaining to trees continued to climb in August with twenty-five requiring attention. Most calls involved fallen limbs, that were picked up or hanging limbs that were

removed from trees as they extended over sidewalks or roadways. Several calls had to do with having the condition assessed or ownership investigated.

Eleven traffic signal issues were received pertaining to timing or malfunctions of the signals. Three red balls, one green ball and two green arrows were replaced. The shields on one traffic signal were reattached to the unit. A municipal light pole near the intersection of Weeks lane and Central Ave was struck down by a motor vehicle as was the sign noting the history of the WEEKS TRAFFIC CIRCLE. The bucket truck used by Facilities & Grounds that had been delivered to MA for inspection of the bucket assembly was retrieved and immediately put to use.

As noted last month, a new timing sequence is being introduced for a trial run along the Central Ave corridor at 17 intersections. Residents are encouraged to report any issues noted to the Community Services Department for review.

Sign work was addressed through nineteen work order requests. Eight new sign posts with signs were installed, five signs were replaced around the City, three sign posts were replaced, two signs were removed and one sign was replaced with a different message. The message boards around town were hooked up to generators for charging of their batteries.

Forty other work orders were addressed pertaining to buildings. Eight HVAC issues were responded to and most were resolved. Filter replacement is ongoing in HVAC units. More key cores were replaced in some offices at the McConnell Center and installed at the Public Works Facility for the security door project. A window was broken at the Bellamy Park building and required immediate attention.

Lights were replaced at the Indoor Pool, a project that requires a lift to access the spaces, in the absence of swimmers in the pools. Partitions between the public and employees desk areas were brought back out in several locations, due to the rise of community transmissions of COVID-19. Testing of backflow prevention devices in several locations was completed by employees of the Utilities Division.

Elevator inspections and monthly fire extinguisher inspections were conducted in municipal buildings. Eleven work orders for supply deliveries or moving items were resolved. Eleven keys were issued this month.

Seasonal employees of Facilities, Grounds & Cemeteries returned to high school or college at the end of the month. Those employees remaining behind wish these young individuals success in the new school year and are appreciative of the effort put forth by them throughout the summer months.

On August 23, 2021, the Indonesian flag was raised at City Hall, marking the anniversary of independence from Dutch rule.

On August 26, 2021, flags were lowered to honor the 13 United States service members, as well as the civilians, lost in the horrific bombing of the checkpoint Kabul Airport. We are forever grateful for their service.

Facilities & Grounds	March 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021
Burials Handled-Ash	0	2	6	16	13	6
Burials Handled-Full	4	1	1	2	1	1
Service Calls	107	103	100	107	97	109
Work Orders	170	203	175	185	176	184

Lieutenants Collopy and Speidel, along with and Parking Manager Bill Simons and Parking Technician Beth Hawthorne, continue to work closely with N. Granese and Sons and with the Community Services Department through the progression of the Main and Washington Street Water Main Replacement project. Lieutenant Collopy attended coordination meetings in August and parking staff have performed almost daily sign changes to help manage the available parking for downtown merchants.

In August, Lieutenant Speidel consulted with Underwood Engineers and Community Services staff on traffic management strategies for the upper Central Avenue Water Main Replacement project. The City has awarded a contract to N. Granese for replacement of the water main along Central from Glenwood Avenue to Abbey Sawyer Highway. The traffic control plan is one of the key concerns with this project. Noise and cost limitations preclude performing the project exclusively at night, but there are several segments of the project where there will not be room in the right-of-way to maintain two-way traffic. Some limited detours including Mount Vernon Street for southbound traffic will be incorporated in order to reduce extended traffic backups. Using Glenwood Avenue and Horne Street as detour route was deemed not to be viable due to other impacts. This project will begin in September.

In the month of August, the police department expended 26 personnel-hours of intensified traffic enforcement patrols which are reimbursed with funding provided through a grant from the NH Office of Highway Safety. Lieutenants Collopy and Speidel continued to provide general and direct oversight of this project, which includes scheduling, administrative review, and payroll coordination. On August 23, Lieutenant Speidel hosted an official from the NH Department of Safety who was conducting an annual audit of the police department's grant project documentation.

Lieutenant Speidel has assumed the role as principal reviewer and agency coordinator for a number of upcoming special events. In August, Lieutenant Speidel met with organizers of the First Parish Church Cochecho Challenge Half Marathon and 5K which is scheduled for Labor Day weekend (September 4). The committee opted to revise its 5K route to provide a longer segment along the Dover Community Trail, which will result in revisions to the police department's traffic operational plan for this event.

Lieutenant Speidel also provided review and comment for members of the Chamber of Commerce Apple Harvest Day and Apple Harvest 5K committee, which is set to hold an in-person festival this October 2. Lieutenant Speidel also corresponded frequently to answer questions by organizers of the upcoming Horne Street 5K (September 19), WDH Seacoast Cancer Center 5K (September 26), and Pope Memorial Howloween Parade and Block Party event (October 9).

Through the Administrative Services Bureau, the police department provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month:

Pope Memorial Humane Society Road Toll, August 14
Sunset Drive neighborhood block party, August 20

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
August 2021	1,689	769	202	2,660

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 Accident Reconstruction Team was not called out during the month of August.

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.

August 2021

Priority 1:	166
Priority 2:	102
Priority 3:	636
Priority 4:	785
Priority 5:	971

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 August 2021, the Dover Police Department responded to 20 emergency incidents and arrived on scene in fewer than six minutes to 85% of those calls (20 calls, 3 in six minutes or more).

The youth community service program tracked one participant in the month August 2021. A total of 3 hours of community service work was completed with none of the participants finishing their assigned community service hours.

The Diversion Committee met on August 18, 2021. There are currently (3) cases in active Diversion contracts.

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
August 2021	14,302	7,821	479	224	83	17	83	0

Animal Control Officer Ladisheff responded to 45 voicemails and followed up on 10 incidents handled by patrol officers. ACO Ladisheff also began the process of auditing the City of Dover dog license list and called 398 residents to remind them to register their animals before enforcement begins.

ANIMAL CONTROL	
Total Calls for Service: 82	Breakdown:
Handled by Officers/Dispatch: 64	Found/Loose Animals: 34
Handled by Animal Control Officer: 18	Welfare Checks: 11
	Animal Bites: 7
	Misc/Other: 30

During the month of August 2021, 13 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 one unattended death in August 2021.

SIU detectives assisted the Department of Homeland Security with an ongoing child exploitation investigation.

SIU detectives arrested a 33-year-old Rochester man after conducting an Arson investigation.

SIU detectives and officers assigned to the Crime Scene Unit executed a search warrant at a Dover residence after a neighbor found evidence of a gunshot. This investigation is ongoing.

SIU detectives arrested a 39-year-old Dover woman after a long-term investigation into allegations of Welfare Fraud. The woman was charged with two "Class A" felony offenses.

SIU detectives presented 14 investigations to a Grand Jury for indictment. All of the indictments resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives attended 2 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 39 police reports to the Division 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 August, three of these investigations were on-going.

During the month of August 2021, SIU detectives wrote 135 police reports for various investigations and currently have 34 open investigations.

During the month of August, Sergeant Tarmey continued to perform several duties normally assigned to Problem Oriented Policing Officer Collis and Downtown Liaison Officer Martuscello due to their reassignment to patrol.

In August, Sergeant Tarmey spent the majority of the month coordinating efforts related to vagrancy issues, littering and criminal mischief. Earlier in the summer Community Services had several signs made to border the City of Dover owned property along the Willand Pond trail. The signs spell out camping and vehicle restrictions in the area. The signs were installed in mid-August. It should be noted that the number of complaints from citizens in the Willand Pond area decreased significantly over the past two months after the installation of barricades at key locations.

Throughout the month, 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. The department continues to receive complaints on a regular basis regarding vagrancy on the community trail and near the train station. In September a directed patrol of the area will be done by the Patrol Division.

During the month of August, Sergeant Tarmey identified a number of abandoned campsites located on City of Dover property. Working with the city's solid waste division, Sergeant Tarmey will coordinate clean-up efforts during the month of September with Servpro.

Sergeant Tarmey coordinated and participated in a number of community events in August. He accompanied Downtown Liaison Officer Martuscello and DHA Liaison Officer Cooper at the annual bike parade at the Dover Housing Authority.

During the month of August, Officer Dunne, Middle School Resource Officer, was assigned to the patrol division during school break. Upon the start of the school year on August 31, Officer Dunne returned to Dover Middle School as resource officer. In addition to her duties on patrol, Officer Dunne coordinated National Night Out (previously discussed in the Dover Coalition for Youth section).

Officer Molly Shoer was 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.

On August 5th and 6th, Whittier Falls Housing Liaison Officer Cooper and the Whittier Falls Executive Director, Ryan Crosby, held meetings at four of the elderly housing sites. The meetings presented residents with the opportunity to meet Director Crosby and to address any family housing issues with the Director and Officer Cooper.



Children from the Seymour Osman Community Center getting a tour of a police car during a recent station tour.

On August 12th, Officer Cooper provided three tours of the Dover Police Department to over thirty children from the Seymour Osman Community Center. The children later raved about their experience to SOCC staff.

On August 26th, Officer Cooper led the annual bicycle parade. Prizes were awarded and two new bicycles were raffled off. Additionally, families were provided the opportunity to register their bicycles.



Sergeant Tarmey, Officer Martuscello, and Officer Cooper after the annual DHA Bike Parade.

In addition to her Whittier Falls duties, Officer Cooper responded to two calls that were unrelated to Whittier Falls, one resulting in an arrest. Officer Cooper also attended two Whittier Falls board meetings and one Whittier Falls staff meeting.

In the months to come, Officer Cooper will begin to teach D.A.R.E. to fifth grade students.

Permit applications submitted and reviewed during the month of August:

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

The parking garage is approaching 6 years of service. One of the major maintenance projects required at this point is applying sealant to the cement surface. Estimates to complete this work by an outside contractor were in excess of \$70,000 (pre-bid pricing). The downtown parking maintenance employee, who was brought on board in July of 2020, will instead be completing this project at a fraction of the cost. This will also allow for a preferred timeline that minimizes the displacement of vehicles in the garage.

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.

Permits for parking in the garage will most likely reached a “sold out” situation just before winter. The increase in demand from work-at-home employees and residential growth throughout downtown has maximized permit subscriptions. Other nearby parking areas still have some capacity to meet parking needs. These locations include the recently added Chestnut Street Bridge, Green Street and Atkinson Street. The Transportation Center Lot is normally half full and can accommodate an additional 100-150 vehicles, if needed.

August saw Fire & Rescue responding to 578 calls for service, an average of over 18 calls per 24-hour period in each day of the month. Through our National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc.), False Calls (good intent) and Non-Emergent requests. In the current COVID-19 pandemic, Dover Fire has reduced its' personnel exposure through a reduced amount of non-emergency service calls.

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

In the month of August, there were 167 times when 2 calls were going on simultaneously, and 76 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 August, a Chief Officer was summoned to respond with the duty shift to 16 emergency calls. 12 of these calls occurred either after regular business hours or on the weekend.

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

Facility	August # of individuals
Wentworth Douglass Hospital	232
Dover ER	47
Non Transports/Sign offs/Refusal of Care	84
Frisbie Memorial Hospital	2
Portsmouth Regional Hospital	9
Mass General Hospital (MA)	0
Brigham and Woman’s Hospital (MA)	0
Boston Children's Hospital (MA)	1
Maine Medical (ME)	0
York Hospital (ME)	1
Exeter Hospital	0
Elliot Hospital (NH)	0
Total:	376

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

Summer inspections of private and public schools began and will continue into September as well as fire alarm drills throughout the district.

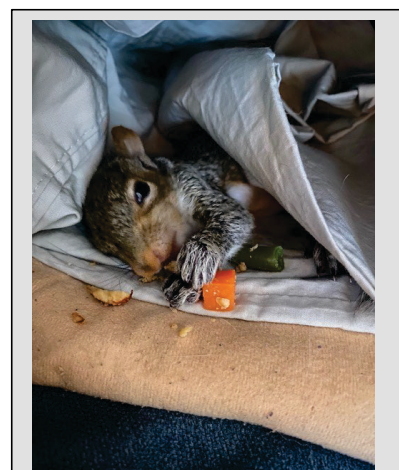
Inspection Services in August had a total count of **505** inspections conducted and **42** permits issued. Here is the Inspection Services activity breakdown:

Inspections & Permits	
Life Safety Inspections	27
Business Inspections	15
Sprinkler / Alarm Inspections	60
Building Inspections	90
Electrical Inspections	97
Plumbing / Mechanical Inspections	93
Blasting Inspections	00
Health/Housing Standards Inspections	62
School / Daycare Inspections	14
Oil Burner Inspections	03
Woodstove / Fireplace Inspections	02
Building Permits	42
Blasting Permits	00
Certificate of Occupancy Permits	10

On August 21st, crews were called to a business on Main Street where a family of young squirrels were on the roof and were falling to the ground below. 6 squirrels were rescued and brought to the South End station where they were transferred to someone with the ability to rehabilitate them. The last FD members heard, almost 3 weeks after the rescue, is that 5 of the 6 survived and are almost ready to be released into the wild.



Firefighter Megan Dionne holds a rescued squirrel at the South End fire station



Patiently awaiting pick-up for rehabilitation.

On August 14th, around 8 pm, crews were dispatched to the Washington St. Bridge for a “possible bridge fire.” First arriving crews found a moderate volume of smoke pushing out from the underside of the bridge, on the 7th Settlement side. Further investigation (a ground ladder had to be lowered from Washington St. down to the bridge abutment level) revealed some materials burning further into the abutment, under the bridge. Crews had to crawl along the abutment, above the water, to reach the source of the fire. Various bedding and clothing items were found underneath the bridge, and had become involved in fire. The fire was extinguished by passing several fire extinguishers to the firefighters under the bridge. No one was around. The cause of the fire was classified as undetermined.

Following the fire, an engineering firm was called in to evaluate the concrete and steel surrounding the area to ensure no structural damage was done.



Crews on their stomachs at the far end of the bridge abutment, evaluating the fire under the bridge.

On August 23rd, Dover’s Ambulance 3 was called to Newington to assist with an injured person at one of the industrial facilities. This turned out to be an employee who was working on top of a large salt pile, who fell into a hole that had been created by weeks of recent rain. The patient had fallen 25’-30’ down the hole, and was unable to get himself out. The area was too restrictive to allow rescue personnel to enter the confined space. Additional mutual aid was called in, including a Chief Officer from Dover and Dover’s Tower ladder. Community Services also provided personnel and vehicles, as one of the options to assist in freeing the victim. The loose salt that had fallen into the hole buried him up to his waist and was preventing him from being hoisted up and out of the hole. Dover’s Community Services vacuum trucks were requested to the scene to remove the loose salt from around him. Portsmouth and Dover provided resources to this end. Ultimately, a shovel (with the handle cut off) was lowered down the hole and the patient was able to remove some of the loose salt from around him, which was then hoisted out of the hole in buckets. Then, a hose was lowered which allowed him to loosen the remaining salt and he was hoisted to the top using rope rescue systems attached to both Dover and Portsmouth tower ladder trucks.

The rescue ultimately took over 2 ½ hours to complete, but the end result was a healthy patient who was evaluated at the hospital and released a few hours later.



Initial scene upon arrival of the Dover ambulance. The crews at the top of the ladder are making initial contact with the patient.



View down the hole, the victim is out of sight at the bottom.



Enhanced photo shows the victim at the bottom of the hole, buried in loose salt.



Rescue operations at the top of the salt pile. The firefighter on the left (laying down) remained in contact with the victim at the bottom of the hole for the entire operation.

August library circulation totaled 21,165 items. (9,000 adult + 7,817 children's print items; plus 4,858 items downloaded including 3,845 audiobooks & eBooks, 918 Hoopla streaming music, movies, and books, and 95 eMagazines).

155 new library patrons registered; total active cardholders is now 12,796.

The Library's Book Pick-Up provided no contact service for 14 Library cardholders.

The Library's museum passes were borrowed 87 times. Museums are continuing to require registration for a time as they are limiting occupancy.

Outreach efforts via 2 Little Free Libraries continue to be popular with 193 books added in August.

51 new patrons registered for downloadable audiobooks/ eBooks (total = 5,937) and 25 registered for Hoopla (total = 1,998).

Internet and PC uses by the public totaled 804 on library workstations, plus another 4,268 via Wi-Fi, plus 6 Chromebook loan.

The library's website statistics showed 22,742 page views by 7,904 users in 13,964 sessions.

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

9,222 people visited the library during August, an average of 355 per day (open 26 days).

During the month of August, the Highway Division continued to fill potholes throughout the City. Brush cutting and brush chipping operations are ongoing. Several deceased animals were picked up along the roadways, as observed or reported, throughout the month.

Staff 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. Crews completed the grading of all dirt roads and parking lots.

The parking lot at City Hall was removed and replaced. The condition of the parking lot had areas that had become raised and cracked.

Two piles of debris were removed from McKone Lane.

Spot repairs were made to several sections of concrete sidewalks. Several areas of sidewalk had become damaged and needed to be removed and replaced.

Crews dug test pits on Portland Avenue at the intersection of Cocheco Street. This was done to check the condition of the concrete wall located at the entrance to Cocheco Street.

A new catch basin was installed on Washington Street near the new pedestrian crossing.

The block structures holding the frame of the catch basins had crumbled and needed to be replaced on Second Street, Third Street, Faraday Drive, Monroe Street and in front of 26 Eliot Circle and 12 Landing Way.

Catch basin cleaning has started. As part of this annual project, one-half of the basins within the city are cleaned one year and the other half the next, on a rotating basis.

Water Production:

For the month of August, the City's water system had an increase of the average daily production up to 2.1 MGD (million gallons per day) from 2.0 MGD. 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 103 work orders for the month and 4 service requests.

Water Distribution:

The Utilities division had one emergency water main repair. A leak was detected on Daily Drive and was repaired by a contractor with assistance of the Utilities division with no major interruptions to the Middle School. They completed 24 work orders and responded to 15 service requests. Meter crews replaced 81 meters and is steadily replacing the old Trace and Orion meters with the Galaxy meters. The Utilities crew started work on looping the water main on Ox Bow Ln. The water main there is not looped and this can cause water quality problems due to water age. Also, by looping the main together we are better able to flush the water main to help keep the water mains clean. After the loop is finished the main will be disinfected and put into service with a new hydrant, there was not one on the road before. They will also renew all the water services from the shut off to the water main. This process is expected to take only a few weeks.

Sewer Pump Stations and Collection:

Pump stations crews continued to complete quarterly pump maintenance at all 23 lift stations. The Sewer Jet truck crew is continuing 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 91 work orders and 2 service requests

Office of Information Technology, including Police IT staff, managed 257 IT support requests in August 2021. The majority of IT support requests handled in the police department. The most common IT support request types was Application Issue.

Total Permits Issued: August 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-096	REALTY INCOME MEGELLAN	1	GLENWOOD AVENUE	PERFORM INTERIOR RENOVATIONS	C	38	3300	60000	625
21-140	THE SHANTY	471	CENTRAL AVENUE	INT. DEMO. FROM FIRE DAMAGE	C	3	6200	5000	75
21-184	DOVER FRIENDS MEETING PL	141	CENTRAL AVENUE	ADD A DWELLING UNIT & SEPERATE AS C	C	19	5100	150000	1525
21-318	DOVER LODGE OF ELKS #184	282	DURHAM ROAD	ERECT A SEASONAL TENT	C	I	122	1000	35
21-325	353 MANAGEMENT, LC	353	CENTRAL AVENUE	CONST. 2 COMMON AREA BATHRM FOR C	C	2	3500	30000	325
21-370	HOPE COMMUNITY CHURCH	197	SIXTH STREET	INSTALL A TENT CANOPY	C	E	73A0	2000	45
20-270	RG COLBY, LLC, GARRETT PA	276	WASHINGTON STREET	CREATE 3 ADD'L DWELLING UNIT, CON	R	10	149A0	1000000	10025
21-090	ROBINSON	6	TRASK DRIVE	CONST. A SINGLE FAMILY DWELLNG W/ R	R	10	32	400000	4100
21-190	100 BROWNING LLC	12	HAYDEN DRIVE	CONST. A DETACHED CONDO W/ATT. 2	R	M	10212	325000	3275
21-266	BEATHAM	3	SUSANNAHS CROSSING	TO RENOVATE 2 BATHRMS	R	F	23A30	42000	445
21-269	GREEN ROCK INVESTMENTS,	338	DOVER POINT ROAD	REPLACE EXISTING WINDOWS & PERFO	R	L	55A0	40000	425
21-310	BATSON	84 86	PORTLAND AVENUE	REPLACE FRONT PORCH	R	24	7100	8500	110
21-326	CONROY	46	COURT STREET	REMODEL EXISTING APARTMENT WITH	R	20	10200	56000	585
21-329	MCKINNEY	148	EMERALD LANE	INSTALL AN INGROUND VINYL SWIMMI	R	F	15420	42000	445
21-331	HALLINAN	53A	RUTLAND STREET	ADD A BEDRM OVER GARAGE	R	13	28	60000	625
21-337	SHUGDL	17	CLEARWATER DRIVE	RENO. MASTER BATHRM	R	L	49A12	20000	225
21-338	SULLIVAN	6	JAMES STREET	REPLACE KITCHEN CABINETS, RENO. S	R	I	76F0	16000	185
21-339	CALLAN	30	HANSON STREET	REPLACE TWO ENTRY DOORS	R	20	4200	13179	155
21-344	MONE	1	MONES FOLLY DRIVE	INSTALL 31 SOLAR PANELS ON ROOFTO	R	E	57G1	53000	555
21-347	WILBUR	3	OXBOW LANE	CONST. NEW GARAGE & ADU (RMV OL	R	39	70B0	140000	1425
21-349	REUSCH	46	TOFTREE LANE	INSTALL INGROUND VINYL SWIMMING	R	13	2300	40000	425
21-352	S. CHARTER WEEKS TRUSTEE	703	COCHECO COURT	PERFORM RENO./ALTERATION	R	20	A0070	15000	175

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-353	GOULD	12	FOREST STREET	INSTALL SUPPORT COLUMN	R	24	1700	1483	35
21-354	MADERIOS	4	GILMAN STREET	REMOVE ROOF W/ASPHALT SHINGLES	R	37	13D1	14000	165
21-355	MELITUS	3	PORTLAND AVENUE	INSTALL 8 REPLACEMENT WINDOWS, N	R	23	700	11000	135
21-356	PITA CPA, LLC	1	ROSE STREET	CONST. SFD W/TWO CAR ATT. GARAGE	R	27	272A0	305000	3075
21-358	100 BROWNING LLC	7	HAYDEN DRIVE	CONST. DETACHED CONDO W/2 CAR AT	R	M	10212	350000	3525
21-359	100 BROWNING, LLC	8	HAYDEN DRIVE	CONST. A DETACHED CONDO W/2 CAR	R	M	10212	350000	3525
21-360	MCCANN	68	HORNE STREET	FINISH ADU SPACE ABOVE GARAGE	R	36	29B0	42000	445
21-361	COMMONWEALTH COLLECTI	20	PIERCE STREET	REPAIR ROOF	R	4	3600	26000	285
21-365	GRONDIN	200	EMERALD LANE	CONST. A POOL SHED	R	F	15330	25000	275
21-371	HEARN	265	WASHINGTON STREET	RELOCATE KITCHEN AND BATHRM RE	R	10	2500	25000	275
21-372	WELLS	153	LITTLEWORTH ROAD	REPLACE TWO SETS OF STAIRS	R	F	1900	3602	65
21-373	GLEASON	5	HAWTHORN ROAD	REMODEL KITCHEN	R	17	13700	45000	475
21-374	RYAN	69	GROVE STREET	CONST. NEW AWNING @ SIDE PORCH	R	30	8300	5000	75
21-375	HEATH	10	COLUMBUS AVENUE	INSTALL REPLACMNT DOORS/WINDOW	R	G	24R0	12000	145
21-376	SWANSON	4	SURREY RUN	INSTALL REPLACEMNT WINDOWS & PA	R	I	20I4	12596	155
21-377	CUTCHIN	5	HARLANS WAY	CONST. A REPLACEMENT STAIRWAY W r	r	I	5000	12000	145
21-379	ROCHEFORT	26	GRANDVIEW DRIVE	CONST. AN INGROUND GUNITE SWIMMI	R	F	43100	60000	625
21-383	HALLINAN	53A	RUTLAND STREET	INSTALL AN ABOVE GROUND OVAL SW	R	13	28A0	10000	125
21-390	WESTFIELD, LLC	64	LITTLEWORTH ROAD	DEMOLISH & REMOVE 1500 SF HOUSE &	R	G	200	13000	155
21-409	BEDARD	19	APPLEVALE DRIVE	PERFORM INT. ALT. OF KITCHEN & LIVI	R	K	15W0	58098	605

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 42

Total Construction Value: \$3,899,458.00

Total Fees Collected: \$40,120.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	5	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	3	Industrial	0
Industrial	0	Renovations	2
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	5	Single Family Dwellings	5
Renovations Dwelling Unit	29	Accessory Dwelling Unit	3
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	2		
		Total	10

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														
One First Street LLC	One First Street		58	0	58		8/24/2021	Site	P21-30	6	20		H	1.74
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
Eakhourv	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujourrn	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	11	14	7/31/2020	2/25/2020	Site	P19-05	8	9,10,11	7/31/2025	G	0.8
Total: Mixed Use			182	63	119									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	223	409									

2. Product & Process Outcomes

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

The Dover Public Library hosted 32 programs in August which were attended by 1,069 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: 9 D & D sessions with 56 attendees; 1 Story time with 31 attendees; 1 Mother Goose on the Loose with 30 attendees; 2 Knitting Groups with 10; 1 Book Group with 5; and 2 Grab and Go Craft Kits with 109 distributed, 1 STEM Kits with 100 distributed, 1 Interactive Movie Kit with 30 distributed; 1 Squam Lake Presentation with 38 attendees; and 1 New England Lighthouses program with 88 attendees.

The Library's Summer Reading Program for all ages attracted 464 participants. The end of the Summer Reading Program was wrapped with a Some Pig Celebration, which tied in with the Charlotte's Web theme. 150 people attended and there was an animal petting area, crafts, and other activities, as you can see below.



The summer playgrounds program at Horne Street wrapped up on August 13th and it was a successful summer despite some unsettled weather. Pickleball programs continue to run daily at the outdoor courts. Sign-ups began for fall fitness classes. Plans are being put in place to resume the adult men's basketball leagues this winter and sign-ups are scheduled for all leagues to begin this fall. Field scheduling for fall sports as well as indoor practice space for Dover Little Green Cheerleading was scheduled in conjunction with the school department. Protocols for fall sports were discussed. Planning for winter basketball will be ongoing this fall. The basketball court will be closed September 1st through the 6th for the floors to be refinished.

August at the pool wrapped up the summer group swim lesson program. Over the course of the summer, the pool served 146 children in the pool's group lesson program and 50 children through private lesson program. The Indoor Pool remained busier than the outdoor pool during lap swim times. Great Bay Masters had a summer swim meet on August 8th and had 80 swimmers compete and are hopeful they can continue to grow. The demand for youth and adult private swim lessons is higher than the division can accommodate due to staffing. September programming is advertised and growing. Staff is offering infant/toddler and preschool classes Tuesday and Thursday mornings and offering regular learn to swim classes on Saturday mornings. Each class will meet one day per week for 5 weeks and staff will try to accommodate as many families as possible each session. For the first time, staff is offering Adult group lessons. This class was created as there was a lot of interest in adult private lessons. A beginner class will be Monday evenings at 7:00pm and stroke clinic for intermediate swimmers will be Wednesday evenings at 7:00pm. Staff expect these classes to be full at 10 participants each as there has been a lot of interest since it was advertised. The indoor pool closed for routine maintenance August 21st and will reopen Tuesday September 7th. The last day for the outdoor pool is Monday September 6th.

August at the Dover Arena is a busy time as Camp Kool is wrapping up and the arena hosts several hockey camps. The Ice Kings finished off the summer with another busy week. Rock Night is starting to show improvements in numbers as the start of school quickly approaches. The summer COED League wrapped up its playoffs and is gearing up for the upcoming fall session. The month of September brings Dover Youth Hockey and the start of fall programs. The Foster Rink will get ready for ice in. Ice will go in at the end of September for the first skating day planned for October 4th.
Adult and Youth Stick Practice: 361 participants

August resumed large-group Senior Center travel, cruising through summer with two days on the water and an Escape to Margaritaville. The center also hosted some special events, including a timely and important presentation by Dover Police Detective Adam Gaudreault on Scam Prevention. That presentation was recorded for sharing with those who could not attend and the community as a whole. As the fall approaches, everyone looks forward to a new program: Cooking Class with Gisele! Special Programming: Sing Along w/Silver Strummers 13 participants, Scam Prevention 36 participants and Dr. Dan Back Pain Seminar 10 participants.





The Skatepark Project Proposal was approved by the City Council on August 11th. The first steps will be to complete the full set of construction documents so we can move onto site preparations at some point this fall.

Amanda Howard Park: The 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 month of August 2021 brought the Dover Teen Center a varied number of TC Summer Zone trips, drop-in days and events. During the month of August 2021, there were a total of 214 participants over 20 days for an average of just over 10 participants per day.

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

- Old Orchard Beach
- White Lake State Park BBQ & Swim
- Ice Cream Sundae Socials
- Emery Farm
- York Beach @ Short Sands
- Smitty's Cinema and Game Lab
- Hilltop Fun Center
- Portland Sea Dog Baseball Games
- UNH Recreation Area-Mendums Pond
- Alton Bay Picnic & Swim
- NH Fisher Cats Baseball Games

-
- Clark's Trading Post
 - Canobie Lake Park
 - And when we 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 the TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. They also share photos of TC youth participants to continue to promote all that staff are 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 any announcements, webinars, trainings and opportunities.

- ***Teen Center Intern Staff Update***

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

The TC has begun welcoming fall 2021 TC Interns for their first few days, as they head into their fall semester with the program.

The Dover Teen Center received (3) new registrations in August 2021.

Planning and Community Development staff met with several developers regarding conceptual reviews. Projects included some residential only, mixed use and some industrial. There is active interest throughout the City and with project costs trending stable or down interest in development is on the rise.

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 August, Planning staff continued to work with IT staff and the vendor to review requirements for site plan applications and workflow. The focus was on carrying over conditions of approval from the Planning Board to associated building permits. The intended roll out of the online software is in the winter of 2022.

The Assistant City Manager and Community Services Director and legal staff worked to resolve an issue of tree cutting in a scenic road overlay district, along Old Garrison Road.

The Assistant City Manager assisted the Recreation Director in reviewing the needs of future athletic facilities in the community. This is an extension of the Recreation Master Plan.

Construction Manager Cartabona and Community Development Planner Carpenter met with the My Friend's Place Executive Director and Board Chair to review the upcoming Kitchen and Generator project for 368 Washington Street.

Community Development Planner Carpenter and Deputy Director of Economic Development reviewed applications for the CDBG Business Grant Program.

The Assistant City Manager and Community Services staff met once to review projects and actions needed to be completed before the City celebrates its 400th anniversary. These projects include work at City Hall, sidewalk improvements and downtown lighting and amenities.

City Planner Benton staffed the Community Trail Advisory Committee meeting on Tuesday August 3 and the CTAC held a site walk with the Arts Commission on August 14th to discuss art on the trail. A volunteer of the CTAC and City Planner Benton created a brochure with an updated Community Trail map.

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

Office of Information Technology has increasing role in supporting public safety CSI infoShare application implementation. Supporting security questions, server builds, network modifications, application level communications, mobile device installations, GIS mapping analysis and data delivery.

On August 5, Administration met with the Health Officer and the City Attorney to review recent changes made to the Board of Health, and to define the rules by which the board would operate.

In the month of August, administrative staff attended meetings of the NH Association of Fire Chiefs, The Seacoast Chief Officers Mutual Aid District (SCOMAD), and the SCOMAD Board of Directors. These meetings are an essential part of communication between various organizations in the NH fire service, with monthly reports provided by various mutual aid response teams, the NH Fire Marshalls Office, NH Fire Standards and Training, E911, and other entities.

Fire administrative staff participated in conference calls with NH Homeland Security and Emergency Management. The purposes for these conference calls is to receive briefings on events that have a high likelihood of impacting New Hampshire. In August, COVID-19, and Tropical Storm Henri were topics of briefing.

From 8/19-8/22, Administrative Staff remained in touch daily with the NH State EOC for updates and briefings related to the approaching Tropical Storm Henri. Preparations were made in the City for potential wind related damage and multiple emergency calls and the City EOC was prepared in a stand-by mode. However, as the storm approached, the predicted high winds and heavy rains did not materialize at the predicted levels.

On August 26th, Chief Haas attended the monthly task force meeting of the Dover Mental Health Alliance. This task force is working to establish relationships amongst support groups and assistance resources, and to eliminate barriers in communication to allow support groups to share information with the intent of providing as comprehensive a level of mental health assistance as possible. The task force is also working to identify service delivery gaps in hopes of obtaining the resources necessary to close those needs.

Dover Fire & Rescue has placed four new Zoll ventilators in service. They have been placed on each of the Department's four ambulances. These ventilators will enhance the Advanced Life Support capabilities of our Firefighters and Paramedics as well as the level of service provided to our community.

Dover Fire & Rescue proudly took progressive action by installing Knox Med Vaults on front-line fire apparatus. Having Knox Med Vaults on fire apparatus enables Dover Fire & Rescue's fire engines and aerial apparatus to carry a schedule of controlled medications that was previously only available on the ambulances. These controlled medications are administered for pain control, managing seizures, among other specialized uses. The addition of Knox Med Vaults on fire apparatus enables paramedics to access controlled medications to be administered to patients while waiting for a mutual aid ambulance to arrive.

3. Leadership & Governance Outcomes

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

The Dover Public Library took part in Kick off to Kindergarten! This was an event hosted by the Children's Museum of NH for incoming kindergarten students and their caregivers. Families had a chance to explore the interactive exhibits at the museum, enjoy a story time with Curious George and the Man with the Yellow Hat, and make a kindergarten crown. The Dover Public Library was invited to the event to register five year old Dover residents for their first library card. We had thirteen new very excited patrons sign up for a card, and we hope to see them all very soon in the Children's Room.



Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 119 volumes to other libraries and borrowed 110 from other libraries for our patrons.

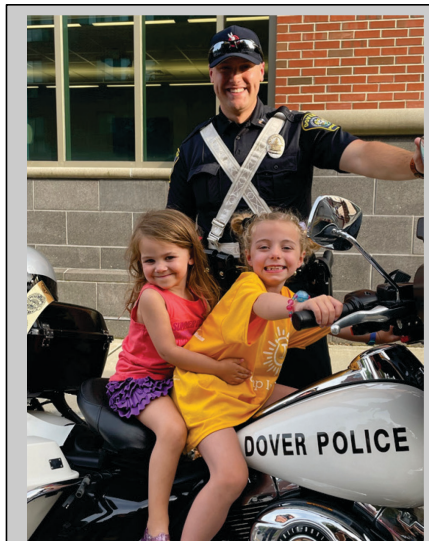
The Dover Public Library has 4,868 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 181 items to its various social media platforms in August. Total social media platform followers = 13,017.



Officers Adin Sobel, Tim David, and Juel Cooper pose for a picture during National Night Out.

Coalition Coordinator Vicki Harris helped Dover Middle School Liaison Officer Brynn Dunne coordinate the annual National Night Out on August 3th. The event drew over 100 people to Orchard Street for a night with first responders. Food was grilled by the Dover Loyal Order of Moose 443. Activities included a fingerprinting station with members of crime scene unit, K9 demonstration and static displays of equipment such as the Bear Cat and Crime Scene van. The Coalition had a table promoting prescription drug safety.



Detective Bryon Lynch poses with a couple of young National Night Out visitors on the department motorcycle.



Officer Derek O'Neil shows a young visitor how to dust for fingerprints.

On August 26, 2021, Dover Youth to Youth held a press conference at the McConnell Center on the results of their Retail Responsibility project conducted in July. The press conference was presented live but also simulcast virtually on Zoom and Facebook Live. The students displayed examples of alcohol and marijuana themed merchandise they purchased at stores at the Fox Run Mall. Items displayed included an alcohol t-shirt, a marijuana leaf hat, and socks. The students also displayed tubes adorned with pot leaves and designed to hide marijuana. The product also had text on it saying: "For ages 14+".



Students from Youth to Youth are shown above conducting a press conference in August displaying the results of their efforts to see if retailers will sell merchandise glorifying drinking and marijuana to very young kids.



Two 11-year-old members of Y2Y displaying an alcohol themed shirt they purchased from a store at Fox Run Mall.

On Tuesday August 17th Dover Youth to Youth held a Day of Action and Training focusing on Medication Misuse and underage drinking. The day included presentations on these substances by Y2Y staff, followed by taking steps to get ready for various projects coming up this school year related to Rx misuse. During the day students practiced an elementary grade presentation on medicine safety, prepared for the Zombie demonstration to support Drug Take Back Day in October, and applied Sticker Shock info stickers to cases of beer at Smiley's Beverage Center.

In August, Y2Y compiled a video documenting various projects and activities completed by students during the July Summer Program for new members. Teams of students had recorded themselves explaining various

projects, performing skits or producing a radio PSA. On August 12th, Youth to Youth broadcast the 20-minute final film over Zoom for parents and other interested viewers.

On August 24th five members of Dover Youth to Youth provided a 1-hour presentation virtually at the 2021 National Prevention Network conference, a major national conference on drug prevention. Y2Y presented on their activities and methods for developing youth advocates. Forty attendees from 20 different states sat in on the presentation.

On August 26th, three members of Y2Y conducted a 90 minute virtual training for 20 adults in the State of Tennessee who are interested in leading youth advocacy groups in their communities from throughout the state.

The Police-Community Engagement Committee held its monthly meeting on Thursday, July 22, 2021 at the Dover Police Department. During the meeting, those that attended heard department updates and a presentation on Victim Witness Advocacy from the department's Victim Witness Advocate Patti Powers. Guest speakers also included the Director of the Child Advocacy Center and the Victim Assistance Coordinator from the Strafford County Attorney's Office.

A future meeting topic will include the value of police accreditation. We also discussed the possibility of a presentation that could be sponsored by the committee and opened to the public as well as other police departments covering the benefits of police accreditation through the Commission on Accreditation of Law Enforcement Agencies (CALEA).

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 2,694 likes and 2,915 followers).

The Department of Planning and Community Development sent 52 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 August. The videos include the plans themselves with a detailed introduction of the plan, and opportunities for engagement.

On August 16, City Planner Benton was interviewed by a middle-school student about a project on climate change and street trees.

The Assistant City Manager documented efforts towards promoting affordable housing by the City. This document was provided to the Tri-City Mayor's Task Force on August 12th and has been passed along to other communities curious about ways to address housing diversity.

The Assistant City Manager and the Deputy Economic Development Director met with staff from Derry, on August 13th, to discuss strategies implemented in Dover to create a vibrant downtown and to provide growth opportunities in all areas of Dover.

Media Services worked with the public schools in August to produce a series of back-to-school informational videos and related materials, including press releases and website content. The video series, which included all school principals and the superintendent, were intended to help inform parents and students about what to expect in the new school year, as well as a welcome back to the school community.

Media Services helped coordinate and provided coverage of an event at Henry Law Park to honor Olympian and Silver Medalist Jessica Parratto. Parratto grew up in Dover. In addition to live and recorded coverage of the event, Media Services also provided video clips to various news organizations.

Media Services continues to coordinate and produce the lecture series hosted by the Dover 400th Committee. The series continued in August with a look at Dover's waterfront history, led by former Dover Mayor George Maglaras. 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.

Media Services provided coverage of numerous community events, which was included in the city's newsletters, website and in releases to the media. Among the special events include the raising of the Indonesian Flag at City Hall and recognition of Dover Little League 10U's World Series trip.

In August, 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 the upcoming municipal election.

In August, Media Services sent out 70 email newsletters, including the weekly editions of Dover Download, special alerts, and project updates for the Washington and Main streets water main replacement, and beginning in August, the project newsletter for the Central Avenue water main work. 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 August worked to fulfill multiple requests for photo and video media from the media, as well as regional organizations.

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

On Tuesday, August 3rd, Fire & Rescue joined with Dover Police to participate in Dover Night Out, a community event intended to give kids both young and old the opportunity to interact with the various functions and services offered by Police and Fire personnel.

DF&R personnel providing tours of Engine 5, and providing fire and life safety information....And of course the ever popular red fire hats.



Fire and Police honor guards helped welcome Silver Medal Olympian Jess Parratto back to Dover with a recognition ceremony on August 17th:



Deputy Chief McShane met with the Apple Harvest Day Committee to discuss public safety considerations. The committee has decided to make some changes to improve emergency access to the downtown. The planning committee for this large community event will continue on a weekly basis until the event is held on October 2nd.

On August 20th, Chief Haas met with Media Services Director Mike Gillis to film a video segment intended to encourage citizens to continue pursuing the vaccination effort. Combined with presentations from WDH staff, the information presented in the video will be available via Dover Download for public viewing.

On 8/23, Chief Haas filmed a portion of a “welcome back” video intended for returning Dover High School students, to indicate the support available by various city departments and other community groups as they return to school this year.

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 AUGUST 2021

Department/Division	PO Date	Vendor Name	Amount
City Clerk Tax Collection	8/12/2021	SANDERS SEARCHES, LLC	\$5,000.00
Info Tech	8/17/2021	TYLER TECHNOLOGIES, INC.	\$23,300.00
Community Services	8/30/2021	URBAN TREE SERVICE	\$5,299.00
Community Services	8/9/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$6,387.63
Community Services	8/9/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$6,387.63
Community Services	8/12/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$6,387.63
Community Services	8/10/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$6,407.63
Community Services	8/5/2021	ATLANTIC FLUID TECHNOLOGY, INC.	\$7,980.00
Community Services	8/4/2021	CANDIA TRAILERS & SNOW EQUIPMENT CO	\$8,900.00
Community Services	8/4/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$9,000.00
Community Services	8/4/2021	BADGER METER INC	\$10,254.00
Community Services	8/5/2021	VORTEX SERVICES, LLC	\$13,000.00
Community Services	8/4/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$15,000.00
Community Services	8/10/2021	ELECTRIC LIGHT CO, INC.	\$15,000.00
Community Services	8/17/2021	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$17,812.00
Community Services	8/10/2021	CITY OF DOVER-WATER~SEWER DEPT.	\$22,622.00
Community Services	8/10/2021	PORTSMOUTH FORD	\$25,000.01
Community Services	8/4/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$30,000.00
Community Services	8/27/2021	MACKINNON & SONS EXCAVATING, LLC	\$30,000.00
Community Services	8/4/2021	WASTEZERO, INC.	\$30,994.19
Community Services	8/4/2021	STATE OF NH-DOT	\$32,502.03
Community Services	8/4/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$36,163.00
Community Services	8/10/2021	MACKINNON & SONS EXCAVATING, LLC	\$40,000.00
Community Services	8/10/2021	NORTHEAST RESOURCE RECOVERY ASSN	\$45,928.65
Community Services	8/31/2021	WATERTOWN ENGINEERING CORP.	\$70,000.00
Community Services	8/4/2021	TRI-STATE SEALCOATING & PAVING, INC.	\$125,000.00
Executive	8/13/2021	CCMSI	\$67,800.47
Fire and Rescue	8/24/2021	INDUSTRIAL PROTECTION SERVICES, INC	\$5,473.00
Fire and Rescue	8/16/2021	NICOLE L. SAWYER, PSYD, PLLC	\$7,125.00
Fire and Rescue	8/20/2021	SEACOAST CHIEF FIRE OFFICERS MUTUAL AID	\$10,216.47

Police	8/12/2021	NICOLE L. SAWYER, PSYD, PLLC	\$6,500.00
Police	8/20/2021	TRACKER PRODUCTS, LLC	\$9,300.00
Police	8/23/2021	RIDGELINE OUTFITTERS, LLC.	\$9,896.00
Police	8/4/2021	ELECTRIC LIGHT CO, INC.	\$9,988.00
Public Library	8/2/2021	BYWATER SOLUTIONS, LLC	\$11,000.00
Recreation	8/31/2021	URBAN TREE SERVICE	\$10,800.00
Recreation	8/4/2021	SIEMENS INDUSTRY, INC.	\$15,650.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	Q22-003	8/5/2021	Highway Signs and Posts
Various	N/A	8/17/2021	GovDeals Auction of City Surplus Property
Community Services	B22006	8/25/2021	Consulting Engineering Services for the 2021 Pavement Condition Assessment Project

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. On August 25th City Planner Bird attended a coordination meeting with Community Services staff and consultants working on the dredge cell, waterfront development, River Street pump station upgrade and Henry Law Avenue reconstruction projects.

Waterfront/Shoreland Stabilization/Site Preparation Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. City Planner Bird had 4 online meetings during August 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 August 5th 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 an online meeting on August 3rd with Cathartes and some Energy Commission members to discuss alternative energy options. City Planner Bird had an online meeting on August 5th with Horsley Witten and Doucet Survey to discuss the subdivision plan. 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 August 16th with CWDAC Vice Chair to prepare for upcoming CWDAC meeting. City Planner Bird attended an online meeting on August 18th with Horsley Witten and all the state and federal environmental resource permitting

agencies to discuss the status of permits. City Planner Bird organized and attended a CWDAC meeting on August 31st to vote on the latest development plans from Cathartes and gave 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 this summer.

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. Staff should hear in September whether Dover was selected.

City Planner Benton worked with staff from IT/GIS and the City Engineer to put together a site plan for the Voyage Mark II Solar System installation on the Community Trail. City Planner submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring.

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.

Passport application processing fees at the Dover Public Library provide a continuing source of revenue for the Library. Staff resumed accepting Passport Applications in mid-May and have accepted 20 in August generating \$700 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.

In late August, Wentworth Douglass Hospital invited the Dover Police Department to submit a funding proposal. The proposal was submitted requesting \$125,000 to support various drug prevention initiatives including hiring a prevention programmer, conducting various trainings and events, collecting data through the Youth Risk Behavior Survey and more. The department expects to hear if the proposal will be funded sometime this fall.

The Assistant City Manager continued the process of starting the project solicitation for the FY23-28 Capital Improvements Program. This included reviewing debt loads, looking at impact fee revenues and having follow up conversations regarding the projects departments are considering.

The Assistant City Manager completed the required annual report on expenditure of impact fees. This report links capital projects to collected fees, and identifies when the fees are collected and how much was collected.

The Assistant City Manager and Community Development Planner worked on an RFP for updating the bathrooms on the first floor of City Hall. This project has been in the pipeline for using CDBG funds, as the bathrooms are not fully ADA compliant.

On August 3rd, Inspection Services was reviewed during the annual auditing process of the City's Finance Department. Auditors met with the Inspection Services Office Manager to review processes involving permits and payments for the City's Inspection Services division.

This month, a 3 year purchasing agreement for consumable medical equipment and supplies was finalized with Zoll Medical Corporation. This was the result of a collaborative effort of the Division of Emergency Medical Services, the City's Legal Dept., and Finance Department. This purchasing agreement will provide reduced costs for consumable Zoll brand medical equipment.

City of Dover

Expenditures of Major Funds

August 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	\$ 10,207	\$ 19,582	4.0%	\$ 469,915	\$ 349,701	\$ 120,214	24.6%
Executive	1,845,857	171,797	327,445	18.0	1,518,412	1,016,650	501,761	27.2
Finance	2,257,714	207,290	405,308	18.0	1,852,406	1,213,646	638,760	28.3
Planning	928,562	59,133	154,352	17.0	774,210	515,776	258,434	27.8
Misc General Government	1,014,417	35,086	95,287	9.0	919,130	93,543	825,587	81.4
Police	9,992,496	658,520	1,651,264	17.0	8,341,232	4,652,863	3,688,369	36.9
Fire & Rescue	10,349,292	724,035	1,707,827	17.0	8,641,465	4,845,873	3,795,592	36.7
Community Service Public Works	9,097,013	407,208	767,306	8.0	8,329,707	3,403,685	4,926,021	54.1
Recreation	2,824,966	186,608	398,236	14.0	2,426,730	1,019,093	1,407,637	49.8
Public Library	1,592,164	107,861	250,681	16.0	1,341,483	885,437	456,047	28.6
Public Welfare	812,413	26,429	56,484	7.0	755,929	181,540	574,389	70.7
Debt Service	6,208,772	432	433	0.0	6,208,340	21,749	6,186,591	99.6
Other Financing Sources/Uses	3,755,288	130,257	260,514	7.0	3,494,774	-	3,494,774	93.1
School	68,124,130	1,654,374	2,425,121	4.0	65,699,009	53,490,727	12,208,282	17.9
Intergovernmental	9,845,212	-	-	0.0	9,845,212	9,845,212	-	0.0
Sub-total : 1000 General Fund	\$ 129,137,793	\$ 4,379,235	\$ 8,519,840	6.6%	\$ 120,617,953	\$ 81,535,495	\$ 39,082,458	30.3%
3213 Parking Activity Fund								
Police	\$ 1,280,325	\$ 48,683	\$ 109,567	9.0%	\$ 1,170,758	\$ 356,096	\$ 814,662	63.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	\$ 48,683	\$ 109,567	8.6%	\$ 1,170,758	\$ 356,096	\$ 814,662	63.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,963,620	\$ 91,218	\$ 60,935	3.0%	\$ 1,902,684	\$ 1,679,734	\$ 222,951	11.4%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,963,620	\$ 91,218	\$ 60,935	3.1%	\$ 1,902,684	\$ 1,679,734	\$ 222,951	11.4%
3381 McConnell Center Fund								
Recreation	\$ 865,727	\$ 25,861	\$ 59,630	7.0%	\$ 806,098	\$ 219,843	\$ 586,254	67.7%
Sub-total : 3381 McConnell Center Fund	\$ 865,727	\$ 25,861	\$ 59,630	6.9%	\$ 806,098	\$ 219,843	\$ 586,254	67.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 31,968	\$ 60,690	13.0%	\$ 401,230	\$ 73,183	\$ 328,047	71.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 31,968	\$ 60,690	13.1%	\$ 401,230	\$ 73,183	\$ 328,047	71.0%
5300 Water Fund								
Community Service Public Works	\$ 6,739,228	\$ 383,430	\$ 773,299	11.0%	\$ 5,965,929	\$ 1,614,169	\$ 4,351,759	64.6%
Sub-total : 5300 Water Fund	\$ 6,739,228	\$ 383,430	\$ 773,299	11.5%	\$ 5,965,929	\$ 1,614,169	\$ 4,351,759	64.6%
5320 Sewer Fund								
Community Service Public Works	\$ 9,187,322	\$ 690,099	\$ 1,208,956	13.0%	\$ 7,978,367	\$ 2,397,229	\$ 5,581,138	60.7%
Sub-total : 5320 Sewer Fund	\$ 9,187,322	\$ 690,099	\$ 1,208,956	13.2%	\$ 7,978,367	\$ 2,397,229	\$ 5,581,138	60.7%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,890,978	\$ 94,545	\$ 169,621	9.0%	\$ 1,721,356	\$ 671,862	\$ 1,049,494	55.5%
Sub-total : 6100 Dovernet Fund	\$ 1,890,978	\$ 94,545	\$ 169,621	9.0%	\$ 1,721,356	\$ 671,862	\$ 1,049,494	55.5%
Total : EXPENDITURES	\$ 151,526,912	\$ 5,745,040	\$ 10,962,537	7.2%	\$ 140,564,375	\$ 88,547,611	\$ 52,016,764	34.3%

City of Dover

Revenues of Major Funds August 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	550,478	1,280,096	1.0%	\$ 95,866,964	\$ -	\$ 95,866,964	98.7%
Licenses & Permits	7,020,899	711,552	1,274,100	18.0	5,746,799	-	5,746,799	81.9
Intergovernmental	2,621,237	490	183,595	7.0	2,437,642	-	2,437,642	93.0
Charges for Services	4,476,524	412,181	734,585	16.0	3,741,939	(57,251)	3,799,190	84.9
Miscellaneous Revenue	675,549	60,393	232,039	34.0	443,510	(5,982)	449,492	66.5
Education	16,617,624	4,158	37,919	0.0	16,579,705	-	16,579,705	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	1,739,252	3,742,335	3.0%	\$ 125,395,458	\$ (63,233)	\$ 125,458,691	97.2%
3213 Parking Activity Fund								
Licenses & Permits	\$ 240,000	16,389	76,121	32.0%	163,880	\$ -	\$ 163,880	68.3%
Parking Income	860,325	64,786	145,484	17.0%	714,841	-	714,841	83.1%
Parking Fines	180,000	12,097	22,253	12.0%	157,747	-	157,747	87.6%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	93,272	243,857	19.0%	\$ 1,036,468	\$ -	\$ 1,036,468	81.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,380	-	-	0.0%	12,380	\$ -	\$ 12,380	100.0%
Charges for Services	1,783,105	160,456	292,456	16.0%	1,490,649	-	1,490,649	83.6%
Miscellaneous Revenue	0	256	728	0.0	(728)	-	(728)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,795,485	160,712	293,185	16.0%	\$ 1,502,300	\$ -	\$ 1,502,300	83.7%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 726,063	61,917	122,824	17.0%	603,239	\$ -	\$ 603,239	83.1%
Operating Transfers In	139,664	8,712	17,425	12.0	122,239	-	122,239	87.5
Sub-total : 3381 McConnell Center	\$ 865,727	70,629	140,248	16.0%	\$ 725,479	\$ -	\$ 725,479	83.8%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	18,040	65,374	15.0%	365,047	\$ -	\$ 365,047	84.8%
Miscellaneous Revenue	11,500	832	940	0.1	10,560	-	10,560	91.8
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	18,872	66,313	14.0%	\$ 395,607	\$ -	\$ 395,607	85.6%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	2,500	\$ -	\$ 2,500	100.0%
Charges for Services	6,298,328	818,491	1,098,963	0.2	5,199,365	-	5,199,365	82.6
Miscellaneous Revenue	70,500	27,303	35,308	0.5	35,192	-	35,192	49.9
Other Financing Sources	87,500	-	-	0.0	87,500	-	87,500	100.0
Sub-total : 5300 Water Fund	\$ 6,458,828	845,794	1,134,271	18.0%	\$ 5,324,557	\$ -	\$ 5,324,557	82.4%
5320 Sewer Fund								
Intergovernmental	\$ 28,394	-	-	0.0%	28,394	\$ -	\$ 28,394	100.0%
Charges for Services	8,394,291	993,786	1,431,972	17.0	6,962,319	-	6,962,319	82.9
Miscellaneous Revenue	57,000	10,766	16,471	29.0	40,529	-	40,529	71.1
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 9,000,677	1,004,552	1,448,443	16.0%	\$ 7,552,234	\$ -	\$ 7,552,234	83.9%
6100 Dovernet Fund								
Charges for Services	\$ 1,342,533	112,213	224,426	17.0%	1,118,108	\$ -	\$ 1,118,108	83.3%
Miscellaneous Revenue	25,000	25,000	25,000	1.0	-	-	-	0.0
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	137,213	249,426	18.0%	\$ 1,118,108	\$ -	\$ 1,118,108	81.8%
Total : REVENUES	\$ 150,368,288	4,070,296	7,318,078	5.0%	\$ 143,050,210	\$ (63,233)	\$ 143,113,442	95.2%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) August 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	72,589	98,539	8.2	1,109,111	0	1,109,111	91.8
Expenditures	1,240,329	66,136	145,892	11.8	1,094,437	511,115	583,322	47.0
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	(58,273)	6,453	(47,353)	(4)	(10,920)	(511,115)	500,195	(155)

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 –September, 2021

Employee Name	Division	Years of Service
Beaulieu, Carey R	Police	39
Tremblay, Carolyn	Library	36
Dalton, Lisa C	Police	32
Maxfield, James H	Fire	27
Berry, Lisa M	Recreation	24
Bessette, Colleen E	Executive	23
McNulty, Patrick K	Recreation	22
Hilton, Warren E	Public Works	21
Pettingill, Scott D	Police	21
Meyers, Kathleen B	Executive	19
Treadwell, Cynthia L	Finance	17
Nadeau, Mark R	Police	12
Mitrushi, Alexander K	Police	9
Simmons, Patrick S	Fire	9
Fontaine, Lauren E	Finance	8
Young, Gretchen A	Public Works	7
Carpenter, David A	Planning	6
Mitchell, Casey S	CS WWTP	6
Moran, Kelly A	Library	6
Michael, Cory A	Recreation	5
Neenan, Ryan W	FG	5
DiOrio, Anthony M	Public Works	3
Chambers, Jordan C	Public Works	2
Gore, Bryon	Police	1
Jacobson, Maxwell	Public Works	1
Reno, Kayla	Fire	1
Shoer, Molly E	Police	1
West, Robert	Fire	1

AUGUST SEPARATIONS: 22

2 Community Services
1 Finance
1 Fire
3 Police
15 Recreation

AUGUST NEW HIRES: 06

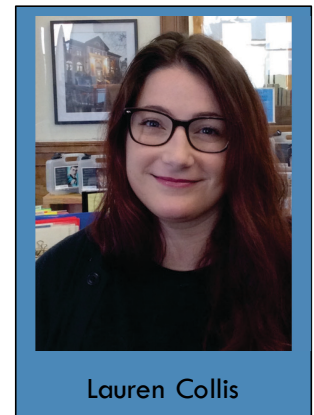
1 Community Services
1 Finance
1 Public Library
1 Police
2 Recreation



Nick Gagnon

The Dover Public Library would like to welcome new staff members! Nick Gagnon is the new Systems & Technology Librarian. Nick says he is very excited to work at the Dover Public Library. He has had the opportunity to work at the Rochester and Durham Public Libraries but cannot wait to take on this role in Dover. He looks forward to connecting with the community and support everyone with the technologies the library offers.

Lauren Collis is a new Library Assistant at the Adult Circulation Desk. Lauren says lives in Dover with her husband David and two cats Bodhi and Baxter. Lauren loves books and is excited to join the team.



Lauren Collis



Rachel Engelman

Rachel Engelman is a new Library Assistant at both the Adult & Children's Circulation Desk. Rachel has a husband, three children, six chickens, one dog and one cat. She thinks La Festa pizza is the best in town and dinosaurs are amazing. Rachel has scooped ice cream, taught riflery and knitting at summer camp, and taught in a Montessori preschool, but as an avid reader, she feels like she has been preparing her whole life for this job.

The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. In the month of August,

Professional Standards conducted an individual written test but did not schedule any oral board interviews for the position of police officer; however, several are scheduled for the month of September. There are currently three background investigations in progress.

During the month of August, Lieutenant Mark Collopy retired from the police department. Mark had been with the City since July of 1998 and he performed numerous roles during his 23 year career.

Lieutenant Collopy spent time as a patrol officer, as a detective, as a school resource officer, as a patrol



Mark Collopy in front of the former police station in July of 2001.

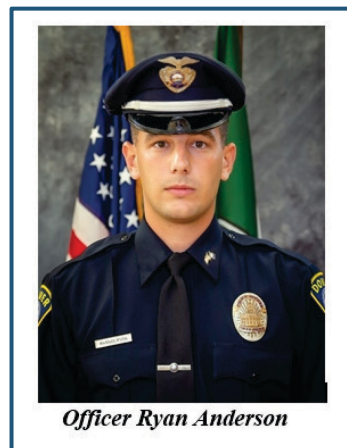


Lieutenant Collopy poses with Chief Breault while holding his retirement shadow box.

supervisor, and as the training coordinator and accreditation manager. Mark accepted a position as accreditation manager with the University of New Hampshire Police Department.



Officers Ryan Anderson (left) and Nate Gurnsey (center) are sworn in by Chief Breault on August 25, 2021.



Officer Ryan Anderson

Officer Ryan Anderson grew up in Beverly, MA and went on to attend Salem State and Southern New Hampshire University. He graduated from Southern New Hampshire University in 2020 with a degree in Justice Studies. Officer Anderson started on August 16 will be attending the 186th Police Academy beginning Monday, August 30, 2021.

in Afghanistan. After leaving the Army, he went to work for the Chattanooga, Tennessee Police Department where he has worked as a police officer for the last 3 years. Officer Gurnsey is married with a year and a half year old son and is pursuing a Bachelor's degree from the University of Tennessee. He started with the department on August 23, 2021 and is currently seeking suitable housing in order to relocate the rest of his family to this area. Officer Gurnsey's Tennessee law enforcement certification was accepted by the New Hampshire Police Standards and Training Council; he will be attending a series of NH "law package" courses at the 186th Police Academy and will be in field training at other times.

Officer Nate Gurnsey is originally from Hammondsport, NY. He joined the US Army as an active duty soldier shortly after high school and served one tour



Officer Nate Gurnsey



***Lieutenant Marn Speidel
being sworn in by Chief
Breault.***

Sergeant Marn Speidel was promoted from the patrol division to Lieutenant and was assigned to fill the role vacated by Lieutenant Collopy as the department's Administrative Services Bureau Commander. In his new role, Lieutenant Speidel will oversee the Records Unit, Standards Unit, and Information Technology. Additionally, Lieutenant Speidel will be the police department's representative to both the Transportation Advisory Commission and the Planning Technical Review Committee. Lieutenant Speidel has been with the City of Dover since 1999 and has over 27 years of police experience.

Officer Matthew Brown was promoted within the Field Operations Division

from patrol officer to Patrol Sergeant. Sergeant Brown has 12 years of experience as a police officer, is an experienced canine handler, and is a member of the Strafford County Regional Tactical Operations Unit.



***Sergeant Matthew Brown being sworn in
by Chief Breault.***

From August 1 through 7, Officer Levin and Detective Burt attended the International Association for Identification (IAI) annual conference, which provides a full week of high-quality, cutting-edge education and hands-on training in forensic physical evidence examination and crime scene processing.

From August 2 through 4, Officer Molly Shoer attended Advanced School Resource Officer training, which is designed for a law enforcement officer working in an education environment. This training advances the SRO's knowledge and skills as a law enforcement officer, informal counselor, and educator.

On August 10, Officers Michael McGee and Bryon Gore attended training to become certified as Taser Instructors.

From August 11 to 12, Officer Molly Shoer attended the New Hampshire School Resource Officer conference.

From August 16 to 19, Officer Oake Carlson and Sergeant Alex Mitrushi attended an intensive four day suicide prevention training through the New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH). This course is provided in a "train-the-trainer" format to enable these officers to help expand the department's peer-to-peer support group and facilitate mental health and wellness among all of the department's staff.

From August 16 to 20, Sergeant John Tarmey attended Sniper Instructor training. This course is designed to create a well-rounded and effective sniper instructor, with the understanding on how to deliver complex information in creating effective snipers. Sergeant Tarmey's is a member of the Strafford County Regional Tactical Operations Unit.

From August 23 to 27, The Dover Police Department hosted FARO training for officers from around the region. Two Dover officers – Molly Martuscello and David Anderson – attended the class which provided an orientation of the software and hardware devices required for 3D crime scene processing. These officers are new members of the department's Crime Scene Unit.

During the weeks of August 17-19 and the week of August 30 to September 3, sworn and civilian staff attended 8-hour training segments on the police department's new Computer Aided Dispatch and Records Management System (CAD/RMS), which is scheduled to be brought on line sometime in September.

Lieutenants Collopy and Speidel fulfilled the roles as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on August 12 and August 26. Following staff review of each project, comments were prepared and disseminated to the Planning Department for further discussion and inclusion in the meeting notes.

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.

On August 10, 2021, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU) Officer Brown and K9 Barco attended a monthly training, with a focus on tactics and woodland operations.

On August 3, 2021 Officer Brown and K9 Barco attended National Night Out, conducting demonstrations and meet and greet with citizens of Dover.

On August 19th, Chief Haas, along with Chief Breault and City Manager Joyal attended a Community Suicide Prevention workshop, facilitated by the National Alliance on Mental Illness (NAMI) and hoisted at Dover High School. It was a day long collaboration of ideas and discussion amongst City staff, school district staff, healthcare providers, clergy, and mental health support organizations.



K9 Barco-Retired in August 2021

Dover Fire & Rescue personnel received specialized training by Zoll Medical Corporation staff. This training was provided in conjunction with the Department's four new Zoll ventilators being put into service.

In the month of August, probationary firefighter Rob West obtained his Advanced Emergency Medical Technician certification. Hired as a Basic EMT earlier this year, Rob had the requirement of obtaining his AEMT within his first year of hire. Congratulations, Rob!

In August, Deputy Chief McShane completed his course of study and received a Master of Arts in Emergency and Disaster Management.

Retired Deputy Chief Larry Masse spoke to the shifts about dealing with suicide as first responders. Chief Masse has personal experience in dealing with the trauma associated with suicide victims and he wanted to reach out to provide different avenues and information in dealing with emotional trauma to Dover Fire & Rescue members.



"Company level" training continued among the 4 shifts, in an effort to maintain a stable group of qualified operators of the various pieces of high-tech apparatus used in fire and rescue operations. Company level training is typically initiated by the company officers, as they work to manage the needs and goals of their personnel, balance call volume, and community service activities. Department-wide training and training of probationary firefighters are also woven into daily training activities. The following members achieved certification in fire department apparatus: Michael Ryan and Anthony Colarusso-Truck 1. Benjamin Roesch-ladder 3





On August 22, 2021, K9 Barco officially retired after serving the citizens of the City of Dover and greater Strafford County for 7 years. K9 Barco had over 500 deployments and countless community outreach events.

6. Sustainability-Focused Outcomes

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

City Planner Bird attended an online Coastal Adaptation Workgroup meeting on August 26th to discuss the new climate change report.

City Planner Bird and two Open Lands Committee (OLC) members had a meeting on August 2nd with a landowner to discuss a potential land protection project. City Planner Bird and two Open Lands Committee members did a site visit on August 11th at a potential new conservation parcel. City Planner Bird and an OLC member conducted 3 easement monitoring visits on August 16th.

City Planner Bird met with the Wetland Protection Ordinance Subcommittee on August 24th to discuss the PREP grant and to meet with the wetlands scientist and Strafford Regional Planning Commission (SRPC) staff to discuss wetland functions and values.

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. The group meets every other week, virtually.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 8, 2021**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to approve the Agenda, seconded by Councilor Thibodeaux.

Vote: 9/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He discussed COVID-19 situation in the City. He gave an overview of road construction projects underway in the City.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. August 25, 2021 – Regular Meeting

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Carrier listed the events he attended in the past couple weeks.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 8, 2021**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. APPROVAL OF 61 LOCUST STREET, SUITE 128 AND 129, DOVER, NH LEASE EXTENSION/RENEWAL**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

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

Vote: 9/0.

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

B. RESOLUTIONS

- 1. GENERAL FUND FY2022 BUDGET AMENDMENT – APPROPRIATION OF ADDITIONAL STATE AID TO SCHOOL DEPARTMENT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 22, 2021.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a Public Hearing on September 22, 2021; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, September 8, 2021**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

1. CHAPTER 170 – ZONING

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 13, 2021.)

**SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD
REPRESENTATIVE**

Deputy Mayor Ciotti moved to waive City-wide mailing and refer to a Public Hearing on October 13, 2021; seconded by Councilor Thibodeaux.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski invited the Council to breakfast after the 9/11 Memorial Ceremony, and then asked them to attend the Recovery Rally in Henry Law Park.

Councilor Shanahan asked the Council and citizens to think about driving safely and keeping Dover clean.

Deputy Mayor Ciotti acknowledged the three candidates present at the meeting.

Councilor Thibodeaux said she will be holding her Coffee with a Councilor this Saturday.

16. ADJOURN

Councilor O'Connor moved to adjourn; seconded by Councilor Muffett-Lipinski.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.09.08 – 155**
Resolution Re: General Fund FY2022 Budget Amendment – Appropriation of Additional State Aid to School Department

- WHEREAS: The Dover City Council adopted the City of Dover FY2022 operating budget on June 2, 2021; and
- WHEREAS: The Dover School District has been informed by the State, that as a result of the adopted State biennial budget, the district is to receive an additional \$1,561,230.00 in State aid above what was estimated in the FY2022 adopted City municipal budget; and
- WHEREAS: The Dover School Board approved a resolution on August 23, 2021 (copy attached) requesting the City Council to adopt a General Fund FY2022 budget amendment to appropriate the additional state aid to be received by the school department; and
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of One Million Five Hundred Sixty-One Thousand Two Hundred and Thirty Dollars (\$1,561,230.00) is hereby appropriated to the Dover School Department as part of the FY2022 General Fund budget for the purposes noted in the table below:

Account Number	Account Description	Adopted Budget	Budget Amendment	Revised Budget
REVENUE				
1000.2.600.03190.3700.00000.00.000.000.R70	State Adequate Education Grant	9,656,286.00	1,091,166.00	10,747,452.00
1000.2.600.03230.3700.00000.00.000.000.R70	Special Education Aid (Catastrophic Aid)	604,936.00	470,064.00	1,075,000.00
		10,261,222.00	1,561,230.00	11,822,452.00
EXPENDITURES				
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	0.00	50,000.00	50,000.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	0.00	50,000.00	50,000.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	0.00	300,000.00	300,000.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Technology Capital Reserve	0.00	250,000.00	250,000.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Instructional Equipment CRF	0.00	50,000.00	50,000.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Student Support Services CRF	0.00	100,000.00	100,000.00
1000.2.630.01100.4110.00000.00.000.120.100	Teacher Wages - DHS	4,908,593.00	240,000.00	5,148,593.00
1000.2.620.01100.4110.00000.00.000.120.100	Teacher Wages - DMS	4,068,040.00	200,000.00	4,268,040.00
1000.2.620.01100.4110.00000.00.000.120.100	Teacher Wages - CTC	958,170.00	70,000.00	1,028,170.00
1000.2.600.02620.4440.00000.00.000.000.300	Facility Repairs/Renovations	25,000.00	251,230.00	276,230.00
		9,959,803.00	1,561,230.00	11,521,033.00

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

Document Created by: Finance Department
Document Posted on: September 16, 2021

R-2021.09.08 General Fund FY2022 Budget Amendment for
Appropriation of Additional State Aid to School
Department.doc
General Fund FY2022 Budget Amendment
Appropriation of Additional State Aid to School Department
Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2021.09.08 – 155**
Resolution Re: General Fund FY2022 Budget Amendment – Appropriation of Additional State Aid to School Department

DOCUMENT HISTORY:

First Reading Date: 09/08/2021	Public Hearing Date: 09/22/2021
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.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-6 *Appropriations After Adoption of the Budget*, the School Board is requesting that the City Council adopt a FY2022 General Fund Budget Amendment to appropriate \$1,561,230.00 in additional State Education Aid to be received by the school department.

The School Board adopted a resolution on August 23, 2021 identifying that the school department would be receiving an additional \$1,561,230.00 in State Education Aid during FY2022. These unanticipated funds are the result of the State of New Hampshire adopted biennial budget, which was adopted on June 24, 2021.

In accordance with NH RSA Chapter 34 *Capital Reserve Funds for Cities*, the City Council must approve any transfer into a city capital reserve fund.

A copy of the adopted School Board resolution is attached to this City Council resolution.

RESOLUTION

RE: FY2021-2022 BUDGET AMENDMENT REQUEST

- WHEREAS: The Dover City Council adopted the City of Dover FY2022 municipal operating budget on June 2, 2021; and
- WHEREAS: The State of New Hampshire adopted its biennial budget on June 24, 2021, which included additional funds designated for New Hampshire school districts; and
- WHEREAS: The New Hampshire Department of Education released revised Adequacy Aid estimates on August 2, 2021, showing a \$1,091,166 increase from what was previously projected; and
- WHEREAS: The New Hampshire Bureau of Student Support confirmed that the Dover School District will receive a 100% reimbursement rate for Special Education Aid eligible costs ; and
- WHEREAS: The Dover School Board has determined that it can responsibly revise its estimated revenue for Adequacy Aid to \$10,747,452, and Special Education Aid to \$1,075,000, which represents a combined increase in school funding for the 2021-2022 school year of \$1,561,230; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council appropriate \$1,561,230 to the Dover school department's 2021-2022 budget for the purposes as noted below:

Account	Account Description	FY22 Adopted	Budget Adjustment	Revised Budget
REVENUE				
1000.2.600.03190.3700.00000.00.000.000.R70	State Adequate Education Grant	\$ (9,656,286)	\$ (1,091,166)	\$ (10,747,452)
1000.2.600.03230.3700.00000.00.000.000.R70	Special Education Aid (Catastrophic Aid)	\$ (604,936)	\$ (470,064)	\$ (1,075,000)
		<u>\$ (10,261,222)</u>	<u>\$ (1,561,230)</u>	<u>\$ (11,822,452)</u>
EXPENDITURES				
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Athletics CRF	\$ -	\$ 50,000	\$ 50,000
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Curriculum CRF	\$ -	\$ 50,000	\$ 50,000
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Facilities CRF	\$ -	\$ 300,000	\$ 300,000
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Technology CRF	\$ -	\$ 250,000	\$ 250,000
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Instructional Equipment CRF	\$ -	\$ 50,000	\$ 50,000
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Student Support Services CRF	\$ -	\$ 100,000	\$ 100,000
1000.2.630.01100.4110.00000.00.000.120.100	Teacher Wages - DHS	\$ 4,908,593	\$ 240,000	\$ 5,148,593
1000.2.620.01100.4110.00000.00.000.120.100	Teacher Wages - DMS	\$ 4,068,040	\$ 200,000	\$ 4,268,040
1000.2.620.01100.4110.00000.00.000.120.100	Teacher Wages - CTC	\$ 958,170	\$ 70,000	\$ 1,028,170
1000.2.600.02620.4440.00000.00.000.000.300	Facility Repairs/Renovations	\$ 25,000	\$ 251,230	\$ 276,230
		<u>\$ 9,959,803</u>	<u>\$ 1,561,230</u>	<u>\$ 11,521,033</u>

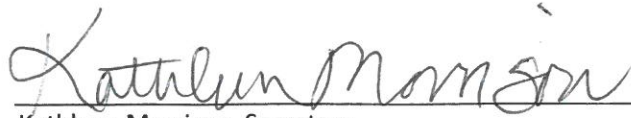
SUBMITTED BY:



Amanda L. Russell, Chairperson



Keith Holt, Vice Chairperson



Kathleen Morrison, Secretary

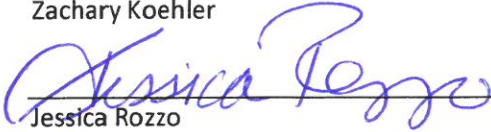


Rachel Burdin



Carolyn Mebert

Zachary Koehler



Jessica Rozzo

August 23, 2021

FY22 Anticipated Revenue Revisions
Submission for City Council Adoption

Revenue Source (Ammended Revenue)	6/7 Estimate	8/1 Revision	\$ Inc./ (Dec.)
State Adequate Education Grant	\$ 9,656,286	\$ 10,747,452	\$ 1,091,166
Special Education Aid (Catastrophic Aid)	\$ 604,936	\$ 1,075,000	\$ 470,064
			<u>\$ 1,561,230</u>

Expenditure Source (Ammended Budgetary Expense)

Restore Teaching Positions @ DHS & DMS

DHS Science Teacher (1.0 FTE)	\$ (120,000)
DHS Math Teacher (1.0 FTE)	\$ (120,000)
DHS EMT Teacher (0.33 FTE)	\$ (70,000)
DMS 5th Gr. Teacher (1.0 FTE)	\$ (100,000)
DMS 6th Gr. Teacher (1.0 FTE)	\$ (100,000)
	<u>\$ (510,000)</u>

Restore CIP Transfers (Includes Reserve for FY23 Loss of State Aid Estimated at \$492,137):

Athletics CRF	\$ (50,000)
Curriculum CRF	\$ (50,000)
Facilities CRF	\$ (300,000)
Technology CRF	\$ (250,000)
Instructional Equipment CRF	\$ (50,000)
Student Support Services CRF	\$ (100,000)
	<u>\$ (800,000)</u>

Repairs & Maintenance:

Facilities - GES Kitchen Repair & FS Equipment	\$ (70,000)
Facilities - General Repairs	\$ (11,055)
Facilities - DW Communications Solution	\$ (170,175)
	<u>\$ (251,230)</u>

TOTAL Funds Remaining	\$ 0
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.09.22 – 156**
Resolution Re: Award of Extended Warranty and Preventive Maintenance
Agreement with Zoll Medical Corporation

WHEREAS: Zoll Medical Corporation is the only company that manufactures many pieces of equipment that the City has purchased over the years, including the Zoll AutoPulse, Zoll Ventilator, and Zoll X Series Cardiac Monitors and Defibrillators. As these equipment items will be in use beyond the factory warranty, the purchase of an extended warranty and preventive maintenance agreement will minimize equipment failure, as well as costly unscheduled downtime; and

WHEREAS: Zoll Medical Corporation has provided a three-year extended warranty and preventive maintenance agreement for service between October 1, 2021 to September 31, 2024 to be paid in three equal annual payments of \$19,289.45 in fiscal year 2022, 2023 and 2024 for a total amount of \$57,868.35; 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 Zoll Medical Corporation of Chelmsford, MA for the purchase of an extended warranty and preventive maintenance agreement for three equal annual payments in the amount of \$19,289.45 beginning in FY2022 for a total amount not to exceed \$57,868.35. 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
1000.1.220.42220.4433.00000.00	F&R Suppression - Maint Chrgs - Equipment	62,500	46,864

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.09.22 – 156**
Resolution Re: Award of Extended Warranty and Preventive Maintenance
Agreement with Zoll Medical Corporation

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 – 2021.09.22 – 156**
Resolution Re: Award of Extended Warranty and Preventive Maintenance
Agreement with Zoll Medical Corporation

RESOLUTION BACKGROUND MATERIAL:

Over the past several years, Dover Fire & Rescue has purchased multiple pieces of equipment through Zoll Medical Corporation including the Zoll AutoPulse, Zoll Ventilator and Zoll X Series Cardiac Monitors and Defibrillators. As these pieces of equipment are coming to the end of their factory warranty, Zoll Medical Corporation provided pricing for a three-year extended warranty on four (4) AutoPulses, an on-site three-year service plan for four (4) ventilators, and an on-site three-year service plan for seven (7) X Series Cardiac Monitors and Defibrillators. The total cost of the three-year extended warranty and preventive maintenance agreement is \$57,868.35 to be paid in three equal annual payments of \$19,289.45 beginning in FY2022.

Award Information:

A purchase order will be issued to Zoll Medical Corporation to authorize expenditures are outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	3-year extended	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Through 9/30/2024	Estimated Delivery:	N/A
Recommended Award to:	Zoll Medical Corporation	Fund:	Operating/Maintenance
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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.09.22 – 157**
Resolution Re: State of NH Contract for Cisco Security Hardware and Professional Services

WHEREAS: The State of NH joined the Western States Contracting Alliance (WSCA) in a bid request for Networking Communication and Maintenance; and

WHEREAS: An award and contract #8001458 went to Cisco Systems, Inc. with several authorized resellers. The State has renewed its contract with Cisco Systems, Inc. through September 30, 2024. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities, but does not lock them into buying with Cisco Systems, Inc. or authorized resellers; and

WHEREAS: Per general instruction to utilize the contract with the State of NH, the City contacted all five authorized resellers (vendors) for quotes under solicitation #Q22-005 for Cisco security hardware and professional services. The City received two responses which were reviewed for necessary qualifications, experience, skills, project understanding, approach and cost. It is the recommendation to accept the quote with the lowest cost and that met all requested specifications submitted by Red River Technology LLC in the amount of \$127,538.05; and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices, other governmental agencies or cooperative buying groups.

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 Red River Technology LLC for hardware and professional services costs in the total amount of \$127,538.05. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
2110.1.190.41991.4745.01150.00	ARPA - Computers & Communications Equip	102,386.05	102,386.05
2110.1.190.41991.4341.01150.00	ARPA - Technical Services	25,152.00	25,152.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2021.09.22 – 157**
Resolution Re: State of NH Contract for Cisco Security Hardware and Professional Services

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 – 2021.09.22 – 157**
Resolution Re: State of NH Contract for Cisco Security Hardware and Professional Services

RESOLUTION BACKGROUND MATERIAL:

In February 2018, the State of NH joined the Western States Contracting Alliance (WSCA) in a bid request for networking communications and maintenance. Award went to Cisco Systems, Inc. with several authorized resellers. The term of the current agreement #8001458 is June 2, 2021 through September 30, 2024. The pricing and terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities, but does not lock them into only purchasing from Cisco Systems, Inc. or authorized resellers.

The current core firewall services were originally installed in 2012 and are due for their scheduled life cycle replacement. Branch office firewalls were primarily installed from 2013 – 2014 and are also due for replacement. The newer firewall technology proposed will support circuit resiliency as well as advancements in threat protection technology.

Per general instruction to utilize the agreement with the State of NH, the City contacted all five authorized resellers (vendors) for quotes for Cisco security hardware and professional services. Two vendors submitted their quotes with the low costs received from Red River Technology LLC in the amount of \$127,538.05 for networking hardware and professional services.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	182 days from NTP
Recommended Award to:	Red River Technology LLC	Fund:	ARPA
Other Approvals Required:	State of NH Contract No. 8001458	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval.

[Q22-005 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2021.09.22 – 158**

Resolution Re: Approval of Acceptance of Donation by Northeast Color
for Work and Supplies for Improving the Community Trail

WHEREAS: The City of Dover, through the Community Trail Advisory Committee, is in the process of improving the existing Community Trail;

WHEREAS: Throughout the years, different organizations and groups offer to assist with cleaning up and maintaining the Community Trail;

WHEREAS: Northeast Color held this year's volunteer day September 10, 2021 to assist with re-painting, creating new murals, and a general cleaning and maintaining of the trail;

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

Northeast Color's generous donation of labor and materials on September 10, 2021 exemplifies community stewardship and represents a significant contribution to the City of Dover, the Community Trail, and outdoor recreation in the City, and is hereby accepted and sincerely appreciated.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.3.	
Resolution Number: R - 2021.09.22 – 158 Resolution Re: Approval of Acceptance of Donation by Northeast Color for Work and Supplies for Improving the Community Trail		

DOCUMENT HISTORY:

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

None.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.09.22 – 159**

Resolution Re: Approval of Payment in Lieu of Property Tax (PILOT)
Agreement Between City and The Housing Partnership: A
Non-Profit Corporation

WHEREAS: The City of Dover and The Housing Partnership: A Non-Profit Corporation (“Housing Partnership”) desire to enter into a Payment in Lieu of Property Tax Agreement; and

WHEREAS: The Housing Partnership is a nonprofit corporation and is exempt under Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS: The Housing Partnership is the owner of property located at 563 Central Avenue in Dover on which it operates a 4-unit multi-family apartment building (the “Property”); and

WHEREAS: The Housing Partnership has requested that the Property and the improvements thereon be exempt from taxation by the City; and

WHEREAS: City staff believe the Housing Partnership’s ownership and use of the Property meets the requirements of a real estate tax exemption set forth in RSA 72:23-k (Charitable, Nonprofit Housing Projects); and

WHEREAS: The Housing Partnership is willing to make a payment in lieu of taxes regarding the Property, and the City of Dover is willing to authorize an exemption from taxation and accept an annual payment in lieu of taxes based on the sum equal to the annual assessed value of the Property times the City portion of the annual tax rate, as more fully set forth in an Agreement between the Housing Partnership and the City.

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

The City Manager is hereby authorized to sign a Payment in Lieu of Property Tax Agreement between the City of Dover and The Housing Partnership: A Non-Profit Corporation.

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 – 2021.09.22 – 159 Resolution Re: Approval of Payment in Lieu of Property Tax (PILOT) Agreement Between City and The Housing Partnership: A Non-Profit Corporation		

DOCUMENT HISTORY:

First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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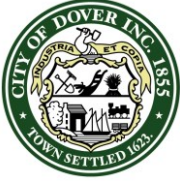
DOCUMENT ACTIONS:

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:

In accordance with RSA 72:23-k, The Housing Partnership: A Non-Profit Corporation (“Housing Partnership”) has approached the City with an Agreement to make a payment in lieu of property taxes. A copy of the proposed Agreement is attached to this resolution. The Agreement provides that the Housing Partnership will make an annual payment equivalent to the assessed value of its property times the City portion of the annual tax rate.

By way of example using 2020 figures (the 2021 tax rate has not been set), for 563 Central Avenue the PILOT payment would have been \$3,746.76, produced by taking the assessed value of \$407,700 multiplied by 9.19/1000 (2020 municipal rate).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2021.09.22 – 159**

Resolution Re: Approval of Payment in Lieu of Property Tax (PILOT)
Agreement Between City and The Housing Partnership: A
Non-Profit Corporation

For reference, [RSA 72:23-k](#) provides:

I. The real estate and personal property of charitable, nonprofit community housing and community health care facilities for elderly and disabled persons, if none of the income or profits is used for any purpose other than community housing or community health care, shall be exempt from taxation. This exemption shall apply to housing and health care facilities situated within New Hampshire which are sponsored or owned by nonprofit, charitable corporations or organizations, located within or outside of the state, and to projects organized, operated, or assisted under state law or pursuant to rules and regulations of the United States Department of Housing and Urban Development, the United States Department of Health and Human Services, or any successor agency. For the purposes of this section an elderly person is one who is 62 years or more of age. The age of the head of the family determines the eligibility of the family unit in the project. For the purposes of this section, the term "charitable" shall have the meaning set forth in RSA 72:23-l.

II. On or before November 1 of each year the owner of the housing project shall enter into an agreement with the municipality in which the property is situated to pay the municipality, on December 1 of each year, a sum in lieu of taxes to defray the costs of municipal, non-utility, services. Failing mutual agreement, the sum paid on December 1 of each year shall be an amount not to exceed the lower of 10 percent of the shelter rent received by the owner from all sources during the preceding calendar year, not including security deposits received from residents of the housing project, for shelter and care of residents within the project, or a sum equivalent to that derived from application of the current municipal, non-school, portion of the local tax rate against the net local assessed value of the project. For cause shown and at any time, keeping in mind the nature and purpose of the project, the municipality or the board of tax and land appeals may refund or abate all or a portion of the payment in lieu of taxes in any year. The owner shall on or before June 1 of each year file with the municipality in which the property is located, upon a form prescribed and provided by the board of tax and land appeals, a statement of its financial condition for the preceding fiscal year and such other information as the board of tax and land appeals requires.

**PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN
THE CITY OF DOVER AND THE HOUSING PARTNERSHIP: A NON-PROFIT
CORPORATION**

This Agreement is made as of this _____ day of _____, 2021, pursuant to NH RSA 72:23-k by and between The Housing Partnership: A Non-Profit Corporation (Property Owner) (hereinafter “Housing Partnership”), a nonprofit corporation organized under the laws of the State of New Hampshire with a mailing address of PO Box 127, Portsmouth, NH 03802, a business address at 2d Floor, 767 Islington Street, Portsmouth, NH 03801, and an address in Dover at 563 Central Avenue, Dover NH 03820, and the CITY OF DOVER, a municipal corporation established under the laws of the State of New Hampshire (the “CITY”), having a place of business at 288 Central Avenue, Dover, New Hampshire 03820.

RECITALS

- A. The Housing Partnership is a nonprofit corporation that owns the property at 563 Central Avenue, Dover, New Hampshire, Parcel ID 27007-000000 (the “Property”).
- B. The Property is a 4-unit multi-family apartment building built in 1990 on a .09 acre parcel.
- C. The Housing Partnership represents that it is a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code. The income and profits of the Housing Partnership are used solely for community housing purposes.
- D. RSA 72:23-k defines the property to which the Charitable, Non-Profit Housing Projects property tax exemption applies and is supplemented by N.H. Code of Administrative Rules Part Rev 423.

- E. The CITY recognizes that as presently constituted and represented the Property satisfies the requirements of these laws and is, therefore, entitled to a property tax exemption pursuant to RSA 72:23-k, II.
- F. As set forth more fully below, pursuant to RSA 72:23-k, II, the Housing Partnership shall make a payment in lieu of taxes a sum to defray the costs of municipal, non-utility, services in an amount equivalent to that derived from application of the current municipal, non-school, portion of the local tax rate against the net local assessed value of the Property.
- G. As set forth more fully below, the CITY is willing to recognize and grant to the Housing Partnership (in relation to the Property) an exemption from taxation and accept a payment in lieu of taxes as set forth in this Agreement based on the current ownership and current use of Property.

WHEREFORE, based upon the mutual covenants and promises contained herein, and for other good and valuable consideration which the parties acknowledge, the Housing Partnership and the CITY agree as follows, incorporating the above recitals by reference:

1. *Tax Exempt Status.* The CITY recognizes, agrees, and grants to the Housing Partnership that the Property and all improvements located thereon are currently exempt from taxation under the provisions of RSA 72:23-k based on the City's understanding of the current ownership and current use of Property.
2. *Payment in Lieu of Taxes.*
 - (a) While exempt from taxation under the provisions of RSA 72:23-k, the CITY shall assess the Property as developed real estate and the Housing Partnership shall pay, in lieu of taxes, the sum equal to the annual assessed value of the property times the CITY portion of the annual tax rate.

(b) Subject to the terms of this Agreement, commencing December 1, 2021 the CITY shall assess the Property and the improvements thereon, in accordance with assessments of other properties within the CITY. On such date, and each December 1st thereafter, the Housing Partnership shall pay, in lieu of taxes, the sum equal to the annual assessed value of the property times the CITY portion of the annual tax rate.

(c) Nothing in this Agreement shall prevent the Housing Partnership from challenging the CITY's assessment of the real estate or the improvements in accordance with applicable law.

(d) If the method of calculating the CITY's tax under RSA 72 is changed, the parties agree to enter into good faith negotiations to amend this Agreement.

3. *Lease of Property by the Housing Partnership to Nonexempt Person or Entity.* In the event that all or a portion of the Property is leased by the Housing Partnership to a person or entity which is not exempt from taxation and/or does not qualify for the real estate tax exemption set forth in RSA 72:23-k, such person or entity shall pay taxes on such portion determined by multiplying the tax derived from application of the full tax rate to the assessed value of the Property by a fraction, the numerator of which shall be total square footage of the building constructed on the property (including the tenant's portion of common areas, if any) leased to such person or entity, and the denominator of which shall be to the total square footage of the building constructed on the Property.

4. *Termination.* In the event the Property is sold or disposed of by the Housing Partnership, then the terms and conditions of this Agreement shall terminate on the date of execution of such sale or disposition. In the event the current use and/or ownership of Property is altered and/or ceases, the City may terminate this Agreement at the CITY's sole discretion.

5. *Binding Effect.* This Agreement constitutes the binding agreement of the CITY and the Housing Partnership their respective successors and assigns. This Agreement cannot be modified except by an instrument in writing agreed to by the parties.
6. *Representation of Authority.*
 - (a) The Housing Partnership represents and warrants that this Agreement is binding upon execution of this Agreement by its duly authorized member.
 - (b) The CITY represents and warrants that this Agreement is binding upon execution by the City Manager of the City after authorizing vote of the Dover City Council.
7. *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of New Hampshire. The parties consent to the jurisdiction of the New Hampshire Board of Tax & Land Appeals and/or Strafford County Superior Court to resolve any dispute hereunder.
8. *Entire Agreement.* This Agreement constitutes the entire agreement of the CITY and the Housing Partnership with regard to the tax-exempt status of the Property and payment in lieu of taxes regarding the property located at 563 Central Avenue, Dover, New Hampshire.

Authorization for the City Manager to enter into this Agreement was given by the City Council on September 22, 2021.

[signatures follow]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

CITY OF DOVER

Witness

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

STATE OF NEW HAMPSHIRE
Strafford, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2021 by J. Michael Joyal, Jr., City Manager for the City of Dover, New Hampshire, on behalf of the City.

Notary Public
My Commission Expires:

The Housing Partnership: A Non-Profit Corporation

Witness

By: _____
Print:
Duly Authorized

STATE OF NEW HAMPSHIRE
_____, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2021 by _____, a duly authorized representative of The Housing Partnership: A Non-Profit Corporation, a New Hampshire corporation, on behalf of the corporation.

Notary Public
My Commission Expires:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2021.09.22 – 160**

Resolution Re: Director of Public Welfare Employment Agreement

- WHEREAS: David C. Balian (“Employee”) has been appointed as Director of Public Welfare for the City of Dover by the City Manager; and
- WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Public Welfare; and
- WHEREAS: Employee has agreed to accept employment as Director of Public Welfare of said City subject to certain terms and conditions intended to be memorialized in an Employment Agreement; and
- WHEREAS: In accordance with the Merit Plan, the Dover City Charter and the Laws of the State of New Hampshire, compensation, benefits, and other working conditions for the employment of David C. Balian may be established in the form of an Employment Agreement; and
- WHEREAS: No additional appropriations beyond those presented in the annual budget and subsequently adopted by the City Council are necessary for funding the costs associated with such Employment Agreement;
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
- The City Manager is hereby authorized to enter into the attached Employment Agreement.

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.5.

Resolution Number: **R – 2021.09.22 – 160**

Resolution Re: Director of Public Welfare Employment Agreement

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 Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of David C. Balian as Director of Public Welfare. The Agreement outlines wages, benefits and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
DAVID C. BALIAN**

This Agreement made and entered into this ____ day of ____, 2021 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the “CITY”), as party of the first part and DAVID C. BALIAN, of the City of Rochester, County of Strafford, and State of New Hampshire (hereinafter called “EMPLOYEE”), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as Director of Public Welfare of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Public Welfare; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to accept employment as Director of Public Welfare of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ DAVID C. BALIAN as Director of Public Welfare of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from _____, 2021 until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of benefit eligibility, Employee’s anniversary date of employment with the City shall remain December 7, 2020.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

- A. The City Manager, at any time, may terminate the employment of the Employee for cause after thirty (30) days written notice of the basis for the termination.
- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of his employment.

- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of Director of Public Welfare without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at his option, deem herself to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as Director of Public Welfare, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of his employment.
- E. In the event the Employee voluntarily resigns his position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, he shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except he shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$72,945.60, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date and each year thereafter, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of his performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan after which such increase may be paid as a single lump sum merit bonus. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as Director of Public Welfare at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of July, or such other month as may be mutually agreed upon, the City Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.
- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling his time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty (20) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for ten (10) sick days per fiscal year prorated in the first year from the Employee's anniversary date to the end of the fiscal year. Sick days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage which shall be verified and approved by the City Manager.
- D. The Employee is entitled to time off for the holidays currently recognized by the City on the day they are observed.
- E. All previously accrued and unused leave as of the effective date of this Agreement shall remain available for use by the Employee subject to the accrual and use limitations specified above.

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay eighteen percent (18%) and the City will pay eighty-two percent (82%) of the applicable premiums for the Employee's chosen health insurance plan and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The employee shall receive a buy back for health and/or dental insurance coverages not selected equal to fifty percent (50%) of the City's avoided costs provided Employee presents evidence of satisfactory coverage from another source. The Employee health contribution and/or buy back may be subject to change as applicable to other City Employees.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to participate in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan and remains eligible to receive a 50% matching City contribution capped at \$1,500/year.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable business-related expenses incurred in the performance of his duties.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City shall pay for the Employee's individual membership dues and assessments by the New Hampshire Local Welfare Administrators' Association.
- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.
- C. The City agrees to pay the expenses associated with the Employee's attendance at the annual conference of the New Hampshire Local Welfare Administrators' Association or, subject to prior approval, another related professional association.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of his employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as he may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of DAVID C. BALIAN as the Director of Public Welfare of the City of Dover.

SECTION 17 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City: THE CITY MANAGER
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Employee: DAVID C. BALIAN, Director of Public Welfare
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 18 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
DAVID C. BALIAN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2021.09.22 – 161**
Resolution Re: Purchase of Voyage Mark II Scale Model Solar System
(Revised)

WHEREAS: As an educational resource for the Dover Schools, as well as the Dover Community, a request through the National Center for Earth and Space Education (NCESE), a 501(C)3 non-profit was submitted to fund the purchase and installation of a new Voyage Mark II Scale Model Solar System on the Dover Community Trail starting at Central Avenue/Rutland Street and ending near Fisher Street; and

WHEREAS: It is the recommendation to award the purchase of the new Voyage Mark Scale II Model Solar System to NCESE/Tides Center with the check payable to Tides Center, as well as the estimated shipping expense which is factored into the total project cost, in the amount not to exceed \$56,500.00; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Tides Center of San Francisco, CA for the purchase of the new Voyage Mark II Scale Model Solar System, as well as to the shipping vendor that is not identified at this time, in an amount not to exceed \$56,500.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

Financing

Account	Description	Appropriation	Balance
4022.1.180.41910.4744.02518.22	Voyager II Solar System-Furniture & Fixtures	60,000	60,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2021.09.22 – 161**
Resolution Re: Purchase of Voyage Mark II Scale Model Solar System
(Revised)

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.6.

Resolution Number: **R – 2021.09.22 – 161**
Resolution Re: Purchase of Voyage Mark II Scale Model Solar System
(Revised)

RESOLUTION BACKGROUND MATERIAL:

The School District and City were informed of an opportunity for a new Voyage Mark II Scale Model Solar System by the National Center for Earth and Space Science Education (NCESSE), a 501(C)3 non-profit and the fabricator, Exhibitology, LLC. The cost to purchase, ship and install the model is estimated not to exceed \$60,000.00 and will be funded by way of a transfer from the School Facilities Capital Reserve to a FY2022 Capital Improvements (CIP) project. The School Board voted to approve the use of School Facilities Capital Reserve funds at their April 12, 2021 Board meeting with the request brought forward for City Council approval at the April 28, 2021 Council meeting via resolution [R-2021.04.28-062](#) and approved on May 12, 2021.

City Council approved the purchase of the new Voyage Mark II Scale Model Solar Systems via Council resolution [R-2021.05.12-068](#) with the authorization to issue a purchase order to Exhibitology, LLC, as well as the estimated shipping expense which is factored into the total project cost, in the amount not to exceed \$56,500.00. The City recently received notice that the equipment will now be purchased directly through NCESSE/Tides Center with the payment to be made directly to Tides Center, thereby, resulting in this revised resolution to issue a correction to the vendor name.

Cost Element	Estimated Cost
Voyage Mark II Scale Model Solar System	\$47,925.00
Fabrication of Shipping Crate and Freight	\$3,500.00
Replacement Parts, as needed	\$5,075.00
Subtotal	\$56,500.00
Installation	\$3,500.00
Total	\$60,000.00

Bid Information:

Per 5-28.B Competitive bidding may be waived by the majority vote of the City Council.

Award Information:

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



CITY OF DOVER

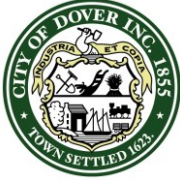
CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2021.09.22 – 161**
Resolution Re: Purchase of Voyage Mark II Scale Model Solar System
(Revised)

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Completion	Estimated Delivery:	As Needed
Recommended Award to:	NCESSE/Tides Center	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Per 5.32. Purchase to exceed the \$25,000 amount requiring City Council approval.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.09.22 – 162**
Resolution Re: B21061 Telecommunications Services

WHEREAS: A sealed Request for Proposal #B21061 was solicited and received for telecommunications services on April 23, 2021 at 2:30 PM for a five-year contract with the option to extend an additional five years following the original contract term. A mandatory pre-proposal meeting was held via virtual conference on March 25, 2021 at 11:00 AM with eleven confirmed vendors attending; and

WHEREAS: Five bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, certification to design, deliver, support and manage proposed solution, certifications related to cybersecurity, and proposal costs; and

WHEREAS: The Office of Information Technology convened a selection committee which ranked all submissions in order of precedence from highest to lowest score, and selected two vendors to meet all of the service and project requirements. As outlined in the background section, it is the recommendation to award to Consolidated Communications Enterprise Services, Inc. of Manchester, NH for data and copper services and RingCentral, Inc. of Belmont, CA for voice and complementary communication services.

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

The Purchasing Agent is hereby authorized to issue purchase orders to Consolidated Communications Enterprise Service, Inc. and RingCentral, Inc. for telecommunication services at negotiated rates provided in conjunction with bid #B21061. The City Manager, or designee, is hereby authorized to contract with the vendors, consistent with the Purchase Orders authorized herein.

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

Financing

Account	Description	Appropriation	Balance
6100.1.550.49200.4745.09100.21.	DoverNet - Capital Outlay	102,252	102,252
6100.1.550.49200.4341.09100.00.	DoverNet-Technical Services	125,564	62,327
xxxx.1.xxx.xxxxx.4531.xxxxx.xx	Telecommunications	249,448	106,309

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.

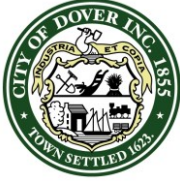
Resolution Number: **R – 2021.09.22 – 162**
Resolution Re: B21061 Telecommunications Services

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 – 2021.09.22 – 162**
Resolution Re: B21061 Telecommunications Services

RESOLUTION BACKGROUND MATERIAL:

The City solicited a Request for Proposal from qualified vendors to provide a telecommunications strategy including voice communications, analog POTS lines, and Municipal Area Network data connections throughout its municipal buildings, as well as a secondary core broadband data service. The solicitation request did not include any of the school facilities as they opted to not participate at this time.

All hardware, support and phone services are currently provided by a single telecommunications company. The City does not own any of its telecommunication routing hardware other than onsite POE (Power over Ethernet) switches. Proposal requests were solicited to take advantage of current technology and looking beyond the traditional phone system to include options such as soft phones, video conferencing, scalable virtual meetings, instant messaging/group chat, unified messaging, as well as one that is robust and easily manageable with the ability to integrate with other relevant city systems and processes. The City has elected to purchase desk phones in order to reduce overall cost of phone equipment for the duration of the contract.

The City reserved the right to consider partial bids for sections of the bid's project requirements. Based on the selection criteria, the committee opted to select two vendors to meet all of the service requirement needs, as well as the lowest overall cost to the City. The estimated five-year cost to implement, purchase new phones, and recurring fees for voice and data is \$504,000.00 or \$8,400.00 per month through service providers Consolidated Communications Enterprise Service, Inc. and RingCentral, Inc. It is anticipated that monthly recurring telecommunications services' expenses will decrease by \$2,000-\$3,000.

Bid Information:

A sealed Request for Proposal #B21061 was solicited and received for telecommunications services on April 23, 2021 at 2:30 PM for a five-year contract with the option to extend an additional five years following the original contract term. A mandatory pre-proposal meeting was held via virtual conference on March 25, 2021 at 11:00 AM with eleven confirmed vendors attending.

Award Information:

A purchase order will be issued to Consolidated Communications Enterprise Services, Inc. and RingCentral, Inc. to authorize future expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2021.09.22 – 162**
Resolution Re: B21061 Telecommunications Services

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	160	Number of Responses:	5
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	5-year Agreement	Estimated Delivery:	As needed
Recommended Award to:	Consolidated Communications Enterprise Services, Inc. and RingCentral, Inc.	Fund:	Various
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.

[B21061 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.09.22 – 163**

Resolution Re: FY2022 CIP Appropriation and Authorization for Bonding
for Pudding Hill Water Treatment Plant

WHEREAS: Public water system improvements are necessary to restore the City's ability to draw drinking water from its public supply wells in the highly productive Pudding Hill aquifer, requiring financing on an interim basis through a bond issuance, though the City will also be seeking full reimbursement via a private party, and/or seeking supplemental assistance via the NH PFAS Remediation Loan Fund; and

WHEREAS: The City's public drinking water is a clear priority, and during periods over the past two years the City has restricted water use in the City due to unavailability of the public supply wells in the Pudding Hill aquifer; and

WHEREAS: The City's public supply wells Pudding Hill aquifer need a new Water Treatment Plant, which has been designed to implement treatment to make the Pudding Hill water supply available for use; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated for \$17,400,000 with estimated useful life in excess of the length indicated:

Item #	Description	Proposed	Life/Yrs	Department	Fund
		Appropriation			
1	Pudding Hill Water Treatment Plant	\$17,400,000	20	Comm Serv - PW	Water
	Total	\$17,400,000			

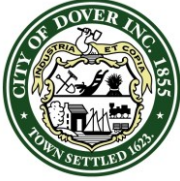
AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in any other Federal or State loan or grant programs for drinking water projects, to include but not limited to the NH Drinking Water and Groundwater Trust Fund, the NH Drinking Water State Revolving Fund (DWSRF), or NH PFAS Remediation Loan Fund, for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in any eligible Federal or State loan or grant programs to obtain the funding for the Pudding Hill Water Treatment Plant project.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.09.22 – 163**
Resolution Re: FY2022 CIP Appropriation and Authorization for Bonding
for Pudding Hill Water Treatment Plant

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk

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.2.

Resolution Number: **R – 2021.09.22 – 163**

Resolution Re: FY2022 CIP Appropriation and Authorization for Bonding
for Pudding Hill Water Treatment Plant

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program project in the amount of \$17,400,000 for the Pudding Hill Water Treatment Plant. This project is to be financed through either the sale of General Obligation bonds, and/or participating in any Federal or State loan or grant programs to fund the project. The resolution authorizes the City to issue bonds and/or participate in Federal or State loan or grant programs to finance the project.

Three water supply wells for the City are located in the Pudding Hill aquifer. They are the Griffin Well, Ireland Well, and DPH-1 Well. The Pudding Hill aquifer has a permitted withdrawal capacity of 780 gallons per minute, or 1.12 million gallons per day, while operating any combination of the wells. This volumetric capacity exceeds 40% of the City's annual average daily demand.

Due to concerns over emerging contamination, the Griffin Well was voluntarily taken offline in December 2015, due to the presence of per- and poly-fluoralkyl substances (PFAS). Ongoing water quality testing also noted the presence of iron, manganese, 1,4 Dioxane and MtBE. The Ireland Well was voluntarily taken offline June 2018, after monitoring well samples indicated rising levels of PFAS. DPH-1 has also remained voluntarily offline, for fear of pulling or introducing possible contamination to the well point.

A responsible party for the contamination has been identified by the New Hampshire Department of Environmental Services (DES), though in the City's view the responsible party is not limited to the subsidiary company owning the contaminated site, but also that subsidiary's corporate parents and/or affiliates (collectively "responsible party"). The responsible party (subsidiary company) has entered into a Consent Decree with the State and has submitted a formal Remedial Action Plan (RAP) to address cleanup of their contaminated parcel, which includes wellhead treatment for the City's contaminated water supply wells. A state-of-the-art water treatment plant has been designed to address contamination, and make the water safe and potable for public consumption. The treatment plant design was peer-reviewed by faculty at the University of New Hampshire, which validated the recommended treatment processes of Greensand-Plus filtration, advance oxidation (peroxide & UV light) and carbon absorption. The recommended treatment processes were also validated via an extended pilot study.

The proposed treatment plant will be constructed on City-owned property off Mast Road, in relatively close proximity to the Bellamy River. An artificial recharge pumping station was recently completed in this general area to help augment the volume of the aquifer, while also creating a hydraulic barrier to prevent additional contamination from reaching the Ireland and PDH-1 Well sites. Water can be extracted from the Bellamy River and introduced into retention ponds strategically located within the aquifer. The recharge facility was completed at no cost to the City via funding from the NH Groundwater Trust Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.09.22 – 163**
Resolution Re: **FY2022 CIP Appropriation and Authorization for Bonding
for Pudding Hill Water Treatment Plant**

Debt Authorization versus Debt Retirement

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

Description	Water
Pending Authorization	17,400,000
Prior FY2022 CIP Authorization	4,225,000
FY2022 Principal Retirement	1,115,357
Net Change	20,509,643

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2021 and this authorization, against the statutory debt limit.

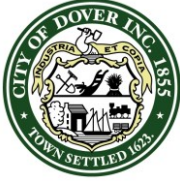
Description	Water Fund
Debt Outstanding	13,042,743
Authorized - Unissued	31,678,000
Total Issued & Unissued	44,720,743
This Authorization	17,400,000
Grand Total	62,120,743
Legal Debt Limit	395,862,383
Under (Over) Legal Limit	333,741,640
Percent Under (Over)	84.31%

Financial Policy Considerations

The proposed debt authorization contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2022 and continue through FY2027 as a result of the funding appropriated for Pudding Hill Water Treatment Plant authorization coupled with the impact of the Water System Facilities Upgrade in the FY2017 CIP and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2022 and continue through FY2027. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$17,400,000 proposed for debt financing in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2021.09.22 – 163**

Resolution Re: FY2022 CIP Appropriation and Authorization for Bonding
for Pudding Hill Water Treatment Plant

Budgetary and Rate Impacts

The \$17,400,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$870,000 per year. The annual impact to the City's Water Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances over the 20-year period, based on an interest rate of 2.45%, is estimated to be a total of \$4,476,150 impact to the City's Water Fund budget over that 20-year period, approximately \$223,808 annual impact. The combined impact of principal and interest repayment for the debt financing would be \$1.10 impact on the water rate. For a single-family home with an average annual water usage of 75 HCF the annual impact would be \$82.50.

Other Considerations

The public supply wells reliant upon the Pudding Hill aquifer were removed from use due to contamination. As discussed above, the responsible party for the contamination has been identified and confirmed by the NH Department of Environmental Services (DES). The City has been in ongoing discussions with the responsible party concerning the funding the responsible party is expected to contribute toward the project costs. At this time, those discussions are ongoing. The City's view is that per the State requirements of Env-Or 600 Contaminated Site Management and the responsible party's Remedial Action Plan, as well as other requirements of the law, the responsible party is obligated to fully fund the Pudding Hill Water Treatment Plant and associated operations and maintenance costs in the future.

The City has determined that construction of the Pudding Hill Water Treatment Plant needs to move forward at this time and cannot be further delayed, given the City's public water needs, the rising costs of construction, and other considerations. The project is estimated to take two (2) years to complete. The City is seeking the appropriation so the project can proceed through the bid process now with an award for construction in early November. Contemporaneously, the City will continue discussions with the responsible party.

The City is continuing to explore, with the NH Department of Environmental Services, the possibility of State loan and grant funding programs that the City may be eligible to participate in for the Pudding Hill Water Treatment Plant project.