



**CITY OF DOVER**

## **CITY COUNCIL - AGENDA**

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 27, 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. CHAPTER 9: BOARDS, COMMISSION, AND COMMITTEES – SECTION 9, BOARD OF HEALTH**  
SPONSORED BY MAYOR CARRIER BY REQUEST
  - B. CHAPTER 53: BICYCLES AND PLAY VEHICLES, SECTION 2**  
SPONSORED BY MAYOR CARRIER BY REQUEST
  - C. CHAPTER 141: VEHICLES AND TRAFFIC, SECTIONS 13, 18, 30, AND 42**  
SPONSORED BY MAYOR CARRIER BY REQUEST
  - D. AUTHORIZATION TO ACCEPT AND EXPEND WENTWORTH DOUGLASS HOSPITAL GRANT (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
  - E. AUTHORIZATION TO ACCEPT AND EXPEND THE COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
  - F. AMENDMENT OF FY2022 SCHEDULE OF FEES TO AMEND THE REPLACEMENT PARKING PERMIT FEE (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
  - G. REPROGRAM UNEXPENDED BOND PROCEEDS FROM THE GARRISON ELEMENTARY SCHOOL IMPROVEMENT PROJECT TO DOVER HIGH SCHOOL PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 27, 2021**  
Meeting Time: **7:00 pm**

**H. ADOPTION OF FISCAL YEAR 2023 – 2028 CAPITAL IMPROVEMENTS PROGRAM (CIP) (CITY COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

**I. APPROPRIATION FOR FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) – NON-DEBT FINANCED PROJECTS**  
**(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**  
**(CITY COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

**J. APPROPRIATION FOR FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND AUTHORIZATION FOR BONDING**  
**(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**  
**(CITY COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### **8. CITIZEN'S FORUM**

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

### **9. CITY MANAGER'S REPORT**

### **10. APPROVAL OF MINUTES**

**A. October 13, 2021 – Regular Meeting**

### **11. MAYOR'S REPORT**

### **12. UNFINISHED BUSINESS**

#### **A. ORDINANCES IN THE 2<sup>nd</sup> READING**

- 1. CHAPTER 9: BOARDS, COMMISSION, AND COMMITTEES – SECTION 9, BOARD OF HEALTH**  
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. CHAPTER 53: BICYCLES AND PLAY VEHICLES, SECTION 2**  
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. CHAPTER 141: VEHICLES AND TRAFFIC, SECTIONS 13, 18, 30, AND 42**  
SPONSORED BY MAYOR CARRIER BY REQUEST

#### **B. ORDINANCES IN THE 3<sup>RD</sup> READING**



**CITY OF DOVER**

## CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 27, 2021**  
Meeting Time: **7:00 pm**

### C. RESOLUTIONS

1. **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)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **AUTHORIZATION TO ACCEPT AND EXPEND WENTWORTH DOUGLASS HOSPITAL GRANT (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **AUTHORIZATION TO ACCEPT AND EXPEND THE COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT**  
**(REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **AMENDMENT OF FISCAL YEAR 2022 SCHEDULE OF FEES TO AMEND THE REPLACEMENT PARKING PERMIT FEE**  
**(REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **B22008 WINTER SAND**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### COMMITTEE REPORTS

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



**CITY OF DOVER**

## **CITY COUNCIL - AGENDA**

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 27, 2021**  
Meeting Time: **7:00 pm**

### **B. RESOLUTIONS**

1. **B21048-RFP22-001 CONSULTING DESIGN SERVICES FOR THE HENRY LAW AVENUE & RIVER STREET RECONSTRUCTION PROJECT**  
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM COCHECO PUMP STATION PROJECT TO VARNEY BROOK PUMP STATION PROJECT AND ISSUE CHANGE ORDER ONE TO WRIGHT-PIERCE FOR CONSTRUCTION OVERSIGHT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 10, 2021, WITH CITY COUNCIL VOTE OCCURRING ON DECEMBER 8, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

### **C. ORDINANCES IN 1<sup>ST</sup> READING**

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





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 174**  
Resolution Re: Reprogram Unexpended Bond Proceeds from the Garrison Elementary School Improvement Project to Dover High School Project

- WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and
- WHEREAS: There is \$38,562.63 of unexpended bond proceeds from the Garrison Elementary School Improvement project as it was completed under budget; and
- WHEREAS: The City has identified the immediate need for additional funding for the ongoing Dover High School Construction project; and
- WHEREAS: The School Board adopted a resolution on October 4, 2021 requesting that the \$38,562.63 of unexpended bond proceeds to be reprogrammed to the High School construction project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
The amount of \$38,562.63 of unexpended bond proceeds is hereby reprogrammed from the Garrison Elementary School Construction project as follows:

| Project Number                 | Project Description | Available Balance | Reprogram Adjustment | Adjusted Balance |
|--------------------------------|---------------------|-------------------|----------------------|------------------|
| 4019.1.600.46900.4725.07103.19 | GES Construction    | \$ 38,562.63      | \$ (38,562.63)       | \$ -             |
| 4016.1.600.46900.4725.07101.16 | DHS Construction    | \$ 180,664.21     | \$ 38,562.63         | \$ 219,226.84    |
|                                |                     | \$ 219,226.84     | \$ -                 | \$ 219,226.84    |

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

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Sue Mistretta  
City Clerk

Document Created by: Finance Department  
Document Posted on: October 22, 2021

R-2021.10.13 Reprogram Unexpended Bond Proceeds from the Garrison Elementary School Construction Project.doc  
unexpended Bond Proceeds from the Garrison Elementary School Improvement Project to Dover High School Project  
Page 1 of 2



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 174**  
Resolution Re: Reprogram Unexpended Bond Proceeds from the Garrison Elementary School Improvement Project to Dover High School Project

### DOCUMENT HISTORY:

|                                |                                 |
|--------------------------------|---------------------------------|
| First Reading Date: 10/13/2021 | Public Hearing Date: 10/27/2021 |
| 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:

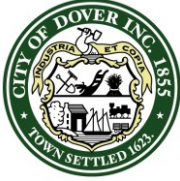
This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Garrison Elementary School Improvements.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified project. This resolution reprograms funding from the Garrison Elementary School project to the Dover High School project.

On December 9, 2015 the City Council adopted the FY2017 Capital Improvements Plan (CIP) Authorization for bonding, which included \$6,900,000.00 for the Garrison Elementary School Improvements project. The project is now completed and there is \$38,562.63 of unexpended bond proceeds that can be reprogrammed to another School department CIP project.

The Dover High School project is an approved FY2016 CIP Project and is currently an active project. The project has need for additional funding for final completion.

A copy of the School Board resolution adopted October 4, 2021 requesting the reprogramming of the unexpended bond proceeds to the High School project is attached to this City Council resolution.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 175**

Resolution Re: Adoption of FY2023-FY2028 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2023-2028 reflected in the attached document is hereby adopted.

**NOTE: This resolution requires a duly advertised public hearing.**

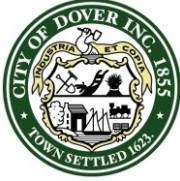
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 175**

Resolution Re: Adoption of FY2023-FY2028 Capital Improvements Plan

### DOCUMENT HISTORY:

First Reading Date: 10/13/2021

Public Hearing Date: 10/27/2021

Approved Date:

Effective Date:

### DOCUMENT ACTIONS:

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

### RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2023 through FY2028 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2023 – FY2028 CIP projects and their anticipated schedule for funding are reflected in the attached document.

# Capital Improvements Program - FY2023-2028

Proposed

6-Oct-21

## All Projects

BOLD = New Project  
UNDERLINED = Change in Schedule

\* = Multi Category Project  
ITALIC = \$ Change

| PROJECT DESCRIPTION                                    | 2023      | 2024      | 2025      | 2026       | 2027      | 2028       | Total      | Finance Method |
|--------------------------------------------------------|-----------|-----------|-----------|------------|-----------|------------|------------|----------------|
| <b>GENERAL GOVERNMENT</b>                              |           |           |           |            |           |            |            |                |
| Transfer to Capital Reserve - Infrastructure & Equip   | 1,175,000 | 1,325,000 | 1,475,000 | 1,625,000  | 1,775,000 | 1,925,150  | 9,300,150  | OB             |
| Transfer to Capital Reserve - Cemetery                 | 125,000   | 125,000   | 125,000   | 125,000    | 125,000   | 125,000    | 750,000    | OB             |
| General Facility Improvements                          | 50,000    | 50,000    | 50,000    | 50,000     | 50,000    | 50,000     | 300,000    | RF             |
| CAMA Software Replacement and Implementaion            | 37,000    |           |           |            |           |            | 37,000     | OB             |
| <b>Cemetery Equipment &amp; Improvements</b>           |           | 250,000   |           | 250,000    |           | 250,000    | 750,000    | RF             |
| <b>Chapel Restoration</b>                              |           |           | 500,000   |            |           |            | 500,000    | DF             |
| TOTAL GENERAL GOVT.                                    | 1,387,000 | 1,750,000 | 2,150,000 | 2,050,000  | 1,950,000 | 2,350,150  | 11,637,150 |                |
| <b>POLICE</b>                                          |           |           |           |            |           |            |            |                |
| Police Cruiser Replacement Program                     | 144,000   | 144,000   | 144,000   | 144,000    | 144,000   | 144,000    | 864,000    | RF             |
| Public Safety Communications/Security Improvements     | 100,000   | 100,000   | 100,000   | 100,000    | 100,000   | 100,000    | 600,000    | OB             |
| TOTAL POLICE                                           | 244,000   | 244,000   | 244,000   | 244,000    | 244,000   | 244,000    | 1,464,000  |                |
| <b>FIRE &amp; RESCUE</b>                               |           |           |           |            |           |            |            |                |
| <i>Ambulance Replacement</i>                           | 271,000   |           | 263,000   |            | 266,000   |            | 800,000    | RF             |
| Front Line Vehicle Corrosion Repair                    | 100,000   |           |           |            |           |            | 100,000    | RF             |
| <i>Protective Gear</i>                                 | 208,000   |           |           |            |           | 250,000    | 458,000    | RF             |
| <i>Command/Staff Vehicle Replacement</i>               |           | 62,000    |           | 62,000     |           | 62,000     | 186,000    | RF             |
| Pumper/Quint Replacement                               |           |           |           | 900,000    |           |            | 900,000    | RF             |
| <i>SCBA Gear</i>                                       |           |           |           | 506,730    |           |            | 506,730    | RF             |
| Squad Replacement                                      |           |           |           | 500,000    |           |            | 500,000    | RF             |
| <b>Aerial Platform Replacement</b>                     |           |           |           |            |           | 1,500,000  | 1,500,000  | DF             |
| TOTAL FIRE & RESCUE                                    | 579,000   | 62,000    | 263,000   | 1,968,730  | 266,000   | 1,812,000  | 4,950,730  |                |
| <b>COMMUNITY SERVICES - PUBLIC WORKS</b>               |           |           |           |            |           |            |            |                |
| PW Heavy Equipment                                     | 450,000   | 500,000   | 550,000   | 600,000    | 650,000   | 700,000    | 3,450,000  | RF             |
| General Streets Improvements                           | 2,341,451 | 2,435,109 | 2,532,513 | 2,633,814  | 2,739,166 | 2,848,733  | 15,530,786 | OB             |
| General Sidewalk Improvements                          | 126,531   | 131,592   | 136,856   | 142,330    | 148,023   | 153,944    | 839,276    | OB             |
| Bridge Improvements                                    | 180,000   | 200,000   | 200,000   | 200,000    | 200,000   | 200,000    | 1,180,000  | OB             |
| Drainage System Improvements                           | 250,000   | 300,000   | 350,000   | 400,000    | 450,000   | 450,000    | 2,200,000  | OB             |
| Traffic Signal Upgrades/Traffic Calming                | 90,000    | 90,000    | 90,000    | 90,000     | 90,000    | 90,000     | 540,000    | OB             |
| <b>Cochecho Replace Storm Drain Outfall</b>            | 500,000   |           |           |            |           |            | 500,000    | DF             |
| <b>Roundabout Dover Point Road/Pointe Place</b>        | 175,000   | 800,000   |           |            |           |            | 975,000    | DF/RF          |
| <b>Portland Avenue Retaining Wall</b>                  | 750,000   |           |           |            |           |            | 750,000    | DF             |
| <u>Street Reconstruction - Whittier Street</u>         | 650,000   |           |           |            |           |            | 650,000    | DF             |
| <b>Street Reconstruction Lower Central Avenue</b>      |           | 3,000,000 |           |            |           |            | 3,000,000  | DF             |
| Street Reconstruction - Sunset Drive                   |           |           | 200,000   | 1,000,000  |           |            | 1,200,000  | DF             |
| <u>Bridge Replacement - Oak Street</u>                 |           |           |           | 5,000,000  |           |            | 5,000,000  | GF             |
| <u>Soundwalls - Renaud/Keating</u>                     |           |           |           | 400,000    |           |            | 400,000    | RF/GF          |
| Street Reconstruction - Atlantic Avenue                |           |           |           | 900,000    | 600,000   |            | 1,500,000  | DF             |
| Street Reconstruction - Home Street*                   |           |           |           | 250,000    |           | 2,000,000  | 2,250,000  | DF             |
| Drainage Improvements - Spruce/Tanglewood              |           |           |           |            | 900,000   |            | 900,000    | DF             |
| Street Reconstruction - Piscataqua/Back River*         |           |           |           |            | 1,000,000 |            | 1,000,000  | DF             |
| <b>Sidewalk Construction - Outer Sixth Street</b>      |           |           |           |            |           | 300,000    | 300,000    | DF             |
| <b>Sidewalk Construction - Dover Point Road</b>        |           |           |           |            |           | 800,000    | 800,000    | DF             |
| Street Reconstruction - Oak/Ham/Ela*                   |           |           |           |            |           | 1,000,000  | 1,000,000  | DF             |
| <b>Street Reconstruction - Rutland</b>                 |           |           |           |            |           | 300,000    | 300,000    | DF             |
| TOTAL COMM SERV - PW                                   | 5,512,982 | 7,456,701 | 4,059,369 | 11,616,144 | 6,777,189 | 8,842,677  | 44,265,062 |                |
| <b>CULTURE &amp; RECREATION</b>                        |           |           |           |            |           |            |            |                |
| Transfer to Capital Reserve - Park/Playground Imprv.   | 112,500   | 112,500   | 112,500   | 112,500    | 112,500   | 112,500    | 675,000    | OB             |
| Park Infrastructure Replace/Maintenance                | 75,000    | 75,000    | 75,000    | 75,000     | 75,000    | 75,000     | 450,000    | RF             |
| Community Trail Phase IV                               | 131,000   |           |           |            |           |            | 131,000    | RF             |
| <i>Park Improvements - Garrison Hill Park</i>          | 320,000   |           |           |            |           |            | 320,000    | RF             |
| Indoor Pool Solar Panel Purchase                       |           |           | 150,000   |            |           |            | 150,000    | RF             |
| Arena - Foster Rink Air Conditioning                   |           |           |           | 75,000     |           |            | 75,000     | RF             |
| Henry Law Park Public Bathrooms                        |           |           |           |            | 410,000   |            | 410,000    | RF             |
| TOTAL CULTURE & RECREATION                             | 638,500   | 187,500   | 337,500   | 262,500    | 597,500   | 187,500    | 2,211,000  |                |
| <b>PUBLIC LIBRARY</b>                                  |           |           |           |            |           |            |            |                |
| Library Books and Collections                          | 129,241   | 133,118   | 137,112   | 141,225    | 145,462   | 149,826    | 835,984    | OB             |
| TOTAL PUBLIC LIBRARY                                   | 129,241   | 133,118   | 137,112   | 141,225    | 145,462   | 149,826    | 835,984    |                |
| <b>TOTAL CITY DEPARTMENTS</b>                          | 8,490,723 | 9,833,319 | 7,190,981 | 16,282,599 | 9,980,151 | 13,586,153 | 65,363,926 |                |
| <b>EDUCATION</b>                                       |           |           |           |            |           |            |            |                |
| Transfer to Capital Reserve - Curriculum               | 150,000   | 150,000   | 150,000   | 150,000    | 150,000   | 150,000    | 900,000    | OB             |
| Transfer to Capital Reserve - Facilities               | 250,000   | 250,000   | 250,000   | 250,000    | 250,000   | 250,000    | 1,500,000  | OB             |
| <i>Transfer to Capital Reserve - Info. Technology</i>  | 480,000   | 20,000    | 20,000    | 20,000     | 20,000    | 20,000     | 580,000    | OB             |
| Transfer to Capital Reserve - Athletics                | 20,000    | 20,000    | 20,000    | 20,000     | 20,000    | 20,000     | 120,000    | OB             |
| <i>Curriculum Replacement and Upgrade</i>              | 250,000   | 100,000   | 100,000   | 100,000    | 100,000   | 100,000    | 750,000    | RF             |
| Facilities/School Maintenance and Repairs              | 100,000   | 100,000   | 100,000   | 100,000    | 100,000   | 100,000    | 600,000    | RF             |
| Furniture Replacement                                  | 25,000    | 25,000    | 25,000    | 25,000     | 25,000    | 25,000     | 150,000    | OB             |
| <u>DHS Equip Storage, Bleacher, Turf/Track Replace</u> | 200,000   |           | 2,500,000 |            |           |            | 2,700,000  | DF             |
| <i>Information Technology Replacement and Upgrade</i>  |           | 480,000   | 480,000   | 480,000    | 480,000   | 480,000    | 2,400,000  | OB             |
| Garrison Elementary School Renovations                 |           | 300,000   |           | 5,928,000  |           |            | 6,228,000  | DF             |
| DHS Solar Panel Purchase                               |           |           |           | 600,000    | 100,000   | 100,000    | 800,000    | RF             |

# Capital Improvements Program - FY2023-2028

Proposed

6-Oct-21

## All Projects

BOLD = New Project

\* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

|                                                      | Fiscal Year |            |            |            |            |            | Finance         |
|------------------------------------------------------|-------------|------------|------------|------------|------------|------------|-----------------|
| PROJECT DESCRIPTION                                  | 2023        | 2024       | 2025       | 2026       | 2027       | 2028       | Method          |
| TOTAL EDUCATION                                      | 1,475,000   | 1,445,000  | 3,645,000  | 7,673,000  | 1,245,000  | 1,245,000  | 16,728,000      |
| <b>TOTAL GENERAL FUND</b>                            | 9,965,723   | 11,278,319 | 10,835,981 | 23,955,599 | 11,225,151 | 14,831,153 | 82,091,926      |
| <b>SPECIAL REVENUE FUNDS</b>                         |             |            |            |            |            |            |                 |
| Building Access Control and CCTV Systems             | 100,000     | 100,000    | 100,000    | 60,000     |            |            | 360,000 OB      |
| Conservation Funding                                 | 250,000     | 250,000    | 250,000    | 250,000    | 250,000    | 250,000    | 1,500,000 OB    |
| <i>DoverNet Client System Replacement</i>            | 55,700      | 55,700     | 55,700     | 55,700     | 55,700     | 55,700     | 334,200 OB      |
| SAU Athletic Improvements                            | 30,000      | 30,000     | 30,000     | 30,000     | 30,000     | 30,000     | 180,000 OB      |
| SAU Cafeteria Maintenance/Repair/Upgrade             | 40,000      | 40,000     | 40,000     | 40,000     | 40,000     | 40,000     | 240,000 OB      |
| <b>SAU HVAC Upgrades</b>                             | 260,000     | 4,240,000  |            |            |            |            | 4,500,000 GF    |
| SAU Light Vehicle Replacement                        | 50,000      | 50,000     | 50,000     | 50,000     | 50,000     | 50,000     | 300,000 OB      |
| <b>Downtown Parking Garage Maintenance</b>           | 225,000     |            |            |            |            |            | 225,000 RF      |
| <b>SAU Technology Replacement and Upgrade</b>        | 480,000     |            |            |            |            |            | 480,000 GF      |
| McConnell Center Boiler & Pump Replacement           |             | 4,500      | 250,000    |            |            |            | 254,500 OB      |
| McConnell Center Rubber Roof                         |             |            | 6,500      | 275,000    |            |            | 281,500 OB      |
| Parking Facility - Downtown                          |             |            | 8,100,000  |            |            |            | 8,100,000 DF    |
| McConnell Center Gym AC                              |             |            |            | 10,000     | 260,000    |            | 270,000 OB      |
| <b>TOTAL SPECIAL REVENUE FUNDS</b>                   | 1,490,700   | 4,770,200  | 8,882,200  | 770,700    | 685,700    | 425,700    | 17,025,200      |
| <b>TIF DISTRICT FUNDS</b>                            |             |            |            |            |            |            |                 |
| Waterfront Development Site Improvements             | 4,200,000   | 4,200,000  |            |            |            |            | 8,400,000 DF    |
| <b>TOTAL TIF DISTRICT FUNDS</b>                      | 4,200,000   | 4,200,000  | 0          | 0          | 0          | 0          | 8,400,000       |
| <b>COMMUNITY SERVICES - WATER FUND</b>               |             |            |            |            |            |            |                 |
| Transfer to Capital Reserve                          | 500,000     | 500,000    | 500,000    | 500,000    | 500,000    | 500,000    | 3,000,000 OB    |
| Water Exploration                                    | 100,000     | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 600,000 RF      |
| Water Heavy Equipment Replacement                    | 40,000      | 40,000     | 40,000     | 40,000     | 40,000     | 40,000     | 240,000 RF      |
| Water Light Vehicle Replacement*                     | 15,000      | 15,000     | 15,000     | 15,000     | 15,000     | 15,000     | 90,000 OB       |
| Water Main Replacement - City Wide                   | 162,240     | 168,730    | 175,479    | 182,498    | 189,798    | 197,390    | 1,076,135 RF    |
| Water Meter Replacement                              | 175,000     | 175,000    | 175,000    | 175,000    | 175,000    | 175,000    | 1,050,000 OB    |
| Water Treatment Plant & Well Equipment               | 81,120      | 84,365     | 87,739     | 91,249     | 94,899     | 98,695     | 538,067 RF      |
| Wellhead Protection                                  | 100,000     | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 600,000 RF      |
| <b>SCADA Radio Replacements &amp; Upgrades</b>       | 100,000     |            |            |            |            |            | 100,000 OB      |
| <b>New Water Storage Tank</b>                        | 3,100,000   | 3,000,000  |            |            |            |            | 6,100,000 DF    |
| <b>Rehabilitate Garrison Hill Water Storage Tank</b> |             | 1,400,000  |            |            |            |            | 1,400,000 DF    |
| <b>New Supply Source Development</b>                 |             |            |            | 300,000    | 4,000,000  | 4,000,000  | 8,300,000 RF/DF |
| <i>Water Main Replacement - Littleworth Road</i>     |             |            |            | 1,000,000  | 1,000,000  | 1,100,000  | 3,100,000 DF    |
| Water Main Replacement - Durham Road                 |             |            |            | 850,000    |            |            | 850,000 DF      |
| Water Main Replacement - Horne Street*               |             |            |            | 100,000    |            | 1,500,000  | 1,600,000 DF    |
| Water Main Replacement - Piscataqua Road*            |             |            |            | 250,000    | 1,500,000  |            | 1,750,000 DF    |
| Well Upgrades - Hughes Well                          |             |            |            |            | 2,000,000  | 2,000,000  | 4,000,000 DF    |
| <b>Water Main Replacement - Central Avenue</b>       |             |            |            |            | 300,000    | 3,700,000  | 4,000,000 DF    |
| <b>Emergency Interconnect with Portsmouth</b>        |             |            |            |            |            | 300,000    | 300,000 GF      |
| <b>Water Main Replacement - Chapel/Portland</b>      |             |            |            |            |            | 250,000    | 250,000 DF      |
| Water Main Replacement - Oak/Ham/Ela*                |             |            |            |            |            | 1,000,000  | 1,000,000 DF    |
| <b>TOTAL WATER FUND</b>                              | 4,373,360   | 5,583,095  | 1,193,218  | 3,703,747  | 10,014,697 | 15,076,085 | 39,944,202      |
| <b>COMMUNITY SERVICES - SEWER FUND</b>               |             |            |            |            |            |            |                 |
| Transfer to Capital Reserve                          | 500,000     | 500,000    | 500,000    | 500,000    | 500,000    | 500,000    | 3,000,000 OB    |
| Inflow/Infiltration Study/Mitigation                 | 300,000     | 300,000    | 300,000    | 300,000    | 300,000    | 300,000    | 1,800,000 RF    |
| Pump Station Equipment Replace-Maint.                | 81,120      | 84,365     | 87,739     | 91,249     | 94,899     | 98,695     | 538,067 OB      |
| Sewer Heavy Equipment Replacement                    | 40,000      | 40,000     | 40,000     | 40,000     | 40,000     | 40,000     | 240,000 RF      |
| Sewer Light Vehicle Replacement*                     | 15,000      | 15,000     | 15,000     | 15,000     | 15,000     | 15,000     | 90,000 OB       |
| Sewer Main Replacements - City Wide                  | 162,240     | 168,730    | 175,479    | 182,498    | 189,798    | 197,390    | 1,076,135 RF    |
| <i>WWTP General Permit Compliance</i>                | 1,900,000   | 400,000    | 400,000    | 400,000    | 400,000    | 400,000    | 3,900,000 OB/RF |
| <b>Henry Law/River Street - Sewer Main Replace</b>   | 500,000     | 500,000    |            |            |            |            | 1,000,000 DF    |
| <b>SCADA Radio Replacements &amp; Upgrades</b>       | 100,000     |            |            |            |            |            | 100,000 OB      |
| <b>WWTP - Capacity Upgrades, Nutrient Removal</b>    | 750,000     |            |            |            |            |            | 750,000 DF      |
| <b>Phase C Inflow &amp; Infiltration Removal</b>     |             | 1,950,000  |            |            |            |            | 1,950,000 DF    |
| Pump Station Upgrade - Mill Street                   |             | 200,000    | 2,300,000  |            |            |            | 2,500,000 DF    |
| <b>Pump Station Upgrade - Charles Street</b>         |             |            |            | 250,000    | 1,050,000  |            | 1,300,000 DF    |
| Sewer Main Replacement - Horne Street*               |             |            |            | 100,000    |            | 1,000,000  | 1,100,000 DF    |
| <b>WWTP - Capacity Upgrades, treatment</b>           |             |            |            | 300,000    |            | 4,100,000  | 4,400,000 DF    |
| <b>Pump Station Upgrade - Butterfield Building</b>   |             |            |            |            |            | 150,000    | 150,000 DF      |
| <b>Sewer Main Installation - North End</b>           |             |            |            |            |            | 500,000    | 500,000 DF      |
| <b>TOTAL SEWER FUND</b>                              | 4,348,360   | 4,158,095  | 3,818,218  | 2,178,747  | 2,589,697  | 7,301,085  | 24,394,202      |
| <b>TOTAL OTHER FUNDS</b>                             | 14,412,420  | 18,711,390 | 13,893,636 | 6,653,194  | 13,290,094 | 22,802,870 | 89,763,604      |
| <b>TOTAL ALL PROJECTS</b>                            | 24,378,143  | 29,989,709 | 24,729,617 | 30,608,793 | 24,515,245 | 37,634,023 | 171,855,530     |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 176**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:  
The following capital outlays are appropriated as part of the FY2023 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

| Item | Description                                     | Appropriation | Funding                               | Fund  |
|------|-------------------------------------------------|---------------|---------------------------------------|-------|
| 1    | General Facility Improvements                   | \$50,000      | General Fund Capital Reserve          | Trust |
| 2    | Police Cruiser Replacement Program              | 144,000       | General Fund Capital Reserve          | Trust |
| 3    | Ambulance Replacement                           | 271,000       | General Fund Capital Reserve          | Trust |
| 4    | Fire Front Line Vehicle Corrosion Repair        | 100,000       | General Fund Capital Reserve          | Trust |
| 5    | Fire Protective Gear                            | 208,000       | General Fund Capital Reserve          | Trust |
| 6    | Public Works Heavy Equipment                    | 450,000       | General Fund Capital Reserve          | Trust |
| 7    | Roundabout Dover Point Road/Pointe Place        | 175,000       | Transportation Reserve                | Trust |
| 8    | Park Infrastructure Replace/Maintenance         | 50,000        | Park Improvements Reserve             | Trust |
| 9    | Park Improvements - Garrison Hill Park          | 50,000        | Park Improvements Reserve             | Trust |
| 10   | Park Infrastructure Replace/Maintenance         | 25,000        | Recreation Facilities Capital Reserve | Trust |
| 11   | Community Trail Phase IV                        | 131,000       | Recreation Facilities Capital Reserve | Trust |
| 12   | Park Improvements - Garrison Hill Park          | 270,000       | Recreation Facilities Capital Reserve | Trust |
| 13   | Downtown Parking Garage Maintenance             | 225,000       | Parking Improvements Reserve          | Trust |
| 14   | Facilities/School Maintenance and Repairs       | 100,000       | School Facilities Reserve             | Trust |
| 15   | DHS Equip Storage, Bleacher, Turf/Track Replace | 200,000       | School Facilities Reserve             | Trust |
| 16   | Curriculum Replacement and Upgrade              | 250,000       | School Curriculum Reserve             | Trust |
| 17   | Water Exploration                               | 100,000       | Water Fund Capital Reserve            | Trust |
| 18   | Water Heavy Equipment Replacement               | 40,000        | Water Fund Capital Reserve            | Trust |
| 19   | Water Main Replacement - City Wide              | 162,240       | Water Fund Capital Reserve            | Trust |
| 20   | Water Treatment Plant & Well Equipment          | 81,120        | Water Fund Capital Reserve            | Trust |
| 21   | Wellhead Protection                             | 100,000       | Water Fund Capital Reserve            | Trust |
| 22   | Inflow/Infiltration Study/Mitigation            | 300,000       | Sewer Fund Capital Reserve            | Trust |
| 23   | Sewer Heavy Equipment Replacement               | 40,000        | Sewer Fund Capital Reserve            | Trust |
| 24   | Sewer Main Replacement - City Wide              | 162,240       | Sewer Fund Capital Reserve            | Trust |
| 25   | WWTP General Permit Compliance                  | 1,400,000     | Sewer Fund Capital Reserve            | Trust |
|      | Total                                           | \$5,084,600   |                                       |       |

**Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.**





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 176**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program – Non-Debt Financed Projects**

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk

### DOCUMENT HISTORY:

First Reading Date: 10/13/2021  
Approved Date:

Public Hearing Date: 10/27/2021  
Effective Date:

### DOCUMENT ACTIONS:

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





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 176**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program – Non-Debt Financed Projects**

### RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2023 Capital Improvements Program. In addition, it authorizes the transfer of Capital Reserve Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2022:

| Description                           | Proposed<br>Appropriation | Balance<br>6/30/2022 | Notes |
|---------------------------------------|---------------------------|----------------------|-------|
| <b>Capital Reserve Funds CIP</b>      |                           |                      |       |
| General Fund Capital Reserve          | \$1,223,000               | \$152,020            | (1)   |
| Parks Improvements Reserve            | \$100,000                 | \$36,726             | (2)   |
| Transportation Reserve                | \$175,000                 | \$109,408            | (3)   |
| Recreation Facilities Capital Reserve | \$426,000                 | \$313,406            | (4)   |
| School Facilities Capital Reserve     | \$300,000                 | \$1,236,727          |       |
| School Curriculum Reserve             | \$250,000                 | \$101,606            | (5)   |
| Water Fund Capital Reserve            | \$483,360                 | \$2,290,159          |       |
| Sewer Fund Capital Reserve            | \$1,902,240               | \$1,436,353          | (6)   |
| Parking Improvements Reserve          | \$225,000                 | \$811,181            |       |
| Total                                 | <b>\$5,084,600</b>        |                      |       |

1. The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$1,175,000 into the reserve is proposed in the CIP FY 2023-2028 to be budgeted during FY2023 as part of the City's General Fund Operating Budget.
2. The Parks Improvements Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$112,500 into the reserve is proposed in the CIP FY 2023-2028 to be budgeted during FY2023 as part of the City's General Fund Operating Budget.
3. The Transportation Reserve will have sufficient funds for the appropriations as a transfer in the amount of \$175,000 into the reserve is estimated for FY 2023 from Transportation Improvement Fees collected by the City.
4. The Recreation Facilities Capital Reserve will have sufficient funds for the appropriations as a transfer in the amount of \$120,000 into the reserve is estimated for FY2023 from the collection of Recreation Impact Fees.
5. The School Curriculum Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$150,000 into the reserve is proposed in the CIP FY 2023-2028 to be budgeted during FY2023 as part of the School's General Fund Operating Budget.
6. The Sewer Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the Sewer Fund of \$500,000 into the reserve is proposed in the CIP FY 2023-2028 to be budgeted during FY2023 as part of the City's Sewer Fund Operating Budget.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 177**

Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program and Authorization for Bonding**

**WHEREAS:** The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:**  
The following capital projects are appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2023 Capital Improvements Program:

| Item # | Description                                 | Proposed Appropriations | Life/Yrs | Department        | Fund           |
|--------|---------------------------------------------|-------------------------|----------|-------------------|----------------|
| 1      | Cochecho Replace Storm Drain Outfall        | 500,000                 | 20       | Comm Serv - PW    | General        |
| 2      | Portland Avenue Retaining Wall              | 750,000                 | 20       | Comm Serv - PW    | General        |
| 3      | Sidewalk Replacement - Whittier Street      | 650,000                 | 20       | Comm Serv - PW    | General        |
| 4      | Waterfront Development Site Improvements    | 8,400,000               | 20       | Waterfront TIF    | Waterfront TIF |
| 5      | New Water Storage Tank                      | 6,100,000               | 20       | Comm Serv - Water | Water          |
| 6      | Henry Law/River Street - Sewer Main Replace | 1,000,000               | 20       | Comm Serv - Sewer | Sewer          |
| 7      | WWTP - Capacity Upgrades, Nutrient Removal  | 750,000                 | 20       | Comm Serv - Sewer | Sewer          |
|        | Total                                       | 18,150,000              |          |                   |                |

**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 the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.

**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#: 7.J.  
Public Hearing Only**

Resolution Number: **R – 2021.10.13 – 177**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program and Authorization for Bonding**

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk

### DOCUMENT HISTORY:

First Reading Date: 10/13/2021  
Approved Date:

Public Hearing Date: 10/27/2021  
Effective Date:

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 177**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program and Authorization for Bonding**

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution makes appropriations for the projects of the FY2023 Capital Improvements Program financed by debt and authorizes the sale of bonds and/or participation in the CWSRF or DWSRF.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

### **Debt Authorization versus Debt Retirement**

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

| Description          | City        | School      | Water     | Sewer     | Waterfront TIF | Total      |
|----------------------|-------------|-------------|-----------|-----------|----------------|------------|
| FY2023 Authorization | 1,900,000   | 0           | 6,100,000 | 1,750,000 | 8,400,000      | 18,150,000 |
| FY2023 Retirement    | 4,041,199   | 3,344,746   | 1,282,556 | 1,544,872 | 229,142        | 10,442,515 |
| Net Change           | (2,141,199) | (3,344,746) | 4,817,444 | 205,128   | 8,170,858      | 7,707,485  |

### **Legal Debt Limits**

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

| Description             | City        | School      | Water       | DBIDA-IP  | Waterfront TIF | Exempt     | Total       |
|-------------------------|-------------|-------------|-------------|-----------|----------------|------------|-------------|
| Debt Outstanding        | 38,083,620  | 85,543,306  | 13,042,743  | 0         | 2,199,104      | 26,824,327 | 165,693,100 |
| Authorized - Unissued   | 26,955,315  | 1,651,000   | 31,678,000  | 0         | 8,412,500      | 9,985,765  | 78,682,580  |
| Total Issued & Unissued | 65,038,935  | 87,194,306  | 44,720,743  | 0         | 10,611,604     | 36,810,092 | 244,375,680 |
| This Authorization      | 1,900,000   | 0           | 6,100,000   | 0         | 8,400,000      | 1,750,000  | 18,150,000  |
| Grand Total             | 66,938,935  | 87,194,306  | 50,820,743  | 0         | 19,011,604     | 38,560,092 | 262,525,680 |
| Legal Debt Limit        | 126,522,280 | 295,218,652 | 421,740,932 | 4,000,000 | NA             | NA         |             |
| Unused Capacity         | 59,583,345  | 208,024,346 | 370,920,189 | 4,000,000 |                |            |             |
| Percent Unused          | 47.1%       | 70.5%       | 87.9%       | 100.0%    |                |            |             |

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

DBIDA limits are set by special legislation.

IP = Industrial Park projects

IB = Industrial Building projects

Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.

R-2021.10.13 CIP FY2023 Authorization for Bonding

Document Created by: Finance Department

Resolution.doc

Document Posted on: October 22, 2021

Page 3 of 6



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2021.10.13 – 177**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program and Authorization for Bonding**

### Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

| Item # | Description                                 | Proposed       |            |           |        |        |        |        |
|--------|---------------------------------------------|----------------|------------|-----------|--------|--------|--------|--------|
|        |                                             | Appropriations | FY2023     | FY2024    | FY2025 | FY2026 | FY2027 | FY2028 |
| 1      | Cochecho Replace Storm Drain Outfall        | \$ 500,000     | 500,000    |           |        |        |        |        |
| 2      | Portland Avenue Retaining Wall              | 750,000        | 750,000    |           |        |        |        |        |
| 3      | Sidewalk Replacement - Whittier Street      | 650,000        | 650,000    |           |        |        |        |        |
| 4      | Waterfront Development Site Improvements    | 8,400,000      | 4,200,000  | 4,200,000 |        |        |        |        |
| 5      | New Water Storage Tank                      | 6,100,000      | 3,100,000  | 3,000,000 |        |        |        |        |
| 6      | Henry Law/River Street - Sewer Main Replace | 1,000,000      | 500,000    | 500,000   |        |        |        |        |
| 7      | WWTP - Capacity Upgrades, Nutrient Removal  | 750,000        | 750,000    |           |        |        |        |        |
|        |                                             | 18,150,000     | 10,450,000 | 7,700,000 | -      | -      | -      | -      |

### Financial Policy Considerations

The proposed debt authorizations 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 debt 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 FY2028 as a result of the funding appropriated in this resolution and the funding for 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 FY2023 and continue through FY2028. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$6,100,000 proposed for debt financing in this resolution.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

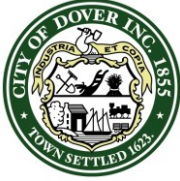
Resolution Number: **R – 2021.10.13 – 177**  
Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program and Authorization for Bonding**

### Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2023. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

| <b>CIP Only</b>                            |             |             |             |  | <b>CIP Only</b>                              |             |             |             |  |
|--------------------------------------------|-------------|-------------|-------------|--|----------------------------------------------|-------------|-------------|-------------|--|
| <b>Net Change in Property Tax Rates</b>    |             |             |             |  | <b>Net Change in Utility Rates</b>           |             |             |             |  |
|                                            | <b>2023</b> | <b>2024</b> | <b>2025</b> |  |                                              | <b>2023</b> | <b>2024</b> | <b>2025</b> |  |
| City                                       | 0.07        | 0.14        | 0.16        |  | Water                                        | 0.41        | 0.74        | 0.77        |  |
| School                                     | 0.01        | 0.03        | 0.11        |  | Sewer                                        | 0.21        | 0.50        | 0.70        |  |
| Total Change                               | 0.08        | 0.17        | 0.27        |  | Total Change                                 | 0.62        | 1.24        | 1.47        |  |
| Est Tax Rate                               | 25.13       | 25.30       | 25.57       |  | Est Utility Rate                             | 16.21       | 17.45       | 18.92       |  |
| % Change City                              | 0.75%       | 1.50%       | 1.70%       |  | % Change Water                               | 6.89%       | 11.64%      | 11.51%      |  |
| % Change School                            | 0.09%       | 0.26%       | 0.96%       |  | % Change Sewer                               | 2.18%       | 5.08%       | 6.90%       |  |
| % Change Total                             | 0.32%       | 0.68%       | 1.07%       |  | % Change Total                               | 3.98%       | 7.65%       | 8.73%       |  |
| <b>Including Prior Year Authorizations</b> |             |             |             |  | <b>Including Prior Year Authorizations</b>   |             |             |             |  |
| <b>Net Change in Property Tax Rates</b>    |             |             |             |  | <b>Net Change in Utility Rates</b>           |             |             |             |  |
|                                            | <b>2023</b> | <b>2024</b> | <b>2025</b> |  |                                              | <b>2023</b> | <b>2024</b> | <b>2025</b> |  |
| City                                       | 0.20        | 0.26        | (0.20)      |  | Water                                        | 1.96        | 1.81        | (0.28)      |  |
| School                                     | -0.01       | 0.01        | 0.05        |  | Sewer                                        | 0.78        | 0.65        | 0.61        |  |
| Total Change                               | 0.19        | 0.27        | (0.15)      |  | Total Change                                 | 2.74        | 2.46        | 0.33        |  |
| Est Tax Rate                               | 25.24       | 25.51       | 25.36       |  | Est Utility Rate                             | 18.33       | 20.79       | 21.12       |  |
| % Change City                              | 2.15%       | 2.74%       | -2.09%      |  | % Change Water                               | 32.94%      | 22.88%      | -3.61%      |  |
| % Change School                            | -0.09%      | 0.09%       | 0.44%       |  | % Change Sewer                               | 8.09%       | 6.24%       | 5.93%       |  |
| % Change Total                             | 0.76%       | 1.07%       | -0.59%      |  | % Change Total                               | 17.58%      | 13.42%      | 1.83%       |  |
| Rate per \$1,000 of Assessed Value         |             |             |             |  | Rate per 100 Cubic Feet of Water Consumption |             |             |             |  |

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY21 assessed value at \$351,205 with 75 HCF of average water usage.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

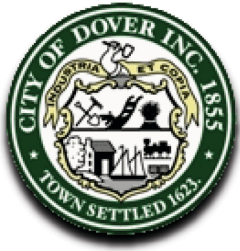
Agenda Item#: 7.J.  
Public Hearing Only

Resolution Number: **R – 2021.10.13 – 177**

Resolution Re: **Appropriation For FY2023 Capital Improvements  
Program and Authorization for Bonding**

| Impact to Average Single Family Home |     |     |      |         |
|--------------------------------------|-----|-----|------|---------|
|                                      |     |     |      | Change  |
|                                      |     |     |      | After   |
| Description                          | Yr1 | Yr2 | Yr3  | 3 Years |
| <b>CIP Only</b>                      |     |     |      |         |
| Property Tax                         | 28  | 60  | 95   | 183     |
| Water Fees                           | 31  | 56  | 58   | 144     |
| Sewer Fees                           | 16  | 38  | 53   | 106     |
| Total Avg SFH Impact                 | 75  | 153 | 205  | 432     |
| <b>Including PY Authorizations</b>   |     |     |      |         |
| Property Tax                         | 67  | 95  | (53) | 109     |
| Water Fees                           | 147 | 136 | (21) | 262     |
| Sewer Fees                           | 59  | 49  | 46   | 153     |
| Total Avg SFH Impact                 | 272 | 279 | (28) | 524     |





# CITY MANAGER'S REPORT



Facilities & Grounds Division

October 27, 2021

Reporting on: September 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



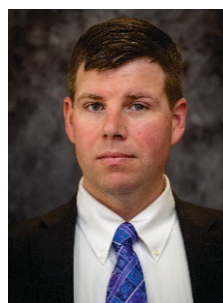
**Daniel Lynch**  
Finance Director



**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.”*

September saw Fire & Rescue responding to 598 calls for service, an average of over 19 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.

Due to the ongoing transition of the Records management System, simultaneous call numbers for September are not able to be retrieved at the time of this reporting. September did have the highest overall call volume in recent memory, however (598 calls). A mutual aid ambulance was requested into the City 21 times in the month of September, to handle calls beyond what normal shift staffing had the capacity for.

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 September, a Chief Officer was summoned to respond with the duty shift to 15 emergency calls. 11 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                                 | September # of individuals |
|------------------------------------------|----------------------------|
| Wentworth Douglass Hospital              | 228                        |
| Dover ER (Portsmouth Regional)           | 53                         |
| Non Transports/Sign offs/Refusal of Care | 96                         |
| Frisbie Memorial Hospital                | 1                          |
| Portsmouth Regional Hospital             | 6                          |
| Mass General Hospital (MA)               | 0                          |
| Brigham and Woman's Hospital (MA)        | 0                          |
| Boston Children's Hospital (MA)          | 0                          |
| Maine Medical (ME)                       | 0                          |
| York Hospital (ME)                       | 0                          |
| Exeter Hospital                          | 1                          |
| Elliot Hospital (NH)                     | 0                          |
| <b>Total:</b>                            | <b>385</b>                 |

On September 28<sup>th</sup>, Division Chief Irwin, along with stake holders from throughout the State, attended the inaugural meeting of a Focus group regarding implementation of E-911 Nurse Triage. This was coordinated through the New Hampshire Department of Safety, Division of Emergency Services & Communications. The goal is to assess the feasibility of utilizing Nurses and Paramedics to triage low acuity “non-emergency” calls received by E-911 dispatchers, determining whether an ambulance is warranted or to assist the caller to find alternate means to receive the care they want.

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

On the evening of September 12<sup>th</sup>, Fire Department crews responded to the Spaulding Turnpike south bound lane for a motor vehicle accident. A vehicle traveling north bound veered into the median guard rail, the collision sent the vehicle up and over the guard rail and struck a vehicle in the south bound lane. Both vehicles sustained heavy damage as a result of the collision. Only minor injuries were reported as everyone was wearing seatbelts.





Also in September, members of “D” Shift & “B” Shift responded to a motor vehicle accident involving 2 motorcycles and a pick-up truck resulting in three (3) victims, two (2) with life threatening injuries. The skill & team work of those involved stabilized these two patients which allowed surgeons at Massachusetts General Hospital to save their legs. They both have a significant way to go in the recovery process but word back through the hospital is that they are doing well.

On September 10, 2021, Dover Fire Truck 1 responded mutual aid to Chapman Drive in Rochester for a structure fire. On arrival, crews encountered a single family home with heavy flames and smoke showing. This address is located outside the municipal water supply so tankers were called in to provide water supply as the closest fire hydrant was nearly a mile away. A long steep driveway and high winds along with a rural water supply situation added to the difficulties in accessing and extinguishing the fire. No injuries to the homeowners or emergency responders were sustained during the incident. A family pet went missing during the incident.





Inspection Services in September had a total count of 499 inspections conducted and 66 permits issued. Here is the Inspection Services activity breakdown for September:

| <b>Inspections &amp; Permits</b>            |            |
|---------------------------------------------|------------|
| <b>Life Safety Inspections</b>              | 53         |
| <b>Business Inspections</b>                 | 11         |
| <b>Sprinkler / Alarm Inspections</b>        | 54         |
| <b>Building Inspections</b>                 | 103        |
| <b>Electrical Inspections</b>               | 80         |
| <b>Plumbing / Mechanical Inspections</b>    | 88         |
| <b>Blasting Inspections</b>                 | 00         |
| <b>Health/Housing Standards Inspections</b> | 69         |
| <b>School / Daycare Inspections</b>         | 37         |
| <b>Oil Burner Inspections</b>               | 04         |
| <b>Woodstove / Fireplace Inspections</b>    | 00         |
| <b>Building Permits</b>                     | 53         |
| <b>Blasting Permits</b>                     | 00         |
| <b>Certificate of Occupancy Permits</b>     | 13         |
| <b>Total Inspections/Permits:</b>           | <b>565</b> |



| Dover Police Department<br>Patrol Division | Calls for<br>Service | Traffic Stops | Non-Enforcement<br>Contacts | Incidents<br>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                |
| September 2021                             | 1,500                | 460           | 147                         | 2,107                |

**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.
- On September 14, 2021, the Dover Police Department began utilizing a new software system for all Computer Aided Dispatch (CAD) and Records Management (RMS) functions. The last software system had been in use for approximately 20 years. Self-initiated activity like traffic stops decreased as officers learned and got acclimated to the new system.

The Accident Reconstruction Team was not called out during the month of September for any collisions in Dover. A member of the accident reconstruction team responded to Middleton, NH to assist with a significant crash on September 28, 2021.

---

## 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.**

### September 2021

|                    |            |
|--------------------|------------|
| <b>Priority 1:</b> | <b>84</b>  |
| <b>Priority 2:</b> | <b>39</b>  |
| <b>Priority 3:</b> | <b>317</b> |
| <b>Priority 4:</b> | <b>325</b> |
| <b>Priority 5:</b> | <b>?</b>   |

After going live with the new CAD/RMS, CSI InfoShare, it was learned all calls for service were classified as Priority 3. The police department is in the process of working with the vendor to assign each call classification type its priority code. In the meantime, the Priority 1-4 codes listed above only reflect data from September 1-17, 2021. The same is true for Priority 1 response times listed below. It is expected that this issue will be rectified soon.

During the period of September 1-17, 2021, the Dover Police Department responded to 8 actual emergency incidents and arrived on scene in less than six minutes to 50% of those calls (8 calls, 4 in over six minutes).

| 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            |
| September 2021          | 14,606              | 7,625       | 423                | 200             | 91                     | 8                       | ?                     | 5            |

| ANIMAL CONTROL                        |                         |
|---------------------------------------|-------------------------|
| Total Calls for Service: 73           | Breakdown:              |
| Handled by Officers/Dispatch: 62      | Found/Loose Animals: 34 |
| Handled by Animal Control Officer: 11 | Welfare Checks: 3       |
|                                       | Animal Bites: 5         |
|                                       | Misc/Other: 31          |

Animal Control Officer Ladisheff responded to 41 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.

Parking Manager Bill Simons and Parking Technician Beth Hawthorne also continued to work closely with N. Granese and Sons and with the Community Services Department to post and amend daily parking restrictions associated with the downtown Main and Washington water main replacement project.

Parking Manager Bill Simons, in consultation with the Director of Community Services, is working with the restaurants that have dining areas in parking spaces this year. Instead of ending the program automatically on October 15th, Bill Simons will keep an eye on the weather every few days and only have the barricades removed if snow or freezing temperatures is predicted. This could allow up to six additional weeks for outside dining, if the weather cooperates. This will also extend to the restaurants using sidewalk space for tables and chairs.

Allowing restaurant seating in public parking spaces will be discussed at upcoming Parking Commission meetings for recommendations to City Council.

| <i>Licensing Board Actions</i>    |   |
|-----------------------------------|---|
| <i>September 2021</i>             |   |
| <i>Taxi Cab Licenses</i>          | 0 |
| <i>Taxi Cab Owner's Licenses</i>  | 0 |
| <i>Notifications to City Hall</i> | 0 |
| <i>Raffle/Tagging Permits</i>     | 4 |
| <i>Block Party Permits</i>        | 1 |
| <i>Parade Permits</i>             | 1 |
| <i>Road Toll Permits</i>          | 2 |

During the month of September 2021, 14 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit (SIU). 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 three unattended death in September 2021.

SIU detectives assisted the Internet Crimes Against Children Task Force with executing an arrest warrant on a Dover man for child exploitation related crimes.

SIU detectives and members of the FBI Safe Streets Gang Task Force conducted multiple controlled buys of illegal narcotics at a Folsom Street residence. On September 23, investigators executed a search warrant that resulted in the arrest of three Dover residents for felony level drug charges.

SIU detectives presented 10 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 8 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 40 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 September, four of these investigations were on-going.

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

Sergeant Tarmey continues to coordinate efforts related to vagrancy issues, littering and criminal mischief. Specifically, he continues to regularly monitor an area of River Street and the Dover Community Trail owned by the City of Dover which have generated a number of complaints from citizens concerned with homeless encampments, litter, and damage in the area.

Sergeant Tarmey coordinated with Community Services and Community Action Partnership to have the discarded items removed and trash removed from the River Street area. Community Services also had several signs made to border the City owned property along the Willand Pond trail.

During the month of September, 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.

Sergeant Tarmey patrolled Apple Harvest Day on the mountain bike which not only made him more approachable by citizens but also allowed him to respond to minor incidents during the festival more efficiently.

In July, Sergeant Tarmey coordinated with Community Services in placing signage on Tolend Road after receiving several complaints about individuals target shooting with firearms on City property. Sergeant Tarmey continued to monitor calls for service in this area and the signage seems to have eliminated the issues and complaints related to the target shooting previously taking place in that area.

During the month of September, **Dover Middle School Resource Officer Dunne** assisted DMS staff with both a variety of calls for service, some of which are outlined below:

During the day on September 14, 2021, Officer Dunne met with a parent at the front of the school who has been served with a trespass notice banning him from school property. Officer Dunne reminded the parent that he was not to be on school property unless invited in by staff for a pre-planned meeting. As he was not causing a disturbance at that time, the parent was not arrested for Criminal Trespass.

Officer Dunne was approached by the school janitor on September 17, 2021 and informed that he located three high school students in the 5<sup>th</sup> grade boys' bathroom after school hours the previous day. Officer Dunne was able to identify the students after viewing the surveillance footage and



---

informed Officer Shoer at DHS. She spoke to the students and told them they were not to enter DMS at any time.

Prior to the start of the school day on September 15, 2021, Officer Dunne had received a report of a student making a social media post about bringing a firearm to school. Officer Dunne conducted an investigation in conjunction with the Dean of Students and learned that a female student started a rumor about the student bringing a gun to school because she did not like this particular student. Another student heard the rumor and passed it along on social media. At the end of the investigation, it was clear that the accused student had not made any threats or actions to suggest he intended harm against the school community.

On September 17, 2021, Officer Dunne was called to the front of the school to assist with an assault that had occurred on a school bus. Officer Dunne stood by with the Dean of students and the school nurse. Once the students involved exited the bus, Officer Dunne spoke to the victim in the nurse's office. The Dean of students conducted the remainder of the investigation. No police action was taken and the offending student received school sanctions.

On September 1, 2021, Officer Dunne assisted the guidance office with reading custody paperwork for a student to understand the arrangement and confirm that the father was able to remove them from school. The guidance office again requested assistance from Officer Dunne on September 2, 2021 regarding two children in foster care enrolled in the school. Officer Dunne referred the guidance office to DCYF, as the issue was not criminal in nature.

On September 8, 2021, Officer Dunne was walking around the school and observed a special needs student outside without her paraprofessional with her. Officer Dunne brought the student back into school and escorted her to her classroom.

Officer Dunne was asked to confirm the residency of a student as it was believed the father no longer lives in Dover. It is known that the children live with their mother in Farmington, NH, however SAU11 has allowed the student to remain in Dover due to his father's residency. Officer Dunne was able to confirm the father had moved out of Dover and is now living in Somersworth.

At the start of the school day on September 9, 2021, Officer Dunne contacted a student having anxiety about entering the school, as he is new to the district and nervous. Officer Dunne, the 6<sup>th</sup> grade guidance counselor, and the student all spoke for a bit in the parking lot. The student calmed down and entered the building without issue. He then reported having a great day later on.

On September 28, 2021, Officer Dunne received information that a post had been made on Facebook alleging a student assaulted a staff member in the cafeteria the previous Friday. Officer Dunne was able to view surveillance footage from the cafeteria on that date and learned no assault had occurred and the incident reported on Facebook was fabricated.

On September 20, 2021, the guidance office requested a welfare check on a student who had not been to school for the majority of the school year without any communication from the parent. Officer Dunne requested a patrol officer contact the parent and student. It was learned that the student needed medical paperwork completed before he was allowed in school, and that the nurse's office had been in contact with the family.

Officer Dunne assisted with disturbances by the same student on September 14, 23, & 27. The student has severe behavioral problems and was running around the building (inside and out), and had hit or thrown items at his paraprofessional. In each instance, Officer Dunne was able to assist with calming the student down.

---

On September 14, 2021 Officer Dunne started her 5<sup>th</sup> season of coaching the Girls on the Run Heart and Sole team. The season will conclude in early November with a 5k road race in Concord, NH.

Officer Dunne has taken a leading role in the newly formed NH Women in Law Enforcement group. Officer Dunne is a member of two committees: Training and Professional Development/Activities committee and the Publication/Social Media committee. This group consists of roughly 50 female law enforcement officers throughout the state with the purpose to provide professional support and mentoring for female officers.

As part of Officer Dunne's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, and outside during the morning and afternoon drop-off and pick-up.

Officer Dunne attends an 8<sup>th</sup> grade Encore period every day. Students are able to choose the group they wish to be a part of – Officer Dunne's group focuses on completing puzzles.

Officer Dunne started teaching DARE on September 21, 2021. Officer Dunne teaches six classrooms the DARE curriculum. The purpose of DARE is to help students learn how to make healthy, positive decisions and avoid such negative things as peer pressure and substance use.

During the month of September, **Dover High Resource Officer Shoer** assisted DHS staff with a variety of calls for service, some of which are outlined below:

On September 2, 2021, Officer Shoer was notified of a fight that had occurred between two female students. After observing video footage of the females engaging in a physical altercation, both students were counseled and released for disorderly conduct.

On September 8, 2021, Officer Shoer was notified by staff that there was a hole punched through the sheetrock in the girl's bathroom by the CTC. After a brief investigation with DHS staff, the student was found and spoken to. Said student received school discipline and was counseled by Officer Shoer on alternatives to property damage when upset.

On September 30, 2021, Officer Shoer took a report of a car being keyed in the fire lot on Daley Drive behind the south end fire station. This is an ongoing investigation and currently there are 7 victims in this case with varying degrees of damage.

On September 10, 2021, Officer Shoer took a report from a student about an assault which occurred in another jurisdiction. Officer Shoer provided resources and assistance by contacting the agency where the crime occurred, as well as provided the parent guidance on next steps.

On September 22, 2021, Officer Shoer responded to the front of DHS for a report of a student throwing rocks at his paraprofessional. Officer Shoer observed the assault and separated the two. After she spent a significant amount of time trying to verbally calm the student down, the student threw a rock at Officer Shoer. The student then attempted to pick up larger sharp rocks to throw at Officer Shoer. The student was subsequently arrested for assault.

On September 23, 2021, Officer Shoer took a report of an assault which occurred in a classroom. A student reported that he was grabbed by the neck by another student within the class. After an investigation alongside DHS staff, it was learned that several students were assaulting each other

---

with markers and pulling each other's masks. After review, it was determined that school discipline would be sufficient.

On September 28, 2021, Officer Shoer took a report of an assault which occurred between a male and female student. It was reported that the female student repeatedly struck the male student, who remained passive, asking her to stop. In addition to this, the female student shoved teachers out of the way who attempted to stop her.

On September 2, 2021, Officer Shoer took a report from a student who witnessed a hit and run accident which occurred at the start of school. The driver was later identified and received school discipline. It was determined that the student panicked after striking the car and did not know what to do. He received counsel from Officer Shoer and no further action was needed.

On September 27, 2021, Officer Shoer was walking the halls during classes when she observed a female student use a vape, and then blow the vapor into the air. The student admitted to marijuana being in the vape device. The student was extremely uncooperative. She was escorted to the Dean's office by Officer Shoer where she was further interviewed by DHS staff. The student received school discipline.

On September 15, 2021, Officer Shoer observed a student who appeared to be very upset. She learned that the student had been sexually assaulted in their home. Officer Shoer took a minimal facts interview and made sure DHS staff was aware. The case remains under investigation by SIU detectives.

On September 20, 2021, Officer Shoer could hear a disturbance occurring in the DHS lobby. She responded and found a student who was actively ripping signs off the wall and knocking chairs and stands over. Officer Shoer kept the student safely contained in the area until their parent arrived and escorted the student out of the building with DHS staff.

On September 21, 2021, Officer Shoer was made aware of a student who was struggling with her mental health and showing signs of schizophrenia. Officer Shoer was made aware that this student was currently in a panic and suffering from delusions. Officer Shoer had built a good rapport with this student and was able to transition this student into a calmer state by sitting down and talking with her, while DHS staff and the school psychologist came up with a plan and contacted a parent.

On September 23, 2021, Officer Shoer had learned that a student had attempted suicide and was now in the nurse's office. Officer Shoer learned that the student had taken a large quantity of medication. Officer Shoer called for an ambulance and assisted DHS staff with contacting the student's guardian.

Throughout the month, Officer Shoer conducted various other duties as the School Resource Officer, including, speaking with the JROTC class about the events on September 11, 2001, interacting with students and faculty on a regular basis, and building relationships within the school community. She also assisted with morning bus duty by being a presence in the front of the school to deter any issues. Similarly, she assisted with supervising the four lunches when available. During this time, she interacted with students, and staff on a regular basis.

She also assisted with traffic exiting onto Alumni Drive from DHS.

When able, Officer Shoer makes visits to Bellamy Academy to interact with students who don't frequently attend classes in the main DHS building. As a result of this, Officer Shoer has been able to prevent and solve multiple issues by building rapport with the students there, which otherwise would have likely not been possible.

---

On September 14<sup>th</sup>, **Whittier Falls Liaison Officer Cooper** helped coordinate the annual Dover Police Charities Golf Tournament.

Throughout the month, Officer Cooper worked with Executive Director Ryan Crosby and the elderly housing manager in regards to a couple problem tenants. On 09/29/2021, they met with one of the tenants and her lawyer in an effort to resolve ongoing issues. Officer Cooper requested the police records for the resident and will meet again.

In addition to her liaison duties, Officer Cooper responded to four calls that were unrelated to Whittier Falls and assisted with three oral boards. Officer Cooper aided Woodman Park School with traffic during the first two days of school.

The Dover Police Department participated in the Office of Highway Safety's "Drive Sober or Get Pulled Over" campaign on September 6 in conjunction with its grant award from the NH Officer of Highway Safety. In the month of September, the department scheduled impaired driver and speed enforcement patrols with personnel expenses subject to reimbursement in accordance with the grant contract. Lieutenant Speidel will complete all of the relevant end-of-year reports to finalize the FFY21 grant. The FFY22 grant period begins on October 1, and Dover has again been awarded funds in certain traffic enforcement areas.

Lieutenant Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on September 2, 16 and 30. Projects under review before Planning Board submission included a residential project at Central Avenue and Brick Road, a parking lot modification on Progress Drive, two commercial projects on Littleworth Road, and a large residential project on Cataract Avenue. Following staff review of each project, comments were prepared and disseminated to the Planning Department for further discussion and inclusion in the meeting notes.

On September 2, Lieutenant Speidel accompanied other public safety and Community Services staff in a coordination meeting at Wentworth Douglass Hospital pertaining to the north Central Avenue water main replacement project. This project was awarded to N. Granese and Sons with oversight from Underwood Engineers on behalf of the City. Following technical review and discussions, traffic coordination plans were devised for certain segments of the project and the schedule of work was finalized. Some of the work was shifted to nighttime hours during the week of September 13.

For the latter part of September, Lieutenant Speidel coordinated a daytime detour of southbound traffic to help reduce congestion and traffic backups through the work zone. Southbound traffic was diverted to Mount Vernon Street on weekdays between 7am and 3pm. Lieutenant Speidel coordinated notification to transit providers COAST and Wildcat Transit which have routes impacted due to the construction.

Lieutenant Speidel serves as principal reviewer and agency coordinator for a number of special events that have traffic or security implications for the police department. In September, Lieutenant Speidel worked closely with staff from the Greater Dover Chamber of Commerce to finalize plans for the Apple Harvest Day festival. Lieutenant Speidel also corresponded frequently with other event organizers with a variety of events planned for October and November.

Lieutenant Speidel and Officer Levin performed 4 child passenger seat inspections during the month of September. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Both officers are certified Child Passenger Safety technicians through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Lieutenant Speidel coordinated the traffic control particulars for the sixth annual Cochecho Challenge Half Marathon on September 4. The event is organized by the First Parish Church to raise funds for its various charitable programs, such as the food pantry. The 13.1 mile course is contained entirely within Dover City limits, with a start/finish line near the church and an outlying river crossing via the footbridge between Covered Bridge Lane and County Farm Road. Additionally, a simultaneous 5K race utilizes a portion of the Dover Community Trail. The Administrative Services and Parking Bureaus teamed up to coordinate the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow. Lieutenant Speidel handled the police operational plan for the event, assigning officers to key intersections to ensure safe passage for race participants.

Lieutenant Speidel coordinated the traffic control particulars for the Horne Street Elementary 5K run/walk event on September 19. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters.

On September 23, Lieutenant Speidel joined Deputy Director Bill Boulanger and the City's traffic signal consultant Sebago Technics in a coordination meeting with officials from the NH Department of Transportation to discuss integration of City and State ITS systems, in connection with Dover's AID grant. Participants discussed management and control of various signals at interchanges along the Spaulding Turnpike corridor, future equipment upgrades, and strategies for managing certain scenarios involving unusual traffic demand at these intersections.

***Race participants assemble near the start-finish line in preparation for the starting gun of the Horne Street School 5K***





---

On September 27, Lieutenant Speidel joined staff from the Planning and Engineering Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. In addition to discussion of various agenda topics, the TAC endorsed revisions to Chapter 53 Bicycles and to Chapter 141 Vehicles and Traffic.

Through the Administrative Services Bureau and Parking 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:

- Greek Festival, September 3-4
- 9/11 Ceremony, Dover Veteran's Park
- Closure of Central Avenue @ Broadway for water line project, September 17
- NH Children's Museum Maker Faire, September 18
- Dover Rotary Club shredding fundraiser event, September 25

Office of Information Technology, including Police IT staff, managed 267 IT support requests in September 2021. The majority of IT support requests handled in the Police department. The most common IT support request types was Application Issue.

September library circulation totaled 19,087 items. (7,809 adult + 6,942 children's print items; plus 4,336 items downloaded including 3,394 audiobooks & eBooks, 784 Hoopla streaming music, movies, and books, and 158 eMagazines).

292 new library patrons registered; total active cardholders 12,966.

The Library's Book Pick-Up provided no contact service for 12 Library cardholders.

The Library's museum passes were borrowed 49 times. Museums are continuing to require registration for a time as they are limiting occupancy.

Outreach efforts via our 2 Little Free Libraries continue to be popular with 163 books added in September.

40 new patrons registered for downloadable audiobooks/ eBooks (total = 5,977) and 26 registered for Hoopla (total = 2,024).



---

Internet and PC uses by the public totaled 818 on library workstations, plus another 5,072 via Wi-Fi, plus 3 Chromebook loan.

The library's website statistics showed 27,660 page views by 8,722 users in 15,185 sessions.

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

8,118 people visited the library during September, an average of 301 per day (open 27 days).

For the month of September, the City's water system produced on average 2.1 MGD (million gallons per day). The Smith well, Cummings well, 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 73 work orders for the month and 1 service requests.

The Utilities division had four emergency water main repairs within 24 hours. They were on Broadway, Oak St, Hough St and Atkinson St. The utilities crews worked nearly around the clock for 48 hours to restore service. The causes of the leaks are still under investigation. Hydrant flushing was temporarily suspended due to the breaks but will resume at the end of October if the weather is warm enough. The Utilities crews finished the work on Ox Bow Lane. The Utilities division closed 47 work orders and 12 services requests.

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 though out the city in order to keep any issues from reoccurring such as sewer backup or odor. Crews closed 107 work orders and 5 service requests.



Oak Street repair.



2<sup>nd</sup> leak on Oak Street.



Lateral Main break on Oak Street.



Hough Street leak prior to being turned off.



Broadway water main break prior to being turned off.

| Facilities & Grounds | April<br>2021 | May<br>2021 | June<br>2021 | July<br>2021 | Aug<br>2021 | Sept<br>2021 |
|----------------------|---------------|-------------|--------------|--------------|-------------|--------------|
| Burials Handled-Ash  | 2             | 6           | 16           | 13           | 6           | 8            |
| Burials Handled-Full | 1             | 1           | 2            | 1            | 1           | 3            |
| Service Calls        | 103           | 100         | 107          | 97           | 109         | 97           |
| Work Orders          | 203           | 175         | 185          | 176          | 184         | 180          |

The Facilities, Grounds and Cemeteries Division handled 97 service calls and 180 work orders in September. Three full burials and eight interments of ashes were conducted in Pine Hill Cemetery. Six markers were also installed. The weekly mowing and string trimming of the cemetery was

---

ongoing and several areas were reseeded where grass had gotten thin. One of the old maples on Avenue U had issues and had to be removed. Fortunately, no stones were broken.

One hundred and six work orders were addressed by Facilities, Grounds and Cemeteries pertaining to outside issues. The whiskey barrels, the horse trough fountain, the flag pole island flower beds were stripped of summer flowers and weeds and prepped for the planting of fall mums. Wentworth Greenhouses annually donates the flowers for the horse trough and the whiskey barrels and the City purchases the mums for the flag pole island. All labor is provided by Facilities, Grounds & Cemeteries employees. The City very much appreciates the generosity of Wentworth Greenhouses in donating spring and fall flowers for Dover's beautification efforts.

The Shaw's Lane soccer field has been lined weekly for games. The irrigation systems, which have been off since early in July, were turned back on now that water use restrictions were lifted. Fortunately, Mother Nature had been generous with showers over the summer so fields were not damaged to the point that was anticipated. Irrigation sprinkler heads were marked for aeration and over-seeding of athletic fields and public turf areas completed by PJC Organics, the City's current vendor for organic turf treatment.

Weekly outside mowing was ongoing in area parks, playgrounds, athletic fields and at sixty-five public turf areas around the City. Mower maintenance on the zero turn radius mowers and standers is ongoing and necessary, as the machines are heavily used over the summer.

The Jenny Thompson Pool was closed for the season and winterization has begun. There were valves that needed to be changed before the work could begin. This is a time-consuming process with many tasks that needed attention to be sure the piping and filtration systems for the pool are properly closed up for the winter. Water was also shut off to Adventure Park and the water features were winterized.

Old purple heartwood benches were removed, making way for the new Scarborough benches to be installed in the down town areas. Benches along the Orchard Street Riverwalk have been changed out to new Scarborough benches, with only two of the old wooden ones left.

School-zone lights were adjusted after issues with timing became known. One green lens was changed in a traffic light and seven other issues were investigated, the majority being signals having gone to flash for one reason or another and needing to be reset. There were electronic speed monitoring devices with speed limit signs posted in September in three locations in Dover.

Signs were posted for the new pedestrian island on Central Avenue at Fifth Street. There were two accidents at this island on the same day the signs were posted. These were among the eighteen sign issues addressed in this month. Eight signs were reinstalled for one reason or another, two were created, seven were added and three sign posts were fixed.

Preparation for Apple Harvest Day included gathering picnic tables from where they had been stored through the pandemic, repairing and painting them and then distributing them throughout the Henry Law Park area. Trash cans were put out for use, power to the Overlook and Rotary Pavilion stages was checked for use and areas were cleaned up, as needed, after the event. The Chamber of Commerce and their volunteers do a great job assisting with the clean-up.

---

The number of work orders pertaining to trees in September was eighteen, with four requiring removal or immediate attention. Most calls involved clarification of ownership or assessing condition of the trees.

Fifty-four other work orders were addressed pertaining to buildings, not including the ten HVAC work orders that are addressed by a service contract with Siemens for preventive maintenance of the many HVAC components throughout the municipal buildings. The key cores in a suite at the McConnell Center were changed out and a door closer was installed at the Public Works Facility.

Partitions between the public and employees in counter areas were adjusted in City Hall offices, due to the rise of community transmissions of COVID-19. Elevator inspections and monthly fire extinguisher inspections were conducted in municipal buildings. Only four work orders for supply deliveries or moving items were resolved. Twelve new keys were issued this month and eighteen were swapped out due to the change in the cores at the McConnell Center.

Two electrical boxes in Assessing were relocated to mitigate tripping hazards. Three faucets were repaired or replaced. Phone and alarm lines were checked to see if they required 10 digit dialing as will be mandatory by October 24, 2021 to accommodate the new National Suicide Prevention Hotline, accessed by dialing 988.

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

On September 11, 2021, flags were lowered for the full day, in Honor of Patriot Day. This September 11<sup>th</sup> marked the twenty year anniversary of the 9/11 terrorist attacks on the World Trade Center, the Pentagon and United Airlines Flight 93, which crashed in suburban Pennsylvania. Patriot Day serves as a remembrance of the lives lost on that September morning.

On September 14, 2021, the SOS recovery flag was raised.

# Total Permits Issued: September 2021

| Permit # | Owner's Last Name         | Street # | Street                | Description                            | Type | Map | Lot   | Construction Value | Fee   |
|----------|---------------------------|----------|-----------------------|----------------------------------------|------|-----|-------|--------------------|-------|
| 21-264   | MECHAPEL LLC              | 15       | MECHANIC STREET       | SUITES 115, 105 & 103, PERFORM TENAN C |      | 24  | 10000 | 45000              | 475   |
| 21-298   | MECHAPEL LLC              | 17       | CHAPEL STREET         | SUITE 100, PERFORM TENANT FIT-UP       | C    | 24  | 10000 | 15000              | 175   |
| 21-312   | LITTLEWORTH, LLC          | 16       | LITTLEWORTH ROAD      | CONST. 3 ACCESSIBLE STORAGE STRUC      | C    | H   | 29A3  | 1800000            | 18025 |
| 21-348   | SCIOTO RIVERPARK, LLC     | 23       | CATARACT AVENUE       | CREATE TEMPORARY OFFICE                | C    | 13  | 2300  | 3000               | 55    |
| 21-401   | FRIBBLE, LLC              | 871      | CENTRAL AVENUE        | DEMO & REMVE COMMERCIAL STRUCT         | C    | 38  | 6A1   | 28000              | 305   |
| 21-408   | ANNUNICATON GREEK ORTH    | 221      | LONG HILL ROAD        | ERECT TWO TEMPORARY TENTS              | C    | A   | 18D0  | 2000               | 45    |
| 21-459   | LIBERTY MUTUAL INS CO.    | 150      | LIBERTY WAY           | INSTALLING NEW STEEL SUPPORT FOR       | C    | E   | 2400  | 350000             | 3525  |
| 21-407   | POINE PLACE WEST, LLC     | 40       | POINTE PLACE          | FOUNDATION ONLY FOR MIXED USE ST       | C/R  | K   | 197   | 71000              | 735   |
| 21-336   | 85 INDUSTRIAL PARK DRIVE, | 65       | INDUSTRIAL PARK DRIVE | INTERIOR ALTERATIONS FOR A BATHR       | I    | G   | 3B0   | 12000              | 155   |
| 20-392   | RITTENHOUSE               | 19       | DEAN DRIVE            | CONSTRUCT A DECK                       | R    | F   | 12D1  | 7000               | 95    |
| 20-588   | SBRIZZA                   | 7        | CHEYENNE STREET       | CONVERT EXISTING GARAGE INTO FAM       | R    | A   | 9W0   | 15000              | 160   |
| 21-232   | WOLCOTT HOLDINGS          | 33       | NEW ROCHESTER ROAD    | RAZE GARAGE                            | R    | 39  | 6300  | 2500               | 50    |
| 21-249   | SOUTHWORTH                | 56       | DURHAM ROAD           | UNIT 26, KITCHEN RENOVATION            | R    | 1   | 9B26  | 17000              | 195   |
| 21-293   | WHITE FAMILY TRUST        | 275      | OLD GARRISON ROAD     | CONST. A SFD W/TWO CAR ATT. GARAG      | R    | J   | 126   | 425000             | 4275  |
| 21-305   | COFFIN                    | 15       | GARRISON ROAD         | CONST. 3 SEASON PORCH IN PLACE OF      | R    | I   | 74A1  | 69557              | 725   |
| 21-315   | TSOURMANIS                | 558      | SIXTH STREET          | CONST. 1 STORY ADDITION                | R    | B   | 4G0   | 10000              | 125   |
| 21-342   | WARSCHAUER                | 13       | RIVERSIDE DRIVE       | CONT. A REAR ADDITION                  | R    | L   | 92H0  | 12000              | 945   |
| 21-345   | ANDRESS                   | 2A       | COUNTRY CLUB ESTATES  | CONST. BREZWAY, ATT. TWO CAR GAR       | R    | N   | 13E0  | 205000             | 2075  |
| 21-368   | WEYMOUTH                  | 2        | CULLEN BAY ROAD       | FINISH BASEMENT FOR ADU                | R    | M   | 92E0  | 100000             | 2050  |
| 21-378   | MCGARY                    | 38       | OVERLOOK DRIVE        | INSTALL A GUNITE INGROUND SWIMMI       | R    | M   | 8350  | 61000              | 635   |
| 21-382   | BOYER TRUST               | 75       | OLD ROCHESTER ROAD    | CONST. A PORCH ADDITION                | R    | A   | 400   | 9259               | 118   |
| 21-386   | REVOCABLE TRUST           | 12       | EAGLES BAY DRIVE      | REPLACE 3 EXTERIOR DOORS               | R    | L   | 49A53 | 13000              | 155   |

| Permit # | Owner's Last Name       | Street # | Street              | Description                        | Type | Map | Lot   | Construction Value | Fee  |
|----------|-------------------------|----------|---------------------|------------------------------------|------|-----|-------|--------------------|------|
| 21-387   | DITTRICH                | 66       | PORTLAND AVENUE     | INSTALL WINDOWS                    | R    | 24  | 6200  | 8000               | 105  |
| 21-388   | KUNKEL                  | 32       | GRANDVIEW DRIVE     | INSTALL A VINYL INGROUND SWIMMIN   | R    | F   | 43120 | 42000              | 445  |
| 21-391   | COLBURN                 | 6        | MONROE STREET       | CONST. A REAR DECK                 | R    | 15  | 9300  | 2876               | 55   |
| 21-393   | TRUE NORTH DEVELOPMENT, | 41       | DOVER NECK ROAD     | CONST. A SFD W/2 CAR ATT. GARGE W/ | R    | M   | 79D9  | 399525             | 4025 |
| 21-394   | IORDANOV                | 86       | OLD ROCHESTER ROAD  | CONST. A FOUNDATION ONLY FOR ATT   | R    | A   | 13L1  | 7500               | 105  |
| 21-395   | GRANFIELD               | 75       | HIDDEN VALLEY DRIVE | INSTALL AN INGROUND GUNITE SWIM    | R    | I   | 9469  | 52980              | 555  |
| 21-396   | GODFREY                 | 19       | BAKER STREET        | CONST. A REAR DECK                 | R    | 27  | 19800 | 3065               | 55   |
| 21-398   | TELLEZ                  | 11       | WALLACE DRIVE       | CREATE HABITABLE AREA ON 3RD FLR   | R    | G   | 2760  | 30000              | 325  |
| 21-400   | SHEPARD                 | 16       | ELLIOT PARK         | INSTALL 5 REPLACEMNT WINDOWS, NO   | R    | 17  | 300   | 4000               | 65   |
| 21-404   | BROWN                   | 9        | SHADY LANE          | CONST. A DECK                      | R    | I   | 78L0  | 30000              | 325  |
| 21-405   | KING                    | 28       | DEERFIELD DRIVE     | INSTALL A TEMPORARY RAMP           | R    | I   | 22016 | 1875               | 55   |
| 21-410   | SIEKS                   | 7        | FLORENCE STREET     | INSTALL AWNING WINDOW 2ND FLR BA   | R    | 27  | 18100 | 1500               | 45   |
| 21-411   | DEMERS                  | 4        | MARTIN LANE         | CREATE HABITABLE AREA IN BASMNT    | R    | 20  | 310   | 30000              | 325  |
| 21-412   | CHARLES                 | 27       | RUTLAND STREET      | REMODEL A KITCHEN                  | R    | 12  | 14200 | 21000              | 214  |
| 21-414   | EDWARDS                 | 25       | CLEARWATER DRIVE    | INT. RENOV. & NEW KITCHEN          | R    | L   | 49A8  | 150000             | 1525 |
| 21-416   | LAPAK                   | 52       | WILLOW STREET       | INSTALL A 30 MODULES ROOFTOP SOL   | R    | E   | 42140 | 37368              | 395  |
| 21-422   | GUILMET                 | 8        | RIVERSIDE DRIVE     | CONST. A REAR SUNROOM              | R    | L   | 92E0  | 27000              | 295  |
| 21-424   | HOLTZ                   | 11       | ROOSEVELT AVENUE    | INSTALL REPLACEMENT WINDOWS        | R    | 37  | 4300  | 2647               | 55   |
| 21-426   | CHRIS & JASON, LLC      | 2        | RESERVOIR STREET    | RENO. KITCHEN & REPAIR DAMAGE FR   | R    | 29  | 500   | 14174              | 165  |
| 21-427   | ROGERS                  | 17       | TENNYSON AVENUE     | INSTALL REPLACEMENT WINDOWS        | R    | 21  | 6100  | 8600               | 111  |
| 21-432   | MURPHY                  | 29       | STARK AVENUE        | CONST. AN OPEN PORCH               | R    | 17  | 5100  | 5000               | 75   |
| 21-439   | STEPHENS                | 408      | BLACKWATER ROAD     | INSTALL 5 REPLACEMENT WINDOWS &    | R    | A   | 2620  | 19500              | 221  |
| 21-441   | FRASER                  | 24       | BALDWIN WAY         | RENO. 1ST FLR KITCHEN & BATHRM & 2 | R    | L   | 40130 | 80000              | 825  |
| 21-442   | HOWARD                  | 3        | ESSEX STREET        | INSTALL REPLACEMENT WINDOWS        | R    | 24  | 9300  | 27000              | 295  |
| 21-443   | NADEAU                  | 160      | TOLEND ROAD         | CONST. FRONT PORCH                 | R    | F   | 2A0   | 13000              | 155  |

Thursday, October 14, 2021

Page 2 of 3



| Permit # | Owner's Last Name | Street # | Street          | Description                        | Type | Map | Lot   | Construction Value | Fee |
|----------|-------------------|----------|-----------------|------------------------------------|------|-----|-------|--------------------|-----|
| 21-444   | SHEEHAN           | 4        | FOREST STREET   | CONST. ENTRY PORCH W/AWNING        | R    | 24  | 2200  | 13964              | 165 |
| 21-449   | VAUGHN            | 101      | GLENWOOD AVENUE | INSTALL 6 REPLACEMENT WINDOWS      | R    | D   | 18A0  | 10000              | 125 |
| 21-450   | CULLEN            | 152      | BOXWOOD LANE    | CREATE TWO BEDRMS & BATHRMS ON     | R    | B   | 21170 | 70000              | 725 |
| 21-452   | MARCOUILLIER      | 15       | BENJAMINS WAY   | RENO. KITCHEN & INSTALL NEW ISLAN  | R    | I   | 47120 | 40000              | 425 |
| 21-461   | STICE             | 39       | LABRADOR LANE   | CREATE OFFICE & ADD.;L HABITABLE L | R    | A   | 5197  | 8000               | 105 |
| 21-464   | BOWMAN, JERRY     | 15       | SURREY RUN      | REPLCE SHOWER/TUB & REMODL BAT     | R    | I   | 20I15 | 18000              | 205 |
| 21-472   | PORTER            | 29       | QUAIL DRIVE     | FILL IN INGROUND POOL              | r    | a   | 49130 | 0                  | 50  |

**Total Permits Issued:** 54

**Total Construction Value:** \$4,450,890.00

**Total Fees Collected:** \$47,714.00

| Type of Permits Issued      |    | Certificate of Occupancy's  |           |
|-----------------------------|----|-----------------------------|-----------|
| Commercial                  | 3  | Change of Use               | 0         |
| Commercial Renovations      | 5  | Commercial                  | 5         |
| Convert 1 to 2 Fmly Dwlg    | 0  | Convert 1 to 2 Fmly Dwlg    | 0         |
| Two Family Dwelling         | 0  | Two Family Dwelling         | 0         |
| Multi-Family Dwelling Units | 0  | Industrial                  | 0         |
| Industrial                  | 0  | Renovations                 | 1         |
| Industrial Renovations      | 1  | Manufactured Dwlg           | 0         |
| Manufactured Dwelling       | 0  | Multi-Family Dwelling Units | 0         |
| Single Family Dwelling      | 2  | Single Family Dwellings     | 7         |
| Renovations Dwelling Unit   | 42 | Accessory Dwelling Unit     | 0         |
| Demo. of a Dwelling Unit    | 0  |                             |           |
| Accessory Dwelling Unit     | 1  |                             |           |
|                             |    | <b>Total</b>                | <b>13</b> |

---

## 2. Product & Process Outcomes

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

Assistant Fire Chief Spainhower continued to work diligently with the City's new Computer Aided Dispatch (CAD) vendor, CSI, on the transition to their new software. In the final weeks leading to the rollout of the new software, meetings between Fire, Police, IT and CSI were being held daily, including over the weekends. A 6 hour online training session was held with each of the (4) shifts to provide the necessary training and familiarization with each member of the department who will be using the new software for records management, incident reporting, EMS reporting, and other functions. AC Spainhower facilitated each of these meetings with a technician from CSI, and has spent hundreds of hours working with other City departments and CSI to ensure as smooth a transition as possible. The “Go Live” date of the transition was September 15<sup>th</sup>. The basic reporting and records management functions have transitioned over, and as final bugs are smoothed out and issues identified and corrected, the department will look to begin utilizing other functions of the CSI software to increase operational efficiency across all facets of the department's daily operations.

D/C McShane met with I.T. Deputy Director Matt Wentworth to discuss station security cameras and swipe-card access. D/C McShane also met with Julia Chase from NH Homeland Security and Emergency Management to discuss grant funding opportunities for this project.

The month of September 2021 marked the start of a new school year and the beginning of the Teen Center after school program. Total attendance for the month of September was 244 participants on 18 days of programming. The Teen Center is using a 15-participant maximum per afternoon to keep within safe practices of physical distancing. September 2021 provided a possible 267 reservations and 244 were filled, via Sign-Up Genius.

The return of the school year has provided the center with opportunities to welcome back its youth participants for the after school program, where they can receive academic and social/emotional support via intern mentors and program mission.

Some program highlights for the month of September 2021 included, but were not limited to:

- Alton Bay Swim & BBQ Trip
- Welcome Back BBQ
- NH Fisher Cats Baseball Game Trip
- Outdoor Fun Day with Classic Yard Games

- 
- Featured Snack Special Days (Tacos, Pancakes, Pasta, etc.)
  - Video Game Tournaments
  - Table Game Tournaments

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

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

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

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

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

The center has (14) interns on 2021 staff, all from various disciplines at UNH-Durham.

The Dover Teen Center received (8) new registrations in September 2021.

The youth community service program tracked eleven participants in the month September 2021. A total of 33 hours of community service work was completed with one of the participants finishing their assigned community service hours.

The Diversion Committee did not meet in September of 2021.

City Council approves award of bid for telecommunications services to Consolidated Communications and Ring Central. Contract reviews by the IT Director were completed in advance of Legal review. Two site walk-throughs completed with Consolidated Communications. Alarm line review is in progress.

The Dover Public Library hosted 50 programs in September which were attended by 463 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways. These included: 7 D & D sessions with 48 attendees; 9 Beyond Books Story times with 35 attendees; 2 Shake Your Rattle and Roll with 97 attendees; 2 Knitting Group 14; 5 Book Group 40; and 1 Cardboard Tube Craft 158 distributed, 2 Family Place Workshops with 13 attendees; 1 Adult Basket Making Workshop with 12 attendees; 1

Bessie the Blind Dog program with 15 attendees; and 1 Surviving September 11th program with 30 attendees.



The Dover Public Library will be piloting a new project in collaboration with the University of New Hampshire. The *Check Out UNH* initiative will provide the library with an interactive kiosk that will direct patrons to library programming and exploration kits available to sign-out, as well as connections to UNH programs that extend the library experience. In addition, the collaboration will connect the DPL to university-based presenters, and as a donor-funded project, all expenses will be supported externally. The first project theme will be an enhancement of the 2021 Summer Reading Program—*Oceans of Discovery*.

The Amanda Howard Park Project is nearing completion. The remainder of the work should be done in the next month and a half which includes a decorative fence along the lower portion of the park and the installation of a Gazebo in the upper portion. Below pictures show equipment installed to date.





---

At the gym, Interval Strength classes on Tuesdays & Thursdays with Lisa continue in the dance studio. Sign-ups for all basketball programs are currently on hold until administration knows if there will be access to school facilities. Men's leagues have begun taking registrations with the hopes of starting their seasons in October & November. After the gym floor was refinished, badminton resumed on Friday evenings. Gym rentals will begin in October. Open gym has been on-going for both youth, adults and seniors. Pickleball continues inside if rain prevents outdoor play.

At the indoor pool, the fall schedule has returned to the pre COVID schedule. Some changes made to evening lap swim times are due to short staffing. The schedule will remain the same until November 14<sup>th</sup>. The high school swim season is tentatively set to begin on November 15<sup>th</sup> and will run through mid-February. Fall programming began on Monday September 13<sup>th</sup> and will run continuously until December 4<sup>th</sup>. Staff started a new group lesson program for adults running for 4-week sessions on Monday and Wednesday evenings with an adult beginner class on Mondays and a stroke clinic on Wednesdays. Both classes taught by Facility Manager Erika and assisted on Monday nights by Program Director Kelsey. There was a change with use of pool time to allow for more lessons. Administration negotiated with Seacoast Swim Assn (SSA) to get some of their rental time back by moving the Saturday program from afternoons to mornings. There are 6 classes during the week for 6 month-5 year olds. Saturday mornings there are another 7 classes from 9:30-11:30am. All classes on Saturdays are completely full except one. The staffing schedule has come together nicely with minimal needs each week. Private lessons have resumed and are going strong as staff have adjusted to their school schedules. Mechanically, everything is running smoothly for the Indoor Pool. The Outdoor Pool has been packed up and shut down for winter. The Outdoor Pool had a backflow replaced and passed the water test with the City prior to the water being turned off.

September at the Dover Ice Arena is a busy time as the ice in the Foster Rink was reinstalled, having both rinks up and running. The Fall/Winter programs began in early September, the COED League is full for another season with 8 teams and 112 players. Chix with Stix has been very popular every Sunday night. Dover Youth Hockey is now in full swing with games all weekend long and practices every afternoon during the week. Staffing shortages with Zamboni drivers and snack bar attendants are starting to cause scheduling issues. The month of October brings more busy weekends of Dover Youth Hockey games and Rock Nights. Staff hope to hire a few more Zamboni drivers to fill the gaps in the schedule. Adult and Youth Stick Practice: 316 skaters

Members of the Senior Center this month visited the incredible American Heritage Museum, which houses military vehicles and equipment from WWI up through the War on Terror. Some items there are the only ones you can see anywhere in the world. They also continued theater tour with a trip to Ogunquit Playhouse and another to the Winnepesaukee Theater. The center welcomed back UNH Occupational Therapy for their fall semester visits and they have added in free one-on-one tech help sessions, which are always welcome. The center also began cooking class with Gisele (see picture below), the new front desk attendant who is a retired personal chef. Special Programming: Sing Along with Silver Wings; 15 participants.



Below, pictured are the winners of the Dover Senior Center Pickle Ball mixed round robin held on 10/11/21 – From Left to right: Pat Sims & Keith Calderone (2<sup>nd</sup> place) – Mike Raiche & Ann Shine (1<sup>st</sup> Place) – Tricia Sullivan & Jim Deyo (3<sup>rd</sup> place)



Planning and Community Development staff continue to work with Media Services and the City Manager's office on developing improved signage in City Hall. These signs will enhance directory needs and flow in City Hall. Included would be ADA enhancements to signs and internal wayfinding.



---

An RFP was released by Media Services. Planning, the City Manager's office assisted in the review of the responses and identified a preferred vendor.

The Assistant City Manager and Community Services Director and legal staff resolved an issue of tree cutting in a scenic road overlay district, along Old Garrison Road. The resolution involves the opportunity to plant new street trees.

The Assistant City Manager worked with Legal, Economic Development staff and the City Manager to review the Purchase and Sale of property on Venture Drive with American Durafilm. This work included reviewing the proposed utility costs and the conditions of the sale.

The Assistant City Manager negotiated a conveyance of land off Snow's Court and an easement on Sheffield Drive. The Snow's Court land will allow public access to the Cochecho River, and the easement on Sheffield Drive is necessary for the roundabout at Pointe Place, on Dover Point Road.

Community Development Planner Carpenter conducted required on-site Davis Bacon Wage Rate monitoring at the Amanda Howard Park project. Compliance with Davis Bacon Wage rates are mandatory for most CDBG funded construction projects.

Resilience Coordinator Kaspari met with the Assistant City Manager as well as Amanda Stone and Lisa Wise from UNH Extension to discuss the establishment of a committee comprised of members from the Energy Commission, Conservation Commission and Planning Board that will focus on planning a Dover All-Boards Climate forum event on January 25<sup>th</sup>.

The Assistant City Manager met with area staff from planning and engineering offices to discuss the State's Ten Year Plan and local projects, their placement within the plan and support for COAST as a regional asset.

---

### 3. Leadership & Governance Outcomes

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

In the month of September, the City's Media Services Director worked together with the Fire & Rescue Emergency Management Director and medical experts from Wentworth Douglass Hospital to produce a PSA intended to continue promoting the importance of vaccination in our community, and to encourage all members of Strafford County to get a Covid-19 vaccination. This 15 minute video PSA has aired on City channels and numerous other media outlets.



On September 11, Dover Fire & Rescue coordinated with other Dover PD and other local fire departments to lead the community in a ceremony to honor the 20<sup>th</sup> anniversary of the 9/11 attacks. Deputy Chief Michael McShane led the efforts and designed a very well received ceremony, attended by Senator Jeanne Shaheen, past and present City mayors and other notable community members, and was attended by approximately 200 community members. Fire Departments from Dover, Rochester, Rollinsford, South Berwick, Berwick and other towns were represented, as well as a large contingent of Dover Police Department members.

Members work to prep the stage for the 9/11 ceremony the following day:





On September 12th, members joined in the Parish of the Assumption's annual "Blue Mass", a service intended to recognize first responders in our community, against the backdrop of the September 11 anniversary.

Afterwards, Father Aggie performed a "Blessing of the Fleet" for several of the Fire and Police vehicles that were present.

On September 25<sup>th</sup>, members of Dover Fire & Rescue joined family members of two past Dover Fire members who were being memorialized at the NH Firefighter's Memorial in Concord, for the sacrifice they made in service to the City of Dover, decades ago. Through a diligent amount of work by Dover Fire Captain David Hanna, Chief James Smith and Lieutenant Ernest LeBlanc were recognized for losing their lives in the line of duty, in two separate fires in Dover in 1925 and 1959. Captain Hanna researched the men's careers, their service to the City, and tracked down local family members in his successful efforts to get both of them recognized at the NH Firefighter's memorial this year.







Both men were recognized in subsequent Proclamations by the City, and their names were memorialized in Concord at the NH State Fire Academy.

A meeting (shown below) was held ahead of time at Central Fire Station where the family members of Chief Smith and Lt LeBlanc were able to meet each other and share their stories. An article was subsequently published in Fosters Daily Democrat outlining the details of the men and their families.



Above & below, members of DFR's Honor Guard participate in the ceremony in Concord.



Below, family members of both men take a photo with Dover Fire Capt Dave Hanna (R) and Master of Ceremonies, Perry Plummer (L)



---

On September 21, Administrative Staff hosted a meeting with interested members of the Leathers Lane neighborhood, to help explain the process and alleviate concerns related to an upcoming development project that would be utilizing blasting as part of the construction. Approximately 20 citizens attended, where they heard the presentation from Fire Department administrators and members of Maine Drilling and Blasting. Afterwards, citizens had the opportunity to ask any other Department-related questions they may have had an interest in.

Dover Coalition for Youth continues to support drug disposal options in the community. In addition to the semi-annual DEA take back events we share information on social media and throughout the community about different disposal options including a permanent drop box at Wentworth-Douglass Hospital and drug destruction bags available from the police department. The police department is registered to take part in the next take back day on October 23<sup>rd</sup>.

The Coalition has been asked by the State Bureau of Drug and Alcohol Services to assist with the annual SYNAR tobacco compliance check process. We will be assisting this fall in a coverage study to insure that the state licensing lists are accurate and not missing any vendors.

On September 7<sup>th</sup> Youth to Youth provided a 90-minute remote training session for adult advisers from Warrick County, Indiana.

On September 21<sup>st</sup> Dana Mitchell provided a 90-minute remote basic training course to Coalition officials in Butler County, Kentucky on running a youth empowerment group and using Dover resources as a guide.

On September 23<sup>rd</sup>, five members of Dover Youth to Youth conducted a 1-hour virtual training for more than 30 adults in the State of Tennessee, who are interested in leading youth advocacy groups in their communities from throughout the state. This training session focused on teaching youth to get their message out by producing media such as radio PSAs or TV spots.

The Wednesday night team elected to try again to propose and pass a state law that would make it illegal to smoke or vape in a vehicle if a child is present in the vehicle.





The Monday Team of high school Dover Youth to Youth students has prepared a letter to send to the Concord (NH) Brewing Company regarding a brand of beer they market called “Finding NEIPA”, which the students noticed was being sold in Dover. The students pointed out that the marketing and promotion of the beer is inappropriately youthful because it is themed on the kids’ animated movie Finding Nemo and the graphics are juvenile and consistent with the film. Each can also has a little game where customers are challenged to see how many clownfish can be found on the label – reminiscent of the sort of game that kids sometimes find on cereal boxes. The students are requesting that the company discontinue the production of this version of their product line for being unnecessarily attractive to youngsters.

On the invitation of the Parish of the Assumption and the Dover Knights of Columbus Council, several Dover officers attended a “Blue Mass” at Saint Joseph’s Church on Sunday, September 12 to honor the memory of fallen firefighters and police officers and to demonstrate support for the City’s first responders and EMS workers. After the Mass, the Parish priest took a few minutes to provide a ceremonial blessing of police cruisers and fire engines.

Outside of school, School Resource Officer Dunne participated in the Big Brothers Big Sisters Stiletto Sprint in Portsmouth with Detective Donais, Detective Gaudreault, and Officer Berdecia. This is an annual fundraiser for BBBSNH. The DPD team raised over \$400.00 in donations, and ran their way to the semi-finals.



***Pictured above, left to right, Lieutenant Speidel, Captain Terlemezian, Chief Breault, and Father Agapit Jean along with Dover Fire Department duty engine 2 company including Firefighters Michael Kilday and Christopher Donnelly along with Lieutenant Michael Ferullo. All posed before light refreshments following the Mass.***



***Runners, including Detective Gaudreault (pink top and blond wig), Officer Dunne (black sleeveless top and black leggings), Detective Donais, (behind Officer Dunne in red top) and Officer Berdecia (white half shirt and black leggings) pose before the Stiletto Sprint in Portsmouth.***

The Police-Community Engagement Committee did not meet during the month of September. The committee is still in the process of determining the best day of the week, time of day, and frequency of meetings in order to maximize participation.

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).

On Saturday, September 18 the Dover Public Library participated in the NH Maker Fest at the Children's Museum. Several area makers, artisans, and performers were part of the interactive fun for families. With the help of seven volunteers from the Interact Group from Dover High School, the library led a make your own mini-book activity. The 50 participants used their imaginations and the supplies provided to design and create a unique book. Staff was thrilled to see many of our regular patrons at the event as well as many other families from the local area.

For the month of September, the library ran a campaign for National Library Card Sign-Up month, encouraging non-users to become a member of the library. Staff did outreach by hanging up flyers throughout Dover, contacting businesses, and new apartment/homeowners through real estate/rental companies. Staff also worked with the local schools, including private & charter schools, to promote library services and to encourage students and faculty to register for library cards. Library staff also did outreach on social media and shared information on how to sign up for a card on many Dover Facebook groups. Staff registered 292 community members.

---

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 106 volumes to other libraries and borrowed 91 from other libraries for our patrons.

The Dover Public Library has 4,982 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 187 items to its various social media platforms in September. Total social media platform followers = 13,136.

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 2,697 likes and 2,930 followers).

The Department of Planning and Community Development sent 42 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.

Planning and Media Services staff continued to develop and enhance an electronic "newsletter" for planning related items. Content included meeting summaries, meeting previews, and various special topics about land preservation, regional planning, staff bios and book reviews.

The Assistant City Manager worked with the Planning Director for the City of Burlington VT to prepare a presentation at the Northern New England regional planning conference in October. The topic of the presentation is connecting real world experiences to the creation of zoning ordinances.

## 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       |
|---------------------|-----------|------------------------------------------|--------------|
| Finance Office      | 9/29/2021 | COMMUNITY ACTION PARTNERSHIP             | \$49,433.50  |
| City Info Tech      | 9/8/2021  | NEARMAP US, INC.                         | \$6,000.00   |
| City Info Tech      | 9/16/2021 | DATA TRANSFER SOLUTIONS, LLC             | \$8,268.10   |
| City Info Tech      | 9/1/2021  | FIRSTLIGHT                               | \$22,554.00  |
| City Info Tech      | 9/1/2021  | SABA SOFTWARE CANADA, INC.               | \$32,711.00  |
| Community Services  | 9/8/2021  | SERVPRO OF THE SEACOAST                  | \$5,075.00   |
| Community Services  | 9/28/2021 | JORDAN EQUIPMENT CO.                     | \$8,845.07   |
| Community Services  | 9/29/2021 | N. GRANESE & SONS, INC.                  | \$10,000.00  |
| Community Services  | 9/8/2021  | SOUTHWORTH-MILTON INC                    | \$36,825.96  |
| Community Services  | 9/7/2021  | WRIGHT-PIERCE                            | \$677,000.00 |
| Executive           | 9/28/2021 | ONSOLVE, LLC.                            | \$9,235.14   |
| Fire and Rescue     | 9/22/2021 | STRYKER MEDICAL                          | \$9,927.99   |
| Fire and Rescue     | 9/29/2021 | ZOLL MEDICAL CORPORATION                 | \$19,289.45  |
| Fire and Rescue     | 9/16/2021 | ROLAND B. MORIN DBA SUGARLOAF            | \$79,779.00  |
| Planning            | 9/7/2021  | MY FRIENDS PLACE-CDBG<br>GRANTS/SUBSIDYS | \$25,000.00  |
| Planning            | 9/7/2021  | CAP OF STRAFFORD COUNTY                  | \$40,000.00  |
| Planning            | 9/17/2021 | TIDES CENTER                             | \$42,975.00  |
| Police              | 9/3/2021  | 2 WAY COMMUNICATIONS SERVICE, INC.       | \$27,564.00  |
| Recreation          | 9/29/2021 | SIEMENS INDUSTRY, INC.                   | \$5,320.00   |
| Recreation          | 9/8/2021  | DF RICHARD, INC.                         | \$7,268.00   |
| Recreation          | 9/15/2021 | DELL MARKETING L.P.                      | \$9,564.31   |
| Recreation          | 9/9/2021  | DOVER CHAMBER OF COMMERCE                | \$10,000.00  |
| Recreation          | 9/25/2021 | CITY OF DOVER-WATER~SEWER DEPT.          | \$12,926.79  |
| Recreation          | 9/25/2021 | CITY OF DOVER-WATER~SEWER DEPT.          | \$13,806.59  |
| Recreation          | 9/25/2021 | CITY OF DOVER-WATER~SEWER DEPT.          | \$14,847.68  |
| Recreation          | 9/27/2021 | PERFORMANCE FOOD GROUP (PFG)             | \$15,000.00  |
| Recreation          | 9/25/2021 | CITY OF DOVER-WATER~SEWER DEPT.          | \$16,295.71  |
| Recreation          | 9/8/2021  | SELECT EXCAVATION & LANDSCAPING, LLC     | \$18,915.33  |

|            |           |                                   |              |
|------------|-----------|-----------------------------------|--------------|
| Recreation | 9/29/2021 | CAPITOL FIRE PROTECTION CO., INC. | \$146,325.00 |
| Recreation | 9/14/2021 | ARTISAN CONCRETE SERVICES, INC.   | \$499,995.20 |
|            |           |                                   |              |

## BIDS

| Department             | Bid #            | Bid Date  | Description                                                                        |
|------------------------|------------------|-----------|------------------------------------------------------------------------------------|
| Community Services     | B22005           | 9/2/2021  | Snow Plow Cutting Edges                                                            |
| Community Services     | B22010           | 9/2/2021  | Trees for Downtown Dover                                                           |
| Information Technology | Q22-005          | 9/2/2021  | Cisco Security Hardware & Professional Services, State of NH Bid                   |
| Community Services     | B21048-RFP22-001 | 9/3/2021  | Consulting Design Services for the Henry Law & River Street Reconstruction Project |
| Community Services     | B22008           | 9/8/2021  | Winter Sand - As-Needed                                                            |
| Community Services     | B22012           | 9/9/2021  | Plastic Recycling Bins                                                             |
| Community Services     | B22013           | 9/15/2021 | Construction of the Pudding Hill Water Treatment Facility                          |
| Community Services     | B22014           | 9/16/2021 | Bellamy Ridge (Red Barn Drive) Completion                                          |
| Planning               | B22011           | 9/30/2021 | Design-Build Services for the Remodel of City Hall First Floor Restrooms           |
|                        |                  |           |                                                                                    |

**Cochecho River Dredge Cell Closure** Planning and Community Services staff review the capacity of the cell, and the permitting needed to close the cell. The City's Environmental Projects consultant is working to finalize the closure plan. City Planner Bird worked to schedule another 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 5 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 September 2nd, 9th and 30th with Cathartes, the Assistant City Manager, consultants and CWDAC Chair to discuss the final site plans, the cost of public improvements and the timeline for the project. City Planner Bird had an online meeting on September 28th with Cathartes, some Arts Commission members and Resilience Coordinator Kaspari to discuss art options. City Planner Bird attended an online meeting on September 13th with Cathartes and City Planner Benton to discuss the TRC process. City Planner Bird met with Finance Director on September



---

7th and 16th to discuss expenses and revenues for the waterfront project. City Planner Bird met on September 14th with the Assistant City Manager and the Executive Director of the Dover Housing Authority to discuss the waterfront project. City Planner Bird, City Planner Benton and the Assistant City Manager met with Cathartes on September 21st to discuss the TRC process, the lot subdivision, and the LDA. City Planner Bird met with the City Attorney on September 27th to discuss the LDA.

**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 heard in September that the proposal for Phase IV-B was not included in the 10-year plan.

City Planner Benton and the Assistant City Manager walked the trail with the NH DOT and consultants on September 30th and NHDOT is looking into extra funding available to revise the scope of Phase IV to include a bridge over the Bellamy River.

Northeast Color held their third annual volunteer day on the trail on September 10th where they refreshed the existing murals, painted sewer covers, painted the Rotary Trailhead, built a new trailhead at Whittier Street, stenciled the path between the Rotary Trailhead and Fourth Street trailhead, installed benches and did a general clean up of the trail.

---

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. In September, contract documents were drafted by NCESSE and were signed by the City Manager. Installation should occur next 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.

On September 16th, the Fire Department received a notice that it had been awarded its request of a \$37,000 grant from Wentworth Douglass Hospital's Community Benefit Grant program. Once accepted, this grant will be used to help fund tuition requirements for upcoming paramedic education programs, to continue enhancing the Departments EMS Quality Assurance program, and to help provide funding that allows all Dover Paramedics to participate in "Paramedic Rounds", a program designed to further enhance the wide range of technical knowledge that a paramedic needs to have as they work to bring the "Emergency Department into the street" in the way that they handle the myriad of complicated EMS calls that occur on a daily basis.

In short, this grant will allow Dover's Emergency Medical Technicians and Paramedics to further their skills and education, and help to ensure that they maintain their well-earned reputations as top care-providers throughout the State of NH and beyond.

The Division of Emergency Medical Services, in conjunction with the Finance & Legal Departments, finalized a three (3) year Service Agreement with the Zoll Medical Corporation. This agreement will cover the Department's approximately \$450,000 worth of medical equipment for damages up to catastrophic as well as annual preventative maintenance services.

In late August, Wentworth-Douglass Hospital invited the police department to submit a funding proposal on behalf of the Dover Youth to Youth and Dover Coalition for Youth programs. 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. We were notified in September that the hospital will be fully funding our proposal.

The Dover Public Library received an American Rescue Plan Act (ARPA) grant through the NH Stat Library in the amount of \$4,508. The funds were used to buy recording equipment allowing the Library to live stream and record our programs making them available from home in real time or as a recording

---

on the library's YouTube channel to enjoy later. This new service allows for greater flexibility for busy community members. The first program to be recorded was Bessie's Story—the story of a bling dog. To watch the program go to the Dover Public Library's website at <http://library.dover.nh.gov> and click on the YouTube symbol.

Passport application processing fees provide a continuing source of revenue for the Library. The library resumed accepting Passport Applications in mid-May and have accepted 22 in September generating \$770 in revenue.

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

The Assistant City Manager finalized the preliminary CIP project listing for the City Manager's review and worked with Media Services to prepare the video documentation of the projects and overall CIP process.

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

# City of Dover

## Revenues of Major Funds September 30, 2021

(General Fund Includes Property Taxes and Education Revenues)

|                                                  | Budget                | Range To Date    | Year To Date      | %<br>Year To Date | Budget<br>Balance     | Encumbrance        | Budget<br>Available   | %<br>Uncollected |
|--------------------------------------------------|-----------------------|------------------|-------------------|-------------------|-----------------------|--------------------|-----------------------|------------------|
| <b>REVENUES</b>                                  |                       |                  |                   |                   |                       |                    |                       |                  |
| 1000 General Fund                                |                       |                  |                   |                   |                       |                    |                       |                  |
| Taxes                                            | \$ 97,147,060         | 137,524          | 1,417,621         | 1.0%              | \$ 95,729,439         | \$ -               | \$ 95,729,439         | 98.5%            |
| Licenses & Permits                               | 7,020,899             | 629,772          | 1,869,283         | 27.0              | 5,151,616             | -                  | 5,151,616             | 73.4             |
| Intergovernmental                                | 2,621,237             | 4,487            | 188,081           | 7.0               | 2,433,156             | -                  | 2,433,156             | 92.8             |
| Charges for Services                             | 4,476,524             | 364,285          | 1,098,870         | 25.0              | 3,377,654             | (51,585)           | 3,429,239             | 76.6             |
| Miscellaneous Revenue                            | 685,549               | 45,619           | 278,577           | 41.0              | 406,972               | (3,988)            | 410,960               | 59.9             |
| Education                                        | 18,178,854            | 2,150,287        | 2,242,136         | 12.0              | 15,936,718            | -                  | 15,936,718            | 87.7             |
| Operating Transfers In                           | 414,000               | -                | -                 | 0.0               | 414,000               | -                  | 414,000               | 100.0            |
| Other Financing Sources                          | 174,900               | -                | -                 | 0.0               | 174,900               | -                  | 174,900               | 100.0            |
| Sub-total : 1000 General Fund                    | \$ 130,719,023        | 3,331,974        | 7,094,568         | 5.0%              | \$ 123,624,455        | \$ (55,573)        | \$ 123,680,027        | 94.6%            |
| 3213 Parking Activity Fund                       |                       |                  |                   |                   |                       |                    |                       |                  |
| Licenses & Permits                               | \$ 240,000            | 34,560           | 110,681           | 46.0%             | 129,320               | \$ -               | \$ 129,320            | 53.9%            |
| Parking Income                                   | 860,325               | 93,064           | 238,548           | 28.0%             | 621,777               | -                  | 621,777               | 72.3%            |
| Parking Fines                                    | 180,000               | 16,359           | 38,612            | 21.0%             | 141,388               | -                  | 141,388               | 78.5%            |
| Other Financing Sources                          | 0                     | -                | -                 | 0.0               | -                     | -                  | 0                     | 0.0              |
| Sub-total : 3213 Parking Activity Fund           | \$ 1,280,325          | 143,983          | 387,840           | 30.0%             | \$ 892,485            | \$ -               | \$ 892,485            | 69.7%            |
| 3320 Residential Solid Waste Fund                |                       |                  |                   |                   |                       |                    |                       |                  |
| Intergovernmental                                | \$ 12,380             | -                | -                 | 0.0%              | \$ 12,380             | \$ -               | \$ 12,380             | 100.0%           |
| Charges for Services                             | 1,783,105             | 145,609          | 438,065           | 25.0%             | 1,345,040             | -                  | 1,345,040             | 75.4%            |
| Miscellaneous Revenue                            | 0                     | 23               | 751               | 0.0               | (751)                 | -                  | (751)                 | 0.0              |
| Other Financing Sources                          | 0                     | -                | -                 | 0.0               | 0                     | -                  | 0                     | 0.0              |
| Sub-total : 3320 Residential Solid Waste         | \$ 1,795,485          | 145,632          | 438,817           | 24.0%             | \$ 1,356,668          | \$ -               | \$ 1,356,668          | 75.6%            |
| 3381 McConnell Center Fund                       |                       |                  |                   |                   |                       |                    |                       |                  |
| Miscellaneous Revenue                            | \$ 726,063            | 62,943           | 185,767           | 26.0%             | \$ 540,296            | \$ -               | \$ 540,296            | 74.4%            |
| Operating Transfers In                           | 139,664               | 8,712            | 26,137            | 19.0              | 113,527               | -                  | 113,527               | 81.3             |
| Sub-total : 3381 McConnell Center                | \$ 865,727            | 71,655           | 211,904           | 24.0%             | \$ 653,823            | \$ -               | \$ 653,823            | 75.5%            |
| 3410 Recreation Special Revenue Fund             |                       |                  |                   |                   |                       |                    |                       |                  |
| Charges for Services                             | \$ 430,420            | 15,520           | 80,894            | 19.0%             | \$ 349,527            | \$ -               | \$ 349,527            | 81.2%            |
| Miscellaneous Revenue                            | 11,500                | 94               | 1,034             | 0.1               | \$ 10,467             | -                  | 10,467                | 91.0             |
| 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            | 15,614           | 81,927            | 18.0%             | \$ 379,993            | \$ -               | \$ 379,993            | 82.3%            |
| 5300 Water Fund                                  |                       |                  |                   |                   |                       |                    |                       |                  |
| Intergovernmental                                | \$ 2,500              | -                | -                 | 0.0%              | \$ 2,500              | \$ -               | \$ 2,500              | 100.0%           |
| Charges for Services                             | 6,298,328             | 651,347          | 1,750,310         | 0.3               | \$ 4,548,018          | -                  | 4,548,018             | 72.2             |
| Miscellaneous Revenue                            | 70,500                | 16,755           | 52,063            | 0.7               | \$ 18,437             | -                  | 18,437                | 26.2             |
| Other Financing Sources                          | 87,500                | -                | -                 | 0.0               | 87,500                | -                  | 87,500                | 100.0            |
| Sub-total : 5300 Water Fund                      | \$ 6,458,828          | 668,101          | 1,802,373         | 28.0%             | \$ 4,656,455          | \$ -               | \$ 4,656,455          | 72.1%            |
| 5320 Sewer Fund                                  |                       |                  |                   |                   |                       |                    |                       |                  |
| Intergovernmental                                | \$ 28,394             | -                | -                 | 0.0%              | \$ 28,394             | \$ -               | \$ 28,394             | 100.0%           |
| Charges for Services                             | 8,394,291             | 856,064          | 2,288,036         | 27.0              | 6,106,255             | -                  | 6,106,255             | 72.7             |
| Miscellaneous Revenue                            | 57,000                | 13,053           | 29,524            | 52.0              | 27,476                | -                  | 27,476                | 48.2             |
| Other Financing Sources                          | 520,992               | -                | -                 | 0.0               | 520,992               | -                  | 520,992               | 100.0            |
| Sub-total : 5320 Sewer Fund                      | \$ 9,000,677          | 869,117          | 2,317,560         | 26.0%             | \$ 6,683,117          | \$ -               | \$ 6,683,117          | 74.3%            |
| 6100 Dovernet Fund                               |                       |                  |                   |                   |                       |                    |                       |                  |
| Charges for Services                             | \$ 1,342,533          | 112,583          | 337,008           | 25.0%             | \$ 1,005,525          | \$ -               | \$ 1,005,525          | 74.9%            |
| Miscellaneous Revenue                            | 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          | 112,583          | 362,008           | 26.0%             | \$ 1,005,525          | \$ -               | \$ 1,005,525          | 73.5%            |
| <b>Total : REVENUES</b>                          | <b>\$ 151,949,518</b> | <b>5,358,660</b> | <b>12,696,997</b> | <b>8.0%</b>       | <b>\$ 139,252,521</b> | <b>\$ (55,573)</b> | <b>\$ 139,308,094</b> | <b>91.7%</b>     |

# City of Dover

## Expenditures of Major Funds September 30, 2021 (General Fund Includes County, School and Debt Service)

|                                                  | <u>Budget</u>         | <u>Range To Date</u> | <u>Year To Date</u>  | <u>%<br/>Year To Date</u> | <u>Budget<br/>Balance</u> | <u>Encumbrance</u>   | <u>Budget<br/>Available</u> | <u>%<br/>Available</u> |
|--------------------------------------------------|-----------------------|----------------------|----------------------|---------------------------|---------------------------|----------------------|-----------------------------|------------------------|
| <b>EXPENDITURES</b>                              |                       |                      |                      |                           |                           |                      |                             |                        |
| 1000 General Fund                                |                       |                      |                      |                           |                           |                      |                             |                        |
| City Council                                     | \$ 489,497            | \$ 9,473             | \$ 29,056            | 6.0%                      | \$ 460,441                | \$ 62,887            | \$ 397,555                  | 81.2%                  |
| Executive                                        | 1,845,857             | 150,918              | 478,363              | 26.0                      | 1,367,494                 | 918,954              | 448,539                     | 24.3                   |
| Finance                                          | 2,257,714             | 172,137              | 577,445              | 26.0                      | 1,680,269                 | 1,072,204            | 608,065                     | 26.9                   |
| Planning                                         | 928,562               | 73,897               | 228,249              | 25.0                      | 700,313                   | 470,037              | 230,276                     | 24.8                   |
| Misc General Government                          | 1,014,417             | 77,244               | 172,531              | 17.0                      | 841,886                   | 77,785               | 764,101                     | 75.3                   |
| Police                                           | 9,992,496             | 787,818              | 2,441,395            | 24.0                      | 7,551,101                 | 4,043,240            | 3,507,861                   | 35.1                   |
| Fire & Rescue                                    | 10,349,292            | 906,503              | 2,614,330            | 25.0                      | 7,734,962                 | 4,289,633            | 3,445,329                   | 33.3                   |
| Community Service Public Works                   | 9,097,013             | 503,366              | 1,280,817            | 14.0                      | 7,816,196                 | 3,001,012            | 4,815,184                   | 52.9                   |
| Recreation                                       | 2,824,966             | 198,890              | 597,127              | 21.0                      | 2,227,839                 | 1,075,596            | 1,152,243                   | 40.8                   |
| Public Library                                   | 1,592,164             | 128,192              | 378,873              | 24.0                      | 1,213,291                 | 797,943              | 415,348                     | 26.1                   |
| Public Welfare                                   | 812,413               | 31,924               | 88,408               | 11.0                      | 724,005                   | 160,341              | 563,664                     | 69.4                   |
| Debt Service                                     | 6,208,772             | 1,977                | 111,816              | 2.0                       | 6,096,956                 | 19,772               | 6,077,184                   | 97.9                   |
| Other Financing Sources/Uses                     | 3,755,288             | 130,257              | 390,770              | 10.0                      | 3,364,518                 | -                    | 3,364,518                   | 89.6                   |
| School                                           | 69,686,665            | 3,999,517            | 6,537,265            | 9.0                       | 63,149,400                | 51,286,478           | 11,862,922                  | 17.0                   |
| Intergovernmental                                | 9,845,212             | -                    | -                    | 0.0                       | 9,845,212                 | 9,845,212            | -                           | 0.0                    |
| Sub-total : 1000 General Fund                    | \$ 130,700,328        | \$ 7,172,116         | \$ 15,926,446        | 12.2%                     | \$ 114,773,882            | \$ 77,121,093        | \$ 37,652,789               | 28.8%                  |
| 3213 Parking Activity Fund                       |                       |                      |                      |                           |                           |                      |                             |                        |
| Police                                           | \$ 1,280,325          | \$ 64,396            | \$ 174,676           | 14.0%                     | \$ 1,105,649              | \$ 306,948           | \$ 798,701                  | 62.4%                  |
| Sub-total : 3213 Parking Activity Fund           | \$ 1,280,325          | \$ 64,396            | \$ 174,676           | 13.6%                     | \$ 1,105,649              | \$ 306,948           | \$ 798,701                  | 62.4%                  |
| 3320 Residential Solid Waste Fund                |                       |                      |                      |                           |                           |                      |                             |                        |
| Community Service Public Works                   | \$ 1,963,620          | \$ 157,092           | \$ 216,239           | 11.0%                     | \$ 1,747,381              | \$ 1,535,608         | \$ 211,773                  | 10.8%                  |
| Sub-total : 3320 Residential Solid Waste Fund    | \$ 1,963,620          | \$ 157,092           | \$ 216,239           | 11.0%                     | \$ 1,747,381              | \$ 1,535,608         | \$ 211,773                  | 10.8%                  |
| 3381 McConnell Center Fund                       |                       |                      |                      |                           |                           |                      |                             |                        |
| Recreation                                       | \$ 865,727            | \$ 24,733            | \$ 84,362            | 10.0%                     | \$ 781,365                | \$ 220,124           | \$ 561,241                  | 64.8%                  |
| Sub-total : 3381 McConnell Center Fund           | \$ 865,727            | \$ 24,733            | \$ 84,362            | 9.7%                      | \$ 781,365                | \$ 220,124           | \$ 561,241                  | 64.8%                  |
| 3410 Recreation Special Revenue Fund             |                       |                      |                      |                           |                           |                      |                             |                        |
| Recreation                                       | \$ 461,920            | \$ 10,608            | \$ 71,298            | 15.0%                     | \$ 390,622                | \$ 67,714            | \$ 322,908                  | 69.9%                  |
| Sub-total : 3410 Recreation Special Revenue Fund | \$ 461,920            | \$ 10,608            | \$ 71,298            | 15.4%                     | \$ 390,622                | \$ 67,714            | \$ 322,908                  | 69.9%                  |
| 5300 Water Fund                                  |                       |                      |                      |                           |                           |                      |                             |                        |
| Community Service Public Works                   | \$ 6,739,228          | \$ 627,217           | \$ 1,406,763         | 21.0%                     | \$ 5,332,465              | \$ 1,309,137         | \$ 4,023,328                | 59.7%                  |
| Sub-total : 5300 Water Fund                      | \$ 6,739,228          | \$ 627,217           | \$ 1,406,763         | 20.9%                     | \$ 5,332,465              | \$ 1,309,137         | \$ 4,023,328                | 59.7%                  |
| 5320 Sewer Fund                                  |                       |                      |                      |                           |                           |                      |                             |                        |
| Community Service Public Works                   | \$ 9,187,322          | \$ 591,971           | \$ 1,806,384         | 20.0%                     | \$ 7,380,939              | \$ 2,169,617         | \$ 5,211,322                | 56.7%                  |
| Sub-total : 5320 Sewer Fund                      | \$ 9,187,322          | \$ 591,971           | \$ 1,806,384         | 19.7%                     | \$ 7,380,939              | \$ 2,169,617         | \$ 5,211,322                | 56.7%                  |
| 6100 Dovernet Fund                               |                       |                      |                      |                           |                           |                      |                             |                        |
| Other Financing Sources/Uses                     | \$ 1,890,978          | \$ 103,275           | \$ 272,897           | 14.0%                     | \$ 1,618,081              | \$ 654,167           | \$ 963,914                  | 51.0%                  |
| Sub-total : 6100 Dovernet Fund                   | \$ 1,890,978          | \$ 103,275           | \$ 272,897           | 14.4%                     | \$ 1,618,081              | \$ 654,167           | \$ 963,914                  | 51.0%                  |
| <b>Total : EXPENDITURES</b>                      | <b>\$ 153,089,447</b> | <b>\$ 8,751,409</b>  | <b>\$ 19,959,065</b> | <b>13.0%</b>              | <b>\$ 133,130,382</b>     | <b>\$ 83,384,406</b> | <b>\$ 49,745,976</b>        | <b>32.5%</b>           |



# City of Dover

## Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) September 30, 2021

|              | <u>Budget</u>   | <u>Range To Date</u> | <u>Year To Date</u> | <u>%<br/>Year To Date</u> | <u>Budget<br/>Balance</u> | <u>Encumbrance</u> | <u>Budget<br/>Available</u> | <u>%<br/>Available</u> |
|--------------|-----------------|----------------------|---------------------|---------------------------|---------------------------|--------------------|-----------------------------|------------------------|
| Revenue      | 1,207,650       | 46,408               | 144,948             | 12.0                      | 1,062,702                 | 0                  | 1,062,702                   | 88.0                   |
| Expenditures | 1,240,329       | 77,708               | 223,600             | 18.0                      | 1,016,729                 | 586,879            | 429,850                     | 34.7                   |
| Debt Service |                 |                      |                     |                           |                           |                    |                             |                        |
| Principal    | 25,000          | -                    | -                   | -                         | 25,000                    | 0                  | 25,000                      | 100.0                  |
| Interest     | 594             | -                    | -                   | -                         | 594                       | 0                  | 594                         | 100.0                  |
|              | <b>(58,273)</b> | <b>(31,300)</b>      | <b>(78,653)</b>     | <b>(6)</b>                | <b>20,380</b>             | <b>(586,879)</b>   | <b>607,259</b>              | <b>(147)</b>           |

---

## 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 –October, 2021

| Employee Name          | Division     | Years of Service |
|------------------------|--------------|------------------|
| Bird, Steven L         | Planning     | 24               |
| Jacques, Christopher J | Fire         | 26               |
| Nelson, John R         | Police       | 24               |
| Hoffman, Joshua R      | Fire         | 23               |
| Conway, Lynn M         | Fire         | 17               |
| Pappajohn, Stephen G   | Police       | 15               |
| Lavertu, Karen S       | Recreation   | 14               |
| Salantri, Lyndsay      | Police       | 14               |
| McLean, Matthew M      | Fire         | 11               |
| Goard, Nathan J        | Police       | 7                |
| Usbelger, Nancy A      | Planning     | 4                |
| Carey, William T       | Fire         | 3                |
| Glidden, Quinten L     | Public Works | 3                |
| Casey, James D         | WWTP         | 2                |
| Cunningham, Brandon A  | Fire         | 2                |
| Plante, Steven T       | Public Works | 2                |
| Heath, Cody            | Fire         | 1                |

#### SEPTEMBER SEPARATIONS: 17

1 Public Library  
16 Recreation

#### SEPTEMBER NEW HIRES: 04

2 Community Services  
1 Planning  
1 Public Library

Meetings were held with all 4 fire shifts in September, kicking off the annual “mental health wellness checks” that were budgeted and approved for the first time in FY22. These 1-hour visits with Dr. Nicole Sawyer, a specialist in Emergency Responder Mental Health, are intended to provide personnel with skills to identify and deal with the multitude of stressors that range from acute incidents to long term situational exposures that can occur over the

career of any first responder. In addition, Dr. Sawyer will become a trusted resource for our personnel to turn to should they need additional mental health guidance throughout the year. The goal of this program is to look beyond not only the normal physical well-being of our members, but to begin placing an equal amount of importance on mental health as well.

On September 8<sup>th</sup> & 9<sup>th</sup>, Division Chief Irwin, along with Lieutenants Croteau & Ferullo, attended the Behavioral Health Symposium, conducted at The Carriage House in Bedford. The two (2) day event covered multiple topics related to Mental Health Awareness & Care, with the lean towards helping our fellow Public Safety Brothers & Sisters. This class was sponsored by New Hampshire Fire Standards & Training and Emergency Medical Services, New Hampshire Association of Fire Chiefs, New Hampshire Association of Chiefs of Police and Primex.

The Fire Department conducted training that was focused on air monitoring and a review of the equipment they use to detect hazardous conditions within the air. Air monitoring is a critical function in the fire service. It is used to determine if gas is leaking in or out of a structure or if the air is safe to breathe for the general public during an incident. Air monitoring is also a means to determine the safety of the air for firefighters working at the scene of a structure fire, confined space emergency, below grade responses or any area where the air may be contaminated. There are a vast number of toxic gasses, compounds and contaminants that can be detected by the air monitoring equipment the Fire Department uses on a daily basis.



Deputy Chief McShane and Division Chief Irwin each participated in police department dispatch oral board interviews. Fire & Rescue's involvement in the dispatch hiring process is beneficial in that our Public Safety dispatchers handle both Police and Fire emergency radio traffic and call intake.

On September 22<sup>nd</sup>, Deputy Chief McShane and Division Chief Chabot attended a radiological emergency preparedness (REP) Tabletop Exercise 2021 at Pease ANG. The REP Table Top Exercise was hosted by NH Homeland Security and Emergency Management. Participating agencies included federal, state, county, local government, and non-governmental agencies. The purpose of the exercise is to provide an opportunity for state and local responders to learn about the process and collaboration required that impact precautionary/protective action decisions during a radiological incident at the Seabrook Nuclear Power Plant.

The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. In the month of September, Professional Standards conducted 7 written tests and 5 oral board interviews for the position of police officer. There are currently two background investigations in progress. Conditional offers of employment were made to 3

---

applicants during the month of September. Those applicants are scheduled additional testing after which they will be scheduled for an upcoming NH Police Standards and Training Academy.

During the week of September 1-3, as a continuation from training during the month of August, 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 went live on September 14, 2021. The training was facilitated by CSI Technology Group.

From September 13 through 17, Sergeant Greg Turner attended a 40-hour course for first-line law enforcement supervisors. This training is standard for new or recently promoted police supervisors, and covers topics involving credibility, liability, discipline, and leadership styles.

From September 20 through 24, Officers David Anderson and Molly Martuscello and Sergeant Matt Brown attended Crisis Intervention Team Training (CIT). This interactive training is facilitated by the New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) to provide extensive information on people living with mental illness and primarily focusing on those that commonly have law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The department has committed to training 100% of its officers in CIT. At this point, 40% of all sworn officers have been through the 40 hour training.

From September 22 through 24, Sergeant Alex Mitrushi and Officer Juel Cooper attended a course entitled Assisting Individuals and Group Crisis Intervention. This is an advanced version of the fundamental Crisis Intervention training, and designed particularly for officers who will be involved in peer support.

On September 27 and 29, several officers attended annual Use of Force Classroom training. Annual review of laws and policies related to the use and justification of physical force is a requirement for all officers maintaining certification as a NH police officer. Course topics included a review of recent State and US Supreme Court decisions, review of NH RSA 627:5, and interactive discussion of exemplary videos involving law enforcement application of force.

Dover Public Library staff members attended the following classes and webinars: *Soft Skills: The Tools Every Librarian Should Have; Introduction to Critical Race Theory in Information Studies; Transforming Teens Services; Introduction to Genealogical Librarianship; Setting Kids and Teens Up for Success with your Digital Library; Science of Communication & Libraries*

---

## 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."*

Resilience Coordinator Kaspari developed a series of survey questions to gauge current and future needs for municipal employee workplace electric vehicle supply equipment.

Resilience Coordinator Kaspari attended an oyster garden event with City Planner Bird. The event highlighted a low maintenance program through the Nature Conservancy that provides oysters for a 10-week period in the summer. An oyster garden could be established at Henry Law Park and provide educational opportunities for the Children's Museum of New Hampshire.

City Planner Bird and two Open Lands Committee (OLC) members had a meeting on September 3<sup>rd</sup> with a landowner to discuss a potential land protection project. City planner Bird prepared for and held an OLC meeting on September 9<sup>th</sup>. City Planner Bird met with the Purchasing Agent on September 16<sup>th</sup> to discuss an RFP for a conservation easement appraisal. City Planner Bird and one OLC member met with landowner on September 23<sup>rd</sup> to discuss a potential land protection project. City Planner Bird, Resilience Coordinator Kaspari and an OLC member conducted 3 easement monitoring visits on September 29<sup>th</sup>.

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. This included providing documentation of the Board of Director appointments and signage of the Joint Powers Agreement.

City Planner Benton walked the Willand Pond trails on September 1<sup>st</sup> looking for ways to formalize and improve the trail system with a local resident/volunteer.

Resilience Coordinator Kaspari attended an electric street sweeper demo in Kittery ME on September 23<sup>rd</sup> and researched opportunities to apply for Diesel Emissions Reduction Act funding which could help reduce costs for replacing a 2003 sweeper with a new all electric model.

Resilience Coordinator Kaspari met with Stormwater Engineer Gretchen Young on September 24<sup>th</sup> to discuss MS4 and progress on reducing Dover's nitrogen impact. These efforts will ultimately be tied into the forthcoming master plan chapter focused on Resiliency.



---

Resilience Coordinator Kaspari met with Henry Herndon on September 22<sup>nd</sup> from the Community Power Coalition of New Hampshire to discuss concerns regarding implementing a Community Power plan in Dover. Henry was able to provide satisfactory answer and Community Power may be a viable option for Dover in the future.

Resilience Coordinator Kaspari compiled a high-level comparison chart for the recommended EVSE vendors from Eversource. Through this process he began discussions with Purchasing Agent Simmons regarding the development of an RFP for the North End Fire Station project.



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Gasses 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 add Item 13.B.11., and substitute as a whole Item 13.C.1. Deputy Mayor Ciotti move to approve the Agenda as amended; seconded by Councilor Shanahan.

Vote: 9/0.

### 7. PUBLIC HEARINGS

#### A. CHAPTER 170 – ZONING

SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

**Linnea Nemeth, 21 Taylor Road:** She spoke in favor of the Ordinance change.

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

#### B. 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)

(CITY COUNCIL VOTE TO OCCUR ON OCTOBER 27, 2021)

SPONSORED BY MAYOR CARRIER BY REQUEST

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



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

### 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.*

**Lee Lapierre, 159 Emerald Lane, President of the Indian Ridge Homeowners Association:**  
He spoke in favor of Item 13.A.3.

**Myra Aaronson, 126 Fourth Street:** She spoke in favor of Item 13.A.4.

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

### 9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing.

Fire Chief Haas gave an updated on the COVID-19 situation.

He spoke about the situation with the homeless encampment on private property in Somersworth around Willand Pond. He said Assessment notices will be mailed out this week. He said the Community Development Block Grant Program is accepting applications in the Planning Department.

City Clerk Mistretta spoke about the upcoming Municipal election and the absentee ballots. Councilor Shanahan gave an overview of the 20 amendment questions and the available information to help sort through the information.

Councilor Thibodeaux said her Coffee with a Councilor on October 23, 2021 will be a chance to go over the questions before the election on November 2<sup>nd</sup>.

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

Vote: 9/0.

### 10. APPROVAL OF MINUTES

#### A. September 22, 2021 – Regular Meeting

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor O'Connor.

Vote: 9/0.

### 11. MAYOR'S REPORT

Mayor Carrier gave an overview of the events he has attended the last couple weeks.

Councilor Shanahan gave an overview of the ribbon cuttings he attended in the Mayor's place.

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, October 13, 2021**  
Meeting Time: **7:00 pm**

### **12. UNFINISHED BUSINESS**

#### **A. ORDINANCES IN THE 2<sup>nd</sup> READING**

##### **1. CHAPTER 170 – ZONING**

SPONSORED BY DEPUTY MAYOR CIOTTI AS PLANNING BOARD  
REPRESENTATIVE

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Williams.  
Assistant City Manager Parker gave an overview of the Ordinance to the Council.  
Councilor Shanahan spoke about a minor correcting in numbering of paragraphs.  
Assistant City Manager Parker said he has been informed of that and it will be corrected.  
Roll Call Vote: 9/0.

#### **B. ORDINANCES IN THE 3<sup>RD</sup> READING**

#### **C. RESOLUTIONS**

### **13. NEW BUSINESS**

#### **A. CONSENT CALENDAR**

##### **1. AMENDING CITY OF DOVER'S DESIGNATED REPRESENTATIVES TO COMMUNITY POWER COALITION OF NEW HAMPSHIRE**

SPONSORED BY MAYOR CARRIER BY REQUEST

##### **2. APPROVAL OF AMENDMENT TO CEMETERY BOARD BY-LAWS**

SPONSORED BY MAYOR CARRIER BY REQUEST

##### **3. ACCEPTANCE OF (I) EMERALD LANE (FINAL PHASE) FROM INDIAN RIDGE AT DOVER, LLC AND (II) A RELATED DRAINAGE EASEMENT FROM INDIAN RIDGE HOMEOWNERS' ASSOCIATION**

SPONSORED BY MAYOR CARRIER BY REQUEST

##### **4. CONSENT TO AND ACCEPTANCE OF LAND AND EASEMENT CONTRIBUTION FROM STF DEVELOPMENT CORPORATION IN LIEU OF IMPACT FEES**

SPONSORED BY MAYOR CARRIER BY REQUEST



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

### COMMITTEE REPORTS

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

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor Muffett-Lipinski.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Thibodeaux pulled item 13.A.1.

Deputy Mayor Ciotti added an Appointments Committee report.

Councilor Shanahan pulled item 13.A.3.

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.1.; seconded by Councilor O'Connor. Assistant City Manager Parker gave an overview of the Resolution to the Council.

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.3.; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved to suspend the rules to move Item 13.B.2. to this point in the meeting; seconded by Councilor O'Connor.

Roll Call Vote: 9/0.

### **13.B.2.**

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Thibodeaux.

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

Roll Call Vote: 9/0.





**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

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

### **Change in Status from Alternate to Regular Member**

Mark Speidel – Planning Board

D'Artegnan Stein – Arts Commission

### **New Appointments**

Shawn Herrick – Open Lands Committee

Erinn Reville – Planning Board

Jacqueline Finnerty – Graffiti Management

Greg Hankinson – Arts Commission as an alternate

Jackie Walker – Planning Board – opening for an alternate

Nate Stewart – Graffiti Management - Arts Commission Representative

### **Reappointments**

Dennis Munson – Arena Commission & Transportation Advisory Commission

Michael Young – Arena Commission

Julia Kirchmer – Arts Commission

Yulia Rothenberg – Arts Commission

Susan Kelsch – Cemetery Board

Grover Tasker – Cemetery Board

Timothy Dargan – DBIDA

Sam Haddadin – DBIDA

Matt Sylvia – DBIDA

Jeff Spires – Downtown TIF Advisory Board

Denyse Anderson – McConnell Center Advisory Board

Isaac Epstein – Open Lands Committee

Douglas Kemp – Solid Waste Advisory Board

Maurice Olivier - Transportation Advisory Commission

Sue Tremblay - Transportation Advisory Commission

Peter Schmidt - Transportation Advisory Commission

Jay Stephens – Utilities Commission

Mark Moeller – Utilities Commission

Christopher Prior – Waterfront TIF & Zoning Board of Adjustments

Otis Perry - Zoning Board of Adjustments

Deputy Mayor Ciotti moved to accept the appointments as recommended; seconded by Councilor O'Connor.

Vote: 9/0.

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

Councilor Muffett-Lipinski gave an overview of the City Council / School Board Collaborative Committee Report to the Council.

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



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

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

### B. RESOLUTIONS

- 1. B11001 WRIGHT-PIERCE ADDITIONAL SCOPE OF WORK #10 FOR ENGINEERING DESIGN SERVICES FOR THE STARK AVENUE & DOWNTOWN AREA SEWER REHABILITATION PROJECT-PHASE C**  
SPONSORED BY MAYOR CARRIER BY REQUEST

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

- 2. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN CITY OF DOVER, DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, AND AMERICAN DURAFILM CO., INC.**  
SPONSORED BY MAYOR CARRIER BY REQUEST

Item was moved up on the Agenda to follow the Consent Calendar.

- 3. AUTHORIZATION TO ACCEPT AND EXPEND WENTWORTH DOUGLASS HOSPITAL GRANT**  
**(REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Muffett-Lipinski.  
Vote: 9/0.

- 4. AUTHORIZATION TO ACCEPT AND EXPEND THE COMMUNITY ORIENTED POLICING SERVICES (COPS) GRANT**  
**(REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021)**  
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Thibodeaux.  
Vote: 9/0.



**CITY OF DOVER**

## **CITY COUNCIL - MINUTES**

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

**5. AMENDMENT OF FY2022 SCHEDULE OF FEES TO AMEND THE  
REPLACEMENT PARKING PERMIT FEE  
(REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Muffett-Lipinski.  
Vote: 9/0.

**6. FINAL ACCEPTANCE OF GARRISON ELEMENTARY SCHOOL IMPROVEMENTS  
AND DISSOLUTION OF THE GARRISON ELEMENTARY SCHOOL  
CONSTRUCTION JOINT BUILDING COMMITTEE  
SPONSORED BY MAYOR CARRIER BY REQUEST**

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

**7. REPROGRAM UNEXPENDED BOND PROCEEDS FROM THE GARRISON  
ELEMENTARY SCHOOL IMPROVEMENT PROJECT TO DOVER HIGH SCHOOL  
PROJECT  
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)  
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021, WITH CITY  
COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor O'Connor.  
Vote: 9/0.

**8. ADOPTION OF FISCAL YEAR 2023 – 2028 CAPITAL IMPROVEMENTS  
PROGRAM (CIP)  
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021, WITH CITY  
COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor O'Connor  
Vote: 9/0.



**CITY OF DOVER**

## **CITY COUNCIL - MINUTES**

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

- 9. APPROPRIATION FOR FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021, WITH CITY COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021) SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Shanahan.

Vote: 9/0.

- 10. APPROPRIATION FOR FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021, WITH CITY COUNCIL VOTE OCCURRING ON NOVEMBER 10, 2021) SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

- 11. STATE OF NH CONTRACT FOR CISCO SECURITY HARDWARE AND PROFESSIONAL SERVICES (REVISED) SPONSORED BY MAYOR CARRIER BY REQUEST**

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

### **C. ORDINANCES IN 1<sup>ST</sup> READING**

- 1. CHAPTER 9: BOARDS, COMMISSION, AND COMMITTEES – SECTION 9, BOARD OF HEALTH (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021) SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Thibodeaux.

Vote: 9/0.



**CITY OF DOVER**

## **CITY COUNCIL - MINUTES**

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, October 13, 2021**  
Meeting Time: **7:00 pm**

**2. CHAPTER 53: BICYCLES AND PLAY VEHICLES, SECTION 2  
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor O'Connor.  
Vote: 9/0.

**3. CHAPTER 141: VEHICLES AND TRAFFIC, SECTIONS 13, 18, 30, AND 42  
(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 27, 2021)  
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Ciotti moved to refer to a public hearing on October 27, 2021; seconded by Councilor Muffett-Lipinski.  
Vote: 9/0.

**14. COUNCIL CORRESPONDENCE**

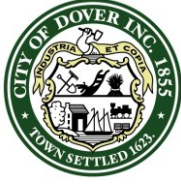
**15. COUNCIL MATTERS OF INTEREST**

Councilor Muffett-Lipinski asked for a workshop on November 30, 2021 to discuss the Homeless Encampment in Somersworth.  
City Manager Joyal said they can schedule that workshop.

**16. ADJOURN**

Councilor O'Connor moved to adjourn; seconded by Councilor Muffett-Lipinski.  
Vote: 9/0.



|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item#: 12.A.1.</b></p> <p>Ordinance Number: <b>O – 2021.10.13 – 007</b><br/> Ordinance Title: Boards, Commissions and Committees<br/> Chapter: 9<br/> Section: 2 Board of Health</p> |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to make a technical correction to Chapter 9 Boards, Commissions, and Committees, Section 2, Board of Health, to bring the ordinance in line with RSAs.

**2. AMENDMENT**

Chapter 9 entitled Boards, Commissions, and Committees, is hereby amended by revising Section 9-2, Board of Health as follows:

**§9-2 Board of Health.**

A. Membership. The Board of Health shall consist of five regular members and one alternate member, including a physician who lives or practices in the City of Dover, a dentist who lives or practices in the City of Dover, two ~~a~~-citizens of the City of Dover with relevant qualifications or experience in public health one acting as an alternate, an ex officio City Councilor, and the Health Officer. ~~-Pursuant to RSA 128:3, t~~The Health Officer shall act as Chair and Secretary.

B. Terms of members. Members shall be appointed to terms of three years.

C. Authority and duties. The Board of Health shall perform the following functions:

(1) The Board of Health shall study, consider and recommend to the City Council and the City Manager, or designee, general policies for public health in the City of Dover.

(2) As authorized by RSA 147:1, and with the consultation of the Board of Health, the Health Officer may make such rules and regulations for the prevention and removal of nuisances, for the control and restriction of infections and contagious disease and such other regulations relating to the public health as, in his/her judgment, the health and safety of the people may require, which shall take effect when approved by the City Council and published in one or more newspapers of the City. The members of the Board, except the Health Officer, shall serve without pay.

(3) The Board of Health shall meet at such times and places as it may deem necessary for the consideration of matters relating to the public health; it shall investigate, inquire into and advise in all cases referred to it for such purpose by the Health Officer. In case the Health Officer is unable to act as the executive officer of the Board through sickness or other good cause, the Board may elect from its membership a suitable person to act temporarily as Chair of the Board for the purposes of conducting necessary meetings or proceedings.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 12.A.1.**

Ordinance Number: **O – 2021.10.13 – 007**  
Ordinance Title: Boards, Commissions and Committees  
Chapter: 9  
Section: 2 Board of Health

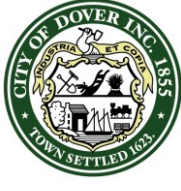
### 3. TAKES EFFECT

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

### REQUIRES A PUBLIC HEARING

#### AUTHORIZATION

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

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item#: 12.A.1.</b></p> <p>Ordinance Number: <b>O – 2021.10.13 – 007</b><br/> Ordinance Title: Boards, Commissions and Committees<br/> Chapter: 9<br/> Section: 2 Board of Health</p> |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**DOCUMENT HISTORY:**

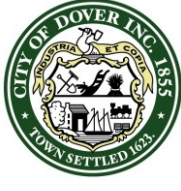
|                                |                                 |
|--------------------------------|---------------------------------|
| First Reading Date: 10/13/2021 | Public Hearing Date: 10/27/2021 |
| Approved Date:                 | Effective Date:                 |

**DOCUMENT ACTIONS:**

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

**ORDINANCE BACKGROUND MATERIAL:**

Chapter 9-2 was previously amended on March 10, 2021 through ordinance 2021.02.24-001. This previous amendment added in language referencing RSA 128:3, however RSA 128:7 states “this chapter shall not apply to cities.” As the City is not subject to RSA chapter 128 this ordinance is a technical correction to bring Chapter 9-2 in compliance with RSAs. Additionally, due to the increased interest in participation an alternate citizen member was added.

|                                                                                                               |                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - ORDINANCE</div> <div>Agenda Item#: 12.A.2.</div> <div> Ordinance Number: <b>O – 2021.10.13 - 008</b><br/> Ordinance Title: Bicycles and Play Vehicles<br/> Chapter: 53<br/> Section: 2 </div> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The City of Dover Ordains:

- PURPOSE**  
The purpose of this ordinance is to amend Chapter 53 of the City of Dover’s Code, entitled “Bicycles and Play Vehicles,” and specifically section 2.
- AMENDMENT**  
Chapter 53 entitled “Bicycles and Play Vehicles” is hereby amended by revising Section 53-2, “Bicycle registration required,” as follows:

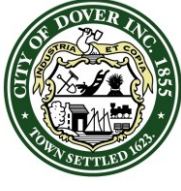
§ 53-2 **Bicycle registration encouraged.**

- A. Any person residing in Dover who rides or operates any bicycle upon any way within the City of Dover is urged to register the same with the Police Department. In order to be registered, a bicycle shall:
- Be in good, safe mechanical condition.
  - Have a distinctive identification marker or serial number.
- B. Any owner or person having the custody and control over any bicycle registered in accordance with the provisions hereof shall not attach any registration sticker to any bicycle other than that to which it is assigned. Fees and periods of registration shall be established by the Chief of Police.

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

**REQUIRES A PUBLIC HEARING**

| AUTHORIZATION                                |                                     |                                                     |                                    |
|----------------------------------------------|-------------------------------------|-----------------------------------------------------|------------------------------------|
| Approved as to Funding:                      | Daniel R. Lynch<br>Finance Director | Sponsored by:                                       | Mayor Robert Carrier<br>By request |
| Approved as to Legal<br>Form and Compliance: | Joshua M. Wyatt<br>City Attorney    |                                                     |                                    |
| Recorded by:                                 | Susan Mistretta<br>City Clerk       |                                                     |                                    |
| Document Created by: Department              |                                     | O-2021.10.13 Chapter 53, Bicycles and Play Vehicles |                                    |
| Document Posted on: October 22, 2021         |                                     | Page 1 of 2                                         |                                    |

|                                                                                                               |                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - ORDINANCE</div> <div>Agenda Item#: 12.A.2.</div> <div> Ordinance Number: <b>O – 2021.10.13 - 008</b><br/> Ordinance Title: Bicycles and Play Vehicles<br/> Chapter: 53<br/> Section: 2 </div> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**DOCUMENT HISTORY:**

|                                |                                 |
|--------------------------------|---------------------------------|
| First Reading Date: 10/13/2021 | Public Hearing Date: 10/27/2021 |
| Approved Date:                 | Effective Date:                 |

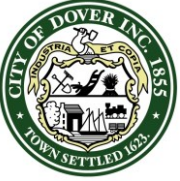
**DOCUMENT ACTIONS:**

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

**ORDINANCE BACKGROUND MATERIAL:**

This ordinance revision has been proposed and endorsed by the Transportation Advisory Commission after consideration of resident concerns over enforceability and potential confusion. While municipalities are empowered by state law to mandate bicycle registration, *see* RSA 265:149, the Dover Police Department has not historically enforced this provision. The amendments bring Chapter 53-2 in line with current practice. New Hampshire statutes also specify numerous equipment provisions related to bicycles, so it is unnecessary to have additional provisions in City Code.



|                                                                                                           |                                                                                                                                         |                               |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <br><b>CITY OF DOVER</b> | <b>CITY OF DOVER - ORDINANCE</b>                                                                                                        |                               |
|                                                                                                           | Ordinance Number: <b>O – 2021.10.13 – 009</b><br>Ordinance Title: Vehicles and Traffic<br>Chapter: 141<br>Section: 13<br>18<br>30<br>42 | <b>Agenda Item #: 12.A.3.</b> |

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 141 of the City of Dover’s Code, entitled “Vehicles and Traffic,” and specifically sections 13, 18, 30, and 42.

**2. AMENDMENT**

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-13, “General parking restrictions”, as follows:

**§ 141-13 General parking restrictions.**

- A. Truck parking. Vehicles over 19 feet in overall length, with permission of the Chief of Police or his/her designated representative, may stop and unload merchandise in a parking space, but under no circumstances shall any vehicle obstruct or impede the free flow of traffic.
- B. Designation of taxicab stands and bus stops. The Chief of Police may establish bus stops and taxicab stands on such public streets and in such places and such numbers as shall be determined to be of the greatest benefit and convenience to the public, and every such bus stop or taxicab stand shall be designated by an appropriate sign. It shall be unlawful for the owner/operator, owner or person having custody of any vehicle other than a bus or taxicab to park or permit the same to be parked in an officially designated bus stop or taxicab stand.
- C. Loading and unloading zones. The Chief of Police may establish loading and unloading zones which shall be marked by appropriate signs. It shall be unlawful for the owner of any vehicle or any person having custody to any vehicle to park said vehicle or permit the same to be parked in any zone designated as a loading or unloading zone unless actually engaged in loading or unloading with the vehicle's hazard lights activated.
- D. Parking of commercial vehicles.
  - (1) It shall be unlawful for the driver of any bus or taxicab to stand or park upon any street in any business district at any place other than a bus stop or taxicab stand, except while actually engaged in taking on or leaving passengers.
  - (2) No tractor-trailer combination or other truck shall park on the travel portion of the street for the purpose of loading or unloading on Monday through Saturday, between the hours of



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

11:00 a.m. and 1:00 p.m. and from 3:30 p.m. to 6:00 p.m., upon the streets indicated in Schedule K (§ **141-50**). This subsection shall not apply to trucks used on said streets for emergency purposes or while engaged in highway or other necessary maintenance or repairs.

E. Restricted parking.

- (1) Henry Law Park — River Street parking area. No person shall park a vehicle in designated parking in the River Street parking area at the Henry Law Park and Recreation Facility unless he/she is a City employee on City business or is present and using the recreational facility or grounds at Henry Law Park. The parking of vehicles for any other purpose is prohibited. Violators shall be subject to Table B fines under § **141-23** as set forth in the Fine Schedule adopted by City Council.
- (2) Summer Street. No person, except for visitors to the Woodman Institute, shall be allowed to park on the northerly side of Summer Street from the intersection with Central Avenue westerly for 120 feet, during operating hours when the Woodman Institute is open for the season. Signage shall be posted that indicates the hours, days and/or months of the restricted parking, based on the Woodman Institute's operating hours. Violators shall be subject to Table A fines under § **141-23**.
- (3) Orchard Street. No person, except for visitors to the Dover Police Station, shall be allowed to park in the two posted police station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) and the three posted police station visitor spaces on the first floor of the parking garage. Violators shall be subject to Table A fines under § **141-23**.
- (4) (reserved)
- (5) Orchard Street Parking Garage. No person shall park a non-plug-in electric vehicle in a designated electric vehicle charging station space. Plug-in electric vehicles shall not remain in a designated electric charging station space in excess of four hours.
- (6) Orchard Street Parking Garage. The Chief of Police shall have the authority to designate certain spaces within the parking garage for vehicles properly displaying a permit that is valid for use in the parking garage. Violations of this subsection shall be a Table B

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5a2e; color: white; padding: 5px;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item #: 12.A.3.</b></p> <p>Ordinance Number: <b>O – 2021.10.13 – 009</b><br/> Ordinance Title: Vehicles and Traffic<br/> Chapter: 141<br/> Section: 13<br/> 18<br/> 30<br/> 42</p> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

violation, and the vehicle may be towed at the vehicle owner's expense.

- (7) Orchard Street Parking Garage: The parking garage is not intended for long-term storage of vehicles, and any vehicle remaining in the parking garage for more than five consecutive days without prior notification to and the approval of the Police Department shall be a Table B violation and the vehicle may be towed at the owner's expense.
- F. Parking for primary purpose of advertising prohibited. No person shall park a vehicle upon any public way for the primary purpose of advertising goods or services, except as provided in Chapter **109**, Peddlers and Vendors. Violators shall be subject to Table B fines under § **141-23** as set forth in the Fine Schedule as adopted by City Council.

### 3. AMENDMENT

Chapter 141 entitled “Vehicles and Traffic” is hereby amended by revising Section 141-18, “Downtown Resident parking permit”, as follows:

#### § 141-18 **Downtown Resident parking permit.**

- A. The Police Department is authorized to sell and distribute parking permits for residents of downtown who reside within 200 feet of an authorized residential parking area. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits.
- B. A maximum of one residential parking permit may be issued per legal residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific vehicles owned by occupants of such residential unit. Permits are only valid for the nearest parking area designated by the Police Department for a particular residential unit.
- C. Authorized residential parking areas include designated spaces in the metered parking garage and City-controlled parking lots that are not leased or deeded to a third party, excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: Main Street, St. John Street and School Street (angled parking spaces only). Lastly, tenants who were previously issued and hold residential parking permits on First or Second Street as of November 1, 2021 may continue to use those permits

|                                                                                                               |                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <div>CITY OF DOVER - ORDINANCE</div> <div>Agenda Item #: 12.A.3.</div> <div> Ordinance Number: <b>O – 2021.10.13 – 009</b><br/> Ordinance Title: Vehicles and Traffic<br/> Chapter: 141<br/> Section: 13<br/> 18<br/> 30<br/> 42 </div> |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

until the expiration or surrender of such permits and not thereafter; no new residential parking permits shall be issued for First Street or Second Street.

- D. Residential parking permits are not intended for long-term storage of vehicles, and any vehicle remaining in the same space or the same parking garage for more than five consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the vehicle may be towed at the owner's expense. Notice of this requirement shall be provided with each residential parking permit issued.
- E. The Police Department, on a yearly basis, shall verify the residential status of each permit holder and require a signed statement from the applicant as to his/her qualifications to obtain a residential parking permit.
- F. Accepted documentation to qualify for a residential permit is a lease or utility bill in the applicant's name demonstrating a qualified address, and absent either of those two, a vehicle registered to a qualified address and verification by the property owner.
- G. Any misrepresentation regarding the application for or use of a residential parking permit, any unauthorized transfer of the permit, or any other misuse of the permit shall be cause for its revocation by the Police Department.
- H. This section does not authorize resident parking permits for residential developments that have insufficient on-site parking and were approved as "commercial ventures" by the Planning Board.
- I. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.

#### 4. AMENDMENT

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 141-30, "Hours of operation and rates", as follows:

#### § 141-30 **Hours of operation and rates.**

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item #: 12.A.3.</b></p> <p>Ordinance Number:   <b>O – 2021.10.13 – 009</b><br/> Ordinance Title:       Vehicles and Traffic<br/> Chapter:                 141<br/> Section:                 13<br/>                                   18<br/>                                   30<br/>                                   42</p> |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- A. Paid parking shall be required daily between the hours of 9:00 a.m. and 8:00 p.m., except on Sundays, with the exception of:
- (1) The Orchard Street Parking Garage where designated as metered or paid parking shall also be required as paid parking at all times, 24 hours a day and seven days a week.
  - (2) The following holidays: January 1; the third Monday in January, known as Martin Luther King, Jr. Civil Rights Day; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day, or on a date to coincide with the federal observance if it is held on a different day; July 4; the first Monday in September, known as Labor Day; the second Monday in October, known in Dover as Indigenous People's Day; November 11, known as Veterans Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day. When one of the listed holidays falls on a Sunday, the Monday after shall be observed as a holiday.
- B. Parking meter rates shall be set forth in the annual Fee Schedule adopted by the City Council.
- C. For good cause, the Chief of Police, upon recommendation of the Parking Commission, shall have the authority to temporarily suspend the provisions of this section for specified dates and times.
- D. Free parking permitted for persons with a walking disability under RSA 265:74 shall be limited to a maximum of three hours.

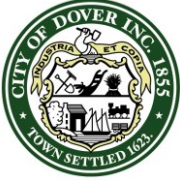
**5. AMENDMENT**

Chapter 141 entitled "Vehicles and Traffic" is hereby amended by revising Section 141-42, "Schedule C: Stop Intersections", as follows

**§ 141-42 Schedule C: Stop Intersections.**

In accordance with § 141-8, the following streets are designated as full stop street intersections:

| Stop Sign on   | At Intersection of: |
|----------------|---------------------|
| Abbott Street  | Central Avenue      |
| Abbott Street  | Mount Vernon Street |
| Academy Street | Church Street       |



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Adelle Drive  
Alder Lane  
Allan Street  
Alumni Drive  
Alumni Drive  
Amy Lane  
Angle Street  
Apache Street  
Applevale Drive  
Arch Street  
Ash Street  
Ash Street  
Ash Street  
Ash Street  
Ash Street (4-way)  
Atkinson Street  
Atkinson Street  
Atkinson Street  
Atlantic Avenue  
Auburn Street  
Augusta Way  
Austin Drive  
Ayers Lane  
Back Road  
Baker Street  
Beech Road  
Beech Road  
Belanger Drive  
Belknap Street  
Belknap Street  
Belknap Street  
Bellamy Road  
Benjamin Way  
Beverly Lane  
Birchwood Place [**Added 4-25-2018 by Ord.  
No. 2018.04.11-003**]  
Boxwood Lane

### At Intersection of:

Durham Road  
Wilbrod Avenue  
Old Rochester Road  
Bellamy Road  
Durham Road  
Sixth Street  
Central Avenue  
Old Rochester Road  
Middlebrook Road  
Washington Street  
Central Avenue  
Grove Street  
Horne Street  
Mt. Vernon Street  
Maple Street  
St. Thomas Street  
Silver Street  
Washington Street  
Portland Avenue  
New Rochester Road  
Middle Road  
Garrison Road  
Royer Lane  
Henry Law Avenue  
East Concord Street  
Longmeadow Road  
Stark Avenue  
Dover Point Road  
Fisher Street  
Silver Street  
Washington Street  
Durham Road  
Danielle Lane  
Bellamy Road  
Central Avenue  
  
Cottonwood Drive





**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Brickyard Drive  
Browning Drive  
Cailey Anna Lane  
Canney Lane  
Canney Lane  
Cataract Avenue  
Cataract Avenue  
Chandler Way  
Chapel Street  
Charles Street  
Cherrywood Drive  
Chestnut Street  
Chestnut Street (4-way)  
Church Street  
Church Street  
Clearwater Drive  
Clifford Street  
Clifford Street [Added 1-28-2015 by Ord. No. 2015.01.14-001]  
Cobble Hill Drive  
Cochecho Street  
Columbus Avenue  
Columbus Avenue  
Conifer Commons  
Constitution Way  
Corbin Drive  
Cordeiro Drive  
Cornerstone Drive  
Cottonwood Drive  
Country Club Drive  
County Farm Cross Road  
County Farm Cross Road  
County Farm Road  
County Farm Road  
Court Street  
Crescent Avenue  
Crestview Drive [Added 12-26-2016 by Ord.

### At Intersection of:

Isaac Lucas Drive  
Tennyson Avenue  
Corbin Drive  
Overlook Drive  
Quaker Lane  
Bellamy Road  
Rutland Street  
Knox Marsh Road  
Portland Avenue  
Central Avenue  
Sixth Street  
Central Avenue  
Sixth Street  
Central Avenue  
Locust Street  
Spur Road  
Rutland Street  
Towle Avenue  
Elmview Circle  
Rogers Street  
Littleworth Road  
Tolend Road  
Glenwood Avenue  
Dover Point Road  
Mast Road  
Varney Road  
County Farm Cross Road  
Wildewood Drive  
Gulf Road  
County Farm Road  
Sixth Street  
County Farm Cross Road  
Sixth Street  
Central Avenue  
Horne Street  
Glenwood Avenue



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

#### **No. 2016.10.12-013]**

Crosby Road  
Cushing Street  
Cushing Street  
Danielle Lane  
Danielle Lane  
Dean Drive  
Deborah Lane  
Digby Lane  
Dover Neck Road  
Dover Point Road (northbound)  
Drew Road  
Dover Street  
Dover Street  
Dunn's Bridge Lane  
Durrell Street  
East Street  
East Concord Street  
East Concord Street  
East Watson Street  
Ela Street  
Elliott Park  
Elm Street  
Elm Street  
Elmview Circle

**Emerald Lane [Added 12-9-2015 by Ord. No. 2015.10.28-02]**

Essex Street  
Essex Street  
Everett Street  
Evergreen Valley Drive  
Ezras Way  
Fairway Drive  
Fayette Street  
Fieldstone Drive  
Fifth Street  
Fifth Street

### At Intersection of:

Littleworth Road  
Silver Street  
Washington Street  
Mathes Hill Drive  
Spruce Lane  
Tolend Road  
Spur Road  
Back River Road  
Middle Road  
Route 4  
Back River Road  
East Street  
Park Street  
Durham Road  
St. John Street  
New York Street  
Ham Street  
Hill Street  
Court Street  
Pearl Street  
Stark Avenue  
Silver Street  
Summer Street  
Court Street  
Susannah's Crossing

Forest Street  
Portland Avenue  
Ham Street  
Sullivan Drive  
Littleworth Road  
Gulf Road  
Green Street  
Long Hill Road  
Central Avenue  
Chestnut Street



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

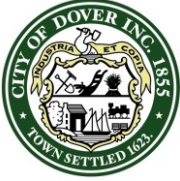
Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

### At Intersection of:

|                                                                       |                      |
|-----------------------------------------------------------------------|----------------------|
| Fifth Street [ <b>Added 8-27-2014 by Ord. No. 2014.08.13-16</b> ]     | Grove Street         |
| Fisher Street                                                         | Locust Street        |
| Fisher Street                                                         | Rutland Street       |
| Florence Street [ <b>Added 3-27-2019 by Ord. No. 2019.03.13-005</b> ] | Broadway             |
| Florence Street [ <b>Added 3-27-2019 by Ord. No. 2019.03.13-005</b> ] | Oak Street           |
| Florence Street                                                       | Pearl Street         |
| Forest Street [ <b>Added 4-22-2020 by Ord. No. 2020.48.08-004</b> ]   | Essex Street         |
| Forest Street [ <b>Added 4-22-2020 by Ord. No. 2020.48.08-004</b> ]   | Hancock Street       |
| Fourth Street                                                         | Central Avenue       |
| Fourth Street                                                         | Chestnut Street      |
| Fourth Street [ <b>Added 12-9-2015 by Ord. No. 2015.10.28-025</b> ]   | Grove Street         |
| Fourth Street                                                         | Washington Street    |
| Foxtail Ridge                                                         | Sixth Street         |
| Franklin Plaza                                                        | Central Avenue       |
| French Cross Road                                                     | Tolend Road          |
| Garrison Road                                                         | Back River Road      |
| George Street                                                         | Henry Law Avenue     |
| Gerrish Road                                                          | Old Dover Point Road |
| Glen Hill Road [ <b>Added 4-23-2014 by Ord. No. 2014.04.09-006</b> ]  | Tolend Road          |
| Glencrest Avenue                                                      | Glenwood Avenue      |
| Glencrest Avenue                                                      | Horne Street         |
| Glenwood Avenue                                                       | Sixth Street         |
| Governor Sawyer Lane                                                  | Stark Avenue         |
| Grady's Lane                                                          | Mast Road            |
| Grandview Drive                                                       | Littleworth Road     |
| Green Street                                                          | Washington Street    |
| Grove Street                                                          | Ash Street           |
| Grove Street [ <b>Added 4-22-2020 by Ord. No. 2020.48.08-004</b> ]    | Third Street         |
| Grove Street                                                          | Fifth Street         |



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

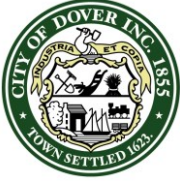
Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Grove Street  
Grove Street  
Grove Street (northerly and southerly)  
Hale Street  
Hale Street  
Ham Street  
Ham Street  
Ham Street  
Hampshire Circle  
Hancock Street  
Hancock Street  
Hanson Street [Added 4-25-2018 by Ord. No. 2018.04.11-003]  
Hanson Street  
Harlans Way  
Hawthorne Road  
Henry Law Avenue  
Hill Street  
Hill Street  
Homestead Lane  
Horne Street  
Horne Street  
Horne Street  
Hough Street  
Hough Street  
Hough Street  
Hough Street  
Hough Street  
Hubbard Road  
Hubbard Road  
Industrial Park Drive  
Ironwood Lane  
Ironwood Lane  
Isaac Lucas Circle  
Ivans Lane  
Karens Way  
Keating Avenue [Added 4-22-2020 by Ord.

### At Intersection of:

Fourth Street  
Hough Street  
Sixth Street  
Central Avenue  
Locust Street  
Broadway  
Central Avenue  
Park Street  
Whittier Street  
Forest Street  
Portland Avenue  
Central Avenue  
Henry Law Avenue  
Mast Road  
Stark Avenue  
George Street  
Broadway  
Central Avenue  
Dover Point Road  
Glenwood Avenue  
Hough Street  
Sixth Street  
Central Avenue  
Grove Street  
Horne Street  
Maple Street  
Mt. Vernon Street  
Hawthorne Road  
Middle Road  
Littleworth Road  
Cherrywood Drive  
Cottonwood Drive  
Middle Road  
Dover Point Road  
Cordeiro Drive  
Renaud Avenue



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

### At Intersection of:

**No. 2020.48.08-004]**

Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]

Newport Road

Kent Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]

Applevale Drive and Middlebrook Road

Kirkland Street

Central Avenue

Kirkland Street

Locust Street

Landing Way

Dover Point Road

Leathers Lane

Back River Road

Leighton Road

Dover Point Road

Lexington Street

Silver Street

Lexington Street

Washington Street

Locust Street

Washington Street

Long Hill Road

Old Rochester Road

Long Hill Road

Sixth Street

Longmeadow Road

Woodland Road

Lowell Avenue

Central Avenue

Maple Street

Ash Street

Maple Street

Hough Street

Maple Street

Sixth Street

Martin Lane

Henry Law Avenue

Mast Road

Back River Road

Mast Road

Spruce Lane

Mathes Hill Drive

Danielle Lane (south)

Mathes Hill Drive

Mast Road

Mechanic Street

Chapel Street

Merry Street [Added 12-26-2016 by Ord. No. 2016.10.12-013]

Central Avenue

Merry Street

Ridge Street

Middle Road

Back Road

Middle Road

Dover Point Road

Middlebrook Road

Stark Avenue

Milk Street

Central Avenue

Mineral Park Drive

Pleasant View Circle

Mohawk Drive

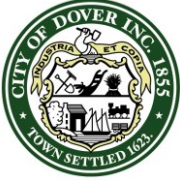
Shawnee Lane

Morningside Drive (southerly)

River Dale Avenue

Mt. Vernon Street

Hough Street



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Mt. Vernon Street  
Mt. Vernon Street  
Mt. Vernon Street (4-way)  
Mulligan Drive  
Mulligan Drive  
Nelson Street  
Newport Road  
Newport Road [Added 9-9-2020 by Ord. No. **2020.08.26-012**]  
Newton Street  
New Bellamy Lane  
New Bellamy Lane  
New York Street  
Niles Street  
Northam Drive  
Northway Circle  
Oak Street  
Old Dover Point Road  
Old Littleworth Road  
Olde Madbury Lane  
Old Rochester Road  
Old Rochester Road  
Old Stage Road  
Orchard Street  
Overlook Drive  
Park Street  
Park Street [Added 3-27-2019 by Ord. No. **2019.03.13-005**]  
Park Street  
Park Street  
Parker Street  
Parker Street  
Pearson Drive  
Penny Lane  
Philip Street  
Philip Street  
Pierce Street

### At Intersection of:

Lowell Avenue  
Sixth Street  
Ash Street  
Back Road  
Samuel Hanson Avenue  
Atkinson Street  
Middlebrook Road  
Hawthorne Road  
  
New Rochester Road  
Dover Point Road  
Spur Road  
Broadway  
Henry Law Avenue  
Glenwood Avenue  
Plaza Drive  
Atlantic Avenue  
Dover Point Road  
Littleworth Road  
Knox Marsh Road  
Indian Brook Drive  
Long Hill Road  
Littleworth Road  
Central Avenue  
Tuttle Lane  
Ham Street  
Hill Street  
  
New York Street  
Oak Street  
Rutland Street  
Woodman Park Drive  
Dover Point Road  
Henry Law Avenue  
Long Hill Road  
Old Rochester Road  
Broadway





**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Pierce Street  
Pinecrest Lane  
Pineview Drive  
Plaza Drive  
Pleasant View Circle  
Pointe Place [Added 3-27-2019 by Ord. No. 2019.03.13-005]  
Pondview Drive  
Portland Avenue  
Production Drive  
Progress Drive  
Quail Drive  
Quaker Lane  
Redden Street  
Renaud Avenue [Added 4-22-2020 by Ord. No. 2020.48.08-004]  
Reservoir Street  
Reyner's Brook Drive  
Richmond Street  
Ridge Street  
River Street  
Riverside Drive  
Roberta Drive  
Roberts Road  
Rogers Street  
Roosevelt Avenue  
Roosevelt Avenue  
Rutland Street  
Rutland Street  
St. John Street  
St. John Street  
St. Thomas Street (westerly)  
St. Thomas Street (westerly)  
St. Thomas Street (westerly)  
Salem Avenue [Added 9-9-2020 by Ord. No. 2020.08.26-012]  
Samuel Hanson Avenue

### At Intersection of:

Central Avenue  
Weeks Lane  
Dover Point Road  
Glenwood Avenue  
Whittier Street  
Julia Drive and Teresa Drive  
  
Mast Road  
Main Street  
Sixth Street  
Knox Marsh Road  
Sixth Street  
Tuttle Lane  
Horne Street  
Shamrock Lane  
  
Mt. Vernon Street  
Sixth Street  
Washington Street  
Driveway of 833 Central Avenue  
Henry Law Avenue  
Dover Point Road  
Dover Point Road  
Dover Point Road  
Portland Avenue  
Horne Street  
Mt. Vernon Street  
Central Avenue  
Silver Street  
Broadway  
Chapel Street  
Atkinson Street  
Belknap Street  
Locust Street  
Applevale Drive  
  
Back Road



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

| Stop Sign on                                                     | At Intersection of: |
|------------------------------------------------------------------|---------------------|
| Sandpiper Drive                                                  | Watson Road         |
| School Street                                                    | Main Street         |
| Seaborne Drive                                                   | Garrison Road       |
| Second Street                                                    | Chestnut Street     |
| Shamrock Lane [Added 4-22-2020 by Ord. No. 2020.48.08-004]       | Renaud Avenue       |
| Shawnee Lane                                                     | Old Rochester Road  |
| Shaw's Lane                                                      | Garrison Road       |
| Sixth Street                                                     | Central Avenue      |
| Sixth Street (4-way)                                             | Chestnut Street     |
| South Pine Street                                                | Central Avenue      |
| South Watson Lane                                                | East Watson Street  |
| South Watson Lane                                                | Stark Avenue        |
| Southwood Drive                                                  | Mast Road           |
| Spring Street                                                    | Central Avenue      |
| Spring Street                                                    | Locust Street       |
| Spruce Lane (easterly and westerly)                              | Back River Road     |
| Spur Road [Added 4-1-1992 by Ord. No. 04-92]                     | Gerrish Road        |
| Station Drive                                                    | Sixth Street        |
| Strafford Road                                                   | Old Rochester Road  |
| Sullivan Drive                                                   | Old Rochester Road  |
| Summer Street                                                    | Central Avenue      |
| Summer Street [Added 3-27-2019 by Ord. No. 2019.03.13-005]       | Elm Street          |
| Summer Street                                                    | Locust Street       |
| Sumner Drive                                                     | Knox Marsh Road     |
| Sunnybrooke Drive                                                | Mast Road           |
| Sunset Drive                                                     | Bellamy Road        |
| Susannah's Crossing [Added 12-9-2015 by Ord. No. 2015.10.28-026] | Emerald Lane        |
| Sylvan Drive                                                     | Durham Road         |
| Tennyson Avenue                                                  | Court Street        |
| Tennyson Avenue                                                  | Henry Law Avenue    |
| Third Street                                                     | Chestnut Street     |
| Third Street                                                     | Grove Street        |
| Third Street (westerly)                                          | Chestnut Street     |



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item #: 12.A.3.

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Thornwood Drive **[Added 3-27-2019 by Ord. No. 2019.03.13-005]**

Three Rivers Farm Road

Towle Avenue

Towne Drive

Trakey Street

Trakey Street

Tuttle Lane

Tuttle Lane

Union Street

Upper Factory Road **[Added 4-23-2014 by Ord. No. 2014.04.09-007]**

Wallace Drive

Washington Street **[Added 12-26-2016 by Ord. No. 2016.10.12-013]**

Watson Road

Watson Road

Wentworth Douglass Hospital Driveway

Wentworth Douglass Hospital ER Entrance

Wentworth Terrace

Westgate Drive

Westwood Circle

Whittier Street

Whittier Street

Wilbrod Avenue

Wildewood Drive

Wildewood Drive

Willand Avenue

Willand Avenue

Williams Street

Willow Street

Wingate Lane

Winston Avenue **[Added 9-9-2020 by Ord. No. 2020.08.26-012]**

Winston Avenue **[Added 9-9-2020 by Ord. No. 2020.08.26-012]**

Woodland Road

### At Intersection of:

Julia Drive and Teresa Drive

Gulf Road

Clifford Street

Henry Law Avenue

Central Avenue

Locust Street

Dover Point Road

Middle Road

Court Street

Tolend Road

Columbus Avenue

Arch Street

County Farm Road

Tolend Road

Old Rollinsford Road

Central Avenue

Hilton Park Drive

Knox Marsh Road

Littleworth Road

Glenwood Avenue

Tolend Road

Glenwood Avenue

Cottonwood Drive

Sixth Street

New Rochester Road

Old Rochester Road

Henry Law Avenue

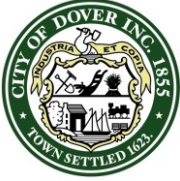
Tolend Road

Back River Road

Applevale Drive

Applevale Drive and Middlebrook Road

Stark Avenue



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item #: 12.A.3.**

Ordinance Number: **O – 2021.10.13 – 009**  
Ordinance Title: Vehicles and Traffic  
Chapter: 141  
Section: 13  
18  
30  
42

### Stop Sign on

Woodman Park Drive  
Young Street

### At Intersection of:

Clifford Street  
Main Street

#### 6. TAKES EFFECT

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

### REQUIRES A PUBLIC HEARING

#### AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch  
Finance Director

Sponsored by:

Mayor Robert Carrier  
By request

Approved as to Legal  
Form and Compliance:

Joshua M. Wyatt  
City Attorney

Recorded by:

Susan Mistretta  
City Clerk

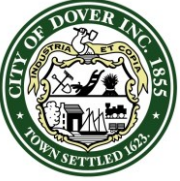
|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item #: 12.A.3.</b></p> <p>Ordinance Number: <b>O – 2021.10.13 – 009</b></p> <p>Ordinance Title: Vehicles and Traffic</p> <p>Chapter: 141</p> <p>Section: 13<br/>18<br/>30<br/>42</p> |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**DOCUMENT HISTORY:**

|                                |                                 |
|--------------------------------|---------------------------------|
| First Reading Date: 10/13/2021 | Public Hearing Date: 10/27/2021 |
| Approved Date:                 | Effective Date:                 |

**DOCUMENT ACTIONS:**

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

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CITY OF DOVER</b></p> | <h2 style="text-align: center; background-color: #2e5496; color: white; padding: 5px;">CITY OF DOVER - ORDINANCE</h2> <p style="text-align: right;"><b>Agenda Item #: 12.A.3.</b></p> <p>Ordinance Number: <b>O – 2021.10.13 – 009</b></p> <p>Ordinance Title: Vehicles and Traffic</p> <p>Chapter: 141</p> <p>Section: 13<br/>18<br/>30<br/>42</p> |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ORDINANCE BACKGROUND MATERIAL:**

Section 13: The removal of this subsection is a technical update in keeping with a prior ordinance updating Section 141-30(A)(1).

Section 18: Due to current and anticipated increase in demand for turnover of customer parking in support of downtown businesses, the changes to this section would remove First and Second Streets as authorized resident permit parking areas. Permits would be available in nearby areas, such as the Transportation Center Lot, Chestnut Street Bridge, Third Street lot, and Orchard Street parking garage. Residential tenants currently holding permits on First and Second Street would be exempted from the amendment, though no new residential parking permits would issue for First or Second Street. The parking commission voted to approve and recommend these amendments.

Section 30: RSA 265:74 provides for free parking for those with walking disabilities, subject to local “discretion to set the time periods using guidelines which shall be provided by the governor’s commission on disability.” Those guidelines are available at this link: <https://www.nh.gov/disability/documents/parkingguidelines71118.pdf> The guidelines were considered and found to be consistent with the change proposed herein. In addition, with Dover’s change to progressive pricing, all day paid parking is allowed. The parking commission voted to approve and recommend these amendments.

Section 42: Residents have recently expressed concern about the lack of a stop sign at the intersection of Glencrest Avenue and Glenwood Avenue. The Transportation Advisory Committee reviewed the issue and concurred with the placement of a new stop sign.





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.1.**

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#: 12.C.1.**

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: 09/22/2021

Public Hearing Date: 10/13/2021

Approved Date:

Effective Date:

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.1.**

Resolution Number: **R – 2021.09.22 – 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#: 12.C.1.**

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#: 12.C.1.**

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**

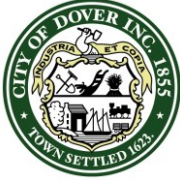
The \$17,400,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$870,000 per year. The annual impact to the City's Water Fund budget is based upon annual principal and interest repayment. The interest that would accrue on outstanding principal balances 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.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.2.**

Resolution Number: **R – 2021.10.13 – 170**

Resolution Re: Authorization to Accept and Expend the Wentworth  
Douglass Hospital Grant

- WHEREAS: The City of Dover Police and Fire & Rescue departments have received notice from the Wentworth Douglass Hospital Board of Trustees of the approval of the Restricted Community Benefits Grant submitted separately by each department; and
- WHEREAS: The Police Department is approved in the amount of \$125,000 to support the activities of the Police Department Community Outreach Bureau and restores a position previously unfunded and vacant since the beginning of the pandemic. This funding will also pay for supplies, the administration of the Youth Risk Behavior Survey, and web site hosting and training; and
- WHEREAS: The Fire & Rescue Department is approved in the amount of \$37,000 to aid in the continued support and development of the Dover Fire & Rescue Quality Assurance and Improvement Program; and
- WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization by the City Council to apply for, accept and expend Grant funds for eligible uses is required; and
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

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

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the Wentworth Douglass Hospital Restricted Community Benefits Grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

**THIS RESOLUTION REQUIRES A PUBLIC HEARING WITH SEVEN DAYS NOTICE IN NEWSPAPER AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.**

### Financing

| Account | Description                              | Appropriation | Balance |
|---------|------------------------------------------|---------------|---------|
| TBD     | Wentworth Douglass Hospital Grant-Police | 125,000       | 125,000 |
| TBD     | Wentworth Douglass Hospital Grant-Fire   | 37,000        | 37,000  |





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.2.**

Resolution Number: **R – 2021.10.13 – 170**  
Resolution Re: Authorization to Accept and Expend the Wentworth  
Douglass Hospital Grant

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk

### DOCUMENT HISTORY:

|                                |                                 |
|--------------------------------|---------------------------------|
| First Reading Date: 10/13/2021 | Public Hearing Date: 10/27/2021 |
| Approved Date:                 | Effective Date:                 |

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.2.**

Resolution Number: **R – 2021.10.13 – 170**  
Resolution Re: Authorization to Accept and Expend the Wentworth  
Douglass Hospital Grant

### **RESOLUTION BACKGROUND MATERIAL:**

The Wentworth Douglass Hospital has generously helped to support the youth drug, alcohol and other substance prevention activities of the Dover Police Department's Youth to Youth and the Coalition for Youth programs for many years. In fact, the City has received this funding at least 8 separate times. Over the years, the amount has ranged from \$50,000 to its present level of \$125,000. This funding abruptly ended in the spring of 2020 at the beginning of the pandemic. As a result, the City was unable to fill a vacant prevention programmer position. The return of this funding will allow for that position to be added back while also absorbing the expiration of the \$45,000 per year STOP Act grant because the majority of this funding is dedicated to personnel costs. The rest of the funding pays for supplies, the administration of the youth Risk Behavior Survey, web site hosting and training. With this funding, the City of Dover will be able to increase its capacity for our award winning and evidence-based prevention efforts and the ability to return to normal participation levels for Dover Youth to Youth.

The Wentworth Douglass Hospital has generously helped to provide additional funding to support Dover Fire & Rescue Department's emergency medical services delivery – primarily the level and quality of its Paramedic training, but it includes training opportunities for EMS providers at all levels. This year's funding will be used to help provide tuition coverage for Paramedic school tuition. Also funding to enhance our Paramedic Quality Assurance Program, providing members the opportunity to review calls and initiate focused training across all four shifts in certain areas of need or interest. The grant will also provide the opportunity for all Department Paramedics to meet twice a year for Paramedic Rounds, sometimes onsite, other times in area hospitals, to learn about and discuss the latest trends and practices in EMS, with leading hospital providers in our catchment area. This funding provides our Paramedics and AEMT's the opportunity to receive quality call review and continuing education – above and beyond their initial training and mandatory recertification requirements, and is one of the things that separates Dover Fire & Rescue's EMS providers from their peers in surrounding departments.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.3.**

Resolution Number: **R – 2021.10.13 – 171**

Resolution Re: Authorization to Accept and Expend the Community Oriented Policing Services (COPS) Grant

WHEREAS: The City of Dover Police Department has received notice from the Department of Justice, Office of the Community Oriented Policing Services of the approval of the Dover NH Social Worker Project proposal through the Community Policing Development program; and

WHEREAS: The Police Department is approved in the amount of \$109,444, with no match required, to support the activities of a police social worker for one year. In addition to working with the Police Department, the police social worker will work closely with the Dover Fire and Rescue as well as our community mental health agency, the local recovery center, the local anti-poverty agency, the school department, other city departments and any other agencies that can assist with the goal of helping people in need; and

WHEREAS: In adhering to the requirements established per NH RSA 31:95-b, authorization by the City Council to apply for, accept and expend Grant funds for eligible uses is required; and

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

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

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the Community Oriented Policing Services Grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Orders authority herein. The amount of this authorization shall be limited so as not to exceed available funding.

**THIS RESOLUTION REQUIRES A PUBLIC HEARING WITH SEVEN DAYS NOTICE IN NEWSPAPER AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.**

### Financing

| Account | Description                          | Appropriation | Balance |
|---------|--------------------------------------|---------------|---------|
| TBD     | Community Oriented Policing Services | 109,444       | 109,444 |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.3.**

Resolution Number: **R – 2021.10.13 – 171**

Resolution Re: Authorization to Accept and Expend the Community  
Oriented Policing Services (COPS) Grant

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk

### DOCUMENT HISTORY:

First Reading Date: 10/13/2021

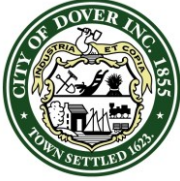
Public Hearing Date: 10/27/2021

Approved Date:

Effective Date:

### DOCUMENT ACTIONS:

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



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

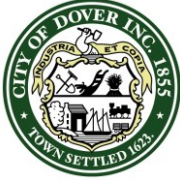
**Agenda Item#: 12.C.3.**

Resolution Number: **R – 2021.10.13 – 171**

Resolution Re: Authorization to Accept and Expend the Community  
Oriented Policing Services (COPS) Grant

### **RESOLUTION BACKGROUND MATERIAL:**

Over the past few years, there has been a dramatic increase in the number of social service calls for service that the Dover Police and the Dover Fire and Rescue Departments have handled. These include welfare checks and assistance calls that often have very little or nothing to do with crimes but very often involve mental illness, substance abuse, poverty or a combination of all three. Our staff, although well trained in these areas, lack the capacity to conduct any meaningful follow-up to ensure that our customers are provided with the best referral information and after-the-fact assistance. This is where the police social worker would take over. In addition to working with the Police Department, the police social worker will work closely with the Dover Fire and Rescue as well as our community mental health agency, the local recovery center, the local anti-poverty agency, the school department, other city departments and any other agencies that can assist with the goal of helping people in need. The social worker would also be a valuable resource for members of the public that are not involved in police or fire department call for service as a point of contact and referral.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.4.**

Resolution Number: **R – 2021.10.13 – 172**

Resolution Re: Amendment of FY2022 Schedule of Fees to Amend the Replacement Parking Permit Fee

WHEREAS: The City adopted the FY2022 City of Dover Schedule of Fees on June 2, 2021, and;

WHEREAS: Parking Commission voted on September 21, 2021 to amend the Replacement Parking Permit Fee, and;

WHEREAS: The City Council regulates permit fees, and;

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

The City Council authorizes changes to the Police Department Section of the approved FY2022 Schedule of Fees – Replacement Parking Permit, to reflect amending the fee, as follows:

### **Replacement Parking Permit Fee:**

#### **AMEND:**

Replacement Parking Permit Fee – Current \$5.00 to “An amount determined by the cost of a new permit prorated for remaining term of permit being replaced”

**THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL.**

### **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 M. Mistretta  
City Clerk





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 12.C.4.**

Resolution Number: **R – 2021.10.13 – 172**  
Resolution Re: Amendment of FY2022 Schedule of Fees to Amend the Replacement Parking Permit Fee

### DOCUMENT HISTORY:

|                                |                                 |
|--------------------------------|---------------------------------|
| First Reading Date: 10/13/2021 | Public Hearing Date: 10/27/2021 |
| 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:

This is based on the September 21<sup>st</sup> vote of the Parking Commission for the amendment of the Replacement Parking Permit Fee. The number of permits being reported lost has increased dramatically in the past year. This recommendation would make the cost of replacement permit equal to the value of the remaining term of the permit.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.1.**

Resolution Number: **R – 2021.10.27 – 179**  
Resolution Re: **B22008 Winter Sand**

WHEREAS: A sealed Request for Bid #B22008 was received for Winter Sand on October 6, 2021 at 3:00 p.m. Pricing was requested by the City from qualified vendors to provide winter sand on an as-needed basis; and

WHEREAS: The City received one response which was reviewed for necessary qualifications, experience in the ability to deliver and provide product as requested and cost. It is the recommendation to accept the proposal submitted by Brox Industries, Inc. of Dracut, MA for winter sand to be delivered at \$23.00 per ton or picked up at the rate of \$19.00 per ton.

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 Brox Industries, Inc. of Dracut, MA for the delivery and or pick up of winter sand at rates provided in conjunction with Bid #B22008. 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   |
|--------------------------------|------------------------------------|---------------|-----------|
| 1000.1.300.43125.4612.00000.00 | CS Snow Removal Operating Supplies | 264,500.00    | 28,070.00 |
|                                |                                    |               |           |

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2021.10.27 – 179**  
Resolution Re: **B22008 Winter Sand**

### 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 – 2021.10.27 – 179**  
Resolution Re: **B22008 Winter Sand**

### **RESOLUTION BACKGROUND MATERIAL:**

During a difficult winter season, the City may use as much as 2,000 cubic yards of sand to increase traction on icy roads and sidewalks. Winter sand as specified shall be clean, dry and of hard, durable, sharp-grained particles and free from vegetable or organic matter, lumps, balls of clay or other deleterious substances.

The vendor will also supply, as requested, a sieve analysis that demonstrates proposed material meets the gradation requirements noted. The gradation shall meet the grading requirements as follows:

- 3/8 inch 100%
- #4 80-100%
- #50 0-35%
- #200 0-3%

Historical pricing for the delivery of winter sand in Fiscal Year 2021 was \$19.75/ton and in Fiscal Year 2020 the pricing was \$12.37/ton. The price of \$23.00/ton delivered for Fiscal Year 2022 represents a 3.25% increase over the prior fiscal year. In addition to issuing the bid notification through Constant Contact which successfully delivered to 131 vendors of which 44 vendors opened the documents, the City also emailed vendors directly who responded to this bid solicitation in previous years. One of those vendors responded back noting that they no longer have a source for winter sand. While those steps were taken, this is the third consecutive year that the City received only one bid response for this commodity item.

### **Bid Information:**

A Sealed Request for Bid #B22008 was issued and received for winter sand, delivered or picked up, and as needed on October 6, 2021 at 3:00 pm.

### **Award Information:**

A purchase order will be issued to Brox Industries, Inc. to authorize expenditures as outlined in this resolution.

### **Purchasing Information:**

|                                    |                       |                                     |                                                                                                     |
|------------------------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order        | <b>Advertised:</b>                  | Yes                                                                                                 |
| <b>Invitations Mailed:</b>         | 131                   | <b>Number of Responses:</b>         | 1                                                                                                   |
| <b>Warranty:</b>                   | None                  | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | N/A                   | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | One Year from NOA     | <b>Estimated Delivery:</b>          | As Needed                                                                                           |
| <b>Recommended Award to:</b>       | Brox Industries, Inc. | <b>Fund:</b>                        | Operating/Snow Removal                                                                              |
| <b>Other Approvals Required:</b>   | No                    | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes                   | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |

## **[B22008 Bid Documents](#)**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.1.**

Resolution Number: **R – 2021.10.27 – 180**  
Resolution Re: B21048-RFP22-001 Consulting Design Services for the  
Henry Law Avenue & River Street Reconstruction Project

WHEREAS: A sealed (RFQ) Request for Qualifications #B21048 was solicited and received for on-call specialized municipal engineering services on an as-needed basis on May 13, 2021 at 3:00 p.m. for services to commence on or about July 1, 2021 for a four-year period. On July 28, 2021, City Council approved to award to several vendors in various engineering service areas for on-call specialized municipal engineering services via resolution [R-2021.07.28-135](#); and

WHEREAS: A project was identified meeting the criteria of RFQ #B21048, a sealed Request for Proposal #B21048-RFP22-001 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area approved via resolution [R-2021.07.28-135](#) for Consulting Design Services for the Henry Law Avenue and River Street Reconstruction Project on October 6, 2021 at 2:00 p.m. A non-mandatory pre-proposal meeting was held in person and via video conference on September 14, 2021 at 10:30 a.m. with all three firms attending; and

WHEREAS: The City received three cost proposals which were reviewed for understanding of project scope, approach for completing the work, commitment to timeline and proposal costs. It is the recommendation to accept the lowest cost proposal submitted by Kleinfelder Northeast, Inc. in the amount not to exceed \$373,851.00.

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

The Purchasing Agent is hereby authorized to issue a purchase order to Kleinfelder Northeast, Inc. of Manchester, NH for Consulting Design Services for the Henry Law Avenue and River Street Reconstruction Project in the amount not to exceed \$373,851.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

### Financing

| Account                        | Description                                 | Appropriation | Balance   |
|--------------------------------|---------------------------------------------|---------------|-----------|
| 4022.1.300.43121.4751.03121.22 | Street Reconstruction - Henry Law Ave - TIF | 1,300,000     | 1,300,000 |

### 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 – 2021.10.27 – 180**  
Resolution Re: B21048-RFP22-001 Consulting Design Services for the  
Henry Law Avenue & River Street Reconstruction Project

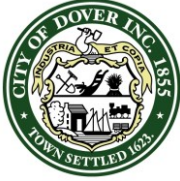
### DOCUMENT HISTORY:

|                     |                      |
|---------------------|----------------------|
| 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 – 2021.10.27 – 180**  
Resolution Re: B21048-RFP22-001 Consulting Design Services for the  
Henry Law Avenue & River Street Reconstruction Project

### **RESOLUTION BACKGROUND MATERIAL:**

The City solicited a Statement of Qualifications and Proposals [#B21048](#) from engineering firms, following the guidelines set forth by Purchasing Code 5-41 Professional Services, to establish on-call agreements with firms for the following engineering service areas:

- 1) Highway/Transportation Engineering
- 2) Traffic Management
- 3) Water Supply, Treatment & Distribution Engineering
- 4) Wastewater Collection & Treatment Engineering
- 5) Dam & Structural Engineering

On July 28, 2021, City Council approved via resolution [R-2021.07.28-135](#), several firms in various service areas including the following for Highway/Transportation Engineering:

Kleinfelder Northeast, Inc. of Manchester, NH  
Greenman-Pedersen, Inc. of Portsmouth, NH  
Green International Affiliates, Inc of Westford, MA

On September 3, 2021, the City requested proposals via RFP#B21048-RFP22-001 for consulting services for the Henry Law Avenue & River Street Reconstruction Project from the three firms selected for Highway/Transportation Engineering. These highly visible and active streets in the heart of Dover's downtown area require roadway, sidewalk and utility evaluation and reconstruction.

As the City is committed to a multi-modal approach to roadway design, particularly in urban residential areas such as this area of the City, the wish is for streets and sidewalks to be designed and operated to be safe and accessible for all users regardless of age, physical ability or mode of transport. The design for this project will incorporate the elements and principles laid out in the [City of Dover Complete Streets & Traffic Calming Guidelines](#). The design is to also incorporate innovative and easily maintainable low impact development stormwater management practices as part of the roadway improvements where feasible. A metes and bound survey of Henry Law Avenue and River Street was also requested to the extent of this project.

### **Bid Information:**

A sealed Request for Proposal #B21048-RFP22-001 was solicited and received from the three firms selected under the Highway/Transportation Engineering service area approved via resolution [R-2021.07.28-135](#) for Consulting Design Services for the Henry Law Avenue and River Street Reconstruction Project on October 6, 2021 at 2:00 p.m. A non-mandatory pre-proposal meeting was held in person and via video conference on September 14, 2021 at 10:30 a.m. with all three firms attending.

### **Award Information:**

A purchase order will be issued to Kleinfelder Northeast, Inc. to authorize expenditures as outlined in this resolution.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

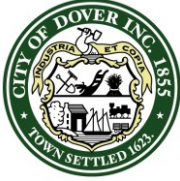
**Agenda Item#: 13.B.1.**

Resolution Number: **R – 2021.10.27 – 180**  
Resolution Re: B21048-RFP22-001 Consulting Design Services for the  
Henry Law Avenue & River Street Reconstruction Project

### Purchasing Information:

|                                    |                             |                                     |                                                                                                     |
|------------------------------------|-----------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order              | <b>Advertised:</b>                  | No/RFQ#B21048                                                                                       |
| <b>Invitations Mailed:</b>         | 3                           | <b>Number of Responses:</b>         | 3                                                                                                   |
| <b>Warranty:</b>                   | N/A                         | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | No                          | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | Until Completion            | <b>Estimated Delivery:</b>          | As Needed                                                                                           |
| <b>Recommended Award to:</b>       | Kleinfelder Northeast, Inc. | <b>Fund:</b>                        | FY22 CIP                                                                                            |
| <b>Other Approvals Required:</b>   | No                          | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes                         | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |

### [B21048-RFP22-001 Bid Documents](#)



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.2.**

Resolution Number: **R – 2021.10.27 – 181**  
Resolution Re: **Reprogram Unexpended Bond Proceeds from Cocheco Pump Station project to Varney Brook Pump Station project and Issue Change Order One to Wright-Pierce for Construction Oversight**

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and

WHEREAS: There is \$41,293.89 of unexpended bond proceeds from the Cocheco Pump Station project, where the project is complete and remaining funds are available for other Sewer Fund projects, and the City has identified additional funding is needed to complete the Varney Brook Pump Station project; and

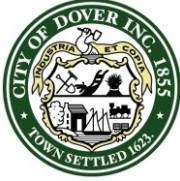
WHEREAS: In September 2017, City staff sought and received approval via resolution [R-2017.12.13-174](#) to award bid [#B18015](#) to Wright-Pierce for professional design services for upgrades to the Varney Brook Pump Station in the amount of \$282,119.00; and

WHEREAS: A subsequent proposal for construction oversight of the Varney Brook Pump Station was received from Wright-Pierce in the amount of \$376,500.00 with a contract executed following approval via resolution [R-2019.06.26-083](#). Wright-Pierce has submitted change order one in the amount of \$50,000.00 for additional engineering construction services related to this project; and

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

The amount of \$41,293.89 of unexpended bond proceeds is hereby reprogrammed from the Cocheco Pump Station project to the Varney Brook Pump Station project as follows:

| Project Number                 | Project Description       | Available<br>Balance | Reprogram<br>Adjustment | Adjusted<br>Balance |
|--------------------------------|---------------------------|----------------------|-------------------------|---------------------|
| 5320.1.300.43250.4757.04578.19 | Cocheco Pump Station      | 41,293.89            | (41,293.89)             | 0.00                |
| 5320.1.300.43250.4741.04542.19 | Varney Brook Pump Station | 0.00                 | 41,293.89               | 41,293.89           |
|                                | Total Available Funding   | 41,293.89            | 0.00                    | 41,293.89           |
|                                |                           |                      |                         |                     |



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.2.**

Resolution Number: **R – 2021.10.27 – 181**  
Resolution Re: **Reprogram Unexpended Bond Proceeds from Cocheco Pump Station project to Varney Brook Pump Station project and Issue Change Order One to Wright-Pierce for Construction Oversight**

AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

Upon receipt of approval by the NH Department of Environmental Services, the Purchasing Agent is hereby authorized to issue a Purchase Order to Wright-Pierce of Portsmouth, NH for additional engineering construction services for the Varney Brook Pump Station in the amount not to exceed \$50,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

### Financing

| Account                        | Description                            | Appropriation | Balance   |
|--------------------------------|----------------------------------------|---------------|-----------|
| 5320.1.300.43250.4741.04542.19 | Varney Brook Pump Station              | 2,000,000.00  | 41,293.89 |
| 5320.1.300.43250.4757.04573.07 | Sewer - Pump Station Equip Replacement | 545,693.26    | 13,344.47 |

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

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Robert Carrier  
By Request

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

Recorded by: Susan Mistretta  
City Clerk

Document Created by: Purchasing  
Document Posted on: October 22, 2021

R-2021.10.27 Reprogram Unexpended Bond Proceeds from Cocheco Pump Station project to Varney Brook Pump Station project and Issue Change Order One to Wright-Pierce for Construction Oversight  
Page 2 of 4



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.2.**

Resolution Number: **R – 2021.10.27 – 181**  
Resolution Re: **Reprogram Unexpended Bond Proceeds from Cocheco Pump Station project to Varney Brook Pump Station project and Issue Change Order One to Wright-Pierce for Construction Oversight**

### 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 – 2021.10.27 – 181**  
Resolution Re: **Reprogram Unexpended Bond Proceeds from Cocheco Pump Station project to Varney Brook Pump Station project and Issue Change Order One to Wright-Pierce for Construction Oversight**

### **RESOLUTION BACKGROUND MATERIAL:**

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Cocheco Pump Station project. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified Cocheco Pump Station project. This resolution reprograms funding from the identified Cocheco Pump Station project to Varney Brook Pump Station project.

On December 13, 2017 the Dover City Council approved the FY19-FY24 six-year Capital Improvements Program (CIP) and Authorization for Bonding for FY19 CIP projects including the Cocheco Pump Station project and Varney Brook Pump Station project.

City administration identified reprogramming appropriations from the Cocheco Pump Station project because that project is completed and there are available unexpended appropriations.

The funding to be reprogrammed is needed for additional engineering construction services related to the Varney Brook Pump Station Upgrade project. There have been various modifications to the design and delays in equipment (primarily due to COVID) and coordination with local utility companies leading to the project being extended beyond the original substantial completion date of September 15, 2020 to April 20, 2021.

### **Bid Information:**

A Sealed Request for Bid #B18015 was issued and received for Professional Design Services for upgrades to the Varney Brook Pump Station on September 14, 2017 at 2:00 p.m.

### **Award Information:**

A purchase order will be issued to Wright-Pierce to authorize expenditures as outlined in this resolution.

### **Purchasing Information:**

|                                    |                |                                     |                                                                                                     |
|------------------------------------|----------------|-------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Type:</b>                       | Purchase Order | <b>Advertised:</b>                  | Yes                                                                                                 |
| <b>Invitations Mailed:</b>         | 330            | <b>Number of Responses:</b>         | 3                                                                                                   |
| <b>Warranty:</b>                   | None           | <b>Terms:</b>                       | Net 30, FOB Dover                                                                                   |
| <b>Work Bonded:</b>                | No             | <b>Contract:</b>                    | Yes                                                                                                 |
| <b>Prices will hold for:</b>       | Until Complete | <b>Estimated Delivery:</b>          | As Needed                                                                                           |
| <b>Recommended Award to:</b>       | Wright-Pierce  | <b>Fund:</b>                        | CIP                                                                                                 |
| <b>Other Approvals Required:</b>   | Yes, NHDES     | <b>References Checked:</b>          | Satisfactory                                                                                        |
| <b>Previously Worked for City:</b> | Yes            | <b>Reason for Council Approval:</b> | Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation. |