



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 26, 2022**
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 17, SECTIONS 12 & 13 - ELECTIONS**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. CHAPTER 121, SECTIONS 1 & 5 - SEWER USE**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - C. AUTHORIZATION TO ACCEPT AND EXPEND THE NH STATE LIBRARY GRANT FOR PUBLIC LIBRARY WEBSITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - D. REPROGRAM UNEXPENDED BOND PROCEEDS FROM FIRE & RESCUE EMERGENCY SHELTER GENERATOR TO SOUTH END FIRE STATION BUILDING IMPROVEMENTS PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 9, 2022.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - E. FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIER AND ACCEPTANCE OF AMERICA RESCUE PLAN ACT (ARPA) GRANT FUNDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 9, 2022.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - F. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR PUMP STATION EVALUATION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 9, 2022.)**
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, January 26, 2022**
Meeting Time: **7:00 pm**

G. FISCAL YEAR 2023 CIP APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES AND ACCEPTANCE OF ARPA GRANT FUNDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 9, 2022.) SPONSORED BY MAYOR CARRIER BY REQUEST

8. PUBLIC 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

- A. January 26, 2022 Report**
- B. Presentation of Annual Comprehensive Financial Report (ACFR) by Independent Auditors**

10. APPROVAL OF MINUTES

- A. January 12, 2022 – Regular Meeting**
- B. January 19, 2022 – Joint Meeting with School Board**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 17, SECTIONS 12 & 13 - ELECTIONS
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. CHAPTER 121, SECTIONS 1 & 5 - SEWER USE
SPONSORED BY MAYOR CARRIER BY REQUEST**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. AUTHORIZATION TO ACCEPT AND EXPEND THE NH STATE LIBRARY GRANT FOR PUBLIC LIBRARY WEBSITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR CARRIER BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B22006 CONSULTING ENGINEERING SERVICES FOR THE 2021 PAVEMENT CONDITION ASSESSMENT PROJECT
SPONSORED BY MAYOR CARRIER BY REQUEST**



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Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 26, 2022**
Meeting Time: **7:00 pm**

2. **AUTHORIZATION TO PURCHASE TWO (2) NEW 2022 FORD F250 TRUCKS**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **APPROVAL OF GRANITE STATE INDEPENDENT LIVING LEASE AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **APPROVAL OF NEW HAMPSHIRE INDONESIAN COMMUNITY LEASE AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **APPROVAL OF REACH FOR THE TOP THERAPY SERVICES LEASE AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **AUTHORIZATION TO EXECUTE DEFAULT SERVICE REIMBURSEMENT AGREEMENT BETWEEN STANDARD POWER OF AMERICA, INC. AND THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **APPROVAL OF DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT OF THE CITY OF DOVER EMPLOYMENT AGREEMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **CITY COUNCIL FISCAL YEAR 2023 – BUDGET GUIDANCE**
SPONSORED BY MAYOR CARRIER

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.01.12 – 015**

Resolution Re: Reprogram Unexpended Bond Proceeds from Fire & Rescue Emergency Shelter Generator to South End Fire Station Building Improvements 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 \$840.00 of unexpended bond proceeds from the Emergency Shelter Generator project as it was completed under budget; and

WHEREAS: The City has identified the need for additional funding for the South End Fire Station Construction project; and

WHEREAS: The City is requesting that the \$840.00 of unexpended bond proceeds to be reprogrammed to the South End Fire Station construction project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$840.00 of unexpended bond proceeds is hereby reprogrammed from the Emergency Shelter Generator project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4018.1.220.42230.4741.02259.18	Machinery & Equipment Emergency Shelter Generator	840.00	(840.00)	0.00
4018.1.220.42280.4725.02201.18	Building Improvements South End Station	0.00	840.00	840.00
	Total Available Funding	840.00	0.00	840.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.01.12 – 015**
Resolution Re: Reprogram Unexpended Bond Proceeds from Fire &
Rescue Emergency Shelter Generator to South End Fire
Station Building Improvements project

DOCUMENT HISTORY:

First Reading Date: 01/12/2022	Public Hearing Date: 01/26/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

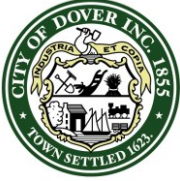
RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Emergency Shelter Generator project.

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 Emergency Shelter Generator project to the South End Fire Station Building improvements project.

On November 9, 2016 the City Council adopted the FY2018 Capital Improvements Plan (CIP) Authorization for bonding, which included \$217,000 for McConnell Center Emergency Generator. The \$217,000 was appropriated as City match for an Emergency Management grant from the State of New Hampshire for the generator. The generator project is now completed and there is \$840.00 of unexpended bond proceeds the can be reprogrammed to another Fire & Rescue Department CIP project.

Document Created by: Finance Department	Reprogram Unexpended Bond Proceeds from Fire & Rescue Emergency Shelter Generator to South End Fire Station Building Improvements
Document Posted on: January 21, 2022	Page 2 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2022.01.12 – 016**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for WWTF Secondary Clarifier and Acceptance of
ARPA Grant Funding

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

WHEREAS: The City identified a priority need to make improvements and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Waste Water Treatment Facility (WWTF) Secondary Clarifier Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the WWTF Secondary Clarifier project provides an opportunity for up to \$210,000 in loan principal forgiveness and an ARPA grant in the amount of \$900,000 for a total of \$1,110,000 in financial assistance; and

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

The amount of \$3,000,000 is hereby appropriated for the WWTF Secondary Clarifier capital project with an estimated useful life in excess of the life indicated:

Financing					
Account	Description	Appropriation	Balance	Life/Yrs	Fund
TBD	WWTF Secondary Clarifier	3,000,000	3,000,000	20	Sewer

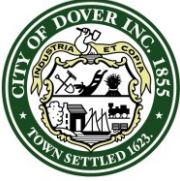
AND, FURTHER BE IT RESOLVED;

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 not to exceed 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;

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director, and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project costs up to \$2,100,000.00.

AND, FURTHER BE IT RESOLVED;



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2022.01.12 – 016**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for WWTF Secondary Clarifier and Acceptance of
ARPA Grant Funding

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept and expend American Rescue Plan Act grant funds allocated to the City of Dover for funding the WWTF Secondary Clarifier project in an amount up to \$900,000.00.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

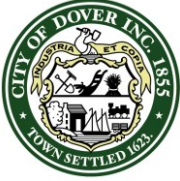
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 01/12/2022	Public Hearing Date: 01/26/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2022.01.12 – 016**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for WWTF Secondary Clarifier and Acceptance of
ARPA Grant Funding

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program project in the amount of \$3,000,000 for the WWTF Secondary Clarifier. 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. The resolution also authorizes the City to accept and expend a \$900,000 ARPA Grant from NH DES to fund the project.

This project will install a third (3rd) secondary clarifier at the Wastewater Treatment Facility (WWTF) to help provide enhanced solids treatment and removal of total suspended solids, especially in response to high-flows received at the WWTF during wet weather events that may be caused by inflow and infiltration. This project will also provide a foundation for any future capacity upgrades or enhanced treatment. This project was slated for FY2028 in the Capital Improvements Program for \$4,100,000. Whereas the City is eligible for principal forgiveness of up to \$210,000 and \$900,000 in an ARPA grant, totaling \$1,110,000 which represents 37% of the project's current estimated \$3,000,000 cost, the City decided it was advantageous to move the project forward at this time.

Debt Authorization versus Debt Retirement

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

	Sewer
Description	Fund
Pending Authorization	2,100,000
Prior FY2023 CIP Authorization	1,750,000
FY2023 Principal Retirement	1,544,872
Net Change	2,305,128

Legal Debt Limits

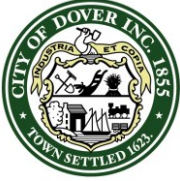
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2021 and this authorization, against the statutory debt limit.

Description	Sewer Fund
Debt Outstanding	20,465,612
Authorized - Unissued	13,406,000
Total Issued & Unissued	33,871,612
This Authorization	2,100,000
Grand Total	35,971,612
Policy Debt Limit	63,261,140
Under (Over) Policy Limit	27,289,528
Percent Under (Over)	43.14%

R-2022.01.12 FY2023 CIP Appropriation and CWSRF
Authorization WWTF Secondary Clarifier and ARPA

Document Created by: Finance Department
Document Posted on: January 21, 2022

Grant Funding
Page 3 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2022.01.12 – 016**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for WWTF Secondary Clarifier and Acceptance of
ARPA Grant Funding

Budgetary and Rate Impacts

The \$2,100,000 debt obligation is expected to be paid back over a 20-year period. Principal repayments would be \$105,000 per year. The annual impact to the City's Sewer 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 \$664,130 impact to the City's Sewer Fund budget. The annual impact for interest in Year 1 would be approximately \$57,750 and appropriately decrease annually over the 20-year repayment period. The combined principal and interest repayment for the debt financing in Year 1 would be a budgetary impact of \$162,750 (\$105,000 + \$57,750). The impact on the sewer rate would be \$1.88. For a single-family home with an average annual water usage of 75 HCF the annual impact would be \$141.00.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.01.12 – 017**
Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Pump Station Evaluation

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NH DES) of an award of American Rescue Plan Act (ARPA) grant funds in the amount of \$100,000 to be utilized for eligible costs for Pump Station Evaluation; and

WHEREAS: The grant application requests engineering/consulting services in the amount of \$100,000.00 and lists no match required; and

WHEREAS: In adhering to the requirements established identified by the NH DES and per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to apply for, accept, and expend ARPA funds for eligible project costs is needed; and,

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

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend American Rescue Plan Act (ARPA) grant funds allocated to the City of Dover for Pump Station Evaluation project and any funding received is hereby 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 as well as contract with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the NH DES ARPA 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 amount of this authorization shall be limited so as not to exceed available funding.

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

Financing			
Account	Description	Appropriation	Balance
TBD	Pump Station Evaluation - NH DES ARPA Grant	100,000.00	100,000.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.01.12 – 017**
Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Pump Station Evaluation

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

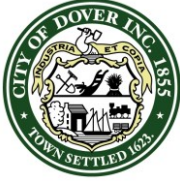
DOCUMENT HISTORY:

First Reading Date: 01/12/2022
Approved Date:

Public Hearing Date: 01/26/2022
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2022.01.12 – 017**
Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services ARPA Grant for Pump Station Evaluation

RESOLUTION BACKGROUND MATERIAL:

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's approximately 33,000 residents. The collection system includes approximately 130 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover wastewater treatment facility for treatment and subsequent discharge to the Piscataqua River. The City is seeking a comprehensive evaluation of all wastewater pump stations and force mains, to be summarized into a technical report and implemented in a 10-year Capital Improvement Plan (CIP).

The City's wastewater collection system includes 23 pumping stations. Since the majority of the pump stations were originally installed, many stations have undergone upgrades including pump and equipment replacement, electrical improvements, and SCADA control integration. This wastewater collection system infrastructure is critical and many of the pump station equipment assets and building assets may be reaching (or have reached) the end of their useful life. As a proactive means of addressing this aging infrastructure and preparing for potential capital improvements, a comprehensive pump station evaluation of all 23 stations will be performed. (It should be noted that recently upgraded pump stations or pump stations undergoing improvements will be excluded from this process.) This evaluation will be a key part of managing and maintaining the City's infrastructure moving forward.

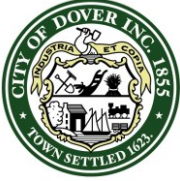
Pump Station Evaluation

The primary goals of this project are to:

- Complete a detailed review of the existing structures, equipment, processes, and systems.
- Perform an engineering analysis on their condition, efficiency, energy use, and capacity.
- Confirm station flow capacity and available capacity for future flow.
- Develop a long-term capital improvement plan for the City's Wastewater Pump Stations.

The City has been notified by NH DES that a \$100,000 ARPA grant is awarded to the City to complete the Pump Stations Evaluation.

This resolution authorizes acceptance of the NH DES ARPA grant in the amount of \$100,000 and appropriates that amount to contract with a qualification based selected (QBS) vendor to perform the evaluations. There is no City match required for the grant. Upon a QBS vendor being approved by NH DES, the Purchasing Agent will issue a PO for up to \$100,000 for the evaluation scope of work.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2022.01.12 – 018**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices and Acceptance of ARPA Grant Funding

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

WHEREAS: The City identified a priority need to address stormwater best management practices (BMP) in Henry Law Park and submitted a pre-application to NH Department of Environmental Services (NH DES) for the Henry Law Park Stormwater BMP Project and the project was determined to meet CWSRF eligibility; and

WHEREAS: The City's participation in the CWSRF for the Henry Law Park Stormwater BMP project provides an opportunity for up to \$1,400 in loan principal forgiveness and an ARPA grant in the amount of \$106,000 for a total of \$120,000 in financial assistance; and

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

The amount of \$120,000 is hereby appropriated for the Henry Law Park Stormwater BMP capital project with an estimated useful life in excess of the life indicated:

Financing

Account	Description	Appropriation	Balance
TBD	Henry Law Park Stormwater BMP Project	120,000.00	120,000.00

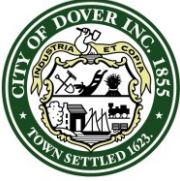
AND, FURTHER BE IT RESOLVED;

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director, and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project costs up to \$14,000.00.

AND, FURTHER BE IT RESOLVED;

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept and expend American Rescue Plan Act grant funds up to \$106,000.00 allocated to the City of Dover for funding the Henry Law Park Stormwater BMP 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#: 7.G.
Public Hearing Only**

Resolution Number: **R - 2022.01.12 – 018**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices and Acceptance of ARPA Grant Funding

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

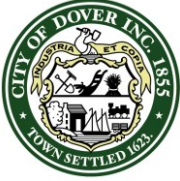
Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 01/12/2022	Public Hearing Date: 01/26/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2022.01.12 – 018**
Resolution Re: FY2023 CIP Appropriation and Authorization for CWSRF
Loan for Henry Law Park Stormwater Best Management
Practices and Acceptance of ARPA Grant Funding

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2023 Capital Improvements Program project in the amount of \$120,000 for the Henry Law Park Stormwater Best Management Practices planning project. This project is to be financed through participating in the Clean Water State Revolving Fund. The resolution authorizes the City to participate in the State loan program up to \$14,000.00 to finance the project. The resolution also authorizes the City to accept and expend a \$106,000 ARPA Grant from NH DES to fund the project.

The goal of the project is to assess stormwater features and structures that exist within the area known as Henry Law Park. Once that assessment is completed best management practices will be developed for the Henry Law Park area. This planning project will provide the City with information to plan for future stormwater management needs within Henry Law Park.

Debt Authorization versus Debt Retirement

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

	City
	General
Description	Fund
Pending Authorization	14,000
Prior FY2023 CIP Authorization	1,900,000
FY2023 Principal Retirement	4,041,199
Net Change	(2,127,199)

Legal Debt Limits

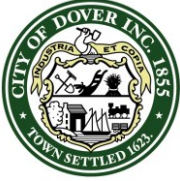
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2021 and this authorization, against the statutory debt limit.

	City
	General
Description	Fund
Debt Outstanding	38,083,620
Authorized - Unissued	28,855,315
Total Issued & Unissued	66,938,935
This Authorization	14,000
Grand Total	66,952,935
Legal Debt Limit	126,522,280
Under (Over) Legal Limit	59,569,345
Percent Under (Over)	47.08%

R-2022.01.12 FY2023 CIP Appropriation and CWSRF
Authorization Henry Law Park Stormwater BMP and
ARPA Grant Funding

Document Created by: Finance Department
Document Posted on: January 21, 2022

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CITY OF DOVER

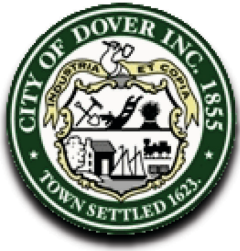
CITY OF DOVER - RESOLUTION

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Budgetary and Rate Impacts

The \$14,000 debt obligation is expected to be paid back in one year period. Principal repayment would be \$12,600.00, the net of \$14,000 loan amount less \$1,400 of principal forgiveness. The impact to the City's General Fund budget is based upon the \$12,600.00 principal repayment and any accrued interest on the \$12,600.00, which is estimated to be \$0.00 due to the one year repayment term. The combined impact of principal and interest repayment for the debt financing would be less than one cent on the property tax rate. For a single-family home with an average assessment of \$413,158 the impact would be \$1.16.



CITY MANAGER'S REPORT



A thank you in response to Dover Fire & Rescue providing vaccinations to the children.

January 26, 2022

Reporting on: October, November & December 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



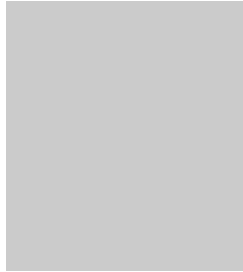
Michael Joyal
City Manager



Gary Bannon
Recreation Director



David Balian
Public Welfare
Director



TBD
Planning 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



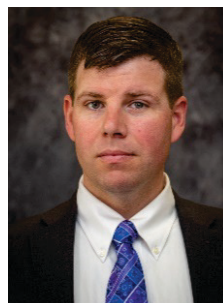
Daniel Lynch
Finance Director



Christopher Parker
Deputy City Manager



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.”

October, November and December saw Fire & Rescue responding to 1,694 calls for service (591/553/550), an average of over 18 calls per 24-hour period in each of the three months. 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.

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

In the months of Oct-Dec, 477 when 2 calls were going on simultaneously, 179 when 3 or more calls were going on at the same time.

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

In the months of October-December, a Chief Officer was summoned to respond with the duty shift to 38 emergency calls. 27 of these calls occurred either after regular business hours or on the weekend.

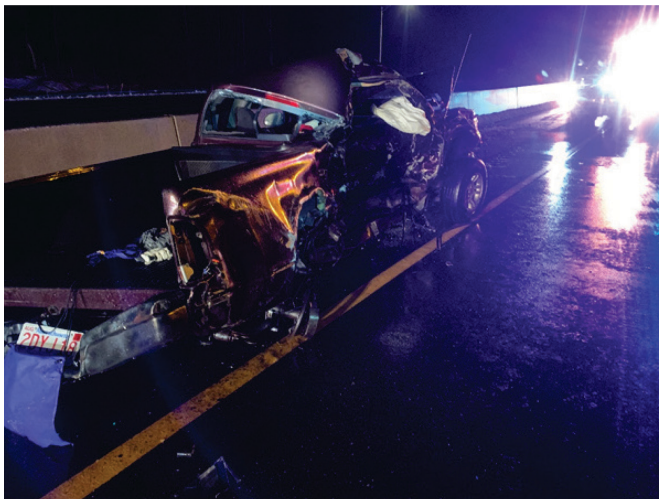
On December 29, crews were called to a reported building fire on Westgate Dr. Arriving companies found heavy smoke issuing from an apartment in #3 Westgate Dr. Upon entering the apartment, a fire was discovered in the area of the couch and surrounding furnishings. The fire was quickly extinguished, but not before heat and smoke caused significant damage to the apartment. The on-duty shift was able to handle the incident, and no injuries were reported. The cause was traced back to incense that was inadvertently dropped into the cushions of the couch.



Westgate Drive fire



Westgate Drive fire



Passenger side view of a pick-up truck involved in the accident on the Spaulding Tpk. On Christmas Day,

At approximately 5:00 pm on Christmas day, Ladder 3, Squad 14, Ambulance 3 and the on-call chief officer were dispatched to a motor vehicle accident on the Spaulding Turnpike, north bound in Newington. Wet roadways and a sudden drop in temperature caused a flash freeze condition resulting in extremely hazardous driving conditions. Due to the slippery conditions, a joint decision to stop all north bound traffic was made between Dover and Newington by on scene personnel to protect the safety of crews working at the accident scene. Only minor injuries were sustained from the accident. All occupants were wearing seatbelts.

On December 23rd, Truck 1 and a cover chief responded to Charles Street in Berwick, ME for a structure fire. Dispatch reported possible victims in the building. A primary search of the building revealed all occupants were out of the building. Crews did rescue two cats that had been in the building at the time of the fire.



Capt. Hanna and Eng. Babel administering oxygen to the cats rescued from the structure fire.

The cats were in obvious respiratory distress. Captain David Hanna and Engineer Patrick Babel utilized a specialized pet oxygen delivery system to supply supplemental oxygen to the cats until they were no longer in distress.



Structure fire on Charles Street in Berwick, ME

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

Facility	Oct, Nov & Dec # of individuals
Wentworth Douglass Hospital	644
Dover ER (Portsmouth Regional)	162
Non Transports/Sign offs/Refusal of Care	286
Frisbie Memorial Hospital	4
Portsmouth Regional Hospital	35
Mass General Hospital (MA)	1
Brigham and Woman's Hospital (MA)	0
Boston Children's Hospital (MA)	0
Maine Medical (ME)	0
York Hospital (ME)	3
Exeter Hospital	0
Elliot Hospital (NH)	0
Total:	1,135

Inspection Services in October-December had a total count of 1,420 inspections conducted and 187 permits issued. Here is the Inspection Services activity breakdown for Oct-Dec:

Inspections & Permits	
Life Safety Inspections	218
Business Inspections	52
Sprinkler / Alarm Inspections	82
Building Inspections	281
Electrical Inspections	240
Plumbing / Mechanical Inspections	267
Blasting Inspections	00
Health/Housing Standards Inspections	180
School / Daycare Inspections	88
Oil Burner Inspections	04
Woodstove / Fireplace Inspections	03
Building Permits	117
Blasting Permits	05
Certificate of Occupancy Permits	65
Total Inspections/Permits:	1,420

Dover Police Department Patrol Division	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled
October 2020	1,458	565	220	2,243
November 2020	1,373	901	226	2,500
December 2020	1,501	1,171	237	2,908
January 2021	1,358	1,378	250	2,986
February 2021	1,301	974	226	2,501
March 2021	1,598	972	250	2,820
April 2021	1,500	692	221	2,413
May 2021	1,649	690	238	2,577
June 2021	1,818	764	230	2,812
July 2021	1,776	824	223	2,823
August 2021	1,689	769	202	2,660
September 2021	1,500	460	147	2,107
October 2021	1,855	444	229	2,528
November 2021	1,785	376	180	2,528
December 2021	1,543	333	170	2,046

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.

Priority 1:	
Priority 2:	
Priority 3:	See next paragraph
Priority 4:	

Priority 5:

On September 14, 2021, the police department began utilizing a new Computer-Aided Dispatch/Records Management System (CAD/RMS). The previous software, QED, had been in use for roughly 20 years. After going live with the new system, CSI InfoShare, it was learned all calls for service were classified as Priority 3 by the software system. This issue was rectified in early October and calls are now prioritized appropriately. The CAD/RMS vendor is currently creating the ability to track calls for service by priority code and response time. As a result, the counts for the calls for service by priority are still not searchable at this time.

DISPATCH COMMUNICATIONS	RADIO TRANSMISSIONS	PHONE CALLS	911 CALLS RECEIVED	LOBBY CUSTOMERS	POLICE ALARMS RECEIVED	FIRE & MEDICAL ALARMS
December 2020	12,911	6,788	407	132	101	60
January 2021	12,806	7,304	405	141	78	73
February 2021	11,166	6,219	336	145	76	70
March 2021	13,716	7,551	439	204	96	71
April 2021	12,943	7,770	438	190	77	63
May 2021	14,089	8,025	442	212	68	68
June 2021	14,606	7,825	457	214	93	72
July 2021	14,212	7,873	439	258	108	79
August 2021	14,302	7,821	479	224	83	83
September 2021	14,606	7,625	423	200	91	80
October 2021	14,300	7,405	413	210	103	65
November 2021	14,225	7,300	307	220	81	58
December 2021	15,888	9,144	330	138	81	66

ANIMAL CONTROL OCTOBER, NOVEMBER, DECEMBER

Total Calls for Service: 81, 45, 45	Breakdown:
Handled by Officers/Dispatch: 47, 36, 24	Found/Loose Animals: 21, 18, 19
Handled by Animal Control Officer: 34, 9, 21	Welfare Checks: 5, 7, 5
	Animal Bites: 4, 3, 4
	Unlicensed Dogs: 26
	Misc/Other: 25, 17, 17

Facilities & Grounds	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021
Burials Handled-Ash	13	6	8	9	8	1
Burials Handled-Full	1	1	3	2	3	1
Service Calls	97	109	97	84	62	85
Work Orders	176	184	180	177	113	128

Including the above burials, three markers were also installed in **October** and ten foundations were poured. The weekly mowing and string trimming of the Cemetery was ongoing and several areas were reseeded where grass had gotten thin.

Henry Law Park was prepped for Apple Harvest Day. Flashing pedestrian crossing lights were installed on Washington Street where the Community Trail crosses this busy street. Two and a half days were spent at Amanda Howard Park preparing the area for the arrival of the gazebo there.

A Dover resident Elizabeth Fischer was recognized by the City for her tireless efforts to keep the Joe B Parks Gardens and Orchard Street Riverwalk looking beautiful throughout the summer months. She also spearheaded the Adopt-a-Bench program, so it seemed fitting that a bench would be installed in her honor along the Orchard Street Riverwalk. Beth has also been a key figure behind the Faces of Dover Program and the historical markers located in almost thirty locations around the City. There was a surprise gathering of friends and family, attended by Mayor Bob Carrier and Community Services Director John Storer, for the dedication and presentation of this bench. She was pleasantly surprised!

The Shaw's Lane soccer field was lined for weekly for games in October. 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. At the end of the month the irrigation systems were shut off and prepared for winter.

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 continued.

Nineteen work orders pertaining to trees were responded to and two trees were removed. 12 tree pits were excavated to allow for the planting of new street trees.

Four traffic signal issues were received in October pertaining to timing or malfunctions of the signals. One red arrow was replaced. Sign work was addressed through fifteen work order requests with three new sign posts with signs being installed.

Forty other work orders were addressed pertaining to buildings. Thirty-two work orders for HVAC maintenance were issued and are addressed annually by Siemens. Three other requests for heat to be

turned on were resolved. Tables were moved temporarily to the Library for the annual book sale. The water was shut off and plumbing winterized in the public parking garage.

The new 10 digit dialing protocol was scheduled to go into effect by October 24, 2021, for the National Suicide Prevention Hotline. Many of the alarm lines had to be reprogrammed to accommodate this change in the way lines dial out. Fire alarms were tested through Minuteman Security Technologies in municipal buildings. Permit of Assembly safety inspections were conducted this month as well.

Elevator inspections and monthly fire extinguisher inspections were conducted in municipal buildings. Three work orders for supply deliveries or moving items were resolved. Fifteen bikes and various other items were moved to Public Works for auction.

In **November**, three markers were installed in the cemetery and leaf pick up begun in the third week of the month.

The voting polls were set up on the 1st for the elections on the 2nd, then taken down after the polls closed. The ADA accessible ramp had been installed at St John's prior to election Day and was removed to storage afterwards.

Thirty-eight work orders were addressed pertaining to buildings. Five HVAC issues were responded to and most were resolved. The unit in the Customer Service Center at City hall experienced the failure of a control board and TRANE was called in to address this issue. A part is on order and we are told it could be several weeks before it arrives.

The tile floors at the Public Works Facility were stripped and refinished, as they are twice each year. This is a dedicated effort by employees Bill Purpura and Matt Rabideau with help from others occasionally. Clocks were set back and school zone signal times were adjusted. Additional issues with the 10-digit dialing requirement were addressed. Elevator inspections and monthly fire extinguisher inspections were conducted in municipal buildings. Four work orders for supply deliveries or moving items were resolved.

While the Shaw's Lane soccer field was lined weekly for games, the irrigation systems were winterized. After the last games, pins were set in the corners to make marking the lines in the spring easier. The final mowing of the season was wrapped up. With the warmer temperatures, the grass continued to grow well into November.

In preparation for the City's Veteran's Day ceremony, the area around the Veteran's Park in front of the McConnell Center was mowed and cleaned up. The fountain island flower bed was cleaned up and prepped for winter. Bags of garden debris, generated by several hardworking and invaluable volunteers, were picked up and disposed of at the recycling center. Two issues regarding trees were addressed and two fallen limbs were cut up and disposed of properly.

Historical markers were picked up from almost twenty locations and stored for the winter, as were the whiskey barrels. Mowers were inspected for needs to be addressed over the winter and snow blowers were readied for use.

Nine traffic signal issues were received pertaining to timing or malfunctions of the signals. Two green balls were replaced. Two décor lights were attended to, resolving complaints of them being out or not coming on.

Sign work was a huge issue with 28 new signs being posted advising the public of NO CAMPING or trespassing on land near the transportation station, River Street and in the area of Smith Well. Five other sign posts were replaced, and an additional 12 signs were replaced around the City.

Christmas lights were checked and restrung as needed in the street trees downtown for the holiday season. Each year different businesses with bucket trucks assist in this project to light up Central Avenue in a festive manner. The Gingras Family graciously donated another tree for the Rotary Plaza this year and it was cut and transported with assistance from Public Works employees and McKinnon & Sons Excavating. Facilities & Grounds employees installed the tree and decorated it. The garland was delivered to City Hall so the Fire Department could wrap the columns at City Hall, as they do each year.

In **December**, the ashes of a woman were retrieved from a grave at the request of her family, so that they might be placed in the casket of her beloved husband who passed away and was buried on the 22nd. This was done per her husband's wishes and was the only burial in December.

Days were spent cleaning up the cemetery after numerous wind storms in preparation for the Wreaths Across Dover event. Many fallen limbs and a few leaders from the old maples had fallen, so they were cut up and the debris removed to recycling. One marker was also installed.

For the second year in a row, on December 11th, the Wreaths Across Dover event, coordinated by resident and veteran Matt Mayberry was well attended by volunteers, who came in numbers, regardless of the pouring rain and cold temperature. They came and placed wreaths at the graves of hundreds of veterans, speaking aloud the names of these brave souls so that they and their service might never be forgotten. Pine Hill Cemetery is honored to be considered each year for this wonderful memorial event.

Facilities & Grounds addressed 19 work orders pertaining to assorted outdoor grounds issues, 13 involving tree complaints, picking up fallen limbs, 8 removals of trees from behind the Arena and Long Hill Park and Urban Tree cleaned up the trees in Waldron Court, pruning them away from abutting buildings.

The Christmas tree which had been put in place before thanksgiving was decorated with white lights. Henry Law Park was also cleaned up before the tree lighting ceremony on the first Friday of the month. Volunteer Deb Maher had collected 6 or 7 bags of leaves and debris from Immigrants Park and those were transported to recycling. Her efforts are always appreciated.

Tennis nets were removed, except at the pickleball courts, where tenacious players continue to play at their own risk, since the weather has been windy but not frigid. The picnic tables were removed from Adventure Park and repaired and painted after being onsite for the past five years. They were sanded down and received three coats of paint. The replica of the Garrison Hill Tower located in this park had been damaged when someone had gotten their leg stuck and the only way to free her was to remove a section of that structure. The replacement part had arrived and was installed to make that structure entirely usable again. A large section of the fence along the Henry Law Park Riverwalk went missing into the river. The area has been cordoned off and is awaiting the arrival of replacement fencing.

Several signs were damaged, most on Christmas Day. This required the replacement of 8 posts with the signs being remounted and six others where the signs had been detached from the posts so just need to be reattached. One high light was removed from Central Avenue near the railroad tracks, with the assistance of Martineau Electric. This was to accommodate the moving of an Eversource pole to allow sidewalk tractors to more easily traverse the area. The foundation was later leveled so as not to damage a sidewalk plow.

Twelve work orders addressed flashing traffic signal complaints, Electric Light and Sebago are trying to resolve these continuing issues. A red lens and green lens were replaced in different locations. Pedestrian crossing buttons were attended to and the signal heads that had been "moved" by trucks taking corners too short were readjusted. Three timing complaints were investigated.

Eight delivery work orders were completed, new shelving was moved from the North End fire Station and set up in the old band room at the McConnell Center for file storage for the Fire Department. In addition, 15 bikes were moved to Public Works for the police auction, along with 5 sets of seating that had resided in the transportation station before Bubby's became a welcome tenant there. A Thomas organ and a magazine rack were also transported. Light bulbs were changed at the Transportation Station inside the building and around the platform.

On December 1, 2021, employees had their annual snow safety meeting with Pan Am employees David Nagy and Brian Beeler to go over safety protocols for clearing the platforms in a safe manner. Track and platform safety are extremely important as it only takes a moment for something tragic to occur.

Forty-eight work orders were addressed pertaining to buildings. Nine were HVAC issues and most were resolved. Filter replacement is ongoing in HVAC units. Eight keys were issued. Elevator inspections and fire

extinguisher inspections were conducted. Joint Loss Management surveys were conducted and items needing attention were addressed.

Travelers Insurance conducts bi-annual boiler and pressure vessel inspections for the State Department of Labor and deficiencies involving the positioning of pressure relief valves were identified in several locations. These were all rectified and proof submitted to the State for the issuance of certificates, as required.

Facilities & Grounds crews handle most of the raising and lowering of city owned flags at various buildings.

Flags were lowered in honor of United States Army General Colin Powell who died on October 18, 2021 at the age of 84. General Powell served as the 65th United States Secretary of State from 2001 through 2005. He also served as National Security Advisor from 1987 to 1989 and as the 12th chairman of the joint Chiefs of Staff from 1989 through 1993.

Governor Chris Sununu directed flags to remain at half-staff on all public buildings and grounds in the State of New Hampshire through Wednesday, November 3, 2021 in honor of State Trooper Staff Sergeant Jesse Sherrill. Staff Sergeant Sherrill was the 10th NH State trooper to die while on duty in the Agency's 84 year history, when his vehicle was struck by a tractor trailer truck.

Senator Robert Joseph Dole (R-Kansas) died on December 5, 2021 in Washington DC. This World War II veteran had served in the Senate from 1969 until 1996. His contributions in both theaters had an impact on this country. Flags were lowered in his honor.

For the month of **October**, the City's water system produced on average 1.9 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 61 work orders for the month and 4 service requests.

For the month of **November**, the City's water system produced on average 1.8 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 63 work orders for the month and 1 service request.

For the month of **December**, the City's water system produced on average 1.8 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 87 work orders for the month and 1 service request.

In **October**, the Utilities Division had one service leak on the resident's side that was repaired with assistance from the Utilities crew. Hydrant pumping has started and the crews will be winterizing the 1,250 hydrants located throughout the City. The Utilities crews also worked with the contractor on Central Ave to replace the water service for The Herbal Path by taking them off the lower pressure water main and placing them on the high-pressure water main. The Utilities Division closed 47 work orders and 19 services requests.



New 2" water service for
THE HERBAL PATH

In **November**, the Utilities Division had one service leak on the resident's side that was repaired with assistance from the Utilities crew. Hydrant pumping is complete as well as the second round of checks of 1,250 hydrants located though out the City. The Utilities crews also worked with the meter crew to install a new 6" compound meter on Union St. The crews worked with the contractor to tie in the last water main on Lowell Ave. The Utilities Division closed 45 work orders and 3 services requests.



Union Street old compound meter.



Union Street new compound meter in the vault.



Lowell Ave water main tie in.



Lowell Ave gate, circa 1880s

The Utilities division had a quiet month in **December** and has started to run two crews to install the new E series water meters. One hydrant was repaired from hydrant pumping. The Utilities Division closed 24 work orders and 19 services requests.

Pump station crews continued in **October** to complete quarterly pump maintenance at all 23 lift stations. Wet well cleaning started late in the month and should be finished by November. The Sewer Jet truck crew is continuing to clean sewer lines that are problematic throughout the city in order to keep any issues from reoccurring such as sewer backup or odor. Crews closed 122 work orders and 7 service requests.

In **November**, pump station 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 97 work orders and 7 service requests.

Pump stations crews continued to complete quarterly pump maintenance at all 23 lift stations in **December**. The Sewer Jet truck is out as much as possible but down to colder weather conditions it has been kept inside to prevent the sewer cleaning hoses from freezing up. Crews closed 71 work orders and 1 service requests.

October library circulation totaled 18,538 items. November library circulation totaled 18,268 items and December library circulation totaled 17,166 items.

160 new library patrons registered in October, 114 in November and 104 in December.

The Library's museum passes were borrowed 50 times in October, 63 in November, and 54 in December. Museums are continuing to require registration for a time as they are limiting occupancy.

In October, 36 new patrons registered for downloadable audiobooks/eBooks (total = 6,013) and 23 registered for Hoopla (total = 2,047). In November, 40 new patrons registered for downloadable audiobooks/ eBooks (total = 6,053) and 29 registered for Hoopla (total = 2,076). In December, 38 new patrons registered for downloadable audiobooks/ eBooks (total = 6,091) and 21 registered for Hoopla (total = 2,097).

60 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center in October, 112 in November and 82 in December.

In October, 9,402 people visited the library, an average of 324 per day. 9,361 people visited the library during November, an average of 347 per day and 8,331 people visited the library during December, an average of 320 per day

During the months of October, November and December, the Highway Division was kept busy prepping for and dealing with winter storm operations. Roads were pretreated with a brine solution prior to four winter events. Brine is made out of water and solar salt which is prepared prior to storm events. Brine can be applied to roadways up to seven days in advance of inclement weather. This application helps keep roads ice free for a longer period of time prior to plowing.

Leaves were picked up from the downtown area, roadside brush cutting was completed, catch basins were cleared of debris and sanders were placed on the trucks.

The residential sand/salt pile, located at the beginning of Piscataqua Road, was restocked. Several of the bins in the downtown were refilled. Employees continued to mix sand and salt for upcoming storms.

When not responding to storm-related events, crews were busy washing and cleaning out the vehicles. Equipment was also removed from the storage bay so the building could be thoroughly cleaned. Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season.

Mailboxes damaged by plows were either repaired or replaced, as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring, and any lawn damages will be repaired at that time as well.

Various dirt roads were graded. Crews had to break apart a beaver dam to prevent the flooding of Mast Road.

Road barricades were removed from various locations downtown. The barricades were in place to allow restaurants to have outdoor seating.

To prevent an accident from occurring, the sidewalk was repaired on Washington Street at Central Avenue. A portion of the sidewalk had become a trip hazard.

As part of a court ordered settlement, the city completed work on a 24" drainage connection to allow the Tanglewood neighborhood to drain properly. Crews had to haul pipe and material to the site to complete the work.

Crews assisted with enhancements to the Bellamy Road entrance of the high school ballfield. As part of the work, they paved the back roadway to the football field and excavated and installed electrical lines to new light poles.

Office of Information Technology, including Police IT staff, managed 579 IT support requests during October, November and December 2021. The majority of IT support requests (240) were handled in the Police Department. The most common IT support request type was Application Issue.

Due to several factors, Office of IT has been short staffed during December 2021. At the same time, Office of IT has been supporting an increase in onboarding requests. Initial employee badges have reached five years in age so IT has been working with the Offices of Media Services and Human Resources to produce replacement employee ID badges as current badge expiration dates approach.

Office of Information Technology is managing the Tyler Technologies EnerGov implementation project. Test database export including 20 years of permits completed November 2021. Server application was upgraded in December 2021.

Enrollment in Multi-Factor Authentication started in November 2021.

IT has been working with Legal and Finance to complete review and sign-off of Consolidated Communications and RingCentral telecommunications contracts. IT has coordinated telecommunications information with all departments to gain accurate line counts and phone requests.

Office of IT supports onboarding of new City Councilors and has updated the online maps to reflect new councilors.

During the month of **October 2021**, 9 registered sex offenders were processed by the **Dover Police Department's Special Investigations Unit**. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives investigated six unattended deaths in October 2021. These investigations include two drug overdoses, and two apparent non-criminal deaths that remain under investigation.

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

SIU detectives attended 2 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 34 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 October, three of these investigations were on-going.

During the month of **November 2021**, 14 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives investigated 5 unattended death in November 2021.

SIU detectives and Crime Scene Unit members attended advanced training in Concord at the Office of the State Medical Examiner. SIU detectives also attended regional meetings with the United States Marshals Service and a “Cyber Investigators” meeting with the Internet Crimes Against Children Task Force.

SIU detectives and members of the FBI Safe Streets Gang Task Force conducted targeted drug operations. These investigations are ongoing.

An ongoing SIU investigation resulted in the arrest of a 43-year-old Dover man for two counts of Aggravated Felonious Sexual Assault. More charges are expected as this investigation continues.

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

SIU detectives attended 6 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 48 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 November, three of these investigations were on-going.

During the month of **December 2021**, 13 registered sex offenders were processed by the Dover Police Department’s Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives investigated 5 unattended death in December 2021.

SIU detectives and members of the FBI Safe Streets Gang Task Force conducted targeted drug operations. In December, investigators conducted a search warrant on a Folsom Street residence that resulted in the arrest of four Dover residents. Each person faced felony charges. Further, investigators conducted narcotics investigations funded by Operation Granite Shield in cooperation with the Strafford County Sheriff’s Office. During that operation, SIU detectives arrested two Dover residents for felony drug charges. Detectives seized over 75 grams of fentanyl, 14 grams of cocaine, and 5 grams of methamphetamine.

SIU detectives assisted the Rollinsford Police with an investigation of a suspicious device left on the ATM at TD Bank on Weeks Lane (the ATM itself is in Rollinsford). The device was determined not to be dangerous, and a Dover man was charged with a felony level offense for the Placement of a Simulated Explosives.

SIU detectives investigated the disappearance of an elderly male in the area of Willand Pond. The male was located deceased in the water. The case remains under investigation.

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

SIU detectives attended 5 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 43 police reports to the Division of Children, Youth and Families during the month. 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 December, five of these investigations were on-going.

During the month of October, Sergeant Tarmey continued to perform several duties normally assigned to Problem Oriented Policing Officer Collis.

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

Also in October, Sergeant Tarmey assisted in planning and implementing a number of campsite clean-up projects throughout the city. Most notably was area near the Transportation Lot at 33 Chestnut St. After careful consideration and an ongoing analysis of criminal activity in the area, it was determined that 2 campsites would be removed to allow for an outside agency to come and clean the potentially hazardous material identified at the sites. The occupants of the camps were told in late September that clean-up efforts would commence on November 1st, and that they would need to vacate the area on or before that date.

Throughout the month of October, Sergeant Tarmey and Downtown Liaison Officer Martuscello met with the occupants of the 2 camps and offered to connect them with various agencies such as CAPSC and the City of Dover Welfare Office. By the end of October there was a single person left camping in the area, as the other persons had left sometime during the middle of the month without further prompting from the department.

During the month of November, Sergeant Tarmey continued to perform several duties normally assigned to Problem Oriented Policing Officer Collis.

In November, Sergeant Tarmey spent the majority of the month coordinating efforts related to vagrancy issues, littering and illegal camping. On November 8th, the City of Somersworth removed all of the persons camping in the Willand Pond area. Sergeant Tarmey has been continually monitoring the portion of the property owned by the City of Dover to ensure that no illegal activities are taking place there.

Also in November, Sergeant Tarmey assisted in planning and implementing a number of campsite clean-up projects throughout the city. Most notably was area near the Transportation Lot at 33 Chestnut St and several areas on River St. On November 1st, all occupants of the campsites located at the Transportation Lot had left the area and a large scale clean-up by Servpro and City of Dover Community Services started. The clean-up lasted several days and the area was posted with "No Camping" signs shortly thereafter.

Moving forward, the police department will enforce the "No Camping along Highways and Public Property" statute RSA 236:58 on city owned property near the Transportation Lot. The decision to start enforcing the "No Camping" statute in the area was in large part due to the very high call volume of drug overdoses/disturbances reported in the lot.

Additionally, the city has received a number of complaints from both citizens and business owners about the criminal activity in the area. Patrol officers have also been assigned to patrol/monitor the Transportation Lot to try to curb the illegal activity taking place. A number of abandoned campsites on River St were also cleaned by Servpro. "No Camping" signs were also posted in this area for future enforcement.

On November 18th, Chief Breault and Sergeant Tarmey attended the first Graffiti Management Ad-Hoc Committee meeting at the Dover Police Department. Moving forward, Sergeant Tarmey will be the Staff Liaison to the committee that will meet on a monthly basis.

During the month of **December**, Sergeant Tarmey continued to perform several duties normally assigned to Officer Collis due to his reassignment to patrol due to staffing shortages.

In December, Sergeant Tarmey spent the majority of the month coordinating efforts related to vagrancy issues, littering and illegal camping. On November 8th, the Warming Center of Strafford County was opened to assist the homeless in Strafford County during the winter months. After the Warming Center's opening, there was a significant decrease in the number of calls for service regarding vagrancy and homelessness in the City of Dover. Sergeant Tarmey also continued to monitor a number of areas throughout the city where campsites were previously located. As of the end of December, there were no large active campsites located on City property.

On December 12th Sergeant Tarmey assisting in escorting the "Santa Parade" throughout the city.

Sergeant Tarmey assisted in planning and executing the Dover Police Charities Holiday Basket Program that took place on December 18th. The event was a success, with over 100 food baskets being delivered to dozens of families in Dover. Many officers, and their families volunteered their time to help in delivering the baskets on the Saturday morning prior to Christmas.

On December 20th, Sergeants Nadeau and Tarmey were featured as guest speakers at Dover High School in a Criminal Law class. Sergeants Nadeau and Tarmey spoke to three separate classes about search and seizure laws among other topics.

On December 29th, (newly promoted) Lieutenant Tarmey conducted an Unannounced Evidence Inspection with Detectives Burt and Martuscello. The "unannounced" inspection is a yearly task in compliance with CALEA standards related to the department's evidence management system.

Lieutenant Tarmey completed pistol and rifle qualifications for a newly hired officer on December 30th.

As the month of December came to a close, Lieutenant Tarmey began transitioning to his new assignment to the Field Operations Division. His replacement, Sergeant Alex Mitrushi, also began his transition to the CREU Commander position that will take place in early January.

During the month of **October**, **Officer Dunne, Dover Middle School Liaison Officer**, assisted DMS staff with both a variety of calls for service.

On the morning of October 25, 2021, Officer Dunne was contacted by patrol regarding a threatening comment made to a DMS student. Officer Dunne learned that two 6th grade students were in an argument over video games and one student told the other his cousins would harm him with a firearm. Officer Dunne spoke to all involved students and learned that although a threat had been made, no one had access to firearms and the students wanted to make the targeted student upset. All students were counseled on this behavior and no further action was needed.

Officer Dunne spoke to a DHS student after school hours on October 1, 2021 who advised his vehicle was keyed while parked in the high school lot on Daley Drive. Several other vehicles had been damaged in the same way during the prior week. Officer Dunne then conducted surveillance in the parking lot the next school day for roughly 2 hours in an effort to locate a suspect, however she did not locate any suspicious persons during that time.

On October 5, 2021, an 8th grade student reported his backpack, containing his school issued Chromebook, had been stolen while at the skate park on River Street. The backpack was located several days later with

the Chromebook still inside by a member of the public. The items were turned into the SAU11 office and ultimately returned to the student.

During the afternoon of October 20, 2021, an 8th grade student reported his Apple air pods had been stolen during recess. The dean of students was able to recover the stolen items and identified the student who stole the items. School discipline was handed down and no police action was needed.

During the morning hours on October 20, 2021, a parent arrived in the front lobby extremely agitated and yelling profanities because the school did not immediately release her child to his father. Officer Dunne explained that this occurred because the student's file regarding custody was confusing and the school was simply trying to prevent her child from being potentially kidnapped out of the school. The mother remained agitated however she ceased her profane language at Officer Dunne's request. The parent ultimately left after the dean of students agreed to alter the custody information in Infinite Campus.

On October 5, 2021 the guidance office informed Officer Dunne that a 5th grade student was possibly receiving sexual text messages from an unknown person. Officer Dunne contacted the student's parents to inform them and request they check the phone and have a conversation with their child. It was learned that the student was receiving numerous text messages from unknown email addresses. They were advised to block the emails and look into changing the cell phone number.

While doing recess duty on October 27, 2021, OASIS requested the assistance of Officer Dunne with getting a student from recess to the OASIS classroom. Officer Dunne spoke to the student who initially refused to go back to class, however he ultimately agreed and walked with his paraprofessional back to OASIS.

In the afternoon of October 29, 2021, Officer Dunne was contacted by OASIS staff and informed a student had left school property and running towards Durham Road. Officer Dunne, assisted by OASIS Counselors, located the student in front of the Dover Fire & Rescue South End station at 27 Durham Road. She spoke to the student and told him to return to school. Officer Dunne also requested the assistance of a patrol officer, because the student did not stop walking away until he was close to the Back River Road intersection. The student ultimately agreed to walk back to school with Officer Dunne. The student received school sanctions as a result.

On October 21, 2021, Officer Dunne investigated a possible impaired driver in the school parking lot. A caller had reported seeing a male drinking a can of beer while driving, violated other traffic laws, and then parked in the DMS parking lot. Officer Dunne located the operator and determined that he was not under the influence of alcohol. No open container was located.

Officer Dunne spoke to the parent of a 6th grade student on October 5, 2021. The parent advised her child had left the residence after an argument and she was unsure if he was on his way to school. The student arrived shortly after this conversation and the parent was informed.

On October 5, 2021, Officer Dunne wrote a list of questions about vaping for a student to research. The student had been caught using a vaping device on school property and was serving an In School Suspension. Part of the new restorative justice initiative the school has adopted is to provide students with creative discipline options. The dean of students felt that if the student researched the dangers of vaping, he would be better served than receiving only a suspension.

On October 19, 2021 a student in OASIS called 911 and hung up. Officer Dunne checked OASIS, confirmed there was no emergency, and spoke to the student about his actions. He received school sanctions.

On October 21, 2021, a 5th grade teacher located two alcohol "nips" outside on Daley Drive. She gave the bottles to Officer Dunne, who noted they were both empty and disposed of them.

Officer Dunne continued coaching the Girls on the Run Heart and Sole team. On October 30, the team had their practice 5k to get the girls ready for the official GOTR road race in November.

Officer Dunne continued teaching the DARE curriculum to 5th grade students. In addition to her own classes, she took over Officer Cooper's classes for one week as Officer Cooper was in a training course and unable to teach.

Officer Dunne attends an 8th 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.

On the afternoon of **November 23, 2021**, a 7th grade teacher informed Officer Dunne that a student had made threats to burn her language arts teacher's house down. The statement was made in a classroom to a group of peers. Those peers were concerned and went to the teacher. Officer Dunne contacted the student's parent via telephone and informed her of the incident. The incident was handled within the family unit.

OASIS requested the assistance of Officer Dunne on November 8, 2021. A student was refusing to go to class, hiding in a stairwell, and needed to be escorted to the Dean's office. Officer Dunne contacted the student, spoke to him, and he ultimately agreed to go to the Dean's office.

On November 8, 2021, Officer Dunne heard a student yelling in the hallways outside of her office. She went to investigate and observed an autistic student refusing to go to class. Officer Dunne has built a strong relationship with the student and offered to ride on the elevator with him to get to class. He agreed and they rode the elevator upstairs and he resumed his day.

During the evening hours of November 9, 2021, Officer Dunne learned the parent of a student had passed away. Officer Dunne contacted Principal Lyndes and Dean Vail to inform them and to start the process of student support for the next school day.

Officer Dunne spoke to the parent of an autistic student on November 12. The parent was upset that staff had physically move her son in a classroom and was concerned. Officer Dunne learned that a staff member trained in the ability to physically remove a student had done so after this student exhibited unsafe and disruptive behavior in the classroom. The student was not injured and the Dean of Special Education deemed the physical action to be appropriate.

On November 12, 2021, Officer Dunne assisted with locating an OASIS student who had walked away from his paraprofessional. The student is a high risk behavioral student and is not allowed to be alone within the school setting. The student was ultimately located.

During the afternoon hours of November 17, 2021, an OASIS student was refusing to do work in his classroom and refusing to leave. Officer Dunne and his paraprofessional spoke to him and he eventually agreed to return to OASIS.

While at morning bus duty on November 18, 2021, a parent approached Officer Dunne requesting assistance to get her son out of her car and into school. The student is known to battle depression, anxiety and suicidal thoughts. After a short period of talking to the student, he continued to refuse to enter school. Officer Dunne requested the assistance of the guidance counselor who also spoke to him. While speaking to the guidance counselor, the student made suicidal statements. The parent then returned home with her son and contacted his doctors.

Later that morning another student refused to enter the building and the parent requested assistance from Officer Dunne. Officer Dunne spoke with the student about her anxieties about entering school and leaving her mother. The student ultimately walked into school on her own and Officer Dunne walked her to class to help her stay relaxed.

In the afternoon hours of November 18, 2021, Officer Dunne assisted OASIS staff with locating a student that ran from his paraprofessional. The student was found quickly and Officer Dunne remained nearby until he walked back into OASIS.

Dean Vail requested assistance from Officer Dunne on November 18, 2021. A student reported seeing a male and female student in the 8th grade boy's bathroom. Officer Dunne watched the surveillance cameras

and noted that no females entered the bathroom all day. The reporting student later admitting to being untruthful.

Officer Dunne concluded the fall season of Heart and Sole on November 13. The team completed the 5k race in Concord, NH celebrating a fun season.

Officer Dunne continued teaching the DARE curriculum to 5th grade students. Students completed the Logo Lampoon project, where they create tobacco ads that tell the truth about tobacco and its harmful effects on the body. The projects will be judged by the Youth to Youth group and a winner will be announced later in the winter.

On **December 1, 2021**, Officer Dunne noted that a 7th grade student had been reported missing the previous evening. Officer Dunne contacted his homeroom teacher and learned he was indeed present. Officer Dunne then spoke to the student about his whereabouts and contacted his mother to inform her of his current whereabouts.

On the morning of December 2, 2021, Officer Dunne spoke to a 6th grade student regarding harassing behaviors on a social media application. She reported that a classmate had posted unflattering pictures of her online and that the two had engaged in saying rude things to one another. Officer Dunne was able to speak to all parties and learned they have a long standing feud. Both admitted to posting pictures of each other, and agreed to stop.

On December 14, 2021, Officer Dunne learned a cell phone had been stolen from a 7th grade science classroom by a student. The cell phone is used to run a virtual reality set for the classroom and was purchased by the school district. Officer Dunne was able to retrieve the phone from the student's mother. The student received school sanctions. The school did not request further police action.

On the afternoon of December 1, 2021, a 7th grade teacher informed Officer Dunne that a student in the class had drawn numerous firearms in her language arts notebook. The teacher requested Officer Dunne speak with the student to discuss the seriousness of the drawings, particularly in a school setting. Officer Dunne spoke with both the student and her mother and suggested she discontinue making such drawings in the future. Both the student and her mother were cooperative and fully understood.

On December 3, 2021, Officer Dunne spoke to a 5th grade student along with the guidance counselor about an incident where the student made a gesture about using a firearm during a game he was playing. The seriousness about "joking" or gesturing that one may have a firearm was relayed to the student. The student understood and agreed to discontinue the behavior.

On December 7, 2021, a 6th grade student became angry and refused to go to class. Officer Dunne and Dean Vail spoke to the student, as both have good relationships with the student. After a discussion, the student agreed to go to class. They worked out ways in which to deal with his frustrations in the future.

Later in the afternoon on December 7, 2021, Officer Dunne spoke to a 7th grade student who became angry after losing a game in class and said he was going to "shoot everyone". The student was remorseful and understood this type of statement was not appropriate for school. He received school sanctions.

On December 2, 2021, the guidance office requested a welfare check for a 7th grade student. The student had been absent from DMS for over a week without parental communication. A patrol officer responded and confirmed the student was healthy and in a safe environment. The parent believed her child needed a COVID vaccine prior to allowing her back in school. She was informed this was not the case. The school was updated.

On December 8, 2021, the nurse's office requested a parent be contacted by a patrol unit. Two siblings were ill and needed to be picked up, however no one on the emergency contact list was answering their phones. A patrol officer responded and the parent contacted DMS.

On December 9, 2021, Officer Dunne received a phone call from the head of the Seacoast Charter School. The school wished to formally report two physical assaults that had taken place over the past 12 months.

The school was already in contact with all parents and were handling the matter internally, however they wanted to file a report as well. Neither of the parents involved wished for a police investigation. Officer Dunne documented the incident in a police report and provided the case number to the school.

On December 2, 2021, Officer Dunne heard a child screaming and crying in the hallway outside of her office. She recognized the student as a male who living with autism. She assisted with his paraprofessionals with convincing him to go on the elevator to get to his next class. Officer Dunne rode the elevator with him, after which he asked her to go to his classroom to introduce her to the class.

On December 17, 2021, Officer Dunne provided a more visible presence around the school in response to a viral TikTok posting. The posting referred to a school shooting that would occur on December 17, 2021. This message was spreading across the country and there was no information to suggest any violence would occur at DMS or other Dover schools. The day was completed without incident.

Officer Dunne completed the DARE curriculum for this school year. The students all completed an artistic project detailing the dangers of tobacco, an essay explaining the dangers of tobacco and how to resist peer pressure, as well as a final test.

Officer Dunne continued with her involvement with Big Brothers Big Sisters of NH. Her involvement helped the Dover Police Department be chosen as BBBSNH Partner of the Year 2021. Over the course of 2021, Officer Dunne met with her "little" several times a month, as well as participated in two BBBSNH fundraisers and recruited fellow officers to attend the fundraisers with her.

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.

As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to additional services.

Officer Shoer, Dover High School Liaison Officer, assisted Dover High School staff with a variety of calls for service.

On **October** 25th, 2021, Officer Shoer took a report from third party regarding a potential assault which occurred at the Dover Children's Home between two residents. After interviewing the alleged victim, it was determined that no crime had occurred.

On October 8th, 2021, Officer Shoer took a report from a student regarding another student being verbally threatened by their mutual friend. After interviewing both students, it was determined that the threat had likely occurred. Patrol officers were able to contact the suspect and instruct him to cease any further communication which was then relayed to the students. No further issues were reported.

On October 8th, 2021, Officer Shoer was made aware of a past tense hit and run accident that occurred in the front lot of DHS. Officer Shoer reviewed the camera footage and was unable to locate a suspect.

On October 5th, 2021, Officer Shoer was performing bathroom checks in the CTC/Auto bathroom, when she heard male students discussing "hitting" off a vape. The three students were brought to the office, and numerous vapes containing both marijuana and tobacco were located among the three after DHS faculty searched them. The students will face school discipline as a result.

On October 22nd, 2021, Officer Shoer was made aware of strong odor of marijuana coming from the CTC boy's bathroom. Officer Shoer entered the bathroom with a faculty member and observed two males coming out of the handicapped bathroom stall. Both student's eyes were very red and glossy, and the odor of marijuana was extremely strong. A faculty member brought them to the office while Officer Shoer looked in the stall, where she located a small amount of marijuana in the toilet. It was determined that the students had just smoked marijuana. One student was found to be in possession of a small mason jar of marijuana.

On October 19th, 2021, Officer Shoer was made aware of a disabled student who had disclosed being sexually assaulted at her home in Rochester by a family member. Officer Shoer took the report, and relayed all necessary information to Rochester PD, the Bureau of Elderly and Adult Services, and DHS, in a timely fashion in order to get the student to a safe place.

On October 27th, 2021, Officer Shoer took a theft report from a student. The student reported that his AirPods had been taken while in study hall in the auditorium. He showed her the GPS location, which she knew to be another student's address. Officer Shoer interviewed the suspect, who told her that she had also lost her AirPods, and she thought they were hers. The AirPods were returned to the student without issue.

On October 8th, 2021, Officer Shoer spoke to a student and her parent along with a Dean, in the Dean's Office. The student and parent expressed concerns regarding an ongoing issue with another student. The students had previously been in a relationship. Officer Shoer provided guidance about protection orders, and how to minimize contact with the other student in the school, along with recommendations for ongoing plans to make the student feel safe while in the building.

On October 21st, 2021, Officer Shoer assisted DHS faculty in locating a student in the building who was supposed to be present for a parent meeting but had left her parent once she got inside. This student regularly hides from school staff.

On October 1st, 2021, Officer Shoer was made aware of an altercation that had just occurred between two female students in the bathroom by the woodworking area. Officer Shoer located one of the female students in the CTC bathroom. The student was in distress and refused to go to the office with the faculty member. The student eventually left the school. Officer Shoer kept the student in sight and relayed their location to faculty until the student's parent could pick her up.

On October 8th, 2021, Officer Shoer was made aware of student from Bellamy Academy who was refusing to go back. Officer Shoer located her in the learning common by the art department. The student refused to go back with either Officer Shoer, or school faculty, and was causing a loud disturbance. Eventually, the student left and went back to BA, where Officer Shoer was able to have a calm conversation with her about her behavior.

On October 27th, 2021, Officer Shoer spoke to a student of Bellamy Academy, who was in the main building. When asked to go back to BA, the student became increasingly upset, and ultimately refused to go anywhere. She then hid from Officer Shoer and staff. She was later located, and it took approximately two hours to get her to go home with her guardian.

On October 18th, 2021, Officer Shoer was made aware of a Bellamy Academy student who was outside the main DHS building. This student was in a heightened state of emotion and refusing to listen to the Dean. Officer Shoer attempted to speak with the student, without success. Ultimately, the student threw his backpack at Officer Shoer, and later kicked her repeatedly. The student was detained in handcuffs due to his violent outburst, and later transported to the hospital for suicidal statements.

On October 21st, 2021, Officer Shoer was made aware of student at Bellamy Academy, who made several suicidal statements with a plan to follow through on the suicidal statements. Officer Shoer was made aware that one of the parents was refusing to bring the student to the hospital. Officer Shoer sat down with both parents and provided an explanation as to why this student was required to go to the hospital. Ultimately, the parent understood, and agreed to bring the student for an evaluation.

On October 25th, 2021, Officer Shoer was made aware of an accident that occurred between two students that were arriving to school. Officer Shoer determined that it was a minor motor vehicle accident. Both students were provided the necessary information, and the parents were contacted.

On **November** 4th, Officer Shoer was contacted by a faculty member of Bellamy Academy, who advised her vehicle was struck while in the parking lot next to the building on November 3rd. Due to the lack of camera angles of this parking lot, and no one coming forward, Officer Shoer was unable to locate a suspect.

On November 16th, after school hours, Officer Shoer was made aware of a student's vehicle that had been taken during the school day, crashed, and then brought back. Officer Shoer was able to determine that it was two DHS students, both of whom admitted to taking and crashing the vehicle. Both students are serving out of school suspensions.

On November 18th, Officer Shoer was in her office during one of the lunches, when a fight broke out in the lunchroom. Officer Shoer assisted DHS faculty with separating the two male students. Officer Shoer spoke to one of them for a long time to calm him down. Officer Shoer then spoke to both parties, and their parents. Ultimately both students ended up serving out of school suspensions.

On November 19th, an accident was reported by a witness in the parking lot. Officer Shoer learned that a student struck a vehicle, and then went into school without reporting it. Officer Shoer ended up having a conversation with the student, and her parent. Officer Shoer educated the student on what to do when involved in a motor vehicle accident, and best practices moving forward.

On November 19th, a student reporting his vehicle being hit on either November 17th, or November 18th. He told Officer Shoer that there was a large scrape along the passenger side, and said it occurred in the parking lot. The location of his vehicle was too far away from cameras to be able to locate a suspect.

On November 23rd, Officer Shoer was made aware of a student involved with the Automotive Program that had caused destruction to one of the learning vehicles. Officer Shoer worked with the CTC Director, and was able to identify the male student involved, who ultimately came forward and admitted to the damage.

On November 10th, Officer Shoer was made aware of a drug incident by DHS faculty. Officer Shoer was told that a female student had used a dab pen in school and was under the influence as a result. She had since been taken to the hospital by a parent.

On November 16th, Officer Shoer learned that two female students had left school, and were unaccounted for. Officer Shoer located them outside of the building with Officer Martuscello's assistance and returned them to school.

On November 17th, Officer Shoer responded to the nurse's office after a student came in stating she had taken a large quantity of unknown pills. Officer Shoer called for an ambulance. Officer Shoer spoke to the student and determined that she had taken at least ten pills of possible anti-psychotic medications, in an effort to end her life. The student was treated, and later sent for treatment at a residential facility.

On **December** 13th, before the start of school, Officer Shoer along with DHS faculty were made aware by the bus company that a physical altercation had occurred between two female students on the bus. Neither student was injured in the incident. Officer Shoer investigated the incident alongside DHS. Both students received discipline by the school.

On December 21st, Officer Shoer took a report from a student who had video chatted with an unknown individual on the internet. Officer Shoer learned that the student had shown the person his genitals. This individual had since attempted to extort the student for money, threatening to send these images to his friends. Officer Shoer investigated the incident which will be forwarded to the Special Investigations Unit.

On December 13th, before the start of school, Officer Shoer and DHS faculty were made aware that a former student of DHS, and resident of the Dover Children's Home, was on their way to DHS, and was in the process of running away. This student has been involved in several disturbances at the school. Once located, the student was served with a trespass letter, banning them from DHS and its campus.

On December 13th, during lunch hours, Officer Shoer was made aware of a female student being verbally aggressive towards office staff. Officer Shoer was able to speak to the student who was very agitated, and calmed her down. Officer Shoer learned that the issue stemmed from the student being unaware that she could not have food delivered to DHS.

On December 15th, Officer Shoer was made aware of two female students refusing to listen to faculty, and causing a verbal disturbance. Officer Shoer made contact with the students, and escorted them to the office. Officer Shoer assisted Dean Stephens in meeting with one of them.

On December 16th, Officer Shoer was contacted by Dean Eich-Lyndes of Bellamy Academy regarding suspicious activity of two students in the senior parking lot next to the tennis courts. Originally, BA faculty thought that the two students had tried to throw out drug paraphernalia when approached by one of their staff members. It was later determined that the only prohibited item in the students possession was an empty Juul pod wrapper. Additionally, one of the students was not in their respective class.

Early in the week of December 12th, Officer Shoer and the DHS Administration were made aware of a chain of messages originating on social media stating that there would be some sort of attack such as a shooting, bomb threat, etc, and that it would occur on December 17th, "the day before break." As such, Officer Shoer conducted a threat assessment on a student after receiving a report because some students stated that if anything were to happen, it would be done by a particular student. Officer Shoer conducted a threat assessment into these speculative statements which included going to the student's home to speak with him and his family. Officer Shoer determined there was no validity to this report.

On December 16th, Officer Shoer took a report from a family of a DHS faculty member regarding the threat mentioned in the previous report. The report consisted of messages mentioning the alleged threats. Officer Shoer did not find any credible information to suggest there would be any sort of incident.

On December 23rd, Officer Shoer learned of a student who reported chronic physical abuse by his father, and had gone to the school nurse for assistance with injuries resulting from an incident the night before. Officer Shoer knew the student lived in Barrington, and acted as a liaison for both Barrington PD and DCYF. Officer Shoer, Barrington PD, DCYF, and DHS Faculty worked together and were able to come up with a safety plan for the student, along with their sibling who goes to school out of district.

On a daily basis, Officer Shoer continued to interact with students and faculty building relationships within the school community.

She also assists faculty and staff with morning and afternoon bus duty by being a presence in the front of the school to deter any issues and assisted with traffic exiting onto Alumni Drive from DHS.

Similarly, Officer Shoer assisted with supervising the four lunches when available. During this time, she interacted with students, and staff on a regular basis.

When able, Officer Shoer will make 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.

In addition to formal requests by DHS and Bellamy Academy, Officer Shoer performed various other duties as the School Resource Officer. This includes being a presence in the front of the school to deter any issues and assisted with traffic exiting onto Alumni Drive from DHS as well as supervising the four lunches when available. During this time, she interacts with students, and staff on a regular basis.

Officer Cooper, Whittier Falls Liaison Officer, handled six arrests in **October**. Officer Cooper arrested two subjects for Criminal Trespass and one subject on a Theft warrant. The other arrests were referenced Domestic Assault, Criminal Trespass and Domestic Criminal Mischief.

On October 27th, there was an untimely death at a residence on Hampshire Circle. The deceased was visiting the tenant and the cause of death has yet to be determined; but was not foul play.

Officer Cooper continues to work with DHA staff in reference to several tenants that have caused issues within the neighborhood.

In addition to her DHA Duties, Officer Cooper responded to one call that was unrelated to DHA and assisted with one oral board. Officer Cooper was assigned to the Dover Middle School on October 6th and also assigned to the Dover High School during the afternoon of October 18th.

On **November 9th**, the Dover Housing Authority honored Jack Buckley by renaming St. John's Apartments to Jack Buckley Commons. Jack Buckley, a former mayor and longtime DHA executive director, purchased the church in 1981 and converted it to housing. Officer Cooper attended the celebration and assisted with traffic control.

On November 24th, Officer Cooper assisted with the 13th annual Thanksgiving luncheon. Over 750 meals were prepared at Blue Latitudes; 150 more meals than 2020. The meals were delivered to numerous locations. Officers Cooper and Martuscello picked up approximately 120 meals and brought them to Whittier Falls. WMUR featured an article and a news clip about the dinners.

Officer Cooper assisted with collecting the donated food at Hannaford and transported it to the DHA maintenance bay, to begin the efforts for the annual holiday baskets. The holiday baskets will be delivered on December 18th.

In addition to her DHA Duties, Officer Cooper responded to one call that was unrelated to DHA and assisted with two oral boards. Officer Cooper was assigned to the Dover High School on November 8th.

In **December**, there were 19 calls for service involving elderly housing. A number of these calls for service involved ongoing issues between neighbors. The issues are minor in nature and more related to quality of life as opposed to criminal offenses. These calls for service are however generating regular police responses which is something Officer Cooper is working to minimize moving forward. Officer Cooper has been working with staff from the Dover Housing Authority on plans to help mediate the issues.

On December 17th, Officer Cooper helped to coordinate the Police Department's annual Christmas Basket Program. On December 18th, Officer Cooper assisted with delivering the baskets. Officer Cooper delivered baskets to multiple residents of Whittier Falls.

On December 31st patrol officers responded to an assault which took place at a residence located on Mineral Park Drive. The victim was visiting a tenant there when a disturbance occurred resulting in a serious assault. Officer Cooper has been assisting detectives with the investigation as she has a rapport with some of the neighbors familiar with the incident.

Officer Martuscello, Downtown Liaison Officer, continued her downtown patrols through the month of **November**. She responded to 78 calls for service, made four arrests, and 24 Community Contacts. The downtown was bustling as the holiday shopping season picked up. Officer Martuscello conducted foot patrols during busy hours to increase police visibility to deter any crime.

During the month, there was a graffiti spree involving similar tags around the northern area of downtown. Officer Martuscello was aware of a camera across from one of the buildings that was tagged so she looked through several days' worth of video footage. She was able to find the suspect on video committing the crime and later arrested the suspect.

Officer Martuscello's other three arrests were a result of her checking up on suspicious activity or proactively patrolling problem areas.

Assisting people experiencing homelessness is a high priority for the CREU as winter approaches. Officer Martuscello secured a bed for a man in his 70's that was unsheltered. A large barrier to him getting a permeant bed was that he was hard of hearing and unable to secure transportation. She was able to contact a shelter in Manchester, get him a bed, and transported him to the shelter. He later sent Officer Martuscello a thank you letter for her efforts.

With the opening of the Tri-City Warming Center, Officer Martuscello worked on contacting unsheltered people and advising them of the center's hours and location.

Officer Martuscello worked with DHA Officer Cooper and other volunteers with the distribution of hundreds of meals to families living in Dover Housing Authority. The Annual Thanksgiving Dinner distribution continued to be mobile this year, as the meals prepared by Blue Latitudes were packed up and given to families in pre-packaged boxes.

In early **December**, Officer Martuscello was selected to replace Detective Timothy Burt, who will be retiring from the department in April of 2022.

Detective Burt has served as the police departments Property Management and Evidence Technician for the past sixteen years. She began her training with him the following week.

In early January Officer Martuscello will be attending an intensive ten week crime scene training in Tennessee in preparation for her new assignment.



Officers Cooper (left) and Martuscello (right) distribute Thanksgiving Meals in the Dover Housing Authority neighborhood.

Licensing Board Actions

	Oct 2021	Nov 2021	Dec 2021
Taxi Cab Licenses			01
Taxi Cab Owner's Licenses			
Notifications to City Hall			01
Raffle/Tagging Permits	04	03	01
Block Party Permits		07	
Parade Permits	01	03	01
Road Toll Permits		01	
Dance / Entertainment			04
Other	02		

Lieutenant Speidel coordinated all traffic control and police security measures for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival, which returned to an in-person event on October 2. This included working closely with Chamber staff and committee members to outline various public safety related festival and 5K race logistics. The Parking Bureau and Administrative Services Bureau coordinated the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of 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:

- Pope Memorial Humane Society Howloween Dog Parade event, October 9
- Neighborhood block party on Fourth Street, October 10
- American Cancer Society Relay for Life Road Toll fundraiser, October 17
- Durham Road closure for emergency utility repairs, October 16
- Dover Parents Music Club Marching Band Show, October 16
- Dover Main Street's Zombie Walk, October 30

On October 23, Dover Police and Fire responded to a single vehicle collision on County Farm Cross Road involving a single vehicle striking and damaging a utility pole, resulting in downed live electrical wires, a power outage, and a complete closure of the roadway. The driver of the vehicle was fortunate to sustain only minor injuries and was cited for Speed and for Prohibited Use of a Mobile Electronic Device.

The Administrative Service Bureau and Parking Bureau coordinated the logistics of voter parking at four of the six ward polling facilities for the municipal election on Tuesday, November 2. As recommended by the Office of the NH Attorney General and with the Chapter 141 authority of Chief Breault, temporary 15-minute voter parking signs were deployed at these polls to help facilitate parking turnover and efficient traffic flow.



October 23 crash on County Farm Cross Road.

The agency speed monitoring and awareness radar trailer was deployed in various locations during the month of November. These included Glenwood Avenue, Tolend Road, Back Road, Portland Avenue, Old Rochester Road and Mount Vernon Street.

Lt. Speidel coordinated all traffic control particulars for the Turkey Trot 5K run/walk event on Thanksgiving morning, November 25. 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. This event was one of the few in-person events of the Dover

Race Series and benefits the Garrison Elementary School PTA. There were over 600 registered race participants.

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:

- Chamber of Commerce Holiday Lights Committee downtown initiative, November 5
- WTSN/WBYY Caring and Sharing 2021 Food Drive, November 19-22
- Energy Commission block party / electric vehicle show, November 13
- George Street closure for monitoring well installation, November 17
- Funeral escort services, November 30

The Dover Police Department's speed monitoring and awareness radar trailer was deployed intermittently on Mount Vernon Street during the month of December during periods when the southbound detour for the upper Central Avenue utility project was in effect.

The police department provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following incidents and activities during the month:

- Weeks Lane emergency closure, December 2
- American Cancer Society Relay for Life team road toll fundraiser, December 5
- Traffic control assist to Community Services for equipment relocation, December 7
- Dover Main Street Santa Claus parade escort, December 12

The Accident Reconstruction Team was not called out during the months of October, November or December for any collisions in Dover.

Total Permits Issued: October 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-166	BALLENTYNNE, ALISON	330	CENTRAL AVENUE	ADD A PARTITION AND FLOORING FOR C	C	2	14	1000	35
21-402	ISSA	42	DOVER POINT ROAD	INT. ALT. FOR TENANT FIT-UP	C	K	24A15	5000	75
21-447	121 BROADWAY LLC	133	BROADWAY	CREATE STORAGE COMPARTMENTS FO C	C	26	600	25000	1050
21-488	DELMAC INVESTMENT	25	CENTRAL AVENUE	CONST. A DETACHED GARAGE STORAG C	C	16	3800	20000	225
21-163	TOWLE	65	BACK RIVER ROAD	REPLACE 3 WINDOWS & A DOOR	R	I	54B0	9300	118
21-193	HURLBURT	9	HOMESTEAD LANE	CONST. A ONE STORY ADDITION	R	D	5400	60000	625
21-261	ASISH	24	SULLIVAN DRIVE	CONST. REAR SUNRM & DECK	R	D	5150	45000	475
21-300	SWANSON	30	TIDEVIEW DRIVE	KITCHEN RENOVATION	R	I	2130	21600	241
21-311	BROWN	126	EMERALD LANE	CONST. A DETACHED GARAGE	R	F	15480	30000	325
21-357	GARRETSON	43	KATIE LANE	INSTALL REPLACEMENT WINDOWS	R	I	4B43	4000	65
21-397	KNOX MARSH DEVELOPMENT	10	SAMUEL HANSON AVENUE	PERFORM INT. RENOV.	R	21	1400	100000	1025
21-415	DICKASON	18	ELLIOT PARK	INSTALL REPLACEMENT WINDOWS	R	17	1900	10396	125
21-417	CAMPBELL	79	MAST ROAD	CONSTRUCT AN ADDITION	R	I	51B0	195000	1975
21-418	LAKE VIEW PARK, LLC	1	GAGE STREET	CONST. A SFD W/1 CAR ATT. GARAGE & R	R	39	631	350000	3525
21-421	DOMOWITZ	47	GERRISH ROAD	CONST. A DOGHOUSE STYLE BULKHEAD	R	M-4	A0	5000	75
21-428	HOWIE	3	BENJAMINS WAY	KITCHEN RENOVATION	R	I	47150	53000	555
21-429	NICHOLS	77	CHILDS DRIVE	COMPLETE AREA ABOVE GARAGE AS H R	R	N	8AP	125000	1275
21-433	HEATH	10	COLUMBUS AVENUE	CONST. CONCRETE RETAINING WALL	R	G	24R0	9500	120
21-445	SCHLOSSER	6	WINSTON AVENUE	SINGLE STORY SIDE ADD. WITH UNFNS	R	K	30E0	50000	525
21-446	LAWRENCE	6	PROSPECT COURT	RMVE EXISTING STAIRWAY & CONT. A	R	32	7200	4500	70
21-453	THOMAS	33	AUGUSTA WAY	REPLACEMENT OF 4 WINDOWS	R	K	49A33	22188	247
21-454	FOGARTY	410	DOVER POINT ROAD	INSTALL A ROOF TOP SOLAR 10 PANEL	R	47	O	12820	156

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-455	WILLIAMS	11	KENNEDY CIRCLE	INSTALL REPLACEMENT WINDOWS	R	32	7900	7250	95
21-457	MARINO	9	ANGLE STREET	PERFORM INT. RENO. OF 1ST FLR & 2ND R		9	100	39000	415
21-460	DUGAS	18	ISAAC LUCAS CIRCLE	CONST. AN INGROUND GUNITE SWIMMI R	M	90E0		50000	525
21-462	WINGATE COVER CONDOMIN	9 11	WINGATE LANE	REPLACEMENT OF SHARED ENTRY POR R	I	505/6		4200	65
21-463	DULAC	3	AUTUMN STREET	INSTALL ROOFTOP SOLAR 33 PANEL PV R	37	17A0		34126	365
21-467	SCHERER	54	ISAAC LUCAS CIRCLE	WINDOW, SIDING REPLACEMENT	R	M	90W0	17000	195
21-469	KELLIHER	27	COTE DRIVE	CONST. ATTACHED GARAGE ADDITION	R	L	58Y0	85000	875
21-473	BUTTRICK	22	ROBERTS ROAD	RENOV. BATHRM & INSTALL REPLACE	R	L	96C0	4000	65
21-477	MSM BROTHERS INC.	510	MARTHAS WAY	REPAIR ROOF AFTER FIRE DAMAGE, PH	R	H	41	100000	1025
21-481	MAHONEY	66	GLENWOOD AVENUE	CONST. A 24' ROUND A/G SWIMMING PO	R	E	700	17000	195
21-482	DILL	160	VARNEY ROAD	STORAGE SHED	R	A	32B0	4000	65
21-483	PANAIS REVOCABLE TRUST	280A	DOVER POINT ROAD	CONST A FIXED PIER EXT. GANGWAY, L	R	A	105	85000	875
21-484	DUNBAR	15	TOPAZ DRIVE	TO ADD A BEDRM & BATHRM ABOVE G	R	G	930	42000	445
21-486	SMITH	15	APPLEVALE DRIVE	CREATE A BEDRM WITHIN AN EXISTIN	R	K	15Q0	4500	70
21-495	HARRY	151	COUNTY FARM CROSS ROAD	INSTALL 8 REPLACEMENT WINDOWS, N	R	B	1100	7619	105
21-498	CASWELL	66	LITTLEWORTH ROAD	DEMO THREE BARN	R	G	3100	25100	275
21-499	BALL	232	DOVER POINT ROAD	CREATE HABITABLE AREA ABOVE ATT	R	LO	O95H	40000	425
21-502	AIREY	260	WASHINGTON STREET	PERFORM INT. RENOV./IMPROVEMENT	R	10	12700	20000	225
21-503	FRIZZELL, LARRY	51	REDDEN STREET	RMVE EXISTING DECK & RECONSTRUC	R	35	57B1	16200	185
21-505	O'SHAUGHNESSEY	6	MORGAN WAY	CONST. A MONOLITHIC SLAB FOR FUTU	R	I	30B23	3500	60
21-506	DOVER BLUFF CONDOS	98	HENRY LAW AVENUE	BLDG. 2, NEW VINYL SIDING W/REPAIRS	R	22	900	55539	1170
21-507	DOVER BLUFF CONDOS	98	HENRY LAW AVENUE	BLDG. 1, INSTALL NEW VINYL SIDING W	R	22	900	65345	678
21-508	DUNBAR	15	TOPAZ DRIVE	CREATE HABITABLE AREA IN UNFNSHE	R	G	930	25000	275
21-512	CALIGIURE	10	MORIN STREET	INSTALL A FIBERGLASS INGROUND PO	R	38	25J0	30000	325
21-513	SMITH	36	FLORENCE STREET	CONST. A DECK	R	38	25J0	17825	205

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-516	OHLEH	9	CUSHING STREET	INSTALL REPLACEMENT WINDOWS	R	10	I2400	18500	205

Total Permits Issued: 48

Total Construction Value: \$1,976,008.00

Total Fees Collected: \$22,315.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	0
Commercial Renovations	2	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	2
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	40
Single Family Dwelling	1	Single Family Dwellings	5
Renovations Dwelling Unit	42	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	50

Total Permits Issued: November 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-448	CITY OF DOVER, SCHOOL AD	25	ALUMNI DRIVE	INSTALL A WALL IN WELDING SHOP	C	H	1200	13950	0
21-451	140 CROSBY ROAD, LLC	140	CROSBY ROAD	INSTALL VERTICAL STORAGE UNIT	C	G	1G0	91000	935
21-552	GREEK CEMETARY ASSOC.	35	FINCH LANE	TO REPLACE 6 ANTENNAS & ADD 3 ANT C	C	M	13A	50000	525
21-556	DELMAC INVESTMENTS	25	CENTRAL AVENUE	INT. IMPRVMENTS FOR BUSINES USE	C	16	038	98000	1005
21-476	COGEBI INC.	14	FARADAY DRIVE	CONST. A MEZZANINE FOR ADD. STORA I	C	G	IF0	36000	385
20-510	HOUGHTON	32	SUSANNAHS CROSSING	INSTALL A 16 PANEL ROOFTOP SOLAR P R	R	F	23F45	17400	195
21-330	ROYER-MCCARRON	66B	PISCATAQUA ROAD	CONVERT GARAGE TO ADU	R	J	19H0	35000	375
21-406	KAROUTAS	66	STARK AVENUE	REPLACE WINDOWS & DOORS	R	17	10500	20000	225
21-434	WIDMAN, SEAN	38	NELSON STREET	CONVRT MIXED USE TO A TWO FAMILY R	R	9	600	85000	875
21-458	ZBIKOWSKI	6	KELLEY DRIVE	CONST. AN ATT. TWO CAR GARGE W/FU R	R	I	11600	80000	825
21-470	LANGENHEIM	47	FOREST STREET	CONST. ADDITION & PERFORM INTERIO R	R	26	2500	50000	525
21-475	CROSSMAN	15	MORGAN WAY	KITCHEN RENO. & CONST. FOUR SEASO R	R	I	30B35	17000	195
21-492	HOLLEMAN	21	NUTE ROAD	FINISH 2 STORY SFD W/ UNFNSHD ATTI R	R	L	1100	220000	2225
21-497	PETERS	1	WOODLAND ROAD	INSTALL A ROOFMOUNT SOLAR 31 PAN R	R	17	11300	33000	355
21-501	EDWARDS	25	CLEARWATER DRIVE	CONST. A DECK EXPANSION WITH STAI R	R	L	49A8	9000	110
21-504	CHERRY	4	IVANS LANE	INSTALL A ROOFTOP SOLAR 18 PANEL P R	R	M	5220	12000	145
21-509	GEARRCALD, MARK	5	GOLD POST ROAD	INSTALL REPLACEMENT WINDOWS	R	I	102G0	15500	185
21-510	SEARLES	18	ATLANTIC AVENUE	INSTALL A MONOFITHIC SLAB FOR FUT R	R	25	10A0	6000	85
21-514	RETROSI	318	DOVER POINT ROAD	INSTALL A ROOFTOP SOLAR 24 PANEL P R	R	L	11400	17000	195
21-517	MORGAN	6	BIRCHWOOD PLACE	INSTALL REPLACEMENT WINDOWS	R	17	6300	12000	145
21-519	STEWART, WILLIAM	17	DEAN DRIVE	REPLACE WINDOWS & DOOR, SHINGLE R	R	F	12D2	49219	515
21-520	NOYES	15	CIELO DRIVE	REPAIR TO GARGE & CREATE A SIDE E R	R	H	4015	2000	45

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-521	SIDEBOTHAM	55	RUTLAND STREET	INSTALL REPLACEMENT WINDOWS	R	13	2700	4000	65
21-523	REID	67	WATSON ROAD	REMOVE & RECONSTRUCT REAR DEC	R	E	3800	24000	265
21-525	MGLT ENTERPRISE, LLC	105 107	MOUNT VERNON STREET	REMOVE 8 X 15 SHED	R	29	1400	2000	35
21-526	BERGER	27	LUNDY POINT DRIVE	CREATE HABITABLE AREA IN UNFINISH	R	G	35E4	37000	395
21-528	LAWTON	6	LINDA AVENUE	INSTALL A 16 PANEL ROOFTOP PV SOLA	R	I	8240	18000	205
21-529	NICHOLSON	11	SPRUCE DRIVE	TO INSTALL REPLACEMENT WINDOWS	R	I	28G0	21000	235
21-531	URMSTON	108	BOXWOOD LANE	CONST. A REAR SCREENED PORCH	R	B	21270	40000	425
21-533	JLDD, LLC	34	MOUNT VERNON STREET	TO RAZE DETACHED GARAGE & REMO	R	30	101	2500	50
21-537	RESTORATION HOMES, LLC	2	VARNEY ROAD	CREATE A BEDRM WITHIN EXISTING FO	R	A	18G0	25000	275
21-539	JOHNSON	15	OLD STAGE ROAD	REMOVE & REPLACE FRONT DECK	R	F	34C0	5000	75
21-541	WOOD	31	JULIA DRIVE	INSTALL BATHTUB IN MASTER BATHR	R	M	4041	3000	55
21-543	VENTURA	61	MAPLE STREET	ADD BEDRM TO SFD EXISTING FOOTPRI	R	29	65A0	13850	165
21-544	ATKINSON	241	WASHINGTON STREET	CONST A 10' X 20' DECK	R	10	3100	20000	225
21-547	MARKER 44 HOLDINGS LLC	87	PORTLAND AVENUE	CONST A REFUGE/EGRESS PLATFORM	R	24	11400	3000	55
21-561	HADD	59	BOXWOOD LANE	INSTALL AN A/G SWIMMING POOL	R	B	2130	31000	330
21-565	JLDD LLC	34	MOUNT VERNON STREET	INSTALL FOUNDATION ONLY FOR A TW	R	30	101-0	10000	125

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 38

Total Construction Value: \$1,228,419.00

Total Fees Collected: \$13,050.00

Commercial	5	Change of Use	0	
Commercial Renovations	0	Commercial	0	
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0	
Two Family Dwelling	1	Two Family Dwelling	0	
Multi-Family Dwelling Units	0	Industrial	0	
Industrial	0	Renovations	1	
Industrial Renovations	0	Manufactured Dwlg	0	
Manufactured Dwelling	0	Multi-Family Dwelling Units	0	
Single Family Dwelling	0	Single Family Dwellings	4	
Renovations Dwelling Unit	31	Accessory Dwelling Unit	2	
Demo. of a Dwelling Unit	0			
Accessory Dwelling Unit	1			
		Total	7	

Total Permits Issued: December 2021

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-515	BAY STATE PHYSICAL THERA	857	CENTRAL AVENUE	BUSINESS USE TENANT FIT-UP	C	38	6A0	57300	598
21-562	SPRINT SPECTRUM LP	42	PARSONS LANE	REPLACE 6 ANTENNAS & ADD THREE N C	C	36	OO	50000	525
21-563	LILAC GARDEN, LLC	8	LILAC LANE	RENO. UNITS 815, 813, 823 & 835 AFTER	C	H	35D0	50000	525
21-588	PATEL SUHIT KUMAR M. TRUS	75	BROADWAY	INSTALL ROOFTOP 93 MODULE SOLAR	C	24	00100	40000	425
21-595	NEWICK'S RESTAURANT	431	DOVER POINT ROAD	REPLC STIRWY AT REAR & SIDE OF ASS	C	8	13A1	2500	110
21-602	2 PIERCE STREET, LLC	2	PIERCE STREET	FIT-UP OF BUSINESS USE TENANT SPAC	C	4	2200	10000	125
21-613	LILAC GARDENS, LLC	8	LILAC LANE	unit 825, REPAIRS IN DWLLNG UNIT AFT	C	H	35D0	13200	156
21-581	INDEX PACKAGING	150	VENTURE DRIVE	INSTALL SHELVING FOR TENANT FIT-U	I	D	19A0	54000	565
21-430	THE HOUSING PARTNERSHIP	563	CENTRAL AVENUE	PERFORM ENERGY IMPRVEMNTS & AL	R	27	700	60000	625
21-435	112 TOLEND, LLC	112	TOLEND ROAD	RENO. OF A KITCHEN AND BATHRM	R	F	1B011	40000	425
21-465	HERSEY, SHACINA	18	FALCON DRIVE	INSTALL A ROOF TOP SOLAR PANEL PV	R	N	1920	49000	685
21-466	DRYSDALE	16	ELM STREET	CREATE ADU ON 2ND FLR OF BARN	R	12	4800	50000	525
21-534	SINGH	28	SINGH DRIVE	CONST. A SFD W/UNFSHD ATTIC & BAS	R	B	6G3	642400	6449
21-536	MAHONEY	28	FOSTERS DRIVE	CREATE HABITABLE AREA ABOVE GAR	R	161	28	72000	745
21-548	LAWTON	6	LINDA AVENUE	RE-ROOF ASPHALT, REPLACE ANY ROT	R	I	8240	9000	115
21-550	GAGNON	8	EAST STREET	INSTALL A 15 PANEL ROOF MOUNTED S	R	27	4600	10384	129
21-551	HAMER	18	TOFTREE LANE	INSTALL A 37 PANEL ROOFTOP SOLAR P	R	M	14800	23500	260
21-553	GOMEZ	144	LONG HILL ROAD	CONST. FRONT & REAR DECKS	R	A	18CO	7000	95
21-559	CHILDERO	125	BACK RIVER ROAD	CREATE HABITABLE AREA IN UNFNSHD	R	I	46A0	27000	295
21-567	CURCIO	12	WELLINGTON AVENUE	CONST. A DECK	R	D	10V01	12500	150
21-568	KEANEY	43	SIXTH STREET	INSTALL NEW ROOFING ON MULTIPLE	R	30	6900	25000	275
21-570	RANDALL	3	SPRUCE DRIVE	RENOVATE KITCHEN	R	I	2750	9000	115

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-571	STEWART	37	CLEARWATER DRIVE	INSTALL/REPLACE TWO PATIO DOORS	R	L	49A3	17600	201
21-572	RICH	427	OLD GARRISON ROAD	INSTALL REPLACEMENT WINDOWS	R	J	19E3	22500	250
21-575	LEBLANC	51	PICNIC ROCK DRIVE	FINISH BASEMENT, FAMILY ROOM, OFF	R	16	20I50	69155	715
21-578	HICKMAN	623	SIXTH STREET	RENO. MASTER BEDRM & BATHRM	R	A	2800	45000	475
21-579	TREMBLAY	14	SHAWNEE LANE	REMODEL KITCHEN	R	A	14A8	45000	475
21-580	EHNSTROM	10	BROOKLINE AVENUE	TO REPLACE ROOF	R	33	87	12000	145
21-584	54 BRR, LLC	54	BACK RIVER ROAD	REMOVE TWO SHEDS	R	I	600	2000	45
21-586	PAULSEN	5	ACADEMY STREET	INSTALL REPLACEMENT WINDOWS	R	9	9300	2068	45
21-592	EDDINS	38	NYE LANE	INSTALL ROOF MOUNTED 19 PANEL PV	R	E	4980	13000	1255

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 31

Total Construction Value: \$1,542,107.00

Total Fees Collected: \$17,523.00

Commercial	1	Change of Use	0	
Commercial Renovations	7	Commercial	0	
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0	
Two Family Dwelling	0	Two Family Dwelling	0	
Multi-Family Dwelling Units	0	Industrial	0	
Industrial	0	Renovations	0	
Industrial Renovations	1	Manufactured Dwlg	2	
Manufactured Dwelling	0	Multi-Family Dwelling Units	8	
Single Family Dwelling	1	Single Family Dwellings	0	
Renovations Dwelling Unit	20	Accessory Dwelling Unit	0	
Demo. of a Dwelling Unit	0			
Accessory Dwelling Unit	1			
		Total	10	

NAME	STREET NAME		Total Units	Units Built*	Units Left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
One First Street LLC	One First Street		58	0	58		8/24/2021	Site	P21-30	6	20		H	1.74
Chinburg	1 Washington	A	36	36	0	6/11/2020	5/26/2020	Site	P17-46A	23	14	6/11/2025	H	1.1
Pointe Place Phase V	Northfield Drive	A	84	30	54	10/13/2020	7/28/2020	Site	P20-32	K	19	10/13/2025	G	2.5
Fakhoury	12 Preble Street	A	12	0	12		7/28/2020	Site	P19-11A	4	76		H	0.4
Soujourrn	66 Third Street	A	10	0	10	7/2/2020	1/29/2020	Site	P19-61	31	7	7/2/2025	H	0.3
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Little Bay Marina	421 Dover Point Road	A	25	25	0	7/31/2020	2/25/2020	Site	P19-05	8	9.10.11	7/31/2025	G	0.8
Total: Mixed Use			182	91	91									5.5
Multi-Family:														
The Station	Grove St	A	87	0	87	3/23/2021	12/15/2020	Site	P20-56	31	4	3/23/2026	H	2.6
Cottages at Back River	54 Back River Road	A	54	0	54		3/9/2021	Site	P20-60	I	6		G	2.6
Marker 44	87 Portland Ave	A	32	0	32	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Total: Multi-family			173	0	173									16.4
Subdivisions:														
Schwartz	26 Bellamy Road	H	5	0	5	7/28/2021	6/25/2021	Site	P21-25	H	14D	7/28/2026	G	1.8
Khavari	Leather's Lane	H	40	5	35	4/27/2021	12/15/2020	Site	P20-71	I	4-A	4/27/2026	G	14.0
Georgakilas/Middle Road	Hayden Drive	H	13	6	7	12/15/2020	10/27/2020	12/15/2020	P20-51	M	102-12	12/15/2025	G	4.6
Lawrence & Cheryl Mulcahy	71 Glenwood Road	H	7	0	7	4/27/2021	1/26/2021		P20-18	D	20	4/27/2026	H	2.5
Porch Light Drive	Cataract Ave	H	10	0	10	12/18/2020	2/25/2020	12/22/2020	P19-80	14	10-G	12/22/2025	W	3.5
RV Paolini Construction, LLC	Cottage Park Drive	M	5	2	3	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	1.8
Singh	County Farm Cross Road	H	4	4	0	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Ayer	Eagan Drive	H	17	11	6	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	4	5	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	30	2	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Total: Subdivisions			205	103	102									71.8
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	8	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	64	8									
TOTAL APPROVED UNITS			632	258	374									

FY2022 WEATHER EVENT MANAGEMENT REPORT

Date of Event	Weather Condition	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix-Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
FY2022 Amount Budgeted:				\$167,000.00	\$90,000.00		\$264,500.00							\$521,500.00
12/9 & 12/10	Train Station Only	0	0.00	\$0.00	\$140.00	\$1.50	\$78.81	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$218.81
12/18 & 12/19	Wet Snow/Rain	1.50	475.10	\$16,133.70	\$6,023.75	235.25	\$12,360.04	67.50	\$1,706.40	0.00	\$0.00	80.00	\$5.60	\$36,229.49
12/22/2021	Ice	0.00	44.77	\$1,599.59	\$280.00	113.25	\$5,950.16	22.50	\$568.80	24.00	\$552.00	0.00	\$0.00	\$8,950.55
12/25 & 12/26	Wet Snow	4.00	458.20	\$15,155.80	\$5,030.00	355.25	\$18,664.84	250.00	\$6,320.00	50.00	\$1,150.00	0.00	\$0.00	\$46,320.64
12/28/2021	Snow	1.00	39.00	\$1,318.34	\$280.00	82.00	\$4,308.28	15.00	\$379.20	7.00	\$161.00	0.00	\$0.00	\$6,446.82
1/5 & 1/6	Ice/Sleet/Rain	0.00	48.05	\$1,596.58	\$280.00	88.50	\$4,649.79	246.00	\$6,218.88	9.00	\$207.00	0.00	\$0.00	\$12,952.25
1/7/2022	Snow/Icy Roads	5.00	311.97	\$10,349.90		279.00	\$14,658.66	89.00	\$2,249.92	23.00	\$529.00	0.00	\$0.00	\$27,787.48

FY2022 WEATHER EVENT MANAGEMENT REPORT

	Accumulation Inches	Total OT Hours	Total OT Cost	Contractor Cost	Salt Tons	Salt Cost	Salt/Sand Mix- Yards	Salt/Sand Cost	Sand Only Yards	Sand Only Cost	Salt Brine	Salt Brine Cost	Total Event Cost
Through February 2021	44.25	3,078.77	\$99,926.57	\$73,962.50	2,779.25	\$135,210.51	851.00	\$21,513.28	96.00	\$1,896.00	19,355.00	\$1,548.40	\$334,057.26
Through February 2020	48.50	3,808.13	\$128,490.45	\$96,349.43	2,825.75	\$141,711.36	1,498.50	\$37,837.13	49.00	\$818.30	37,004.00	\$2,960.32	\$408,166.98
Through February 2019	43.50	3,769.87	\$121,137.29	\$38,383.50	3,261.25	\$163,551.69	2,598.50	\$65,612.13	125.50	\$2,127.23	32,975.00	\$2,638.00	\$393,449.83
Through February 2018	54.75	4,820.70	\$150,506.71	\$35,355.50	3,073.25	\$163,343.24	2,741.50	\$65,631.51	100.50	\$1,582.88	9,430.00	\$1,594.80	\$418,014.63
Through February 2017	61.50	5,157.52	\$162,064.13	\$20,634.30	3,084.25	\$167,721.52	3,070.00			\$39,142.50	22,080.00	\$1,766.40	\$391,328.85
Through February 2016	33.25	3,295.10	\$104,808.60	\$25,638.00	1,541.00	\$83,799.58	1,877.50			\$23,938.13	4,800.00	\$384.00	\$238,568.31

2019-2020 Parking Bans: 9
2020-2021 Parking Bans: 12
2021-2022 Parking Bans: 3

- 1 Ban
- 2 Bans

As of 01.11.2022

2. Product & Process Outcomes

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

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

In early 2020, the City Council approved a purchase of online permit program for land use and building processed permits. The program is a significant investment for the City and staff is working to ensure that it is an investment that is easily used by stakeholders (internal and external) to ensure buy in by the end users. Between October and December, Planning staff continued to work with IT staff and the vendor to review various permits and the data needed to review and process them. In addition, staff worked on converting historic data into a format that can be brought forward in the new database to create one repository for historic and current data. The intended roll out of the online software is in the winter of 2022.

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

The Assistant City Manager, City Clerk and City Attorney reviewed ward boundaries and the census data indicating population change since 2020. Staff met with the Ordinance Committee three times to review options and parameters for the Committee to use to select a preferred alternative for a new ward map. This new map will be presented January 12th to the City Council.

The Assistant City Manager worked with Legal, Economic Development staff and the City Manager to review and finalize the Purchase and Sale of property on Venture Drive with American Durafilm. The review included deed review and required subdivision plan approvals. This purchase and sale will be used as a template for future negotiations.

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. The Council approved this conveyance on October 13th. Deeds were prepared and will be conveyed in late 2021, or early 2022.

The Assistant City Manager and City Planner Benton have been working with One First Street LLC on the development agreement and conditions of Planning Board approval for the project at First/Second Street.

The Assistant City Manager, City Planner Benton and City Attorney all worked to develop a strategy to resolve the concerns raised by an abutter to Saint Thomas Aquinas High School relative to the Planning Board approved athletic field lighting. After review, the abutter is also considering civil recourses for the concerns raised.

The Assistant City Manager and City Planner Benton met with Our House, a group working to provide a safe, secure and positive environment for adults with special needs. They hope to develop a living and care facility in the Dover area.

The Assistant City Manager started the process for each service area to update its Strategic Plan in early November. Materials were provided to the service areas to determine how they want to evolve over the next 5 years. Plans are due to the Manager on January 10th.

Community Development Planner Carpenter completed and submitted the FY21 CDBG and CDBG-CARES year-end report to HUD. The report was approved by HUD.

The Planning and Community Development staff prepared contracts for six CDBG CARES Business Grant recipients. As of the end of December, four contracts have been signed with funds disbursed to the four businesses.

Community Development Planner Carpenter performed required onsite monitoring at certain CDBG funded projects.

Community Development Planner Carpenter prepared the draft FY23 CDBG Annual Action Plan. Review will begin with the Planning Board in January and then proceed to the City Council in March or April.

Community Development Planner Carpenter performed environmental reviews for certain CDBG funded weatherization and energy efficiency projects for qualifying single family dwellings located in Dover.

Community Development Planner Carpenter began the development of a programmatic agreement that will help streamline the environmental review process for certain CDBG funded projects.

The Assistant City Manager and City Planner Benton reviewed and investigated affordable housing options in place statewide. One is in Nashua where a housing trust fund has been established. The fund can be used to provide housing finance options for developers and residents. At the same time, staff looked at options around the City for affordable housing developments, similar to the approved cottage project on Back River Road. The developer of that project is seeking two additional projects in the region.

The Assistant City Manager and Economic Development staff worked with Strafford Regional Planning Economic Development staff to review opportunities for Brownfield redevelopment funding from the US EPA. This money could be used for understanding soil conditions and remediating any necessary pre-development conditions.

Planning and Community Development staff continued work on the Community Facilities & Utilities Chapter of the Master Plan, with Community Services staff and the project consultant, Resilience Planning & Design. City Planner Bird discussed outstanding information with the Community Services Director and the consultant, and a timeline for completion was developed.

Community Development Planner Carpenter released the FY23 CDBG funding applications in early October. A total of 15 funding requests were received.

Resilience Coordinator Kaspari developed vendor communication protocols for the Community Power Coalition of New Hampshire.

The Assistant City Manager met with 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. Staff continued to follow the process of the Ten Year Plan, through its adoption by the (Governor's Advisory Committee on Intermodal Transit (GACIT).

City Planner Benton attended pre-construction meetings for Circle K on Dover Point Road on October 19, 54 Back River Road on October 25th, 26.5 Bellamy Road on December 2, Durafilm on December 9, and the Station at the end of Grove Street on December 13th.

The Assistant City Manager was interviewed by the Workforce Housing Coalition for the Greater Seacoast about the City's efforts to promote diversity of housing, the need to address zoning changes, universally, and the need to continue to attract and retain residents of all ages to communities.

The Assistant City Manager was interviewed by a group interested in developing strategies to encourage innovative housing strategies, including adaptive reuse of older homes and promoting smaller units, whether in existing larger homes or as new construction.

The Assistant City Manager attended two legislative committee meetings for the New Hampshire Planners Association. This meeting was designed to review potential LSRs (bills before the upcoming legislative session) and the impacts of bills adopted last session on municipal land use.

The Assistant City Manager was interviewed by the Sunshine Initiative, which is a non-profit based in Newport New Hampshire. The group is looking towards ways to improve vitality in central business districts, and recognized Dover's success in promoting a variety of uses in the downtown.

Planning Staff developed two request for proposals for traffic study peer reviews. The first was for a multi-family project on Rutland Street, the second for the pending waterfront development. Both peer reviews are paid for by the developers, and the vendor is selected by the City.

The Assistant City Manager, City Planner and Engineering staff worked with the Purchasing Agent to develop and release an RFP for design services for the 2015 Downtown Pedestrian and Vehicular Access Study. The RFP was shared with the 3 short listed engineering firms pre-qualified for transportation work. After review,

one firm did not bid, a second firm was above the price range staff felt was reasonable for the project, and the final firm was selected.

City Planner Bird and Resilience Coordinator Kaspari met with the Conservation Commission on October 12th to review three applications and to discuss TRC procedures.

City Planner Benton met with the Police Chief and Sergeant about the newly formed ad-hoc Graffiti Management Committee. The first meeting was held on November 18.

City Planner Benton and Resilience Coordinator Kaspari attended the Arts Commission Goal setting meeting on November 8.



Come & Play

The Dover Public Library hosted 57 programs in October which were attended by 947 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*; 8 *Beyond Books Story times with 38 attendees*; 4 *Shake Your Rattle and Roll with 171 attendees*; 2 *Knitting Group 16*; 4 *Book Group 25*; 1 *Paperbag Craft 164 distributed*, 1 *Cup Craft 160 distributed*; 2 *Family Place Workshops with 23 attendees*; 1 *Lets Draw Monsters with 23 attendees*; 2 *Head Start visits with 27 attendees*; 1 *Halloween at the Library with 29 attendees*



Indonesian Play Day

The Dover Public Library hosted 70 programs in November which were attended by 725 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: 5 *D & D sessions with 58 attendees*; 5 *Beyond Books Story times with 42 attendees*; 2 *Shake Your Rattle and Roll with 49 attendees*; 3 *Family Story times with 34 attendees*; 1 *Come and Play! with 30 attendees*; 2 *Knitting Group 21*; 6 *Book Group 27*; 1 *Leftover Craft 162 distributed*; 1 *STEM Saturday (drones) with 34 attendees*; 1 *Ballet Fun with 20 attendees*; 1 *Basket making with 10 attendees*; 1 *Great DPL Cupcake Decorating Challenge with 48 participants*; and 1 *Lotus Lantern craft with 13 attendees*.



Ballet fun at the library.

The Dover Public Library hosted 43 programs in December which were attended by 703 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: 5 *D & D sessions with 40 attendees*; 5 *Beyond Books Story times with 40 attendees*; 2 *Shake Your Rattle and Roll with 39 attendees*; 3 *Family Story times with 38 attendees*; 1 *Come and Play! with 22 attendees*; 2 *Knitting Group 20*; 5 *Book Group 30*; 1 *Holiday craft 127 distributed*; 1 *STEM Saturday (Snapology) with 32 attendees*; 1 *Creepy Christmas 15 attendees*; 1 *adult craft with 49 participants*; 1 *Nailed It! Teen program with 17 kids attending*; and 1 *All ages Holiday craft workshop with 27 attendees*.



Snapology



Nailed it



Drone STEM Saturday

The Dover Public Library partnered with the NH Fish & Game and UNH Cooperative Extension to be a collection location for their pilot program “Common Milkweed Pod Collection”. The goal of the initiative was to collect milkweed pod from individuals all over the state of NH. Haley Adreozzi, Wildlife Outreach Program Manager at UNH said we are “still processing seed, but we estimate that we had participation from over 300 individuals statewide and collected 30+ pounds of milkweed seed. This represents around \$12,000- \$15,000 worth of local, native milkweed seed. Amazing! It will make a big difference for monarchs and pollinators in New Hampshire.”

As part of the “Dover Public Library Great Cupcake Challenge” the library partnered with Dover’s Southern Girl Bakery for a virtual cupcake decorating class with Courtney Daniel. 30 attendees learned some great decorating tips and tricks!

Senior Reference Librarian Carrie Tremblay is collaborating with Tony McManus to compile his Historically Speaking columns into a book. Ms. Tremblay also searched the Library’s photographic archives and collected images which illustrate the historical articles. The book will serve as a valuable resource on Dover history.

Gym programs in October held Interval Strength classes on Tuesdays & Thursdays with Lisa, capacity is 50% and classes are full. All three men’s leagues (18+, 35+ and 50+) held registrations and every league is full. 18+ held open gyms and draft in October, games began on October 21st. The additional two leagues (35+ and 50+) begin open gyms the first week of November and began games the week of November 15th. Youth basketball registrations began on Sunday, October 24th and saw almost 175 registrations the first

day. Registration is currently limited to Dover residents and some programs are already full with over 260 already registered. Youth programs will be using the elementary schools as well as the McConnell Center for practices and games.

In November, sign-ups were ongoing for many basketball leagues, grades K-12. 18+ Men's league has 9 teams and their games are on-going on Sundays and Thursdays. The 50+ league has 7 teams and began their games on Wednesday nights. The 35+ Men's Basketball League has 7 teams and they began games on Monday nights. All men's leagues are full with over 200 participants. 5th & 6th grade house basketball league held their workout on November 20th at the Garrison Elementary School Gym. There are 6 boys teams and 4 girls teams which will play most of their games on Saturday mornings at McConnell, while practicing during the week at the elementary school gyms in the evenings. Also held was the Rec 7th & 8th grade workout day on November 20th at the McConnell Center which now has 4 teams. Badminton continues on Friday nights from 6-9pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. New sessions of Interval Strength started and will run through December.

In December, all youth league basketball programs began for grades K-12. After a year off due to COVID, each program is limited in size to account for spacing but there are still 350 kids participating and several of the programs are full with a wait list. Games for 5-8 began at the McConnell Center and HS teams were formed. 18+ Men's league has 9 teams and games are on-going on Sundays and Thursdays. The 50+ league has 7 teams they began games on Wednesday nights. The 35+ Men's Basketball League has 7 teams and they began games on Monday nights. All men's leagues are full with over 200 participants. Badminton continues on Friday nights from 6-9pm. Additional sessions of pickleball for both the Senior Center and the general public are being held in the gym during the weekdays. Weekend sessions added on Sundays as the schedule allowed. Interval Strength wrapped up last session of the year and will resume in January.

The pool schedule in October has remained consistent and the volume of swimmers for lap swim and swim lessons increased significantly this month. The high school swim season began on November 15th and will run through the middle of February. The first session of fall programming was successful with the most popular classes being infant/toddler and adults. Swim services were provided to 16 adults this fall. The second session for mid-week classes has started and Saturday classes begin October 30th. Every Saturday class has a waitlist but pool space is the limiting factor. Classes will run until December 4th. Children and Adult group lessons will run again in January as long as staffing allows. Private lessons continue to be in high demand and there is a long waitlist. The most popular requests are for weekend lessons and weekend classes are full. A few new lifeguards were hired this month and are now fully staffed.

In November, High School swim season has officially begun. Five high schools are using the facility on top of regular SSA rentals. The pool schedule has changed to reflect these rentals. The most significant change is the reduction in midweek recreation swim time to just Wednesday afternoons. Weekend recreation swim has picked up significantly. Several birthday parties were hosted during the month of November, and have a few on the books for December. The Indoor Pool will host one swim meet for the High School Swimmers in January. It appears as though everyone is comfortable sharing space up to 3 people per lane. Winter group swim lesson program has been advertised. Registration will begin Monday December 20th for Dover Residents and Monday December 27th for non-residents. It is anticipated that classes will fill quickly. Private swim lesson assignments are once again on hold due to pool and instructor availability.

Winter group swim lesson registration has begun in December and enrollment is steady. The most popular classes are on Saturday mornings. Staffing has been stable and received a few college students back who are home on break. Next lifeguard course will be held February 22-27 during Dover school vacation week. This is the week following High School swim season.



During a recent 11:00 lap swim session there were 22 patrons who showed up, which is the busiest it's been since COVID. 3 patrons per lane in 5 lanes, one lane had 4 with all Great Bay Masters swimmers, 1 in the dive well and 2 waiting for space.

October at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. The fall/winter programs are in full swing with COED League games every Monday night. Learn to Skate's fall session was full with 12 skaters. Rock Night numbers remain low each week and still has not reached the numbers for participation that the program had pre-covid. Chix with Stix on Sunday nights continues to be a popular program for the beginner and intermediate skaters. Dover Youth Hockey has games every weekend and practices throughout the week. The arena is still short staffed for Zamboni drivers for most night shifts and snack bar attendants on the weekends. The month of November means the start of high school hockey season. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. The high school hockey jamboree will be held on December 4th. Adult and Youth Stick Practice: 292 skaters

In November, High School Hockey season has started with tryouts and practices for the many teams that skate out of the arena. The fall/winter programs are starting to wrap up with COED League games every Monday night. Learn to Skate wraps up its fall session. Rock Night continues to increase in numbers. Chix with Stix on Sunday nights also continues to be a popular program for the beginner and intermediate skaters it has been full each week. Public Skate has become very popular on the weekends for families to come and enjoy some skating. The month of December means many high school hockey games. The Dover High Hockey Jamboree is on December 4th with 12 teams coming to play. Winter program signups will begin in the early weeks. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England.

December High School hockey season is in full-swing, with games and practices every day. Dover Youth Hockey is also mid-season with practices and games every day. Public Skate has become very popular on the weekdays and Sundays. Rock Night remains very popular as well every Saturday night. The Fall COED League wrapped up its playoffs at the end of the month and is getting ready for the winter-spring session of

the league. The high spread of covid-19 in the community has affected the arena and high school hockey season as some games have been canceled due to outbreaks within teams. The month of January means many more high school hockey games. Winter programs will begin. The COED League starts back up in the first week as well as drop-in adult hockey programs. The Bay State Girls Hockey Tournament in February is full with registrations from teams all over New England.

In October, the Senior Center continued to hold Chair Yoga, UNH Occupational Therapy for fall semester (and UNH has added in free one-on-one tech help sessions which are always welcome), as well as cooking class with Gisele, the new front desk attendant who is a retired personal chef. Intrepid theater group got in the mood for Halloween with two new shows, Young Frankenstein at Ogunquit Playhouse and Jekyll & Hyde at Seacoast Rep, but also danced in the aisles at North Shore Music Theater's production of Mamma Mia.

The Senior Center continued to hold Chair Yoga **in November**. UNH Occupational Therapy concluded their fall semester (and they added in free one-on-one tech help sessions, which are always welcome). Look forward to having them back in the spring. Cooking class with Gisele concluded with a holiday party of hors d'oeuvres and mocktails. Intrepid theater group refused to grow up at Seacoast Rep with a showing of Peter Pan.

December continued with Chair Yoga. Chef Gisele held a holiday apps and mocktails class to wrap up 3 sessions of cooking class. Sent seniors to see Cirque Holidaze in Boston and up to Mt. Washington for a pre-Christmas holiday. The American Heritage Museum in Exeter came to us, and did a presentation on the Revolutionary War. Planning new trips for 2022 including the Painted Canyons of the West and Spotlight on San Antonio - and the calendar is filling up! Look forward to starting brand new Tai Chi classes next month and welcoming back UNH OT in March.

Pictures from the Senior Center trip to Mt. Washington hotel:



The Public Welfare Director, Dave Balian, attended two "Case Management" meetings in October concerning the people who are in the encampment near Willand Pond. Director Balian went to four of the triage events set up to offer assistance. No one from the encampment wanted to fill out an application for Dover Welfare assistance. None of the other Welfare offices report anyone filling out an application for assistance with them either. The Director also toured the homeless encampments near the train station with Sargent Tarmey.

In November, the Public Welfare Office continued the "less client applications than expected" pattern Welfare has been experiencing since the pandemic took hold. Welfare directors across the area report similar patterns without a clear idea of why. Phone calls for referrals and information remain steady.

The Triage events to offer assistance to those in the encampment near Willand Pond continued and Director Balian attended two more of them as well as a case management meeting. He also spent the day at the Warming Center during the actual “clear out” event. vAgain, while people approached Director Balian during the various events, no one requested assistance. The office also began advertising and taking applications for The Toy Bank program put on by the Fire Department.

In December that Public Welfare Director stopped in at the Willand Shelter periodically on his way home to see if there are any needs and observe operations. Director Balian usually stayed an hour or so. It appears to be running smoothly so far. The Director helped in obtaining towels and masks for them.



Collection boxes for the DEA Drug Take Back event

The Dover Police Department and Dover Coalition for Youth participated in the DEA’s Drug Take Back Day on October 23rd. The event collected 6 boxes totaling 124lbs of medications.

The 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 through the police department.

The Dover Coalition continues to work closely with the DFC funded coalitions across that state. As a part of the City’s grant with the NH Bureau of Drug and Alcohol Services, the Coalition has coordinated monthly zoom meetings between DFC Coalitions and the state. These meetings ensure that the coalitions has strong collaboration and share information.

The Coalition is in the process of developing MOUs to provide funding to various youth groups through these grants. MOUs are expected to be signed in January. In December, Vicki Harris checked in on the status of

every GYA team and provided individualized attention to each group depending on their needs. For example Portsmouth requested assistance with recruiting, Raymond asked for help with training new staff and Epping asked for help with Samantha Skunk.



Students from Dover Youth to Youth assembling Quit Kits to be distributed to nicotine users who wish to quit smoking or vaping.

During one of the regular meetings, the Thursday Y2Y Team assembled over 100 nicotine quit kits for the Dover Coalition for Youth. Some were designed for teens and others for adults. The kits will be distributed by the Coalition to SOS Recovery and throughout the community.

Total attendance for the month of October at the Teen Center was 287 participants on 20 days of programming.

The Teen Center is using a 15-participant maximum per afternoon to keep within safe practices of physical distancing. October 2021 provided a possible 327 reservations and 287 were filled via Sign-Up Genius. These include special events and trips that had separate Sign-Up Genius events created for reservations.

The total Teen Center attendance for the month of November was 279 participants on 19 days of programming. The Teen Center is using a 15-participant maximum per afternoon to keep within safe practices of physical distancing. November 2021 provided a possible 295 reservations and 270 were filled (91%), via Sign-Up Genius. These include special events and trips that had separate Sign-Up Genius events created for reservations.

Total Teen Center attendance for the month of December was 240 participants on 17 days of programming. The Teen Center is using a 15-participant maximum per afternoon to keep within safe practices of physical distancing. December 2021 provided a possible 275 reservations and 240 were filled (87%), via Sign-Up Genius. These include special events and trips that had separate Sign-Up Genius events created for reservations.

In October, two months into the new school year has provided opportunities to welcome back the youth participants for the after school program at the Teen Center, where they can receive academic and social/emotional support via teen center intern mentors and program mission.

These included, but were not limited to:

- Friday Flix: Movie & Popcorn Afternoon
- Arts in Action Event: Benny Bassett Live in the TC Alley
- DeMerritt Hill Farm Apple Picking Trip
- TC Bingo Mania
- Mindfulness & Stress Reduction Presentation
- Featured Snack Special Days (Tacos, Chili, Pancakes, Pasta, etc.)
- Video Game Tournaments
- Table Game Tournaments
- TC HALLO-WEEK EVENTS & TRIPS
 - Canobie Lake Park-Screemfest; Scary Movie Monday; Pumpkin Carving Party; Halloween Costume Bash; Hallo-Bowl fun @ Dover Bowl; Scamman Farm Flashlight Corn Maze

In November, the after school program participated in:

- Friday Flix: Movie & Popcorn Afternoon
- Ping-Pong Tournament
- Billiards Tournament
- TC Bingo Mania
- Teacher Workshop Day Trip! (Funspot Arcade)
- Featured Snack Special Days (Mac n' Cheese, Chili, Pancakes, Hot Dogs, etc.)
- Video Game Tournaments
- TC Thanksgiving Dinner
- Annual Family-style dinner @ Teen Center

As the Teen Center headed into the final month before the New Year, youth participants continued to take advantage of the after school program, where they received academic and social/emotional support via intern mentors and program mission.

After school programming in December included, but was not limited to:

-
- Friday Flix: Movie & Popcorn Afternoon
 - Scrabble Tournament
 - Teacher Workshop Day Special Event
 - Fall 2021 Intern Appreciation Event @ Dover Bowl
 - Elimination Pool Tournament
 - Featured Snack Special Days (Mac n' Cheese, Chili, Pancakes, MYO Pizza, etc.)
 - Winter Holiday Programming
 - Monday Movie – Holiday Theme; Holiday Ornament & Card Making; Winter Holiday Party; Winter Holiday Vacation Week Trip – “Smitty’s Cinema”; Winter Holiday Vacation Week Trip – “Funspot Arcade”; Winter Holiday Vacation Week Event – “Chill-Zone Afternoon”

The Teen Center received (5) new registrations in October 2021, received (4) new registrations in November 2021, and received (5) new registrations in December 2021.

The youth community service program tracked four participants in the month October 2021. A total of 6 hours of community service work was completed with two of the participants finishing their assigned community service hours. A total of 4 hours of community service work was completed in November 2021 with none of the participants finishing their assigned community service hours. In December 2021, a total of 2 hours of community service work was completed with one of the participants finishing their assigned community service hours.

The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. In the **month of October**, Professional Standards conducted 4 written tests and 2 oral board interviews for the position of police officer. No new conditional offers of employment were made. Three applicants are scheduled for physical fitness testing, or psychological evaluation, or both, at which point they will be scheduled for an upcoming NH Police Standards and Training Academy.

The police department is also actively seeking candidates for part-time parking enforcement officer, and is seeking to fill a 40 hour position in the Prosecution Unit, and a 32 hour secretary position in the Records Bureau. Interviews for qualified candidates are scheduled for early November.

The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. In the **month of November**, Professional Standards conducted 3 written tests and 5 oral board interviews for the position of police officer. Interviews are scheduled with a number of potential applicants who successfully completed the regional Great Bay Police Testing Alliance exam in November.

The police department held interviews and has extended a conditional offer to a candidate for an open 32-hour Records Secretary position. A background investigation is in progress. The agency also held interviews and extended an offer to a qualified candidate for the 40-hour executive secretary position in the Prosecution Unit. The department is actively seeking candidates for part-time parking enforcement officer.

The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. In the **month of December**, Professional Standards scheduled 4 written tests and 11 oral board interviews for the position of police officer. One new conditional offer of employment was made.

Records Bureau personnel focused numerous staff hours in December on reviewing, clearing, and approving police reports in the former records management system in an effort to close the books on data and National Incident Based Reporting System (NIBRS) reporting for calendar year 2021.

Lieutenant Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on October 7, 14, 21 and 28. Projects under review before Planning Board submission included a change-of-use site plan on Education Way, a mixed use development at the River Street Waterfront project, a residential subdivision on Sixth Street, a residential project on Rutland Street, a residential project at Central Avenue and Brick Road, and a residential subdivision on Bellamy Road. Following staff review of each project, comments were prepared and disseminated to the Planning Department for further discussion and inclusion in the meeting notes.

During the week of October 11, Lieutenant Speidel worked closely with staff from Utility Associates, Inc. and its selected contractor to facilitate the installation of in-car camera systems in all of Dover's line cruisers. The technology will be part of Dover's BodyWorn camera system, which is currently being prepared and integrated in association with a contract between the City and Utility Associates. The Administrative Services Bureau is also undertaking the process of coordinating the retrofitting of officers' uniforms to accommodate the body worn camera system. Department-wide training will take place in January 2022, to complete the steps necessary to bring the system into operational mode.

Lieutenant Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on November 4 and 18. Projects under review before Planning Board submission included a commercial change-of-use project on Quality Way, the public access and utility portion of the River Street Waterfront Development Project, and a mixed use development project on Broadway. Following staff review of each project, comments were prepared and disseminated to the Planning Department for further discussion and inclusion in the meeting notes.

Dover officers provided mutual aid support to the University of New Hampshire Police Department on November 20 in the form of additional manpower and security at pre-game tailgating areas for the final home football game of the season.

Lieutenant Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on December 16 and 23. Projects under review before Planning Board submission included a mixed use project on Chestnut Street and a residential development on Bellamy Road. 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 December 20, 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 141 Vehicles and Traffic with the proposed addition of certain stop intersections.

This winter, the Parking Manager will meet with other city staff to create a proposal that would allow restaurant seating in parking spaces next spring. The proposal will be reviewed by the Parking Commission, and if approved, sent to City Council for consideration.

The Parking Bureau is gearing up for the upcoming winter season. Press releases for the Winter Storm Ban are being updated and signs put back out. Police officers will begin leaving notices on vehicles parked overnight to remind drivers of the Winter Storm Ban regulations and how to sign up for text or e-mail notifications.

The Parking Bureau continues to gear up for the upcoming winter season. Press releases for the Winter Parking Ban were updated and signs put back out. Police officers began leaving notices on vehicles parked overnight to remind drivers of the Winter Parking Ban regulations and how to sign up for text or e-mail notifications.

Demand for parking permits is exceeding availability in many locations downtown. Eleven of seventeen locations are Sold Out including the parking garage.

The EasyPark mobile parking meter program is winding down in December. Due to the increased popularity of Pay by Phone and reduced usage of EasyPark, the NH cities that used it agreed to end the program on Dec. 31st. Drivers may still use any funds remaining on the device, but won't be able to add to them. Monthly services from EasyPark will automatically end as well.

Daily meter activity during December of 2021 was up 57% compared to the prior December.

Parking Bureau staff dealt with the first snow of the year on Dec. 18th. Timing of the storm and the cold weather the day after, before the busy holiday shopping week, made it challenging to open access to the sidewalk from the parking spaces. Parking Bureau staff, including the Parking Manager worked together to get it job done.

DFR Admin Staff continued to work on a daily basis with the project management team from CSI, the City's vendor for its recently purchased Computer Aided Dispatch (CAD) and

Records Management System (RMS). DFR Staff and PD Admin staff meet weekly for an online status and project update call with the team from CSI. This unified approach will ensure that both Departments oversee CSI in their final product delivery for the RMS.

At the end of November, members of B Shift decorated City Hall with holiday garland. In addition to providing a useful service and helping to "dress up" the City, this is also a valuable activity for members to practice training on the aerial ladder truck.



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.”

From October to December, Media Services continued to provide updates on the COVID-19 pandemic on a regular basis. The frequency of COVID-19 email, social media and Channel 22 alerts increased over the fall and winter months as cases continued to increase. In addition to updates on the number of cases locally and statewide, these alerts contain information about safety, testing, vaccinations and more. In addition to email updates via the COVID-19 newsletter and Dover Download, these updates also included numerous updates on social media. In addition, Media Services produced several video updates on the pandemic that included interviews and public information from Dover's emergency management director and the public schools.

During these three months, Media Services also produced several informational videos for Channel 22 and online distribution, including PSAs on a variety of topics, including winter parking bans and project updates.

Media Services produced nearly 50 videos for the presentation of the Capital Improvements Program in October, including one video that explains the process, and numerous videos for most of the major projects. These videos are part of the CIP resource available online.

In October and November, through the Dover Votes! Initiative, Media Services produced several videos pertaining to the municipal election, including a voter guide and a detailed look at the ballot questions. These videos were also included on a comprehensive web page about the election, and frequent updates in the city's newsletters and on social media, encouraging people to vote and to inform themselves about the ballot questions. Media Services also provided the live production of three candidate forums for the Greater Dover Chamber of Commerce. These forums were broadcast live on Channel 22 and streamed live on the city's website and via the Chamber's Zoom account.

In November, Media Services helped coordinate and produce a Veterans Day ceremony, held at the Dover Veterans Park.

In November and December, Media Services provided several holiday-related productions. These included a special retrospective of the annual Holiday Parade, which wasn't held in 2021 due to the pandemic; and previews of various Chamber of Commerce and Dover Main Street events.

In October, November and December, Media Services continued to provide the production and distribution of the Dover400 lecture series, which concluded in December.

From October through December, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather, including extreme cold weather and the opening of the extreme cold weather warming center on Willand Drive in Somersworth. Additional information distributed across all media platforms is intended to help residents prepare for and be safe during difficult weather. Alerts and content included safety tips, updated lists of closings and cancellations, and weather updates. These updates also include two declared parking bans in December, during which Media Services is responsible for notification to the media, the City's website, Channel 22, social media, and electronic alerts via email and text. In October and November, Media Services continued to encourage residents to sign up for alerts in anticipation of bad weather.

Media Services also continued to distribute news releases and public information across all platforms for other city matters, including ongoing projects and special announcements.

Media Services prepared and distributed 184 email newsletters and alerts during these three months, including weekly editions of Dover Download and numerous special announcements, as well as new project newsletters. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship.

Media Services distributed more than 200 press releases and numerous updates to the website and social media in October, November and December.

Among this distribution of public information includes ongoing assistance to Dover's public schools with news releases, newsletters, community announcements and updates.

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 2,736 likes and 2,981 followers).

The Department of Planning and Community Development sent 265 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 meetings. 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 ongoing improvement in the office, reviewing census data, housing affordability, wishing departing staff and board members well, staff bios and book reviews.

Community Development Planner Carpenter met with businesses to discuss the Dover Economic Loan Program.

Resilience Coordinator Kaspari presented the analysis used to support amendments to the Chapter 152 Site Review Regulations at the Local Energy Solutions Conference in Concord on October 8th.

Resilience Coordinator Kaspari presented perspective on the Climate Forum Planning Committee process at a CAW Talks meeting on December 16th.

Resilience Coordinator Kaspari met with members of the Dover Plastics Group on December 15th to receive their input regarding a plastic reduction section of the in-progress Resilience Master Plan Chapter.

The Assistant City Manager attended the first and fourth session of the Citizen's Leadership Academy. The first meeting focused on the role of governance and the City's finances. The second focused on quality of life efforts here in Dover.

The Assistant City Manager worked with the City Manager to update the City Council on progress the City has made on the report created by the Tri-City Mayor's Homeless task force. The material was presented to the City Council in early December.

The Assistant City Manager represented the City to the Governor's Advisory Committee on Intermodal Transit at a public hearing, in Dover, on October 4th. The Assistant Manager spoke in favor of Dover projects, COAST and the regional Route 108 Complete Streets project.

In October, November and December, Karin Mayer-Gottlob, Children's Room Assistant, visited 2 head start classrooms to perform story times and bring them handpicked books.

On Thursday, October 7 from 5:30-6:30 Woodman Park School hosted Stories in the Schoolyard. While families were eating their picnic dinner, provided by the school, several members of the community, including Dover Public Library's Children's Librarian Patricia Falconer, read fall-themed picture to small groups. Readers rotated to different groups so families were treated to a variety of stories. Approximately 50 people attended the event.

On Wednesday, October 13 the library hosted an Indonesian Play Day, co-sponsored by Indonesian Community Connect in Somersworth and the NH Toy Library. There was a reading of the book Si Komodo Mau Main Musik (Komodo Wants to Play Music) by Felicia Nayoan Siregar in both Indonesian and English. After the reading, participants had the opportunity to play the angklung, a traditional Indonesian instrument featured in the book. There were also traditional games, puzzles, and snacks.

On Tuesday, October 19 the library hosted a Come and Play! event. Our Lecture Hall was transformed to a play space with lots of educational toys for kids to explore. We were joined by two coaches from the UNH Play-based Initiative group. While families played together, the coaches demonstrated ways that parents could use common objects they most likely have at home, to enhance the play experience for their children.

The 20 participants enjoyed the social interaction as well as the ideas from the UNH coaches.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 91 volumes to other libraries and borrowed 126 from other libraries for patrons in October, 99 volumes to other libraries and borrowed 84 from other libraries in November, and in December, sent 66 volumes to other libraries and borrowed 100 from other libraries for patrons.

The Dover Public Library has 5,041 subscribers to its two monthly e-newsletters—Children's and Adults.

On Tuesday, December 7th Karin Mayer-Gottlob, Assistant Children's Librarian, visited 2 head start classrooms to perform story times and bring them handpicked books.

In December, Emily Ainaire, Teen & Information Services Librarian, worked with Mia Lacovelli, owner of Snapology of Dover, to put on a How the Grinch Stole Christmas event. The LEGO themed STEM event was for children ages 6-10 called "How the Grinch Stole Bricks". The 32 children who participated in the program used LEGOs to build structures and machines according to several Grinch-themed design prompts and challenges.

Each year the Dover Coalition for Youth and Public Health Network collaborate to host the Annual Addiction Summit. Due to COVID the summit will once again be hosted virtually. A planning committee, which Vicki Harris is part of, has been meeting and is working on preparing a series of training sessions to take place over two days in January. The group recently solicited presentation proposals and is in the process of finalizing selections.

To celebrate the Great American Smokeout on November 18th the Coalition assembled 100 quit kits. 50 kits were given to Hope on Haven Hill. Another 50 kits were created providing specific resources for youth who vape. Those kits were given to Dover High School.

The Police And Community Together (PACT) program was held on November 1st, 3rd, and 16th. During the training Vicki Harris provided an overview of the Coalition and Youth Risk Behavior Survey data. Information was shared on substance use rates as well as mental health concerns and other adverse childhood experiences.

The Dover Survey Committee has implemented the Youth Risk Behavior Survey at both Dover Middle School and Dover High School in December. Vicki Harris worked with school staff on the logistics to survey over 1,500 students in total. The Coalition expects middle school results sometime this spring and high school results by the end of 2022.

On October 20th, 37 members of Dover Youth to Youth conducted a Zombie walk in downtown Dover to bring awareness to Drug Take Back Day in Dover scheduled for Saturday October 23 from 10 am to 2 pm. The students, all dressed as Zombies, carried signs, distributed info cards on Take Back Day, and shouted chants. In addition the students conducted a press conference to let the public know about the opportunity to turn in excess medicines in their homes. The press conference was streamed on Facebook live and the video posted on Facebook following the event.



On October 5, Dana Mitchell provided a 40-minute assembly presentation to the 6th and 7th grade students at Nute Middle School in Milton, NH. The presentation explained to the students about how a Youth to Youth program works and the kinds of advocacy they engage in. Following the presentation 18 students signed up for the new Nute Youth to Youth program that held its first meeting in October.

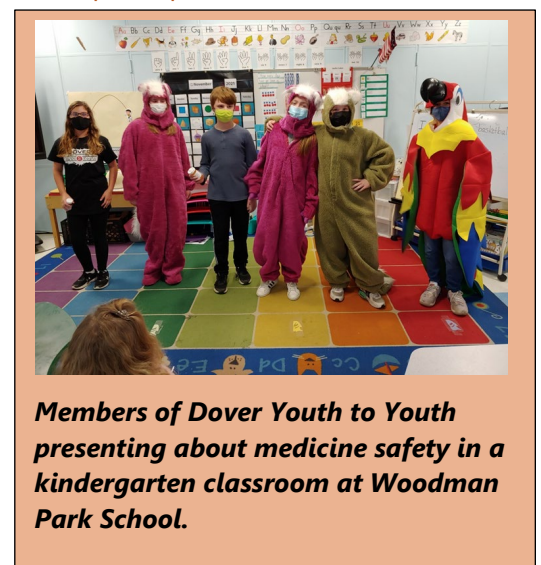
On October 7, four members of Dover Youth to Youth conducted a 1-hour virtual Zoom training for more than 20 adults and youth leaders in the State of Tennessee who are interested in youth advocacy in their communities from throughout the state. The training described how to plan

and conduct long-term prevention campaigns. Several of Youth to Youth's campaigns were described.

On October 21, Youth to Youth conducted a second Zoom training for over 40 participants from Tennessee focused on how to use the Samantha Skunk Program and how to prepare youth to present it to an audience.

On November 12th, twelve Dover Youth to Youth members collaborated on two separate presentation teams to provide medicine safety presentations at Woodman Park School. Almost 100 kindergarten kids in total received one of the four presentations which are designed to reinforce the dangers of taking medicine, unless it is provided by a responsible adult, and to provide instruction on what to do if they find medicine.

On November 19th, seven Dover Youth to Youth students provided the *Samantha Skunk Loves Her Os* presentation as an assembly for the entire 2nd grade at Garrison Elementary School. The presentation teaches the audience about the impact of vaping or smoking

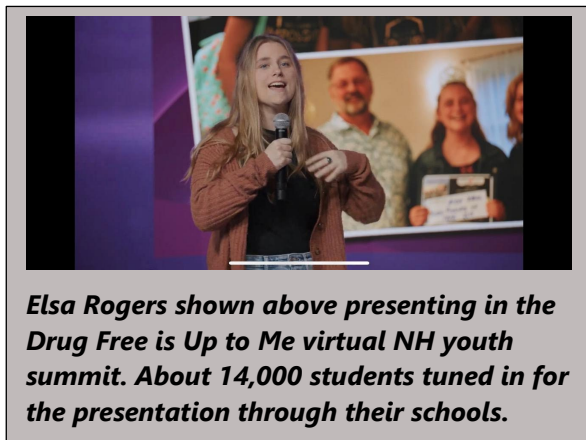


“anything” on lung health and the associated reduction in the ability to run or play endurance sports. The session also addresses the value of exercise and the importance of helping friends make good decisions.

On November 10th, Dana Mitchell provided 5 classroom presentations to 5 fifth grade classrooms at Horne Street School on the consequences of using tobacco, e-cigarettes and vaping devices. A week later on November 17, three Youth to Youth teams provided a total of 5 classroom presentations to the same 4th grade classes to close out the program. Dover Youth to Youth presenters focused on the deceptiveness of tobacco and vaping advertising and marketing, and their failure to warn users of the consequences of their products.

During November, Dana Mitchell collaborated with DARE Officer Dunne and Vicki Harris to provide 3 sessions of the PACT parent program. Dana Mitchell took the lead on the Mock Bedroom presentation during the session.

On November 23rd, Dana Mitchell and two Dover Youth to Youth students provided an hour of youth empowerment training for the staff and adult advisers of the planned youth advocacy group at Monadnock Regional Middle School. The training provided a base of knowledge for their staff and following the training, Dana Mitchell provided an hour of technical assistance in designing their program and how it would roll out. They hope to start their new group in mid-January.



Dover Youth to Youth member Elsa Rogers (senior at DHS) participated in the planning and delivery of the “Drug Free is Up to Me” virtual NH youth summit. During the event she was interviewed live by the host and joined the live in-studio audience with Governor Sununu, Jim Wahlberg and other speakers. The summit was held virtually in front of 14,000 middle and high school students from all over NH. The event was presented by the Mark Wahlberg Youth Foundation, the NH DEA’s Operation Engage, and was sponsored by Walmart.

Dover Youth to Youth conducted Santa's Castle this season in person. The students decorated 4 rooms of the McConnell Center in a Christmas theme and scheduled families to tour the event. This year the event had adjustments in the flow and layout due to COVID concerns. It moved along quicker, group size was limited to 7, all staff, visitors, and elves were masked, and guests had to make an appointment in advance. Four sessions were available to the public to make an appointment online. A special session was also provided to the Seacoast Mother's Association for the families of that organization. Hundreds of kids in more than 150 local families toured the event over the 5 sessions.

On December 12th, two training teams, totaling 10 members of Youth to Youth, provided two presentations to students from the Morrilton, Arkansas area. One session was on the 8 Things that the Alcohol Industry doesn't Want You to Know About, which focuses on alcohol's impact on teenage brains and the consequences that result. The other session was Pop Culture Influences on Alcohol Use, which focuses on the influence of music, TV, advertising and other media on alcohol use, perceptions, and attitudes.



Members of Youth to Youth dressed in costume to put on the annual Santa's Castle event at the McConnell Center.



Members of Youth to Youth shown above presenting in an underage drinking prevention conference over Zoom. The conference was for high school students in Arkansas.

During December, Dana Mitchell collaborated with DARE Officer Dunne to provide 3 sessions of the PACT parent program. Mitchell took the lead on the alcohol influences and consequences section while Officer Dunne presented on marijuana and vaping as an overview and a session on social media. The third session was provided virtually.

On December 1st Youth to Youth provided four hours of Youth Empowerment Implementation training to adult prevention staff from all over the State of North Carolina.

On December 2nd four members of Youth to Youth provided an hour-long Zoom training session on Advocacy and Activism in Drug Prevention to 35 high school students from Oceanside, NY on Long Island.

Throughout the month of November and December, Dover Youth to Youth assisted the Monadnock Regional Middle School in establishing a new Y2Y-style group in their school. A recruitment presentation was designed and recorded in December in collaboration with the Monadnock Youth Coalition (MYC) based in Keene. Two Dover students and two students from MYC presented and recorded the session. The video, explaining how youth advocacy groups work and what they do, will be shown to the audience at the middle school in January. The presenters will be on standby to answer questions from the audience via Zoom while it is being shown.

Several officers from Patrol and the Community Response and Engagement Unit assisted the Garrison and Woodman Park Elementary Schools with a celebration of International Walk to School Day on October 6. The police joined students, parents, and school staff in “walking school bus” parades that began at a number of predetermined locations to converge at the school with a rally to start the school day.

Lieutenant Speidel performed 3 child passenger seat inspections during the month of October. 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. Lieutenant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Lieutenant Speidel performed 5 child passenger seat inspections during the month of November. 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. Lieutenant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Lieutenant Speidel performed 6 child passenger seat inspections during the month of December. 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. Lieutenant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

In the month of November, Dover Fire & Rescue again teamed up with the Dover School district to provide vaccinations to the next tier of students who were approved to receive a Covid-19 vaccination. This month, 2 rounds at each elementary school and Dover Middle School were scheduled to provide vaccinations to eligible and interested students in the 5-11 age group. Several of the private schools in the City also took the opportunity to have their students schedule a vaccination at one of the Dover schools. In all, almost 900 vaccinations were administered to students at Dover schools. In addition to assisting the School District, over 300 Booster vaccinations were administered to DHA residents, this month.





Warming Center of Strafford County

@warmingcenterofsc · Housing & Homeless Shelter

In October and November, the Fire Chief worked with Administrative Staff from Community Action Partnership of Strafford County to reactivate the Tri-City Warming Center and ensure it would be ready for the November 29 opening date. The new agreement between Dover, Rochester, Somersworth and CAPSC ensure an available cold weather shelter for houseless resident in our community from the end of November through April.



DOVER REGIONAL CAREER TECHNICAL CENTER

SKILLS THAT LAST A LIFETIME

Members of Dover Fire & Rescue continue to coordinate and instruct the Dover High School Career Technical Center's (CTC) Introduction to Firefighting class. This year, efforts were made to provide the opportunity for students to spend instructional time at the North End Fire Station, where there is a greater opportunity for hands on work with a variety of the skills being taught.

In the photos below, Lt Brendan Driscoll leads students in a zero-visibility drill to practice situational awareness and basic search skills in a smoke-filled environment.



Firefighter-Paramedic Jason Nicoll works with a DHS student as they practice assessing the Self Contained Breathing Apparatus on a downed FF:



For the months of October through December, the Division of Emergency Medical Services coordinated Observation Time for individuals from Wentworth Douglass Hospital and the Dover Police Department Communications Bureau so that these individuals could observe our personnel in the field. The Dover Fire & Rescue continued to be a preceptor site for EMS students, ranging from EMT to Paramedic, for the New England EMS Institute (Manchester, NH), Granite State EMS (Concord, NH), National Medical Education & Training Center (West Bridgewater, MA), and McGregor Institute of EMS (Durham, NH). This was for a total of 9 students who worked a combined 283 hours over 24 shifts, alongside our members, learning and being evaluated on their EMS skills to meet both State of New Hampshire & National Registry of EMTs requirements for certification and licensing.

Dover Fire & Rescue collaborated with the Greater Dover Chamber of Commerce in the planning and safe delivery of this year's Apple Harvest Day Festival (AHD). In addition to ensuring a City response plan that took into consideration the altered traffic patterns, limited access to the downtown core and the substantial increase in foot traffic, Fire & Rescue staffed a medical station specific to the AHD crowd, while members of the Firefighter's Labor Union (L1312) staffed a fundraising booth selling grilled items to the crowd.

On the evening of October 21st, Fire Admin staff and volunteers from Firefighters Local 1312 presented the Fire Department portion of the Chamber of Commerce's Citizen's Leadership Academy. Interested citizens and prospective community leaders received a presentation to describe the makeup of Fire & Rescue staffing, general daily operations and call responses, discussion of increasing call volume, the cause and effect of simultaneous emergency calls, budgetary needs of the Department, and our use of the latest technology in service delivery to the community. Also, 3 firefighters volunteered their time to present a mock "code" (CPR event) for the participants. In this activity, the firefighters employed a



Firefighter/Paramedics Cody Nason (L) and Michael Kilday (R) pause for a photo with an Apple Harvest Day entertainer

full-size training manikin to demonstrate the medical procedures utilized in the field to assess and treat a patient in full cardiac arrest. Several pieces of recently purchased life-saving equipment was demonstrated to the group.

For the entire month of October, Dover Fire & Rescue instituted a uniform modification in recognition of Breast Cancer Awareness month. As have other people in our community, many DFR members have been affected personally by this devastating disease, and work to bring awareness towards find a cure in a variety of ways.



In late October and into November, Dover Fire & Rescue lent a show of support to the family of fallen NH State Police Staff Sergeant Jesse Sherrill. During the procession transporting SSGT Sherrill from the funeral home to his final resting place in Barrington, DFR along with Dover PD, showed the support of our organization to his family and the members of NHSP and the police community at large.



On October 29, DFR members conducted a class on proper use of fire extinguishers to the employees of Vygon USA. This class teaches local business employees basic information about and the safe operational of the variety of extinguishers that are normally encountered at home or in the workplace.



FF/AEMT Scott Orringer instructs employees in the safe operation of fire extinguishers in the workplace



In the month of November, members of Firefighter's Local 1312 participated in the "Operation Warm" coat drive. This initiative, held annually and coordinated by Dover's firefighters provides brand new, high quality winter coats

for Dover's children in need. Working with school nurses at each of the 3 public schools in Dover, children are identified who would benefit from this cause, and the firefighter raise funds and purchase new coats to be distributed to the kids at each school. This year, almost 100 coats were distributed.



Firefighters Jeff Nelson and Josh Hoffman conduct the drawing for a new grille at Rocky's Ace Hardware. The grille was donated and raffled off as part of the effort to raise funds for Operation Warm.

DOVER PROFESSIONAL FIREFIGHTERS LOCAL 1312

RAFFLE TICKETS \$10

NICE GRILL!

ROCKY'S ACE Hardware

95th ANNIVERSARY

firefighters

OPERATION warm

more than a coat

2021 8th Annual

EMAIL: LOCAL1312fundraising@gmail.com to purchase tickets

Dover Professional Firefighters L1312

November 5

Get your tickets! Thanks additionally to Tendercrop Farm at the Red Barn, we have a \$200 gift card to go with the grill from Rocky's Ace Hardware!

City Manager's Report - January 26, 2022

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In December, Dover Fire helped transport Santa throughout the City as part of Dover Main's Street tour, in lieu of the Holiday Parade again this year. Santa, Mayor Bob Carrier and others wound through various neighborhoods in the City so that children and their families had an opportunity to make a "Santa Sighting" before Christmas.

Dover Firefighter's Local 1312 contributed to the Dover 400th Committee's "\$400 for 400" initiative, by donating a \$400 check to their campaign. Funds were raised through the sale of Apple Harvest Day/Halloween decals, combined with matching funds from L1312's fundraising account.



In December, members of Dover Fire & Rescue once again organized and coordinated the distribution of Christmas gifts to eligible families within the City. With the support of generous Dover citizens and businesses, DFR members collected thousands of gifts and monetary donations to be organized into bags specific for each child whos family requested they be included in the Dover Toy Bank. In a space donated by Chinburg Builders, toys were organized by age, and DFR members (with assistance from Dover high School's Key Club volunteers), spent 3 weekends "shopping" for the eligible children, culminating in the Toy Pickup Day on December 19th.

This year, almost 100 families were provided for through the Dover Firefighter's Toybank, including about 250 individual children.



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 OCTOBER, NOVEMBER & DECEMBER, 2021

Department/Division	PO Date	Vendor Name	Amount
Community Services	10/4/2021	FERGUSON WATERWORKS	\$6,180.00
Community Services	10/18/2021	SALMON FALLS LANDSCAPE INC	\$10,000.00
Community Services	10/26/2021	FISHER PLOWS OF LEE NH, LLC.	\$6,939.24
Community Services	10/27/2021	FISHER PLOWS OF LEE NH, LLC.	\$6,147.24
Community Services	11/29/2021	HOWARD P FAIRFIELD, LLC	\$5,167.00
Community Services	11/15/2021	NORTHEAST SCALE COMPANY, INC	\$5,229.82
Community Services	11/23/2021	FISHER PLOWS OF LEE NH, LLC.	\$6,016.48
Community Services	11/15/2021	ESRI CORP.	\$6,300.00
Community Services	11/9/2021	DONOVAN EQUIPMENT CO, INC.	\$7,750.00
Community Services	11/18/2021	PREMIER RECYCLING EQUIPMENT	\$9,400.00
Community Services	11/19/2021	CENTRAL NEW HAMPSHIRE TRAILERS, LLC	\$10,069.00
Community Services	11/1/2021	MADBURY NH, TOWN OF-TAX COLLECTOR	\$11,196.00
Community Services	11/1/2021	CIVILWORKS, INC	\$14,500.00
Community Services	11/3/2021	BROX INDUSTRIES, INC.	\$23,000.00
Community Services	11/1/2021	WHEELABRATOR HOLDCO 1, INC.	\$68,180.63
Community Services	11/22/2021	WRIGHT-PIERCE	\$237,600.00
Community Services	11/10/2021	KLEINFELDER NORTHEAST, INC.	\$373,851.00
Community Services	12/9/2021	JORDAN EQUIPMENT CO.	\$7,686.48
Community Services	12/22/2021	HAIGHT ENGINEERING DBA MCENEANEY SURVEY	\$9,700.00
Community Services	12/21/2021	NORMAN R. GAGNON CONSTRUCTION, LLC	\$10,000.00
Community Services	12/21/2021	S.J CANTWELL, INC.	\$10,000.00
Community Services	12/21/2021	BOB SHERWOOD LANDSCAPE CO., LLC.	\$10,000.00
Community Services	12/9/2021	AMARU MOTORS dba CHARLIE CLARK NISSAN	\$35,233.83
Community Services	12/22/2021	SAVATREE, LLC.	\$35,960.00
Community Services	12/9/2021	ROBERT H. IRWIN MOTORS, INC.	\$54,345.00
Community Services	12/14/2021	KLEINFELDER NORTHEAST, INC.	\$150,000.00
Community Services	12/22/2021	DOVER LANDFILL BELLAMY TRUST	\$518,113.86
Community Services	12/22/2021	DOVER LANDFILL REMEDIAL ACTION TRUST	\$694,510.00
Community Services	12/16/2021	UNDERWOOD ENGINEERS, INC.	\$1,175,000.00

Community Services	12/13/2021	PENTA CORPORATION	\$13,927,910.00
Executive	11/8/2021	CCMSI	\$6,500.00
Finance Office	10/7/2021	FIFTH ASSET, INC. DBA DEBTBOOK	\$9,750.00
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$23,000.00
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$25,000.00
Finance Office	10/14/2021	STATE OF NH-DES-WATER DIVISION	\$28,390.27
Finance Office	10/14/2021	STATE OF NH-DES-WATER DIVISION	\$85,270.52
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$107,295.63
Finance Office	10/14/2021	STATE OF NH-DES-WATER DIVISION	\$135,411.66
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$142,175.01
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$147,231.25
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$151,000.00
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$233,700.00
Finance Office	10/14/2021	STATE OF NH-DES-WATER DIVISION	\$242,859.93
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$254,399.99
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$292,846.58
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$413,250.00
Finance Office	10/14/2021	STATE OF NH-DES-WATER DIVISION	\$465,181.03
Finance Office	10/14/2021	STATE OF NH-DES-WATER DIVISION	\$612,268.01
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$694,250.00
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$717,231.25
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$892,295.64
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$1,172,299.98
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$1,283,159.38
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$1,518,250.00
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$1,884,399.99
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$2,368,700.00
Finance Office	10/14/2021	US BANK NATIONAL ASSOCIATION	\$2,943,159.38
Finance Office	12/10/2021	DONATO'S LANDCARE, LLC.	\$5,075.00
Finance Office	12/8/2021	HENRY SCHEIN INC	\$6,340.00
Finance Office	12/23/2021	NYHART CO.,INC.	\$14,000.00
Finance Office	12/11/2021	MELANSON	\$65,500.00
Fire and Rescue	12/23/2021	DENNIS MUNSON PLUMBING HEATING	\$9,004.00
Fire and Rescue	12/21/2021	NEW ENGLAND EMS INSTITUTE D/B/A	\$23,700.00
Info Tech	10/6/2021	HARRIS LOCAL GOVERNMENT SOLUTIONS, INC.	\$39,360.00
Info Tech	10/7/2021	DOCUPHASE, LLC	\$5,838.00
Info Tech	10/14/2021	RED RIVER TECHNOLOGY, LLC	\$127,538.05
Info Tech	10/28/2021	FIRSTLIGHT	\$22,554.00
Info Tech	11/24/2021	DELL MARKETING L.P.	\$13,477.56
Info Tech	12/10/2021	DATA MANAGEMENT, INC.	\$8,627.52
Info Tech	12/11/2021	FIRSTLIGHT	\$22,554.00
Info Tech	12/2/2021	DELL MARKETING L.P.	\$44,539.82
Planning	10/4/2021	AMERICANS FOR THE ARTS	\$6,000.00

Planning	10/5/2021	CAP OF STRAFFORD COUNTY	\$50,000.00
Planning	12/6/2021	T-SHAN'S. INC. dba DIVERGE	\$5,000.00
Planning	12/6/2021	CAUSE HAIR SALON	\$5,000.00
Planning	12/6/2021	TOKENS TAPROOM, LLC.	\$5,000.00
Planning	12/6/2021	EMPTY PINT BREWING COMPANY, LLC	\$5,000.00
Planning	12/15/2021	DEVINE, MILLIMET & BRANCH, PA	\$6,500.00
Planning	12/6/2021	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$12,330.00
Planning	12/6/2021	HOMELESS CENTER FOR STRAFFORD COUNTY	\$18,500.00
Planning	12/1/2021	MARTINI NORTHERN, LLC	\$139,154.00
Police	10/18/2021	WAYNE CHALOUXS CUSTOM	\$5,662.16
Police	12/21/2021	UNIVERSITY OF TENNESSEE	\$11,500.00
Police	12/22/2021	JSI RESEARCH & TRAINING INSTITUTE, INC.	\$24,999.80
Public Library	12/2/2021	MINUTEMAN SECURITY TECHNOLOGIES, INC.	\$7,302.17
Recreation	10/6/2021	DOVER 400	\$75,000.00
Recreation	10/7/2021	MACKINNON & SONS EXCAVATING, LLC	\$20,000.00
Recreation	11/22/2021	PEPSI-COLA CO	\$5,000.00
Recreation	12/9/2021	WETECH	\$6,460.00

BIDS

Department	Bid #	Bid Date	Description
Recreation	Q22-007	10/22/2021	Hockey Jerseys
Community Services	B22017	10/26/2021	40-Yard Roll Off Containers
Community Services	B22019	10/28/2021	Enclosed Cargo Trailer
Executive	B22018	10/30/2021	Labor Negotiation Services
Various	B22021	N/A	Consumable Office Supplies - State of NH Contract, Council Approved 11/10/2021
Various	B22020	11/2/2021	Electricity Supply 12/1/21-11/30/23
Public Library	B22015	11/3/2021	Dover Public Library Slate Roof Replacement
Planning	B22016	11/8/2021	Electric Vehicle Supply Equipment
Community Services	B22026	11/9/2021	High Performance Cold Patch and/or Hot Patch
Various	GovDeal FY22B	11/10/2021	Sale of Surplus Property
Community Services	B22028	11/12/2021	2021 Ford F350 4X43 Truck with Super Hauler Dump Body
Community Services	B22029	11/12/2021	2022 Nissan Leaf SV Plus
Planning	B21048- RFP22-003	11/12/2021	Consulting Design Services for the Downtwon Pedestrian Vehicular Access Improvements Project
Community Services	Q22-008	11/15/2021	Snow Removal Services - Warming Center

Public Library	B22027	11/17/2021	Architectural Evaluation of Renovations and Repairs of the Dover Public Library
Recreation	Q22-007R	11/18/2021	Hockey Jerseys
Community Services	B19083-Quote#004	11/18/2021	275 Durham Road Site Assessment and Permitting
Recreation	Q22-009	11/19/2021	Dover Basketball T-Shirts
Various	B22030	N/A	MRO and Industrial Supplies - State of NH Contract with Grainger, Inc., Council Approved 12/8/2021
Finance	B22007	N/A	Digital Procurement - Sourcewell Contract
Police	B22031	12/8/2021	Wrecker Towing Services
Recreation	Q22-012	12/10/2021	Souvenir Pricing for Bay State Girl's Tournament
Finance	Q22-011	12/14/2021	Preprinted Invoice Stock
Public Library	B22032	12/14/2021	Dover Public Library Redesign of Website on Percussion CMS
Finance	Q21-010	12/15/2021	Tax, Water-Sewer, Motor Vehicle and Donation Envelopes
Planning	B19083-Quote#005	12/22/2021	Enterprise Park - Wetland Update Survey
Planning	B21048-RFP22-004	12/23/2021	Traffic Peer Review - Waterfront

Cochecho River Dredge Cell Closure The Assistant City Manager, City Planner and Engineering staff worked with the Purchasing Agent to develop and release an RFP for design services for the 2015 Downtown Pedestrian and Vehicular Access Study. The RFP was shared with the 3 short listed engineering firms pre-qualified for transportation work. After review, one firm did not bid, a second firm was above the price range staff felt was reasonable for the project, and the final firm was selected.

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 four online meetings during October 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 October 14th and 28th 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 attended a Park Sub-committee meeting on October 6th with crew club representatives to discuss crew facility options. City Planner Bird attended a meeting on October 8th with Community Services staff and Eversource to discuss electric needs. City Planner Bird met on October 21st with the Assistant City Manager, the Executive Director of the Dover Housing Authority and Cathartes to discuss the residential development in the waterfront project. City Planner Bird attended a CWDAC meeting on October 19th to discuss the upcoming TRC meeting and the CIP funding of public improvements. City Planner Bird attended the TRC meeting on October 21st to discuss the Cathartes site plan. City Planner Bird met on October 25th with the Media Services Director and two CWDAC members to work on a presentation for an upcoming City Council meeting.

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 came 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. City Planner Benton and the Assistant City Manager walked the trail with the NH DOT and consultants on September 30th and are prepping the close out documents. This project should be completed wrapped up and all reimbursements completed by early 2022.

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 revised their change-order proposal for staff's review. Staff submitted back to NHDOT to review then City Council would need to review and approve. The change order would allow additional engineering and studying of the feasibility of the bridge over the Bellamy River. NHDOT walked the proposed trail location at the end of September and is working with the Planning Department on possible additional funding to continue studying the feasibility of the alternative preferred route.

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.

Mark II Solar System

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 NCESSSE 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.

The Assistant City Manager presented the City Manager's CIP to the City Council and Planning Board and then worked with the Planning Board to review and recommend the CIP, as presented, to the City Council.

The Assistant City Manager reviewed responses for a project to remodel the first floor bathrooms in City Hall. These bathrooms are intended to be the buildings ADA compliant bathrooms and need to be updated to reflect changes in the law since 1987 when they were last addressed. A vendor was selected and design elements were reviewed in December.

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.

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 18 in October generating \$630 in revenue, have accepted 27 in November generating \$945 in revenue and in December, accepted 23 generating \$805 in revenue.

The Dover Public Library is pleased to announce that it has been awarded \$22,370 in funding through the Institute for Museum and Library Services' "Grants to States" program. The grant program is part of the American Rescue Act Plan of 2021 and is being facilitated by the N.H. State Library. The Dover Public Library will use this grant award to do a complete redesign of their website and to also design a new logo.

The Skatepark Project is now on hold until spring when the next level of work will begin. Staff is getting specification and cost estimates for a lighting system to include in the project.

The Jenny Thompson Pool Renovation Project is in the initial bidding stages with bid specs for the work being put together to get out to bid for design in February.

The Cocheco River Park design details for support facilities for Paddlesports discussions are underway with stakeholders and the Park Subcommittee from CWDAC. There are more details to be worked out in how all of the needs can be met for the various user groups and the general public.

The Dover Police Department closed out its FY2021 annual NH Highway Safety grant contracts in early October, and Lieutenant Speidel completed all of the relevant end-of-year reports to finalize the grant and obtain reimbursement for personnel costs of overtime selected enforcement patrols. The FFY22 grant period began on October 1. Dover was awarded \$19,439 in grant funding to cover traffic enforcement patrols to address speed, impaired driving, and pedestrian and bicycle safety.

On October 21, a coordination meeting was held involving the City's traffic signal consultant, Sebago Technics, officials from the NH Department of Transportation, and City staff to discuss integration of City and State ITS systems, in connection with Dover's AID grant. Participants continued to discuss 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. Lieutenant Speidel and Deputy Community Services Director Bill Boulanger are involved in these discussions.

The Dover Police Department participated in the National Highway Traffic Safety Administration's "Drive Sober or Get Pulled Over" campaign on December 17 in conjunction with its FY2022 grant award from the NH Office of Highway Safety.

City of Dover

Revenues of Major Funds October 31, 2021

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 97,147,060	160,671	1,578,291	2.0%	\$ 95,568,769	\$ -	\$ 95,568,769	98.0%
Licenses & Permits	7,020,899	538,317	2,382,536	34.0%	4,638,363	-	4,638,363	66.0%
Intergovernmental	2,621,237	1,840	189,922	7.0%	2,431,315	-	2,431,315	93.0%
Charges for Services	4,476,524	305,400	1,494,208	33.0%	2,982,316	(44,622)	3,026,938	68.0%
Miscellaneous Revenue	685,549	21,033	300,201	44.0%	385,348	(3,988)	389,336	57.0%
Education	18,178,854	197,267	2,536,354	14.0%	15,642,500	-	15,642,500	86.0%
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	1,224,529	8,481,513	6.0%	\$ 122,237,510	\$ (48,610)	\$ 122,286,120	94.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 240,000	22,512	133,192	55.0%	106,808	\$ -	\$ 106,808	45.0%
Parking Income	860,325	63,486	302,034	35.0%	558,291	-	558,291	65.0%
Parking Fines	180,000	13,554	52,147	29.0%	127,853	-	127,853	71.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	99,552	487,372	38.0%	\$ 792,953	\$ -	\$ 792,953	62.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,380	-	-	0.0%	\$ 12,380	\$ -	\$ 12,380	100.0%
Charges for Services	1,783,105	101,840	539,905	30.0%	1,243,200	-	1,243,200	70.0%
Miscellaneous Revenue	0	522	1,273	0.0%	(1,273)	-	(1,273)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,795,485	102,362	541,179	30.0%	\$ 1,254,306	\$ -	\$ 1,254,306	70.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 726,063	63,320	249,087	34.0%	\$ 476,976	\$ -	\$ 476,976	66.0%
Operating Transfers In	139,664	8,712	34,850	25.0%	104,814	-	104,814	75.0%
Sub-total : 3381 McConnell Center	\$ 865,727	72,033	283,936	33.0%	\$ 581,791	\$ -	\$ 581,791	67.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	54,805	136,329	32.0%	\$ 294,092	\$ -	\$ 294,092	68.0%
Miscellaneous Revenue	11,500	256	660	6.0%	10,841	-	10,841	94.0%
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	55,061	136,988	30.0%	\$ 324,932	\$ -	\$ 324,932	70.0%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	6,298,328	255,404	2,005,714	32.0%	4,292,614	-	4,292,614	68.0%
Miscellaneous Revenue	70,500	9,677	61,740	88.0%	8,760	-	8,760	12.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 6,458,828	265,081	2,067,454	32.0%	\$ 4,391,374	\$ -	\$ 4,391,374	68.0%
5320 Sewer Fund								
Intergovernmental	\$ 28,394	-	-	0.0%	\$ 28,394	\$ -	\$ 28,394	100.0%
Charges for Services	8,394,291	377,490	2,665,526	32.0%	5,728,765	-	5,728,765	68.0%
Miscellaneous Revenue	57,000	7,354	36,877	65.0%	20,123	-	20,123	35.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,000,677	384,843	2,702,403	30.0%	\$ 6,298,274	\$ -	\$ 6,298,274	70.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,342,533	112,263	449,271	33.0%	\$ 893,262	\$ -	\$ 893,262	67.0%
Miscellaneous Revenue	25,000	-	25,000	100.0%	-	-	-	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	112,263	474,271	35.0%	\$ 893,262	\$ -	\$ 893,262	65.0%
Total : REVENUES	\$ 151,949,518	2,315,724	15,175,117	10.0%	\$ 136,774,401	\$ (48,610)	\$ 136,823,011	90.0%

City of Dover

Expenditures of Major Funds October 31, 2021 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 489,497	\$ 10,212	\$ 39,406	8.0%	\$ 450,091	\$ 61,676	\$ 388,416	79.3%
Executive	1,845,857	160,360	625,449	34.0	1,220,408	932,758	287,651	15.6
Finance	2,257,714	179,787	742,336	33.0	1,515,378	1,107,012	408,367	18.1
Planning	928,962	71,292	292,531	31.0	636,431	425,138	211,293	22.7
Misc General Government	1,014,417	51,554	222,773	22.0	791,644	105,685	685,959	67.6
Police	9,992,496	672,067	3,040,561	30.0	6,951,935	4,072,338	2,879,597	28.8
Fire & Rescue	10,349,292	765,552	3,305,462	32.0	7,043,830	4,727,652	2,316,178	22.4
Community Service Public Works	9,117,013	501,164	1,770,476	19.0	7,346,537	2,751,175	4,595,362	50.4
Recreation	2,824,966	257,498	842,146	30.0	1,982,820	1,093,080	889,740	31.5
Public Library	1,592,164	104,772	472,944	30.0	1,119,220	812,370	306,850	19.3
Public Welfare	812,413	25,446	111,619	14.0	700,794	163,248	537,547	66.2
Debt Service	6,208,772	39,587	149,858	2.0	6,058,914	5,494,484	564,429	9.1
Other Financing Sources/Uses	3,755,288	130,257	521,027	14.0	3,234,261	-	3,234,261	86.1
School	69,685,360	6,782,838	13,268,738	19.0	56,416,622	51,083,691	5,332,931	7.7
Intergovernmental	9,845,212	-	-	0.0	9,845,212	9,845,212	-	0.0
Sub-total : 1000 General Fund	\$ 130,719,423	\$ 9,752,385	\$ 25,405,325	19.4%	\$ 105,314,098	\$ 82,675,518	\$ 22,638,580	17.3%
3213 Parking Activity Fund								
Police	\$ 1,280,325	\$ 46,653	\$ 219,252	17.0%	\$ 1,061,074	\$ 387,899	\$ 673,175	52.6%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	\$ 46,653	\$ 219,252	17.1%	\$ 1,061,074	\$ 387,899	\$ 673,175	52.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,963,620	\$ 114,486	\$ 327,489	17.0%	\$ 1,636,131	\$ 1,439,577	\$ 196,554	10.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,963,620	\$ 114,486	\$ 327,489	16.7%	\$ 1,636,131	\$ 1,439,577	\$ 196,554	10.0%
3381 McConnell Center Fund								
Recreation	\$ 865,727	\$ 24,117	\$ 108,280	13.0%	\$ 757,447	\$ 605,352	\$ 152,095	17.6%
Sub-total : 3381 McConnell Center Fund	\$ 865,727	\$ 24,117	\$ 108,280	12.5%	\$ 757,447	\$ 605,352	\$ 152,095	17.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 9,617	\$ 77,186	17.0%	\$ 384,734	\$ 69,966	\$ 314,768	68.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 9,617	\$ 77,186	16.7%	\$ 384,734	\$ 69,966	\$ 314,768	68.1%
5300 Water Fund								
Community Service Public Works	\$ 6,739,228	\$ 410,723	\$ 1,811,155	27.0%	\$ 4,928,073	\$ 1,741,859	\$ 3,186,214	47.3%
Sub-total : 5300 Water Fund	\$ 6,739,228	\$ 410,723	\$ 1,811,155	26.9%	\$ 4,928,073	\$ 1,741,859	\$ 3,186,214	47.3%
5320 Sewer Fund								
Community Service Public Works	\$ 9,187,322	\$ 555,479	\$ 2,344,023	26.0%	\$ 6,843,299	\$ 2,677,605	\$ 4,165,694	45.3%
Sub-total : 5320 Sewer Fund	\$ 9,187,322	\$ 555,479	\$ 2,344,023	25.5%	\$ 6,843,299	\$ 2,677,605	\$ 4,165,694	45.3%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,890,978	\$ 57,856	\$ 324,965	17.0%	\$ 1,566,013	\$ 840,484	\$ 725,528	38.4%
Sub-total : 6100 Dovernet Fund	\$ 1,890,978	\$ 57,856	\$ 324,965	17.2%	\$ 1,566,013	\$ 840,484	\$ 725,528	38.4%
Total : EXPENDITURES	\$ 153,108,542	\$ 10,971,316	\$ 30,617,674	20.0%	\$ 122,490,868	\$ 90,438,261	\$ 32,052,607	20.9%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	87,696	232,643	19.3	975,007	0	975,007	80.7
Expenditures	1,240,329	82,680	301,937	24.3	938,392	589,977	348,415	28.1
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	(58,273)	5,016	(69,293)	(5)	11,021	(589,977)	600,998	(147)

City of Dover

Revenues of Major Funds November 30, 2021

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 97,147,060	45,335	1,623,626	2.0%	\$ 95,523,434	\$ -	\$ 95,523,434	98.0%
Licenses & Permits	7,020,899	588,840	2,971,376	42.0%	4,049,523	-	4,049,523	58.0%
Intergovernmental	2,621,237	181,764	371,685	14.0%	2,249,552	-	2,249,552	86.0%
Charges for Services	4,476,524	332,443	1,825,459	41.0%	2,651,065	(39,079)	2,690,144	60.0%
Miscellaneous Revenue	685,549	631,919	932,120	136.0%	(246,571)	-	(246,571)	-36.0%
Education	18,178,854	975,381	3,511,735	19.0%	14,667,119	-	14,667,119	81.0%
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	2,755,681	11,236,002	9.0%	\$ 119,483,021	\$ (39,079)	\$ 119,522,100	91.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 240,000	25,160	158,352	66.0%	81,648	\$ -	\$ 81,648	34.0%
Parking Income	860,325	92,295	394,329	46.0%	465,996	-	465,996	54.0%
Parking Fines	180,000	17,225	69,371	39.0%	110,629	-	110,629	61.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	134,680	622,053	49.0%	\$ 658,272	\$ -	\$ 658,272	51.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,380	-	-	0.0%	\$ 12,380	\$ -	\$ 12,380	100.0%
Charges for Services	1,783,105	186,608	726,483	41.0%	1,056,622	-	1,056,622	59.0%
Miscellaneous Revenue	0	45	1,319	0.0%	(1,319)	-	(1,319)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,795,485	186,653	727,802	41.0%	\$ 1,067,683	\$ -	\$ 1,067,683	59.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 726,063	63,119	312,206	43.0%	\$ 413,857	\$ -	\$ 413,857	57.0%
Operating Transfers In	139,664	8,712	43,562	31.0%	96,102	-	96,102	69.0%
Sub-total : 3381 McConnell Center	\$ 865,727	71,832	355,768	41.0%	\$ 509,959	\$ -	\$ 509,959	59.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	23,255	159,583	37.0%	\$ 270,837	\$ -	\$ 270,837	63.0%
Miscellaneous Revenue	11,500	848	1,507	13.0%	9,993	-	9,993	87.0%
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	24,102	161,090	35.0%	\$ 300,830	\$ -	\$ 300,830	65.0%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	6,298,328	667,003	2,672,717	42.0%	3,625,611	-	3,625,611	58.0%
Miscellaneous Revenue	70,500	9,645	71,385	101.0%	(885)	-	(885)	-1.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 6,458,828	676,647	2,744,101	42.0%	\$ 3,714,727	\$ -	\$ 3,714,727	58.0%
5320 Sewer Fund								
Intergovernmental	\$ 28,394	-	-	0.0%	\$ 28,394	\$ -	\$ 28,394	100.0%
Charges for Services	8,394,291	863,257	3,528,783	42.0%	4,865,508	-	4,865,508	58.0%
Miscellaneous Revenue	57,000	5,318	42,196	74.0%	14,804	-	14,804	26.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,000,677	868,576	3,570,979	40.0%	\$ 5,429,698	\$ -	\$ 5,429,698	60.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,342,533	112,258	561,479	42.0%	\$ 781,054	\$ -	\$ 781,054	58.0%
Miscellaneous Revenue	25,000	-	25,000	100.0%	-	-	-	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	112,258	586,479	43.0%	\$ 781,054	\$ -	\$ 781,054	57.0%
Total : REVENUES	\$ 151,949,518	4,830,428	20,004,273	13.0%	\$ 131,945,245	\$ (39,079)	\$ 131,984,324	87.0%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 489,497	\$ 3,691	\$ 43,097	9.0%	\$ 446,400	\$ 58,051	\$ 388,349	79.3%
Executive	1,845,857	135,277	760,725	41.0	1,085,132	890,399	194,732	10.5
Finance	2,257,714	148,549	890,885	39.0	1,366,829	983,071	383,758	17.0
Planning	928,962	59,255	351,786	38.0	577,176	365,139	212,037	22.8
Misc General Government	1,014,417	4,853	227,626	22.0	786,791	131,600	655,191	64.6
Police	9,992,496	581,097	3,621,658	36.0	6,370,838	3,565,380	2,805,458	28.1
Fire & Rescue	10,349,292	732,600	4,038,062	39.0	6,311,230	4,095,242	2,215,989	21.4
Community Service Public Works	9,117,013	301,879	2,072,355	23.0	7,044,658	2,545,849	4,498,809	49.3
Recreation	2,824,966	125,996	968,142	34.0	1,856,824	1,032,130	824,694	29.2
Public Library	1,592,164	116,501	589,445	37.0	1,002,719	702,482	300,237	18.9
Public Welfare	812,413	25,353	136,972	17.0	675,441	141,734	533,707	65.7
Debt Service	6,208,772	1,977	151,835	2.0	6,056,937	5,287,424	769,513	12.4
Other Financing Sources/Uses	3,755,288	-	521,027	14.0	3,234,261	-	3,234,261	86.1
School	69,685,360	4,139,392	17,408,131	25.0	52,277,229	47,483,253	4,793,976	6.9
Intergovernmental	9,845,212	-	-	0.0	9,845,212	9,548,144	297,068	3.0
Sub-total : 1000 General Fund	\$ 130,719,423	\$ 6,376,422	\$ 31,781,747	24.3%	\$ 98,937,676	\$ 76,829,899	\$ 22,107,778	16.9%
3213 Parking Activity Fund								
Police	\$ 1,280,325	\$ 52,880	\$ 278,678	22.0%	\$ 1,001,647	\$ 354,796	\$ 646,851	50.5%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	\$ 52,880	\$ 278,678	21.8%	\$ 1,001,647	\$ 354,796	\$ 646,851	50.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,963,620	\$ 112,684	\$ 440,173	22.0%	\$ 1,523,447	\$ 1,327,197	\$ 196,249	10.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,963,620	\$ 112,684	\$ 440,173	22.4%	\$ 1,523,447	\$ 1,327,197	\$ 196,249	10.0%
3381 McConnell Center Fund								
Recreation	\$ 865,727	\$ 23,698	\$ 131,979	15.0%	\$ 733,748	\$ 592,590	\$ 141,159	16.3%
Sub-total : 3381 McConnell Center Fund	\$ 865,727	\$ 23,698	\$ 131,979	15.2%	\$ 733,748	\$ 592,590	\$ 141,159	16.3%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 5,574	\$ 82,760	18.0%	\$ 379,160	\$ 70,840	\$ 308,320	66.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 5,574	\$ 82,760	17.9%	\$ 379,160	\$ 70,840	\$ 308,320	66.7%
5300 Water Fund								
Community Service Public Works	\$ 6,739,228	\$ 234,423	\$ 2,045,578	30.0%	\$ 4,693,650	\$ 1,523,253	\$ 3,170,397	47.0%
Sub-total : 5300 Water Fund	\$ 6,739,228	\$ 234,423	\$ 2,045,578	30.4%	\$ 4,693,650	\$ 1,523,253	\$ 3,170,397	47.0%
5320 Sewer Fund								
Community Service Public Works	\$ 9,187,322	\$ 240,636	\$ 2,584,659	28.0%	\$ 6,602,663	\$ 2,395,289	\$ 4,207,375	45.8%
Sub-total : 5320 Sewer Fund	\$ 9,187,322	\$ 240,636	\$ 2,584,659	28.1%	\$ 6,602,663	\$ 2,395,289	\$ 4,207,375	45.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,890,978	\$ 109,205	\$ 434,169	23.0%	\$ 1,456,808	\$ 692,537	\$ 764,272	40.4%
Sub-total : 6100 Dovernet Fund	\$ 1,890,978	\$ 109,205	\$ 434,169	23.0%	\$ 1,456,808	\$ 692,537	\$ 764,272	40.4%
Total : EXPENDITURES	\$ 153,108,542	\$ 7,155,522	\$ 37,779,742	24.7%	\$ 115,328,800	\$ 83,786,400	\$ 31,542,400	20.6%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	110,158	342,801	28.4	864,849	0	864,849	71.6
Expenditures	1,240,329	54,529	356,466	28.7	883,863	551,427	332,436	26.8
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	(58,273)	55,629	(13,665)	(0)	(44,608)	(551,427)	506,819	(155)

City of Dover

Revenues of Major Funds December 31, 2021

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 97,147,060	33,556,469	35,180,095	36.0%	\$ 61,966,965	\$ -	\$ 61,966,965	64.0%
Licenses & Permits	7,020,899	572,205	3,441,579	49.0%	3,579,320	-	3,579,320	51.0%
Intergovernmental	2,621,237	2,353,722	2,725,407	104.0%	(104,170)	-	(104,170)	-4.0%
Charges for Services	4,476,524	376,807	2,357,075	53.0%	2,119,449	(32,898)	2,152,347	48.0%
Miscellaneous Revenue	685,549	(54,240)	882,130	129.0%	(196,581)	(3,988)	(192,593)	-28.0%
Education	18,178,854	111,761	3,630,019	20.0%	14,548,835	-	14,548,835	80.0%
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	36,916,724	48,216,306	37.0%	\$ 82,502,717	\$ (36,886)	\$ 82,539,603	63.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 240,000	40,137	198,489	83.0%	41,511	\$ -	\$ 41,511	17.0%
Parking Income	860,325	64,161	458,490	53.0%	401,835	-	401,835	47.0%
Parking Fines	180,000	13,098	82,469	46.0%	97,531	-	97,531	54.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	117,396	739,449	58.0%	\$ 540,876	\$ -	\$ 540,876	42.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,380	-	-	0.0%	\$ 12,380	\$ -	\$ 12,380	100.0%
Charges for Services	1,783,105	117,285	843,768	47.0%	939,337	-	939,337	53.0%
Miscellaneous Revenue	0	(183)	1,136	0.0%	(1,136)	-	(1,136)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,795,485	117,102	844,904	47.0%	\$ 950,581	\$ -	\$ 950,581	53.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 726,063	60,100	372,306	51.0%	\$ 353,757	\$ -	\$ 353,757	49.0%
Operating Transfers In	139,664	8,712	52,274	37.0%	87,390	-	87,390	63.0%
Sub-total : 3381 McConnell Center	\$ 865,727	68,813	424,581	49.0%	\$ 441,146	\$ -	\$ 441,146	51.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	11,229	170,812	40.0%	\$ 259,609	\$ -	\$ 259,609	60.0%
Miscellaneous Revenue	11,500	271	1,778	15.0%	9,722	-	9,722	85.0%
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	11,500	172,590	37.0%	\$ 289,331	\$ -	\$ 289,331	63.0%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	6,298,328	502,256	3,174,973	50.0%	\$ 3,123,355	-	3,123,355	50.0%
Miscellaneous Revenue	70,500	4,677	76,062	108.0%	(5,562)	-	(5,562)	-8.0%
Other Financing Sources	87,500	-	-	0.0%	87,500	-	87,500	100.0%
Sub-total : 5300 Water Fund	\$ 6,458,828	506,934	3,251,035	50.0%	\$ 3,207,793	\$ -	\$ 3,207,793	50.0%
5320 Sewer Fund								
Intergovernmental	\$ 28,394	13,179	16,994	60.0%	\$ 11,400	\$ -	\$ 11,400	40.0%
Charges for Services	8,394,291	655,967	4,184,750	50.0%	4,209,541	-	4,209,541	50.0%
Miscellaneous Revenue	57,000	4,013	46,209	81.0%	10,791	-	10,791	19.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,000,677	673,160	4,247,954	47.0%	\$ 4,752,723	\$ -	\$ 4,752,723	53.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,342,533	112,213	673,692	50.0%	\$ 668,842	\$ -	\$ 668,842	50.0%
Miscellaneous Revenue	25,000	25,000	50,000	200.0%	(25,000)	-	(25,000)	-100.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,367,533	137,213	723,692	53.0%	\$ 643,842	\$ -	\$ 643,842	47.0%
Total : REVENUES	\$ 151,949,518	38,548,840	58,620,508	39.0%	\$ 93,329,010	\$ (36,886)	\$ 93,365,895	61.0%

City of Dover

Expenditures of Major Funds December 31, 2021 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 489,497	\$ 13,174	\$ 65,035	13.0%	\$ 424,462	\$ 53,888	\$ 370,575	75.7%
Executive	1,845,857	223,664	992,298	54.0	853,559	744,280	109,280	5.9
Finance	2,257,714	212,444	1,111,734	49.0	1,145,980	756,892	389,088	17.2
Planning	928,962	66,691	420,321	45.0	508,641	191,455	317,186	34.1
Misc General Government	1,014,417	170,757	410,466	40.0	603,951	98,516	505,434	49.8
Police	9,992,496	855,819	4,510,830	45.0	5,481,666	2,686,968	2,794,698	28.0
Fire & Rescue	10,349,292	1,262,205	5,322,580	51.0	5,026,712	2,989,646	2,037,067	19.7
Community Service Public Works	9,117,013	436,124	2,560,043	28.0	6,556,970	2,352,141	4,204,829	46.1
Recreation	2,824,966	261,162	1,257,147	45.0	1,567,819	833,581	734,238	26.0
Public Library	1,592,164	151,725	745,403	47.0	846,761	602,818	243,943	15.3
Public Welfare	812,413	34,877	174,084	21.0	638,329	113,553	524,776	64.6
Debt Service	6,208,772	1,502,521	1,857,895	30.0	4,350,877	3,783,358	567,519	9.1
Other Financing Sources/Uses	3,755,288	130,257	781,541	21.0	2,973,747	-	2,973,747	79.2
School	69,685,360	6,673,124	24,087,620	35.0	45,597,740	41,261,828	4,335,912	6.2
Intergovernmental	9,845,212	9,548,144	9,548,144	97.0	297,068	-	297,068	3.0
Sub-total : 1000 General Fund	\$ 130,719,423	\$ 21,542,687	\$ 53,845,142	41.2%	\$ 76,874,281	\$ 56,468,924	\$ 20,405,357	15.6%
3213 Parking Activity Fund								
Police	\$ 1,280,325	\$ 80,055	\$ 362,115	28.0%	\$ 918,210	\$ 288,856	\$ 629,354	49.2%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	\$ 80,055	\$ 362,115	28.3%	\$ 918,210	\$ 288,856	\$ 629,354	49.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,963,620	\$ 177,255	\$ 626,270	32.0%	\$ 1,337,350	\$ 1,157,455	\$ 179,894	9.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,963,620	\$ 177,255	\$ 626,270	31.9%	\$ 1,337,350	\$ 1,157,455	\$ 179,894	9.2%
3381 McConnell Center Fund								
Recreation	\$ 865,727	\$ 58,287	\$ 191,933	22.0%	\$ 673,794	\$ 546,960	\$ 126,835	14.7%
Sub-total : 3381 McConnell Center Fund	\$ 865,727	\$ 58,287	\$ 191,933	22.2%	\$ 673,794	\$ 546,960	\$ 126,835	14.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 42,226	\$ 127,015	27.0%	\$ 334,905	\$ 47,823	\$ 287,082	62.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 42,226	\$ 127,015	27.5%	\$ 334,905	\$ 47,823	\$ 287,082	62.1%
5300 Water Fund								
Community Service Public Works	\$ 6,739,228	\$ 504,252	\$ 2,782,819	41.0%	\$ 3,956,409	\$ 1,223,510	\$ 2,732,899	40.6%
Sub-total : 5300 Water Fund	\$ 6,739,228	\$ 504,252	\$ 2,782,819	41.3%	\$ 3,956,409	\$ 1,223,510	\$ 2,732,899	40.6%
5320 Sewer Fund								
Community Service Public Works	\$ 9,187,322	\$ 780,561	\$ 3,680,556	40.0%	\$ 5,506,766	\$ 1,936,711	\$ 3,570,055	38.9%
Sub-total : 5320 Sewer Fund	\$ 9,187,322	\$ 780,561	\$ 3,680,556	40.1%	\$ 5,506,766	\$ 1,936,711	\$ 3,570,055	38.9%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,890,978	\$ 109,462	\$ 543,728	29.0%	\$ 1,347,250	\$ 634,873	\$ 712,376	37.7%
Sub-total : 6100 Dovernet Fund	\$ 1,890,978	\$ 109,462	\$ 543,728	28.8%	\$ 1,347,250	\$ 634,873	\$ 712,376	37.7%
Total : EXPENDITURES	\$ 153,108,542	\$ 23,294,786	\$ 62,159,577	40.6%	\$ 90,948,965	\$ 62,305,113	\$ 28,643,852	18.7%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	143,590	486,391	40.3	721,259	0	721,259	59.7
Expenditures	1,240,329	121,043	481,433	38.8	758,896	462,055	296,841	23.9
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	(58,273)	22,547	4,958	1	(63,231)	(462,055)	398,824	(164)

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 – November 2021, December 2021 & January 2022

Employee Name	Department/Division	Years of Service
November Anniversaries		
White, Dave W	Public Works	33
Brown, Troy T	Fire	23
Tsouramanis, Jean M	Executive	21
Seawards, Robert E	Public Works	20
Trefethen, Krista S	Recreation	19
Mitchell, Dana C	Police	18
Wingren, Diana L	Police	18
Mandigo, Alan R	Public Works	17
Myers, Jennifer J	Police	17
Roberts, James F	Recreation	16
Mistretta, Susan M	Finance	15
Lockhardt, Aimee K H	Library	9
Openo, Mai N	Library	6
Worden, Clarence W Jr	Fire	6
Sullivan, Kevin M	Public Works	5
Baig, Mushtaq Ahmed	Public Works	3
Grace, Richard W	Public Works	3
Banester, Michael S	Public Works	2
Perez, Jennifer R	Executive	1
Ward, John A JR	Public Works	1
December Anniversaries		
Simons, William C	Police	35
Breault, William M	Police	23
Burt, Timothy J	Police	23
Dolleman, Brant M	Police	23
Truax, Dean C	Public Works	21
Ferullo, Michael W	Fire	19
Spainhower, Dale S	Fire	18
Nadeau, Michael P	Public Works	17
Steneri, Denise M	Finance	15
Gray, Marilyn C	Library	10
Kilday, Michael J	Fire	7
Blonigen, Rachel	Finance	6
Anderson, David R	Police	4

Cummings, Jacob R	Public Works	3
Houde, Dale J	WWTP	3
Cahill, Michelle L	Public Welfare	2
Balian, David C	Public Welfare	1
Cummings, Ann M	Police	1
Cusick, Carmenrose	Police	1
Demers, Jonathan C	Fire	1
Madsen, Brendan D	Police	1
January Anniversaries		
Bannon, Gary S	Recreation	32
Haas, Paul W	Fire	24
Keefe, Timothy J	Police	22
Plante, Marc A	Fire	21
Daudelin, Susan M	Executive	16
Michaud, Matthew L	Fire	13
Peters, David	Executive	11
Plummer, Christopher R	Police	11
Falconer, Patricia M	Library	6
Lepage, Marcel J	Recreation	5
Abbott, Thomas R	Fire	4
Duffy, Quinn R	Fire	4
Scarponi, Michael R	Library	4
Couturier, Christopher L	Fire	3
Perron, Daniel R	Recreation	3
Friedman, Erika B	Recreation	2
Hardwick, Emmett T	Library	2
Gorman, Bradley E	Fire	1

OCTOBER SEPARATIONS: 05

1 Planning
3 Police
1 Recreation

OCTOBER NEW HIRES: 05

1 Community Services
1 Police
3 Recreation

NOVEMBER SEPARATIONS: 07

3 Community Services
1 Library
1 Police
2 Recreation

NOVEMBER NEW HIRES: 03

1 Executive
2 Recreation

DECEMBER SEPARATIONS: 07

1 Executive
1 Planning
4 Police
1 Recreation

DECEMBER NEW HIRES: 03

1 Community Services
1 Police
1 Recreation

Resilience Coordinator Kaspari attended a NHDES workshop, with City Engineer Young, on the UNH PTAP tool held at Portsmouth City Hall on October 27th.

The Assistant City Manager and City Planner Benton created two job postings, one for an Outreach and Strategic Planner and one for a Zoning Administrator. Overall 40+ people applied for the two positions. 8 candidates were selected for a first-round interview, with 4 selected for final interviews. After much discussion, a Zoning Administrator was hired. The consensus was to wait on reposting the Outreach position until after the holidays.

After 24 years with the City, City Planner Steve Bird retired from employment with the City November 30th.

On Oct. 28th Dover Public Library's Adult Circulation Librarian, Susan Dunker, attended the Greater Dover Chamber of Commerce's Mental Health, Wellness & Recovery Workplace Summit.

Dover Public Library Director, Denise LaFrance, attended the Library Design for Modern Human Behavior training session sponsored by Library Journal.

Children's Room staff members, Patricia Falconer and Karin Mayer-Gottlob, attended a webinar called "Relighting Your Programming Fire: Combatting Job-Related Burnout and Guilt to Make Programming Fun Again.

On October 18th Library employees Susan Dunker and Aidan Sonia-Bolduc attended the first in-person New England Library Association conference since the start of the pandemic. Alongside valuable networking time and exploration of various vendors, they participated in discussion sessions with librarians from across the Northeast on the topics of social media usage, outreach to community partners, handling controversial programming, the library in a post-pandemic world, best practices for protecting library workers, and a discussion of intellectual freedom. Both of them returned to the library with new ideas for exciting library programming and contacts for upcoming library renovation.

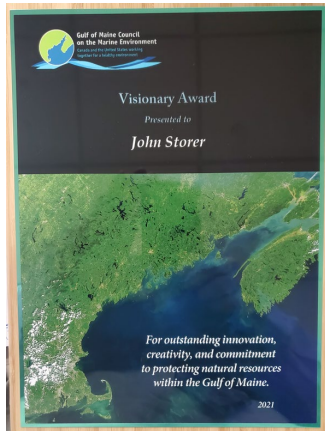
On Thursday, Oct. 21, Library Director Denise LaFrance, attended an all-day virtual Library Journal Summit. The Summit's keynote speaker, Celeste Headlee, spoke of her upcoming book *Speaking of Race*. Other sessions included Libraries at the Center of Digital Access, Exceeding Patrons expectations, and Evolution of Virtual Services.

On Friday, December 3 the Library was closed for Staff Development Day. Our first session hosted by Primex was about improving workplace culture, next a representative from the State Library gave us some updates, and tips and tricks for using our Overdrive service, Kevin Duffy, from True Marketing, gave the staff an outline of how we will be working together to learn about our non-users, and how we can attract them. This research will be funded from a NH State Library grant. Next, we looked at favorite and least favorite web-sites and identified some features we would like to incorporate into our new website. Lastly, we had an end of the day team building art exercise.

On Tuesday, December 7 Susan Dunker, Adult Services Librarian, attended a Workshop at the New Hampshire State Library titled Design Thinking for Senior Services, and on December 8th attended a virtual workshop titled “The Library: A Fragile History”.

In December Karin Mayer-Gottlob, Children’s Librarian Assistant, and Emily Ainaire, Teen & Information Services Librarian, attended the Children’s Summer Reading Program symposium.

Teen & Information Services Librarian, Emily Ainaire, attended a webinar “Choose Love: Trauma Informed Workshop” from the NH State Library Teen Institute.



The Community Services Director, John Storer, attended a virtual ceremony in December where he was presented with the award below. In accepting this award, John stressed it’s an honor for the City of Dover to be recognized as a leader amongst its municipal peers Dover strives to maintain a healthy Great Bay Estuary. Congratulations to John Storer.

The NH Bureau of Drug and Alcohol Services and Drug Enforcement Administration held an awards ceremony in Manchester on October 20th to celebrate prevention in New Hampshire. At the event, Dover Youth to Youth was recognized with the Operation Engage Excellence in Leadership Award.

During the month of October, there were a total of three resignations in the Dover Police Department. There was one resignation from the ranks of sworn officers: Oake Carlson, an eleven-year veteran, accepted a position with the Strafford County Sheriff’s Department.



Vicki Harris accepts the Operation Engage Excellence in Leadership Award on behalf of Dover Youth to Youth presented by Jill Burke, Prevention Services Administrator at the NH Bureau of Drug and Alcohol Services and Jon DeLena Associate Special Agent in Charge of the New England Field Division at the Drug Enforcement Administration.



Angelica Mirror

Additionally, part time parking enforcement officer Tammy Robbins resigned and longtime Legal Unit and Records Secretary Lisa Lawson retired after nearly 21 years with the Dover Police Department.

Angelica Mirror was hired as a full time Public Safety Dispatcher. Angelica, a resident of Dover, is originally from Pompton Lakes, New Jersey, where she previously worked as a school para-professional. Angelica obtained her Associate's in Science degree in Criminal Justice from County College of Morris in the spring of 2018.

From October 4 through 8, Officer Molly Martuscello attended Basic Bloodstain Pattern Analysis. This course was designed to help crime scene technicians correctly identify and document bloodstain patterns. The training included history of bloodstain pattern analysis, composition of blood, bloodstain terminology, characteristics, and identification. Also discussed was introduction to report writing, courtroom testimony, and bloodstain pattern analysis reconstruction.

On October 11, Officer Luis Berdecia attended Intoxilyzer 9000 Recertification. All breath test operators must attend annual recertification.

Sergeant John Tarmey also completed the week long FBI Pistol Instructor certification in in October. The course was a special law enforcement only pistol instructor certification that mirrors the FBI pistol/firearms instructor criteria and minimum standards. The students were also required to develop courses of fire and put the other students through them. Additionally, each student was assigned to develop and deliver a 5-10 minute firearms related presentation to present to the class.

From October 11 through 14, Officer Juel Cooper attended a Team Leader / Team Commander course. This training was designed for Special Response Operators which covered tactics and considerations in crisis situations. Officer Cooper is a team leader of the negotiators' team of the Strafford County Regional Tactical Operations Unit.

From October 11 through 21, all remaining sworn 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.

On October 13, Dispatch Supervisor Lyndsay Salantri attended the 2021 New Hampshire Emergency Dispatchers Association Supervisor Seminar. This seminar featured presentations on topics such as "When the 911 Call Involves Someone You Know" and "Decision Making and Managing Risk in High-Consequence Environments" and other topics such as Critical Incident Stress Management/Debriefings and Peer Support.

From October 13 through 31, Dispatcher Jenn Myers has participated in an online course entitled Communication Training Officer. This training focusses on the development and maintenance of the agency's dispatcher training program and provides the training necessary to foster levels of consistency as they provide on-the-job training to new hires.

On October 19, Chief Breault, Captains Terlemezian and Gould, Lieutenants Dolleman and Pettingill, Sergeant Nadeau, Detectives Lynch, Donais, Courter and Gaudreault, and Prosecuting Attorney Chelsea Lane attended a new warrant process training facilitated by the Administrative Office of the Courts. The State's Superior and Circuit courts are implementing a new, streamlined process for processing and issuing search and arrest warrants.

On October 19, Teen Center Director Steve Pappajohn attended a workshop entitled Connections that Help Youth Thrive. This workshop explored research based frameworks and how they can be used as catalysts for growing and thriving, to examine what youth need, developmental relationships and how those needs are nurtured.

On October 22, members of the agency's Crime Scene Unit – Detective Tim Burt, Officers Molly Martuscello, Paul Levin, David Anderson and Derek O'Neil - attended a full day training covering topics such as a demo of the FARO 3D Scanner, workflow implementation, photographing prints on difficult surfaces, and vehicle processing.

On October 25, Teen Center Director Steve Pappajohn and Prevention Coordinator Vicki Harris attended a webinar entitled Using Science of Hope to Mobilize Communities. This webinar explored how social neuroscience and the science of hope can be used to sustain the resilience of a community. Participants explored how they can apply this science to their own role and organization to better understand how they can create a community of care that focuses on prevention and early identification of needs and services.

From October 25 to 26, Sergeant Alex Mitrushi and Officer Juel Cooper attended Advanced Assisting Individuals in Crisis hosted by the Manchester Police Department. This course covered advanced psychological triage, grief, suicide intervention, challenges in follow up and referral, and self-care.

On October 28, Teen Center Director Steve Pappajohn and Prevention Coordinator Vicki Harris attended a webinar on the topic of Mental Health, Wellness, and Recovery in the Workplace.

On several dates during the month of October, Sergeant Alex Mitrushi participated in webinars facilitated by the FBI National Academy. Topics included Leading At-Risk Employees, Public Communication Best Practices for Law Enforcement in Critical Events, and Leading by Feel: 9 Stages of Emotionally Intelligent Leadership.

On November 5, Vicki Harris attended a conference hosted by the Framework Institute relative to the Partnership for a Drug Free NH initiative. Course topics included an overview of prevention messaging and media strategies.

On November 6, members of the Dover Police Department Crime Scene Unit attended a full day training at Concord Hospital hosted by the newly contracted state entomologist. Detective Tim Burt, Officers Paul Levin, Dave Anderson, Derek O'Neil, and Molly Martuscello attended the training, which included an overview of entomology and its application to death investigations. Members also received training on the use of evidence collection kits.

On November 9, Vicki Harris attended an online course facilitated by the National Evaluation Team under the CARA (Comprehensive Addiction and Recovery Action) grant. Course topics included strategies to help evaluate the outcomes of grant activities, and measures to help collect data.

On November 16, the Dover Police Department was the host site for the Intoxilyzer 9000 Recertification course. All breath test operators must attend annual recertification facilitated by the New Hampshire State Police Forensics Laboratory. Two classes were held on that date. The classes were attended by a number of officers from around the region. In addition, 18 Dover officers attended one of the two courses for breath test recertification.

From November 30 to December 2, Chief Breault, Captain Brad Gould, and Sergeant John Tarmey attended a Use of Force Summit in Uncasville, CT hosted by the Daigle Law Group. This is an annual conference with training topics that address use of force legal standards, and training and investigations involving use of force incidents. The goal of the conference is to increase transparency in communities with respect to law enforcement use of force incidents.

Officer Ryan Anderson graduated from the 186th NH Full Time Police Academy in December. After a week of in-house refresher training, Officer Anderson began his field training program during the week of December 26. He and Officer Gurnsey are currently in field training, and there is currently one dispatcher in field training.



Newly hired Officer Morgan Morse took her oath of office on December 23 during a brief ceremony at the Dover Police Department. Officer Morse came to Dover as a certified officer with 8 years of experience with the Murphy, North Carolina Police Department. She will begin field training and will attend portions of the next full-time NH Police Standards and Training Academy.

Two promotions occurred during the month of December. Sergeant John Tarmey, a nineteen-year veteran of the Dover Police Department, was promoted to the rank of Lieutenant. Lieutenant Tarmey was reassigned from the Community Response and Engagement Unit within the Support Services Division to the Field Operations Division as a Patrol Lieutenant. Officer Timothy Keefe, a 21-year veteran of the Dover Police Department, was promoted to the rank of Sergeant within the Field Operations Division. Both will begin their new assignments on Sunday, January 2.

Sergeant Alex Mitrushi was reassigned from the Field Operations Division to the position vacated by Lieutenant Tarmey. Sergeant Mitrushi will now be the Commander of the Community Response and Engagement Unit.

Lieutenant Carey Beaulieu retired from the Dover Police Department after more than 39 years of service with the department. Lieutenant Beaulieu spent the majority of his career as a patrol shift commander in the Field Operations Division. In the course of his career, he served as a member of the Dover Police Special Response (SWAT) team, and as the commander of the Technical Accident Reconstruction team.



From December 5 through 7, Officers Martuscello, Derek O'Neil, and David Anderson attended the New England Division of the International Association for Identification (NEDIAI) conference in Burlington, VT. The NEDIAI is a professional organization of law enforcement officers, identification specialists, forensic scientists, crime scene investigators and students, all of whom share a desire to pursue knowledge and excellence in the scientific endeavor of criminal identification. These officers are members of the agency's Crime Scene Unit. Conference training topics and workshops included nighttime photography principles, collection of mutilated or altered fingerprints, facial recognition versus facial analysis, death investigations, and FARO scanners.

On December 6-10, all sworn officers participated in annual refresher training in low light firearms qualifications, firearms skill builders, TASER certification, and defensive tactics.

On December 7, Detective Jenna Donais attended a course entitled Catching a Serial Arsonist at the New Hampshire Fire Academy in Concord. The class was targeted at investigators involved in arson related cases. The New Hampshire Fire Marshal's office presented a case study of a serial arson investigation.

The Dover Police Department has been named the Big Brother Big Sister of New Hampshire 2021 Partner of the Year. This honor is a result of the police department's Bigs and Badges program with Big Brothers and Big Sisters. This program is a success due to the selfless work done by the department's "Bigs", Chief Breault, Officer Brynn Dunne, Officer Dave Collis, Detective Jenna Donais, and Officer Tim David. Two additional officers, Officer Luis Berdecia and Officer Brendan Madsen will soon be paired with "Littles".

In the month of October, members utilized a training prop behind the North End fire station to practice roof “vertical ventilation” techniques. Vertical ventilation is the process of creating an opening in the roof of a building that is on fire. Although it appears to be an activity causing significant damage to any structure, when done properly the act of vertical ventilation helps to confine additional spread of fire prior to extinguishment and more importantly, begins to rapidly



D Shift Lieutenant Matt Adams supervises FF's Max Brown and Jonathan Demers as they practice vertical roof ventilation.

exhaust the hot gases and smoke within the building, providing improved conditions and visibility for interior firefighters while they search for victims and/or work to extinguish the fire. Also, for any victim who may be trapped and/or unconscious inside of a burning building, these actions can serve to reduce their exposure to life threatening smoke and toxic gases.

This prop was built several years ago by Department members with materials donated by Middleton Building Supply. It is used for both DFR shift training and for the delivery of the DFR/Dover High School CTC Firefighting program.

Personnel will frequently find creative ways to train on basic firefighting skills inside the station they are assigned to. In the photos below, members from A Shift practice basic hose advancing skills on the apparatus floor and second floor of the South End fire station:



In the months of October-December, the following two employees successfully completed their 1 year probationary period and joined the permanent ranks Dover Fire & Rescue firefighters. These newly hired members have a myriad of skills to learn, check offs to complete, vehicles and inventories to familiarize and competencies to demonstrate prior to completing a successful probationary period. Everything from street locations, Standard Operating Guidelines, patient care skills, firefighting competencies – the first year at Dover Fire is a strenuous testament to their willingness to be a Dover Firefighter.



Cody Heath – hired
10/26/2020



Jonathan Demers –
hired 12/14/2020

In the months of October and November, several members of the Fire Department participated in a State certified Driver Operator-All Vehicle class. This was a pilot program that the Division of Fire Standards and Training is testing that brings courses to local fire departments and utilizes instructors within these departments which will reduce travel to remote locations. This provides increases the number of available classes as well as flexibility for fire departments across the state to obtain needed certifications for their members.



On November 20th and 21st, a total of 16 hours of training for the department Engineer's was conducted by D/C Craig Chabot and Lt. Marc Plante. The Engineer is an expert who is responsible for the operation, minor maintenance as well as the driving of the fire apparatus which include fire engines, ladder trucks, rescue trucks and other specialty equipment. Department Engineers are required to attend 16 hours of annual training above and beyond normal driver/operator training. In addition to driving and operating the apparatus, the engineer is also responsible for the tools and equipment located on the apparatus.

The fire Department has recently purchased new technical rope rescue equipment which was introduced to the engineers at this year's required training. The training included classroom review of technical rescue principals and a hands-on approach for members to become comfortable with the new equipment. The engineers will assist with training the rest of the department members as the new tools and techniques are introduced.



Several members of the Fire Department attended a technical rescue class with a focus on tree rescue. Arborists, tree service companies, utility crews and do-it yourselfers are at risk any time they perform work of any kind in a tree. Whether it's a traumatic injury, medical event or equipment failure that is sustained while working in a tree and a victim is unable to self-extricate from the tree, a means of rescue must occur. If the victim cannot be reached by conventional means, the Fire Department has the ability to ascend into a tree using rope rescue equipment and either assist a victim to the ground using the victim's equipment or to attach the victim directly to the rescuer's equipment and lower to safety. The same principals learned in this class are also utilized in cell tower rescues, water tank rescues and utility pole rescue situations.

A rescuer ascends a rope system to rescue a simulated victim that was working in a tree.



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 met with Somersworth's Sustainability Committee Chair to share information related to using analytical tools to conduct a greenhouse gas and nitrogen inventory report.

Resilience Coordinator Kaspari coordinated the preparation of and facilitated an EV Show hosted by the Energy Commission on November 13th.

City Planner Bird met with the Wetland Protection Ordinance Subcommittee on October 4th to discuss the wetland functions and values survey results. City Planner Bird attended the Wetlands Ordinance Sub-committee meeting on November 22. City Planner Benton attended the December 20 meeting where the committee decided on the factors and thresholds for future wetlands protection numbers and will amend the ordinance in January and conduct public outreach.

City Planner Bird and Resilience Coordinator Kaspari attended a CAW meeting on October 22nd to discuss the CAW mission and future direction.

City Planner Bird and Resilience Coordinator Kaspari had meetings on October 13th and 21st with the City Attorney to discuss a purchase and sales agreement for a potential land protection project. City Planner Bird, Resilience Coordinator Kaspari and an OLC member conducted easement monitoring visits on October 5th and 7th. City Planner Bird and Resilience Coordinator Kaspari had a meeting on October 13th with a landowner who wants to amend a conservation easement. City Planner Bird and Resilience Coordinator Kaspari met with two landowners on October 25th at their property to discuss a potential conservation easement.

The Assistant City Manager and Resilience Coordinator attended the November and December meetings of the Community Power Coalition of NH. The Assistant Manager is on the Operations Subcommittee and the Coordinator is on the Risk Management Committee. Both attended committee meetings.

The Assistant City Manager and Resilience Coordinator met with a vendor interested in creating a solar field upon the Tolend Landfill. This is one location previously envisioned for such a field. Staff is considering a path forward to create an RFP and work to create this use.

Resilience Coordinator Kaspari met with Fleet Supervisor Greene on October 4th to discuss opportunities to apply for Diesel Emissions Reduction Act funding to help lower the cost of replacing older diesel fleet vehicles with newer electric models.

Resilience Coordinator Kaspari met with Adeline McCullough on October 13th, from the NH division of the Nature Conservancy, to discuss next steps for a proposed oyster garden in the Cochecho River off of Henry Law Park for summer 2022.

Resilience Coordinator Kaspari met with Jim Jalbert and Jamie Lesniak from C&J Bus Lines to discuss a proposal in response to the NHDES VW RFP. C&J is open to hosting the electric vehicle supply equipment at the Dover location contingent upon receiving the RFP funding.

Resilience Coordinator Kaspari introduced himself and gave a short presentation to Dover's Plastic Pollution Reduction Team. In this meeting the Team helped to identify gaps in waste and recycling data.

Resilience Coordinator Kaspari met with Durham UNH Sustainability Fellow Cathy Fletcher on October 27th to talk about the various roles of the Resilience Coordinator position and to provide suggestions of how to approach advocating for the creation of a similar full-time position for Durham.

Resilience Coordinator Kaspari met with Steve Lieber from Affinity Lighting on October 29th to discuss the use of network controls for the LED street lights. Effective next year, the City will be allowed to implement a dimming plan to reduce energy usage.

Resilience Coordinator Kaspari with Purchasing Agent Simmons developed and released RFP #B22016 Electric Vehicle Supply Equipment on November 8th, helped frame answers to related questions and reviewed 10 associated bid submissions.

Resilience Coordinator Kaspari attended a site walk at the new skate park location with City Electrician Grace and Recreation Director Bannon on November 25th to determine if solar lights would be a viable option.

Resilience Coordinator Kaspari submitted two reports to SELT on December 16th completing the City's annual reporting obligation for easement monitoring.

Resilience Coordinator Kaspari reviewed a draft Group Net Metering Agreement contract from Standard Power with City Attorney Wyatt on December 23rd.

Resilience Coordinator Kaspari received and processed aggregate electricity load data for the community provided by Eversource.

Resilience Coordinator Kaspari completed training and built a Climate Resources page for the City Website.

Library staff, Emily Fortin, Aimee Lockhardt, and Tina Weinberger, worked with the Plastics Subcommittee of the Energy & Environment Committee of the Dover Democrats to create informational displays throughout the library in order to increase awareness about the hazards of plastic pollution and demonstrate ways that the public can reduce their use of single-use plastics. Also, the groups collaborated on a STEM program “Build an Ocean Clean-Up Device” where children learned about the hazards of plastic waste on marine ecosystems and were encouraged to use design and test a device that could remove plastic debris from our oceans.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 12, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Muffett-Lipinski.

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

5. 2022-2023 CITY COUNCIL PROCEDURAL RULES & DECORUM GUIDELINES (TO BE REMOVED FROM THE TABLE)

Deputy Mayor Shanahan moved to remove from the table; seconded by Councilor Cullen.

Roll Call Vote: 8/0.

Deputy Mayor Shanahan moved to approve the 2022-2023 City Council Procedural Rules and Decorum Guidelines as presented; seconded by Council Hinkel.

Roll Call Vote: 8/0.

6. PROCLAMATIONS/AWARDS

7. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the Agenda; seconded by Councilor Hackett.

Vote: 8/0.

8. PUBLIC HEARINGS

9. PUBLIC 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.

Alex Beauchner, Dover resident and Katie Phillips, Somersworth resident: They read a statement written by Alex and Lisa D. Beaudoin, Executive Director, ABLE NH (Advocates Building Lasting Equality) to the Council regarding Item 14.B.2. (The statement has been archived with these Minutes.)

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

10. CITY MANAGER'S REPORT



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 12, 2022**
Meeting Time: **7:00 pm**

City Manager Joyal submitted his report in writing, which focused on Local Economy, Legal Activities, Parking Financials, and COAST ridership.

Fire Chief Haas gave the Council an update on the COVID pandemic and its impact on Dover.

City Manager Joyal acknowledged that Chief Haas will be retiring at the end of the month, and recognized him for all his hard work for the City of Dover.

City Manager Joyal spoke about the recent snow removal event. He talked about the grant funding to start an interchange of water systems between Dover and Portsmouth.

He acknowledged Deputy City Manager Chris Parker and other changes with City personnel.

He said the Greater Dover Chamber of Commerce will be hosting a virtual economic forecast presentation.

Referring to the meeting schedule he confirmed that the City Council and School Board will have been having a joint meeting on January 19, 2022 in the McConnell Center.

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

Vote: 8/0.

11. APPROVAL OF MINUTES

A. December 8, 2021 – Regular Meeting

B. January 3, 2022 – Organizational Meeting

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Hinkel.

Vote: 8/0.

12. MAYOR'S REPORT

Mayor Carrier welcomed the new Council. He discussed events and meetings he has attended in the past few weeks.

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

Vote: 8/0.

13. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 12, 2022**
Meeting Time: **7:00 pm**

14. NEW BUSINESS

A. CONSENT CALENDAR

- 1. ADDITIONAL SCOPE OF WORK ASSOCIATED WITH THE PUDDING HILL
AQUIFER ARTIFICIAL RECHARGE FACILITY - EMERY & GARRETT
GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. ADDITIONAL SCOPE OF WORK FOR DREDGE CELL CLOSURE –
GEOINSIGHT INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. AUTHORIZATION TO UTILIZE SAINT ANSELM COLLEGE'S CENTER FOR
ETHICS IN SOCIETY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 4. ACCEPTANCE OF PEAR DRIVE, AUTHORIZATION TO ISSUE LICENSE FOR
MAINTENANCE, AND RENAMING OF PEAR DRIVE TO PEAR LANE PURSUANT
TO RSA:231:133**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 5. ACCEPTANCE OF SHORE LANE AND RELATED UTILITY EASEMENTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. RESCIND CAPITAL IMPROVEMENTS PROGRAM (CIP) SMALL BALANCES FOR
FISCAL YEAR 2013 AND FISCAL YEAR 2018 NON-DEBT FINANCED FIRE
DEPARTMENT PROJECTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 7. AWARD OF ANNUAL PREVENTIVE MAINTENANCE AGREEMENT TO
STRYKER MEDICAL FOR STRYKER EQUIPMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. APPROVAL OF DEPUTY CITY MANAGER OF THE CITY OF DOVER
EMPLOYMENT AGREEMENT**
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, January 12, 2022**
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 Shanahan moved for the adoption of the Consent Calendar; seconded by Councilor Nemeth.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Nemeth pulled 14.A.3.

Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar. Roll Call Vote: 8/0.

Deputy Mayor Shanahan moved for the adoption of Item 14.A.3.; seconded by Councilor Williams.

Councilor Nemeth gave an overview of the Resolution to the Council.

Councilor Cullen asked why Dover is different than another area, and why these funds are not used for actual services.

City Manager Joyal gave an overview of what the City expects from this plan.

Roll Call Vote: 7/1; Passed. Councilor Cullen was opposed.

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

Mayor Carrier gave an overview of the Dover Main Report to the Council.

B. RESOLUTIONS

1. **B21048-RFP22-002 DESIGN CONSULTING SERVICES FOR THE FIFTH AND GROVE STREETS RECONSTRUCTION PROJECT** SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth. City Manager Joyal gave an overview of the resolution to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 12, 2022**
Meeting Time: **7:00 pm**

Deputy City Manager Parker answered questions regarding this reconstruction project.
Roll Call Vote: 8/0

2. B21048-RFP22-003 CONSULTING DESIGN SERVICES FOR THE DOWNTOWN PEDESTRIAN AND VEHICULAR ACCESS IMPROVEMENTS PROJECT
SPONSORED BY MAYOR CARRIER BY REQUEST

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

3. B22015 DOVER PUBLIC LIBRARY SLATE ROOF REPLACEMENT
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hackett.
Roll Call Vote: 8/0

4. B22037 PURCHASE OF 2022 VEHICLES - STATE OF NH CONTRACTS
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Williams.
Roll Call Vote: 8/0

5. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN ARCH STREET DOVER, LLC AND CITY OF DOVER
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Hackett.
Assistant City Planner Kaspari gave an overview of this resolution to the Council.
Roll Call Vote: 8/0

6. AUTHORIZATION TO ACCEPT AND EXPEND THE NH STATE LIBRARY GRANT FOR PUBLIC LIBRARY WEBSITE IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022; seconded by Councilor Thibodeaux.
Vote: 8/0



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 12, 2022**
Meeting Time: **7:00 pm**

- 7. REPROGRAM UNEXPENDED BOND PROCEEDS FROM FIRE & RESCUE EMERGENCY SHELTER GENERATOR TO SOUTH END FIRE STATION BUILDING IMPROVEMENTS PROJECT
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022, WITH CITY COUNCIL VOTE OCCURRING ON FEBRUARY 9, 2022)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022;
seconded by Councilor Thibodeaux.
Vote: 8/0

- 8. FISCAL YEAR 2023 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIER AND ACCEPTANCE OF AMERICA RESCUE PLAN ACT (ARPA) GRANT FUNDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022, WITH CITY COUNCIL VOTE OCCURRING ON FEBRUARY 9, 2022)**

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022;
seconded by Councilor Williams.
Vote: 8/0.

- 9. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES ARPA GRANT FOR PUMP STATION EVALUATION PROJECT
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022, WITH CITY COUNCIL VOTE OCCURRING ON FEBRUARY 9, 2022)**

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022;
seconded by Councilor Thibodeaux.
Vote: 8/0

- 10. FISCAL YEAR 2023 CIP APPROPRIATION AND AUTHORIZATION FOR CWSRF LOAN FOR HENRY LAW PARK STORMWATER BEST MANAGEMENT PRACTICES AND ACCEPTANCE OF ARPA GRANT FUNDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022, WITH CITY COUNCIL VOTE OCCURRING ON FEBRUARY 9, 2022)**

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022;
seconded by Councilor Hinkel.
Vote: 8/0



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 12, 2022**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

**1. CHAPTER 17, SECTIONS 12 & 13 - ELECTIONS
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022;
seconded by Councilor Nemeth.
City Attorney Wyatt gave an overview of the Ordinance to the Council.
Vote: 8/0

**2. CHAPTER 121, SECTIONS 1 & 5 - SEWER USE
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 26, 2022.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved to refer to a public hearing on January 26, 2022;
seconded by Councilor Hinkel.
Vote: 8/0

15. COUNCIL CORRESPONDENCE

16. COUNCIL MATTERS OF INTEREST

Councilor Cullen complimented the City Attorney Wyatt for his work on the agreement with New England Metal Recycling. He also talked about the Shaw's Lane recreation field parking problems. He recognized Chief Haas' and discussed his concerns for the quick turnarounds in leadership in this department.

Councilor Nemeth recognized all the healthcare workers at Wentworth-Douglass hospital.

Deputy Mayor Shanahan congratulated and recognized new members of the Greater Dover Chamber of Commerce.

17. ADJOURN

Councilor Hinkel moved to adjourn; seconded by Councilor Nemeth.
Vote: 8/0.



CITY OF DOVER

JOINT MEETING OF CITY COUNCIL AND SCHOOL BOARD - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 305
Meeting Date: **Wednesday, January 19, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

School Board Chairperson Mebert led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

City Council Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Hackett, Councilor Hinkel, Councilor Muffett-Lipinski, Councilor Nemeth, Councilor Thibodeaux, and Councilor Williams.

School Board Members Present: Chairperson C. Mebert, Vice-Chairperson J. Rozzo, M. Fogarty, R. Trefethen, M. Demeter, and M. Clancy.

Absent: Kathleen Morrison

Also Present: City Manager Joyal, Deputy City Manager Parker, City Attorney Wyatt, Finance Director Lynch, City Clerk Mistretta, School Superintendent Harbron, Business Administrator Limanni.

5. PUBLIC FORUM

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

Phillip Hatcher, 9 Woodland Road: He spoke about the State Redistricting.

Jodi Langellotti, 453 Sixth Street: She thanked the Councilors and School Board for meeting, and she hoped they worked well together.

6. DISCUSSIONS

A. BRIEFING WITH DOVER STATE LEGISLATIVE DELEGATION

Senator David Watters gave an overview of the legislation he is working on with the State.

Representative Thomas Southworth gave an overview of his work as a Representative.

Representative Casey Conley gave an overview of his work as a Representative.



CITY OF DOVER

JOINT MEETING OF CITY COUNCIL AND SCHOOL BOARD - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 305
Meeting Date: **Wednesday, January 19, 2022**
Meeting Time: **7:00 pm**

Representative Peter Bixby gave an overview of his work as a Representative.

Representative Peter Schmidt gave an overview of his work as a Representative.

B. REVIEW OF PROPOSED WARD REDISTRICTING

Deputy City Manager Parker gave an overview of the proposed Ward Redistricting.

C. FISCAL YEAR 2023 BUDGET TAX CAP ANALYSIS

City Manager Joyal gave an overview of the handout regarding the tax cap analysis.

D. FISCAL YEAR 2023 BUDGET DEVELOPMENT DISCUSSION

City Manager Joyal gave an overview of two handouts: FY2023 Preliminary Budget Estimates and General Fund – Budget History Sheet.

7. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn.

Vote: Unanimous.

All handouts have been archived with these minutes.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2022.01.12 – 001 Ordinance Title: Elections Chapter: 17 Section: 12 Boundaries of Wards 13 Ward Map	Agenda Item#: 12.A.1.

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to establish ward boundaries for the City of Dover, as allowed by City Charter (C1-2, amended effective January 3, 2022) based on the decennial census results in 2020.

2. AMENDMENT

Chapter 17 entitled “Elections” is hereby amended by adding a new Article III, “Ward Boundaries” and related sections 12 and 13 (to be inserted after Article II, Section 17-11), as follows:

a. THE FOLLOWING ARE ADDED:

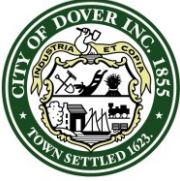
ARTICLE III WARD BOUNDARIES AND WARD MAP

§ 17-12 Boundaries of Wards

Pursuant to the City’s Charter, the City of Dover shall be divided into six wards with boundaries defined as follows:

Ward One begins at the Dover/Rollinsford boundary line at Old English Village Road; thence following southeasterly along the Dover/Rollinsford boundary to Broadway; thence southwesterly along the center line of Broadway to the intersection with the Boston and Maine Railroad; thence southeasterly along the railroad to Central Avenue; thence southerly along the center line of Central Avenue to Chapel Street, and follows the center line of Main Street southerly to Washington Street; thence westerly along the center line of Washington Street to Chestnut Street; thence northerly along the center line of Chestnut Street to the Cochecho River; thence northerly along the center line of the Cochecho River to Spaulding Turnpike; thence following the center line of the Spaulding Turnpike northerly to its intersection with Glenwood Avenue; thence following the center line of Glenwood Avenue in a northeasterly direction to Central Avenue; thence turning northerly and running along the center line of Central Avenue, to Old English Village Road, and crossing Central Avenue following Old English Village Road in an easterly direction to the Dover/Rollinsford boundary line to the point of beginning.

Ward Two begins at Broadway and the Rollinsford/Dover boundary; thence following the Dover/Rollinsford boundary in a southeasterly direction to the confluence of the Cochecho/Piscataqua River; thence following the center line of the confluence in a northwesterly direction to a block line established by the 2020 census;



CITY OF DOVER

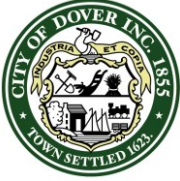
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2022.01.12 – 001**
Ordinance Title: Elections
Chapter: 17
Section: 12 Boundaries of Wards
13 Ward Map

thence turning southwesterly to the intersection of Henry Law Avenue and Tennyson Avenue; thence following the center line of Tennyson Avenue in a southwesterly direction to Court Street; thence following the center line of Court Street in a northwesterly direction to Union Street; thence following center line of Union Street in a southwesterly direction to Central Avenue; thence following the center line of Central Avenue southerly to Locust Street; thence following the center line of Locust Street in a northerly direction to Fisher Street; thence following the center line of Fisher Street in a westerly direction to Rutland Street; thence following the center line of Rutland Street northerly to Clifford Street; thence following the center line of Clifford Street westerly to Towle Avenue.; thence following the center line of Towle Avenue in a northwesterly direction to the intersection with Silver Street; thence northwesterly across Silver Street and following the center line of Arch Street to center line of the Washington Street; thence following the center line of Washington Street in an easterly direction to Belknap Street; thence following the center line of Belknap Street southerly to the center line of Saint Thomas Street; thence following the center line of the Saint Thomas Street, in an easterly direction to Locust Street; thence following along the center line of Locust Street northerly to Washington Street; thence following the center line of Washington Street easterly to Main Street; thence following the center line of Main Street northerly, until Chapel Street, where it follows the centerline of Central Avenue northerly to the Boston and Maine Railroad line; thence following the Boston and Maine railroad line northeasterly to the intersection of Broadway; thence following the center line of Broadway in a northeasterly direction to the point of beginning.

Ward Three begins at the intersection of Spaulding Turnpike and the Boston and Maine railroad line; thence following the center line of the Boston and Maine railroad line in a northeasterly direction to Arch Street; thence following the center line of Arch Street southerly to Silver Street; thence crossing Silver Street to Towel Avenue, and following the centerline of Towel Avenue in a southerly direction to Clifford Street; thence following the centerline of Clifford Street in an easterly direction to Rutland Street; thence turning and following the center line of Rutland Street southerly until Fisher Street; thence following the center line of Fisher Street in an easterly direction to Locust Street; thence following the center line of Locust Street southerly to the intersection with Central Avenue; thence following the center line of Central Avenue northeasterly to the intersection of Union Street; thence following the



CITY OF DOVER

CITY OF DOVER - ORDINANCE

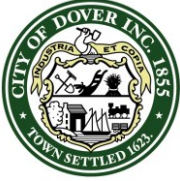
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Section: 12 Boundaries of Wards
13 Ward Map

center line of Union Street in a northeasterly direction to Court Street; thence following the center line of Court Street southeasterly to Tennyson Avenue; thence following the center line of Tennyson Avenue in a northeasterly direction to Henry Law Avenue; thence following a block line established by the 2020 census in a northeasterly direction to the Cochecho River; thence following the Cochecho River southeasterly to its confluence with the Piscataqua River and the exterior block line established by the 2020 census located in the center of said Piscataqua River; thence following the exterior block line established by the 2020 census located in the center of the Little Bay channel where it intersects the Spaulding Turnpike at the Little Bay Bridge; thence following the exterior block line established by the 2020 census located in the center of Little Bay in a northwesterly direction to a point of intersection at the common boundary corner between Dover and Madbury near the Scammel Bridge; thence following the center line of the Boston Harbor Road/New Hampshire Route 4 in a southeasterly direction to the Spaulding Turnpike ; thence following the center line of the Spaulding Turnpike in a northwesterly direction to the point of beginning.

Ward Four begins at the intersection of the Bellamy River and Central Avenue; thence following the center line of Central Avenue northeasterly to the intersection with the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a southeasterly direction to the exit 6 overpass, and tuning westerly following the centerline of the overpass to Boston Harbor Road/New Hampshire Route 4; thence following the center line of Boston Harbor Road/New Hampshire Route 4 a point of intersection at the common boundary corner between Dover and Madbury near the Scammel Bridge; thence following the common boundary line between Dover and Madbury in a northwesterly direction to the center line of the Mast Road; thence following the center line of Mast Road southeasterly to the centerline of Durham Road; thence following the center line of the Durham Road easterly to the point of beginning.

Ward Five begins at the Barrington/Dover line at Tolend Road; thence following the center line of Tolend Road southeasterly to the Spaulding Turnpike; thence following the Spaulding Turnpike in a northerly direction to the Cochecho River; thence following the center line of the Cochecho River southerly to Chestnut Street; thence following the center line of Chestnut Street southerly to Washington Street; thence turning easterly and following the center line of Washington Street to Locust Street;



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thence turning and following Locust Street in a southerly direction to Saint Thomas Street; thence following Saint Thomas Street in a westerly direction to the intersection with Belknap Street; thence following the center line of Belknap Street northerly to Washington Street; thence following Washington Street in a westerly direction to the intersection of the Boston and Maine Railroad, thence following the Boston and Main Railroad southwesterly to the Spaulding Turnpike; thence turning and following the center line of the Spaulding Turnpike in a southerly direction to Central Avenue; thence following the center line of Central Avenue southerly to the Bellamy River Bridge; then following along the center line of the Durham Road in a westerly direction to Mast Road; thence following the Mast Road center line in a westerly direction to the Madbury/Dover/ boundary; thence following the Madbury/Dover boundary in a northerly direction to the Barrington/Dover town line; thence following the Barrington/Dover boundary in a northwesterly direction to the point of beginning.

Ward Six begins at the point where the Dover/Rollinsford boundaries intersect with the center line of Old English Village Road and follows the center line of Old English Village Road westerly to Central Avenue; thence running southerly along the center line of Central Avenue to the intersection with Glenwood Avenue; thence following the center line of Glenwood Avenue westerly to the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a southerly direction to Tolend Road; thence following the center line of Tolend Road in a northerly direction to the Dover/Barrington boundary line; thence following the boundary line in a northeasterly direction to the point of the Dover/Rochester/Somersworth boundary; thence turning and following the Dover/Somersworth boundary southerly to the point of the beginning.

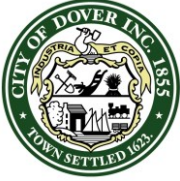
§ 17-13 Ward Map

In accordance with RSA 44:4-a, the City shall maintain a ward boundary map of suitable scale reflecting the current ward boundaries.

3. TAKES EFFECT

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

REQUIRES PUBLIC HEARING AND 2/3 MAJORITY VOTE OF THE COUNCIL (C1-3)



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AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

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

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2022.01.12 – 001 Ordinance Title: Elections Chapter: 17 Section: 12 Boundaries of Wards 13 Ward Map	Agenda Item#: 12.A.1.

DOCUMENT HISTORY:

First Reading Date: 01/12/2022	Public Hearing Date: 01/26/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

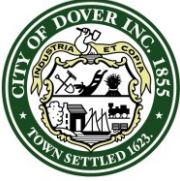
Every ten years the United States Constitution requires that a census of population be taken. As a result of that census, population for the City of Dover is updated. The census data is used to determine if, and to what extent, the City’s wards may need adjustments to maintain proportionality.

Historically, the City’s ward boundaries have been set forth in the City’s Charter. However, the coronavirus disease 2019 (“COVID-19”) pandemic caused delays in the 2020 census. As a result of those delays, the City Council proposed, and voters at the November 2021 municipal election approved, amendments to the City’s Charter to enable ward boundaries to become a function of an ordinance enacted by City Council, similar to several other cities and towns in New Hampshire.

The most recent charter amendments took effect January 1, 2022. In anticipation of that, the City Council commissioned the ordinance committee to research the extent of any need for redistricting and, should a need exist, bring forward a proposed ordinance (*see* [R-2021.11.10-185](#)). At meetings in December 2021, the Ordinance Committee undertook that process, resulting in this proposed ordinance.

By way of background, in 2010 the City’s population was listed in the federal census as 29,887. For 2020, the population was determined in the federal census to be 32,741. Upon receiving the 2020 census data, City staff calculated the population change of each existing ward as summarized below:

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Document Posted on: January 21, 2022	Page 6 of 12



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Ward	2010 Pop	2020 Pop	Change
1	5,013	5,162	149
2	5,046	5,855	809
3	5,089	5,766	677
4	4,974	5,452	478
5	4,875	5,481	606
6	4,990	5,025	35
	29,987	32,741	

With the goal of perfectly equal representation, each ward would have the same number of residents, or 5,457 residents. Using that as a benchmark, Wards 2 and 3 needed to send residents to wards 1 and 6 ideally not impacting wards 4 and 5. Unfortunately, it is not as easy as just shifting the boundaries a hair here and there. And, [RSA 44:4-a](#) requires that boundaries “follow easily identifiable physical features” such as “public and private ways, railroad tracks, and surface waters.”

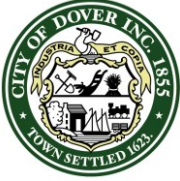
Upon review of the applicable data, the Ordinance Committee requested that staff provide no less than 3 proposed ward boundary alternatives, which would create as close to a 1% deviation (+/-) off the average as possible. This would mean each ward would have between 5,403 and 5,511 residents. Furthermore, it was noted that with the concerns about voting locations raised by two of the four privately owned properties used for voting, that staff should consider locating a polling location in each ward at a publicly owned property.

After review, staff presented five options for the Ordinance Committees review. Three of the options met the criteria of 1% deviation and a public parcel for use as a polling location. Two of the options did not meet the public polling location.

On December 20, 2021, the Ordinance Committee met and reviewed the five options and determined to focus on the three that provided public polling places. It then determined of those the option designated “epsilon” was the preferred alternative. Following the Ordinance Committee’s decision, City staff drafted this ordinance and the accompanying map based on that “epsilon” option.

The population changes by ward are summarized as follows:

Ward	2020 Pop	Proposed	Change
1	5162	5482	320
2	5855	5458	-397
3	5766	5411	-355
4	5452	5439	-13
5	5481	5450	-31



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6	5025	5501	476
	32741	32741	

In this ordinance, the following areas change ward:

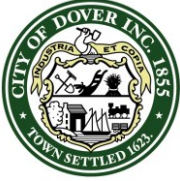
- Ward 6 to ward 1 (59 residents): The area between Old English Village Road and Glenwood Avenue/the Entrance to Shaw's Plaza from Central Avenue east to the Rollinsford town line moves from ward 6 to ward 1.
- Ward 2 to ward 1 (261 residents): The Cochecho Mill between Central Avenue and Main Street moves from ward 2 to ward 1.
- Ward 2 to ward 5 (244 residents): The area between the Cochecho River, and Saint Thomas Street, between the Community Trail and Locust Street along Washington Street, move from ward 2 to ward 5.
- Ward 3 to ward 2 (514 residents): The area between Silver Street, and Rutland Street, Central Avenue and Elm Street move from ward 3 to ward 2.
- Ward 2 to ward 3 (406 residents): The area between the Spaulding Turnpike, the Boston and Maine Railroad, Arch Street, Fisher Street and Locust Street – around Woodman Park School moves from ward 2 to ward 3.
- Ward 3 to ward 4 (247 residents): The area between the Spaulding Turnpike and Bellamy River covering Spur Road from the Spur Road overpass to the end, moves from Ward 3 to 4. The Spaulding Turnpike becomes the ward boundary the full length of wards 3 and 4.
- Ward 4 to ward 5 (260 residents): The area bounded by the Bellamy River, Durham Road and Mast Road, including Alumni Drive, Bellamy Road and Lisa Beth Circle/Drive move from ward 4 to ward 5.
- Ward 5 to ward 6 (535 residents): The Area from Tolend Road to the Cochecho River moves from ward 5 to ward 6. This includes Upper Factory Road, Glen Hill Road, and a portion of Watson Road and any roads off those roads.

It may also be important to observe that the boundaries proposed in this ordinance enable each ward to have a publicly owned location to potentially serve as polling places in the future:

Ward 1: Horne Street School

Ward 2: The Dover Arena

Ward 3: Woodman Park School



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Ward 4: Garrison Elementary School

Ward 5: Either Dover Middle or Dover High School

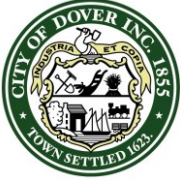
Ward 6: Riverside Rest Home.

A copy of the map showing the boundaries is attached.

For reference, a strikethrough/underline version of the current ward boundaries proposed in this ordinance, as compared to prior ward boundaries in the City's charter, is included below:

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

Ward Two begins at Broadway and the Rollinsford/Dover boundary; thence following the Dover/Rollinsford boundary in a southeasterly direction to the confluence of the Cochecho/Piscataqua River; thence following the center line of the confluence in a northwesterly direction to a block line established by the 2010-2020 census; thence turning southwesterly to the intersection of Henry Law Avenue and Tennyson Avenue; thence following the center line of Tennyson Avenue in a southwesterly direction to Court Street; thence following the center line of Court Street in a northwesterly direction to ~~Central Avenue~~Union Street; thence following center line of ~~Central Avenue~~Union Street in a southwesterly direction to ~~Central Avenue~~Silver Street; thence following the center line of ~~Central Avenue~~Silver Street ~~southerly~~ westerly to ~~Elm~~Locust Street; thence following the center line of ~~Elm~~Locust Street in a ~~northerly~~Southerly direction to Fisher Street; thence following the center line of Fisher Street in a ~~westerly~~easterly



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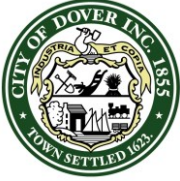
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direction to ~~Locust~~Rutland Street; thence following the center line of ~~Locust~~Rutland Street ~~northerly southerly~~ to ~~Clifford Street~~Central Avenue; thence following the center line of ~~Clifford Street~~Central Avenue westerly to ~~Towle Avenue~~the Spaulding Turnpike; thence following the center line of ~~Towle Avenue~~Spaulding Turnpike in a northwesterly direction to the intersection with ~~Silver Street~~the Boston and Maine Railroad; thence north~~westerly~~easterly across ~~Silver Street~~ and following the center line of ~~Arch Street~~ along the railroad to center line of the Washington Street; thence following the center line of Washington Street in an easterly direction to ~~Belknap Street~~the Community Trail; thence following the center line of ~~Belknap Street~~ southerly Community Trail ~~northerly~~ to the center line of ~~Saint Thomas Street~~the Cochecho River; thence following the center line of the ~~Saint Thomas Street~~ Cochecho River in an easterly direction to ~~Chestnut~~Locust Street; thence following along the center line of ~~Chestnut~~Locust Street northerly to Washington Street; thence following the center line of Washington Street easterly to ~~Central Avenue~~Main Street; thence following the center line of ~~Main Street~~ northerly, until Chapel Street, where it follows the centerline of Central Avenue northerly to the Boston and Maine Railroad line; thence following the Boston and Maine railroad line northeasterly to the intersection of Broadway; thence following the center line of Broadway in a northeasterly direction to the point of beginning.

Ward Three begins at the intersection of Spaulding Turnpike and ~~the Boston and Maine railroad line~~Central Avenue; thence following the center line of ~~the Boston and Maine railroad line~~Central Avenue in a northeasterly direction to ~~Locust~~Arch Street; thence following the center line of ~~Locust~~Arch Street ~~northerly-southerly~~ to ~~Silver Street~~; thence crossing ~~Silver Street~~ to ~~Towel Avenue~~, and following the centerline of ~~Towel Avenue~~ in a southerly direction to ~~Clifford Street~~; thence following the centerline of ~~Clifford Street~~ in an easterly direction to ~~Rutland Street~~; thence turning and following the center line of ~~Rutland Street~~ southerly until Fisher Street; thence following the center line of Fisher Street in an ~~westerly~~easterly direction to ~~Elm~~Locust Street; thence following the center line of ~~Elm~~Locust Street ~~southerly~~ northerly to the intersection with ~~Silver Street~~Central Avenue; thence following the center line of ~~Silver Street~~Central Avenue northeasterly to the intersection of ~~Central Avenue~~Union Street; thence following the center line of ~~Central Avenue~~Union Street in a northeasterly direction to Court Street; thence following the center line of Court Street southeasterly to Tennyson Avenue; thence following the center line of Tennyson Avenue in a northeasterly direction to Henry Law Avenue; thence following a block line established by the ~~2000~~2020 census in a northeasterly direction to the Cochecho River; thence following the Cochecho River southeasterly to its confluence with the Piscataqua River and the exterior block line established by the ~~2000~~2020 census located in



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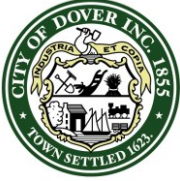
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the center of said Piscataqua River; thence following the exterior block line established by the 2020 census located in the center of the Little Bay channel where it intersects the Spaulding Turnpike at the Little Bay Bridge; thence following the exterior block line established by the 2000-2020 census located in the center of Little Bay in a northwesterly direction to a point of intersection at the common boundary corner between Dover and Madbury near the Scammel Bridge; thence following the center line of the Bellamy River/Boston Harbor Road/New Hampshire Route 4 in a southeasterly northwesterly direction to the Spaulding Turnpike Spur Road Extension; ~~thence following the center line of the Spur Road Extension southerly to the intersection Spur Road; thence following the center line of Spur Road northwesterly to the Spaulding Turnpike;~~ thence following the center line of the Spaulding Turnpike in a northwesterly direction to the point of beginning.

Ward Four begins at the intersection of the Bellamy River and Central Avenue; thence following the center line of Central Avenue northeasterly to the intersection with the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a southeasterly direction to the exit 6 overpass, and tuning westerly following the centerline of the overpass to Boston Harbor Road/New Hampshire Route 4~~Spur Road~~; thence following the center line of Boston Harbor Road/New Hampshire Route 4 ~~Spur Road southwesterly to Spur Road Extension; thence following the center line of Spur Road Extension in a northwesterly direction to a block line established by the 2000 Census and following said block line in a southwesterly direction to the Bellamy River; thence following the center line of the Bellamy River in a southwesterly direction to~~ a point of intersection at the common boundary corner between Dover and Madbury near the Scammel Bridge; thence following the common boundary line between Dover and Madbury in a northwesterly direction to the center line of the Bellamy River/Mast Road; ~~thence following the center line of Mast Road southeasterly to the centerline of Durham Road;~~ thence following the center line of the Durham Road/Bellamy River easterly to the point of beginning.

Ward Five begins at the ~~Rochester/Barrington/Dover~~ line at Tolend Road~~the Cochecho River~~; thence following the center line of Tolend Road ~~Cochecho River~~ southeasterly to the Spaulding Turnpike~~abandoned Railroad Bridge over the Cochecho River~~; thence following the Spaulding Turnpike in a northerly direction to the Cochecho River; ~~thence following the center line of the Cochecho River~~ ~~abandoned railroad line~~ southerly to Washington Chestnut Street; thence following the center line of Chestnut Street southerly to Washington Street; ~~thence turning easterly and following the center line of Washington Street to Locust Street; thence turning and following Locust Street in a southerly direction to Saint Thomas Street; thence following Saint Thomas Street in a~~ westerly direction to the intersection with ~~the Boston and Maine~~



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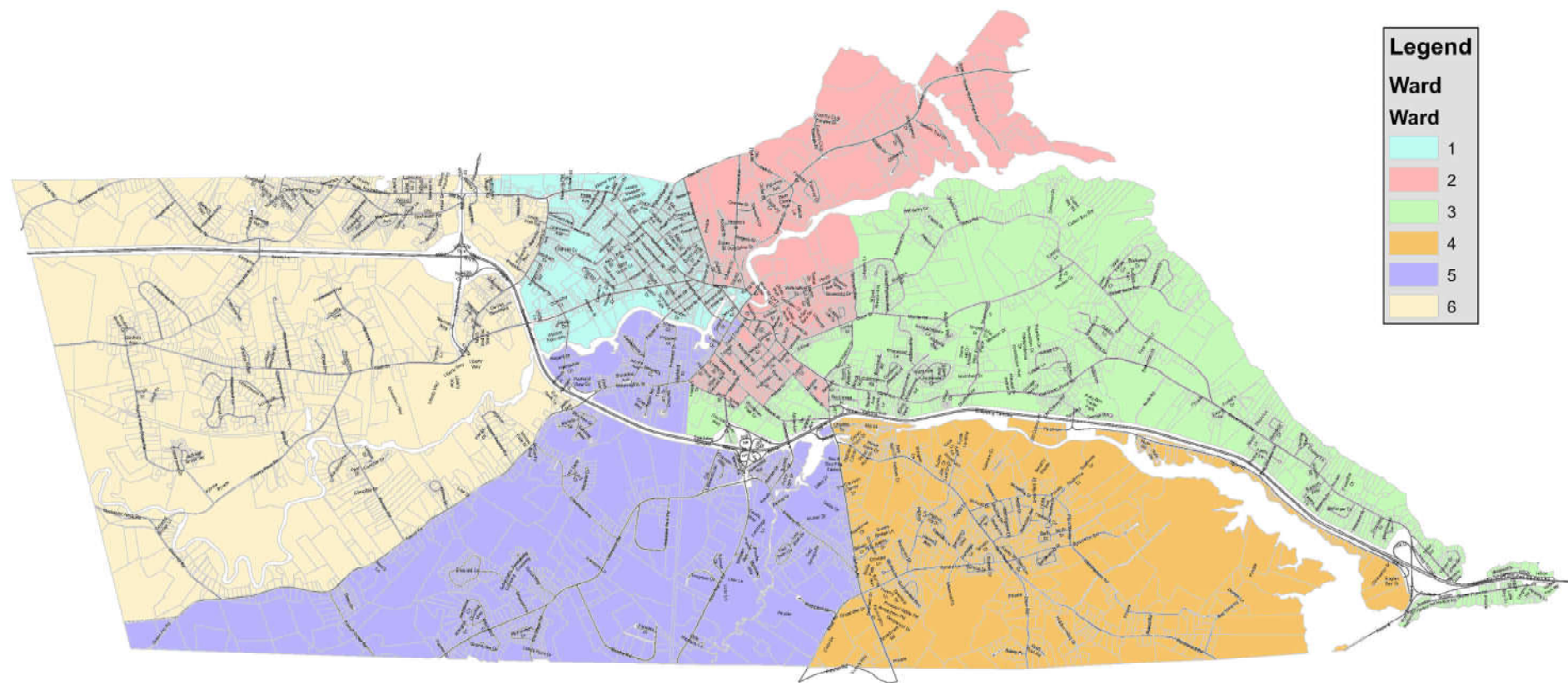
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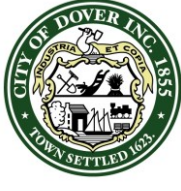
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RailroadBelknap Street; thence following the center line of ~~intersection with the Boston and Maine Railroad~~Belknap Street northerly southerly to the Spaulding TurnpikeWashington Street; thence following Washington Street in a westerly direction to the intersection of the Boston and Maine Railroad, thence following the Boston and Main Railroad southwesterly to the Spaulding Turnpike; thence turning and following the center line of the Spaulding Turnpike -in a southerly direction to Central Avenue; thence following the center line of Central Avenue southerly to the Bellamy River Bridge; then following along the center line of the ~~Bellamy River~~Durham Road in a westerly direction to Mast Road; thence following the Mast Road center line in a westerly direction to the Madbury/Dover/~~Barrington~~ boundary; thence following the Madbury/Dover boundary in a northerly direction to the Barrington/Dover town line; thence following the Madbury/Barrington/Dover/Barrington boundary in a northwesterly direction to the point of beginning.

Ward Six begins at the point where the Dover/~~Rollinsford~~ ~~Somersworth~~ ~~Rochester~~ boundaries intersect with the center line of Old English Village Road and follows the center line of Old English Village Road westerly to Central Avenue; thence running southerly along the center line of Central Avenue a block line established by the 2010 Census; thence proceeds westerly along the block line to the intersection with Glenwood Avenue; thence following the center line of Glenwood Avenue westerly to the Spaulding Turnpike; thence following the center line of the Spaulding Turnpike in a southerly direction to ~~the Cochecho River~~Tolend Road; thence following the center line of Tolend Road~~Cochecho River~~ in a northerly direction to the Dover/~~Rochester~~ Barrington boundary line; thence following the boundary line in a northeasterly direction to the point of the Dover/Rochester/Somersworth boundary; thence turning and following the Dover/Somersworth boundary southerly to the point of the beginning.

Dover 2022 Wards - DRAFT2



 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2022.01.12 – 002 Ordinance Title: Sewers and Water Chapter: 121 Section: 1 Definitions and word usage 5 Use of public sewer	Agenda Item#: 12.A.2.

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to update and amend the sewer use restrictions in Dover Code 121-5, subsection E(10), as well as make a related amendment to the definitions section of Chapter 121 (Dover Code 121-1)..

2. AMENDMENT

Chapter 121 entitled “Sewers and Water” is hereby amended by revising Section 121-1, “Definitions and word usage”, which is amended as follows:

§ 121-1 Definitions and word usage.

Unless the context specifically indicates otherwise, the meanings of terms used in this article shall be as follows. "Shall" is mandatory; "may" is permissive.

APPLICANT

Any person requesting approval to discharge industrial or domestic wastewaters into facilities of the City.

BEST MANAGEMENT PRACTICES or BMPS

Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in 40 CFR 403.5(a)(1) and (b). Best management practices also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

BOD (denoting "biochemical oxygen demand")

The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20° C., expressed in milligrams per liter.

BUILDING DRAIN

That part of the lowest horizontal piping of a drainage system which receives the discharge from inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

BUILDING SEWER

The extension beyond five feet from the building drain to the public sewer or other place of disposal.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2022.01.12 – 002 Ordinance Title: Sewers and Water Chapter: 121 Section: 1 Definitions and word usage 5 Use of public sewer	Agenda Item#: 12.A.2.

BYPASS

The intentional diversion of wastewater streams from any portions of a wastewater treatment facility and/or of an industrial user's pretreatment system.

CATEGORICAL PRETREATMENT STANDARD or CATEGORICAL STANDARD or PRETREATMENT STANDARD

Any requirement or any regulation containing pollutant discharge limitations promulgated by the United States Environmental Protection Agency in accordance with Section 307(b) and (c) of the Clean Water Act (33 U.S.C. § 1317) which apply to industrial users and which are found in the Code of Federal Regulations, 40 CFR, Chapter I, Subchapter N, Parts 403 through 471.

COMBINED SEWER

A sewer intended to receive both surface runoff and sewage.

COMPOSITE SAMPLE

A sample that is collected over time, formed either by continuous sampling or by mixing discrete samples. The sample may be composited either as a time composite sample, composed of discrete sample aliquots collected in one container at constant time intervals providing representative samples irrespective of stream flow; or as a flow proportional composite sample, collected either as a constant sample volume at time intervals proportional to stream flow or collected by increasing the volume of each aliquot as the flow increases while maintaining a constant time interval between the aliquots. (The permit writer should determine the most appropriate composite sampling method to be used by the permittee.)

DILUTE

To reduce in concentration, or thin down, or weaken by mixing with water or other liquids.

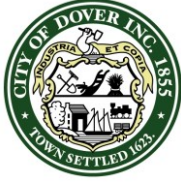
DIVISION

The New Hampshire Water Division.

[Amended 2-12-2020 by Ord. No. 2020.01.08-001]

DOMESTIC WASTEWATER or SANITARY SEWAGE

Normal water-carried household and toilet wastes or waste from sanitary conveniences, excluding groundwater, surface water or stormwater.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY OF DOVER - ORDINANCE</th></tr> <tr> <td colspan="2">Agenda Item#: 12.A.2.</td></tr> <tr> <td>Ordinance Number:</td><td>O – 2022.01.12 – 002</td></tr> <tr> <td>Ordinance Title:</td><td>Sewers and Water</td></tr> <tr> <td>Chapter:</td><td>121</td></tr> <tr> <td>Section:</td><td>1 Definitions and word usage 5 Use of public sewer</td></tr> </table>	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.2.		Ordinance Number:	O – 2022.01.12 – 002	Ordinance Title:	Sewers and Water	Chapter:	121	Section:	1 Definitions and word usage 5 Use of public sewer
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DOVER UTILITIES COMMISSION

As set forth in Chapter 9, Boards, Commissions and Committees.

ENFORCEMENT RESPONSE PLAN (ERP)

A required plan by 40 CFR 403.8(f)(5) that provides for the City to enforce its Industrial Pretreatment Program. The plan explains its purpose and outlines the steps the City can and will take to enforce, and respond to any noncompliance with, the requirements of Dover's Industrial Pretreatment Program.

[Added 1-13-2021 by Ord. No. 2020.12.09-016]

EPA

The Environmental Protection Agency of the United States government.

EXCESSIVE

Amounts or concentration of a constituent of a wastewater which, in the judgment of the Community Services Director, or designee:

- A. Will cause damage to the City's wastewater facility.
- B. Will be harmful to a wastewater treatment process.
- C. Cannot be removed in the City treatment works to the degree required to meet the limiting stream classification standards of the receiving water and/or EPA effluent standards.
- D. Can otherwise endanger life, limb or public property.
- E. Can constitute a nuisance.

FACILITIES

Includes structures and conduits for the purpose of collecting, treating, neutralizing or disposing of domestic wastewater and/or industrial or other wastewaters as are disposed of by means of such structures and conduits, including treatment and disposal works necessary, intercepting, outfall and outlet sewers and pumping stations integral to such facilities with sewers, equipment, furnishings thereof and other appurtenances connected therewith.

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FLOATABLE OIL

Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility.

GARBAGE

The animal and vegetable waste resulting from the handling, preparation, cooking and serving of foods.

GRAB SAMPLE

A single sample collected in less than 15 minutes at a particular time and place which represents the composition of the waste stream.

INCOMPATIBLE POLLUTANT

Any pollutant, other than biochemical oxygen demand, suspended solids, pH, coliform bacteria or additional pollutants identified in the permit, which the treatment works was not designed to treat and does not remove to a substantial degree.

INDUSTRIAL DISCHARGE PERMIT (IDP)

The official document issued by the publicly owned/operated treatment works (POTW) to an industrial user of the Dover sewer system and treatment works that outlines the general and specific conditions under which the industrial user may discharge wastewaters into the City's collection system or POTW.

INDUSTRIAL ESTABLISHMENT

Any room, group of rooms, building or other enclosure used or intended for use in the operation of one business enterprise for manufacturing, processing, cleaning, laundering, assembling or preparing any product, commodity or article or from which any process waste, as distinct from domestic wastewater, may be discharged.

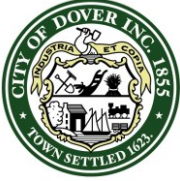
INDUSTRIAL PRETREATMENT PROGRAM (IPP)

A program by which the federal, state, and local governments are authorized to implement a part of the Clean Water Act which identifies and controls industrial discharges from adverse effects to the POTW and/or the environment.

[Added 1-13-2021 by Ord. No. 2020.12.09-016]

INDUSTRIAL USER

A person who discharges industrial wastes to the wastewater facilities in Dover.



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INDUSTRIAL WASTE

The liquid wastes from industrial manufacturing processes, trade or business as distinct from domestic wastewater.

INSTANTANEOUS LIMIT

The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

INTERFERENCE

A discharge which, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment process or operations or its sludge processes, use or disposal and therefore is a cause of a violation of the City of Dover's NPDES permit or the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent state or local regulations: Section 405 of the Clean Water Act, as amended; the Solid Waste Disposal Act, including Title II, commonly referred to as the "Resource Conservation and Recovery Act (RCRA)"; any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; the Marine Protection, Research, and Sanctuaries Act; 40 CFR Part 503, Standards for the Use or Disposal of Sewage Sludge; and RSA 485-A:4, XVI-a.

[Amended 2-12-2020 by Ord. No. 2020.01.08-001]

MANAGER

The City Manager or the top executive and administrative officer of the City or his duly authorized agent.

NATURAL OUTLET

Any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

NEW SOURCE

- A. Any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed categorical pretreatment standards under Section 307(c) of the Clean Water Act, as amended, which will be applicable to such source if such standards are thereafter

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promulgated in accordance with that section, provided that: **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**

- (1) The building, structure, facility or installation is constructed at a site at which no other source is located;
 - (2) The building, structure, facility or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
 - (3) The production or wastewater generating processes of the building, structure, facility or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant and the extent to which the new facility is engaged in the same general type of activity as the existing source should be considered.
- B. Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility or installation meeting the criteria of Subsection **A(2)** or **(3)** of this definition but otherwise alters, replaces, or adds to existing process or production equipment.
- C. Construction of a new source as defined under this subsection has commenced if the owner or operator has:
- (1) Begun, or caused to begin, as part of a continuous on-site construction program:
 - (a) Any placement, assembly or installation of facilities or equipment; or
 - (b) Significant site preparation work, including clearing, excavation, or removal of existing buildings, structures, or facilities, which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - (2) Entered into a binding contractual obligation for the purchase of facilities or equipment which is intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this subsection.

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PASS THROUGH

The discharge of pollutants through the POTW into navigable waters in quantities or concentrations which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirements of the POTW's National Pollutant Discharge Elimination System Permit, including an increase in magnitude or duration of a violation, or of applicable water quality criteria.

PERSON

Any individual, firm, company, partnership, state, association, society, corporation, group, or municipality, commission, government facility or governmental subdivision of a state or any interstate body, or responsible corporate officer.

pH

The logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

POLLUTANT

Includes but is not limited to the materials identified in § **121-5** of this article and Article **II**, § **121-12**.

POTW or PUBLICLY OWNED TREATMENT WORKS

A wastewater treatment works which is owned by a state or a municipality. This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial waste of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW wastewater treatment works. The term also means the municipality which has jurisdiction over discharges to and the discharges from such a treatment works.

PRELIMINARY TREATMENT or PRETREATMENT

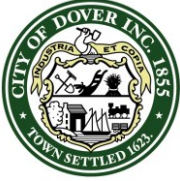
The conditioning of a waste at its source before discharge to remove or to neutralize substances injurious to the facilities of the City or to effect a partial reduction in the load on the treatment process.

PRETREATMENT REQUIREMENT

Any substantive or procedural requirement related to pretreatment in addition to pretreatment standards imposed on an industrial user.

PROPERLY SHREDDED GARBAGE

The wastes from the preparation, cooking and dispensing of food that have been shredded to



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such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.

PUBLIC SEWER

A sewer in which all owners of abutting properties have equal rights and which is controlled by a municipality.

RECEIVING WATERS

Any watercourse, river, pond, ditch, lake, aquifer or other body of surface water or groundwater receiving discharge of wastewater.

SANITARY SEWER

A sewer which carries sewage and to which stormwater, surface water and groundwater are not intentionally admitted.

SCREENING LEVEL

That concentration of a pollutant which under baseline conditions would cause a threat to personnel exposed to the pollutant or would cause a threat to structures of wastewater facilities. To be administered as limits applicable to a particular discharge, the screening levels must be adjusted to account for conditions at the point of discharge which differ from baseline conditions.

SEWAGE

A combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwater, surface water and stormwater as may be present.

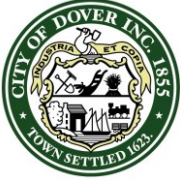
SEWER

A pipe or conduit for carrying sewage.

SIGNIFICANT INDUSTRIAL USER (SIU)

A user of the sewer system which:

- A. Discharges 10,000 gallons per day or more of process wastewater, excluding sanitary, noncontact cooling and boiler blowdown wastewater;
- B. Contributes a process waste stream which makes up 5% or more of the average dry weather hydraulic or organic (BOD, total suspended solids, etc.) capacity of the treatment plants;



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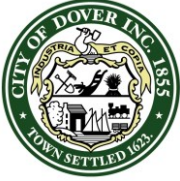
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- C. Has a reasonable potential, in the opinion of the City Manager or his authorized representative, to adversely affect the operation of the POTW;
- D. Violates any pretreatment standard or requirement in accordance with 40 CFR 403.8(f)(6);
- E. Is subject to categorical pretreatment standards as outlined in 40 CFR 403.6 and 403.8 and 40 CFR Chapter I, Subchapter N; or
- F. Is a discharger of medical/infectious waste, pharmaceutical waste, radiological waste, or wastewater from a hospital process or system that, in the opinion of the Community Services Director, or designee, could have an adverse effect on the POTW.

SIGNIFICANT NONCOMPLIANCE or SNC

- A. Chronic violations of wastewater discharge limits, defined here as those in which 66% or more of all the measurements taken for the same pollutant parameter during a six-month period exceed (by any magnitude) a numeric categorical pretreatment standard or requirement, including instantaneous limits, as defined by 40 CFR 403.3(l);
- B. Technical review criteria (TRC) violations, defined here as those in which 33% or more of all of the measurements taken for the same pollutant parameter during a six-month period equal or exceed the product of the numeric categorical pretreatment standard or requirement, including instantaneous limits, as defined by 40 CFR 403.3(l), multiplied by the applicable TRC (TRC equals 1.4 for BOD, TSS, fats, oils and grease and 1.2 for all other pollutants except pH);
- C. Any other violation of a categorical pretreatment standard or requirement as defined by 40 CFR 403.3(l) (daily maximum, long-term average, instantaneous limit, or narrative standard) that the POTW determines has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of POTW personnel or the general public);
- D. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the City's authorized agent's exercise of the emergency authority under 40 CFR 403.8(f)(1)(vi)(B) "imminent endangerment" to halt or prevent such a discharge;



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- E. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in an individual wastewater discharge permit or a general permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide, within 45 days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- G. Failure to accurately report noncompliance; or
- H. Any other violation(s), which may include a violation of best management practices, which the Community Service Director, or designee, determines will adversely affect the POTW operation or implementation of the local pretreatment program.

SLUG

Any discharge of water, sewage or wastewater which, in concentration of any given constituent or in quantity of flow, exceeds, for any period of duration longer than 15 minutes, more than five times the average twenty-four-hour concentration or flow during normal operation or which shall adversely affect the collection system and/or the performance of the treatment works.

SPILL

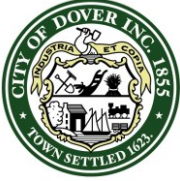
The release, accidental or otherwise, of any material not normally released to the facilities which, by virtue of its volume, concentration or physical or chemical characteristics, creates a hazard to the facilities, their operation or their personnel. Such characteristics shall include, but are not limited to, volatile, explosive, toxic or otherwise unacceptable materials.

STORM DRAIN (sometimes termed "storm sewer")

A pipe or conduit which carries stormwater and surface water and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.

SUPERINTENDENT

The Community Services Director, or designee.



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SUSPENDED SOLIDS

Solids or particles in water that exceed 2 microns that either float on the surface or are in suspension in water, sewage or other liquids and which are removable by laboratory filtering. These waterborne particles would include anything that floats or suspends in water including sand, sediment, organic, and inorganic material.

TOTAL SUSPENDED SOLIDS (TSS)

The weight total of suspended solids after a well-mixed sample is filtered through a standard glass filter and the suspended portion is dried to a constant weight at 103-105 degrees Celsius.

TOTAL TOXIC ORGANICS (TTOs)

Any of the organic substances, alone or in combination, as determined by the Community Services Director, or designee, to sufficiently inhibit the operation of the public treatment works or endanger its employees, which may result in violation of air or water quality criteria or which could result in sludge reuse limitations.

UNPOLLUTED WATERS

Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to sanitary sewers and wastewater treatment facilities provided.

USER

Any person who discharges wastewater to the facilities of the City.

WASTEWATER

The same materials as described in the definition of "sewage."

WASTEWATER TREATMENT PLANT

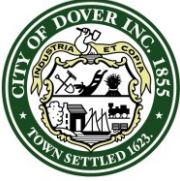
Any arrangement of devices and structures used for treating and disposing of sewage.

WASTEWATER WORKS

All facilities for collection, pumping, treating and disposing of sewage.

WATERCOURSE

A channel in which a flow of water occurs, either continuously or intermittently.



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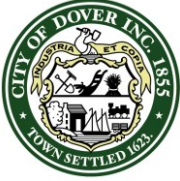
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3. AMENDMENT

Chapter 121 entitled “Sewers and Water” is hereby amended by revising Section 121-5, “Use of Public Sewer”, subsection E(10), which is amended as follows:

§ 121-5 Use of public sewer.

- A. A user may not introduce into any POTW any pollutant(s) which may cause pass through or interference. These general prohibitions and the specific prohibitions in this section apply to each user introducing pollutants into a POTW whether or not the user is subject to other national pretreatment standards or any national, state, or local pretreatment requirements.
- B. No person or industrial user shall ever increase the use of process water or in any other way attempt to dilute a discharge as a partial or complete substitute for treatment. Dilution is prohibited to achieve compliance with all applicable pretreatment standards and requirements. No wastewaters which otherwise will not meet the requirements of this article shall be diluted with river water or other unpolluted water in order to render the wastewater acceptable as meeting the requirements of this article.
- C. No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water or unpolluted industrial waters to any sanitary sewer. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designed as storm sewers or to a natural outlet. Industrial cooling water or unpolluted process waters require an NPDES permit prior to discharge to a storm sewer or natural outlet.
- D. Prohibitions. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:
 - (1) Pollutants which create a fire or explosion hazard in the POTW, including but not limited to gasoline, benzene, naptha, fuel oil or other flammable or explosive liquid, solid or gas, any waste stream with a closed-cup flashpoint of less than 140° F., using test method from 40 CFR 261.21, pollutants causing toxic gases, vapors, or fumes that may cause worker health and safety problems, or any pollutant(s) which causes pass through or interference.
 - (2) Any water containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure, pass through, or cause interference with any waste treatment process, constitute a hazard to humans or animals,



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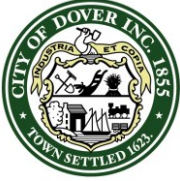
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create a public nuisance, or create any hazard in the receiving waters or the wastewater treatment works.

- (3) Waters or wastes which interfere with safety, operation and maintenance, or performance of the POTW or having any corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater works.
- (4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or other interference with the proper operation of the wastewater works, such as, but not limited to, ashes, cinders, mud, straw, shavings, metal, glass, rags, feathers, tar, plastic, wood, unground garbage, whole blood, paunch manure, hair and fleshings, leather dust, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
- (5) Wastewater sufficiently hot to cause the influent at the wastewater treatment facilities to exceed 104° F. (40° C.) or cause inhibition of biological activity in the POTW, resulting in interference.
- (6) Any pollutant, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which will cause interference or pass through at the POTW.
- (7) Petroleum oil greater than 100 mg/l, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through.
- (8) Any trucked or hauled pollutants, except at discharge points designated by the POTW.
- (9) Wastewater alone or in conjunction with other sources that causes the treatment plant's effluent or sludge to fail a toxicity test.
- (10) Household hazardous waste, including but not limited to paints, stains, thinners, pesticides, herbicides, antifreeze, transmission and brake fluids, motor oil, and battery acid.
- (11) Any hazardous waste listed or designated by the New Hampshire Department of Environmental Services (NHDES) under Chapter Env-Hw 400 of the Administrative Rules.
[Amended 2-12-2020 by Ord. No. 2020.01.08-001]



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(12) Any discharge by a healthcare provider of pharmaceuticals, as 40 CFR 266.505 prohibits all healthcare facilities from discharging any hazardous waste pharmaceutical to the POTW. Therefore, the discharge of pharmaceuticals either listed or exhibiting hazardous waste characteristics as defined in subpart C, D and appendices in 40 CFR 261 generating from healthcare facilities or reverse distributors is prohibited. **[Added 1-13-2021 by Ord. No. 2020.12.09-016]**

E. The following described substances, materials, waters, or waste shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either the sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream or cannot otherwise endanger life, limb or public property or constitute a nuisance. In forming an opinion as to the acceptability of these wastes, consideration may be given to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the wastewater treatment process, capacity of the wastewater treatment plant, degree of treatability of wastes in the wastewater treatment plant and other pertinent factors. The substances prohibited are:

- (1) Waters or waste containing animal or vegetable type oil and grease, or wax, whether emulsified or not, in amounts that will cause interference or pass through and containing substances which may solidify or become viscous at temperatures between 32° F. and 104° F. (0° C. and 40° C.).
- (2) Garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor 3/4 horsepower or greater shall be subject to the review and approval of the Community Services Director, or designee.
- (3) Waters or wastes containing strong-acid iron-pickling wastes, or concentrated plating solutions, whether neutralized or not.
- (4) Any wastewaters containing an increase in caustic alkalinity in the raw waste recalculated as CaCO₃(calcium carbonate) in excess of 75 milligrams per liter (mg/l) or in volumes which may be excessive.
- (5) Waters or wastes containing iron, chromium, copper, zinc and similar objectionable or toxic substances or wastes exerting an excessive chlorine requirement to such a degree that any such material received in the composite sewage at the wastewater treatment works exceeds

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the limits established for such materials.

- (6) Any waters or wastes containing odor-producing substance exceeding limits established by the Community Services Director, or designee. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**

- (7) Any medical/infectious wastes, pharmaceutical waste, or radiological waste except as specifically authorized in an industrial discharge permit. Additionally, any radioactive wastes or isotopes of such half-life or concentration as may exceed limits in compliance with applicable state or federal regulation.

- (8) Waters or wastes having a pH less than 6.0 or in excess of 11.0.

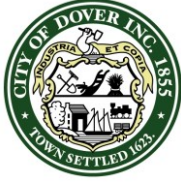
- (9) Any water or wastes which, by interaction with other water or wastes in the public sewer system, release obnoxious gases, form suspended solids which interfere with the collection system, or create a condition deleterious to structures and/or treatment processes.

- (10) Wastewater with any of the following constituents at loading greater than those indicated below. If applicable, see procedures for net/gross determination at 40 CFR 403.15. These are Maximum Allowable Industrial Loading (MAIL) in (Lbs/day) available to the SIUs. SIUs should refer to the individual industrial user permit for a more site-specific limit(s). **[Amended 1-13-2021 by Ord. No. 2020.12.09-016]**

Cadmium (Cd)	0.066	Zinc (Zn)	1.730
Chromium (Cr)	4.630	Silver (Ag)	56.00
Copper (Cu)	2.950	Nickel (Ni)	1.410
Cyanide (CN)	1.540	Mercury (Hg)	0.059
Lead (Pb)	1.180	Arsenic (As)	0.130
Total Nitrogen	379	Selenium	0.345
<u>BOD</u>	<u>3,403</u>	<u>TSS</u>	<u>2,416</u>

Screening levels in mg/l:

Wastewater which has a concentration of any pollutant above the following screening levels shall be limited in its discharge to the POTW by the Community Services Director, or designee. Such screening levels, generated on the basis of standard conditions, shall be adjusted for the particular conditions applicable to the specific discharge. Fume toxicity screening levels shall be adjusted when administered as limits to account for the pH, temperature, dilution, other toxic fumes and ventilation present at the site of the particular discharge. The screening level for sulfate shall be

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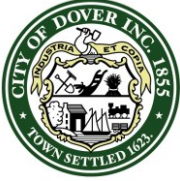
adjusted when administered as a limit to account for the type of concrete used in sewer construction and the dilution present. Specific list of screening levels:

Ammonia	90.000	Bromomethan	0.002
Vinyl chloride	0.003	Carbon disulfide	0.060
Chloromethane	0.007	Acrylonitrile	1.240
Chlorobenzene	2.350	1,2-Dichlorobenzene	3.740
Chloroform	0.420	1,4-Dichlorobenzene	3.540
Napthalene	3.340	Dichlorodifluoro-methane	0.04
Methane	0.040	1,1-Dichloroethane	4.580
Vinyl acetate	1.210	1,2-Dichloropropane	3.650
1,3-Dichloropropene	0.090	Tran-1,2-dichloro-ethylene	0.28
Sulfate	150/1500	Trichlorofuorome - thane	1.220
Thylene	0.280	Ethylene dichloride	1.050
Sulfide	1.000	Heptachlor	0.003
Sulfite	2.000	Hexachloro-1,3 butadiene	0.0002
Acetone	1.176	Hexachloroethane	0.960
Ethyl benzene	1.590	Tetrachloroethylene	0.530
Toluene	1.350	1,2,4-Trichlorobenzene	0.430
Methylene chloride	4.150	1,1,1-Trichloroethylene	1.550
Formaldehyde	0.070	Methyl ethyl ketone	2.49
Polychlorinated biphenyls	0.002	Trichloroethylene	0.710

(11) Materials which exert or cause:

- (a) Unusual concentration of inert suspended solids, such as but not limited to fuller's earth, lime slurries and lime residues, or of dissolved solids, such as but not limited to sodium chloride and sodium sulfate.
- (b) Excessive discoloration such as but not limited to dye wastes and vegetable tanning solution or dyes that pass through the wastewater treatment plant and visibly color effluent.
[Amended 2-12-2020 by Ord. No. 2020.01.08-001]
- (c) Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment works.
- (d) Unusual volume of flow or concentration of wastes constituting slugs as defined herein.

(12) Waters or wastes containing substances which are not amenable to treatment or reduction by the processes employed or are amenable to treatment only to such degree that the



CITY OF DOVER

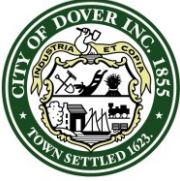
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.01.12 – 002**
Ordinance Title: Sewers and Water
Chapter: 121
Section: 1 Definitions and word usage
5 Use of public sewer

wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to receiving waters.

- F. If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Subsection **E** of this section and which, in the judgment of the Community Services Director, or designee, may have a deleterious effect upon the sewage works, processes, equipment or receiving waters or which otherwise create a hazard to life or constitute a public nuisance, the Community Services Director, or designee, may take any or all of the following actions:
- (1) Reject the wastes.
 - (2) Require pretreatment to an acceptable condition for discharge to the public sewers.
 - (3) Require control over the quantities and rates of discharge.
 - (4) Require payment to cover the added cost of handling and treating the wastes.
 - (5) Impose additional discharge limits on a user.
- G. If the Community Services Director, or designee, permits the pretreatment or equalization of waste flows, the design and installation of equipment for such shall be subject to the review and approval of the Division and subject to the requirements of all applicable codes, ordinances and laws.
- H. Such facilities shall not be connected until said approval is obtained in writing. Such approval shall not relieve the owner of the responsibility of discharging treated waste meeting the requirements of this article. Plans and specifications for a proposed pretreatment facility shall be the result of the design of a professional engineer registered in New Hampshire in the field of sanitary or chemical engineering.
- I. To determine compliance with respect to prohibited discharges and categorical limitations on wastewater discharges and discharge permits, prohibitions and limitations may be made on the basis of either instantaneous grab samples or composite samples of the wastewater. The nature and time span of sampling shall be determined by the Community Services Director, or designee. The City may also conduct sampling of either scheduled or random



CITY OF DOVER

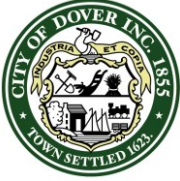
CITY OF DOVER - ORDINANCE

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nature to ensure compliance.

- J. Grease, oil and sand interceptors shall be provided when, in the opinion of the Community Services Director, or designee, they are necessary for the proper handling of liquid wastes containing grease, oil, sand or other materials which, in the opinion of the City Engineer/Community Services Director, or designee, will damage or interfere with the operation of sewers or drains or give rise to hazardous conditions therein. All interceptors shall be of the type and capacity approved by the City Engineer and shall be located as to be readily and easily accessible for cleaning and inspection. Grease and oil interceptors shall be constructed of impervious material capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction and shall be gastight and watertight. Where installed, all grease, oil, and sand interceptors shall be maintained by the owner at his expense in continuously efficient operation at all times. Appropriate means of disposal shall be subject to review by the Community Services Director, or designee. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by currently licensed waste disposal firms. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Community Services Director, or designee. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**
- K. Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
- L. All industrial wastes shall be pretreated in accordance with federal and state regulations and this article to the extent required by applicable categorical pretreatment standards, state pretreatment standards or standards established by the Community Services Director, or designee, whichever is more stringent. When required by the Community Services Director, or designee, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control manhole, together with such necessary meters and other appurtenances, in the building sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessible and safely located and shall be constructed in accordance with plans approved by the City Engineer. The manhole shall be installed by the owner at his expense and shall be maintained by him



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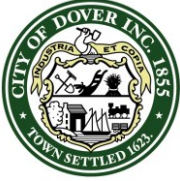
CITY OF DOVER - ORDINANCE

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so as to be safe and accessible at all times. The owner shall perform or have others perform at his expense all tests and monitoring required by the Community Services Director, or designee. Completed reports of all tests shall be submitted to the Community Services Director, or designee, for his records.

- M. The Community Services Director, or designee, may require a user of sewer services to provide information needed to determine compliance with this article. These requirements may include but are not limited to:
- (1) Wastewater discharge peak rates and volume over a specified period.
 - (2) Chemical analysis of wastewaters.
 - (3) Information on raw materials, processes, and products affecting wastewater volume and quality.
 - (4) Quality and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use and control.
 - (5) A plot plan of sewers on the user's property showing sewer and pretreatment facility location.
 - (6) Details of pretreatment facilities.
 - (7) Details of systems to prevent and control the losses of materials through spills to the municipal sewer.
- N. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with methods and procedures as set forth in 40 CFR Part 136. Sampling methods, locations, times, durations, and frequencies are to be determined on an individual basis subject to approval by the Community Services Director, or designee. Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.
- (1) Except as indicated in Subsection (2) and (3) below, the user must collect wastewater



CITY OF DOVER

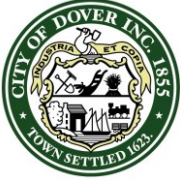
CITY OF DOVER - ORDINANCE

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Ordinance Number: **O – 2022.01.12 – 002**
Ordinance Title: Sewers and Water
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samples using twenty-four-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the Community Services Director, or designee. Where time-proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a twenty-four-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides, the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. In addition, grab samples may be required to show compliance with instantaneous limits. **[Amended 1-13-2021 by Ord. No. 2020.12.09-016]**

- (2) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
 - (3) For sampling required in support of baseline monitoring and ninety-day compliance reports required in 40 CFR 403.12(b) and (d), a minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data does not exist; for facilities for which historical sampling data is available, the Community Services Director, or designee, may authorize a lower minimum. For the reports required by 40 CFR 403.12(e) and (h), the industrial user is required to collect the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
- O. All applications to discharge any industrial wastewater, substances, or wastes directly into any sewer under the control of the City, or into any tributary thereof, shall be accompanied by an industrial discharge permit (IDP) stating that the applicant agrees to abide by all ordinances and rules and regulations of the City, that the applicant will provide such works for the preliminary treatment of the wastewater, substances or wastes as may be required by the City, and that the applicant will permit duly authorized representatives of the City to enter the premises of the industry to sample and measure wastewaters, as needed to check characteristics of the wastewaters, when so directed by the City.
- P. When required by the permit, each industrial permittee shall submit a duly signed report to



CITY OF DOVER

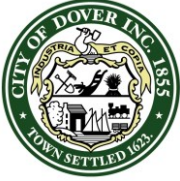
CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

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the Community Services Director, or designee, containing all information requested. If insufficient data has been furnished, additional information may be required.

- Q. Each significant industrial user shall be required to submit a semiannual report on the first of June and the first of December each year containing information as to the minimum, average and peak flows of industrial wastewater discharges during the previous six months, accompanied by designated analysis and wastewater samplings taken by an approved EPA method and at appropriate times during the flow measuring periods. A nonsignificant industrial user will be required to submit the above information, but on an annual basis, on the first of July each year. A nonsignificant industrial user will be required to submit the above information, after evaluation, at the discretion of the City's authorized agent.
- R. Sampling methods, locations, times, durations, and frequencies are to be determined on an individual basis as specified in the industrial permit.
- S. All users shall notify the Community Services Director, or designee, at least 60 days prior to the discharge of all pollutants which would cause a substantial change in the volume or character of the pollutants entering the treatment plant. In addition to receiving a permit to enter the public sewer, the new user shall notify the Community Services Director, or designee, at least 60 days before any discharge begins. Any user whose discharges would be subject to Section 301 of Public Law 92-500 shall notify the Community Services Director, or designee, at least 60 days prior to any discharge of pollutants.
- T. The Community Services Director, or designee, and other duly authorized employees of the City bearing proper credentials and identifications shall be permitted to enter upon all properties for the purposes of inspection, observation, measurement, sampling and testing, in accordance with the provisions of this article.
- U. The Community Services Director, or designee, the Division, EPA, or their duly authorized employees are authorized to obtain information concerning industrial processes which have a bearing on the kind and source of discharge to the public sewer. **[Amended 2-12-2020 by Ord. No. 2020.01.08-001]**
- V. No statement contained in this article shall be construed as preventing any special agreement or arrangement between the City and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment,



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

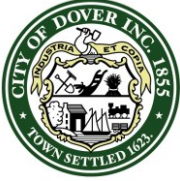
Ordinance Number: **O – 2022.01.12 – 002**
Ordinance Title: Sewers and Water
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provided that such agreements do not contravene any requirements of existing federal or state laws, and/or regulations promulgated thereunder, are compatible with the Fee Schedule, and do not waive applicable categorical pretreatment standards.

- W. If sampling performed by an industrial user indicates a violation, the user shall notify the City within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the City within 30 days after becoming aware of the violation, except that the industrial user is not required to resample if:
- (1) The City performs sampling at the industrial user at a frequency of at least once per month; or
 - (2) The City performs sampling at the user between the time when the user performs its initial sampling and the time when the user receives the results of this sampling, or if the City has performed the sampling and analysis in lieu of the industrial user. If the City performed the sampling and analysis in lieu of the industrial user, the City will perform the repeat sampling and analysis unless it notifies the user of the violation and requires the user to perform the repeat sampling and analysis.
- X. Each industrial user shall provide protection from accidental discharge of prohibited materials or other substances regulated by this article. Facilities to prevent accidental discharges shall be provided and maintained at the industrial user's expense.
- Y. Bypass is prohibited except where the bypass is unavoidable to prevent loss of life, personal injury, or severe property damage. The industrial user shall notify the POTW immediately in the event of any bypass.

4. TAKES EFFECT

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2022.01.12 – 002**
Ordinance Title: Sewers and Water
Chapter: 121
Section: 1 Definitions and word usage
5 Use of public sewer

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

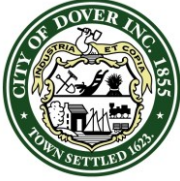
First Reading Date: 01/12/2022	Public Hearing Date: 01/26/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

An engineering company performed a study providing updated local limits (LL), which were last updated in Dover in the sewer use ordinance. At that time, two parameters the City tests for at the wastewater treatment facility, biochemical oxygen demand (BOD) and total suspended solids (TSS), were not included, but further discussions with the engineering company confirm it would be prudent to include these limits. These two parameters could be useful to the City in controlling industrial discharges in the future. These two numbers are now available because of a revision to the study. Therefore, for the City's benefit, these two limits should be included as BOD at 3,403 and TSS at 2,416. In addition, the definitions section of this ordinance is also being updated to clarify the definition of TSS.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C..1.

Resolution Number: **R – 2022.01.12 - 014**

Resolution Re: Authorization to Accept and Expend the NH State Library Grant for Public Library Website Improvements

WHEREAS: The City of Dover Public Library has received notice from the Department of Natural and Cultural Resources (DNCR) of the approval of a grant application submitted under the New Hampshire State Library, Institute of Museum and Library Services (IMLS), and American Rescue Plan Act (ARPA) sub-grant round two program. The program objective is to provide funding directly to the Library to re-design and build a user friendly and easy to navigate website and logo for the purpose of responsively working across all modern devices. The goal is to increase functionality and eliminate barriers to accessibility; and

WHEREAS: The grant application requests consulting services in the amount of \$22,370.00 and lists no match required; 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.

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 New Hampshire State Library, Institute of Museum and Library Services (IMLS), and American Rescue Plan Act (ARPA) sub-grant round two program funds allocated for use by the City of Dover Public Library 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 as well as contract with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible uses identified in the New Hampshire State Library, Institute of Museum and Library Services (IMLS), and American Rescue Plan Act (ARPA) sub-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 amount of this authorization shall be limited so as not to exceed available funding.

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

Financing			
Account	Description	Appropriation	Balance
TBD	Institute of Museum and Library Services (IMLS)	22,370.00	22,370.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C..1.

Resolution Number: **R – 2022.01.12 - 014**

Resolution Re: Authorization to Accept and Expend the NH State Library
Grant for Public Library Website Improvements

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: 01/12/2022
Approved Date:

Public Hearing Date: 01/26/2022
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has begun the process of seeking qualified vendors to provide a cost and scope of work proposal for a complete website redesign and a new library logo for the Dover Public Library. The website will be designed using Percussion CM1. It is intended to keep the general structure of the website as is, with slight modifications. The site would include seven newly designed and coded Percussion CM1 templates, including device testing to assure the new web site is mobile responsive/mobile friendly and functional on all modern, supported web browsers. Also requested is the migration of about 200 web pages to the newly designed templates also with device testing. The new website will need to be 508/ADA compliant.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.01.26 – 019**
Resolution Re: B22006 Consulting Engineering Services for the 2021
Pavement Condition Assessment Project

WHEREAS: A sealed Request for Qualifications #B22006 was issued and received for Consulting Engineering Services for the 2021 Pavement Condition Assessment Project on October 5, 2021 at 2:00 p.m. A non-mandatory pre-bid meeting was held on September 8, 2021 at 10:00 a.m. with five firms attending; and

WHEREAS: The City received three bid replies which were reviewed for necessary experience, technical and professional qualifications, understanding of project scope, approach for completing the work and commitment to project timeline, as well as possession of a satisfactory record of performance. Of the three bid replies, the selection committee identified one submission as a finalist and the cost proposal was opened and reviewed; and

WHEREAS: It is the recommendation to accept the proposal submitted by Stantec Consulting Services, Inc. of Burlington, MA in the base bid amount of \$41,000.00. The City also requested and received a bid alternate for a sign reflectivity analysis in the amount of \$19,154.00 for a total base bid with bid alternate in the amount of \$60,154.00.

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 Stantec Consulting Services, Inc. of Burlington, MA for Consulting Engineering Services for the 2021 Pavement Condition Assessment Project in the total amount not to exceed \$60,154.00. 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
1000.1.300.43121.4715.00000.00	Streets - Land Improvements	1,956,619	1,676,213

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 – 2022.01.26 – 019**
Resolution Re: B22006 Consulting Engineering Services for the 2021
Pavement Condition Assessment 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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City solicited Statements of Qualifications and requests for proposals for consulting engineering services for the 2021 pavement condition assessment project. Services will be in accordance with the ASTM Standard D6433-20 “Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys”.

The City completed two previous and similar assessments, the first in 2012 completed by City staff followed by another in 2015 completed by a Consultant. These assessments have guided the City’s approach for pavement management over the past decade. With a goal of a city-wide pavement condition assessment every five years, this project will support the decision making for roadway infrastructure over the next several budget cycles.

The City requested and received a firm fixed fee to complete the tasks identified for this project in the amount of \$41,000.00. In addition, the City requested and received a bid alternate to collect reflectivity data for all regulatory and advisory street signs, as well as street name signs in the amount of \$19,154.00. The total not to exceed cost of \$60,154.00 was received from Stantec Consulting Services, Inc. of Burlington, MA.

The timeline for full evaluation and data collection of the City’s existing infrastructure, data analysis and final report with recommendations as outlined in the project requirements of the RFQ is two-hundred (200) calendar days following the City’s Notice to Proceed.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.01.26 – 019**
Resolution Re: B22006 Consulting Engineering Services for the 2021
Pavement Condition Assessment Project

Bid Information:

A sealed Request for Qualifications #B22006 was issued and received for Consulting Engineering Services for the 2021 Pavement Condition Assessment Project on October 5, 2021 at 2:00 p.m.

Award Information:

A purchase order will be issued to Stantec Consulting Services, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	379	Number of Responses:	3
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	200 Calendar Days from NTP
Recommended Award to:	Stantec Consulting Services, Inc.	Fund:	Operating - Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22006 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.01.26 – 020**
 Resolution Re: Authorization to Purchase Two (2) New 2022 Ford F-250 Trucks

WHEREAS: City Council approved via resolution [R-2022.01.12-012](#) the purchase of vehicles from various vendors under NH State Contracts and Bid#2503-22. One of the NH State Contracts is with McFarland Ford Sales, Inc. of Exeter, NH who informed the City that all Ford F-150 fleet sales and Ford van fleet sales were stopped due to a computer chip shortage and other manufacturing problems; and

WHEREAS: McFarland Ford Sales, Inc. is not able to provide fleet pick up trucks at the posted state bid retail costs, they did, however, provide quotes offering the state bid discount for two new 2022 F-250 trucks, a 4x4 SD Super Cab in the amount of \$34,642.00 and a 4x4 SD Regular Cab in the amount of \$32,389.00, which will realize a savings of at least \$14,000.00 on each truck if purchased off the lot; and

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

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

The Purchasing Agent is hereby authorized to issue a purchase order to McFarland Ford Sales, Inc. of Exeter, NH for the purchase of two (2) new 2022 Ford F-250 trucks in the total amount of \$67,031.00. The City Manager, or designee, is hereby authorized to contract with the vendor(s), 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
100x.1.300.41951.4742.00000.xx.	Cemetery - Light Vehicles	15,000	15,000
100x.1.300.43180.4742.00000.xx.	Facilities & Grounds - Light Vehicles	15,000	15,000
6310.1.550.49200.4742.00000.21.	Light Vehicles	40,326	22,436
5300.1.300.43320.4742.00000.xx.	CS-Water-Light Vehicles	30,000	22,000
5320.1.300.43250.4742.00000.xx.	CS-Sewer-Light Vehicles	30,000	14,272

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.01.26 – 020**

Resolution Re: Authorization to Purchase Two (2) New 2022 Ford F-250 Trucks

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.01.26 – 020**
Resolution Re: Authorization to Purchase Two (2) New 2022 Ford F-250 Trucks

RESOLUTION BACKGROUND MATERIAL:

McFarland Ford Sales, Inc. of Exeter, NH was the low bidder for the State's 2022 Model Year Vehicles for various Ford manufactured vehicles, including fleet vans, and various ½-ton, ¾-ton, and 1-ton pick-up trucks. But vehicle availability is extremely scarce. Apparently due to a large computer-chip shortage and other manufacturing problems, Ford has stopped all F-150 fleet sales and Ford van fleet sales.

To fulfill the City's budgeted vehicle replacements, vehicle availability and pricing were sought for two (2) separate ¾-ton trucks, which would be F-250 models. McFarland Ford Sales, Inc. is not able to offer vehicles at the quoted State Bid pricing, due to addition of some options, as well as price increases due to shortage of assembly components. McFarland Ford Sales Inc. was however, able to offer significant State fleet discounts, which results in the two (2) price quotes noted below.

Vehicle No. 1

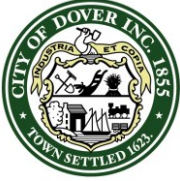
2022 F-250 4x4 SD Super Cab MSRP base vehicle price with options and destination is \$46,290.00 with a fleet discount of \$11,648.00. The total cost to Dover is \$34,642.00.

Vehicle No. 2

2022 F-250 4x4 SD Regular Cab MSRP base vehicle price with options and destination is \$43,620.00 with a fleet discount of \$11,231.00. The total cost to Dover is \$32,389.00.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Delivery	Estimated Delivery:	One Year
Recommended Award to:	McFarland Ford Sales, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.01.26 – 021**

Resolution Re: **Approval of Granite State Independent Living Lease Agreement**

WHEREAS: Granite State Independent Living, a non-profit corporation, seeks to enter into a two (2) year lease with the City of Dover; and

WHEREAS: The location of the leased premise would be Suite 240 as the McConnell Center, located as 61 Locust Street, which together contains 1,462 square feet; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Manager is authorized to sign a lease agreement between the City of Dover and Granite State Independent Living for rental of Suite 240, for two years.

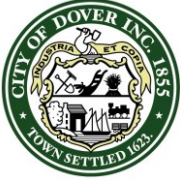
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.01.26 – 021**
Resolution Re: **Approval of Granite State Independent Living Lease Agreement**

DOCUMENT HISTORY:

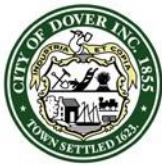
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See draft Lease Agreement between parties attached to this Resolution. The McConnell Center Advisory Committee is expected to approve this amendment at its meeting on Monday, January 24, 2022.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of January 2022, by and between **GRANITE STATE INDEPENDENT LIVING** of 21 Chennel Drive, Concord, New Hampshire 03301, a domestic non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

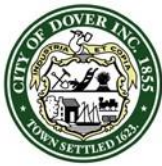
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 1,462 square feet and more particularly identified as Suite 240 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for two (2) years beginning on February 1, 2022 and ending on January 31, 2024. There shall be an option to renew at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the first of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 1,462 square feet and calculated using the following components:



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GRANITE STATE INDEPENDENT LIVING - 1,462 Sq. Ft

Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$9,503.00	\$791.92
Capital Reserve	\$0.40	\$584.80	\$48.74
Utilities (*)	\$8.01	\$11,710.62	\$975.89
Other as agreed	0	0	0
Total Rent Assessment	\$14.91	\$21,798.42	\$1,816.54

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

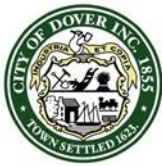
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$8.01/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July first.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will



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perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

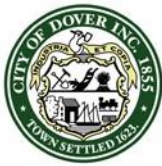
In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.



CITY OF DOVER

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8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

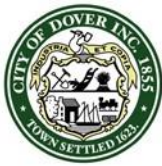
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



CITY OF DOVER

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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

21. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be



cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

GRANITE STATE INDEPENDENT LIVING
By Deborah Ritcey, President/CEO

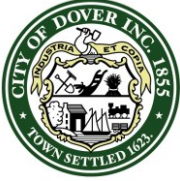
Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.01.26 – 022**

Resolution Re: **Approval of New Hampshire Indonesian Community
Lease Agreement**

WHEREAS: New Hampshire Indonesian Community, a non-profit corporation, seeks to enter into a three (3) year lease with the City of Dover; and

WHEREAS: The location of the leased premise would be room 322 at the McConnell Center, located as 61 Locust Street, which together contains 285 square feet; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Manager is authorized to sign a lease agreement between the City of Dover and New Hampshire Indonesian Community for rental of room 322, for three years.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.4.	
Resolution Number: R – 2022.01.26 – 022 Resolution Re: Approval of New Hampshire Indonesian Community Lease Agreement		

DOCUMENT HISTORY:

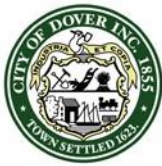
First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See draft Lease Agreement between parties attached to this Resolution. The McConnell Center Advisory Committee is expected to approve this amendment at its meeting on Monday, January 24, 2022.



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of January, 2022, by and between **NEW HAMPSHIRE INDONESIAN COMMUNITY SUPPORT** of 98 Whitehouse Road, Rochester, New Hampshire 03839, a domestic nonprofit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

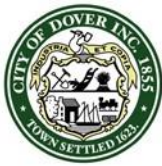
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 285 square feet and more particularly identified as room 322 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for three (3) years beginning on January 14, 2022 and ending on January 13, 2025. There shall be an option to renew at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the first of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 285 square feet and calculated using the following components:



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$1,852.50	\$154.38
Capital Reserve	\$0.40	\$114.00	\$9.50
Utilities (*)	\$8.01	\$2,282.85	\$190.24
Other as agreed	0	0	0
Total Rent Assessment	\$14.91	\$4,249.35	\$354.12

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

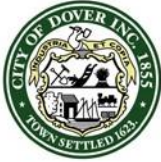
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$8.01/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July first.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



CITY OF DOVER

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LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

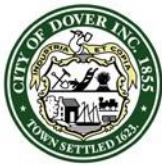
In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.



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8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

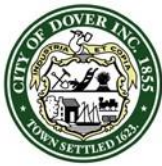
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

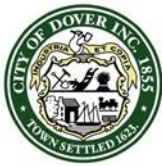
General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.



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15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

21. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be

cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

NEW HAMPSHIRE INDONESIAN
COMMUNITY SUPPORT
By Sandra Pontoh

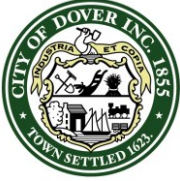
Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2022.01.26 – 023**

Resolution Re: **Approval of Reach for the Top Therapy Services Lease Agreement**

WHEREAS: Reach for the Top Therapy Services, a non-profit corporation, seeks to enter into a three (3) year lease with the City of Dover; and

WHEREAS: The location of the leased premise would be room 302A, 324A, 328, 330, 331, 332 & 333 at the McConnell Center, located as 61 Locust Street, which together contains 4,482 square feet; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Manager is authorized to sign a lease agreement between the City of Dover and Reach for the Top Therapy Services for rental of rooms 302A, 324A, 328, 330, 331, 332 & 333, for three years.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.5. Resolution Number: R – 2022.01.26 – 023 Resolution Re: Approval of Reach for the Top Therapy Services Lease Agreement	

DOCUMENT HISTORY:

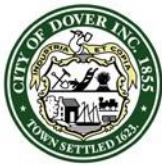
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See draft Lease Agreement between parties attached to this Resolution. The McConnell Center Advisory Committee is expected to approve this amendment at its meeting on Monday, January 24, 2022.



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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of January, 2022, by and between **REACH FOR THE TOP THERAPY SERVICES** of 61 Locust Street, New Hampshire 03820, a non-profit corporation, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

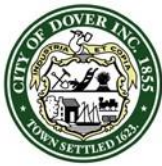
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 4,482 square feet and more particularly identified as rooms 302A, 324A, 328, 330, 331, 332 & 333. (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use available parking in the McConnell Center/Library parking lot for LESSEE’ employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations, subject to applicable law and regulations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of any parking spaces at any time. Parking may be subject to change, amendment, or relocation for good cause at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for three (3) years beginning on March 1, 2022 and ending on February 28, 2025. There shall be an option to renew at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the first of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 4,482 square feet and calculated using the following components:



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<u>Component</u>	<u>Rate</u>	<u>Assessment</u>	
		<u>Annual</u>	<u>Subsidy Monthly</u>
Fixed Rent	\$6.50	\$29,133.00	\$2,427.75
Capital Reserve	\$0.40	\$1,792.80	\$149.40
Utilities (*)	\$8.01	\$35,900.82	\$2,991.74
Other as agreed	0	0	0
Total Rent Assessment	\$14.91	\$66,826.62	\$5,568.89

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

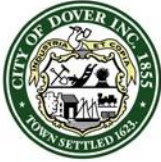
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$8.01/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July first.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty and covered by said insurance excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



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LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

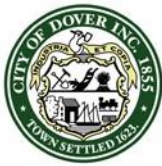
In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.



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8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

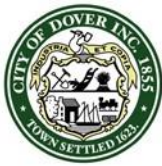
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

General liability/casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

21. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be

cause to terminate said Lease by the LESSOR.

23. Immunity

Nothing within this Lease Agreement is intended to benefit or create an obligation to a third-party. Nothing within this Lease Agreement shall be deemed to constitute a waiver of any existing immunity of the City of Dover, which immunities are hereby reserved to the City of Dover. This covenant shall survive the termination of this Lease Agreement's conclusion.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

REACH FOR THE TOP THERAPY
SERVICES
By Amy Rich Crane

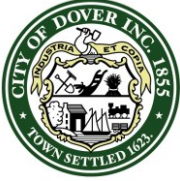
Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2022.01.26 – 024**

Resolution Re: Authorization to Execute Default Service Reimbursement Agreement Between Standard Power of America, Inc. and the City of Dover

WHEREAS: The City's Resilience Coordinator has identified a potential opportunity for the City to earn revenue while supporting clean, renewable energy in New Hampshire; and

WHEREAS: Standard Power of America, Inc. is the administrator of a net metering arrangement and has invited the City to join that arrangement; and

WHEREAS: The City's obligations are generally limited to joining the net metering group and providing future information about the City's energy consumption. In return, the City would receive a periodic Default Service Reimbursement Payment based on the City's energy consumption in designated facilities.

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

On behalf of the City of Dover, the City Manager is authorized to execute a Default Service Reimbursement Agreement between Standard Power of America, Inc. and the City of Dover. The City Managers is authorized to perform the City's obligations stated in the aforesaid agreement.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.6. Resolution Number: R - 2022.01.26 – 024 Resolution Re: Authorization to Execute Default Service Reimbursement Agreement Between Standard Power of America, Inc. and the City of Dover
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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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Attached is a copy of the Default Service Reimbursement Agreement between Standard Power of America, Inc. and the City of Dover.

In essence, the transaction contemplated by this agreement is the sale of certain attributes of the City's power consumption, that are of use and value to the net metering group. This agreement does not impact the City's current electricity supply contractual arrangements. This agreement would only monetize currently unused attributes of the City's power consumption.

This transaction is expected to ultimately support renewable sources of energy (hydro power) by resulting in additional revenue to local producers of such renewable energy.

The City's Resilience Coordinator estimates that this agreement may result in between \$10,000 and \$50,000 in revenue to the City annually.

The counter party, Standard Power of America, Inc., is based in New Hampshire. Before proposing the agreement, the City explored alternative options and deemed this contract to be most beneficial, given considerations of price and flexibility.

Document Created by: Legal Document Posted on: January 21, 2022	R-2022.01.26 Authorization to Execute Default Service Reimbursement Agreement Between Standard Power of America, Inc. and the City of Dover Page 2 of 2
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DEFAULT SERVICE REIMBURSEMENT AGREEMENT

This Default Service Reimbursement Agreement (this “Agreement”) is by and between **Standard Power of America, Inc.** (the “Administrator”) and **City of Dover, NH** (the “Customer”) (together referred to as “Parties” and each individually as a “Party”) and is effective and binding on the Parties as of the date hereof.

Background

1. Seller is the Administrator of a group net metering arrangement (the “Group”), of which the Customer is a member.
2. Customer is in the Eversource territory.
3. As a member of the Group, the Customer is entitled to a default service reimbursement payment (“Default Service Reimbursement Payment”) pursuant to the governing Group Net Metering Agreement.

N O W, T H E R E F O R E,

In consideration of the mutual covenants and agreements herein set forth, the Parties hereby agree as follows:

Section 1. **Term and Termination.** This Agreement will Start on The January 2022 Eversource Meter Month and end on the December 2022 Utility meter read date. In addition, this Agreement can be terminated pursuant to this Section 1 (the “Term”). This Agreement can be terminated by either Party upon thirty (60) days prior notice. All payment obligations arising prior to the termination of this Agreement shall survive the termination thereof.

Section 2. **Obligation to Provide Default Service Reimbursement Amount.**

(a) In consideration of the Customer’s participation in the Group, the Administrator agrees to make, and the Customer agrees to accept, the Default Service Reimbursement Payment.

(b) The Default Service Reimbursement Payment shall be paid to the Customer within ten (10) days of the end of each calendar quarter during the Term. The Default Service Reimbursement Payment shall be calculated as follows (a) the rate shall be (\$0.005) (b) the Rate shall then be multiplied by the total kilowatt-hours (“kWh”) used by the Customer during that same quarter.

(c) In any quarter, the Administrator’s payment of the Default Service Reimbursement Payment to all members of the Group, including the Customer, shall be unconditionally limited by the amount of generation (kwh) produced by the facility during that same quarter. To the extent there are kWh of excess generation from previous quarters that were not used to make Default Service Reimbursement Payments in those previous quarters, the Administrator shall provide additional kWh credits up to the amount that was not covered by the actual generation during the current quarter.

(d) The Administrator shall perform a true-up of annual generation from the facility to the Customer’s annual usage by June 15th of each year during the Term or, if the Term ends prior to June 15th, at the end of the Term. If, based on the annual true-up, the Customer shall have received Default Service Reimbursement Payments during the previous year for less than its full kWh usage during that year, the Administrator shall provide detail of the Host production.

Section 3. **Assignment**. The Customer may not assign or transfer this Agreement to any other person or entity without the other Administrator's prior written consent, and any attempted assignment or transfer without such consent shall be void. The Administrator may sell, transfer, pledge or assign this Agreement or any right herein in connection with any financing agreement or receivables purchase program, and may assign this Agreement to another energy supplier, energy Services Company or other entity as authorized by the New Hampshire Public Utilities Commission.

Section 4. **Access to Customer Usage Information**. Upon request by the Administrator, the Customer shall provide monthly invoices from Eversource to confirm usage information for accounts listed in Schedule A of the Group Net Metering Agreement.

Section 5. **Dispute Resolution**. The Parties shall attempt in good faith to resolve all disputes arising under or with respect to this Agreement promptly by negotiation. If the Parties cannot resolve the dispute in this manner, they shall refer the dispute to a mediator, whose costs shall be shared equally. Should mediation fail to resolve the dispute, the parties may pursue an action in any Court with Jurisdiction.

Section 6. **Liability**. The remedy in any claim or suit by the Customer against the Administrator will be solely limited to direct actual damages (which will not exceed the amount of Customer's aggregated payments in the immediately preceding twelve (12) month period. All other remedies at law or in equity are hereby waived. In no event will either the Administrator or the Customer be liable for consequential, incidental, indirect, special or punitive damages. These limitations apply without regard to the cause of any liability or damages. There are no third-party beneficiaries to this Agreement.

Section 7. **Governing Law**. This Agreement shall be governed and construed in accordance with the laws of the State of New Hampshire, without giving effect to principles of conflict of laws that would require the application of any other law.

Section 8. **Taxes**. All taxes of whatsoever kind, nature and description due and payable with respect to service provided under this Agreement, other than taxes based on the Administrator's net income, shall be paid by the Customer, and Customer agrees to indemnify the Administrator and hold the Administrator harmless from and against any all such taxes.

Section 9. **Regulatory Change**. This Agreement is subject to present and future legislation, orders, rules, regulation or decision of a duly constituted governmental authority having jurisdiction over this Agreement or over the services to be provided hereunder. If at some future date there is a change in any law, rule, regulation, tariff or regulatory structure ("Regulatory Change") which impacts any term, condition or provision of this Agreement, including, but not limited to price, the Administrator shall have the right to modify this Agreement to reflect such Regulatory Change by providing thirty (30) days' written notice of such modification to the Customer.

[Signature Page Follows on Separate Page]

IN WITNESS WHEREOF the Parties do hereby execute this Agreement as of the 18th day of January, 2022.

ADMINISTRATOR:

Standard Power of America, Inc.

By: _____

Name: _____

Title: _____

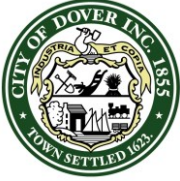
CUSTOMER:

City of Dover, NH

By: _____

Name: _____

Title: _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2022.01.126 – 025**

Resolution Re: Approval of Director of Planning and Community
Development of the City of Dover Employment
Agreement

WHEREAS: Donna P. Benton (“Employee”) has been appointed as Director of Planning and Community Development of the City of Dover by the City Manager; and

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

WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Planning and Community Development; and

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

WHEREAS: Employee agrees to accept employment as Director of Planning and Community Development of said City.

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

The City Manager is hereby authorized to enter into the attached Employment Agreement.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.7. Resolution Number: R – 2022.01.126 – 025 Resolution Re: Approval of Director of Planning and Community Development of the City of Dover Employment Agreement
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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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached Employment Agreement. This Resolution shall ratify the attached Employment Agreement related to the employment of Donna P. Benton as Director of Planning and Community Development of the City of Dover. The Agreement outlines wages, benefits and other conditions of employment.

Document Created by: Legal	R-2022.01.26 Approval of Director of Planning and Community
Document Posted on: January 21, 2022	Development of the City of Dover Employment Agreement
	Page 2 of 2

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
DONNA P. BENTON**

This Agreement made and entered into this ____ day of _____, 2022 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and DONNA P. BENTON, of the Town of Raymond, County of Rockingham, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as Director of Planning and Community Development of the City of Dover.

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

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

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

WHEREAS, Employee agrees to accept employment as Director of Planning and Community Development of said City.

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

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ Donna P. Benton as Director of Planning and Community Development of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from January 17, 2022 until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of merit review and benefit eligibility, Employee's anniversary date of employment with the City shall remain July 20, 2015.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

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

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

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$95,098, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date and each year thereafter, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of her performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

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

SECTION 6 – HOURS OF WORK

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

SECTION 7 – PAID LEAVE AND HOLIDAYS

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

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay twenty percent (20%) and the City will pay eighty percent (80%) of the applicable premiums for the Employee's chosen health insurance plan and eligible coverage and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The Employee health contribution may be subject to change as applicable to other City Employees. The employee shall receive a buy back for health and/or dental insurance coverages as applicable to other City Employees provided Employee presents evidence of satisfactory coverage from another source acceptable to the City.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to participate in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan and will remain eligible to receive a matching City contribution as applicable to other City employees.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

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

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City shall pay for the Employee's individual membership dues and assessments by the New Hampshire Planners Association and the American Planning Association including the American Institute of Certified Planners.
- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.
- C. The City agrees to pay the expenses associated with the Employee's attendance at the annual conferences of the New Hampshire Planners Association and the American Planning Association or equivalent, as mutually agreed upon.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

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

SECTION 13 – BONDING

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

SECTION 14 – OTHER TERMS AND CONDITIONS

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

SECTION 15 – SEVERABILITY

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

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of Donna P. Benton as the Director of Planning and Community Development of the City of Dover.

SECTION 17 – NOTICES

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

City:	The City Manager
	City of Dover, NH
	288 Central Avenue

Dover, NH 03820

Employee: DONNA P. BENTON, Director of Planning and Community Development
City of Dover, NH
288 Central Avenue
Dover, NH 03820

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

SECTION 18 – GENERAL PROVISIONS

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

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

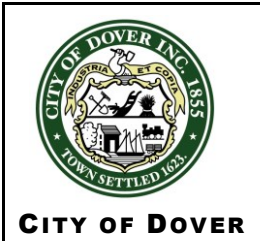
Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
DONNA P. BENTON



APPOINTMENTS COMMITTEE – REPORT

January 26, 2022

MEETING

January 19, 2022, 6:00 pm

Mayor Carrier, Deputy Mayor Shanahan, and Councilor Williams were present

ELECTED CHAIRPERSON

Mayor Carrier nominated Councilor Williams for chairperson; seconded by Deputy Mayor Shanahan.

Councilor Williams accepted the nomination.

Vote: 3/0.

DISCUSSED PROCEDURES

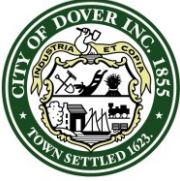
The Committee discussed the process and agreed to the following changes:

Agenda format

Schedule meetings before City Council Workshops so Appointments Committee Report can be part of the City Council Agenda Packet for the next City Council Regular Meeting.

City Clerk will attend meetings as staff liaison.

Committee discussed having more contact with Committee chairpersons regarding attendance, open positions, and applications received.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.01.26 – 026**
Resolution Re: City Council FY2023 Budget Guidance

- WHEREAS: The Dover School Board and City Manager are beginning to assemble the recommended budget for submission to the Dover City Council for Fiscal Year 2023; and,
- WHEREAS: A comprehensive series of financial policies has been established for the municipality to strengthen and sustain the financial health and long-term operational needs of the community; and,
- WHEREAS: In accordance with the City of Dover's adopted financial policies, the City Manager has provided to the City Council a preliminary budget estimate for FY 2023; and,
- WHEREAS: Following submission of the preliminary budget estimate, the adopted financial policies require the City Council to review and approve a preliminary budget resolution giving budgetary guidance to the City Manager and the School Department for development of the budget for the forthcoming fiscal year; and,
- WHEREAS: The change in the Consumer Price Index for all consumers over the most recent 12-month period was 3.3% for the Boston-Portsmouth area, resulting in the tax cap analysis available for development of the FY2023 budget allowing for an increase in the overall FY 2023 City and Local School tax levies of \$2,399,575.

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

The City Manager and School Board shall submit their recommended budgets for Fiscal Year 2023 pursuant to State law and the Dover City Charter and in accordance with the City of Dover's adopted Financial Policies. In submitting the recommended budgets, the City Manager and School Board shall also provide their suggested adjustments to limit the respective City and Local School tax levies to a percent increase of no more than the change in the Boston-Portsmouth area Consumer Price Index - Urban reported for the most recent 12-month period.

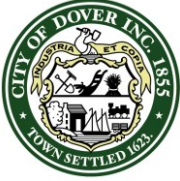
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.01.26 – 026**
Resolution Re: City Council FY2023 Budget Guidance

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 Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution requires the City Manager and School Board to submit their recommended budgets for FY2023 to the City Council in accordance with State Law, the City Charter and Dover's adopted financial policies. The City Manager and School Board shall also provide suggested adjustments to their recommended budgets that limits the increase in the City and the Local School tax levies to an amount equal or less than the prior twelve-month increase in the Boston-Portsmouth area CPI-U.