

City of Dover, New Hampshire

City Manager's Report

April 23, 2014



J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

Leadership Team	2
Utilities	3
Streets, Grounds, Facilities & Parks	5
Emergency Management	9
City Outreach	12
City Programs	17
Employee Spotlight	20
Capital Improvements Program	21
Recognition	23
Professional Development	24
Administrative Services	26
Parking & Traffic	28
Progression & Growth	30

Information contributing to this City Manager's Report is gathered on a monthly basis from all departments and is deciphered into various categories. You will find these departmental updates are governed by our core values; Customer-Focused Service, Integrity, Innovation, Accountability and Stewardship.

Monthly statistics are gathered and tracked by the City Manager. You will find charts and graphs throughout the City Manager's Report, depicting some of these statistics. Statistics in their entirety can be found on the City Manager's page of the City website: <http://www.dover.nh.gov/specialprojects.htm>

City of Dover Leadership Team



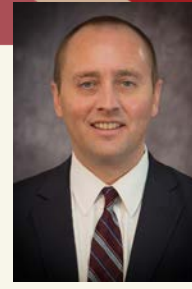
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Annie Dove
Information
Technology Director



Richard Driscoll
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Planning Director



Douglas Steele
Community Services
Director



Alison Webb
Human Resources
Director



Michael Joyal
City Manager

Utilities

The Water/Sewer Billing Office billed for industrial usage only this month. Industrials are billed each month, residential on a quarterly basis.

March 2014	Records Billed	Meter Rent	Total Water Service Billed	Total Sewer Service Billed	Other Service Billed
Industrial Usage	739	\$2,285	\$155,699	\$217,998	\$9,080
** Other Service: Backflow Inspections & Firelines					

Water Rate: \$4.69
Sewer Rate: \$6.53

The Utility Division Maintains:

- 3 Water Treatment Facilities
- 155 Miles of Water Mains
- One 3,000,000 Gallon Water Storage Tank
- One 713,000 Gallon Water Storage Tank
- 122 Miles of Sewer Pipe
- 23 Wastewater Pumping Stations
- One Wastewater Treatment Facility
- 850,000,000 Gallons of Wastewater per Year
- 8 Wells:
 - Griffin Well
 - Ireland Well
 - Calderwood Well
 - Campbell Well
 - Cummings Well
 - Smith Well
 - Hughes Well
 - Bouchard Well

Staff received an emergency call for a hydrant blown off the main at the intersection of Locust Street and Central Avenue. This hydrant was installed approximately ten years ago with a piece of plastic pipe that worked its way out of the bend causing the hydrant to blow off the main. Five crew members responded with one back hoe, two dump trucks, two service trucks and one light tower taking 30 overtime man hours and 3 regular hours to repair and relocate the hydrant two feet.

Crews were called in to assist a contractor on Thornwood Drive when a 12" ductile iron pipe split. One supervisor and a Heavy Equipment Operator responded with one service truck working 12 overtime man hours to repair.

As reported in the January report, crews followed up after the water break at the Stafford County Complex by locating an additional four water gates that were not visible or on record. Crews raised the gate boxes and GPS their locations.

Crews responded to two frozen service line requests taking 7 man hours, one dump truck, two service trucks and a steamer to repair.

A leaking service was reported on Grove Street. It was discovered to be the resident's responsibility.

Water meter crews conducted first quarter meter reads, tested 6 water meters, investigated 24 stopped meters, performed 3 backflow tests and 12 final readings.

Ireland well was shut down on the March 31st for cleaning and building rehabilitation.

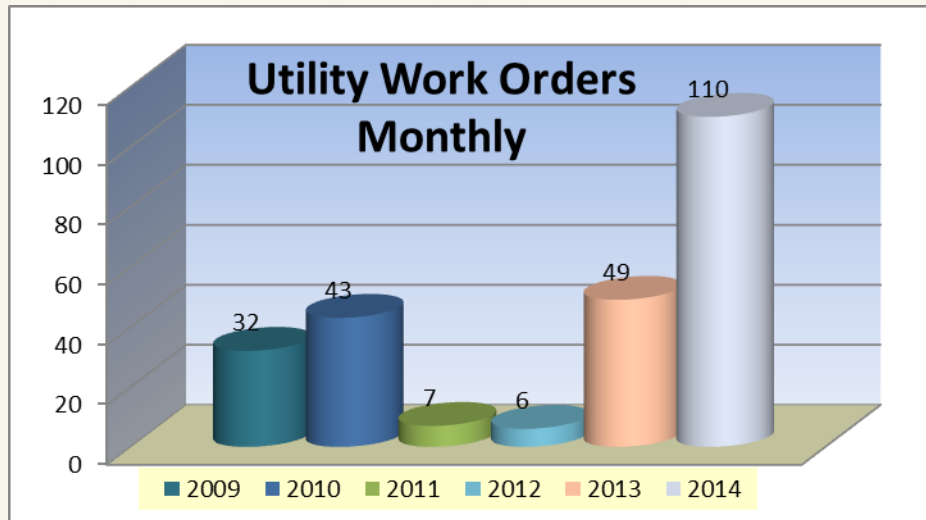
Heavy rain and snow melt has resulted in high pumping at the River Street Pump Station. The facility experienced flooding over the lower floor, however no equipment was damaged. There were also no discharges of raw sewage throughout the collection system. The station pumped a total of 8 MG (million gallons), with peak pumping at approximately 15.5 MG.

A telephone pole was hit in Somersworth causing three sewer pump stations to lose power. Staff responded to the three stations. Only one of the three stations has backup power. Wastewater was stored in the collection system until power was restored.



Crews received a call for a sewer cave in on Hanson Street. Five crew members responded with two contracted flaggers, two dump trucks, two service trucks and one excavator taking 35 man hours to repair. After excavation the cause was determined to be a failure at the service connection. This main has been identified for replacement.

The Superintendent of Public Works & Utilities conducted a training session for the City of Dover Fire Fighters Engineer group on the basics of the city's water system, hydrant types and flows.





City Streets, Grounds, Facilities & Parks

Administrative staff fielded thirty six calls reporting pot holes. Crews repaired 186 pot holes during March as well as laying shims on Silver Street, County Farm Cross Road and Sixth Street, using 41.38 tons of hot top and 3 tons of performance cold patch, which took 186 man hours to complete.

Administrative staff fielded three service requests for mailbox repairs or replacement. Crews installed two temporary mailboxes.

Administrative staff fielded six service requests for animal collection. Crews responded and removed from roadways taking approximately 3.5 man hours.

Crews (Streets, Stormwater), plowed and treated roads for six snow storm events. Utilities, Environmental and Facility & Grounds assisted with three of the six storm events. These events had an approximate snow accumulation of 5.5 inches, crews worked 180.9 hours of overtime with 27 contractor hours and treated roads with 521 tons of salt, and 19 yards of salt/sand.

Day time snow removal took place on Chestnut Street, Third Street parking lot, Library parking lot, Silver Street, Route 155 sidewalks, Weeks Lane, Weeks Crossing, Pine Crest Lane, New York Street, Broadway, Orchard Street parking lot, Cushing Street, Folsom Street, Grady's Lane, Harlen's Way, Morningside Drive and Pineview Drive.

Crews responded to requests from the Community Services Director to sweep the Dover High School Alternate School parking lot for sports practices and plowed the Community Trail for an upcoming road race.

Crews removed the salt/sand barrels throughout the city, as well as snow removal in the Public Works parking lot (to make room for bark mulch deliveries) and filled sand/gravel bins with material from the gravel pit as part of the seasonal transition from winter to spring.

Crews worked 160 man hours removing debris from the downtown sidewalks with the sidewalk sweeper and two blowers. One crew member, utilizing the Holder sidewalk tractor with sweeper attachment, worked an additional 36 hours sweeping the south side sidewalk area.

Dover Maintains

- 62 miles of sidewalks
- 133 miles of streets
- 155 crosswalks
- 66 miles of drainage
- 1,120 fire hydrants
- 15 parks
- 13 playgrounds
- 20 municipal buildings
- 2 water treatment plants
- 7 well buildings
- 2 recharge pump stations
- 23 wastewater pump stations
- 1 Wastewater Treatment Facility
- 4 cemeteries



Crews removed the Christmas tree from the Henry Law Rotary Park as well as Santa's Work Shop in the Cocheco Court Yard. It takes crews approximately 9 man hours with the aid of a contractor with a loader and forks to relocate Santa's Work Shop for summer storage.

Truck chassis and service vehicles were inspected daily and washed weekly.

The Facilities & Grounds Division is responsible for creating, installing and maintaining all municipal signs. Most of these signs are made in the workshop located in the basement of the chapel at Pine Hill Cemetery. Although they are produced year-round, springtime is typically the busiest due to the high number of signs damaged or held off throughout the winter months. Last year, the F&G Division entered 238 work orders pertaining to the installation, maintenance or removal of signs. A total of 1,016 sign-related work orders have been logged into the VueWorks program since its inception less than five years ago.

The determination to install a new sign can depend on factors such as location or the type of sign requested. Input or special permission is often sought from various sources, such as the City's Engineering Division, Police Department, Transportation Advisory Commission or the City Council. The process of establishing or changing speed limits, for example, can require in-depth studies. There is some flexibility on the placement of most signs, however, general guidelines can be found in the Manual on Uniform Traffic Control Devices (MUTCD).

Assuming the process runs smoothly and a similar sign with the specs already entered and saved as a template, the average sign takes about 30 minutes to create. The process begins by selecting one of the various sized sign blanks that are kept on-hand. All sign dimensions, wording, etc., are entered into a program called CorelDraw. Some tweaking is required, factory settings adjusted, and letters resized in order to fill the entire space. After the final image is previewed, a cutting tool is selected and sent to the plotter (where one of the various colored vinyl films has already been selected, loaded and calculated into the machine beforehand). The plotter cuts around the letters so they can be removed and used like a stencil. A piece of white, reflective film is cut and positioned onto the blank sign, then placed onto a table where a large, pressurized roller secures them into place. The backing is slowly removed to expose the adhesive side and the roller is moved back and forth to smooth the film and remove air bubbles. All excess trim is cut along the sides of the sign and unwanted material removed around the lettering on the vinyl film. Transfer paper is placed over the sign, and then secured onto the rolling table where the vinyl lettering is shifted onto that paper. Once on the transfer paper, it is carefully lined up over the sign, the backing is removed and the lettering (or images) can finally be transferred onto the sign where it is smoothed over once again with the roller. The top film is then removed and the sign is complete.

The time needed to install a new sign depends on whether an existing sign or utility pole is already present or if a new pole has to be erected. Depending on the location and type of street, some signs are printed on one side or both, while others may require two signs running parallel or crisscross. The total length of time to replace an existing sign, to include making and installing a new sign, takes approximately an hour and a half. Temporary signs are sometimes used in the winter when there are no poles available and the ground is too frozen to penetrate. Since the temporary structures sit above ground, employees have to watch them and make sure they stay upright, sometimes piling snow or placing sandbags around them.



Facility & Grounds personnel making a street sign.

Since making a new sign is not as quick and easy as it may seem, employees make every effort, whenever possible, to salvage signs that have been damaged or defaced by graffiti. Graffiti remover typically works well on signs with an engineered-grade film. Although less expensive, painted signs are usually not able to be cleaned since the remover will take off everything. If the integrity of the sign is still decent, a pre-printed decal can be affixed over it. When responding to a report of a damaged sign, employees will often take graffiti remover and even spare signs along with them, particularly if it involves a STOP sign. The use of bolts has largely been replaced by rivets, which are designed to expand and help to better secure signs onto the posts. This practice has reduced the number of sign thefts; however, some determined individuals will take the entire sign structure, post and all.

The Facilities, Grounds and Cemeteries employees handled 3 service calls and 145 work orders in the month of March. Crews attended 2 full burials and 4 ash burials in Pine Hill Cemetery this month.

Winter burials this month required approximately 50 man hours to plow access roads, locate the graves, clear them of snow, thaw the ground using the grave heater, open the graves for services and close them afterwards.

Facility & Grounds crews participated in three snow plow events. Crews also inspect all walkways around public buildings for ice and fall hazards. Twenty-four man hours were spent removing snow from doorways, stairs and walkways from various city facilities after weather events. Sixteen hours were spent repairing the sand barrel cradles and another six spent refilling ice melt buckets and sand barrels.

Crews identified sixty-two malfunctioned street lights and reported all outages to PSNH.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at City Hall, the Police Department and Fire Departments. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, filling in at the Library and McConnell Center as needed. Lights were replaced in the Finance office at City Hall and in the Booking Room at the Police Department.

Doors at the Library, McConnell Center, City Hall, Calderwood Well, the Police Department, Central Station, Arena, Public Works, Pine Hill Cemetery Barn and the Memorial Chapel all required adjustment or repairs. In some instances, contractors were hired to complete the repair.

Several outdoor light packs were serviced at the Public Works facility, taking 16 man hours to complete. The alarm system software program was updated this month. Minor deficiencies discovered during a Fire Safety Inspection walkthrough were also remedied at this facility.

Repairs were conducted to the video surveillance system at the Transportation Station

Approximately 30 man hours were spent conducting required monthly fire extinguisher and elevator inspections. Facilities & Grounds crews responded to eleven requests to have supplies delivered to various departments and spent 4 hours moving items from various locations to the Recycling Center. The clocks and school zone lights, throughout the city were reset for daylight savings time, and all thermostats were adjusted accordingly taking 14 man hours to complete.

A vendor was selected for 15 new library lounge chairs. These will replace the 26-year old upholstered chairs in the addition and on the mezzanine which are in decrepit condition.

Facility and Grounds Crews devoted 64 man hours to mower maintenance.

Picnic tables were rehabbed with 104 hours to date being devoted to their replenishment. Tennis nets were put up at Garrison School and Woodman Park. Remaining courts will be completed as soon as snow has fully melted. Crews spent 4 hours cleaning up debris from branches and trees that had been removed from the City right of way. Spring cleanup of debris, litter and fallen branches in the Roberts Cemetery, Pinkham Cemetery, Austin-Tuttle Cemetery and Pine Hill Cemetery was completed in 40 man hours.

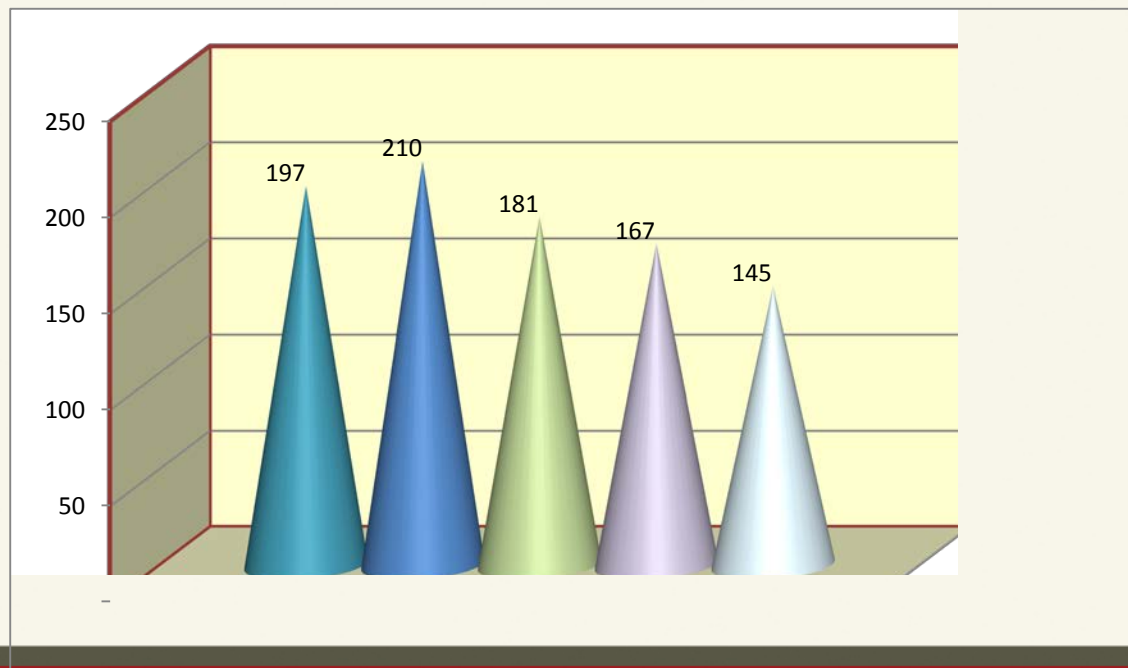
One décor light bulb was replaced and a ballast was replaced in the downtown area.

A pedestrian button was replaced at the Central Avenue and Glenwood Avenue traffic signals. A service request was received for the Broadway and Central Avenue signal, although no malfunction was found. The City's traffic light contractor replaced a traffic light base at Locust Street and Central Avenue and faulty loop amplifiers at the Upper Square and Central Avenue at Oak Street.

Sign maintenance continued, with 10 signs being repaired, 10 signs being removed, 9 signs installed, and 13 signs were replaced in kind.

Several flags were replaced throughout the City this month. The Greek flag was raised at City Hall in honor of Greek Independence Day. Late in the month, flags were lowered in remembrance of the Boston Fire Fighters who lost their lives in the line of duty.

The Henry Law Park Improvement project received CIP funding and is now in the fundraising phase to gather the balance of funds necessary to complete the project in 2015. A major anonymous donor committed \$100,000 to help fund the project. The Indoor Pool roof replacement project has been awarded to Skyline Roofing and will be planned for a May construction schedule.



Cemeteries:

Austin-Tuttle Cemetery
Pine Hill Cemetery
Pinkham Cemetery
Roberts/First Settlers Cemetery

Parks & Playgrounds

Applevale * Alden Woods * Amanda
Howard Overlook * Garrison *
Garrison Hill, Guppy Hancock *
Henry Law * Long Hill * Maglaras
Morningside * Orchard Street River
Walk Shaw's Lane * Sullivan Drive *
Woodman

Emergency Management



Two countywide projects are underway which will provide regional services. One is a County Based Drug Investigation Unit. The other, proposed by Chief Colarusso, is a County Police Firing Range Facility. Both initiatives have broad support from Strafford County Police Chiefs, Sheriff Dubois and the County Commissioners. Plans to organize the Drug Unit and construct the Firing Range are underway. These initiatives will pool resources and provide cost effective services to each community in the county.

The month of March brought Julia Chase, Senior Field Representative for New Hampshire Homeland Security and Emergency Management, to meet with Dover Fire & Rescue's team leaders in preparation for the Radiological Emergency Response Plan exercises. These valuable exercises provide equipment and skills such as decontamination and crowd management.

The Fire Department Command Staff has been active in the Public Health Network with training and providing guidance to the Strafford County Coalition for prevention and mass care issues.

The Fire Department Mechanic completed inspections of the Fire & Rescue fleet of vehicles. This requires specialized training to deal with aerial apparatus and fire pumps.

Investigations/Legal Bureau

During the month of March 2014, there were three letters generated by the Dover Police Special Investigations Unit (SIU) that were sent to certain licensed liquor establishments in Dover. The letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined an overly intoxicated person had been over-served, a letter is sent from the Police Department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

A total of 15 registered sex offenders were processed during the month. 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.

During the month of March 2014, SIU detectives investigated an armed robbery on New York Street. The investigation led to the arrest of a Rochester man.

SIU detectives also investigated a case involving a sexual offender who failed to register his address as required by law. He was arrested in March 2014.

SIU detectives and Crime Scene Unit officers investigated a series of commercial burglaries that occurred at One Washington Center. The surveillance video and some still photographs of surveillance footage were released to the media. With the assistance of the public, the suspect was identified and soon arrested.

Communications Bureau

During the month, the Communications Bureau handled 9,952 radio transmissions, 8,432 phone calls, 385 emergency calls, 75 alarms, and 347 customers in the Police Department's lobby.

K-9 Unit

The Police Department has one K-9 handler, Officer Tim Keefe, who works his K-9 partner, Grinko. During the month of March, the K-9 Unit conducted a total of 20 hours of training. Officer Keefe and Grinko were not called out during the month.

Animal Control

The Animal Control Officer was out of work during the month of March. She is expected to return in late April or May. A total of 49 animal related calls were handled by Dispatch and Patrol for the month.

Downtown Liaison Unit

The Downtown Liaison Unit handled a variety of calls for service while patrolling in the downtown area and along the Community Trail. They took enforcement action on numerous traffic and city ordinance violations. A breakdown of the enforcement activity is below:

- 20 pedestrian crosswalk warnings
- 17 public assistance calls
- 6 MV pedestrian right of way warnings
- 5 MV one way warning
- 16 parking assistance calls
- 1 warning bike on sidewalk
- 1 roadway obstruction
- 1 warning for Criminal Trespass
- 1 arrest for Shoplifting
- 1 skateboard warning
- 1 assist of a business owner

Patrol

During the month of March, officers handled a total of 2,366 incidents, some resulting in the following activity / criminal charges:

1129	Traffic Stops
77	Total Arrests
8	DWI Arrests
11	Arrests-MV Charges other than DWI
13	Drug Related Arrests
5	Arrests for Assault
8	Theft related Arrests
3	Criminal Mischief Arrests
13	Arrests for Electronic Bench Warrants
4	Violation of Court Order Arrests
3	Criminal Trespass Arrests
3	Resisting Arrest
1	Disorderly Conduct Arrest
1	Arson Arrest
1	Robbery Arrest
1	Reckless Conduct Arrest
1	Criminal Threatening Arrest
2	Other Agency Warrants Arrest
1	Arrested was a juvenile



CJ is greeted by a young fan while patrolling Downtown Dover

On March 3, 2014, officers responded to a Floral Avenue apartment building to assist the Fire Department with a structure fire. Officers assisted Fire Department staff with the investigation and determined that the fire was intentionally started by a female guest of a resident of the building. The woman was charged with Arson.



Also on March 3, 2014, officers responded to the area of Pierce Street and Central Avenue for a reported motor vehicle accident involving a single vehicle into a building. The officers arrived to find that a blue 2009 Mazda MX5 (left) crashed into the side of the building located at 2 Pierce Street.

On March 11, 2014, Patrol Officers, with the assistance of the Strafford County Regional Tactical Operations Unit, responded to a Henry Law Avenue residence to place an emotionally disturbed male into custody. The Police Department had obtained a court order to take the subject into custody for a mental health evaluation. The subject, who was known to police, was believed to be in possession of a large number of firearms. The subject voluntarily exited his apartment after speaking with a crisis negotiator for several minutes. Numerous firearms were found inside his apartment.

On March 29, 2014, Patrol Officers responded along with members of the Special Investigations Unit and the Dover Fire and Rescue Department to a report that a man had fallen through the ice on the Cocheco River in the area of the Community Trail. When crews arrived, they found a man in the water directly below the Community Trail bridge over the Cocheco River. Officers threw a rope to him and secured it to the railing to prevent him from drifting away. They kept him from moving until units from the Dover Fire and Rescue Department made their way to him and got him out of the water.

The Dover Fire Department purchased, through the City's six year Capital Improvement Program, 51 sets of "bunker gear". The gear is G-XTREME from Globe. Globe Manufacturing is a New Hampshire based Company in Pittsfield. Replacement gear included coat, pants and boots. The pants have improvements for personal survival gear and a personal escape belt. The coats have ergonomically designed gear including a Drag Rescue Device. These advancements are crucial to Firefighter safety and to allow for the operations that firefighters do in the extreme conditions of structural firefighting by reducing fatigue and increasing mobility.



For more information, see Foster's article:

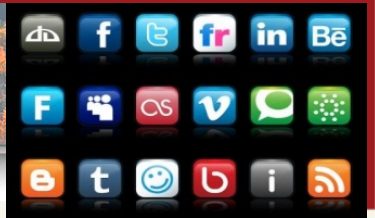
http://www.fosters.com/apps/pbcs.dll/article?AID=/20140325/GJNEWS_01/140329541/-1/fosnews1414

The City of Dover has three fire stations.

Liberty North End Fire Station

Central Fire Station

South End Fire Station



The Dover Public Library offered a free, comprehensive three-part organic gardening course on consecutive Monday nights, March 10, 17 and 24, in the Library's Lecture Hall. The course, totaling six hours over the three nights, included practical tips on how to create a new garden, soil preparation, seed starting, planting techniques, cultural techniques during the growing season (such as watering, fertilizing, and pest and weed control), how plants and soil interact, succession planting, planting multiple crops in the same space at the same time, how to compost, crop rotation, cover cropping, and mycorrhizobials.

The sessions also included discussions about the existing industrial food production system, including globalization and famine, organic alternatives of urban gardens, small scale farming, and backyard gardening.

The instructor was Vincent Cirasole, an experienced teacher and commercial vegetable grower from Rochester. He taught physical education and organic gardening in New York before relocating to NH in 2013. He is a Master Gardener and organic growing enthusiast who owned a landscape gardening business for 18 years and a 12,000 square foot commercial organic garden for 11 years. For seven years, he was on the Board of Directors for the Northeast Organic Farming Association of New York.

New Hampshire has a long, rich, and vibrant African-American history. On Monday evening, March 31, the Friends of the Dover Public Library presented a program by JerriAnne Boggis and Courtney Marshall entitled "New Hampshire's Little-Known Black Daughters".

They discussed the lives and contributions of two local African-American women: Nellie Brown Mitchell, a renowned 19th century opera singer and concert company owner from Dover, and Harriet E. Wilson, an author from Milford who penned "Our Nig, or Sketches from the Life of a Free Black" in 1859. Re-discovered in 1982 by Henry Louis Gates, Jr., this book has been documented as the first African-American novel published in the United States.

This dynamic program explored themes of community, history, and identity and the continuing importance of Black history in New Hampshire. Courtney Marshall is an Assistant Professor of English and Women's Studies at the University of New Hampshire. Her field of research includes African-American literature, critical race feminism, queer ethnic studies, and law and popular culture. JerriAnne Boggis is the Director of the Portsmouth Black Heritage Trail and the Harriet Wilson Project who works to tell the little-known stories of Black history in New Hampshire and beyond.

The Friends of the Dover Public Library was pleased to host author Thomas J. Mickey to speak about his recently published book, "America's Romance with the English Garden."

The Department of Planning and Community Development continued to update its blog, face book page and twitter feed to communicate with the public. The Department of Planning and Community Development has 244 Facebook (City of Dover NH Planning) friends and 528 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 563 fans), as well as a Sustainable Dover Facebook fan page (with 159 fans).

The Department of Planning and Community Development mailed out 55 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

The Director of Planning and Community Development was part of a panel hosted by the Greater Manchester Chamber of Commerce Director to discuss Tax Increment Financing Districts. This panel was held on March 25th, and was part of the Chambers educational series looking to educate members on innovative economic development strategies.

The Director of Planning and Community Development attended the Downeaster Station Operations meeting held in Wells Maine, on March 5, 2014. This is a semi-monthly series where the host communities meet and discuss projects, share information and discuss ways to continue to improve Downeaster service.

At the request of the City Manager, and with the assistance of the Parking Manager, Bill Simons, the Economic Development Director has initiated a series of inquiries and one-on-one interviews with the Dover downtown merchants on how best to support them during the holiday period while construction of the parking garage, police station, and First Street development is underway.

The Parking Manager has already identified supplementary parking venues during the construction period.

The City of Dover is committing significant resources to a number of convenience enhancing activities, as well as promotional activities, to put out the word to the region that Dover is "open-for-business" with continued convenient and affordable access to parking while the public patronizes the downtown merchants, restaurants, pubs and clubs.

Following merchant intake and feedback interviews, interested merchants, a Greater Dover Chamber of Commerce representative, a Dover Main Street representative, the Parking Manager and the Director of Economic Development will meet regularly to structure and optimize a varied approach to meet the needs of Dover merchants during the holiday period.

Additional work was completed by the Planning Department, with Inspections, and Community Services staff on several projects and took the lead on reaching out to the developers. The plans/projects are as follows:

- 26 Horne Street
- Thornwood Ln
- Picnic Rock Dr
- Tolend Road Properties

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 15 properties in the City.

The Director of Planning and Community Development attended a feedback session for NH Listens. This session was held March 18th, and was designed to promote and educate facilitators in the NH Listens program on ways to work with the public in ensuring public participation and discussion.

The library has 4,347 social media followers: 1,290 on Facebook, 535 on Twitter, 29 on Instagram, 780 on Pinterest, and 1,713 subscribers to the library two e-newsletters.

The Library posted 26 items on Facebook, composed 42 Tweets, wrote 10 Blog posts, and sent out 5 press releases to media outlets during March. The library has 4,347 social media followers.

Librarian Denise LaFrance gave a talk at the Senior Center on March 28 on "The History of the Irish in Dover".

The Recreation Advisory Board was active in gathering sponsorships for the Annual Volunteer and Sponsor of the Year Awards Program. The award banquet was held on March 27th with 80 people in attendance. This is the 20th year for the event and it is held to honor the many volunteers and sponsors that keep the Recreation Affiliated Youth Sports Programs strong.

Sgt. Speidel performed 17 child passenger seat inspections during the month of March. 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. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

During March 2014, Detectives Kilbreth and Pike of the Special Investigations Unit provided a crime prevention presentation to the residents of Maple Suites. The focus of the talk was on frauds and scams.

Dover Youth to Youth and the Dover Coalition for Youth have been working with the United Way of the Greater Seacoast to help establish 3 youth empowerment teams in Rockingham County. The teams will be modeled after the evidence-based Dover Youth to Youth model. Epping High School, Newmarket Junior/Senior High School and Epping Middle School have signed MOUs with the United Way and will be participating.

To further those efforts, a day-long training conference was held on March 8th to bring all of the students together to learn common skills and take collective action. The conference was organized by Dana Mitchell and Stephanie Retrosi (advisors to Dover Youth to Youth) and Vicki Hebert, the Coalition Coordinator. Dover Youth to Youth students conducted the training for nearly 50 youth and 12 adults from across the region. See the group photo below.



On March 20, 2014, Sergeant Collopy attended the Dover Chamber of Commerce Bridges to Our Future event held at the Garrison Wing of Wentworth Douglass Hospital. He, along with several area businesses and other government organizations, met with area high school seniors who were interested in exploring various career options. It was an opportunity for students to meet with members from each business/organization and build a networking system for their future. The event was well attended by both students and businesses and will likely take place again in the spring of 2015.

Youth to Youth provided five classroom presentations of the TRUTH About Tobacco program to 4th grade classrooms at Horne Street School during the week of March 3rd. Over 100 students received the training. The Samantha Skunk Medicine Safety lessons were taught in 4 kindergarten classrooms at Horne Street School on Friday March 7th. About 70 students received that training.



On March 28, 2014, the Dover Police Department and the Dover Middle School held the annual DARE graduation. In addition to the 278 graduates, the event was attended by several city officials, teachers, other school staff, and approximately 100 parents. Dana Mitchell, Officer Joslin, and Detective Travaglini, the Police Department's DARE instructors, were all present at the graduation event.

Prior to the graduation ceremony, the Dover Police Department's Youth to Youth program recognized retired UNH professor Bill Scott, the creator of the Samantha Skunk anti-smoking program, for his long standing support. Dover Youth to Youth has been using the story of Samantha Skunk to teach children about the dangers of smoking for 20 years. More recently, the story has been used to teach children about medicine safety. Dover Youth to Youth students dressed as Samantha Skunk presented him with a large thank you card.



On March 29, 2014, the Dover Police Department along with the Moses Paul Masonic Lodge #96 held the annual DARE breakfast. The breakfast, which is a fundraiser for the Police Department's DARE and Youth to Youth programs, was a big success and turnout was strong. This event was attended by DARE instructors Dana Mitchell and Detective Travaglini.

To the right, is a photo of Officer Caproni, Monty, and longtime Downtown Liaison Unit volunteer Ray Stackpole outside the DARE Breakfast.



Dover Fire & Rescue staff also participated in the Chamber of Commerce activity of "Building a Bridge to Dover's Future". An event for local teenagers, to mentor and help direct them into local industries or professions in Dover's Community.

Lieutenant Micky Drouin once again helped organize the "Battle of the Badges". This charity hockey event raised \$223,000.00 for CHaD. Lt. Drouin has been heavily involved with the worthwhile charity event since its inception.

Over half the Dover Fire & Rescue membership traveled to attend the funerals following the tragic fire event in Boston. This event was to lend support and respect to members of the profession that gave all to their community. See the Foster's article below.

Dover firefighters join memorial for fallen brother – from staff and wire reports.
Thursday, April 3, 2014

DOVER — Members of the Dover Fire Department joined approximately 10,000 firefighters from throughout the nation to pay their final respects to Boston's Lt. Edward Walsh Jr. Wednesday. Walsh, 43, a member of Boston Local 718, died alongside firefighter Michael Kennedy, 33, during a nine-alarm brownstone fire in the Back Bay section of the city March 26. His funeral was held at St. Patrick's Church in Watertown.

The streets outside the church were described as a "sea of blue" as members of departments as far away as Washington state and Canada stood shoulder to shoulder in solidarity for their fallen brother. The contingent from Dover was not able to get inside the church, but from where they were on the street they could see Walsh's family pass by during the procession.

"They were looking at all of us as they went by. It was very somber," Chief Richard Driscoll said.

Driscoll said 24 members from his department attended the service, including firefighter/paramedic Matt McLean.

"This was my second line of duty death and I don't think anything can touch what it means to all of us," McLean said. McLean was referring to the death of Jim Rice of Peabody, Mass., who died in December of 2011.

Walsh's coffin, on top of a fire truck draped in flowers, was led to the funeral by a caravan of police vehicles. His jacket hung from one of the ladders. The men from his firehouse, their heads lowered, ceremoniously lifted his casket as the sound of drums and bagpipes filled the air.

Inside the church, a heartfelt tribute was read by Walsh's older sister, Kathy Malone, who praised him for his leadership, kindness and love for his friends and family.

"He was destined to do great things," she said, fighting back tears. "And that's what he did. He lived more in 43 years than many of us could do in 80."

Boston mayor Martin Walsh, who is not related to the firefighter, Gov. Deval Patrick, state Attorney General Martha Coakley and U.S. Senator Elizabeth Warren also attended the funeral.

As the ceremony came to a close, a bell rang inside the church to signify the last alarm Walsh would hear before being laid to rest. He will be buried in Watertown alongside his father, who was also a firefighter. Driscoll said between 15 and 17 members of his department plan to attend the funeral services for Kennedy Thursday morning. That funeral will be held at the Holy Name Church in West Roxbury, Mass.



Thousands of firefighters from throughout the country lined the streets in Watertown, Mass. to pay final respects to Lt. Edward Walsh, a Boston firefighter killed in a nine-alarm brownstone fire in the Back Bay section of the city March 26. Among them were members of the Dover Fire Department. (Photo courtesy of Scoop BlitzFire)

City Programs



Gym

The girls and boys 5th & 6th grade all-star basketball teams continued practicing and competing in tournaments. The girls and boys participated in the Rochester, Marshwood, Seabrook and Seacoast tournaments. The Recreation Department offered an extended basketball season this year for grades 2-4 at Garrison School on Saturdays. It was very popular and it is planned to continue offering new basketball clinics throughout the year. The 18+, 35+ and 50+ Men's Basketball leagues entered playoffs and will wrap up in early April. Adult fitness classes continue to be very popular, with new sessions of Yoga, Muscle Power, Zumba® and Interval Toning being held in the Recreation Dance Studio. The next session for all these classes will begin in April. The last week of Spring Sports Sign-ups were held at the McConnell Center cafeteria and field requests were received for all leagues. The weather has kept the leagues off the fields so far, and the Recreation Department has continued to try and accommodate requests for inside space within the McConnell Center and the schools. Adult Co-ed volleyball has resumed on Sunday afternoons. Badminton continues on Friday evenings and can resume Saturday afternoons in April.

Pool

The month of March brought on the end of the short course season for Seacoast swimming, they will begin their next season in April. Hydrofitness continues on a weekly basis, drawing as many as 20 swimmers every class time. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis with 75 to 90 swimmers and Rec swim has seen an increase with 10 to 20 swimmers daily since the after school time period became available when High School Swimming ended. Spring Session of swim lessons began in March and is the most heavily attended session the Indoor Pool has ever had. Dover Residents filled the weekend lessons before open registration period even began. In turn, the Rec Department added a few more classes to try and accommodate the masses. The Indoor Pool filled a few more of Sunday hours throughout the month with a Triathlon group. The Masters Swim program continues to draw around 30 swimmers to their practice times. The Mighty Seals are working hard to prepare for their swim meet that will take place in Manchester; they continue to practice every Sunday.

Ice Arena

High school hockey has come to an end at the arena after a very busy season with 7 varsity and junior varsity teams playing their games in Dover. Youth Hockey continued through the month with end of season games and league playoffs. The highlight of the month was the New England Bay State girl's hockey tournament which brought 25 girls teams from all over New England into Dover to play games at the Dover Arena. The tournament was full as were local hotels and restaurants. Public skates and Rock Night continue to be busy with Rock Night averaging about 200 skaters each week! Adult and Youth Stick practice saw 459 skaters.

Senior Center

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings, Zumba classes on Friday mornings. There is also bowling once a month at Dover Bowl. The DCSC walking group welcomes back spring, and has resumed walking outside on Thursday mornings.

The Self-Guided Day Trippers visited the Leddy Center to see their performance of "On Golden Pond." Thirty-two seniors gathered for the March Social "The Irish in Dover," a talk with Q&A by Denise LaFrance of the Dover Public Library. The Senior Center travelers packed a bus to hear the lilting voice of Irish crooner Ronan Tynan and 41 seniors departed for Atlantic City for their semi-annual trip to the Trump Taj Mahal. Senior Mystery Lunch had 53 participants.

Public Library

The public library lent 203 items to the Dover school libraries and borrowed 214 items from those facilities. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with the shared library system on 5 occasions during March.

Library staff completed a national technology assessment workbook called "The Edge", sponsored by the Gates Foundation, ALA and ICMA. Results will aid in identifying technology needs and planning technology enhancements at the library.

There were 998 attendees at 41 library programs during March. These included: 33 attendees at an Irish Dance program; 173 children who made a craft at the Make-It, Take-It Craft Table; 280 children who attended story times; 174 adults for an Organic Gardening course, 46 at Friends programs, and 202 patrons at Saturday movie matinees.



The City's very own Denise LaFrance speaking at the Senior Center about the Irish in Dover.



Children making crafts at Drop-In Storytime.



St. Thomas Aquinas students who exhibited their art at the library during March.

Dover Coalition for Youth

Coalition Coordinator Vicki Hebert assisted the School Department with the annual implementation of the Student Behavior Survey. On March 18th Dover High School conducted the survey and 7th and 8th graders at Dover Middle School took the survey on March 24th. Over 1,600 students answered the questions on risky behaviors such as drug use, sexual activity and violence. The data is currently being analyzed and will be used in grant reporting and planning for future programs. Results are expected to be available this summer and will be shared with the community.

Vicki Hebert is on the Board of Directors for Partnership for a Drug Free New Hampshire. On March 13, 2014, the group launched a statewide media campaign that will bring attention to the drug problem in NH and the fact that this state has some of the highest rates of youth substance abuse.

Dover Youth to Youth

Staff continued to work with the evaluation team to assess the impact of the Youth to Youth empowerment model. Initial results show that participants in the youth empowerment program show significant changes that are not being seen in the control group. The statewide recognition that Dover Youth to Youth has already received and the national recognition that it hopes to receive are expected to yield an increase in revenue opportunities as groups seeking to replicate the program hire Dover Youth to Youth staff for technical assistance.

Dover Teen Center

For the month of March, the Teen Center saw a total of 617 participants, on 21 days of programming, which yielded an average of just under 30 participants per day.

Some program highlights for the month of March 2014 included, but were not limited to the following:

- TC Snack Special – “Franks n’ Beans” (2/4)
- TC Tournament – “9-Ball Billiards” (2/7)
- TC Sports Event – “TC B-Ball Team vs. Somersworth” (3/10)
- TC Music Event – “DoverPalooza Show” (3/13)
- TC Holiday Event – “St. Patrick’s Day Theme Day” (3/17)
- TC Sports Program – “NCAA March Madness Picks” (3/18)
- TC Special Program – “Girl’s Group” (3/19)
- TC Academic Bowl VI - “Progress Report Community Buck\$ Event” (3/21)
- TC Snack Special – “Mac n’ Cheese” (3/24)
- TC Music Event – “Karaoke Jam Party” (3/28)
- TC Mystery Event – “MLB Opening Day Hot Dogs & Games” (3/31)

The Dover Teen Center received four new registrations in March of 2014.

Community Service Program

The Community Service program tracked five active participants during the month of March of 2014. A total of 29 hours of community service work was completed. One of the participants finished his/her assigned hours.

So far in 2014, a total of 47 hours have been completed.

The Dover Court Diversion Committee

The Diversion Committee met on March 6, 2014 and March 20, 2014. There are a total of 10 active Diversion cases. Below is the breakdown:

- 8 cases already in active Diversion Contracts
- 0 successful completions and releases
- 2 new cases heard
- 0 new case(s) awaiting review for the next meeting.

The next planned meeting for the Dover Court Diversion Committee is Thursday, April 10, 2014.

Dover Housing Authority

On March 7th, Officer Joslin attended a workshop with DHA Staff at the Seymour Osman Community Center on bed bugs. After the presentation, Officer Joslin spoke with residents about any issues they had in the neighborhood. He also provided them with information about current trends within the neighborhood with the anticipation of better weather and more activity amongst the tenants with the neighborhood.

Also on March 7th, Officer Joslin conducted a walkthrough of Central Towers and held an impromptu meeting with several residents sitting inside the entrance. During the conversation, Officer Joslin asked about concerns that the tenants might have and all stated that they were currently satisfied with the building and surrounding area.

EMPLOYEE SPOTLIGHT

Diane Bennett is a Tax Collection Guru! She has worked for the City of Dover for 35 years! Diane started working for the City after she graduated. She began working in 1978 as an Account Clerk. She became the Deputy Tax Collector in 1980 and has been in that position since then.

Diane helps the City Clerk Tax Collection office run smoothly. In her position, she reconciles the City Clerk's daily work, and processes deposits from various departments. She handles the daily deposits at the bank, processes Lockbox payments for Water and Sewer, Property, Ambulance and miscellaneous invoices. Diane also posts abatements, adjustments and refunds, processes Motor Vehicle Registrations from the Lockbox as well as assists at the front counter when necessary. Diane answers requests for information concerning current and overdue invoices as well.

Diane was also Acting City Clerk Tax Collector for a while when the City was in search of a replacement City Clerk Tax Collector.

What Diane likes most about her position is seeing the progress going on around her. When she first started in 1978, she posted all payments by hand and registrations were done on a typewriter. Today, everything is done on a computer which makes her job much easier. She enjoys working with the public and her co-workers.

After all the years of working here, Diane doesn't really find anything about her job that is hard. She just finds days more challenging than others, which of course we can all relate to.

Diane enjoys spending the summers at camp in Milton, gardening, UNH Hockey games and Nascar races. She also enjoys playing cards with family on Saturday nights.

Diane is a quiet, behind the scenes Lady. She ensures the area around her is running smoothly. Her reliability, knowledge and general persona make Diane a great asset to the City of Dover and also a wonderful coworker and friend.



Capital Improvements Program

Fiscal Years 2015 through 2020

Major Projects

PW Heavy Equipment
General Streets Improvements
Street Recon – Silver Street
Street Recon – Watson Road
Street Recon – Broadway RR Culvert
TIP – Replace Oak Street Bridge
Street Recon – Atlantic Avenue
Street Recon – Piscataqua/Rabbit
Street Ext – Washington Street

High School & Dunaway Field
Regional Career Tech Improvement

Downtown Parking System Impr.
Parking Deck Third Street
Economic Development Park

Water Main – Spaulding Turnpike
Water System Facilities Upgrade
Water Main – Main St/Washington
Water Main – Piscataqua/Drew Rds

Inflow/Infiltration Study & Migration
Sewer Main – Spaulding Turnpike

The projects listed above represent the legitimate equipment and infrastructure needs supporting the diverse requirements of our community. I, as City Manager, have proposed a multi-year capital project schedule and developed a financial plan that will support the City's needs by using varied sources of funding that continue our ongoing need to migrate away from the use of debt. This program proposes to sustain a positive trend of including increased regular, recurring capital maintenance within our annual operating budgets including the ongoing funding and use of capital reserves in order to reach more appropriate levels for a community of our size and character.

The CIP document/schedule can be viewed on the City of Dover website.

Project Updates

STREET IMPROVEMENTS

Current: The proposed 2014 street paving list is currently out to bid. Bids are due back April 17th.

Previous: The City is currently finalizing the proposed 2014 street paving list for bidding.

TOLEND RECONSTRUCTION

Current: Tree work will begin on Tolend Road from Columbus to Whittier Street in the first week in April. Construction will begin shortly thereafter.

Previous: Some pavement distresses have shown up in the new pavement and those are being investigated.

LISA BETH DRIVE RECONSTRUCTION

Current: The project of street reconstruction is part of the street paving bid that is currently out to bid. This work will be completed this spring/summer. The city is hiring a consultant to conduct residential inspections for sump pumps tied into the sewer system. The consultant will then develop a plan for connecting the sump pumps to the drainage system.

Previous: Approximately 200 ft of under drain near house number 7 was installed to alleviate ice buildup in that area.

NORTH END PRESSURE

Current: The city is investigating the installation of a stand by generator at the storage tank location.

Previous: The project has been completed. Only a couple of punch-list items remain with Preload.

TOLEND LANDFILL REMEDIATION

Current: The landfill remediation system has been operational for nearly two years. An RFP was issued for operation and maintenance of the system to a select group of qualified vendors. The Landfill PRP's are reviewing the proposals and in the selection process.

Previous: The landfill remediation system has been operational for nearly a year. The system startup and shakedown has gone well. The only issue that has presented a problem is iron precipitate clogging the force mains both on the landfill system as well as the sewer force main from the landfill to County Farm Cross Road. A regular schedule of force main cleaning will need to be implemented to keep the system operating smoothly.

RIVER ST PUMP STATION UPGRADE

Current: Performance issues with the pumps have been remedied and the project has reached substantial completion.

Previous: Performance issues have arisen with the pumps and are being addressed by the contractor, manufacturer and engineers.

DOWNTOWN TRAFFIC IMPROVEMENTS

Current: The consultant has held two public meetings to receive feedback and present preliminary findings.

Previous: The City is currently reviewing the project priorities and needs.

BERRY BROOK WATERSHED MANAGEMENT

Current: The City and the UNH Stormwater Center have completed the design for a bio-retention system on Roosevelt Ave and will begin construction in April. Several additional systems will be designed and constructed during 2014.

Previous: The City has begun implementing the third phase of the Berry Brook restoration project. A bio retention swale was completed this fall on Horne Street across from the school. At least two more Best Management practices will be installed next spring. The designs for three more best management practices will be completed over the winter.

WASTEWATER TREATMENT PLANT FACILITIES PLAN

Current: The Cities of Dover, Portsmouth and Rochester have crafted an agreement with NHDES to settle the law suit pending before the NH Supreme Court. The agreement includes the provision that NHDES will not use the water quality standards established in the 2009 Numeric Nutrient Criteria document to determine whether a water body is impaired. This agreement is a direct result of the peer report findings issued in February of this year. An additional agreement will be negotiated between the cities and NHDES on the "next steps" in the process needed to make more informed decisions on the impact nutrients may or may not be having on the estuary. The peer review report clearly articulated specific issues that need to be addressed.

Previous: The peer review report of the NHDES Nutrient Criteria was delivered on February 13th. The report was a thorough and comprehensive review of the 2009 NHDES Numeric Nutrient Criteria document that established a 0.3 mg/l Total Nitrogen threshold for estuary waters for the protection of eelgrass. The four member peer review panel unanimously agreed that NHDES failed to use acceptable scientific methods in their analysis, did not account for numerous other confounding factors, and that the results presented in the Numeric Nutrient Criteria document are not reliable and should not be used. The report confirms the view that the Coalition communities and their consultants have been presenting during the past 4 years. The communities are currently meeting with NHDES to determine how to proceed in light of the peer review report findings.

The Wastewater Treatment Plant upgrade bids have been received and the selection process is completed. Resolutions to award the bids to construct the upgrades and engineering construction oversight will be on the March Council agenda.

Recognition



Pictured above are the recipients of Heyliger Awards given annually by the Recreation Department to outstanding volunteers and sponsors who were nominated by community youth sports programs (Photo credit to Lydia Williams)

The Public Welfare Department received a letter of appreciation from a former client. She wanted to express her thanks for the "courteous, kind and professional service" she received from this department and her experience with working with Cara Baker and Cathy O'Conner.

ACKNOWLEDGEMENTS

The Utilities Division congratulates its 37 year veteran, Brian Alonzi, on his retirement. Brian began his career in the Water Division in 1976 and continued to work for the Utilities Division under many different roles, retiring as a Working Foreman.

The Friends of the Library renewed museum passes for the Canterbury Shaker Museum (\$100) and for The New England Aquarium in Boston (\$650). They also agreed to sponsor an April school vacation program on drawing comic books (\$250), paid a \$50 match for an upcoming NH Humanities Council-sponsored program, and purchased prizes (\$100) for the Peeps Contest. The Friends also paid \$300 in honorariums for March program speakers.

Professional Development

- ✓ The City Attorney attended a Leadership NH seminar regarding Families/Criminal Justice.
- ✓ Sharon Sirois, Superintendent Facilities, Grounds & Cemetery and Dave Flanagan, Maintenance Mechanic attended the Municipal Turf and Grounds Conference hosted by the University of New Hampshire.
- ✓ Bill Boulanger, Tom Chapman, Richard Fowler, Fulton Mountain, Mike Nadeau, Pat Pilewski, Jamie Stevens and Michael Hultgren all attended the Annual HAZWOPER refresher course sponsored by CAB Services.
- ✓ Jason Lavoie, Eric Aucella and Edward Young, Streets and Utility Truck Drivers, completed the ten week Drinking Water System Operator Basic Training sponsored by NHHWA.
- ✓ Alan Dews, Engineering Technician and Dave White, City Engineer attended the Granite State Designers & Installers Annual Spring Septic Systems Conference & Expo in Manchester, NH.
- ✓ Joe Boucher, Douglas Steele, Michael Moore, Richard Fowler, Stacey Hager, Paul Talon and Dave White, Community Services Supervisors, attended Charting the Course and Staying on it: Strategic Planning, Managing Workflow and Budgeting webinar.
- ✓ The Superintendent of Public Works and Utilities hosted a math training for eight Community Services Employees to prep for the NEWA Collection Systems Operator Certification Exam.
- ✓ Library Director Cathy Beaudoin attended a meeting of the Urban Public Library Consortium on March 28 in Hudson, NH.
- ✓ Children's Librarian Kathleen Thorner attended the NH CHILIS Conference in Manchester on March 6.
- ✓ Krista Trefethen attended a statewide Senior Center seminar to share program and operational ideas.
- ✓ During the month of March, Officers Gebers, Joslin, and Petrin were all recertified as firearms instructors during the full day recertification course at the NH Police Standards and Training Academy.
- ✓ Detective Burt and Officer Petrin attended a week long training course on the examination of footwear impressions. The training took place in Colorado and was paid for through the Coverdell Forensic Sciences grant.
- ✓ This month the Fire & Rescue employees completed their medical refresher. 24 members out of 51 participated. Each level of certification has a different hour and skill requirement. Paramedics require a 48 hour intense classroom and practical environment where as the EMT-Intermediate attend 36 hours of class. This is required every two years along with other continuing education requirements. The industry standard of the National Registry of Emergency Medical Technicians sets the requirements.
- ✓ The Fire Department Engineer's Exam was given this past month. Six candidates took the exam. This process ensures that the candidates compete for slots that have job specific training to operate all of the Fire Department vehicles. There is a written test on local procedures, vehicles, city streets and applicable driving laws. This is followed by a practical exercise that challenges members in specific fire pump operations like drafting, hydrant operations and many others operations involving the specialized equipment and pumps carried on front line apparatus.
- ✓ This month the Fire Department held safety survival training for the membership. This important training enables the participants to learn self-survival and escape techniques to ensure each individual can protect themselves.

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- ✓ Bill Boulanger from the Water Department provided training to all of the Fire Department engineers on the water supply system of the City. This information is crucial to be able to mitigate fires in the community to ensure staff utilizes the water supply system efficiently and know its capabilities.

The City Manager kept the City Council up to date with various emails. Most are highlighted below:

- The City Manager forwarded Legislative Bulletins 9, 10, 11, 12 and 13 to the City Council for Review along with narratives pertaining to each.
- The Council was notified of parking restrictions for snow removal.
- The City Manager reminded the Council of the workshop procedures going to a non-public session and postponement of agenda item.
- Councilor Hooper's Legislative Update was provided to the City Council for inclusion in the agenda.
- Councilor Hooper's School Board report was forwarded to Council by the City Manager for inclusion in the agenda.
- The City Manager encouraged all Council members to attend the Chamber's breakfast presentation on NH ECONOMIC CENTER IS SHIFTING – DOVER IS WELL POSITIONED.
- The City Manager forwarded a positive feedback link to the City Council which the Concord Monitor gave the Dover community and downtown favorable mention.
- The City Council was notified that there would be no Council meeting the following week.
- The City Manager forwarded another of Councilor Hooper's School Board report to the Council for inclusion in the agenda.
- The City Manager forwarded the link to an article published in Newsweek Magazine. This is national recognition for the City of Dover's local culinary expertise, Chef Evan Hennessey.

The City of Dover has vacancies on the following boards/commissions.

- Arena Commission
- Conservation Commission
- Energy Commission
- Ethics Commission
- Open Lands Committee
- Pool Advisory Committee
- Recreation Advisory Board
- Utilities Commission
- Zoning Board of Adjustment

If someone would like to volunteer, they can visit the City Clerk's Office to obtain a Committee application form or visit their webpage.

The Public Welfare budget was down over \$3000 this month. This makes a drop of over \$13000 in two months. The Public Welfare Director is hoping this is a sign that the economy is picking up and more people will have jobs that will support them.

The City of Dover is in the middle of budget season. Budget season takes months of work from City departments, especially the Finance Director and City Manager.

City department heads have entered their budget requests into the financial system. Dan Lynch, the City's Finance Director, has reviewed the information that has been data entered by individual departments for format and general accuracy and has locked the system down. The City Manager's Assistant has set up meetings between each department head and the City Manager, with the Finance Director in attendance. At these meetings, the Finance Director brings a copy of the specific department's budget they requested and they review each line item in detail. After the meeting, the Finance Director then goes back into the system and updates the information based on the City Manager's directive, having taken information discussed at the budget meeting into consideration. The City Manager and Finance Director have many more meetings to determine final numbers, which is currently where the City is at in the season. Once decisions have been made by the City Manager, the Finance Director and his staff will compile the proposed budget books. The City Manager's Proposed Budget will first be handed out to the City Council, which by budget ordinance must be done by April 15th.

BizEd Connect is a committee that coalesced over two years ago, initiated by the Director of Economic Development of the Dover Business & Industrial Development Authority (DBIDA). It was formed because some of Dover's advanced manufacturing companies were finding they couldn't successfully fill their entry-level positions with Dover High School graduates due to a lack of specific skill sets. These included both STEM skills as well as social and team working skills. They were experiencing a 60%-70% failure rate with new hires.

Initially, the Dover High School Career Technical Center Director and the Student School to Work Coordinator were brought together with Annette Studebaker, General Manager of Cramer Fabrics and Scott Johnson, founder, owner, and President of Certified Retail Solutions.

This began by some adjunct teaching by these business leaders to bring the realities of the business world into the classrooms and labs. In addition, a staffing firm donated a curriculum development to teach CTC Seniors job interviewing skills, communication skills, resume writing and people-to-people skills.

Over a year ago, an intern program was designed separately by each of the above two firms to meet their specific requirements. A total of twelve CTC Seniors entered paid intern programs at \$12-\$14/hour for four hours a day after school, five days a week. At the end of the school year, all interns in the program were offered jobs upon graduation and now two of these employees are in supervisory positions at the two firms.

Currently into the second intern cycle with a 100% success rate, there is a waiting list of students at the CTC. The group is just launching a new web site, designed and built by the students with mentoring from Calypso Marketing, Cramer fabrics, and certified retail Solutions. The web site will be used in a marketing program to attract new businesses to BizEd Connect.

The early success has attracted Rochester and Somersworth Career Technical Centers and their municipal Economic Development managers to the Dover based program to aid more students and regional businesses in the program.

At its March Board meeting, the Dover Business & Industrial Development Authority voted to take ownership of the web site and establish BizEd Connect as an official sub-committee of DBIDA, formalizing its continued existence and ensuring that public awareness is maintained through posted meeting announcements, agendas, and minutes filed with the Dover City Clerk. These meetings are open to the public. These meetings are held on the first Tuesday of the month at 11:00AM in the 2nd floor conference room at Dover City Hall, 288 Central Ave., Dover, NH.

Parking & Traffic

Parking Bureau

The Parking Bureau coordinated the closing of the First Street parking lot to allow for ground preparation to begin for the First Street at Garrison development. Residents, merchants, and monthly permit holders were notified of the changes for the street. The Parking Manager will communicate with the residents to determine if any adjustments need to be considered.

During the past winter, the Parking Bureau evaluated parking restrictions that required overnight parking only along outside rows of the Library and Third Street parking lots. These restrictions allowed Community Services to clear the majority of the lot without vehicles being in the way. Community Services supervisors have reported dramatic improvement in the ability to clear the lots.

The Parking Bureau has completed its first season of enhanced lighting for the meter system. The lights worked very well and made using the meters after dark much easier. All meters that are not in overly bright locations will have lights installed in the fall. The upper arms of the light system will be removed this spring to increase the life span of devices.

Parking Manager Bill Simons and the City's Legal Counsel finalized a Memorandum of Agreement with the state court system for the City to take control of the parking in the Locust Street parking lot and the spaces in front of the court house during the construction of the police facility/garage.

Parking Manager Bill Simons continues to work with other downtown property owners to acquire temporary parking for monthly permit holders during the police facility/garage construction. He is also working with the deeded space holders to convert their spaces to permits during the construction as well. The final location of deeded spaces will be negotiated over the next several months with the assistance of the City's Legal Counsel and all agreements will be brought to the City Council as needed.

A developer has contacted the city about acquiring 30 parking spaces in the Grimes (Portland Ave) parking lot. The request will be on the April 15th agenda for the Parking Commission.

The Parking Commission will continue to review the FY15 Fee Schedule and the Food Vendor Truck concerns at their April 15th meeting.

Parking Manager Bill Simons has been in frequent communication with the entities connected to the Transportation Center Parking Lot about the metering/permitting process. Representatives from Coast, Wildcat, Northern New England Passenger Rail Authority and Train Riders Northeast will all be involved in the transition in order to reach as many commuters as possible with the needed information ahead of the startup date.

During the week of March 17-21, the parking meter system recorded over 8,000 users. This was the highest weekly usage since the system went on line in January of 2011. These 8,000 users do not include permit holders, handicapped plates/placards, those using time limited spaces or those taking advantage of the short visit exception.

Traffic Accident Reconstruction Unit

Members of the Traffic Accident Reconstruction Unit have been tasked with the follow-up investigation of three recent fatalities that occurred in Dover. These included a two-vehicle crash at the Portland Avenue/Oak Street intersection in October 2013, a two vehicle crash on Sixth Street in December 2013, and a two-vehicle crash at the Durham Road/Grapevine Drive intersection in February 2014.

The investigations of all three cases were essentially wrapped up during the month of March. One case is being presented to the Strafford County grand jury, one case resulted in a driver citation, and the third case resulted in no charges.

Traffic Bureau

Sgt. Speidel worked closely with Dover Main Street representatives to coordinate the inaugural Run before You Crawl 5K event on March 15. Sgt. Speidel handled the Police Department's operational planning for this event, to include the technical review of various proposed courses, the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel, and the coordination with event organizers on other logistical matters affecting traffic. This was the first event in the newly formed "Dover Race Series".

On March 17, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract which reimburses the agency's personnel costs using federal highway funds. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.

Progression & Growth

The Director of Planning and Community Development met with three new Planning Board members to discuss the Board as well as the goals and objectives the Community has for planning and development. The meeting included reviewing the City's Development Handbook and discussing why the new members joined the Planning Board. Finally, a review of communication materials was completed, to ensure that staff and Board members communicate efficiently and effectively.

The Director of Planning and Community Development attended the monthly Strafford Metropolitan Policy Committee meeting of the Transportation Advisory Committee. This regional affiliation is staffed by Strafford Regional Planning and is a means for reviewing regional transportation needs.

On March 21, 2014 the Director of Planning and Community Development attended the Chamber of Commerce's Economic Development Discussion. This discussion focused on the growth and stability Dover has experienced in economic development over the past five years. The panel discussed what is working and how to continue the City's vibrancy.

Following up on the Downtown Gateway Zoning Project, approved by the Council February 26th, staff spent time in March updating the zoning map and other materials to ensure that copies of the materials were available to the public for inspection. Additionally, letters are being drafted for affected property owners in the district to alert them of changes.

Planning and Community Development staff began work on a zoning project reviewing the residential areas boarded by Silver Street, Locust Street and Woodman Park School. This work will be completed with a consultant and will be paid for through a \$10,000 Community Planning Grant from the New Hampshire Housing Finance Authority. Work is expected to be completed by July 1, 2014.

The Downtown Vehicular and Pedestrian Access Study began in October. Planning, Police, Facilities and Grounds and Engineering staff met with the Cecil Group to review the potential pedestrian flow changes, as well as identify areas of future growth and development within the urban core. The Cecil group attended a Transportation Advisory Committee meeting March 24th to review alternatives with the TAC.

The Department of Planning and Community Development continues to oversee the development of the First Street parking lot. In that role, the Department worked with the City's General Legal Counsel to draft license agreements for parking, as well as develop documents necessary for the City to close on the property in April. Deed research on limitations and title information was also reviewed and incorporated into new documents. Furthermore, staff coordinated a review of the sewer line lining which will be completed by the developer.

The Department of Planning and Community Development continues to develop further infill development strategies and work towards placing the Third Street parcel into private hands. To that end an RFP has been developed to discuss with the Parking Commission. The RFP has been reviewed by an independent third party for comments. These comments will be incorporated into the document to increase the likelihood of success.

In January, the City Council approved the idea of creating a second industrial/business park to compliment Enterprise Park. In March, Planning and Community Development staff worked to review options for the park. Staff looked at soil information, parcel size, as well as proximity to major transportation routes. Finally, staff interacted with DBIDA to discuss larger goals for the project.

The Department of Planning and Community Development has been assisting the Police Department with the development of the police facility/parking garage. Work has included citizen outreach and education, as well as site plan development, utility relocation and identifying soil and geotechnical needs. The review in the month of March included layout and design of Orchard Street, as well as a review of impacts of the facility on mass transit routes along Chestnut Street.

The Department of Planning and Community Development began work on an update to the Land Use Chapter of the Master Plan. This document will guide development and suggest changes to the communities land use regulations. This document will be guided by a steering committee appointed by the Planning Board chair, and will be drafted by a consultant. Work is expected to be complete over the summer of 2014. The committee met March 27th, and will meet as needed to assist the consultant.

The Planning Board formed a committee to review sign regulations in Dover. This committee met during the month of March to discuss organization and purview. The committee has reviewed definitions and is completing a page by page review of the ordinance.

Planning and Community Development staff reviewed the new City website to review reports and other data presented on the site. Working with residents and development professionals, who use the site regularly, staff ensured that information that needs to be presented in an efficient and effective manner was updated and present on the new site.

During the month of March, Planning and Community Development staff worked to review Community Development Block Grant applications. The City is an entitlement community, so it receives a grant of money from the US Department of Housing and Urban Development to fund programs and capital improvements to buildings which will benefit those who are of a low or moderate income. The City solicits applications and staff reviews them for the Planning Board. The Board recommends an Action Plan, which the City Council approves annually.

Planning Board:

- Held a Public Hearing for applications for the City's Community Development Block Grant allocation. At a subsequent meeting the Board recommended approval of the Action Plan developed to allocate the grant funding.
- Had an update on flood plain management, and code enforcement.
- Approved of an Open Space Subdivision for Tuck Realty Corp., (Owner: Paul & Maria Rouillard Revocable Trust), Assessor's Map G, Lot 36, zoned R-40, located at 4 Old Stage Road. (1 existing lot subdivided into 9 total lots)
- Forwarded a Citizen's Petition for a Zoning Amendment for White Dove Properties, LLC, Assessor's Map 20, Lots 33, 34, 35, 35-1, 35-2, 36, 37, 40, 41 & 42, located on Hanson, George & Sonnett Streets. (rezone 2.2 acres of land from Urban Density Multi-residential District (RM-U) to Central Business District – Residential (CDB-R) to the City Council for approval.
- Approved a Conditional Use Permit for McEaney Survey Associates, Inc., (Owners: Elbert Kelley Jr., Kevin Kelley, & Jerry Kelley), Assessor's Map 8, Lot 46, zoned R-20, located at 31 Wentworth Terrace. Proposal is to replace a concrete rubble sea wall with a dry stone retaining wall, within the Conservation District adjacent to the Piscataqua River.
- Approved a Site Plan Review for Formax Paper Processing Solutions (Owner: FMX, LLC), Assessor's Map E, Lot 31, zoned ETP, located at 420 Sixth Street & Education Way. This allows the applicant to construct a 34,496 sq. ft. office & warehouse building with 85 parking spaces.
- Approved a Minor Subdivision for Michael Towle, (Owner: Richard P. & Katherine C. Towle Revocable Trust of 1997), Assessor's Map I, Lot 54, zoned R-12, located at 67 Back River Road. This subdivided one lot subdivided into 2 lots.

- Accepted Jurisdiction for a Site Plan Review for South Dover Storage Solutions, LLC, Assessor's Map 15, Lot 62, zoned I-1, located at 68 Rutland Street. The applicant proposes to construct a 35,000 sq .ft. storage facility with 16 parking spaces. The application was tabled for a site walk.
- Posted an amendment to the Zoning Ordinance (Chapter 170) to restrict the hours of sign illumination in the Central Business District (CBD) - Downtown Gateway sub-district.

Transportation Advisory Commission:

- Had an update from the Cecil Group on the Pedestrian and Vehicular Access Study.

Zoning Board:

- Approved a dimensional variance request for Michael Towle (Property Owner: Katherine & Richard Towle Revocable Trust). The applicant wished to have reduced front yard setbacks at 67 Back River Road (Tax Map I, Lot 54), located in the Medium Density Residential (R-12) District. The applicant needed a variance from Section 170-12.A of the Zoning Ordinance and the R-12 District Table of Use and Dimensional Requirements to permit the dwelling to be located 240 ft. from the front lot line where the dwelling is required to be located 80 ft. from the front lot line.
- Approved a use variance request for Changing Places, LLC (Property Owner: Maloney Family Revocable Trust of 2012). The applicant proposed to subdivide 104 Court Street (Tax Map 20, Lot 113), located in the Medium Density Residential (R-12) District, into three lots. The applicant needed a variance from Section 170-12.A of the Zoning Ordinance to permit each lot to have street frontage of approximately 67 feet where a minimum of 100 ft. of street frontage is required.

Conservation Commission

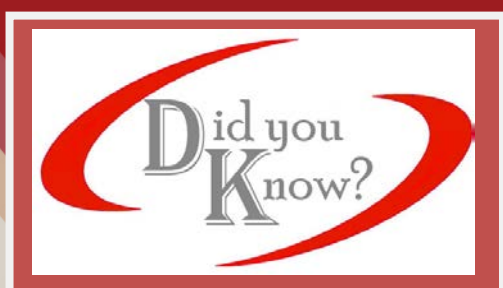
- Hosted a public session to review the removal of the Sawyer Mill Dam along the Bellamy River.
- Endorsed a NHDES Wetlands Permit and City of Dover Conditional Use Permit for McEneaney Survey Associates, Inc. (Owners: Elbert Kelley Jr., Kevin Kelley, & Jerry Kelley), Assessor's Map 8, Lot 46, zoned R-20, located at 31 Wentworth Terrace.

The Housing Standards Board

- Did not meet

Energy Commission

- Met to discuss: EPA Groundwater Calculator, Film Series, Solar Power Purchase Agreement, Grant Opportunities, Energy Commission Member Recruitment



Did you know that the current City Hall building, built in 1935, is the 4th City Hall that was built?

- The first Dover City Hall was built in 1842.
The first City Hall burned down in 1866.
The second City Hall burned down in 1889.
The third City Hall burned down in 1933.