



**CITY OF DOVER**

## CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 28, 2015**  
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 166, SECTION 50 – STOP SIGN AT INTERSECTION OF CLIFFORD STREET AND TOWLE AVENUE**  
SPONSORED BY MAYOR WESTON BY REQUEST

**8. CITIZEN'S FORUM**

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.*

**9. CITY MANAGER'S REPORT**

**10. APPROVAL OF MINUTES**

**A. January 14, 2015 – Workshop Session**  
**B. January 14, 2015 – Regular Meeting**

**11. MAYOR'S REPORT**



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### 12. UNFINISHED BUSINESS

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

1. **CHAPTER 166, SECTION 50 – STOP SIGN AT INTERSECTION OF CLIFFORD STREET AND TOWLE AVENUE**  
SPONSORED BY MAYOR WESTON BY REQUEST

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

#### C. RESOLUTIONS

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **RAFFLE – Cocheco Valley Humane Society**
2. **RAFFLE – Saint Mary Academy**
  
3. **RESOLUTION: DEPARTMENT OF HOMELAND SECURITY POLICE TRAINING GRANT**  
SPONSORED BY MAYOR WESTON BY REQUEST

### COMMITTEE REPORTS

- |  |   |
|--|---|
| 1. School Board                        | 9. Legislative Liaison  |
| 2. Planning Board                      | 10. Pool Advisory Committee                                       |
| 3. Appointments Committee              | 11. Parking Commission  |
| 4. Recreation Advisory Board           | 12. Ordinance Committee   |
| 5. McConnell Center Advisory Committee | 13. Police and Parking Facility Building Committee                |
| 6. Arts Commission                     | 14. Joint Building Committee – Dover High School and Regional CTC |
| 7. Solid Waste Advisory Commission     |   |
| 8. Transportation Advisory Commission  |   |

#### B. RESOLUTIONS

1. **AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – ON-STREET PARKING SPACES – CHAPEL STREET AND MAIN STREET (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015)**  
SPONSORED BY MAYOR WESTON BY REQUEST
  
2. **AMENDMENT TO FISCAL YEAR 2015 FEE SCHEDULE – UPDATED RESIDENT PARKING PASS PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL)**  
**(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015)**  
SPONSORED BY MAYOR WESTON BY REQUEST



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- 3. REPROGRAM AUTHORIZATION FOR WILLAND POND WATER MAIN IMPROVEMENT FISCAL YEAR 2014 CAPITAL IMPROVEMENTS PROGRAM (CIP) PROJECT TO WATER SYSTEM FACILITIES UPGRADE PROJECT AND AUTHORIZE PARTICIPATION IN DRINKING WATER STATE REVOLVING FUND (DWSRF) PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015, WITH A CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR KAREN WESTON BY REQUEST**
- 4. ADDITIONAL APPROPRIATION FOR WATER SYSTEM FACILITIES UPGRADE AND AUTHORIZATION FOR PARTICIPATION IN DRINKING WATER STATE REVOLVING FUND (DWSRF) PROGRAM (REQUIRES A 2/3 MAJORITY OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015, WITH A CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 25, 2015)  
SPONSORED BY MAYOR KAREN WESTON BY REQUEST**

### **C. ORDINANCES IN 1ST READING**

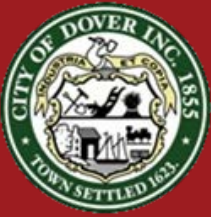
- 1. CHAPTER 166, SECTION 19 – WINTER PARKING BAN ON FIRST STREET (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. CHAPTER 166, SECTION 30 – WINTER PARKING CHRONIC OFFENDER (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. CHAPTER 166, SECTION 56 – NO PARKING ANYTIME – WOODMAN INSTITUTE (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**
- 4. CHAPTER 166, SECTION 57 – 572 – 574 CENTRAL AVENUE (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 11, 2015.)  
SPONSORED BY MAYOR WESTON BY REQUEST**

### **14. COUNCIL CORRESPONDENCE**

- A. Letter from xfinity, dated January 9, 2015.**

### **15. COUNCIL MATTERS OF INTEREST**

### **16. ADJOURNMENT**

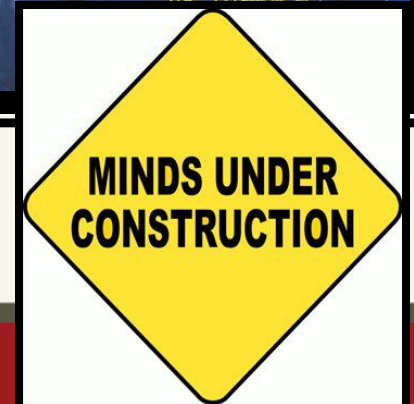


# City Manager's Report

City of Dover, New Hampshire

January 28, 2015

Reporting on December 2014



J. Michael Joyal, Jr.  
City Manager



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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.

# 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  
Assistant City Manager -  
Planning Director



Douglas Steele  
Deputy City Manager -  
Community Services Director



Alison Webb  
Human Resources  
Director



Michael Joyal  
City Manager

# Utilities

The Water/Sewer Billing Office bills for industrial usage on a monthly basis and residential usage on a quarterly basis.

	Records Billed	Meter Rent	Total Water Service Billed	Total Sewer Service Billed	Other Service Billed
Monthly Industrial Usage	738	\$2,319	\$164,717	\$254,356	\$3,150
3rd Quarter Residential Usage	7,873	\$33,284	\$795,445	\$832,734	\$8,087
<b>** Other Service: Backflow Inspections, Hydrants, Firelines &amp; Service Charges</b>					

Crews responded to five water leak calls this month. Crews responded to a water main break on Angle Street. Multiple crew members responded with various pieces of heavy equipment to repair a section of a 4" cast iron main.

Seven Utility crew members were called out after hours for a significant water break on Knox Marsh Road where they worked to replace a broken coupling on a 16 inch water main.

The third water break occurred on Christmas Day which was located on Court and Locke Street. A ring crack on the 6" cast iron line was discovered and multiple Utility crew members were called in to repair the crack.

Supervisory staff was monitoring a small pool of water on Central Avenue and Pierce Street near 2 gate valves. Once heavy rains receded, crews excavated the area and located a leaking connector on a 16 inch water main which was then repaired.

Crews responded to a call from Lowell Avenue where a homeowner was experiencing water and silt accumulations in their basement. It was determined to be a water leak on the homeowner's side of the service. Due to the emergency nature, the homeowner hired city crews to repair the leak.

Hydrant winterization has been completed except for some wet hydrants which will be monitored during the winter months.

Crews continued to working to remove the 12 inch ductile iron pipe from the pedestrian tunnel under the Spaulding Turnpike. The pipe was replaced as part of the Silver Street Capital Improvements Project.

**Water Rate: \$4.69**  
**Sewer Rate: \$7.24**

## The Utility Division Maintains:

3 Water Treatment Facilities

158 Miles of Water Mains

One 3,000,000 Gallon Water Storage Tank

One 713,000 Gallon Water Storage Tank

123 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

Water Meter crews attended to 23 final readings, 16 stopped meters and installed 4 new meters. The Water Meter crews also performed 7 abatement tests, and turned on 2 water services and shut off 9. Crews also completed 13 back flow tests and monthly water meter readings.

Several Utility crew members removed and replaced 100 feet of sewer main and reestablished resident services to the curb on Barry Street.

Crews responded to a sewer backup call on Mount Vernon Street after the gas company broke a resident's sewer service during a gas service installation. Crews replaced 4 feet of sewer pipe to complete the repair.

Crews were called out to a Crosby Road due to a manhole overflowing. The Utility crew jetted the lines and cleaned and limed the surrounding area. Roots are believed to be the underlying issue. Root treatment is scheduled to take place in January.



# City Streets, Grounds, Facilities & Parks

Administrative staff fielded 9 service calls requesting pothole repairs. Crews repaired 264 potholes applying 113 tons of asphalt on various areas throughout the city.

Crews continued debris cleanup from the Thanksgiving storm. Removing downed limbs and trees from city right-of-ways and cutting broken/leaning limbs causing hazardous road and sidewalk conditions.

A few crew members worked to remove snow from intersections, parking lots and various locations throughout the city to ensure safe sight lines. Crews also hauled snow from the Mast Road Public Works Facility to the River Street snow storage area.

Crews responded to several areas throughout the City for potential flooding during the rain events in December. Silt bags were removed on Pearl Street and catch basins were cleaned in various other locations throughout the City.

One Heavy Equipment Operator and two truck drivers applied 63 tons of gravel and graded roads on Bay View Road, Old Garrison Road, Spruce Road Extension, Cold Springs Road, McKone Lane and Thompson Road.

One Maintenance Mechanic and one Heavy Equipment Operator repaired a catch basin on Boston Harbor Road. Stormwater crews also repaired drainage on Portland Avenue, laying 53 tons of rip rap, 7 tons of stone, 21 yards of bark mulch and 12 mulch hay bales. Crews also attended to a culvert on Crosby Road removing debris to free the flow through the drainage culvert.

Street and Stormwater crew members hauled containers for the Recycling Center and assisted the Solid Waste Division by delivering bag and tags to local retail stores.

Community Services crews attended to 2 snow, 4 ice events as well as 1 downtown snow pick-up with snow accumulations of approximately 1.5 inches. Crews worked 371.6 overtime hours and applied 392 tons of salt and 314 yards of salt/sand mixture.

## 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



Trucks loaded and ready to respond to an anticipated early morning snow event.

The bid for Architectural Design and Construction Supervision Services for the repair/reconstruction of the library's 110-year-old chimney was awarded to AG Architects, PC, of Dover.

The Facilities, Grounds and Cemeteries employees handled 11 service calls and 187 work orders in the month of December. Employees attended 3 full burials and 2 ash burials in Pine Hill Cemetery during this month.

Facilities and Grounds employees made sure that all was functional for the City's tree lighting to be held on December 6th. Employees also assisted in preparations for the Festival of Trees, held at City Hall in the Auditorium on the same night. Christmas lights throughout the downtown continued to be attended to in an effort to light up the lower section of Central Ave in the absence of the outlets used in previous years.

Thirty work requests to check on and resolve issues with trees were responded to. Fourteen hours were spent picking up brush while thirty-eight hours were spent pruning, cutting and picking up tree debris from trees damaged during the Thanksgiving weekend storm.

One traffic signal lens was replaced and one bulb in a pedestrian crossing light was replaced. Three décor lights had issues and one of these is ongoing. Employees responded to two locations where motorists reported problems with light timing or sensitivity and minor adjustments were made when necessary. School zone lights were checked to be sure they were not affected by the power outages from the recent storm.

Four signs posts were installed within the City, with 3 replacing bent posts and 1 installed for a new sign. One sign was reinstalled and 6 signs were made up for various locations in the City. Two signs regarding parking were installed on poles. Four posts and 10 signs were delivered to the Parking Enforcement Division with seven of these made in house.

Twenty-eight work orders dealing with miscellaneous requests were completed by the Facilities & Grounds Division. Setting up chairs for various events in the auditorium, removing tennis nets for the winter, clearing walkways, checking sand barrels and ice melt containers, replacing parts on playground equipment, picking up litter, removing vegetation, painting over graffiti in the Silver Street tunnel, and also removing sneakers that have been slung over wires in various locations.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at the Library, McConnell Center, City Hall and the Police Department. Custodial duties were performed at the Public Works Facility, Train Station and City Hall, in addition to filling in at the Library and McConnell Center as needed. Doors at City Hall were opened for the public on a daily basis (Monday through Thursday). Seven keys were issued to employees in various departments. Seventeen work orders pertaining to the delivery of supplies to various departments were handled and two to pick up objects to be transported to recycling. Employees also conducted the required monthly fire extinguisher and elevator inspections.

Thirty-six work orders for building maintenance or issues were received and addressed by Facility & Grounds. The water level in the outdoor pool was lowered as the recent heavy rains had brought it up higher than it is usually kept during the winter. Lights in offices and around the outside of various buildings were replaced to ensure adequate lighting was available.

Ten Dig Safe requests were responded to as well as marking utilities as necessary and checking telephone poles that are being replaced for any signs that might be mounted to them and then replacing them as needed.

Fire alarm and smoke detector repairs were made in the public library building in December.

### **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



In December, Dover Fire finished up the high risk of exposure protection kits for each of the apparatus. This includes many diseases but recently focused on Ebola. The last component of high risk of infection type call is the training presentation that the State of NH will provide each individual Fire Department. The Fire Department has culminated many State conference calls and training to handle any high risk of exposure patient that may arise in the community.

Sheltering has been a high profile event as of late in the County. The City of Dover is working with the public health community for regional sheltering and developing a plan to support the community. Currently Dover has a solid plan but is re-evaluating needs and objectives. This is a Strafford County regional push with Dover and Rochester hosting a regional shelter. Sheltering is used during all seasons in Dover. The department has often used the McConnell Center in the summer for a cooling shelter.

The Fire & Rescue Department consistently shares resources to assist other agencies that have a need in which their current department cannot handle. The Library is looking to have their chimney repaired, but access is difficult and the expense of companies to even price out the repairs creates a cost issue. The aerial vehicle "Truck 1" was used in conjunction with Facilities and Grounds to gain access to the chimney. The Fire Department worked on this the Friday after Christmas so as to not disrupt City operations and citizen business in the area. Engine 8 assisted in this operation to ensure safety of personnel, citizens and the contractor were met in order for them to complete their mission.

The Chamber of Commerce held their 5<sup>th</sup> annual Festival of Trees at City Hall. The Fire & Rescue personnel provide a fire watch due to the amount of people and live trees that are in the building. This is a great event to bring people in the community together and the event was highlighted with City Hall lights that were set to music on the front of City Hall. Dove Fire "D" Shift helped string all of the lights with Truck 1.



The training division has recently digitalized all of the Fire Department training files. The training division has become paperless for tracking training hours and storage of individual training certificates. This culminated with creating a Standard Operating Guideline and training to all Fire Department personnel.

The Fire Department is starting a new Pre-Plan Program. This is the next area that was identified in their ISO evaluation. A Pre-Plan Program allows the department to evaluate target hazards within the city for possible Fire Department operations. Ultimately, the department will send a company to the building where utilities, building layout and hazards have been identified and uploaded into software. Crews will be able to pull up the specific address and information pertaining to that piece of property on their vehicle tablets as they respond to the address. The Fire Department has developed a training and implementation plan for this objective and more will be presented as this program evolves.

Fire & Rescue has worked hard to support the Dover School System. The Career Technical Center class for Firefighter 1 and EMT class is provided at the North End Fire Station. The EMT class has recently completed respiratory emergencies. The Firefighter 1 Class has been working on Self Contained Breathing Apparatus drills in the maze at the North End Station.

Ambulance 2 went to the Dover Middle School for their career day with an off duty firefighter to talk about mentoring kids and opportunities in the fire service that begin in the local high school.

**Communications Bureau:**

Communications Bureau statistics for December are:

Radio Transmissions	10,895
Phone calls	8,973
911 calls	380
Lobby Traffic	321
Police Alarms	80

**K-9 Unit:**

The Department has one K-9 handler, Officer Tim Keefe, who works with his K-9 partner, Grinko. During the month of December the K-9 Unit conducted a total of 20 hours of training.

**Collision Investigation Team:**

There were no callouts for the Collision Investigation Team during the month.

## Special Investigations Bureau (SIB):

During the month of December 2014, there were two letters generated by the Dover Police Special Investigations Bureau that was sent to a certain licensed liquor establishment 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.

Ten 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.

SIB detectives are investigating two robberies that occurred during November 2014, one at a local pizza shop and one at a local convenience store. Another convenience store robbery from October 2014 is also under investigation.

SIB detectives investigated a sexual assault of a fourteen year old girl. As a result of the investigation, detectives arrested a Dover man on the charge of Aggravated Felonious Sexual Assault.

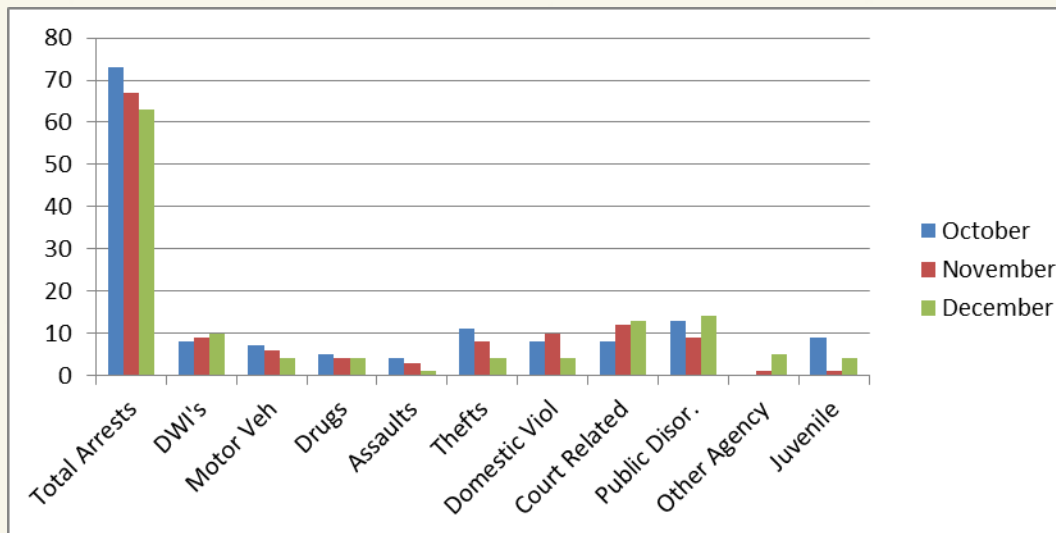
SIB detectives and Crime Scene Unit officers assisted Maine State Police's Major Crime Unit with an investigation into a Lebanon, Maine, woman's death. That case remains an active Maine State Police investigation.

During December 2014, SIB detectives investigated a murder-suicide that occurred at Wentworth-Douglass Hospital. The case remains under investigation.

Throughout December, SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

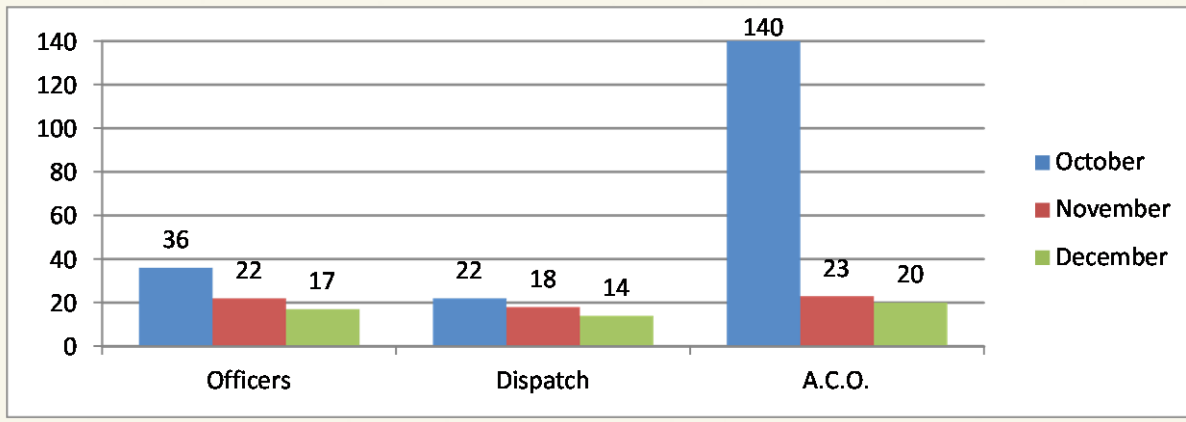
SIB personnel also investigated an unattended death that occurred in Dover, which is believed to be heroin related.

## Patrol



During the month of December, the Dover Police Department responded to **2,756** incidents throughout the city. Police Officers made a total of **1,030** car stops and issued a warning or a summons. The chart to the left depicts arrests made in general areas of enforcement where arrests were made. Theft covers all types of thefts and burglaries. Court related covers Electronic Bench Warrants issued by the court and Violations of Court orders. Public Disorder arrests include Criminal Mischief, Resisting Arrest, Disorderly Conduct, Criminal Trespass and Unlawful Possession of Alcohol.

**Animal Control:**



To the left is a breakdown of calls handled by Officers, Dispatch, and the Animal Control Officer (A.C.O) over a three month period.

**Breakdown of calls for Officers:**

Loose dogs	2	
Found dogs	6	
Barking dog	1	
Deceased deer	1	
Welfare checks	6	(dogs/cats/gull)
Hit animal	1	

**Breakdown of calls by ACO:**

Unlicensed dogs	6
Dog bites	2
Welfare checks (dogs)	2
Loose dogs	4
Barking dogs	3
Found dogs	2

**Breakdown of calls by Dispatch:**

Loose dogs	4
Deceased deer	2
Barking dog	1
Missing pets	6
Cat stuck in a tree	1



The ACO followed up on 10 calls for service from officers' initial reports. She received 38 voicemail messages.

Patches, an elderly Springer Spaniel who escaped from her owner was returned home by ACO Ladisheff.

To the left, Patches dreams about her next adventure!

**The Downtown Liaison Unit was responsible for the following:**

- 17 - Pedestrian crosswalk warnings
- 18 - Public assistance calls
- 11 - MV pedestrian right of way warnings
- 03 - MV one way warning
- 15 - Parking assistance incidents
- 05 - Warning bike on sidewalk
- 13 - Skateboard warnings
- 02 - Warning Criminal Trespass
- 01 - Assist arrest
- 01 - Directed patrols (panhandling)
- 01 - Resisting Arrest
- 01 - Criminal Trespass
- 01 - Motor vehicle accident

**Downtown Liaison Unit**

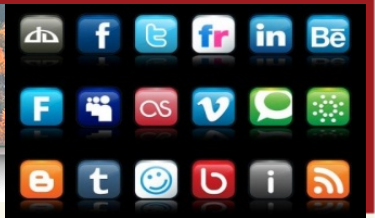
During the month, the Dover Police Department's Downtown Liaison Officers engaged in the enforcement activity to the right, and citizen contacts during their patrols of downtown Dover. This includes crosswalks and parking lots, the Community Trail, Henry Law Park, the Skate Park, Maglaras Park and the railroad yards.

The City of Dover has three fire stations.

Liberty North End Fire Station

Central Fire Station

South End Fire Station



*Luke Dobson's Christmas-themed light show is a tradition for many residents. This year, the Dover High School junior created a holiday display on City Hall.*

*City staff and volunteers installed thousands of lights on windows and columns along the Central Avenue side of the building. The lights twinkle to the melodies of "Rudolph the Red Nosed Reindeer" and "Deck the Halls."*

*"They blink and they also fade in and fade out, depending on the musical cues," Dobson said Thursday afternoon. "This is all programmed by me. I can basically tell them to do whatever in the world I want them to do."*

*The City Hall show began Thursday and will run nightly through Jan. 4. The lights will be on from 6 to 10 p.m. on weekdays and 4 to 10 p.m. on weekends. The accompanying music can be heard by tuning the radio to 90.5 FM. Each show lasts about 10 minutes.*

*Dobson, 16, became interested the holiday lights when he was in sixth grade. The next year, he created the first holiday show at his parents' home on Overlook Drive*

*Dobson's holiday light show is now in its fifth year. "Luke's Lights," as they are known, attract up to 50 vehicles a night and many spectators drop off food for St. Joseph's Food Pantry.*

*City Lights Committee member Pam Simpson is a fan of Luke's Lights, and a few months ago she asked him to help with the downtown holiday lighting project. She said Dobson played a key role in its success.*

*"Luke came into one of our meetings and told us he could do it and we were sold," Simpson, a co-owner of Harvey's Bakery, recalled Thursday.*

*"The next thing you know, he was ordering the lights," she added.*

*The display consists of roughly 3,200 LED lights around the city's front windows and columns. A computer inside the building controls the lights while a portable radio broadcasts the music.*

*The city designated several "10-minute parking" spaces in front of City Hall for people to watch the show. Shows begin at 6 p.m. on weeknights to avoid conflicts with commuter traffic.*

*The committee, which is part of the Greater Dover Chamber of Commerce, is comprised of about 25 volunteers. Martineau Electric, Leavitt Electrical Contractors and the Dover Fire Department installed the lights.*

*Dobson is happy with the City Hall display but hopes to expand it next year. In particular, he's hoping to add more spotlights.*

*"The goal is definitely to make it bigger," he said.*

*Simpson is also happy with how it turned out.*

*"We are always trying to do something exciting and new," she said. "We have been really trying to come up with something different that nobody else has to make Dover shine."*



The library has 5,339 social media followers: 1,542 on Facebook, 585 on Twitter, 128 on Instagram, 950 on Pinterest, and 2,134 subscribers to the library's two e-newsletters. The library website received 133,768 hits during December. The Library posted 80 items on Facebook, 24 on Instagram, 28 on Twitter, and added 153 pins on Pinterest. Staff wrote 9 Blog posts, and sent one press release to media outlets during December.

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 271 Facebook (City of Dover NH Planning) friends and 656 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 897 fans).

The Department of Planning and Community Development mailed out 56 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.

In December, Planning and Community Development staff continued to update the City website with presentations and reports regarding updates to the waterfront development, the Downtown Pedestrian Access Study and Master Plan work. There are now over 250 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

As a continuation of the Planning Department's floodplain awareness outreach efforts, and following up from the mailing of a Flood Information brochure in November to approximately 1,000 City property owners located in or near a floodplain, Planning and Community Development staff uploaded the existing Flood Insurance Rate Maps (FIRMs) from 2005 to the City's web site. Staff also uploaded the draft Preliminary Flood Insurance Rate Maps (FIRMs) prepared by the Federal Emergency Management Agency, which will replace the current floodplain maps later this year. The two sets were added so that property owners can compare the draft maps with the existing maps and allow them to see if their property is within an existing or proposed floodplain. Staff is prepared to serve as a resource for property owners who need additional information about the maps and options to make amendments to the maps.

Additional work was completed with Inspections, and Community Services staff on several projects, and took the lead on reaching out to the developers on the Silver Street plan/project.

Planning and Community Development staff met with residents and property owners to discuss development or redevelopment of over 11 properties in the City.

The Fire & Rescue performed holiday spot inspections in local businesses to target fire safety with holiday decorations and increased foot traffic. This annual inspection program has suppression personnel check local businesses for items that can be on the spot corrections and to check operation of emergency exits and lights. 61 inspections were completed during the month of December.

Vicki Hebert presented at the Farmington Town Hall meeting on Underage Drinking and Heroin Use on Wednesday December 10th. She shared information about effective prevention strategies.

On December 17, 2014, Vicki presented to the Keene NH Drug Free Communities Coalition about implementing youth empowerment. They are currently in the process of applying for grant funds to replicate the Dover Youth to Youth model in Keene.

On December 10th, Detective Matthew Travaglini went to Woodman Park Elementary School to read to students.



Holy Rosary Credit Union donated \$500 to the Dover Police Charities for the annual Christmas Basket Delivery Program. In the photo above, Chief Colarusso poses with staff from Holy Rosary Credit Union and the Dover Housing Authority who also received a donation.

The CHaD Battle of the Badges has started up. Many members of Dover Police and Fire participate in this event. Lt Michael Drouin is the Captain of the Fire team and has been with the program since its inception. The game is in April and their first meeting for try-outs was held at the North End Station. Many hours of volunteerism and fund raising takes place prior to the game.

Fire & Rescue hosted two Cub Scout troops at the station. This tour / training event exposes kids to safety and emergency response to educate and help obtain merit badges. First aid is one of the major topics, but fire safety and emergency services is also a popular request to help the children obtain.

On December 20, 2014, several members of the Police Department and their families gathered at the Dover Housing Authority maintenance garage to pick up and distribute Christmas Baskets full of food to Dover's less fortunate. Over 150 baskets were delivered during this annual tradition that dates back to 1966. In addition to the baskets that went to the individuals and families, others were delivered to the Dover Children's Home, My Friend's Place and Families in Transition.



In both photos shown here, members of the Dover Police Department with their families gather before distributing Christmas Baskets

The City of Dover Recycling Center on Mast Road began accepting Christmas trees on Saturday, December 27, 2014, during regular hours. Trees must be free of all ornaments, lights, tinsel, tree bags and tree stands. Trees can be disposed of in the brush pile.

Dover Recreation and Dover Rotary Club had made special arrangements for Santa Claus to telephone children under six years of age from Santa's Workshop at North Pole Headquarters in December.

The City of Dover will be a host community for a submarine expected to arrive at the Portsmouth Naval Shipyard. Exactly which submarine has yet to be announced. In anticipation of the arrival, the City of Dover began seeking community members or groups to assist the committee preparing for the submarine's arrival. Those interested were asked to contact Recreation Director Gary Bannon.

The Host Community Program adopts a submarine for the duration of the availability at Portsmouth Naval Shipyard. The community welcomes the officers, crew and families of the ship and includes them as part of their community. It is a partnership -- the submarine crew enjoys the community's hospitality and in return, the community receives a helping hand and a unique feeling of involvement in the lives of naval personnel.

Dover Fire Toy Bank was the Fire & Rescue's biggest City Outreach program for December. This is an annual program for the men and women of Dover Fire, Local 1312 and 2909 members. Most of the work on the Dover Fire Toy Bank is completed with off duty personnel but many on-duty hours of support happens around responding to fire and medical emergencies. Firefighters Josh Ambrose, Brendan Driscoll, Matt Adams and Jenn Myers led the program by scheduling and organizing, along with other aspects of the program, right through delivery of the toys on December 18, 2014.

The Toy Bank unites many other organizations to help give back to the community. Many of these organizations assist in wrapping for families. Dover Church groups, Dover Youth Hockey Teams, Students from UNH, Scout Troops and the Key Club from Dover High School are many of the supporting organizations that participated this year. The Welfare Department assisted by performing the screening of families that sign-up for the service, ensuring the program meets the needs of the City. This year, the program serviced 222 local Dover Families. This works out to over 600 children receiving a gift for the holiday. Gifts are given to children ages newborn through thirteen years old. What is remarkable is that they just don't receive a toy, each child also gets an article of warm clothing to meet every day needs to survive the New England winters.

This program does not exist without the support of surrounding businesses and citizens. There were 40 different businesses that set up a drop-off location for toys. Many businesses also offered discounts when customers dropped off a new toy. This is the kind of community support that ensures the citizens of Dover are taken care of.

The Dover Fire Toy Bank accepts new toys and donations year round. The donations most needed are newborn to two years old and the eleven to thirteen age groups.



*From Left to Right: FF Craig Comeau, FF Jenn Myers, Capt. Paul Haas, and Lt. Michael Drouin display some of the toys donated to this year's toy bank.*



*Firefighters wrapping presents for the toy bank.*

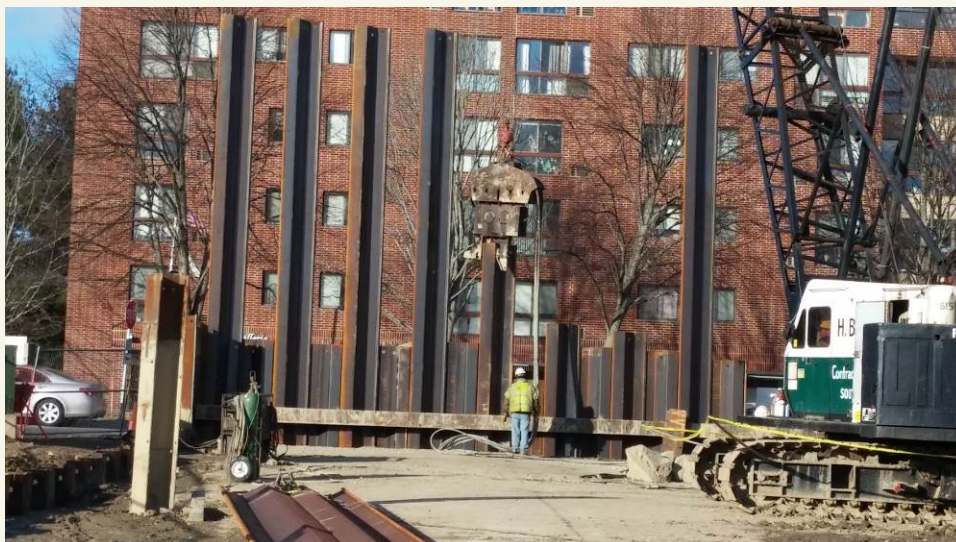
## Police Facility & Parking Garage

The Project Design Team of Lavallee Brensinger Architects, Architects Design Group and Walker Parking Consultants have completed final construction documents. The project's Construction Management Firm, Harvey Construction, is in the process of soliciting construction bids and will present a guaranteed maximum price to the Police and Garage Facility Building Committee in January.

Phase I of construction is complete. Phase II of construction, which is the construction of both the garage and police buildings has begun. During the month of December, the section of the lot south of the newly aligned Orchard Street was partially closed to parking so that crews could begin driving excavation support piles.



Crews excavate along Chestnut Street.



Crews install excavation supporting sheet piles.

# City Programs

## Gym

KinderShots, Lil' Shots and Midget basketball began on Saturday, December 6<sup>th</sup> at Garrison Elementary (Kinder Shots & midget girls) or Woodman Park (lil' shots and midget boys). Fifth and Sixth graders (both boys and girls) began their games on Saturdays at the McConnell Center, and continued practices during the week at Garrison Elementary School, Woodman Park School, Horne Street School and the McConnell Center. The High School basketball leagues had their workouts and participants were separated into 6 teams. Both HS & JH teams were able to have their first games before the holidays. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. Adult fitness classes wrapped up and began sign-ups for new sessions to kick off the New Year offering Muscle Power, Interval Toning, Zumba® and Yoga throughout the week. Coyote Club Wildlife Education program, held at Bellamy Park, wrapped up their second session and held sign-ups for the new session beginning in January. Additional Youth Open gym times were scheduled for vacation week at the McConnell Center basketball court. Two birthday parties were held on Sundays in the gym.

## Pool

Early Bird is the largest attended recreational swim time at the Dover Indoor Pool, seeing as many as 45 swimmers every morning. Hydrofitness usually has 15-20 attendees and the Great Bay Master's program has 25-30 swimmers. High School swimming is in full swing with Dover High, St. Thomas, Spaulding and Berwick Academy using the Indoor Pool on a daily basis as well as Oyster River during vacation and early release days. Seacoast Swim also has maintained its usual swim time over the past month. Overall, an average of 75-90 lap/rec swimmers is seen per day with as many as 250-300 swim team members each day during the week. December also saw an end to weekly Tuesday/Thursday swim lessons session as well as Friday afternoon Homeschool swim lessons. Both will begin again after the New Year. The Dover Indoor Pool continues to host High School Swim Meets; the season will come to an end after the state meet the weekend of February 14<sup>th</sup>. After which, the pool schedule will change to accommodate more Rec Swim time.

## Ice Arena

The highlight of the month was a visit from Santa at the Dover Arena. About 200 skaters (families and children) enjoyed the holiday atmosphere at the arena with holiday songs and a visit from Santa and Mrs. Claus. After the skate it was time for holiday stories and songs – fun for everyone! High school hockey is in full swing with several games each week. Saturdays sometimes has up to 5 high school games scheduled which make for a busy arena. Recreational skating, stick practices and Rock Night all continue to be busy. Dover Youth Hockey games continue as does the Great Bay Figure Skating club. There is lots of activity at the arena for all ages. The Dover Arena Learn to Skate program and many hockey leagues start their winter sessions in January. Adult and youth stick practice: 360 participants

## Senior Center

The Dover Community Senior Center was closed from December 24 to January 1 for the holidays and reopened January 2<sup>nd</sup>, 2015. 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. Pickleball continues to be a great draw for new members. Pickleball combines elements of tennis and ping pong on a badminton sized court, using a whiffle ball. Pickleball is held Friday mornings at 9am. In December 14 people enjoyed learning and playing this new lifetime sport! 17 seniors joined for lunch this month at the Senior Center. Seniors got in the holiday spirit with a trip to see The Nutcracker at the Boston Ballet. The Senior Center Travel Office also released many new trips for the first half of 2015, including Ottawa Canada, day trips to Boston for the JFK Library and the Boston Museum of Science and a trip to the Reagle players for a Little Bit of Ireland.

Senior Center annual holiday party was a wonderful combination of food, music, gift-giving and gift-receiving! 41 seniors attended the Christmas party held at St. John's Church in December. A sumptuous pot roast dinner was served by Portable Pantry, everyone sang along to the music of the center's own Silver Strummers Ukulele band and each member in attendance won a raffle prize, thanks to the generosity of local merchants. Mystery Lunch: 30 participants

### **Public Library**

The public library borrowed 75 items from the school libraries and sent 61. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with Koha library system issues on 5 occasions during December.

Two Kindle Fires (with ebooks and apps) were put into circulation on December 23. This now makes 8 Kindles available for public borrowing.

Bandwidth and capacity for the Comcast public wireless network at the library, which had been hitting usage ceilings and dropping users, was greatly improved on December 29 when City IT staff switched the library over to use some of the unused capacity at the McConnell Center.

Library programs during December included regular story times, craft sessions, movie showings, and Lego days. The Dover Public Library also hosted a performance of "A Christmas Carol" by the Hampstead Stage Company and a program on the "Eastern Coyote in New England" that attracted a large audience. December attendance at 28 total library programs was 616.



The library's new Self Checkout Station debuted in December. Response has been positive, but usage has not been overwhelming to this point. Most patrons state that they'd rather come to the desk and converse with a librarian!

### **The Dover Court Diversion Committee**

The Diversion Committee met on Thursday December 18, 2014. There were a total of 4 active or pending Diversion cases. Below is the breakdown:

- 1 cases already in active Diversion Contracts
- 0 successful completion and release
- 0 new cases heard
- 3 new case(s) awaiting review for the next meeting.

### **Community Service Program**

The Community Service program tracked three active participants during the month of December of 2014. A total of 8.5 hours of community service work was completed. None of the participants finished his/her assigned hours.

In 2014, a total of 209 hours of Community Service have been completed. In 2012, 134 hours were completed and 132 hours were completed in 2013.

### **Dover Youth to Youth:**

Dover Youth to Youth provided training to parents of 5th graders in the three December classes of the Police Department's PACT program. The classes focused on the variety of influences on young kids to drink alcohol – including the influence of music, TV, movies, pop idols, and advertising. The parents were coached on how to make their kids more media literate and aware of misperceptions built into the media they are exposed to. Students are continuing to prepare training for the same group in January using Freeze Action Theater to teach parents how to prepare to talk to their teens about drug issues.

Dover Youth to Youth, with sponsorship from WBYY *The Bay*, completed its Santa's Castle event on December 13, 14 and 20th. During this event, children and their families were able to tour several rooms in the McConnell Center decorated in a Christmas and Santa theme. Kids met Santa and many of his elves and other costumed characters. During the tour, students from Youth to Youth guided visitors through Rudolph's stable, Santa's toy room, Mrs. Claus's Kitchen and other parts of the Castle. They also helped children decorate a cookie, make ornaments in Santa's toy shop, write a letter to Santa, or make "reindeer food" in the stable. Finally, the children are able to meet Santa. Proceeds will be used to support the anti-drug activities of Dover Youth to Youth.

Pictured to the right are Youth to Youth Elves at Santa's Castle.



### **Dover Coalition for Youth**

On December 13, 2014, the Dover Coalition for Youth, in collaboration with the Strafford County Sheriff's Office and Police Chiefs, hosted the first Community Access to Recovery Day in the region. The event attracted over three dozen people looking to access drug treatment or recovery services or resources for a loved one in need of help. Nearly two dozen community agencies came together for the event to provide community members struggling with drug addiction a central location to dispose of their drugs and get connected to local treatment resources.

### Dover Teen Center

The Dover Teen Center calendar for December 2014 consisted of educational and social programming for its youth participants. For the month of December 2014 the Teen Center hosted a total of 502 participants on 18 days of programming, which yielded an average of just under 28 participants per day.

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

TC Special Event – “Elimination Billiard Tournament” (12/1)

TC Special Event – “Intern Appreciation Days” (12/15 & 12/16)

TC Special Holiday Event – “Holiday Crafts Day” (12/17)

TC Special Holiday Event – “9<sup>th</sup> Annual Holiday Party” (12/18)

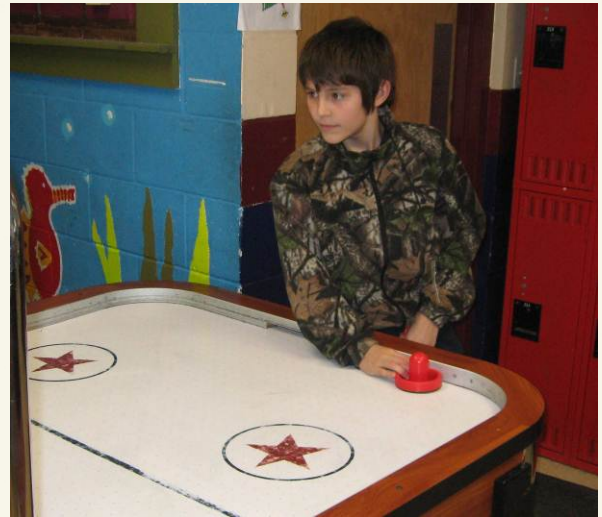
TC Special Event – “Friday Flix: Guardians of the Galaxy” (12/19)

Vacation Week Events: “Drop-In Days” (12/22, 12/23, 12/29 and 12/30)

The Dover Teen Center received three new registrations in December 2014.



A UNH Intern providing homework assistance to Teen Center participants.



A Teen Center participant playing Air Hockey.

### Dover Housing Authority:

On 12/19/2014, Officer Feliciano as well as other officers and volunteers in the Dover Housing Authority community put together holiday baskets of food to be delivered to needy residents in the City of Dover on 12/20/2014.

# Capital Improvements Program

Fiscal Years 2015 through 2020

## Major Projects – FY2015

Cemetery Improvements  
City Hall Roof Repairs  
Police Cruiser Replacement Program  
PW Heavy Equipment  
General Streets Improvements  
General Sidewalk Improvements  
Bridge Improvements  
Drainage System Improvements  
Traffic Calming Improvements  
Traffic Signal Upgrades  
Old Colony Road Drainage  
Railroad Crossing Improvements  
Street Recon – Silver Street  
Street Recon – Watson Road  
Street Recon – Oak/Broadway Area  
Street Recon – Tanglewood Drive  
Bunker Gear Replacement  
Replace South End Station Roof  
Breathing Apparatus Replacement  
Arena Locker Room & Foster Rink Impr.  
Guppy Park Field Improvements  
Henry Law Park Improvements  
Library Books & Collections  
Garrison Elementary Roof Replacement  
High School & Dunaway Field  
Regional Career Tech Improvement  
Economic Development Park  
Downtown Parking System Impr.  
Water Main – Spaulding Turnpike  
Water System Facilities Upgrade  
Water & Sewer Heavy Equip Repl.  
Water & Sewer Main Replacement-City  
Water Meter Replacement  
WWTF & Well Equip.  
Water & Sewer Light Vehicle Repl.  
Wellhead Protection  
Water Main Repl: Oak/Broadway, Silver  
Inflow/Infiltration Study & Migration  
Sewer Main – Spaulding Turnpike  
Pump Station Equip Replace-Maint.  
Force Main Charles St .Pump Station  
Sewer Main-Oak,Broadway

*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

### SILVER STREET RECONSTRUCTION

**Current:** Construction has ended for the 2014 season.

**Previous:** Construction started in August and will continue as long as weather permits between Arch Street and Exist 8. Utilities have been installed on the first section and it has been base paved. Curbing and sidewalks will be installed before construction ends for the season. Traffic patterns will change daily as work moves along.

### GRIFFIN WELL REPLACEMENT

**Current:** Emery and Garrett Groundwater Inc has completed and submitted the report summarizing the results of the short term pumping test to NHDES for review. The next phase of the project will be to install a production well and perform a 5 day pump test on the well. A preliminary report for the location of a new well will be prepared and submitted to NHDES upon completion of the test later this year.

**Previous:** Previous: Emery and Garrett Groundwater Inc. has identified a location at which to relocate the Griffin well. A final report of the results from a short duration pump test is being prepared for submission to NHDES for their review and comment prior to the development of a production well and long duration pump test needed for the approval of a new supply well. The NHDES has agreed to fund the remainder of the well siting effort with MTBE settlement funds they have recently received. MTBE has been a persistent contaminant in the Pudding Hill aquifer. This development will remove or significantly reduce future costs to the city for the relocation of the Griffin well.

### TOLEND RECONSTRUCTION

**Current:** Construction has ended for the 2014 season.

**Previous:** The section of Tolend Road from Whittier Street to Columbus Avenue will be top coated this year. Crack sealing will occur on the section from Columbus Avenue to the Town line.

## WATSON RECONSTRUCTION

**Current:** Construction has ended for the 2014 season

**Previous:** The section of Watson Road from County Farm Road to the Cocheco River and from Cardinal Drive to Tolend Road has been base paved and all drainage in that section has been installed. The section from Cardinal Drive to the Cocheco River will be completed in the spring.

## TOLEND LANDFILL REMEDIATION

**Current:** EPA has notified the City and the Potential Responsible Parties that a new Remedial Project Manager (RPM) has been assigned to the Tolend Landfill replacing Darryl Luce as the EPA RPM. Darryl Luce had served as the RPM for more than 15 years in Dover.

**Previous:** Unutil has completed the construction of the gas line over the pedestrian bridge to service the County Complex.

# Recognition

Planning and Community Development staff welcomed Tracy Smith into the office. Tracy, who moved from Pennsylvania to Dover in 2014, was hired to be the Clerk Typist for the department. Tracy will attend various meetings, take meeting minutes, as well as assist with customer service at the front counter in the Planning Office. She will be answering phones and will also provide administrative assistance to the Planning Department as well as assistance to the DBIDA Director.



Firefighter Erik Smith was a member of Louisville Fire Department for five and half years and has recently moved to New Hampshire with his family. Erik has a wife and 1 ½ year-old daughter. Erik is a NH State Firefighter Level II and EMT. Erik is an outdoors enthusiast with hunting and skiing as some of his favorite hobbies.



Firefighter Michael Kilday is a local resident that was previously with Barrington Fire Department for a year and half. He is a NH State Firefighter Level II and an EMT. Michael grew up in and resides in Dover. Michael has a two year old daughter and he likes to play hockey and go snowboarding.

## ACKNOWLEDGEMENTS

Several donations to the library were made in December: \$100 from a local bookclub; \$350 from Mildred Parks for magazines and books on CD; and \$365 from Mike and Donna Capern for new books.

Many citizens and businesses delivered plates and tins of tasty holiday goodies to City of Dover staff in December. All were greatly appreciated!

# Professional Development

Joe Boucher, Highway Supervisor, attended the Lifting, Back Safety, Ladder Safety and Fall Protection class sponsored by the New England Water Works Association. This class was held in Franklin, NH.

Stacey Hager, Office Manager, attended the final two classes of 5 core classes in the Art of Coaching: Becoming an Exceptional Career and Life Coach Certification Program at the University Of New Hampshire.

Mike Moore and Todd Cormier attended the Solid Waste Manager Training course sponsored by the New England Water Works Association. This was held at the Pease Tradeport.

Streets and Drains, Utilities and the Facilities, Grounds and Cemetery Divisions attended a refresher chainsaw safety course, classroom and field training, sponsored by Urban Forestry.

During the month of December, Detective Sean Mask attended the two week Basic Police Prosecutor School. With this training, he is now a backup Police Prosecutor. Additionally, three officers attended training on handling calls with emotionally disturbed persons.

All Fire & Rescue shifts completed 4 hours of Ice Rescue Technician. This is the classroom portion of the program that has been developed by the Deputy Chief of Training.

On December 3, 2014, Vicki Hebert attended the 3rd part of the Using Data to Tell Your Story training in Concord. The training informs the students how to interpret and present data so that it is easy to understand.

The Information Technology Director attended a 2013 Visio Webinar.

Members of the Finance Department participated in a webinar on Treasurer's Duties hosted by the New Hampshire Municipal Association on December 10th.

On December 11<sup>th</sup>, the Finance Director attended a training session on DRA's new MS forms and Tax Rate Settings software system.

City Attorney Anthony Blenkinsop attended a New Hampshire Municipal Lawyers Association seminar on Municipal Road Law.

The Director of Planning and Community Development participated in 6 web based training sessions on the ICMA Insights program. These sessions focused on various aspects of the program from data collection and entry to analysis and measurement.

On December 2, 2014, Coalition Coordinator Vicki Hebert attended training at the NH Department of Health and Human Services about implementing the Youth Risk Behavior Survey. The statewide survey will be implemented in March.

During the month of December, Officer Feliciano successfully completed DARE Officer training. This two week training included written and independent teaching examinations during which the Officer Feliciano went into actual classrooms in the Concord area and taught DARE. Officer Feliciano is now one of three officers certified to teach DARE for the Dover Police Department. His first classes will begin in January.

Hands on Chainsaw Safety Training.



## EMPLOYEE SPOTLIGHT



Steve Pappajohn

The Dover Police Department assumed coordination and support of the Dover Teen Center in 2005. Prior to 2005 the Teen Center existed for youth that were already involved in the court system, as a check-in spot to help keep them out of further trouble. The Center had three paid staff members, a low number of juveniles attending and it simply wasn't reaching the targeted population. When the Police Department took control, the mission shifted to a prevention model, giving at-risk youth in grades 6-12 a positive and safe place to be after school. The Police Department hired a Director to kick off the 2005 school year and the birth of a new vision began. The new Director reached out to UNH to acquire interns to help be role models and mentors. Over the first half of the school year, Dover youth trickled into the program, and daily attendance averaged around 12-15 kids. These participants quickly found that this Center became a second home to them; one that provided homework help, mentoring and fun activities. The Teen Center's first Director decided to move on in June 2006, leaving the Police Department with a search for a new Director. In early October 2006, Steve Pappajohn became the Director of the Dover Teen Center. The daily attendance grew steadily and now regularly averages between 25 and 30 youth per day.

Since starting at the Teen Center in 2006, Steve has held no other position with the City of Dover. Steve's primary job function is to operate and supervise the Teen Center. He provides Dover youth with positive opportunities, where they can access homework help, leadership development and spend time with Teen Center intern mentors. Steve plans the monthly calendar and does the vast majority of the cooking and all of the food preparation for the kids.

Much of the food comes from the NH Food Bank at a reduced rate for non-profits and he also has access to gift cards donated to the Teen Center by Hannaford.

Steve is also responsible for the Juvenile Court Diversion and Community Service programs. Through the Diversion program, Steve guides a committee of Dover residents that volunteer their time to hear juvenile cases that are either first time offenses or relatively minor crimes. Their goal is to not only hold the youth accountable for his/her actions, but to build a contract that will encourage growth, knowledge and self-esteem. Through the Community Service program, Steve helps Dover youth find service projects around the city. Both the Diversion and Community Service Programs are important components of the Police Department's juvenile justice structure.

Because there are approximately 150 active registrations at the Teen Center, Steve never knows what mix of youth participants he is going to encounter each day. Planning events and programming for these kids is something he likes most about his job and says it helps keep him young!

Obviously, the more financial resources you have, the more you can do for the population you work with. Making dollars stretch as far as possible is something Steve takes a lot of pride in...but he said he would be lying if he said he wished he didn't have to stretch funds as often. This is the challenge he likes least about his position.

Steve is from the Tri-City area and his family is originally from Somersworth, NH. His parents moved to Bedford, NH right before he started first grade. He attended Bedford schools through junior high school and then attended Manchester West High. His family currently lives in Madbury, NH.

Steve was married in 2007 to Lisa, "a wonderful woman" with whom they have a daughter Lily, age 7, who loves all things princess-related and "Frozen". Lily is currently a 1st-grader at Moharimet Elementary School.

Steve enjoys family time, watching/attending sporting events, oceans/lakes and playing men's softball and golf. Having a 7 year old daughter, he is often finding fun, educational and exciting excursions for them to take part in. Steve says living those experiences through her eyes is totally awesome!

Steve is a valuable, well respected employee. He puts his all into his job to make sure Dover's kids are safe, busy, and happy. The City of Dover certainly found a gem in 2006!

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

- The City Manager updated the City Council regarding storm damage at the beginning of December.
- An update on the progress of Tolend Road was provided to the Council by the City Manager.
- The City Manager informed the Council that a Tax Anticipation Note was not necessary.
- The City Council was informed that the NH Ballot Law Commission has scheduled a public hearing to determine if verification of the checklist of voters in Dover is required.
- The City Manager advised the City Council that the emergency generator powering City Hall has failed unexpectedly and that he authorized an emergency purchase order for the replacement and installation of said generator.
- The City Manager wished the entire City Council a Merry Christmas and Happy New Year and also thanked them for their service to Dover.
- An invitation to attend the Chamber Annual Awards Dinner was extended to the City Council by the City Manager.
- The City Manager provided the Police Station/Parking Garage December Financial Reports to Council.
- Along with the above updates to the City Council, the City Manager provided follow up and responses to individuals where the City Manager was included in the initial correspondence to Council members.

The Information Technology Director met with engineering staff on the Pavement Management integration into the VUEWorks system.

The Information Technology Division held an Info Tech quarterly meeting with department liaisons to review IT related needs in each department as well as to discuss major projects the IT Division was spearheading and where they were at with them.

The Public Welfare office kept in contact with all agencies that may have been able to help the citizens of Dover with financial assistance.

There were 146 people who signed up for the Christmas Toys for Tots program through the Public Welfare Office in December.

The Public Welfare office had 568 walk-ins, assisted 114 cases and case expenditures were \$41,840 during December.

# Parking & Traffic

## Parking Bureau

The "Get to It" and DrivingDover.com Downtown Marketing campaigns by DARCI Creative continued through December. Two hundred and fifty 15 second commercials were played on the Total Traffic Network program for WHEB, The Bull 95.3, New Radio 96.7, WMYF Classic County AM 1380 and Fox Sports Radio 930 from November 10<sup>th</sup> through December 15<sup>th</sup>. In total, 924 commercials were run for a total of 1,433,500 gross impressions (number of commercials played multiplied by the number of listeners). See the breakdown below.

Radio Station	Dates of Event	Number of Commercials	Commercial Length	Total Impressions
iHeart Media	Nov 10 – Dec 15	240	15 seconds	394,000
WERZ & The Bull	Jan 02 – Feb 09	252	30 seconds	176,400
The Bay 98.7	Nov 10 – Jan 25	188	30 seconds	76,000
WTSN 1270	Nov 10 – Jan 12	84	30 seconds	45,000
WOKQ	Nov 24 – Dec 08	28	30 seconds	349,400
The Shark 105.3/102.1	Nov 10 – Feb 16	132	30 seconds	392,700

The Get to It campaign also has a color advertisement in Foster's Daily Democrat and the Rochester Times for 20 weeks from 10/13 to 2/28. In addition, ten full color quarter page ads will be placed for specific promotional needs in Foster's. Over 2,000 people have visited the Drivingdover.com web site including 625 who typed in the address specifically.

In early January, the owners of the parking lot at 333 Central Avenue agreed to allow the city to use their 28 space parking lot during the police station/parking garage construction period. This, along with the 42 space Robbins building lot on Chestnut Street and the NH Court system allowing the use of the Locust Street lot, has increased the parking capacity by 91 spaces in the lower square.

Several amendments to the parking regulations will be brought to the Ordinance Committee in the coming weeks including a request by the Woodman Institute for dedicated parking on Summer Street; a request by a business owner to extend the two-hour parking limit on Central Avenue a short distance on the westerly side from the intersection with New York Street; an update to the current Resident Parking Permit program; a reduction in the fees for monthly permits for Chapel and Main Streets; as well a proposed chronic meter violator penalty.

Parking activity in December was up 14% compared to the previous December with 34,752 transactions on 22 meter days versus 29,925 on 21 meter days. Total meter income was up 23% as the average length of time purchased also increased by 7%.

### Traffic Bureau

Sergeant Speidel performed 8 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. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

Sergeant Speidel worked closely with the Greater Dover Chamber of Commerce's City Lights committee to help facilitate the City Hall choreographed holiday lighting display, ensuring appropriate parking turnover to allow ready viewing for families and enhancing pedestrian safety through the placement of temporary warning signs.

Sergeant Speidel assisted the Dover Fire and Rescue Department with its annual Toy Bank distribution on December 18, helping to provide traffic control to ensure pedestrian safety and posting signs and cones to facilitate smooth traffic flow at the former Robbins Auto Parts property.

On December 31, Dover officers participated in the Operation Safe Commute statewide coordinated initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHSA which reimburses the agency's personnel costs. Targeted violations included moving violations like speeding as well as aggressive driving behavior or distracted driving.

## Progression & Growth

On December 3<sup>rd</sup>, the Director of Planning and Community Development attended the Workforce Housing Coalition of the Greater Seacoast's quarterly advisory meeting. These meetings are held for the Coalition staff to meet and discuss activities and conditions related to housing in the communities it serves.

On December 16, the Director of Planning and Community Development attended the Parking Commission meeting. The Director spoke to the proposed redevelopment of Third Street as well as progress on the waterfront and other infill projects.

The Department of Planning and Community Development continues to have a 24 hour response time policy for replies to citizen concerns. The response may be that further review is required or a final contact.

The Director of Planning and Community Development continues to attend meetings for the High School renovation/rehabilitation project to advise the JBC/SAU on planning and traffic related issues to be aware of.

The Planning and Community Development Department is beginning a project to review operational habits that employees have in the office. This project will look at ways the department can lower energy consumption by completing simple changes to operational behavior. The SAU is looking at a similar project and Planning staff will reach out to SAU staff to collaborate.

The City Planner continues to be a member of the State of New Hampshire Coastal Risks and Hazards Legislative Committee, which met December 19<sup>th</sup> to review climate issues relative to the Great Bay and Seacoast NH areas.

Planning and Community Development received notes from the November 20<sup>th</sup> public hearing on the Downtown Pedestrian and Vehicular Access Study. These notes, available on the project web page: <http://www.dover.nh.gov/government/city-operations/planning/special-projects/downtown-access-plan/index.html>, document comments received from the public. In addition to receiving notes, planning staff reviewed the project and worked with the consultant, the Cecil Group, to finalize the report due to be presented January 26, 2015.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Work included updating a work plan for CWDAC, supporting the work for the market analysis consultant, who was retained in December, and providing administrative assistance to CWDAC at their December 1st meeting.

During the month of December the Planning Board subcommittee on parking requirements met twice. The committee wrapped up its work recommending changes to the parking regulations contained within Chapter 149, Site Plan Review, of the City Code. The Planning Board will review the recommended changes at its January 13<sup>th</sup> meeting. The goals of the group were to review parking requirements and look at ways to minimize the amount of Conditional Use Permits being requested to reduce parking on sites.

The Director of Planning and Community Development worked with the City Manager's Executive Assistant to begin the transition to the ICMA Insights program. This performance management program tracks success and establishes benchmarks for performance. The City has reported data to ICMA for the past three years, and has collected and analyzed data for almost 10. The transition will allow staff to more efficiently input measurement and allow management to more effectively review and understand the data collected.

The Department of Planning and Community Development continues to work with a citizen committee to oversee an update to the Land Use Chapter of the Master Plan. This document guides development and suggests changes to the community's land use regulations. On December 10th, the committee and staff met to review the draft text and a future land use map created for the chapter and reviewed the recommendations section. The committee decided to have one more meeting in January to finish their work.

### **The Community Trail Committee**

Did not meet.

### **Cochecho Waterfront Development Advisory Commission**

- Endorsed the recommendation to hire Abramson and Associates to perform a Marketing Analysis
- Discussed Environmental Conditions and Permitting
- Discussed an RFP for a Development Consultant Team

### **Conservation Commission**

- Endorsed a NHDES Wetlands Permit and City of Dover Conditional Use Permit for Greg Vallee, Assessor's Map 8, Lot 46B, zoned R-20, located at 27 Wentworth Terrace. Proposal is to reconstruct 92 linear feet of a stone retaining wall along the Conservation District adjacent to the tidal Piscataqua River, with a permanent impact of 368 square feet
- Endorsed a NHDES Wetlands Permit for Susan von Hemert, Assessor's Map L, Lot 45-F, zoned R-20, located at 175 Spur Road. Proposal is to conduct work adjacent to the Bellamy River in a tidal wetland to construct a new fixed pier (160 sq. ft.), gangway (40 sq. ft.), and float (192 sq. ft.).

### **Energy Commission**

- Took no action on Summer Street parking concern
- Tabled for further information a request for a crossing on Gulf Road at Cochecho Country Club
- Tabled for further review a request to limit parking near 202 Central Avenue
- Recommended the Council place a temporary weight limit on Tolend Road truck traffic
- Recommended a stop sign be placed on Clifford Street at Towle Ave
- Recommended that Fourth/Grove streets become a four-way stop
- Tabled for further information a request to limit Durham Road truck noise
- Took no action on a crosswalk request on Jenness Street @ Stark Ave
- Took no action on a crosswalk request on Stark Avenue @ South Watson Road
- Took no action on a crosswalk request on Central Avenue @ Birchwood Place

## Housing Standards Board

Did not meet.

## Planning Board:

- Approved a Conditional Use Permit for Margaret & William Green, Assessor's Map M, Lot 95B, zoned R-40, located at 124 Dover Neck Road.
- Approved a Conditional Use Permit for reduced parking per Chapter 170-44-I for Jessica Barnes/Honey Tree Learning Center LLC, (Owner: Temple Israel of Dover, Inc) Assessor's Map A, Lot 45A-2, zoned R-40, located at 36 Olive Meadow Lane.
- Approved a Minor Subdivision of land for Daniel Howard, Assessor's Map F, Lot 27A, zoned R-40, located at 177 Columbus Avenue. (1 new lot)

## Technical Review Committee:

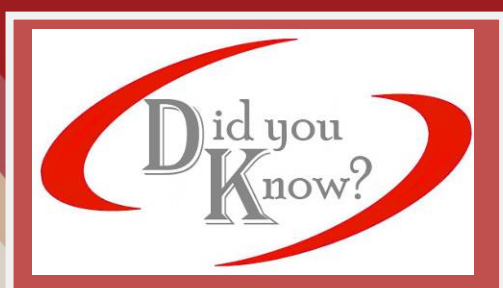
Did not meet.

## Transportation Advisory Commission

- Took no action on Summer Street parking concern
- Tabled for further information a request for a crossing on Gulf Road at Cocheco Country Club
- Tabled for further review a request to limit parking near 202 Central Avenue
- Recommended the Council place a temporary weight limit on Tolend Road truck traffic
- Recommended a stop sign be placed on Clifford Street at Towle Ave
- Recommended that Fourth/Grove streets become a four-way stop
- Tabled for further information a request to limit Durham Road truck noise
- Took no action on a crosswalk request on Jenness Street @ Stark Ave
- Took no action on a crosswalk request on Stark Avenue @ South Watson Road
- Took no action on a crosswalk request on Central Avenue @ Birchwood Place

## Zoning Board

- Approved a use variance for Robert Paolini (Property Owner: JNM Realty Trust), #10 Harvest Drive (Tax Map K, Lot 22), zoned B-3, to construct an additional living unit on the property.
- Approved a dimensional variance for Jason Pohopek (Property Owner: John A. Valyo), 20 Gladiola Way (Tax Map A, Lot 20), zoned R-40, to allow a two lot subdivision.
- Approved a dimensional variance for Richard R. and Abigail P. Lundborn, 340 Washington Street (Tax Map G, Lot 12), zoned R-12, to allow a two lot subdivision.
- Tabled a dimensional variance for John Pike (Property Owners: John E. Pike and Regina K. Pike), 2 Phillip Street (Tax Map A, Lot 16-B), zoned R-12, to permit the construction of a ten (10) ft. fence.



Did you know that the Dover Teen Center was open for 230 days and had 5,921 participants in 2014?

Over the past six years, there has been an average of 6322 participants per year with an average of 229 days open.

City of Dover

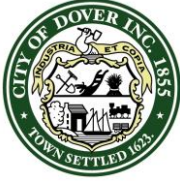
As of January 22, 2015

	DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
<b>Police Facility:</b>					
Approved Budget	\$ 9,900,000.12				
	1/30/2014	Police Facility Phase I	\$65,076.00	5286	LAVALLEE BRENSINGER ARCHITECTS
	3/13/2014	Police Facility Phase I	\$19,915.50	5631	LAVALLEE BRENSINGER ARCHITECTS
	4/17/2014	Police Facility Phase I	\$7,366.50	5589	LAVALLEE BRENSINGER ARCHITECTS
	4/17/2014	Orchard St Geotechnical and Phase II ESA PD FACILI	\$9,563.48	45858	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	4/24/2014	Standard Traffic Impact Assessment for Orchard St	\$3,100.00		1 CIVILWORKS, INC
	5/1/2014	Orchard St Geotechnical and Phase II ESA PD FACILI	\$2,316.52	45931	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	5/29/2014	Area A - Chestnut St	\$1,800.00	9969	MCENEANEY SURVEY ASSOC., INC.
	5/29/2014	Area B - Aubuchon Hardware	\$3,420.00	9969	MCENEANEY SURVEY ASSOC., INC.
	5/29/2014	Area C - Detail Boring Locations	\$750.00	9969	MCENEANEY SURVEY ASSOC., INC.
	6/12/2014	Police Facility Phase IIA Basic Architectural & E	\$45,430.00	6008	LAVALLEE BRENSINGER ARCHITECTS
	6/12/2014	Police Facility Phase IIB Required Additional Svs	\$37,250.00	6008	LAVALLEE BRENSINGER ARCHITECTS
	6/19/2014	Police Facility Phase IIA Basic Architectural & E	\$37,250.00	6013	LAVALLEE BRENSINGER ARCHITECTS
	6/30/2014	Police Facility Phase IIA Basic Architectural & E	\$110,240.00	6860	LAVALLEE BRENSINGER ARCHITECTS
	6/30/2014	Police Facility Phase IIB Required Additional Svs	\$17,000.00	6120	LAVALLEE BRENSINGER ARCHITECTS
	6/30/2014	Police Facility Phase IIA reimbursables allowance	\$8,268.00	6860	LAVALLEE BRENSINGER ARCHITECTS
	8/14/2014	preconstruction services for Dover Police Facility	\$5,075.66	14-030	HARVEY CONSTRUCTION CORPORATION
	10/16/2014	Police Facility Phase IIA Basic Architectural & E	\$6,890.00	7027	LAVALLEE BRENSINGER ARCHITECTS
	10/16/2014	Police Facility Phase IIA Basic Architectural & E	\$75,790.00	6994	LAVALLEE BRENSINGER ARCHITECTS
	10/16/2014	Police Facility Phase IIB Required Additional Svs	\$24,500.00	6996	LAVALLEE BRENSINGER ARCHITECTS
	10/16/2014	Police Facility Phase IIB Required Additional Svs	\$20,250.00	7027	LAVALLEE BRENSINGER ARCHITECTS
	10/30/2014	preconstruction services for Dover Police Facility	\$5,347.94	14-041-A	HARVEY CONSTRUCTION CORPORATION
	11/26/2014	Police Facility Phase IIA Basic Architectural & E	\$74,412.00	7090	LAVALLEE BRENSINGER ARCHITECTS
Expended To Date	\$581,011.60		\$581,011.60		
		Civil and Architectural design, Engineering Services	\$264,480.00		LAVALLEE BRENSINGER ARCHITECTS
		Area B - Aubuchon Hardware 10% incomplete	\$380.00		MCENEANEY SURVEY ASSOC., INC.
		preconstruction services for Dover Police Facility	\$4,576.40		HARVEY CONSTRUCTION CORPORATION
		Site work for Police Station per bid	\$446,162.50		HARVEY CONSTRUCTION CORPORATION
Encumbrances	\$715,598.90		\$715,598.90		
Available Balance	\$ 8,603,389.62				

City of Dover

As of January 22, 2015

	DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
<b>Parking Garage:</b>					
Approved Budget	\$ 11,600,000.00				
	4/17/2014	Phase IIA Basic Architectural & Engineering	\$46,400.00	5590	LAVALLEE BRENSINGER ARCHITECTS
	4/17/2014	Appraisal - 125 Washignton St	\$2,750.00	3/27/2014	HORIZON ASSOCIATES
	5/1/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,096.28	45931	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	5/1/2014	Chestnut St/Orchard St Utility Relocation	\$119,082.00	9S420130	PUBLIC SERVICE OF N.H.
	5/15/2014	Chestnut St /Orchard St Utility Relocation	\$64,380.76	Z2014-0442	FAIRPOINT COMMUNICATIONS, INC.
	5/22/2014	Standard Traffic Impact Assessment for Orchard St	\$3,100.00	2	CIVILWORKS, INC
	6/5/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,492.50	46250	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	6/12/2014	parking garage architectural and Engineering svs	\$77,595.00	6009	LAVALLEE BRENSINGER ARCHITECTS
	6/19/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,411.25	46251	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	6/19/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$4,879.97	46252	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	6/26/2014	Orchard St Assess Soils for Arsenic, reporting and	\$3,278.09	46446	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	6/30/2014	Orchard St Cone penetrometer testing, surface seis	\$13,000.00	46527	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	6/30/2014	parking garage architectural and Engineering svs	\$103,460.00	6121	LAVALLEE BRENSINGER ARCHITECTS
	8/14/2014	preconstruction services for Dover Parking Garage	\$3,409.00	14-030-1	HARVEY CONSTRUCTION CORPORATION
	8/28/2014	Orchard St groundwater quality, NHDES meetings & p	\$5,790.00	46100	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	8/28/2014	Orchard St Assess Soils for Arsenic, reporting and	\$1,588.07	46100	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	8/28/2014	ORCHARD ST additional monitoring well installation	\$1,640.00	46100	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	9/25/2014	Orchard St Assess Soils for Arsenic, reporting and	\$1,008.84	46889	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	9/25/2014	sampling for quality of Antimony and reporting Orc	\$1,945.00	46889	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
	10/16/2014	parking garage architectural and Engineering svs	\$71,128.75	6995	LAVALLEE BRENSINGER ARCHITECTS
	10/16/2014	Additional Civil & Architectural svs parking garag	\$6,466.25	7028	LAVALLEE BRENSINGER ARCHITECTS
	10/30/2014	preconstruction services for Dover Parking Garage	\$3,681.28	14-041	HARVEY CONSTRUCTION CORPORATION
	10/30/2014	site work for Parking Garage per bid	\$162,234.82	14-041	HARVEY CONSTRUCTION CORPORATION
	11/26/2014	site work for Parking Garage per bid	\$216,227.47	14-043	HARVEY CONSTRUCTION CORPORATION
	11/26/2014	parking garage architectural and Engineering svs	\$69,835.50	7089	LAVALLEE BRENSINGER ARCHITECTS
	11/26/2014	Additional Civil & Architectural svs parking garage	\$26,236.00	7089	LAVALLEE BRENSINGER ARCHITECTS
	12/24/2014	site work for Parking Garage per bid	\$543,560.84	14-048	HARVEY CONSTRUCTION CORPORATION
	12/24/2014	Project Engineer and Soil Tests	\$1,310.00	14100139-03	JOHN TURNER CONSULTING INC
	1/8/2015	Addl Work Prepare & Submit new subdivision lot lin	\$2,390.00	14-2052	MCNEANEY SURVEY ASSOC., INC.
Expended To Date	\$1,563,377.67		\$1,563,377.67		
		Additional Monitoring Orchard St.	\$9,500.00		RANSOM ENVIRONMENTAL CONSULTANTS, INC.
		Parking garage architectural and Engineering svs	\$195,350.75		LAVALLEE BRENSINGER ARCHITECTS
		Additional Civil & Architectural svs parking garage	\$19,769.75		LAVALLEE BRENSINGER ARCHITECTS
		Preconstruction services for Dover Parking Garage	\$2,909.72		HARVEY CONSTRUCTION CORPORATION
		Site Work for Parking Garage per Bid	\$416,464.37		HARVEY CONSTRUCTION CORPORATION
Encumbrances	\$643,994.59		\$643,994.59		
Available Balance	\$ 9,392,627.74				



**CITY OF DOVER**

## CITY COUNCIL - MINUTES

Meeting Type: Workshop Session  
Meeting Location: Council Chambers, City Hall  
Meeting Date: **Wednesday, January 14, 2015**  
Meeting Time: **6:00 pm**

### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE

### 3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor and Councilor Thibodeaux.

**Absent:** Councilor Gagnon

**Also Present:** City Manager Joyal, General Legal Counsel Blenkinsop, and Deputy City Clerk Mistretta.

### 5. CITIZEN'S FORUM

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

**Jonathan Neihof, 25B Pierce Street:** He spoke about the intersections of North Square and South Square.

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

### 6. DISCUSSIONS

#### A. TRAFFIC SIGNAL SYSTEM PRESENTATION

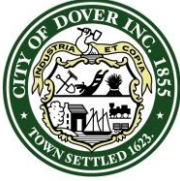
City Manager Joyal introduced Steven Sawyer, Vice President of Transportation Services, and Bradley Lyon, Transportation Engineer, from Sebago Technics.

Mr. Sawyer and Mr. Lyon gave a PowerPoint presentation to the Council regarding the history of the traffic signal system upgrades and their plans for 2015.

### 7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn to the Regular Session; 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 14, 2015**  
Meeting Time: **7:00 pm**

### 1. CALL TO ORDER

### ~~2. MOMENT OF SILENCE~~

### ~~3. PLEDGE OF ALLEGIANCE~~

### 4. ROLL CALL ATTENDANCE

**Present:** Mayor Weston, Deputy Mayor Carrier, Councilor Cheney, Councilor Garrison, Councilor Hooper, Councilor McManus, Councilor O'Connor and Councilor Thibodeaux.

**Absent:** Councilor Gagnon

**Also Present:** City Manager Joyal, General Legal Counsel Blenkinsop, and Deputy City Clerk Mistretta.

### 5. PROCLAMATIONS/AWARDS

### 6. APPROVAL OF AGENDA

Councilor Hooper moved to add three School Board Reports.

Councilor Cheney moved to add a letter of correspondence.

Deputy Mayor Carrier moved to add the Appointments Committee Report, the Police and Parking Facility Building Committee Report, and the Joint Building Committee – Dover High School and Regional CTC Report.

Vote: 8/0.

### 7. PUBLIC HEARINGS

#### A. CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES SECTION 23: DOWNTOWN DOVER TAX INCREMENT FINANCE (TIF) ADVISORY BOARD AND SECTION 24: WATERFRONT TAX INCREMENT FINANCE (TIF) ADVISORY BOARD SPONSORED BY MAYOR WESTON BY REQUEST

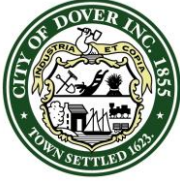
Mayor Weston, seeing no one wishing to speak, closed the Public Hearing.

#### B. ESTABLISHING THE WATERFRONT TAX INCREMENT FINANCE (TIF) DISTRICT SPONSORED BY MAYOR WESTON BY REQUEST

**Economic Development Director Daniel Barufaldi, 240 Blackwater Road:** He spoke in favor of creating the Waterfront TIF District.

**Donald Medbery, 3 Covered Bridge Lane:** He spoke against creating the Waterfront TIF District. He was concerned with the traffic problems.

**Chairperson Timothy Dargan, Dover Business and Industrial Development Authority, 33 Atlantic Avenue:** He spoke in favor of creating the Waterfront TIF District.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 14, 2015**  
Meeting Time: **7:00 pm**

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

### 8. CITIZEN'S FORUM

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.*

**Donald Medbery, 3 Covered Bridge Lane:** He spoke about the emergency generator purchase and the City's decision not to go out to bid. He asked for information on the Tolend Road project. He said his RSA 91-A request took longer than five days.

### 9. CITY MANAGER'S REPORT

- A. December 24, 2014**
- B. January 14, 2015**

City Manager Joyal submitted his report in writing. He gave an overview of the reports to the Council.

Councilor Hooper asked about chemical use on the fields and parks.

City Manager Joyal said they do have concerns and have been researching the issue for alternative practices.

Councilor Cheney asked for clarification on the costs for the Traffic Signal System.

City Manager Joyal said it was paid for through Community Services. He said it was on Page 450 in the Budget.

Councilor Cheney asked for an update on the Tolend Road project.

City Manager Joyal said they have contracted with an engineering firm to get a clearer understanding of the problem. He said it might go to litigation, but they hope to meet with the contractor to come to some sort of resolution.

Councilor Cheney spoke about the work being done at the skateboard park.

Councilor O'Connor referred to Councilor Gagnon's request to form a committee regarding pesticide use in the City.

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

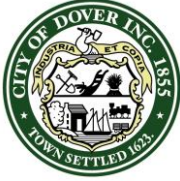
Vote: 8/0.

Mayor Weston asked about the RSA 91-A request taking longer than five days and the process for purchasing the emergency generator.

City Manager Joyal said he was not aware of any RSA 91-A request taking longer than five days. He said they do inform the requestor within five days if the information will take longer than five days to assemble. He spoke about abuse of this law and the need to have some way to stop it. He gave an overview of the emergency generator purchase process and when they didn't go out to bid.

Mayor Weston said it was an emergency purchase.

City Manager Joyal agreed.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 14, 2015**  
Meeting Time: **7:00 pm**

### 10. APPROVAL OF MINUTES

- A. December 3, 2014 – Workshop Session**
- B. December 10, 2014 – Regular Meeting**

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor O'Connor.  
Vote: 8/0.

### 11. MAYOR'S REPORT

Mayor Weston said she delivered Christmas baskets with Dover Homemakers on December 18, 2014. On December 22, 2014 she drew the grand prize winner for Jewelry Creations' raffle. She said Mike Eruzione, Miracle on Ice Olympic Hockey Gold Medalist, will be coming to the Dover Arena on January 23, 2015. She attended several ribbon cuttings and listed the businesses to the Council.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Garrison.  
Vote: 8/0.

### 12. UNFINISHED BUSINESS

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

- 1. CHAPTER 5: BOARDS, COMMISSIONS, AND COMMITTEES**  
**SECTION 23: DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD AND SECTION 24: WATERFRONT TAX INCREMENT FINANCE ADVISORY BOARD**  
**SPONSORED BY MAYOR WESTON BY REQUEST**

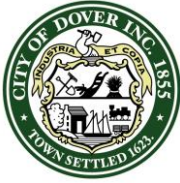
Deputy Mayor Carrier moved to refer to a 3<sup>RD</sup> reading; seconded by Councilor O'Connor.  
Vote: 8/0.

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

#### C. RESOLUTIONS

- 1. ESTABLISHING THE WATERFRONT TAX INCREMENT FINANCE DISTRICT**  
**SPONSORED BY MAYOR WESTON BY REQUEST**

Mayor Deputy Carrier moved for its approval; seconded by Councilor O'Connor.  
Mayor Weston said they will not to voting on this resolution tonight.  
Councilor McManus asked for clarification on the figures used in the financial analysis. He didn't want the City to be shortchanged.  
City Manager Joyal gave an overview of the financial analysis to the Council.  
Assistant Manager Parker said they hope to have the market study completed by the end of the month.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
 Meeting Location: **City Hall, Council Chambers**  
 Meeting Date: **Wednesday, January 14, 2015**  
 Meeting Time: **7:00 pm**

### 13. NEW BUSINESS

#### A. CONSENT CALENDAR

1. **RAFFLE – Portsmouth Christian Academy**
2. **WALK – American Cancer Society**
3. **RESOLUTION: PURCHASE OF EMERGENCY GENERATOR FOR CITY HALL  
SPONSORED BY MAYOR WESTON BY REQUEST**
4. **RESOLUTION: APPROVAL OF WORKFORCE HOUSING COALITION OF THE  
GREATER SEACOAST AMENDED LEASE  
SPONSORED BY MAYOR WESTON BY REQUEST**
5. **RESOLUTION: B15020 DESIGN CONSULTANT LEIGHTON WAY PUMP  
STATION REPLACEMENT  
SPONSORED BY MAYOR WESTON BY REQUEST**
6. **RESOLUTION: B15023 BOB CAT MT55 MINI TRACK OR EQUAL  
SPONSORED BY MAYOR WESTON BY REQUEST**
7. **RESOLUTION: PURCHASE OF 2015 MODEL YEAR VEHICLES - STATE OF NH  
CONTRACT  
SPONSORED BY MAYOR WESTON BY REQUEST**

#### COMMITTEE REPORTS

- |  |  |
|--|--|
| 1. <b>School Board (3)</b>             | 9. Legislative Liaison   |
| 2. Planning Board                      | 10. Pool Advisory Committee  |
| 3. <b>Appointments Committee</b>       | 11. Parking Commission   |
| 4. Recreation Advisory Board           | 12. Ordinance Committee  |
| 5. McConnell Center Advisory Committee | 13. <b>Police and Parking Facility Building<br/>Committee</b>                |
| 6. Arts Commission                     | 14. <b>Joint Building Committee – Dover High<br/>School and Regional CTC</b> |
| 7. Solid Waste Advisory Commission     |  |
| 8. Transportation Advisory Commission  |  |

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

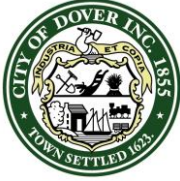
Mayor Weston asked the Council if they had items they would like pulled for further discussion.

Councilor Hooper asked to pull School Board Reports #1 and #3.

Councilor McManus asked to pull Item #13.A.7.

Councilor Cheney asked to pull Item 13.A.4.

Deputy Mayor Carrier asked to pull the Appointments Committee Report, Police and Parking Facility Building Committee Report, and the Joint Building Committee – Dover High School and CTC Report.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 14, 2015**  
Meeting Time: **7:00 pm**

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

Deputy Mayor Carrier moved for the adoption of Item 13.A.4.; seconded by Councilor Cheney.  
Councilor Cheney asked about the changes to the lease.  
General Legal Counsel Blenkinsop gave an overview of the changes to the Council.  
Vote: 8/0.

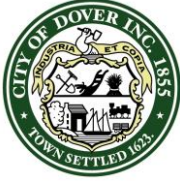
Deputy Mayor Carrier moved for the adoption of Item 13.A.7.; seconded by Councilor McManus.  
Councilor McManus referred to the background information that the cars were being purchased from Massachusetts dealership, and asked if the City contacted local dealership.  
City Manager Joyal said the State bid is so much lower than what local dealers can provide.  
Roll Call Vote: 8/0.

Councilor Hooper gave an overview of School Board Reports #1 and #3 to the Council.  
Deputy Mayor Carrier moved to accept the School Board Reports; seconded by Councilor Thibodeaux.  
Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council.  
He said they were meeting January 21, 2015, and listed the current openings on Boards and Commission.  
Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Garrison.  
Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Police and Parking Facility Building Committee Report to the Council.  
Deputy Mayor Carrier moved to accept the Police and Parking Facility Building Committee Report; seconded by Councilor Cheney.  
Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.  
Mayor Weston said they will be having a presentation regarding the Dover High School and Regional CTC at the Joint Fiscal Committee meeting on January 20, 2015.  
Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Garrison.  
Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 14, 2015**  
Meeting Time: **7:00 pm**

### **B. RESOLUTIONS**

**1. DOVER LOT LINE ADJUSTMENT REQUEST – H53 MAST ROAD, LLC  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Cheney.  
Assistant City Manager Parker gave an overview of the resolution to the Council.  
Mr. Peschel gave an overview of the environment protections being reviewed with this development.  
Roll Call Vote: 8/0.

**2. ACCEPTANCE OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF  
DOVER AND H53 MAST ROAD, LLC  
SPONSORED BY MAYOR WESTON BY REQUEST**

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

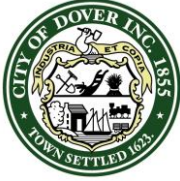
**3. COLLECTIVE BARGAINING AGREEMENT FOR AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL 93 - LOCAL 572  
(AFSCME)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.  
Roll Call Vote: 8/0.  
City Manager Joyal gave an overview of the Collective Bargaining Agreement.

### **C. ORDINANCES IN 1ST READING**

**1. CHAPTER 166, SECTION 50 – STOP SIGN AT INTERSECTION OF CLIFFORD  
STREET AND TOWLE AVENUE  
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 28, 2015)  
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on January 28, 2015; seconded by Councilor Cheney.  
Vote: 8/0.



**CITY OF DOVER**

## CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Chambers**  
Meeting Date: **Wednesday, January 14, 2015**  
Meeting Time: **7:00 pm**

### 14. COUNCIL CORRESPONDENCE

- A. Letter from Councilor Anthony McManus.**
- B. Letter from Comcast, dated November 18, 2014.**
- C. Letter from Councilor Cheney, dated January 14, 2015.**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor O'Connor.  
Vote: 8/0.

### 15. COUNCIL MATTERS OF INTEREST

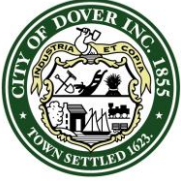
Councilor McManus discussed the Wi-Fi problems at the Library and how IT was able to fix it by tying it into the McConnell Center system.

Councilor Garrison thanked the City Clerk for condensing the agenda. He said it saved trees.

Mayor Weston said the City Council and School Board would be meeting in a Joint Fiscal Committee meeting on January 20, 2015, 7:00 pm in the McConnell Center.

### 16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Thibodeaux.  
Vote: 8/0.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.14 – 001**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 50

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend Chapter 166, entitled “Vehicles and Traffic” by adding a stop sign at the intersection of Clifford Street at Towle Avenue.

**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-50 “SCHEDULE C: Stop Intersections” as follows:

**a. THE FOLLOWING IS ADDED TO SCHEDULE C:**

**STOP SIGN ON:**

**AT INTERSECTION OF:**

Clifford Street

Towle Avenue

**3. TAKES EFFECT**

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

### REQUIRES A PUBLIC HEARING

#### AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch  
Finance Director

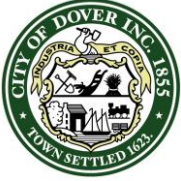
Sponsored by: Karen Weston  
Mayor

Approved as to Legal  
Form and Compliance:

Anthony Blenkinsop  
General Legal Counsel

Recorded by:

Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.14 – 001**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 50

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### ORDINANCE BACKGROUND MATERIAL:

This ordinance revision was recommended by the Transportation Advisory Commission. This proposal meets the MUTCD warrant requirements and was identified by the Safe Routes to School parent committee as an ongoing safety concern. The three-way intersection of Towle Avenue and Clifford Street, adjacent to the Woodman Park Elementary School, is often a very congested area during morning drop-off and afternoon pick-up times. Stop signs already control two approaches on Towle Avenue and the Woodman Park School access road. This is an unusual configuration, and in the interest of pedestrian safety and to reduce right-of-way confusion at the intersection, an all-way stop is recommended.



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (v) the type of application:

RAFFLE\* [X], TAG\* \_\_\_\_, PARADE\*\* \_\_\_\_, BLOCK PARTY\*\* \_\_\_\_, ROAD TOLL\*\*\* \_\_\_\_,
Fill In Completely and Return To City Clerk - PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Cocheco Valley Humane Society
Federal Tax ID number for Organization: 22-2561784

Check (v) Nature of Organization:

Religious \_\_\_\_, Educational \_\_\_\_, Charitable \_\_\_\_, Civic \_\_\_\_, Sports \_\_\_\_, Veterans \_\_\_\_, Fraternal or Political \_\_\_\_, Other [v]
(Describe) Non-profit animal shelter

Contact Person: Mary Goyette Day Time Telephone: (603) 749-5322 ext 111

Address: 262 County Farm Rd Email Outreach@CVHSONline.org

Purpose of Permit: Raffle basket during fundraiser

Date of Event: 1/31/15 Specific Time: 2:00 PM

Location of Event: Moose Lodge, Dover NH

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: Raffle basket with various animal items

Cost of Ticket: \$1.00 Date of Drawing: 1/31/2015

Place of Drawing: Moose Lodge #443 45 Chestnut St, Dover, NH 03820

\* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney General's Office prior to the acceptance of your application. The police department may contact you to obtain additional information. Please provide a way for us to contact you during the day so the request can expedited. Information on these requirements may be found at

http://www.doj.nh.gov/charitable-trusts/faq.htm

PARADE PERMITS & BLOCK PARTIES ONLY

PARTIES ONLY

\*\* NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

Police Department Parade Route/Block Party Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Check Here If Parade Route Is Attached: \_\_\_\_\_

ROAD TOLL ONLY

\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

Road Toll Location: \_\_\_\_\_

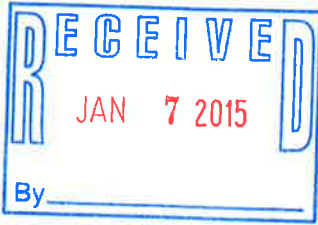
Police Department Road Toll Approval Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Licensing Board Approval [Signature] Date: 1/13/15

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Mary Goyette DATE: 1/8/15



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check ( ) the type of application:

RAFFLE\* [checked], TAG\* \_\_\_\_, PARADE\*\* \_\_\_\_, BLOCK PARTY\*\* \_\_\_\_, ROAD TOLL\*\*\* \_\_\_\_,
Fill In Completely and Return To City Clerk -- PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Saint Mary Academy
Federal Tax ID number for Organization: \_\_\_\_\_

Check ( ) Nature of Organization:

Religious \_\_\_\_, Educational [checked], Charitable \_\_\_\_, Civic \_\_\_\_, Sports \_\_\_\_, Veterans \_\_\_\_, Fraternal or Political \_\_\_\_, Other \_\_
(Describe) Elementary school

Contact Person: Beth Evans or Steph Bolduc Day Time Telephone: 742.3279
Address: 222 Central Avenue Dover NH Email beevans@stmaryacademy.org
Purpose of Permit: Raffle ticket fundraiser to run from Feb - April
Date of Event: April 11, 2015 Specific Time: 10am
Location of Event: St. Mary Academy gym

RAFFLE PERMIT ONLY

Prize (s) To Be Awarded: \$1500, \$750, \$500, \$250 gift cards
Cost of Ticket: \_\_\_\_\_ Date of Drawing: April 11th
Place of Drawing: St Mary Academy Gym

\* NOTICE TO RAFFLE AND TAG PERMIT APPLICANTS: Please be advised the City will verify that
your organization is in compliance with the regulations of N.H. Charitable Trusts Unit of the Attorney
General's Office prior to the acceptance of your application. The police department may contact you to
obtain additional information. Please provide a way for us to contact you during the day so the request can
expedited. Information on these requirements may be found at

http://www.doj.nh.gov/charitable-trusts/faq.htm

PARADE
PERMITS &
BLOCK
PARTIES ONLY

\*\* NOTE: ALL REQUESTS FOR PARADE PERMITS AND BLOCK PARTIES MUST HAVE PARADE
ROUTE APPROVED BY THE POLICE DEPT. BEFORE GOING ON THE COUNCIL AGENDA

Police Department Parade Route/Block Party Approval Signature: \_\_\_\_\_
Printed Name: \_\_\_\_\_ Check Here If Parade Route Is Attached: \_\_\_\_\_

ROAD TOLL ONLY

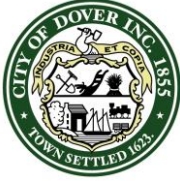
\*\*\*NOTE: SOLICITING DONATIONS IS PROHIBITED FROM THE ROADWAY WITHOUT
SPECIAL PERMISSION FROM THE POLICE DEPARTMENT

Road Toll Location: \_\_\_\_\_
Police Department Road Toll Approval Signature: \_\_\_\_\_
Printed Name: \_\_\_\_\_

Licensing Board Approval [Signature] Date: 1/11/15

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT
THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or
RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Stephen Bolduc DATE: 1-5-15



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.3.**

Resolution Number: **R – 2015.01.28 – 009**  
Resolution Re: Department of Homeland Security Police Training Grant

WHEREAS: The Department of Homeland Security is requesting that the City of Dover be the fiscal agent for funds to hold Active Shooter Training. The training is to be conducted by a sole source vendor who has the contract with the US Department of Homeland Security; and

WHEREAS: Per Purchasing Code 3-37 F exempt from competitive bidding - Sole Source. Training will be conducted in February 2015 and payment of \$41,250 will be issued to Texas State University.

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 the Texas State University for active shooter training services in the amount of \$41,250. The amount of this authorization shall be limited so as not to exceed available funding.

### Financing

Account	Description	Appropriation	Balance
2215.1.210.42140.4341.xxxx.15	Dept of Homeland Security Police Training Gran	41,250	41,250

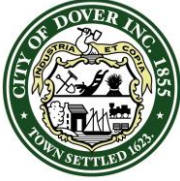
### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By Request

Approved as to Legal  
Form and Compliance: Anthony Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

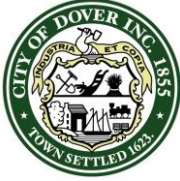
Resolution Number: **R – 2015.01.28 – 009**  
Resolution Re: Department of Homeland Security Police Training Grant

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

<b>VOTING RECORD</b>		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.A.3.**

Resolution Number: **R – 2015.01.28 – 009**  
Resolution Re: Department of Homeland Security Police Training Grant

### RESOLUTION BACKGROUND MATERIAL:

#### I. Background

The State has identified the need to provide a uniform active shooter response training that is sustainable. The ALERRT program is in line with the NHSP curriculum and provides ongoing technical assistance free of charge.

#### II. Strategy

This project fully supports the National Response Framework across all five mission areas. Specifically the training will focus on Prevention, Protection, and Response as it relates to all Law Enforcement. Numerous core capabilities will be tested including Intelligence and Information Sharing, Screening, Search and Detections, and On-Scene Security and Protection.

The State Homeland Security Strategy identifies five priority areas to which the state has determined resources and funding should be directed towards. This training request furthers all of the priorities as it enhances the capabilities of our first responders to prepare, protect, and respond to all threats and hazards. Enhancing Intelligence and Information Sharing is a priority of SHSS and will be a core capability included in the training.

Stakeholders coming together to participate in this training represent the entire state. These First Responders are fully integrated into their communities and wholly understand the needs of the community. This training will increase the First Responders knowledge of the needs of the whole community and best practices for meeting those needs.

#### III. Regionalization

This training is open to all Law Enforcement in the state. It is the goal of the training to have the entire state represented. NHSP will select qualified officers who have committed to continuing the training

#### IV. Impact

All first responders are faced with a dynamic and evolving arena in which they operate. They are constantly faced with having to adapt to new threats and hazards. This training will aim to enhance current capabilities beyond what already exist. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards.

#### V. Funding and Implementation Plan

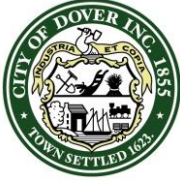
Expenditures:

Room Rental-\$0.00  
Participant Parking -\$0.00  
Food - \$0.00  
Instructors- \$41,250.00

**Total Expenditures: \$41,250.00**

**Milestone #1:** Secure funding for the training. **Start Date:** January 2015 **End Date:** January 2015

**Milestone #2:** Open Registration for the training. **Start Date:** January 2015 **End Date:** February 2015



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2015.01.28 – 009**

Resolution Re: Department of Homeland Security Police Training Grant

**Milestone #3:** Conduct the training **Start Date:** February 2015 **End Date:** February 2015

**Milestone #4:** Complete reimbursement process **Start Date:** February 2015 **End Date:** March 2015

### VI. Project Management

The City of Dover Police Department will provide the administrative functions needed to execute the grant.

### VII. Training and Certifications.

A certificate of completion will be issued to each registered participant by the NH DOS.

### Bid Information:

Per 3-37 F Exempt from competitive bidding Sole Source.

### Award Information:

A purchase order will be issued to the Texas State University to authorize future expenditures.

### Purchasing Information:

<b>Type:</b>	Purchase Order	<b>Advertised:</b>	No
<b>Invitations Mailed:</b>	NA	<b>Number of Responses:</b>	NA
<b>Warranty:</b>	NA	<b>Terms:</b>	Net 30, FOB Dover
<b>Work Bonded:</b>	No	<b>Contract:</b>	Yes
<b>Prices will hold for:</b>	March 2015	<b>Estimated Delivery:</b>	Feb 2015
<b>Recommended Award to:</b>	Texas State University	<b>Fund:</b>	Grant
<b>Other Approvals Required:</b>	Yes	<b>References Checked:</b>	Satisfactory
<b>Previously Worked for City:</b>	Yes	<b>Reason for Council Approval:</b>	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

Exhibit A – Grant Approval Letter

Exhibit B – Sole Source Letter



**State of New Hampshire Department of Safety**  
John J. Barthelmes, Commissioner  
Earl M. Sweeney, Assistant Commissioner  
**Homeland Security and Emergency Management**  
Perry E. Plummer, Director  
Jennifer L. Harper, Assistant Director



January 6, 2015

Chief Anthony Colarusso  
Dover Police Department  
46 Locust Street  
Dover, NH 03820

Chief Colarusso:

The New Hampshire Department of Safety, Homeland Security and Emergency Management has approved your application under the **FY 2011** Law Enforcement Terrorism Prevention Program. The signature on this document indicates that your office understands the grant guidelines and reimbursement policy for exercise grant funds. We have set aside grant funds in the amount of **\$41,250.00** for the ALERRT training.

You are encouraged to submit exercise reimbursement as soon as the training is complete but no later than **March 31, 2015**. However, as outlined in the application, final funding amounts will be distributed upon completion of the training and receipt of the approved expenditure report. If the funding is not used in compliance with the program requirements, you will not be reimbursed for ineligible expenses and may be ineligible for future State Homeland Security funding.

If you have any question please feel free to contact me at 223-3664 for this information.

Sincerely,

Emily Martuscello  
Exercise Training Officer



**State of New Hampshire Department of Safety**  
John J. Barthelmes, Commissioner  
Earl M. Sweeney, Assistant Commissioner  
**Homeland Security and Emergency Management**  
Perry E. Plummer, Director  
Jennifer L. Harper, Assistant Director



January 13, 2015

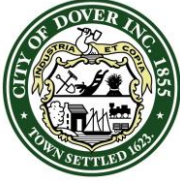
Grant: City of Dover Police Department, Advance Law Enforcement Rapid Response Training (ALERRT) Training  
Re: Sole Source Justification

The City of Dover Police Department grant for ALERRT meets the Sole Source Criteria for the following reasons:

1. ALERRT is a Department of Homeland Security cataloged course. Texas State University is the sole provider of the course.
2. Texas State University instructors are nationally recognized as subject matter experts in law enforcement incident command and are recognized instructors by Department of Homeland Security.
3. These trainings meet the State Strategy for Homeland Security Grant program in New Hampshire. Additionally, they address a current HIGH priority for the State in the training area due to recent law enforcement specific events that highlighted the need.
4. Cost of the training is offset by direct needs being addressed, bidding would cause delay and is unlikely to provide a DHS approved curriculum that meets required short term need in the most expeditious and cost efficient manner.

Sincerely,

Emily Martuscello  
Exercise Training Officer



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2015.01.28 – 010**  
Resolution Re: Amendment to FY2015 Fee Schedule – On-Street Parking Spaces - Chapel Street and Main Street

WHEREAS: The City of Dover issues parking permits under the authority of 166-18 and authorized on-street permits for Chapel and Main Streets with Resolution R-2011.01.12-10 at \$45.00/month as On-street Zone A locations; and

WHEREAS: These permits are undersubscribed; and

WHEREAS: The Parking Commission voted to recommend that the fee be reduced to \$25.00/month to increase usage.

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

The City Council of the City of Dover authorizes changes to the Police section, the approved FY 2015 Fee Schedule as follows:

**ADD**

On Street Parking Permits Zone C      \$25.00/month

Chapel Street

Main Street

The City Manager recommends that this Resolution be adopted.

**NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**

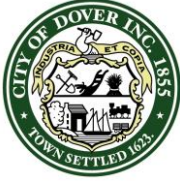
**AUTHORIZATION**

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal Form and Compliance: Anthony I. Blenkinsop  
City Attorney

Recorded by: Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.01.28 – 010**  
Resolution Re: Amendment to FY2015 Fee Schedule – On-Street Parking Spaces - Chapel Street and Main Street

### DOCUMENT HISTORY:

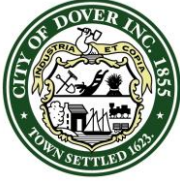
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor, Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### RESOLUTION BACKGROUND MATERIAL:

The City issues a variety of monthly permits for parking lots and on-street parking areas throughout the downtown. In 2011, the City Council added Main and Chapel Streets as areas authorized for the sale of on-street monthly parking permits. These permits have been undersubscribed and the parking spaces underutilized. At their November 18, 2014 meeting, the Parking Commission voted to recommend that a new price zone be created and to reduce the fee for these two streets to \$25.00/month. There are 19 metered spaces on Main Street and 12 two-hour limit spaces on Chapel Street. Current Parking Bureau guidelines limit the sale of permits to no more than one-half of the parking capacity for any particular location.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.01.28 – 011**  
Resolution Re: **Updated Resident Parking Pass Program and  
Amendment to Fee Schedule re: Third Resident  
Parking Permit**

WHEREAS: The City of Dover adopted a Resident Parking Pass Program on April 27, 1988 with Resolution 10A69; and

WHEREAS: The Parking Commission conducted a review of the program and recommended that the program regulations be updated; and

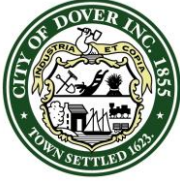
WHEREAS: The City Council finds and concludes that the Resident Parking Pass Program should be updated consistent with the Parking Commission's recommendations.

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

The following shall replace the above noted Resident Parking Pass Program adopted via Resolution 10A69:

1. The Police Department is authorized to sell and distribute parking passes for residents of the Downtown Business District as shown as Attachment A and as may be amended by the Dover Planning Board.
2. A maximum of three (3) residential parking passes may be issued per residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific vehicles owned by occupants of such residential units. Permits are only valid for the specific parking area designated by the Police Department for a particular residential unit.
3. Two permits are available at the current rate set during the annual adoption of the City of Dover Fee Schedule, currently at \$15/permit/month; and a third permit at a rate of \$25/permit/month to be added to the Fee Schedule. The rate for the permits may be adjusted during annual Fee Schedule adoption. Any additional permits will be sold at the monthly business permit rate for the specific area.
4. Authorized areas for residential permit parking include City controlled parking lots in the Downtown Business District that are not leased or deeded to a third party. In addition, the following streets qualify for residential permit parking: First Street, Second Street, Main Street, School Street (angled parking spaces only), and Chapel Street.
5. Resident parking permits are not intended for long term storage of vehicles and any vehicle remaining for ten (10) or more consecutive days without permission of the Chief of Police or his designee shall have their permit revoked.
6. The Police Department, on a yearly basis, shall verify the residential status of each permit holder and require a signed statement from the applicant as to their qualifications to obtain a residential parking permit.
7. Accepted forms to qualify for a resident permit will be a lease or utility bill in the applicant's name and absent either of those two, a vehicle registered to a qualified address and verification with the property owner.

**NEEDS PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2015.01.28 – 011**  
Resolution Re: **Updated Resident Parking Pass Program and Amendment to Fee Schedule re: Third Resident Parking Permit**

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Finance Director      Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal Form and Compliance: Anthony I. Blenkinsop General Legal Counsel

Recorded by: Karen Lavertu City Clerk

### DOCUMENT HISTORY:

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

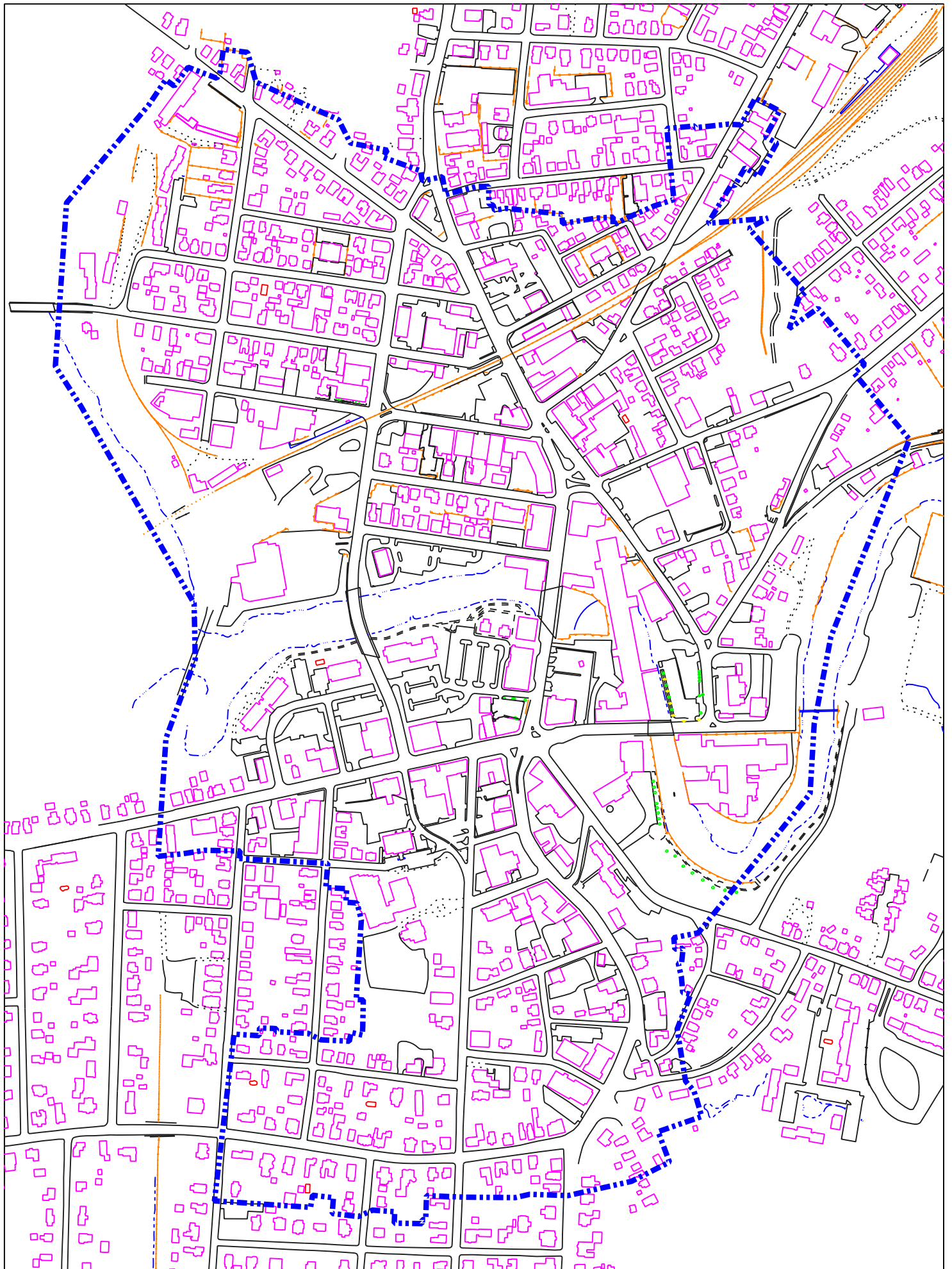
### DOCUMENT ACTIONS:

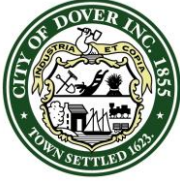
VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor, Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### RESOLUTION BACKGROUND MATERIAL:

As part of the City's comprehensive downtown parking program, well regulated parking options for residents that do not have on-site parking available is important to promoting a vibrant and desirable downtown.

The Parking Commission established a sub-committee to review the current residential parking permit regulations which were adopted via Resolution 10A69 in 1988. At their December 20, 2014 meeting the sub-committee made the recommendations set forth herein. The Parking Commission voted unanimously to support these changes.





**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R - 2015.01.28 – 012**  
 Resolution Re: Reprogram Authorization for Willand Pond Water Main Improvement FY14CIP Project to Water System Facilities Upgrade Project and Authorize Participation in DWSRF Program

WHEREAS: On December 12, 2012 the Dover City Council approved the FY14-FY19 six-year Capital Improvements Program (CIP), which included an appropriation in FY14 for Willand Pond Water Main Improvements and authorized issuing \$1,416,367 in bonds or participation in the DWSRF program to finance the project; and

WHEREAS: At this time the City has determined through discussions with Underwood Engineers and NH Department of Environmental Services to defer work on Willand Pond Water Main project to future years; and

WHEREAS: The City was notified by the State of NH Department of Environmental Services (NH DES) that funding is available through the Drinking Water State Revolving Fund in conjunction with Federal funding in an amount up to \$6 Million for City's Water System Facilities Upgrade project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
 The following capital budget appropriation for Willand Pond Water Main Improvements, to be financed by a loan from DWSRF program, is reprogrammed to Water System Facilities Upgrade CIP project as follows:

<b>Project Number</b>	<b>Description</b>	<b>Available Balance</b>	<b>Adjustment</b>	<b>Adjusted Balance</b>
5300.1.300.43320.4757.03581.14	Willand Pond Water Main	1,416,367	(1,416,367)	0
5300.1.300.43320.4725.03550.14	Water System Facilities Upgrade	0	1,416,367	1,416,367
	<b>Totals</b>	<b>1,416,367</b>	<b>0</b>	<b>1,416,367</b>

AND FURTHER BE IT RESOLVED:

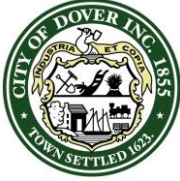
Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the City's Water System Facilities Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for the Water System Facilities Upgrade 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 the public hearing.**

### AUTHORIZATION

Document Created by: Finance Department  
 Document Posted on: January 22, 2015

R-2015.01.28 Reprogram Willand Pond Water Main to  
 Water System Improvements  
 Page 1 of 4



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R - 2015.01.28 – 012**  
 Resolution Re: Reprogram Authorization for Willand Pond Water Main Improvement FY14CIP Project to Water System Facilities Upgrade Project and Authorize Participation in DWSRF Program

Approved as to Funding: Daniel R. Lynch  
 Finance Director

Sponsored by: Mayor Karen Weston  
 By request

Approved as to Legal Form and Compliance: Anthony Blenkinsop  
 General Legal Counsel

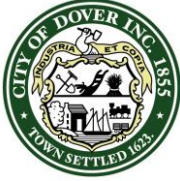
Recorded by: Karen Lavertu  
 City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R - 2015.01.28 – 012**  
Resolution Re: Reprogram Authorization for Willand Pond Water Main Improvement FY14CIP Project to Water System Facilities Upgrade Project and Authorize Participation in DWSRF Program

### **RESOLUTION BACKGROUND MATERIAL:**

On December 12, 2012 the Dover City Council approved the FY14-FY19 six-year Capital Improvements Program (CIP), which included an appropriation in FY14 for Willand Pond Water Main Improvements and authorized issuing \$1,416,367 in bonds or participation in the Drinking Water State Revolving Fund (DWSRF) program to finance the project.

Through recent discussions with Underwood Engineers and the NH Department of Environmental Services (NHDES), the determination was made to defer work on Willand Pond Water Main project and focus resources on Water System Facilities Upgrade project. This decision was made based on new information from NHDES and Underwood Engineers.

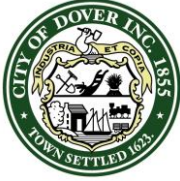
Recently, the DWSRF Program (RSA 486:14) notified the City that funding in the amount of \$6 Million is available for City of Dover drinking water projects through the DWSRF Program. Participation in the DWSRF program also makes the City potentially eligible for a portion of the funding to come from Federal funds resulting in up to 15% of loan principal forgiveness. This could result in up to a \$900,000 savings. However, the City needs to have any projects under this funding authorization completed within two years of the City signing the binding SRF loan commitment.

Discussions with Underwood Engineers determined that the Willand Pond Water Main project could not be completed in the two year timeframe provided by the DWSRF program, and that there was not enough funding currently authorized to complete the Willand Pond Water Main project. Therefore, the City has determined that it is better to reprogram the existing funding for Willand Pond Water Main to the Water System Facilities Upgrade. The Water System Facilities Upgrade is eligible for DWSRF funding. Phase 1 of the upgrade project is estimated to cost \$6 Million and could be completed within the two year DWSRF timeframe. Funding for the Willand Pond Water Main project would be requested in future CIP request.

The City has determined utilization of the DWSRF is most advantageous to the City of Dover, the City Manager, Finance Director and Treasurer will, on behalf of the City, file and participate in the DWSRF in lieu of issuance and sale of general obligation bonds.

An SRF loan (binding commitment) will be required for the total eligible cost of the project. Loan funds will be disbursed throughout the duration of the project by means of disbursement requests submitted to the DWSRF Program by the City. Upon completion of the project, a Supplemental Loan Agreement (SLA) will establish the final terms of the loan and include an amortization schedule for loan repayment. The amortization schedule will also establish the amount of principal forgiveness based on Federal funding committed to the project. The DWSRF Program has currently estimated 15% level of principal forgiveness is available for the project.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation of \$1,416,367 for the Willand Pond Water Main project in the FY14 CIP. This resolution does not authorize an increase in the indebtedness of the City's Water Fund. The City Council previously authorized debt financing the \$1,416,367. This resolution reprograms funding to the Water System Facilities



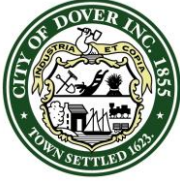
**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

**Agenda Item#: 13.B.3.**

Resolution Number: **R - 2015.01.28 – 012**  
Resolution Re: Reprogram Authorization for Willand Pond Water Main Improvement FY14CIP Project to Water System Facilities Upgrade Project and Authorize Participation in DWSRF Program

Upgrade project, authorizes the City to utilize a different form of debt financing for the project and be eligible for 15% principal forgiveness.



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2015.01.28 – 013**  
Resolution Re: Additional Appropriation for Water System Facilities Upgrade Project and Authorization for Participation in DWSRF Program

WHEREAS: In January 2014 the City Council approved the FY15 CIP, which included \$3 Million in funding for the Water System Facilities Upgrade and authorized participation in the Drinking Water State Revolving Fund program; and

WHEREAS: The City is seeking City Council approval to reprogram \$1,416,367 from the Willand Pond Water Main project to the Water System Facilities Upgrade project under a separate resolution submitted to City Council on January 28, 2015; and

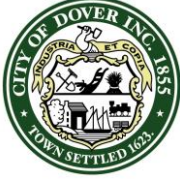
WHEREAS: The City was notified by the State of NH Department of Environmental Services (NH DES) that funding is available through the Drinking Water State Revolving Fund in conjunction with Federal funding in an amount up to \$6 Million for City's Water System Facilities Upgrade project with potential eligibility for up to 15% in loan principal forgiveness, contingent upon the City completing initial DWSRF program application by early April 2015; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:  
A capital budget appropriation in the amount of \$1,583,633 is authorized for Water System Facilities Upgrade CIP project.

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's participation in the NH Drinking Water State Revolving Fund (DWSRF) Program is hereby authorized for financing the City's Water System Facilities Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH DWSRF Program and obtain loans through the program for the Water System Facilities Upgrade 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 the public hearing.**



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2015.01.28 – 013**  
Resolution Re: Additional Appropriation for Water System Facilities Upgrade Project and Authorization for Participation in DWSRF Program

### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal Form and Compliance: Anthony Blenkinsop  
General Legal Counsel

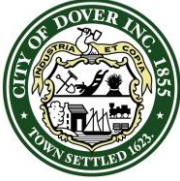
Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		



**CITY OF DOVER**

## CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R - 2015.01.28 – 013**  
Resolution Re: Additional Appropriation for Water System Facilities Upgrade Project and Authorization for Participation in DWSRF Program

### **RESOLUTION BACKGROUND MATERIAL:**

Recently, the DWSRF Program (RSA 486:14) notified the City that funding in the amount of \$6 Million is available for City of Dover drinking water projects through the DWSRF Program. Participation in the DWSRF program also makes the City potentially eligible for a portion of the funding to come from Federal funds resulting in up to 15% of loan principal forgiveness. This could result in up to a \$900,000 savings. However, the City needs to have any projects under this funding authorization completed within two years of the City signing the binding SRF loan commitment.

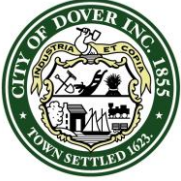
Currently the City has \$3 Million in funding approved for the Water System Facilities Upgrade project through adoption of the FY15 CIP. In a separate resolution, the City is seeking City Council approval to reprogram \$1,416,367 from Willand Pond Water Main project to Water System Facilities Upgrade. This reprogramming would result in \$4,416,367 being available for the Water System Facilities Upgrade. Therefore, to take full advantage of the available funding of \$6 million from DWSRF and up to 15% of loan principal forgiveness, the City is seeking the additional \$1,583,633.

The Water System Facilities Upgrade is eligible for DWSRF funding. Phase 1 of the upgrade project is estimated to cost \$6 Million and could be completed within the two year DWSRF required timeframe. The City has determined utilization of the DWSRF is most advantageous to the City of Dover, the City Manager, Finance Director and Treasurer will, on behalf of the City, file and participate in the DWSRF in lieu of issuance and sale of general obligation bonds.

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

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

	<b>Water</b>
<b>Description</b>	<b>Fund</b>
FY16 CIP Authorization	550,000
This Authorization	1,583,633
FY16 Debt Retirement	1,154,737
Net Change	978,896



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2015.01.28 - 002**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 19

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend 166-19 to exempt vehicles displaying a valid City of Dover issued First Street Resident or First Street Business permit from the winter parking ban while parked on First Street.

**2. AMENDMENT**

Chapter 166 entitled "Vehicles and Traffic" is hereby amended by revising Section 166-19 Winter Parking as follows:

**166-19. Winter Parking.**

- A. No person shall, between the hours of 1:00 a.m. and 6:00 p.m. from the first day of December to the first day of April, park or allowed to be parked any motor vehicle on any street or sidewalk within the City of Dover. The Chief of Police may, when deemed necessary because of weather conditions, suspend enforcement of this section upon giving notification of said suspension to the City Manager. Any vehicle parked on any public way contrary to the provisions of this section and interfering with municipal snow removal operations, shall, at the request of the Public Works Department, be towed from its place and stored as directed by the Police Department. The expenses of both towing and storage shall be paid by the owner of the vehicle before reacquiring the same.
- B. The Chief of Police shall have the authority, after consultation with the Community Services Director, to declare an emergency parking ban affecting some or all City streets to facilitate municipal snow removal operations. The same public notification requirements contained in section 166-3(B) shall apply. Any vehicle which is parked on a public way during an emergency parking ban time period and which is interfering with municipal snow removal operations shall be towed from its place and stored, the expenses of both to be paid by the owner of the vehicle before reacquiring the same. **[Amended on 04-20-2005 by Ord. No. 10-2005; Amended 11-13-2013 by Ord. No. 2013.10.09-013]**
- C. Chronic Offenders. Any person with five (5) violations in a season will be fined one hundred dollars (\$100.00) for each subsequent offense. In addition to a fine, any vehicle to be found in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expenses of said towing will be at the expense of the owner of the vehicle. **[Added on 11-11-98 by Ord. No. 15-98]**
- D. The provisions of section 166-19A shall not apply to a vehicle parked on First Street that is displaying a valid First Street Resident permit or First Street Business permit issued by the Police Department as authorized in 166-18:A.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 - 002**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 19

### 3. TAKES EFFECT

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

**NEED A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**

### AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch  
Finance Director

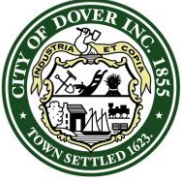
Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal  
Form and Compliance:

Anthony Blenkinsop  
General Legal Counsel

Recorded by:

Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 - 002**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 19

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

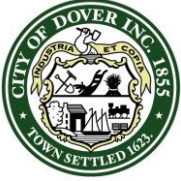
### ORDINANCE BACKGROUND MATERIAL:

In 2013 the City of Dover requested proposals for the development of the First Street parking lot and subsequently sold the lot in 2014.

For the prior 40 years, residents of First Street, who had no off-street parking, used the parking lot during the City's Winter Parking Ban. To avoid requiring residents to park blocks away each night; the Parking Commission at their December 2013 meeting, voted 6 to 1 in favor of exempting vehicles displaying a valid First Street Resident or First Street Business Permit from the requirements of the Winter Parking Ban while parked on First Street. This recommendation was unanimously affirmed at its November 2014 meeting as well.

The Director of Public Works was consulted on this proposal and advised that snow clearing could be accommodated in this limited area.

The title of Section 166-19 C, "Chronic Offenders" is underlined in the current draft of the Code; it is not a new amendment.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 – 003**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 30

The City of Dover Ordains:

### 1. PURPOSE

The purpose of this ordinance is to amend 166-30 First Notice of Violation; Payment Tables as a housekeeping measure to correct Section A(1) and to clear up a conflict between 166-30 and 166-19C Winter Parking Chronic Offender by adding A(3).

### 2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-30 First Notice of Violation; Payment Tables as follows:

#### **166-30. First Notice of Violation; Payment Tables.**

Late Notice – If the fine indicated for the initial violation is not paid within ten (10) days, the Chief of Police shall send a late notice to the owner of the vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the vehicle is registered. The late notice shall be sent by First Class mail and shall instruct the vehicle owner that they may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.

A. All parking violations enumerated in 166-16 through 166-46 shall be TABLE A violations, except as follows:

(1) Violations of Section 166-16E, 166-16~~5~~F, 166-17A(9), 166-17A(12), 166-17E, 166-34C(4) shall be TABLE B violations.

(2) Violations of Section 166-17A(11) and 166-17F shall be TABLE C violations.

(3) Violations of Section 166-19C shall be subject to the provisions of that section.

### 3. TAKES EFFECT

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

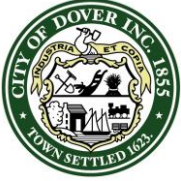
### **NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL**

#### **AUTHORIZATION**

Approved as to Funding:

Daniel R. Lynch  
Finance Director

Sponsored by: Mayor Karen Weston  
By request



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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

Ordinance Number: **O -2015.01.28 – 003**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 30

Approved as to Legal Form and Compliance: Anthony Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

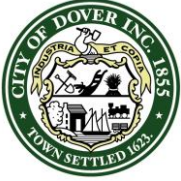
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### ORDINANCE BACKGROUND MATERIAL:

While reviewing the fine tables, the Parking Manager noticed a conflict in the wording of 166-30C(A) that put all parking violations that were not listed in paragraphs 1 and 2 as TABLE A fines. Winter Parking Chronic Offenders do not match any Payment Table and has its own fine level of one hundred dollars (\$100.00) per incident.

At their December 2014 meeting, the Parking Commission confirmed that they did not recommend Winter Parking Chronic Offender be assigned to a Payment Table that would add late fees for unpaid violations.

We are correcting a typo under 166-30A(1) as it incorrectly refers to 166-15F when it should read 166-16F.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O -2015.01.28 – 004**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 56

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend 166-56 SCHEDULE I: No Parking at Any Time to create three (3) parking spaces for use ONLY by visitors to the Woodman Institute when the museum is open.

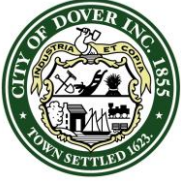
**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-56 SCHEDULE I: No Parking at Any Time as follows:

### **166-56. SCHEDULE I: No Parking at Any Time**

A. In accordance with the provisions of **166-20**, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park or permit to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing born by the owner of the vehicle.

<u>STREET</u>	<u>LOCATION</u>
Abbey Lane	Southerly side, from the intersection with Rutland Street easterly to the end of said Abbey Lane
Abbott Street [Added on 04-18-01 by Ord. No. 04-2001]	Southerly side, from the intersection with Central Avenue westerly to the intersection with Mount Vernon Street
Academy Street [Added on 05-15-02 by Ord. No. 18-2002]	Both sides, northerly for a distance of 100 feet starting at the intersection of Church Street
Alumni Drive	Both sides, from the intersection with Bellamy Road easterly to the intersection of Durham Road



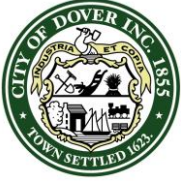
**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

**Agenda Item#: 13.C.3.**

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Angle Street [Added on 01-29-92 by Ord. No. 02-92; Amended on 05-15-2002 by Ord. No. 18-02]	Northerly side from Academy Street to Central Avenue
Arch Street [Added on 01-17-01 by Ord. No. 17-00; Amended on 07-17-02 by Ord. No. 25-02]	Both sides, from the intersection with Silver Street northerly to the intersection of West Concord Street
Ash Street [Added on 10-19-94 by Ord. No. 21-94]	Southerly side from intersection with Central Avenue westerly to the parking lot entrance in the rear of #678 Central Avenue
Atkinson Street [Added on 12-16-92 by Ord. No. 32-92]	Easterly side, from the intersection with Washington Street southerly to the intersection with Silver Street
Ayers Lane [Added on 09-15-04 by Ord. No. 17-2004]	Both sides, entire length
Baker Street [Added on 05-25-11 by Ord No. 2011.05.11-06]	Southerly side from the intersection of East Concord Street easterly for a distance of 300 feet
Belknap Street	Easterly side, from the intersection with Washington Street to the intersection with St. Thomas Street
Bellamy Road [Added on 05-01-91 by Ord. No. 14-91; Amended on 10-19-94 by Ord. No. 22-94; Amended on 08-13-08 by Ord. No. 2008.07.23-7]	Easterly side, from the intersection with Cataract Avenue southerly to Alumni Drive
Bellamy Road [Added on 04-19-00 by Ord. No. 05-2000]	Easterly side from Alumni Drive southerly for a distance of 440 feet
Bellamy Road [Added on 04-19-00 by Ord. No. 05-2000]	Westerly side, from the Bellamy River Bridge southerly to 200 feet beyond Lisa Beth Drive



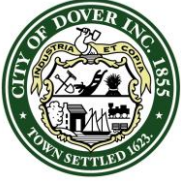
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 Ordinance Title: Vehicles and Traffic  
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<u>STREET</u>	<u>LOCATION</u>
Boyle Street [Added on 03.14.12 by Ord No 2012.02.22-5]	Northerly side, from Court street Easterly for a distance of 200 feet
Broadway [Added on 01-13-88 by Ord. No. 32-87; Amended on 07-17-02 by Ord. No. 21-02]	Easterly side, from the PSNH pole #114/25 (a point across from Florence Street) northerly to the intersection with Oak Street
Canney Lane [Added on 02-16-05 by Ord. No. 04-2005]	Northerly side, entire length
Central Avenue	Both sides, from the intersection with Back River Road easterly to the intersection with Stark Avenue
Central Avenue [Added on 01-04-90 by Ord. No. 32-89]	Easterly side, from the intersection with Ham Street northerly for a distance of 35 feet
Central Avenue [Added on 05-08-85 by Ord. No. 05-85]	Easterly side, from the intersection with Pierce Street northerly to the driveway of 547 Central Avenue (formerly Seacoast Savings Bank)
Central Avenue	Easterly side, from the PS pole #1/1305 to the island of PS pole #1/130A
Central Avenue [Added on 05-18-88 by Ord. No. 03-88]	Easterly side from the south property line of 633 Central Avenue to the driveway of 655 Central Avenue
Central Avenue	<b>[Repealed on 09-16-92 by Ord. No. 24-92]</b>
Central Avenue [Amended 02-26-86 by Ord. No. 01-86; amended 09-16-92 by Ord. N. 24-92]	Easterly side, from the intersection with South Pine Street Southerly to the PSNH pole number 1/147
Central Avenue [Added on 07-20-94 by Ord. No. 08-94]	Easterly side from the intersection with Indian Brook Drive southerly to the PSNH pole number 1/71



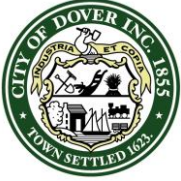
**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Central Avenue	Easterly side from Washington Street north for a distance of 320 feet.
Central Avenue [Added on 01-19-94 by Ord. No. 35-93]	Easterly side, from the southerly driveway of 189 Central Avenue northerly to the intersection with George Street
Central Avenue [Added on 03-12-86 by Ord. No. 03-86; Amended on 01-19-94 by Ord. No. 35-93]	Westerly side, from Church Street to Silver Street, except during Sunday Religious Services at the First Parish Church
<u>Central Avenue</u>	<u>Westerly side from the intersection with Summer Street, northerly for 82 feet except for visitors to the Woodman Institute during the hours when the Woodman Institute is open for the season</u>
Central Avenue	Westerly side, from the intersection with Indian Brook Drive southerly to the intersection with Reservoir Street
Central Avenue [Added on 02-26-86 by Ord. No. 01-86]	Westerly side, from the driveway to 146 Central Avenue southerly to a point 30 feet south of intersection with Trakey Street
Chapel Street	Both sides from the intersection with Portland Avenue westerly to St. John Street
Chapel Street [Added on 07-19-89 by Ord. No. 16-89]	Northerly side, from the intersection with Main Street easterly to St. John Street
Charles Street [Added on 04.23.14 by Ord. No. 2014.04.09-005]	Northerly side, from Central Avenue easterly for a distance of 150 feet
Charles Street [Added on 04.23.14 by Ord. No. 2014.04.09-005]	Southerly side, from Central Avenue easterly for a distance of 240 feet



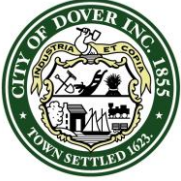
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<u>STREET</u>	<u>LOCATION</u>
Chestnut Street [Added on 11-21-90 by Ord. No. 21-90]	Both sides, from the intersection with Washington Street northerly to the intersection with Third Street
Chestnut Street	Both sides, from the intersection with Washington Street southerly to the intersection with St. Thomas Street
Chestnut Street	Westerly side, from the intersection with Fourth Street northerly for 50 feet
Church Street [Added on 03-12-86 by Ord. No. 03-86; Amended on 03-16-94 by Ord. No. 04-94]	Northerly side, from the intersection with Central Avenue westerly to the intersection with Locust Street, except for school buses and parents picking up or discharging students or during church services at the First Parish Congregational Church. When both student pick-up/discharge and church services occur at the same time, school buses alone shall take precedence
Church Street	[Repealed on 03-12-86 by Ord. No. 03-86]
Clifford Street [Added on 11-15-95 by Ord. No. 17-95]	Northerly side, from the intersection with Towle Avenue easterly for a distance of thirty (30) feet
Court Street [Added on 03-20-02 by Ord. No. 11-2002]	Northerly side, from Central Avenue to Boyle Street
Court Street [Added on 02-19-03 by Ord. No. 02-2003]	Northerly side, from the intersection with Union Street easterly for a distance of 110 feet
Court Street	Southerly side, from the intersection with Central Avenue to the intersection with Union Street
Court Street [Added on 04-24-2013 by Ord. No. 2013.04.10-7]	Southerly side, from South Pine Street westerly for a distance of 100 feet



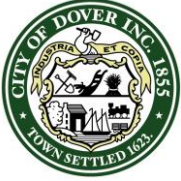
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<u>STREET</u>	<u>LOCATION</u>
Cushing Street	[Repealed on 05-15-02 by Ord. No. 18-2002]
Cushing Court	[Repealed on 05-15-02 by Ord. No. 18-2002]
Dover Street [Added on 03-20-02 by Ord. No. 10-2002; Amended 07-17-02 by Ord. No. 24-2002]	Northerly side, from the easterly corner of the property at 18-20 Dover Street, westerly for a distance of 135 feet, from 7:00 a.m. to 5:00 p.m. Monday through Friday
Durham Road	[Repealed on 03-25-09 by Ord. No. 2009.03.11-7]
Durham Road	[Repealed on 03-25-09 by Ord. No. 2009.03.11-7]
Durham Road [Added 03-25-09 by Ord. No. 2009.03.11-7]	Both sides, from the intersection of Back River Road to the intersection of Mast Road
Durrell Street [Added on 07-18-90 by Ord. No. 12-90; Amended 05-115-02 by Ord. No. 18-2002]	The entire length of the northerly and westerly sides, from St. John's Street to Winter Street
East Watson Street [Added on 10-15-97 by Ord. No. 22-97]	Both sides, from the intersection with Central Avenue easterly to the intersection with South Watson Lane
Ezra's Way [Added on 03-14-2007 by Ord. No. 2007.02.14-03]	Easterly side, Entire length
Fern Court [Added on 06-15-94 by Ord. No. 07-94]	Westerly side from the intersection with Folsom Street, northerly, and then westerly to the dead end



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<u>STREET</u>	<u>LOCATION</u>
Fifth Street [Added on 07-25-01 by Ord. No. 17-01]	Northerly side, from the intersection with Central Avenue westerly to Chestnut Street,
First Street [Added on 10-10-84 by Ord. No. 20-84]	Northerly side, from the intersection with Chestnut Street easterly to the intersection with Central Avenue
Fourth Street	Southerly side, from the intersection with Chestnut Street westerly for a distance of 100 feet
Fourth Street [Added on 07-18-90 by Ord. No. 11-90]	Southerly side, from the intersection with Chestnut Street easterly to Public Service Pole #53/1A
Fourth Street [Added on 03-24-10 by Ord. No. 2010.03.10-05]	Southerly side, from the Cocheco River bridge easterly to the intersection of Frances Drive, a distance of 250 feet
Garrison Road [Added on 05-15-91 by Ord. No. 21-91]	Southerly side, from the intersection with Shadow Drive easterly to the intersection with Meridian Drive
George Street [Added on 03-14-84 by Ord. No. 08-84; Amended on 03-16-94 by Ord. No. 03-94; Amended on 05-15-02 by Ord. No. 18-2002]	Southeasterly side from the northeast corner of the property line of 233 Central Avenue northeasterly to the intersection with Sonnett Street
Green Street	[Repealed on 05-30-90 by Ord. No. 07-90]
Greenfield Drive [Added on 02-17-99 by Ord. No. 02-99]	Northerly side from the intersection with Garrison Road easterly to the northwest corner of Greenfield Drive traffic circle
Hampshire Circle [Added on 10-26-83 by Ord. No. 29-83; Amended on 10-19-94 by Ord. No. 20-94]	Northerly side from the southerly intersection with Whittier Street continuing around on that side of Hampshire Circle to the northerly intersection with Whittier Street



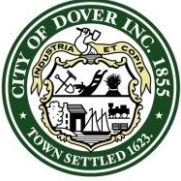
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<u>STREET</u>	<u>LOCATION</u>
Hanson Street	[Repealed on 09-16-92 by Ord. No. 25-92]
Hanson Street [Added on 09-16-92 by Ord. No. 25-92; Amended on 10-15-01 by Ord. No. 20-2001]	Northerly side, from the easterly property line of #8 Hanson Street easterly to Henry Law Avenue
Hanson Street [Added on 08-15-01 by Ord. No. 20-2001]	Southerly side, from the intersection with Central Avenue easterly to the easterly property line of #15 Hanson Street
Hanson Street [Added on 09-16-92 by Ord. No. 25-92]	Southside, from the intersection with Henry Law Avenue westerly to the westerly property line of #33 Hanson Street
Henry Law Avenue	Westerly side, from the intersection with Williams Street southerly to the intersection with George Street
Henry Law Avenue (Added on 02-11-09 by Ord. No. 2009.01.28-02)	Westerly side, from the intersection of George Street southerly to a point directly across from Towne Drive
Henry Law Avenue (Added on 02-11-09 by Ord. No. 2009.01.28-02)	Westerly Side, from the intersection of Browning Drive northerly for a distance of 75 feet
Henry Law Avenue (Added on 02-11-09 by Ord. No. 2009.01.28-02)	Easterly side, from the Maglaras Park entrance road to Browning Drive
Horne Street [Added on 05-15-91 by Ord. No. 21-91]	Westerly side, from the intersection with Glencrest Avenue southerly to the driveway of 68 Horne Street
Ivan's Lane [Added on 02-18-06 by Ord. 01-2006]	North side, entire length



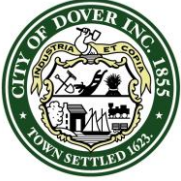
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<u>STREET</u>	<u>LOCATION</u>
Kirkland Street [Added on 05-20-92 by Ord. No. 14-92; Amended on 01-15-97 by Ord. No. 20-96; Amended on 01-15-97 by Ord. No. 20-96; Amended on 05-15-02 by Ord. No. 18-2002 Amended on 09-17-03 by Ord. No. 14-2003]	Southerly side,
Lisa Beth Drive [Added on 02-16-00 by Ord. No. 02-2000; Amended on 04-19-00 by Ord. No. 05-2000]	[Repealed on 08-13-08 by Ord. No. 2008.07.23-7]
Locust Street [Added on 05-14-86 by Ord. No. 07-86]	Easterly side, from the intersection with Silver Street southerly to the intersection with Central Avenue
Locust Street [Added on 07-12-06 by Ord. No. 2006.06.28-09]	Easterly side, from the intersection with St. Thomas Street southerly to the intersection with Silver Street
Locust Street	[Repealed on 03-20-02 by Ord. No. 05-2002]
Long Hill Road	Both sides, from the intersection with New Rochester Road (Route 108) westerly to the intersection with Old Rochester Road (Route 16B)
Main Street	Easterly side, from the intersection with Washington Street northerly to the intersection with Chapel Street
Mechanic Street	[Repealed on 07-19-89 by Ord. No. 13-89]
Mechanic Street [Added on 07-19-89 by Ord. No. 13-89]	Both sides, from intersection of School Street northerly to the intersection of Chapel Street
Middle Street	[Repealed 05-15-02 by Ord. No. 18-2002]
Mill Street [Added on 10-11-89 by Ord. No. 22-89; Amended 02-16-2005 by Ord. No. 02-2005]	Both sides, from a point 370 feet from Central Avenue easterly for a distance of 700 feet



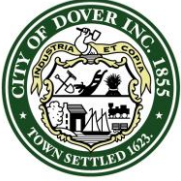
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<u>STREET</u>	<u>LOCATION</u>
Mineral Park Drive [Added on 12-26-83 by Ord. No. 29-83]	Northerly side, from the intersection with Washington Street to the intersection with Pleasant View Circle
Morin Street [Added on 06-19-93 by Ord. No. 12-93]	Both sides, from the intersection with Central Avenue, westerly to PSNH pole #1/18B
Nelson Street	Southerly side, from the intersection with Atkinson Street westerly to the intersection with Belknap Street
Nelson Street	Southerly side, from the intersection with Locust Street westerly to the intersection with Atkinson Street, between December 1 and April 1
New York Street	Both sides, from the intersection with Broadway to the intersection with East Street
New York Street [Added on 11-02-88 by Ord. No. 19-88]	Southerly side, from the intersection with Central Avenue easterly to the Public Service Pole 111/12
North Pine Street	<b>[Repealed on 05-15-02 by Ord. No. 18-2002]</b>
Old English Village Road	Southerly side, from the intersection with Central Avenue easterly to the Rollinsford Town Line
Old Garrison Road [Added on 03-15-95 by Ord. No. 01-95]	Both sides, along the entire 510 foot frontage of Tax Map J, Lot 10-6, owned by State of NH Fish and Game Dept.
Old Rollinsford Road [Added on 05-15-02 by Ord. No. 18-2002]	Both sides, from the intersection with Central Avenue to the Wentworth Douglass Hospital



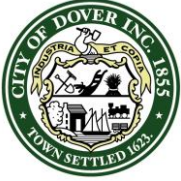
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<u>STREET</u>	<u>LOCATION</u>
Orchard Street	Both sides, from the intersection with Central Avenue westerly to the entrance to the Orchard Street Parking Lot
Orchard Street Parking Lot	[Repealed on 12-15-93 by Ord. No. 32-93]
Orchard Street Lot service road [Added on 11-17-04 by Ord. No. 19-2004]	Both sides, entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street lot
Overlook Drive [Added on 02-16-05 by Ord. No. 04-2005]	Westerly side, entire length
Paul Street [Added on 09-20-95 by Ord. No. 12-95]	Easterly side, from the intersection with Henry Law Avenue, to the intersection with Wallingford Street
Pierce Street	Both sides, entire length
Plaza Drive [Added on 12-15-93 by Ord. No. 33-93]	Easterly side, from the intersection with Glenwood Avenue northerly to the intersection with Northway Circle
Pleasant View Circle [Added on 10-26-83 by Ord. No. 29-83]	On the westerly side from the intersection with Washington Street northerly to the intersection with Whittier Street
Portland Avenue [Added on 12-15-93 by Ord. No. 30-93]	Easterly side, from the north boundary of 161 Portland Avenue southerly to the north boundary of 149 Portland Avenue
Portland Avenue	[Repealed on 07-18-89 by Ord. No. 17-89]
Portland Avenue [Added on 07-19-89 by Ord. No. 17-89]	Southerly side of the intersection with Chapel Street easterly and westerly for a distance of 100 feet



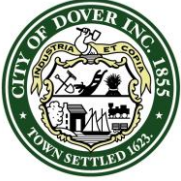
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<u>STREET</u>	<u>LOCATION</u>
Portland Avenue [Added on 07-13-83 by Ord. No. 21-83]	Within 20 feet of the entrance to the Dover Arena
Portland Avenue [Added on 09-15-93 by Ord. No. 22-93]	Northerly side, from PSNH pole 119/3A to the entrance of the Portland Avenue Parking Lot
Portland Avenue [Added on 06-19-93 by Ord. No. 14-93]	Northerly side from the intersection with Chapel Street to the entrance with Portland Avenue parking lot
Preble Street [Added on 07-13-83 by Ord. No. 21-83; Amended on 03-06-91 by Ord. No. 06-91; Amended on 01-19-94 by Ord. No. 37-93]	Southerly side, from the intersection with Central Avenue easterly then southerly along the westerly side to the intersection with Pierce Street
Quaker Lane [Added on 02-16-05 by Ord. No. 04-2005]	Westerly side, entire length
River Street [Added on 04-19-89 by Ord. No. 07-89]	Westerly side, from the intersection with Henry Law northerly to Washington Street
River Street [Added on 04-19-89 by Ord. No. 07-89]	Easterly side, from the intersection with Henry Law Avenue northerly for a distance of 130 feet
Rogers Street [Added on 01-18-06 by Ord. No. 24-2005]	Westerly side, from the intersection with Cochecho Street northerly for a distance of 400 feet
Rollins Road	[Repealed on 05-15-02 by Ord. No. 18-2002]
Royer Lane [Added on 09-15-04 by Ord. No. 17-2004]	Both sides, entire length
Sandpiper Drive [Added on 09-17-03 by Ord. No. 17-2003]	Southerly side, from the intersection with Watson Road to the cul-de-sac



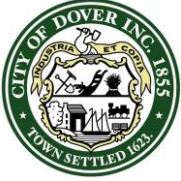
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<u>STREET</u>	<u>LOCATION</u>
School Street [Added on 08-03-88 by Ord. No. 12-88]	Southerly side, from the westerly entrance to the School Street Parking Lot easterly to the intersection with Mechanic Street
Shaw’s Lane [Added on 07-17-02 by Ord. No. 22-2002]	Easterly side, entire length from Garrison Road to Tideview Drive
Silver Street	[Repealed on 01-19-94 by Ord. No. 34-93]
Silver Street [Added on 01-19-94 by Ord. No. 34-93]	North side, from the intersection with Central Avenue westerly to the intersection with Locust Street
Silver Street [Added on 01-19-94 by Ord. No. 34-93]	South side, from the intersection with Central Avenue westerly to the intersection with Locust Street, except during Sunday Religious Services at the First Parish Church
Silver Street	Southerly side, from the intersection with Locust Street westerly for a distance of 150 feet
Smith Well Road [Added on 01-11-12- by Ord. No. 2011.12.14-15]	Westerly side, fromm Glenwood Ave to Barry St
Sonnet Street	Both sides, from the intersection with George Street easterly to the intersection with Hanson Street
South Pine Street	[Repealed on 12-07-88 by Ord. No. 21-88]
South Pine Street [Added 12-07-88 by Ord. No. 21-88]	North side, from the intersection with Central Avenue easterly and northerly to the intersection with Court Street



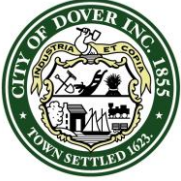
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<u>STREET</u>	<u>LOCATION</u>
South Pine Street [Added on 12-07-88 by Ord. No. 21-88; Amended on 03-20-02 by Ord. No. 08-2002]	Southerly side, from the intersection with Central Avenue easterly and northerly to the intersection with Court Street excluding the area between public service pole 150/4 easterly to public service pole 150/7A
Spring Street [Amended on 10-14-09 by Ord. No. 2009.09.23-16]	Northerly side, from Central Avenue to Locust Street
St. John Street	Easterly side, from the intersection with Broadway southerly to the intersection with Chapel Street
St. Thomas Street [Added on 12-15-93 by Ord. No. 31-93]	[Repealed on 02-19-03 by Ord. No. 01-2003]
St. Thomas Street [Added on 05-20-92 by Ord. No. 14-92]	[Repealed on 02-19-03 by Ord. No. 01-2003]
Susannah's Crossing [Added on 03-14-2007 by Ord. No. 2007.02.14-03]	Southerly side, entire length of publicly accepted portion of the street
Third Street	[Repealed on 04-19-89 by Ord. No. 06-89]
Third Street	Northerly side, from the intersection with Central Avenue westerly to the intersection with Chestnut Street
Third Street [Added on 10-08-86 by Ord. No. 16-86]	Northerly side, from the driveway of 33 Third Street westerly for 15 feet
Towle Avenue [Added on 11-15-95 by Ord. No. 14-95]	Easterly side, from the intersection with Clifford Street northerly for a distance of thirty (30) feet
Towle Avenue [Added on 11-15-95 by Ord. No. 14-95]	Westerly side, from the intersection with Clifford Street northerly for a distance of thirty (30) feet



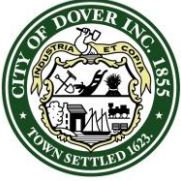
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## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.3.

Ordinance Number: **O -2015.01.28 – 004**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 56

<u>STREET</u>	<u>LOCATION</u>
Twombly Street	Northerly and easterly sides, from the intersection with Preble Street easterly and southerly to the intersection with Pierce Street
Union Street	Westerly side, from the intersection with Court Street northerly to the intersection with Federal Street
Washington Street	Easterly side, between the intersection with Pleasant View Circle northerly to the intersection with Mineral Park Drive
Washington Street	Southerly side, from the intersection with Locust Street westerly for a distance of 56 feet
Washington Street [Added on 05-17-00 by Ord. No. 09-2000]  Added	Southerly side, from the easterly most driveway of 150 Washington Street to Atkinson Street
Washington Street [Added on 3-11-09 by Ord. No. 2009.02.25-05]	Westerly side, from the intersection of Morrison Lane northerly for a distance of 150 feet
Whittier Street	Both sides, from the intersection with Mineral Park Drive northerly to the Whittier Street Bridge
Willand Avenue	[Repealed on 09-20-95 by Ord. No. 11-95]
Wildewood Lane [Added on 03-17-04 by Ord. No. 05-2004]	Northeasterly side, from Sixth Street to Cottonwood Drive
Wildewood Lane [Added on 03-17-04 by Ord. No. 05-2004]	Both sides, from the intersection of Cottonwood Drive to the beginning of the cul-de-sac



**CITY OF DOVER**

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Chapter: 166  
Section: 56

<u>STREET</u>	<u>LOCATION</u>
Williams Street [Added on 09-16-98 by Ord. No. 10-98]	Both sides, from the intersection with Central Avenue easterly to the intersection with Henry Law Avenue
Winter Street [Added on 10-09-85 by Ord. No. 11-85; Amended on 01-19-94 by Ord. No. 36-93; Amended on 05-15-02 by Ord. No. 18-2002]	Both sides from the intersection with St. John Street easterly to the intersection with Durrell Street
Winter Street (formerly Cedar Street) [Added on 05-15-02 by Ord. No. 18-2002]	Northerly side, from the intersection with Durrell Street easterly to the dead end
Young Street Added	Northerly side, from the intersection with Main Street and Portland Avenue easterly to the Cochecho River

### 3. TAKES EFFECT

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

### NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

#### AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch  
Finance Director

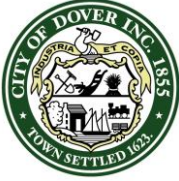
Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal  
Form and Compliance:

Anthony Blenkinsop  
General Legal Counsel

Recorded by:

Karen Lavertu  
City Clerk



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

**Agenda Item#: 13.C.3.**

Ordinance Number: **O -2015.01.28 – 004**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 56

### DOCUMENT HISTORY:

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

### DOCUMENT ACTIONS:

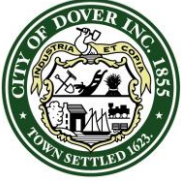
VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### ORDINANCE BACKGROUND MATERIAL:

Thom Hindle, a trustee of the Woodman Institute attended the May, 2014 Parking Commission meeting. He addressed concerns about construction workers from the Tuttle Square project taking up much of the area parking, making it difficult for visitors to the museum to find parking. The Parking Commission voted to ask the Chief of Police to authorize a temporary parking restriction that designated three parking spaces on the north side of Summer Street for museum visitors only until the construction was completed. This temporary change was enacted under the authority of 166-3.B.

At the October, 2014 Parking Commission meeting, Thom Hindle reported back that the temporary restriction worked out very well and requested it become permanent. Although the construction workers were no longer in the area, the residents from Tuttle Square and other nearby residences would most likely continue the problem. The Parking Commission voted to move the three spaces to Central Avenue to avoid any conflicts with the Hyder House visitors and potential problems if Summer Street were to be restricted to parking on only one side in the future due to the limited road width near Central Avenue.

There are eight 1-bedroom and eight 2-bedroom units in the building in the new Tuttle Square building. The parking needs for the building as established by the Planning Board are 32. There are 11 spaces under the building, and they are required to purchase 21 spaces from the City in the Library lot. However, most residents will most likely use the proximate parking on Central Avenue.



**CITY OF DOVER**

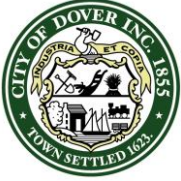
## CITY OF DOVER - ORDINANCE

**Agenda Item#: 13.C.3.**

Ordinance Number: **O -2015.01.28 – 004**  
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Currently the museum is open 10:00 a.m. to 4:00 p.m. Wednesday through Sunday from April through November. The wording of the restriction was purposely written to coincide with the hours of operation to avoid the need to return to City Council for a minor change in operating house.

The 82 feet distance encompasses a 20 feet parking restriction from the intersection with Summer Street, one 18 feet space and two 22 feet spaces.



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.4.

Ordinance Number: **O -2015.01.28 – 005**  
Ordinance Title: Vehicles and Traffic  
Chapter: 166  
Section: 57

The City of Dover Ordains:

**1. PURPOSE**

The purpose of this ordinance is to amend 166-57:Schedule J(B) to extend the two hour limit on the westerly side of Central Avenue that currently ends at New York Street northerly to the driveway between 572 and 574 Central Avenue.

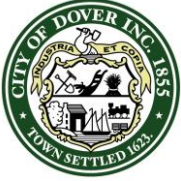
**2. AMENDMENT**

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-57 Schedule J(B) as follows:

**166-57. Schedule J. [Amendments noted where applicable]**

- A. [Repealed on 05-23-12 by Ord. No. 2012.05.09-9]
- B. In accordance with the provisions of **166-22**, it shall be unlawful for the owner or operator of any motor vehicle to park or allow to be parked any motor vehicle for more than two (2) hours in the following described locations:

<u>STREET</u>	<u>LOCATION</u>
Adelle Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Belknap Parking Lot	[Repealed on 11-3-88 by Ord. No. 22-88]
Broadway	Northerly side, from the intersection with St. John Street westerly to the PS pole #114/A1
Broadway	Southerly side, from the intersection with Central Avenue easterly to the intersection with St. John Street
Central Avenue [Added on 12-21-88 by Ord. No. 30-88]	<del>Both sides,</del> Easterly side from the intersection of New York Street, southerly to the intersection with Fifth Street



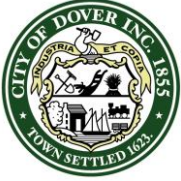
**CITY OF DOVER**

**CITY OF DOVER - ORDINANCE**

**Agenda Item#: 13.C.4.**

Ordinance Number: **O -2015.01.28 – 005**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
 Section: 57

<u>STREET</u>	<u>LOCATION</u>
Central Avenue	<u>Westerly side from the driveway between 572 and 574 Central Avenue, southerly to the intersection with Fifth Street</u>
Central Avenue	<b>[Repealed on 02-26-86 by Ord. No. 01-86]</b>
Chapel Street [Added on 07-31-96 by Ord. No. 09-96]	On the southerly side, from the intersection with Central Avenue, easterly to the driveway on the west side of St. George's Church
Chestnut Street [Added on 12-21-88 by Ord. No. 30-88; Amended on 08-20-03 by Ord. No. 12-2003]	Both sides, from the intersection with Third Street northerly to the intersection with Sixth Street, except as otherwise posted
Chestnut Street Parking Lot	All spaces except as otherwise posted
Fairfield Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00am and 2:00pm, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Fourth Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Green Street [Added on 05-30-90 by Ord. No. 07-90]	Northerly side, from the intersection with Chestnut Street westerly to the intersection with Washington Street except as otherwise posted
Hartwood Road [Added on 08.13.08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Kirkland Street [Added on 01-15-97 by Ord. No. 21-96; Amended 09-17-03 by Ord. No. 14-2003]	Northerly side, from the intersection with Locust Street easterly to the intersection with Central Avenue



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

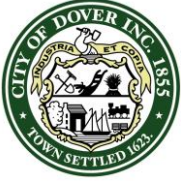
Agenda Item#: 13.C.4.

Ordinance Number: **O -2015.01.28 – 005**  
 Ordinance Title: Vehicles and Traffic  
 Chapter: 166  
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<u>STREET</u>	<u>LOCATION</u>
Lisa Beth Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Locust Street	[Repealed on 12-21-88 by Ord. No. 30-88]
Locust Street	[Repealed on 12-21-88 by Ord. No. 30-88]
Locust Street [Added on 07-12-06 by Ord. No. 2006.28-09]	Westerly side, from the intersection with Washington Hale Street, southerly to the intersection with Kirkland Street, unless otherwise posted
Lower Square Parking Lot	[Repealed on 05-15-02 by Ord. No. 18-2002]
Plaza Drive [Added on 09-28-94 by Ord. No. 14-94]	Westerly side between exit and entrance to #307 Plaza Drive
Second Street	Both sides, from the intersection with Chestnut Street easterly to the rear exit of 42 Third Street
St. Thomas Street	[Repealed 02-19-2003 by Ord. No. 01-2003]
Sunset Drive [Added 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Sylvan Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 AM and 2:00 PM, Monday through Friday, between September 1 <sup>st</sup> and June 15 <sup>th</sup>
Third Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted

### 3. 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#: 13.C.4.**

Ordinance Number: **O -2015.01.28 – 005**  
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Chapter: 166  
Section: 57

### NEED PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

#### AUTHORIZATION

Approved as to Funding: Daniel R. Lynch  
Finance Director  
Sponsored by: Mayor Karen Weston  
By request

Approved as to Legal  
Form and Compliance: Anthony Blenkinsop  
General Legal Counsel

Recorded by: Karen Lavertu  
City Clerk

#### DOCUMENT HISTORY:

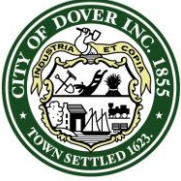
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

#### DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

#### ORDINANCE BACKGROUND MATERIAL:

The Parking Commission was approached by the owner of Shylocks Salon (564 Central Avenue) to consider extending the two hour parking limit to the parking bay in front of her business. The regulation currently



**CITY OF DOVER**

## CITY OF DOVER - ORDINANCE

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extends from Fifth Street to New York Street on both sides of Central Avenue. Her concern was that downtown employees park their vehicles all day in those spaces making it difficult for customers to find proximate parking. At their December 2014 meeting, the Commission voted 4 to 2 in favor of this request.



January 9, 2015

Dover City Council  
City of Dover  
288 Central Avenue  
Dover, NH 03820

**Re: Annual Customer Notice**

Dear Council Members:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with RSA 53-C:3-d, enclosed please find a copy of the inserts received by customers in their bills during 2014. In addition, please find a copy of the Affidavit submitted to the Attorney General's Office certifying the inclusion of such documents into customer bills during the 2014 calendar year.

Please do not hesitate to contact me if you have any questions at 603-224-1871, ext. 202.

Sincerely,

*Bryan Christiansen*

Bryan Christiansen, Sr. Manager  
Government & Regulatory Affairs

Enclosures



X60478

## **Comcast Customer Privacy Notice for Cable Television, High-Speed Internet and Phone Services**

### **Why is Comcast providing this notice to me?**

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and places at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 702 of the federal Telecommunications Act of 1996, as amended, (the "Telecommunications Act") provides additional privacy protections for certain information related to our phone services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone services; and
- information contained on your telephone bill concerning the type of phone services and features you receive.

That phone information, when matched to your name, address, and telephone number is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone services, you have the right, and Comcast has a duty, under the Telecommunications Act and applicable state law, to protect the confidentiality of CPNI. We also honor any restrictions applied by state law, to the extent applicable. **WE EXPLAIN BELOW UNDER "HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?" HOW YOU CAN APPROVE OUR USE OF CPNI OR WITHDRAW YOUR APPROVAL?**

**Special Note:** Our CPNI Policy applies to the voice communications-related services provided by the applicable Comcast operating company that delivers voice services to our customers.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company subsidiary or subsidiaries of Comcast Corporation that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is operating in your area. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

## I. Collection

### What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Telecommunications Act applies to CPNI related to our regulated phone services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services. This notice applies to our cable television service, our high-speed Internet service, and our phone services as provided for by applicable law and except as otherwise noted.

**Special Note:** This notice only covers information that is collected by Comcast in connection with the provision of our cable television service, our high-speed Internet service, and our phone and communications services to you as a subscriber to one or more of these services. It does not cover information that may be collected through any other products, services, or websites, even if accessed through our services and even if co-branded with them. You should read the privacy policies for these other products, services, and websites to learn how they handle your personal information.

### For what purposes may Comcast collect personally identifiable information and CPNI?

The Cable Act authorizes Comcast as a cable operator to use the cable system to collect personally identifiable information concerning any subscriber for the following purposes:

- to obtain information necessary to render our cable service or other services to our subscribers; and
- to detect unauthorized reception of cable communications.

The Cable Act prohibits us from using the cable system to collect personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

The Telecommunications Act authorizes us to use, disclose, or permit access to individually identifiable CPNI in our provision of:

- the telecommunications services from which this information is derived; or
- services necessary to, or used in, the provision of these services, including the publishing of directories.

The Telecommunications Act prohibits us from using CPNI for any purposes other than those listed above except as permitted or required by law or with your approval.

### What kind of personally identifiable information and CPNI does Comcast collect?

Comcast collects information from you at several different points when you initiate and use our services. Some of this information is personally identifiable information, but much of it is not. We collect certain personally identifiable information that our subscribers furnish to us in connection with the provision of cable service or other services. In order to provide reliable, high quality service to you, we keep regular business records containing information about you that may constitute personally identifiable information. These records include some, but typically not all, of the following information:

- your name;
- service address;
- billing address;
- e-mail address;
- telephone number;
- driver's license number;
- social security number;
- bank account number;

- credit card number; and
- other similar account information.

With respect to phone services, examples of CPNI include information typically available from telephone-related details on your monthly bill, such as:

- location of service;
- technical configuration of service;
- type of service;
- quantity of service;
- amount of use of service; and
- calling patterns

CPNI does not include your name, address, and telephone number, because the Telecommunications Act classifies that information as “subscriber list information” which is not subject to the protections applicable to CPNI. However, that information is also subject to certain protections as described below under “To whom may Comcast disclose personally identifiable information?”

We also collect and maintain certain other information about your account. For example, this information may include:

- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- records indicating the number of television sets, set-top boxes, modems, or telephones connected to our cable system; and
- additional information about the service options you have chosen.

Some of our services permit you to establish secondary accounts, and if you do so we collect similar information in order to establish and service the secondary accounts. During the initial provisioning of our services, and during any subsequent changes or updates to our services, Comcast may collect technical information about your televisions, any set-top boxes, computer hardware and software, cable modems, telephones, and/or other cable or other service-related devices, and customization settings and preferences. Additionally, if you rent your residence, we may have a record of whether landlord permission was required prior to installing our cable facilities as well as your landlord’s name and address.

### **What kind of information do you collect if I use interactive or transactional services or television viewing controls?**

When you use our interactive or other transactional services such as video on demand, for example, our systems may automatically collect certain information about your use of these services. Most of this information is not personally identifiable information and it is simply used, for example, to carry out a particular request you make using your remote control, set-top box, or other equipment. This may include information required to change your television channel, review listings in an electronic program guide, pause or fast forward through certain on demand programs, or invoke a calling feature for our phone service, among other things. It may also include other information such as the time you actually use our services and the use of other features of our services, and which menus and menu screens are used most often and the time spent using them. In order to carry out a particular request you make to watch a pay-per-view program or purchase a product, service, or feature, for example, our system may collect certain personally identifiable information. This information typically consists of account and billing-related information such as the pay-per-view programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your video screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

### **What kind of information do you collect and use to improve your cable services and deliver relevant advertising?**

Our cable systems may collect anonymous and/or aggregate information using set-top boxes and other equipment. We use this information to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials, for example. As described below under “How does Comcast use personally identifiable information and CPNI?”, we may provide subscriber lists or certain anonymous and/or aggregate information to third parties working on our behalf, such as audience measurement or market research firms, for example. These firms may combine this information with other aggregated or non-aggregated demographic information (such as census records) to provide us with audience analysis data, though we will require them to remove personally identifiable information about our subscribers from this data. We use this information to improve our cable television service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming

and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

## II. Use

### How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Telecommunications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;

- configure cable service and other service-related devices; and
- comply with law.

The Telecommunications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

With respect to phone services, unless we obtain your approval in accordance with our policies described below under "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?", Comcast may not use CPNI to market products and services to you other than the phone services.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

- send and receive e-mail, video mail, and instant messages;
- transfer and share files;
- make files accessible;
- visit websites;
- place or receive calls;
- leave and receive voice mail messages;
- use the applicable communications center or voice center;
- establish custom settings or preferences;
- communicate with us for support; or
- otherwise use the services and their features.

Our transmission, collection, and storage of this information are necessary to render the services. In certain situations, third-party service providers may transmit, collect, and store this information on our behalf to provide features of our services. These third parties are not permitted to use your personally identifiable information except for the purpose of providing these features.

We may also combine personally identifiable information, which we collect as described in this notice as part of our regular business records, with personally identifiable information obtained from third parties for the purpose of creating an enhanced database or business records. We may use this database and these business records in marketing and other activities related to our cable service and other services. We also maintain records of research concerning subscriber satisfaction and viewing habits, which are obtained from subscriber interviews and questionnaires.

### **III. Disclosure**

#### **Under what circumstances may Comcast disclose personally identifiable information to others?**

Comcast considers the personally identifiable information contained in our business records to be confidential. The Cable Act authorizes Comcast as a cable operator to disclose personally identifiable information concerning any subscriber if the disclosure is:

- necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to the subscriber;
- required by law or legal process (described below under “When is Comcast required by law to disclose personally identifiable information and CPNI by law?”); or
- of the names and addresses of subscribers for “mailing list” or other purposes (subject to each subscriber’s right to prohibit or limit this disclosure and the CPNI Policy described below under “How do I place myself on Comcast’s ‘do not call’ and ‘do not mail’ lists?”).

The Cable Act prohibits us from disclosing personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber’s prior written or electronic consent.

#### **To whom may Comcast disclose personally identifiable information?**

We may disclose personally identifiable information as provided for in the Cable Act when it is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. These kinds of disclosures typically involve billing and collections, administration, surveys, marketing, service delivery and customization, maintenance and operations, and fraud prevention, for example. We may also collect, use, and disclose information about you in non-

personally identifiable or aggregate formats, such as ratings surveys and service usage and other statistical reports, which do not personally identify you, your particular viewing habits, or the nature of any transaction you have made over the cable system. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities.

The Cable Act authorizes Comcast as a cable operator to disclose limited personally identifiable information to others, such as charities, marketing organizations, or other businesses, for cable or non-cable “mailing list” or other purposes. From time to time we may disclose your name and address for these purposes. However, you have the right to prohibit or limit this kind of disclosure by contacting us by telephone at 1-800-XFINITY or by sending us a written request as described below under “How do I contact Comcast?” Any “mailing list” and related disclosures that we may make are limited by the Cable Act to disclosures of subscriber names and addresses where the disclosures do not reveal, directly or indirectly, (i) the extent of any viewing or other use by the subscriber of a cable service or other service provided by us; or (ii) the nature of any transaction made by the subscriber over our cable system.

We may sometimes disclose personally identifiable information about you to our affiliates or to others who work for us. We may also disclose personally identifiable information about you to outside auditors, professional advisors, service providers and vendors, potential business merger, acquisition, or sale partners, and regulators. We make these disclosures as provided for in the Cable Act. Typically, we make these disclosures when the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. We may be required by law or legal process to disclose certain personally identifiable information about you to lawyers and parties in connection with litigation and to law enforcement personnel.

If we (or our parent company) enter into a merger, acquisition, or sale of all or a portion of our assets, subscribers’ personally identifiable information will, in most instances, be one of the items transferred as part of the transaction. If this notice will be changed as a result of a transaction like that, you should refer below under “Will Comcast notify me if it changes this notice?”

We may also use or disclose personally identifiable information about you without your consent to protect our customers, employees, or property, in emergency situations, to enforce our rights under our terms of service and policies, in court or elsewhere, and as otherwise permitted by law.

**When may Comcast disclose personal information to others in connection with phone service?**

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, 866, or 855 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.
- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

**When is Comcast required to disclose personally identifiable information and CPNI by law?**

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may

be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable television service, the Cable Act requires Comcast as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the court order is sought by a non-governmental entity, we are required to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet and phone services, the Cable Act requires Comcast to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and we are required to notify the subscriber of the court order. The Cable Act requires us to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet and phone services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.

**How does Comcast protect personally identifiable information?**

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

**How long does Comcast maintain personally identifiable information?**

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These

purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy the information according to our internal policies and procedures.

#### **IV. Customer Access and Choice**

##### **How can I see my personally identifiable information or CPNI and correct it, if necessary?**

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable showing that any of the personally identifiable information we have collected about you is inaccurate.

If you have Internet access, you can view and change certain information yourself as follows:

- For accounts you have established at the Comcast.com website, use the Sign In or My Account (or similar) feature at [www.comcast.com](http://www.comcast.com);
- For high-speed Internet accounts, use the Sign In or My Account (or similar) feature at [www.comcast.net](http://www.comcast.net);
- For digital voice accounts, use the applicable communications center or voice center, using the Sign In or My Account (or similar) feature at [www.comcast.net/digitalvoicecenter](http://www.comcast.net/digitalvoicecenter).

You may also examine the records containing your personally identifiable information at your local Comcast office upon reasonable prior notice to us and during our regular business hours. If you wish to examine these records, please contact us by mail or telephone at 1-800-XFINITY, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment. You will only be permitted to examine records that contain personally identifiable information about your account and no other account.

If you make an affirmative, written request for a copy of your CPNI, we will disclose the relevant information we have to you at your account address of record, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our phone services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we don't furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers

appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers which are not owned by us or our subsidiaries.

Comcast reserves the right to charge you for the cost of retrieving and photocopying any documents that you request.

##### **How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?**

In addition to phone and voice services, various direct and indirect subsidiaries of Comcast Corporation offer many other communications-related services, such as High-Speed Internet services. From time to time we may like to use the CPNI information we have on file to provide you with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to your specific needs. In addition, Comcast also offers various other services that are not related to the services to which you subscribe. Under the CPNI rules, some of those services, such as Comcast cable television services, are considered to be non-communications related products and services. Therefore, you may be asked during a telephone call with one of our representatives for your oral consent to Comcast's use of your CPNI for the purpose of providing you with an offer for communications-related or non-communications related products and services. If you provide your oral consent for Comcast to do so, Comcast may use your CPNI only for the duration of that telephone call in order to offer you additional services.

If you deny or restrict your approval for us to use your CPNI, you will suffer no effect, now or in the future, on how we provide any services to which you subscribe. Any denial or restriction of your approval remains valid until your services are discontinued or you affirmatively revoke or limit such approval or denial.

##### **How do I place myself on Comcast's "do not call" and "do not mail" lists?**

You may contact Comcast at 1-800-XFINITY to ask us to put your name on our internal company "do not call" and "do not mail" lists so that you do not receive marketing or promotional telephone calls or postal mail from us or made at our request. You also have the right to prohibit or limit disclosure of your personally identifiable information for "mailing list" or other purposes as described above in this notice by contacting us at 1-800-XFINITY.

Comcast's use of your account information for marketing and promotional activities is also subject to your right to limit or restrict us from making those offers as described above in "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?" in this notice.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?". Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The written request should be signed by the person who is identified in our billing records as the subscriber. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

**What e-mail communications will Comcast send to me and how do I manage them?**

We may send a welcome e-mail and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an e-mail announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary e-mail address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial e-mail as permitted by applicable law. You can manage the promotional or commercial e-mails Comcast may send to you by following the instructions contained in the e-mails or by going to the Web page located at [www.comcast.com/preferences](http://www.comcast.com/preferences) and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these e-mails you may opt-out of receiving them by going to the same page and changing your contact preferences.

**What can I do if I think my privacy rights have been violated?**

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well.

**Will Comcast notify me if it changes this notice?**

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to [www.comcast.com](http://www.comcast.com), searching for "privacy policy," and selecting the appropriate link.

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will consider that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only consider your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

**How do I contact Comcast?**

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

Phone: 1-800-XFINITY

Website: <http://customer.comcast.com/contact-us>

Mail: Comcast Cable Communications, LLC

Attn: Law Department - Customer Privacy Notice  
One Comcast Center  
Philadelphia, PA 19103-2838

Revised and effective: March 1, 2011

# Important Notices To Our Customers

## How to Use Your Cable Service Notice to Customers Regarding Equipment Compatibility & Important Information

X35346 8773/1000-3000, 8633-0100, 0110,0120 (ALL)

### How To Use Your Cable Service

Congratulations on your choice of one of the world's best entertainment and information media - cable TV! We have designed our XFINITY TV service to be as simple to use as it is exciting to explore!

This information is provided to enable you to be more knowledgeable about your service and to answer any questions you may have about it.

### Complaint Procedures

If you have a complaint regarding your cable television service or your bill, please call the local customer service number listed below or our toll-free telephone number which is available 24 hours a day, seven days a week. You can also visit our local business office listed on your billing statement. Alternatively, if you wish to put your comments in writing, your letter should be addressed to Comcast at the local address listed on your billing statement. We will promptly try to resolve your complaint. If we are unable to resolve your complaint, we will notify you that we are unable to do so and explain the reason why. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact the local franchising authority to discuss your complaint. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

### General Do's and Don'ts

We have installed cable in your home in a manner that is consistent with Federal Communications Commission ("FCC") rules. Here are a few tips to keep it operating safely and reliably:

1. During severe electrical storms you should unplug your television set and cable converter to avoid damage. Comcast and your set manufacturer are not responsible for damage which occurs due to acts of nature.
2. Your cable converter operates on 110 volts. Please take all the same precautions you would for any small appliance, such as checking the cord to make sure it is not worn or damaged.
3. For your own safety, do not attempt to open or otherwise tamper with your cable converter.
4. If you have someone other than Comcast install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the installation
  - a. complies with all applicable governmental regulations (FCC signal leakage rules, for example), and
  - b. does not interfere with the normal operations of the cable system or any other communications systems, such as those used by police and fire departments.

## Billing

Your monthly cable bill not only gives you a listing of your current charges, payments and credits, but it may also contain special messages to our customers. Take time to review your bill to make sure your name, address and other information are correct. You generally will be billed at the same time each month unless you are notified otherwise.

Your first statement will include a monthly charge for the upcoming month. It may also include:

1. Your installation charge,
2. A partial charge for your first month's service if you are connected in the middle of a billing cycle; for example, if your monthly cable fee is \$24.00 and you connect to cable on the tenth day of a 30-day month, you would be billed for 2/3 of a month. The amount shown next to the line entry "prorate" or "partial month" would be \$16.00,
3. Your payment due date,
4. An address to send any written requests in a separate letter to Comcast, and
5. All prices for services (these may be subject to applicable franchise fees and taxes).

## Theft Of Service

The Cable Act (47 USC § 533) created both civil and criminal penalties for manufacturers, suppliers and users of unauthorized cable devices. This federal theft-of-service law supplements any existing state or local laws, and provides a federal remedy against any person who, without authorization, intercepts or receives any communication service which is provided over a cable system.

This federal law prohibits the unauthorized interception or receipt of any communications service over a cable system. This would include the theft of audio, video, textual data or other service, including data transmitted to or from a customer over a system that has interactive capability. The law applies to both manufacturers and distributors of equipment, as well as individual subscribers.

The Cable Act provides both civil and criminal penalties for theft of cable services. Under this federal legislation, a cable operator may seek substantial monetary damages for the theft of its cable services. In addition, if the violations are willful and for commercial advantage or private financial gain, the court may award damages of up to \$50,000 in civil cases and a maximum of \$100,000 for certain criminal violations, in addition to a maximum of five years imprisonment for subsequent offenses.

***Theft of service creates unfair burdens on cable subscribers who are forced to subsidize the benefits that other individuals are getting by receiving cable service without paying for it.***

## About Your Converter/CableCARD

In order to receive XFINITY TV, as well as to descramble certain optional premium or pay-per-view services, you may require an electronic channel selection device called a "converter" or a CableCARD activated device. A converter and a remote control or a CableCARD are available from Comcast on a lease basis or converters or remotes may be purchased at certain retail outlets, including consumer appliance or electronics stores.

Some television components like DVD players, DVD recorders, cable-ready sets and remote-control devices may not be compatible with your cable television service. We encourage you to make certain components you purchase are compatible with your cable television service prior to making a purchase. For further information, please refer to the Equipment Compatibility section of this notification, or call your local Comcast office.

Converters that unscramble services also provide our customers with the option to use "parental control" to block channels they wish not to view.

It is easy to watch your television after connecting to cable using a converter. Just turn on both your television set and the converter. Make sure that your television is tuned to the output channel of your converter (Ch. 2, 3 or 4), and then select the channel you want to watch by using the controls on either the converter or the hand-held remote control device. To ensure reliable operation, make sure the converter is plugged into a "live" electrical outlet, rather than one controlled by a light switch. Loss of power to some converters may result in a temporary loss of cable service, even after the power is restored.

**IF YOUR CONVERTER IS PROVIDED TO YOU BY COMCAST, YOU MUST RETURN IT ONCE YOU ARE NO LONGER A CUSTOMER.**

## If You Have Problems

If you experience a problem with picture or signal quality, you should review your television, DVD player and/or DVD recorder owner's manual for proper adjustment or please try the troubleshooting information below. If your service problem does not clear up you should call the local customer service number listed below and describe the problem to a customer service representative.

In order to correct the problem, we may need access to your premises. If required, a service call will be scheduled at a time convenient to you. We will make all reasonable efforts to resolve any complaints you have concerning the quality of our signals promptly and efficiently. Excluding conditions beyond our control, we will respond to a service interruption no later than twenty-four hours after receipt of notification. We respond to other service problems no later than the next business day after notification. If our service technician is unable to correct the problem to your satisfaction we will, at your request, schedule a second service appointment. If we remain unable to correct the problem you will be notified of this fact and the reason why. If you are dissatisfied with our resolution of your service problem, you may contact the local franchising authority to discuss the problem with your service. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

### **Wrong Channel**

- Check television set dial and converter for channel setting. Try channel 2, 3, or 4.



### **Snow on Screen**

- Check to make sure converter is plugged into a working outlet.



### **No Picture, No Sound**

- Make sure the television set is plugged into a "live" electrical outlet, and not controlled by a wall switch.



### **Picture Shrinks**

- May be an overloaded circuit in your television set, or
- Electric company power cutback.



### **No Picture**

- Check channel setting on converter and television set.
- Check listing to make sure channel is broadcasting during this time slot.
- Check other channels to compare reception.



### **DVD Player, DVD Recorder-Cable Hookups**

1. Additional equipment, such as coaxial cables, signal splitters or A/B switches, may cause picture distortion if it does not meet Comcast systems' standards. Please call our repair department before you purchase additional hookup equipment.
2. We recommend against cutting cable wire connectors. An improperly cut cable may cause picture distortion.
3. All cable connections must be fitted "wrench tight."

### **True Cable Compatibility**

Please refer to the Equipment Compatibility section in this notice regarding cable compatibility, or call your Comcast office if you have questions.

### **Installing Digital Cable Service**

Digital TV self-installation kits and manuals are available from your local Comcast cable office for a separate charge.

## **A Brief Note About The Services We Offer**

*Not all services are available in all areas. Please call your local Comcast office for details.*

### **Limited Basic**

Limited Basic Service is one of our most viewed levels of service. Limited Basic may include off-air broadcast stations and franchise-required public, educational and government access channels. All such programming

varies on a community-by-community basis and is subject to change at any time. Currently, our cable customers must subscribe to Limited Basic in order to subscribe to any tiers of video service offered by Comcast.

### **Digital Service Tiers**

Our Digital Service tiers generally carry all non-premium cable channels, such as The Discovery Channel, Lifetime, ESPN, A&E, USA, TNT and, where available, regional sports services. All such programming varies on a community-by-community basis and is subject to change at any time.

A customer must receive Limited Basic Service in order to be eligible to receive a Digital Service Tier.

### **Premium Services**

Premium Services are generally available to customers who receive Limited Basic Service. Premium channels generally include Home Box Office (HBO), Showtime, Cinemax, STARZ!, and Encore. All premium services may not be available in all areas. There is a separate monthly charge for each premium channel a customer receives.

### **Other Optional Services**

In addition to these programming services, we may also offer our customers the option of renting converters or remotes for an additional monthly charge; Pay-Per-View or other services, including ordering and downloading pay-per-view services; and optional interactive television services, such as e-mail and access to the Internet.

We may also have available XFINITY Internet Service for personal computers that offers content-enhanced access to the Internet; full motion video; national, regional, and local content; e-mail; personalized browsers; and other exciting features at unprecedented speed and convenience. XFINITY Internet service may not be available in all areas and is subject to certain terms and conditions.

## **A Note About Programming**

We receive programming from various non-cable and cable networks. We are not responsible for the content of programs aired by these networks. Programming complaints or questions should be directed to the particular cable or broadcast networks.

## **Moving**

**BEFORE YOU MOVE**, please call Comcast. This is the best way for us to disconnect your service, recover your converter and arrange for cable television service in your new home. Call us in advance, and we will schedule a new installation if your new home is in our service area.

If you decide to disconnect your service, converters, remote control devices and any other equipment provided by Comcast should be returned to us immediately. Customers are liable for these items and will continue to be billed until the equipment is returned, or, if you have lost it or are otherwise unable to return it, paid for.

## **Emergencies**

Emergencies such as fallen utility lines, violent storms or sub-freezing weather may interfere with reception of your service. We will promptly have one of our crews correct an emergency situation as soon as it is safely possible.

## **Important Notice To Our Customers Regarding Equipment Compatibility**

### **“Cable Ready” and “Cable Compatible Equipment”**

Many subscribers currently rent or own converters to receive our cable services. Because a converter functions as the channel tuner on your television, DVD player or DVD recorder, it may prevent you from using some of the special features and functions of your television, DVD player or DVD recorder. For example, you may not be able to view one program while recording another, record two or more consecutive programs that appear on different channels, use advanced picture generation and display features such as “picture in picture,” channel review or use other features that necessitate channel selection by the television set. Some of these problems may be resolved by the use of A/B switches, signal splitters, and/or other supplemental equipment that can be purchased from Comcast or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

In order to enable you to utilize special features, which your television may have, we will make available, upon your request, equipment which will allow for simultaneous reception of two or more scrambled or encrypted signals and for tuning to alternative channels on a pre-programmed schedule. This equipment could include for example, converters and multiple descrambler/decoders and/or timers (or if such devices are not available, multiple devices will be provided), and signal bypass switches.

If you plan to purchase cable services that we scramble or encrypt, such as premium, pay-per-view or digital services, you should make sure that any converter, or navigation device or Digital-cable-ready television (which can receive digital cable services using a device that we must provide called CableCARD in place of a converter) that you purchase from a retail outlet is compatible with our system or Note: CableCARD will not support two-way, interactive services such as On Demand, pay-per-view and the Comcast interactive program guide. Sets capable of supporting two-way services will be available in the future, and Comcast is committed to supporting that technology when it becomes available.

Upon your request, we will provide you with the necessary technical parameters necessary for any converter rented or acquired from retail outlets to operate with our cable system. If you see advertisements for converters that have descramblers in them, you should understand that these devices may be illegal to use. Because of the need to protect our

scrambled services, we will not authorize the use of any converter/descrambler which does not conform to all required signal security specifications. People who use illegal converters/descramblers may be subject to prosecution for theft of cable service. It is unlawful to alter or tamper with any device belonging to a cable operator in order to receive, intercept or assist in receiving or intercepting any communications service offered over a cable system. People who take such actions may be subject to fines or imprisonment.

### **Availability Of Special By-Pass Equipment**

Some of the channels offered on the Comcast cable system may also be scrambled and viewed only if a set-top converter is used. However, as described above, a converter may limit your ability to use certain advanced features on your television set, DVD Player or DVD Recorder. If you use a converter and you have problems using the special features, additional special equipment may be necessary to regain some or all of these features. Comcast will consult with you in order to determine what specific equipment may be available to solve your particular situation. This equipment may include an additional converter, or, if you have a receiver that can tune our cable channels, possibly a switch (or a special converter with a switch) that will enable you to by-pass the converter and tune all unscrambled channels with your television set, DVD player or DVD recorder.

### **Pay-Per-View Programming**

Comcast may not have the right to distribute pay-per-view programming to commercial establishments, and you may not order or request pay-per-view programming for receipt, exhibition or taping in a commercial establishment. You may neither exhibit nor assist in the exhibition of pay-per-view programming in a commercial establishment unless explicitly authorized to do so in advance, by Comcast and our program provider. If you fail to abide by this restriction, you will be held liable for any claims made against you or Comcast on account of any unauthorized commercial exhibition.

### **Remote Controls**

If you use a converter with remote control capability, Comcast provides remote control devices for a monthly charge. In some areas, you may also be able to buy them from us. It is also possible the remote control that came with your TV, DVD player or DVD recorder is capable of controlling the converter box. In that case, please feel free to use it. Finally, you may choose to buy a “universal” remote control device capable of working with our converters at retail outlets, including many appliance or consumer electronics stores.

Any or all of the above remote control devices may not be compatible with the converters required for optional services voluntarily requested by you.

We hope this information has been useful. If you have any questions, please contact us. The phone number of your Comcast office is contained on your monthly bill, or in your monthly billing mailing.

## **Important Information**

### **Service Area(s)**

MA, NH & ME

### **Phone Numbers**

#### **Billing/Repair**

1-800-COMCAST (266-2278)

#### **New Services/Sales**

1-800-COMCAST (266-2278)

#### **After-Hours Repair**

1-800-COMCAST (266-2278)

### **Mailing/Office Address**

Comcast  
1 Comcast Center  
Philadelphia, PA 19102

## **Local Franchising Authority**

Consumer Division of the  
Department of Telecommunications and Cable  
1-800-392-6066  
1000 Washington Street, Suite 820  
Boston, MA 02118

Office of the Attorney General  
Consumer Protection and Antitrust Bureau  
33 Capital Street  
Concord, NH 03301

Office of the Attorney General  
Consumer Information and Mediation Service  
6 State House Station  
Augusta, ME 04333

**AFFIDAVIT**

Customer Annual Notice

I, Ronni Summerton, certify that Comcast of Connecticut/Georgia/ Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC, Comcast of Maine/New Hampshire, Inc., Comcast of Massachusetts/New Hampshire, LLC and Comcast of New Hampshire, Inc. complied with New Hampshire RSA 53-C:3-d (Notice to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) **Customer Privacy Notice**, 2) **Important Information** and 3) **Notice to Customers Regarding Equipment Compatibility & Important Information**. Each notice was submitted with subscriber bills in February, September and September of 2014 respectively.

  
\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
**Ronni Summerton**  
*Print Name*

\_\_\_\_\_  
January 9, 2015  
*Date*

Attachment

**Re: Customer Annual Notice: Affidavit Attachment**

Comcast customers in the following communities received an insert in their monthly billing statement during 2010 regarding 1) *Customer Privacy Notice*, 2) *Important Information* and 3) *Notice to Customers Regarding Equipment Compatibility & Important Information*:

Allenstown	Epping	Londonderry	Sandown
Alstead	Epsom	Loudon	Seabrook
Amherst	Exeter	Madbury	Somersworth
Andover	Francestown	Manchester	South Hampton
Antrim	Fremont	Meridan	Stratham
Atkinson	Gilsum	Merrimack	Sunapee
Auburn	Goffstown	Milford	Temple
Bedford	Grantham	Mont Vernon	Walpole
Bennington	Greenland	Nashua	Weare
Boscawen	Greenville	New Boston	Wilmot
Bow	Hampstead	Newcastle	Wilton
Brentwood	Hampton	New Ipswich	Winchester
Canaan	Hampton Falls	Newfields	Windham
Candia	Hancock	Newington	
Charlestown	Hanover	Newmarket	
Chester	Henniker	Newport	
Chesterfield	Hill	Newton	
Chichester	Hillsborough	North Hampton	
Claremont	Hinsdale	Nottingham	
Concord	Hooksett	Pelham	
Cornish	Hopkinton	Pembroke	
Danbury	Hudson	Peterborough	
Danville	Jaffrey	Plaistow	
Deering	Kensington	Portsmouth	
Derry	Kingston	Portsmouth Naval Shipyard	
Dover	Langdon	Raymond	
Durham	Lebanon	Rollinsford	
East Kingston	Lee	Rye	
Enfield	Litchfield	Salem	