

City Manager's Report

City of Dover, New Hampshire

April 22, 2015

Reporting on March 2015



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	739	\$2,319	\$167,256	\$257,758	\$0.00
4th Quarter Residential Usage	7,841	\$33,362	\$606,666	\$771,081	\$5,116

**** Other Service: Backflow Inspections, Hydrants, Firelines & Service Charges**

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 Division crews responded to eight customer complaints about frozen water services. Crews must determine where the possible freeze is and thaw the lines. Total frozen services responded to in FY15 has been 24.



Several Utility employees responded to a significant water break under the Washington Street Bridge. Crews isolated the break from both sides of the bridge until engineering staff could evaluate and recommend a permanent repair. Crews continue to raise hydrants on the Watson and Tolend Roads. Utility personnel also used a poly pig (polyurethane foam used for cleaning residue from mains) on the force main at the Tolend Road Landfill. This is done quarterly due to the iron build up in the pipe and to improve pump performance. Crews also removed a pump from the Tolend Pump Station to repair a leaking seal.

Crews received an after-hours emergency call out for a water break on Hull Avenue. Several crew members responded and ground frost had to be hammered out in order to get to the break on a six inch cast iron main.

Crews responded to a water break in Jensen's Residential Community (Farmwood Village). Crews excavated the site and replaced a curb box and installed ten feet of ¾" pipe.

The third water break for the month was located in the Shaw's Plaza parking lot. Crew members repaired the water break on the eight inch water main and after excavating, they discovered the tapping sleeve bolts were not tight resulting in a blown gasket.

A sewer backup was reported on Sandpiper Drive. Crews TV'd the line to find bricks and a significant amount of grit in the line.

Meter crews attended to 21 stopped meters, 19 final readings, 11 new meter installs, 2 abatement inspections and the monthly meter readings.



City Streets, Grounds, Facilities & Parks

The Joint Building Committee for Dover High School and the Career Technical Center (CTC) held three community information sessions in March. The information sessions were intended to provide additional information about the building project and the current condition of the high school and CTC. The high school was built in 1967.

Each session included a presentation on the project, followed by questions, and tours of the school.

In October, the JBC selected the architectural firm HMFH, Architects, Inc. to conduct a needs assessment, site selection and design services for the High School and Regional Career and Technical Center project. In December and January, the JBC hosted several "visioning" sessions to gauge sentiment from the public, staff and students about the school's future.

The Public Works administrative staff fielded 41 service calls requesting pothole repairs. Crews repaired 501 potholes and applied 26 tons of asphalt and 7 tons of cold patch on various areas throughout the city.

Staff received service calls for 5 mailbox repairs. All mailboxes were repaired or temporary replacements installed in their place.

Crews attended to 2 snow plowing events, 1 snow removal/pick-up and 1 icy road event with snow accumulations of approximately 3 inches. Crews worked 325.6 overtime hours and applied 359.5 tons of salt and 189.6 yards of salt/sand mixture tending to the weather events. Personnel also worked to remove snow from trouble spots on New York Street, East Street, East Concord Street, Week's Lane, New Rochester Road and Indian Brook Drive. Crews also removed snow from sidewalks on Knox Marsh Road, Bellamy Road at Knox Marsh Road and the Weeks Crossing. They cleared the Community Trail to allow for a local road race to pass safely.

Crews spent a significant time washing trucks, cleaning the brine room, prepping for catch basin cleaning crews and the start of street sweeping. Three Truck Drivers and one Maintenance Mechanic utilized a Loader, dump truck and roll-off truck to cut and remove brush on Brickyard Drive. Branches were cut, removed and brought to the Recycling Center for proper recycling/disposal.

The Facilities, Grounds and Cemeteries employees handled 2 service calls and 200 work orders in the month of March. There were no burials in Pine Hill Cemetery during this month.

Snow during the first week of March required some snow removal efforts, with much time devoted to opening up roads in Pine Hill Cemetery that had been inaccessible for weeks. Employees utilized a loader to open up roads and move snow out of the intersections in the cemetery. Wind storms early in the month created problems with downed branches and interrupted service to traffic signals in multiple areas. Litter pick-ups were conducted in order to try to keep up with trash emerging from snow banks with recent melting. The remaining wreaths were taken down, the Christmas tree lights were removed and the tree itself was removed so the flag pole could be installed.

Nineteen signs were replaced and eight signs were installed by Facilities & Grounds employees. Six new posts were installed, replacing posts bent during snow removal, in areas where the snow had receded enough to allow the work to be completed. Four signs were installed for the Parking program, with five bent posts and four signs being replaced. A significant amount of sign work is still to come this spring.

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

Facilities & Grounds handled 33 work orders related to public areas and grounds around the City. Seven work orders dealing with tree issues were addressed with two trees being removed by City employees. Tennis courts were cleaned of snow and dirt and the nets put up at Woodman Park, Horne Street and Garrison School. Long Hill Park courts still have a considerable amount of snow and ice covering them. Bulbs were replaced in 5 décor lights and one light assembly was removed due to damage and a new post was installed. The décor light assembly was also replaced by our crew.

Ninety work orders pertaining to building or facility issues were handled in March. Lights bulbs, ballasts and wall pack units were changed out in various buildings. All the clocks were sprung ahead for Daylight Savings time, schools zone lights were reset, and filters in HVAC units were changed.

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. The doors at City Hall were opened for the public on 22 days, requiring 11 hours. The entrances and immediate walkways were checked and treated as needed on a daily basis through March. Employees also conducted the required monthly fire extinguisher and elevator inspections, these tasks took approximately twenty four hours to complete.

Seven Dig Safe requests were responded to, mainly checking telephone poles that are being replaced for any signs that might be mounted to them, then replacing them as needed, with two requiring the marking of traffic signal loops. Thirteen traffic signal complaints were addressed but personnel were not able to observe or duplicate the problems. Three pedestrian crossing buttons were replaced this month, snow removal operations play a part in that the snow is often heaped up on corners where these buttons are present and they become jammed or malfunction in other ways.

The City flag was lowered and the Greek flag rose in its place, celebrating Greek Independence Day.

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



The Emergency Manager received a \$6000.00 grant from New Hampshire Homeland Security to re-write the City of Dover's Emergency Operation Plan. The new designation is Local Emergency Operation Plan (LEOP). The format for plans has recently changed industry wide. It is broken down in ESF's which are Emergency Support Functions. The staff has been to professional development on the concept and is now instituting it in Dover's LEOP. Over the next five months Department Heads will be meeting to garner their input to ensure the city needs are met.

The Operations Chief attended the Public Health Network Advisory Council. This council is charged with creating a collaborative working effort to enhance and improve public health-related services within the region. The Network is to *improve the health, wellness, and quality of life for all individuals in Strafford County*. The PHAC Executive Committee will utilize the framework of Health Impact Assessment (HIA) to prioritize public health related disparities in Strafford County. Multiple agencies from Police, Fire, Hospital, mental health, Non-Government Organizations (NGO's) with wellness initiatives in the County came together to establish a strategy to meet the regions substance misuse prevention, public health emergency preparedness, emergency volunteers and many other health related issues that are affecting the community.

Amateur Radio Emergency Services had their monthly meeting at the North End Fire Station. They are the behind the scenes communication net that runs during major infrastructure failures. When phone and email lines go down they are the back bone of communication across the country.

Command Staff support the School Department with New Hampshire Homeland Security and Emergency Management, with a security review of all public schools. A questionnaire was used in this review followed by an inspection of each school. A report will only be provided to the School Department.

The City Clerk / Tax Collection division worked with Fire & Rescue to register the Fire Department fleet of vehicles. There were over nineteen vehicles re-registered. The City Clerk / Tax Collection staff ensured all of the department's registrations were free from errors and department personnel completed the changes to track the vehicle with standardized inputs.

On March 14th an Engine Company and Ambulance provided stand-by coverage for the Run Before You Crawl 5K race. This is part of the Dover Race Series that is sponsored by Dover Main Street. It is these community events that embody what our organization represents to the Community.

Fire & Rescue responded to multiple gas calls from ice buildup on gas regulators. Crews responded to three multi-family apartment buildings that were impacted by gas leaks. Carbon monoxide calls were on the increase due to the snow buildup. Many vents were covered causing an increase in furnace and heater malfunctions.

Two Fire & Rescue members traveled to Nebraska to perform the final inspection for the new Fire Engine. It will be Engine 9 (pictured right) and is slated to arrive in May at the fire station. There are many more steps to include training of personnel in operating it and the mounting and storage of all the equipment to go on the vehicle.



The command staff attended a public health meeting and is in the process of creating a sheltering plan for the City to meet over the next five to ten years.

Communications Bureau:

Communications Bureau statistics for March are:

Radio Transmissions	11,001
Phone Calls	8,289
Police Alarms	87
Lobby traffic	384
911 calls	385

Additionally, the Communications Bureau handled two unusual events during the month which contributed to many of the calls and radio transmissions. These included high winds on March 17, 2015, and a structure fire at 29 Gerrish Road on March 24, 2015.

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 March the K-9 Unit conducted a total of 20 hours of training.

Collision Investigation Team:

Members of the Collision Investigation Team were not called out during the month of March.

Special Investigations Bureau (SIB):

Sixteen registered sex offenders were processed during the month by the Dover Police Department's Special Investigations Bureau. 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.

In March 2015, SIB detectives began an investigation after elementary school staff reported discovering injuries to a nine-year old girl. As a result of the investigation, a Dover woman was arrested and charged with Simple Assault.

SIB detectives investigated a case of fraud in which a Dover man obtained \$8,890.00 in welfare benefits by submitting falsified paperwork to the City's Public Welfare Department. The man was arrested and charged with a felony charge of Welfare Fraud.

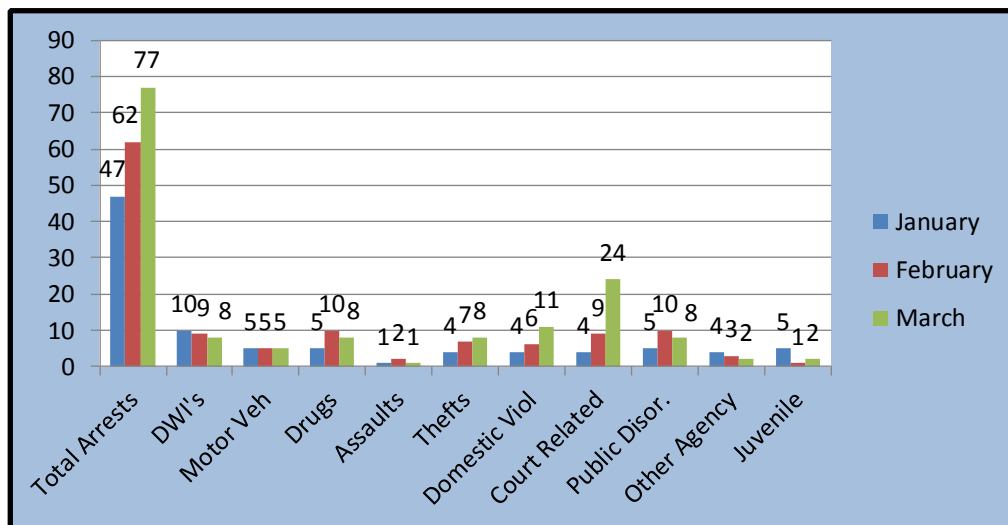
Throughout March, SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

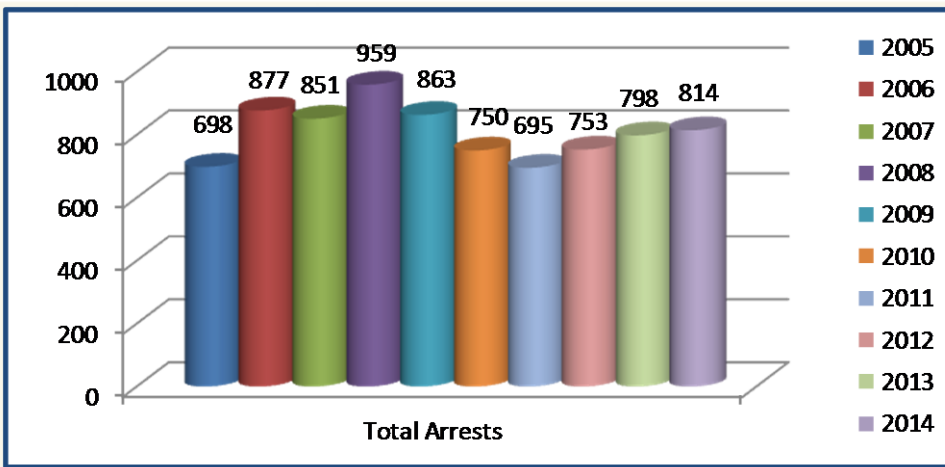
SIB personnel also investigated two unattended deaths that occurred in Dover, one of which is believed to be a drug overdose.

SIB is also responsible for conducting background investigations on individuals applying for jobs at the Police Department. During March, three such investigations were on-going.

Patrol

During the month of March, the Dover Police Department responded to **3133** incidents throughout the city. Police Officers made a total of **1269** car stops and issued a warning or a summons. The chart below depicts the 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.





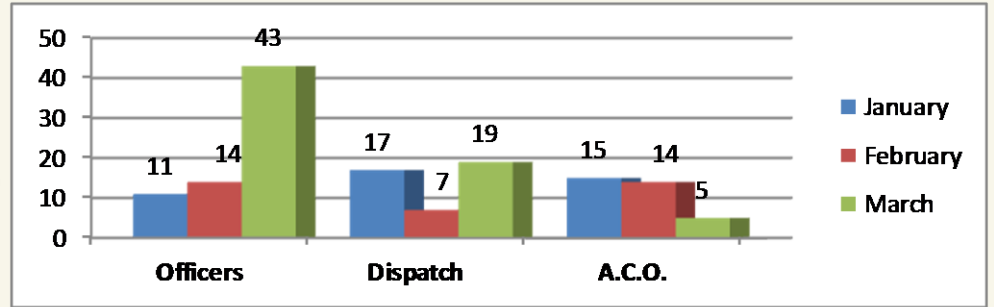
The chart to the left depicts the total arrests made by the Dover Police Department by year.

Animal Control:

Total calls in March:

- Handled by Officers - 43
- Handled by Dispatch - 19
- Handled by Animal Control Officer - 05

Past three months of calls, to the right, broken out by who handled.



Downtown Liaison Unit

The Downtown Liaison Unit, also known as the Mounted Patrol, was responsible for the warnings/assists below during the month of March.

25	Pedestrian Crosswalk Warnings
16	Public Assists
8	Motor Vehicle Pedestrian Right of Way Warnings
2	Motor Vehicle One Way Warnings
13	Parking Assists
2	Skateboard on Sidewalk Warnings
5	Bicycle on Sidewalk Warnings
1	Trespass Warning
2	Speed Warnings
2	Assistance Calls for Homeless Outreach

The Taylor River Tadpoles, an equine youth group recently visited the stables to learn about the Mounted Patrol.





The City of Dover aided the New Hampshire Department of Transportation (NHDOT) in announcing that bridge repairs on the Spaulding Turnpike Bridge over Long Hill Road were scheduled to begin on March 2nd. Girder repair work is necessary after the bridge was struck by an over-height vehicle. The repair project is expected to take six weeks to complete. The work is not expected to affect traffic on the Spaulding Turnpike, but will cause lane and road closures on Long Hill Road.

The Dover City Council has adopted an ordinance, Chapter 166-47, placing a maximum weight limit for vehicles on Tolend Road, from the Barrington town line to Columbus Avenue. No vehicle with a Gross Vehicle Weight Rating that exceeds 13 tons, or 26,000 pounds, is permitted on this roadway. Penalties for violations include a \$150 fine for a first offense, and a \$250 fine for any second or subsequent offense. The restriction has been posted at all roadways intersecting with this segment of Tolend Road and will be enforced by the Dover Police Department.

The only exempt vehicles from this ordinance include residential heating system delivery vehicles, school buses, public safety vehicles, or vehicles engaged in curbside waste or snow removal for the City of Dover. Deputy City Manager and Director of Community Services Douglas W. Steele II is also authorized to provide written permission for other trucks to travel on the roadway, but may impose reasonable conditions on the use of the road and may establish reasonable requirements for bonding and restoration of the roadway in the event of damage.

This ordinance is due in part to the reconstruction project that is currently under way on Tolend Road. During the 2014 construction season, concerns were raised about the condition and structural integrity of the roadway due to cracking of the base pavement. Crack sealing was performed in the fall of 2014, but final pavement overlays and other pending structural repairs are not expected to be completed until sometime in 2015. The City of Dover's engineering consultant for the project, Underwood Engineers, has recommended that the City work to reduce the impacts of loaded truck traffic in order to preserve the integrity of the road until construction is completed. The intent of this ordinance is to reduce the volume of heavy trucks; 26,000 pounds is the lower end of the scale for commercial motor vehicles in order to prevent unreasonable damage to the road and extraordinary municipal maintenance expense.

The Tolend Road ordinance was adopted in addition to Chapter 166-5C of Dover City Code, which already prohibits any vehicle over 26,000 pounds GVWR from traveling on any local roadway in the City. Trucks exceeding this weight limit are required to remain on all state-numbered or state-maintained highways, or on any roadway otherwise designated as a truck route, and may not travel on any local roadway except when their origin or destination is a specific address on the local roadway. Trucks are then required to take the most direct route to and from their origin or destination to the state highway.

An Engineer/Paramedic came in off duty to teach a local Boy Scout Troop classes for their emergency merit badge. Engineer Irwin spent 6 hours teaching concepts on handling emergencies including first air.

The Fire & Rescue services takes pride in community CPR. This is an important skill that saves lives. Along with CPR, AED training goes hand in hand with it. The duty shift went to the 1st Parish Church in Dover to teach members there how to use their new AED. Pro-active organizations that reach out to obtain a vital lifesaving piece of equipment are outstanding. Recently, Dover Fire & Rescue received a letter from a High School Student that thanked CPR instructors that taught her this skill so she was prepared to give a family member the best possible chance of survival. One thank you letter of recognition like this brings the Fire & Rescue profession into focus.

March was a busy month for Fire & Rescue membership mentoring students on the Ambulance. There were 12 shifts with a student being educated on the ambulance. They ranged from EMT's to Paramedic students.

The Assistant City Manager was part of a jury for PlanNH. This jury selected merit awards, which were announced and distributed on April 2 at an awards banquet. The merit awards recognize projects that represent smart growth principles, livability principles and promotes thoughtful community based design. Plan New Hampshire, formed in 1989, to encourage good planning and design and development with the understanding that what we build, and where and how we build it has a significant impact on that vibrancy and health.

The City of Dover Department of Planning and Community Development conducted a citywide clean-up of unpermitted, temporary advertising signs the week of March 30, 2015. Illegal and unpermitted signs include those on utility poles or in the right of way.

The placement of signs in public rights-of-way and medians, on utility poles and attached to trees is not permitted under the City's zoning code. Illegally posted advertising signs may create a safety hazard for traveling motorists and can be unsightly for residents.

The cleanup was the first of 2015, and the first in over a year. The City's focus on efficient and effective enforcement of the ban on illegal off-site advertising began in 2010, and initially required sign sweeps conducted on a quarterly basis.

Business owners who have placed these illegal signs were advised to remove them in advance of the City's clean-up effort. Confiscated signs are held for 30 days prior to being recycled or destroyed.

The fiscal year 2016 proposed budget was presented to the City Council on Wednesday, March 25. The presentation will be followed by a series of public hearings, workshops and special meetings over the next month and a half. The City Council adopts a final budget in June.

In addition to the City Council presentations, there are additional ways to stay informed and learn more about the budget process. The City recently launched a newsletter devoted to the budget process. This newsletter includes more detailed information about the proposed budget, a look at the budget process, a review of budget presentations and meetings with the City Council, and more. The newsletter, Budget Revealed, can be added to your current list of City of Dover newsletters or by visiting the City's webpage.

The City also maintains a Budget Revealed resource on the City's website.

Advertising for the annual DARE Breakfast began in March. The Moses Paul Masonic Lodge #96 hosted its annual breakfast fundraiser Saturday, April 4, 2015 from 7:30 to 10:30 a.m. Proceeds from the event are to benefit the Dover Police Department's DARE and Youth to Youth programs. The Dover Police Mounted Patrol and the DARE officers were also present during the event.

The Dover Public Library announced the 13th annual Dover Public Library poetry contest for grades K-12. Prizes will be awarded in six different categories: Grades K-2, 3 and 4, 5 and 6, 7 and 8, 9 and 10, and 11 and 12. Poems will be judged on originality, style and creativity.

The Greater Dover Chamber of Commerce hosted its second Bridge to Our Future Event this month, designed to put area high school students in touch with members of the business community held at Wentworth Douglass Hospital. Fire & Rescue command staff supported this event establishing contacts with area students that are interested in the Fire & Rescue Emergency Service field.

The library has 5,680 social media followers: 1,563 on Facebook, 590 on Twitter, 213 on Instagram, 1,018 on Pinterest, and 2,296 subscribers to the library's two e-newsletters. The library website received 150,857 hits during March. The Library posted 63 items on Facebook, 19 on Instagram, 24 on Twitter, and added 54 pins on Pinterest. Staff wrote 8 Blog posts, and sent four press releases to media outlets during March.

The public library borrowed 125 items from the school libraries and sent 72. The public library's System and Technology Librarian Peggy Thrasher aided the school librarians with Koha library system issues on 8 occasions during March.

The Fire & Rescue membership continued meetings for this year's Fire Safety Festival production. Plans for the set have taken shape and members have been assigned roles. Local residents and businesses have once again been very generous with their donations. This year's production is A Trip to the Fire Station.

The Fire & Rescue has worked hard to support the Dover School System. The Career Technical Center class for Firefighter 1 and EMT class provided at the North End station. The firefighter 1 class took their Hazmat Awareness Test. This certification teaches members how to recognize a hazardous materials release and the risks involved. They also learn how to identify the released material; how to use available resources, including the Emergency Response Guidebook; and how to notify the proper authorities in the event of a hazardous material emergency. The NH State Fire Academy has seen a 75% success rate on first attempt with this test. 100% of the students passed on their first attempt.

A Fire & Rescue shift taught a fire extinguisher class to the staff of Garrison School. They provided instruction and went over the care and operation of each type of fire extinguisher and where and how to use them. Over thirty teachers received this class.

Daylight savings hit March and Fire & Rescue took this time to remind all residents and community members to change batteries in their smoke detectors. Smoke detectors save lives. NFPA reports that three out of five home fire deaths resulted from fires in properties without working smoke alarms. The Fire Department carries extra detectors in all fire trucks to ensure they can install a detector in any residence that does not have one. The department also responds to any request for smoke detector installation and they recommend inter-connected detectors that are hard wired to the house electrical system with battery back-up. Please check your detector monthly for operation!



In March, Dover Youth to Youth conducted 3 national webinars where prevention personnel from any community or coalition around the US could tune in. Two of the webinars were on Underage Drinking Prevention and Countering the Alcohol Industry's message. The third was on how to train youth advocates to present the Samantha Skunk Program. All 8 webinars offered this year were presented by Dover Y2Y members from a studio they set up in the McConnell Center.

Dover Youth to Youth members gave two Samantha Skunk Medicine Safety presentations on March 26, 2015 to all of the kindergarten students at the Horne Street School. Over 300 Kindergarten students in all three elementary schools have now seen this anti-drug presentation during this school year.

Y2Y students also completed the annual Kick Butts Week "Plaster the Walls" campaign at the Dover Middle school. Y2Y members put up roughly 100 anti-tobacco posters on the walls in order to flood the halls with information about the dangers of chewing and smoking tobacco. The posters remained up for 5 school days during Kick Butts Week which concluded April 1st.

On March 4, 2015, three Youth to Youth students, Will Demers, Hannah Martuscello and Kylan Mastro, traveled to Concord, NH to testify on a bill that the Dover Youth to Youth helped to propose. If passed, the new law would make it illegal to smoke in cars with anyone under the age of 18 in the vehicle. Dover Youth to Youth worked with Senator David Watters of Dover to submit the proposal.

Dover Youth to Youth provided classroom presentations (below) of the TRUTH About Tobacco program to all five 4th grade classrooms at Horne Street School March 9-13th. Over 100 students received the training.



Dover Youth to Youth students are shown here with Senator David Watters at the State House in Concord shortly after they had testified in support of their proposal to ban smoking in cars if kids are present.



On March 18-19, 2015, Captain Terlemezian was in Hanover, New Hampshire working with the police department and an independent testing company that was assisting the Hanover Police with their selection process for a new police captain. Captain Terlemezian received a block of training on administering the assessment center and then spent the next day and a half rating the three candidates for captain and two candidates for lieutenant as they went through a simulated tactical exercise.

The Department of Planning and Community Development continued to update its blog, Facebook page and twitter feed to communicate with the public. The Department of Planning and Community Development has 270 Facebook (City of Dover NH Planning) friends and 685 followers on Twitter @DoverNHPlanning). The department also promoted the Dover Community Trail through the Facebook fan page for the trail which has 926 fans.

The Department of Planning and Community Development mailed out 21 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.

Sergeant Scott Pettingill and Detective Matthew Travaglini provided a safety presentation to local realtors at Wentworth-Douglass Hospital on March 19, 2015.

Detective Ed Pike and Detective Sean Mask provided a fraud prevention presentation to the public at the Maple Suites retirement community on March 26, 2015.

On March 11-12, 2015, Officer Feliciano went to the Sununu Center located in Manchester, NH, to teach local law enforcement how to respond to active shooting situations.

On March 18-19, 2015, a team of 11 Dover Youth to Youth students traveled to Saratoga Springs, NY to present at a large regional conference called the SADD Safe Spring Conference. The Dover teens presented the opening keynote presentation on Youth Advocacy & Action to 270 high school students involved in prevention work in NY. In addition teams of Dover Y2Y members provided three 90-minute skills workshops on media and public speaking issues.

On March 4, 2015, six members of Dover Youth to Youth traveled to Bow High School to provide a 2-hour evening training presentation to their youth advocates. Five members of Youth to Youth also traveled to Plymouth, NH to provide a 3 hour training program to their youth advocates on creating radio ads and public speaking techniques.

On March 26, 2015, Chief Colarusso, along with members of the command staff, detectives, and police officers, participated in the "Building Connections, Increasing Safety – A Community Conversation with the Dover Police Department" program at the McConnell Center. The event, presented by Dover Listens, provided a forum for members of the public to engage in small group discussion with the members of the department and other citizens. Similar events took place in Durham and Rochester in the days and weeks following the Dover event.

On March 20, 2014, pictured right, Sergeant Collopy attended the Dover Chamber of Commerce's Bridges to Our Future event held at the Garrison Wing of Wentworth Douglass Hospital. He, along with representatives from several area businesses and other government organizations, met with area high school seniors who were interested in exploring various career options. It was an opportunity for students to meet with members from each business/organization and build a networking system for their future. This also gave Sergeant Collopy the opportunity to meet with students interested in the field of law enforcement, answer some of their questions, and talk about his experiences with the Dover Police Department.



On March 3, Sergeant Speidel provided an educational seminar on the topic of infant and child seat safety to a group of expectant caregivers at a "baby shower" event at the Avis Goodwin Community Health Center in Somersworth.

Police Facility & Parking Garage

During the month of March, bulk excavation for both buildings was completed. Approximately 20,000 cubic yards of soil was removed from the site. Crews also completed the installation of building support piles for the police facility. Completion of the support piles for the garage structure is scheduled to occur in early May.



An aerial view of the site taken in March 2015.



Crews install rebar for police building foundations

City Programs

Gym

The girls and boys 5th & 6th grade all-star basketball teams continued practicing and competing in tournaments. The girls and boys participated in the Rochester and Marshwood tournaments. The 18+, 35+ and 50+ Men's Basketball leagues entered playoffs and wrapped up in early April. Adult fitness classes continue with new sessions of Yoga, Muscle Power, Zumba® and Interval Toning being held in the Recreation dance studio. The next session for all these classes began in April. The last week of Spring Sports Sign-ups were held at the McConnell Center cafeteria and field requests were received for all leagues. The weather has kept the leagues off the fields to date and the division has continued to try and accommodate requests for inside space within the McConnell Center and the schools. Badminton continues on Friday evenings and can resume Saturday afternoons in April. Assistant Recreation Director, Krista Trefethen, took part in planning the NHASC (NH Association of Senior Centers) State Conference, held in Concord on Friday, March 27th. She serves on the board of NHASC and was a panelist for one of the sessions of the conference.

Pool

The month of March brought on the end of the short course season for Seacoast swimming and they will begin their next season in April. Hydrofitness continues on a weekly basis, drawing as many as 20 swimmers every class time. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase since the after school time period became available when High School Swimming ended. Spring Session of swim lessons began in March and is the most heavily attended session the pool has ever had. Dover Residents filled the weekend lessons before the open registration period even began. The division added a few more classes to try and accommodate the masses. A few more Sunday hours throughout the month was filled with a Triathlon group. The Masters Swim program continues to draw around 30 swimmers to their practice times. The Mighty Seals are working hard to prepare for their swim meet that will take place in Manchester; they continue to practice every Sunday. Attendance for the pool is as follows: Adult Lap Swim 75-90 Swimmers, Rec Swim 10-20 Swimmers Daily and Pool Rentals 8 Birthday Parties

Ice Arena

March is the month for the youth hockey playoffs and high school playoffs. Many playoff games were held at the arena including a playoff game for the Dover High School boys hockey team – which went on to win the state high school hockey championship. The youth hockey teams also held their tryouts for next season. The arena hosted the New England Bay State Girls Hockey tournament again this year with 24 girls teams from all over New England participating. This made for a busy and exciting first weekend of the month. Recreational skating, hockey pick-ups and stick practices have remained steady offering opportunities for all levels of skaters and hockey players. Adult and youth stick practice: 410 participants

Senior Center

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Our walking group has resumed walking outside at long last! 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 wiffle ball. Pickleball is held Friday mornings at 9am. In March, 81 people enjoyed learning and playing this new lifetime sport! 63 seniors joined us for lunch this month at the Senior Center. The Senior Center has partnered with Portable Pantry (downstairs in the McConnell Center) to be able to offer a greater variety of lunch specials! Senior Center Travel took 35 people to Mohegan Sun and 46 people to see the Reagle Players "A Little Bit of Ireland." Spring and summer trips are filling fast! The daytrip group enjoyed some Southern charm at the Leddy Center, with 19 of them going to see "Steel Magnolias." 35 seniors gathered to learn about the history of Irish dancing with John Grimes of McDonough-Grimes Irish Dance at the March Social. Spanish class has made so much progress that they have branched out to include a New Beginners class as well as an Intermediate Conversation group. In April, there will be many new offerings, including a presentation by the Alzheimer's Association, a talk on gluten-free eating options by health coach Tracey Miller, a visit from the John Greenleaf Whittier House Museum, as well as a trip to the JFK Library.

Senior Advisory Board meeting: 10 participants, Mystery Lunch: 50 participants, Senior Center Lunches: 63, Social 23

Public Library

The library has added 40 Digital Magazine subscriptions to its downloadable selections. Patrons with the (free) Nook app may now view (and keep) entire issues of popular magazines on their mobile device.

Two contests began accepting entries during March: the library's 7th annual Peeps Contest (shoe box dioramas with a literary theme) and the 13th annual Poetry Contest (for students Gr. K-12).

An overflow crowd in the Lecture Hall enjoyed a performance by the New England Irish Harp Orchestra on March 17, St. Patrick's Day.

The project to inventory the library's collections is concluding its first run-through by our crew of volunteers from the Friends of the Library. A second thorough check of the shelves is commencing.

Library programs during March included story times, craft sessions, movie showings, Paws for Reading, Book Group, and Lego days. We also hosted the New England Irish Harp Orchestra on St. Patrick's Day, a 3-part Organic Gardening course, a NH Fish & Game program on bears, and a Solar Energy Workshop. March attendance at 39 total library programs was 913.



Peeps Presentation

Dover Housing Authority

On 03/18/2015, Officer Feliciano attended the first wheelchair basketball game held at the Somersworth High School to raise money for Unified Games. Officer Feliciano played on the Dover team, which consisted of students from the Dover High School, city officials, and various City of Dover employees. The other team consisted of various employees, students, and government officials from the City of Somersworth. Dover was victorious over the City of Somersworth in the game.



Both teams posing after the Wheelchair Basketball game on March 18, 2015.

Community Service Program

The Community Service program continued to track three active participants during the month of March 2015. A total of 6.5 hours of community service hours were completed during the month and none of the participants finished his/her assigned hours.

Dover Youth to Youth:

Two Youth to Youth teams have begun preparations for the annual Granite Youth Film Fest sponsored by the United Way of the Greater Seacoast. This Film Fest features student-made films that raise awareness about the dangers of underage drinking, marijuana use, and prescription drug abuse. Teens experience the full process of film production: budgeting, pitching their idea, making a movie, and premiering their movies at a theater. On March 24th, the teams pitched their idea to the Granite Youth Film Festival Board in hopes of receiving \$500 worth of funding. After the panel finished questioning each group, each Dover team was awarded \$500 to make their short film about substance abuse. The films will be viewed at the Epping O'Neil Cinemas in late May.



Y2Y students shown making their "pitch" to a panel of representatives from the United Way of Greater Seacoast about their film idea for the Film Festival being sponsored by the United Way.

Dover Coalition for Youth:

Both Dover Middle School and Dover High School implemented the Youth Risk Behavior Survey in March. Coalition Coordinator Vicki Hebert presented at the DHS staff meeting on March 2nd about survey procedures and the survey was implemented on March 11th. She also presented at DMS on March 9th for a March 12th implementation. The schools reported that everything went smoothly and that there were few student opt-outs. The results are expected to be available this winter.

The United Way currently has contracts with Epping Middle and High School, and Newmarket Junior Senior High School to implement youth empowerment. Dover Youth to Youth has been contracted to provide technical assistance to these teams. During the month of March, Vicki Hebert worked with the Epping High School team as they prepare a conduct sticker shock. All 3 teams attended the 3rd Annual Granite Youth Alliance Film Festival panel presentations and are in working on their films.

The Opioid Taskforce of Strafford County, which Vicki Hebert is a key member of, is in the process of planning a legislative breakfast and heroin summit on Friday April 10th. The two events are designed to educate legislators and community members about the growing heroin epidemic and strategies to address the problem. Currently 80 people are registered for the legislative breakfast and 230 are registered for the day long summit.

Dover Teen Center

The Dover Teen Center calendar for March 2015 consisted of educational and social programming for its youth participants. For the month of March 2015, the Teen Center saw a total of 654 participants on 22 days of programming, which yielded an average of just under 30 participants per day.

Some program highlights for the month of March 2015 included, but were not limited to the following:

- TC Special Program Day – “Teacher Workshop Fun Day” (3/13)
- TC Snack Special – “Mystery Snack Day” (3/19)
- TC Snack Special – “Pancake Mania” (3/23)
- TC Snack Special – “Hot Dogs” (3/25)
- TC Classic Program – “Bingo Madness” (3/27)
- TC Sports Event – “TC B-Ball Team vs. Somersworth Youth Safe Haven” (3/30)
- TC Tournament – “Partners 8-Ball” (3/31)

The Dover Teen Center received (8) new registrations in March 2015.



Dover Teen Center basketball team celebrating a victory over Somersworth Youth Safe Haven on March 30, 2015.



Teen Center Intern Audrey Biggers works with Dover Teen Center participant Jasmine on her homework during the daily Teen Center homework help.

The Dover Court Diversion Committee

The Diversion Committee did not meet during the month of March 2015. As of the end of the month, there were a total of 3 active or pending Diversion cases. Three cases are already in active Diversion Contracts: 2 successful completion and release, 0 new cases heard, 2 new cases awaiting review for April 15, 2015 meeting, 1 new case awaiting review for May 5, 2015 meeting.

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

STREET IMPROVEMENTS

Current: The paving bid will be advertised soon for bidding.

TOLEND RECONSTRUCTION

Current: The section of Tolend Road from Whittier Street to Columbus Avenue has been top coated. The driveways will be paved in the spring of 2015. Crack sealing has occurred on the section from Columbus Avenue to the Town line. The City is working with AEC and Brox on remedying the pavement issues on the base pavement but top coat is expected to be installed this spring.

Previous: Construction has ended for the 2014 season.

COCHECHO RIVER DREDGING

Current: Excavation from the Orchard street new police facility has continued despite the winter weather during February. The material was brought to the dredge cell and stockpiled for later use when closing out the dredge cell.

Previous: More than 3,200. cubic yards of fill from the First Street project has been disposed of in the dredge cell. The clay soil from the Orchard St project is now being taken to the dredge cell and stockpiled for use as a cap to close the cell. The redevelopment of the former DPW site on River Street is expected to provide an additional 13,000 cubic yards of material needed to fill the cell prior to capping the dredge cell. The massive snowfall has slowed soil excavation progress at the Orchard St site.

Soil from the Orchard Street project is beginning to be placed in the dredge cell for use later as a capping material. The major excavation at Orchard Street is scheduled to take place over the winter and the soil will be placed in the dredge cell and stored until needed to cap and close the facility.

GZA the engineering firm that completed the environmental characterization of the River Street property has provided a work scope to oversee the removal and backfilling of the approximately 13,000 cubic yards of unsuitable soil left at the former DPW site. NHDES has approved disposal of this soil in the dredge cell for disposal. A contract with GZA will be presented to the Council for approval once a funding source has been identified.

The redevelopment of River Street will require the removal of unsuitable material which NHDES has given the city a waiver to place in the dredge cell. A portion of the material was placed in the dredge cell during the first dredge season to provide a stable base for equipment to manage incoming dredge spoils. An estimated 13,000 cubic yards of additional material remains to be placed in the cell. An engineering firm will be needed to plan and oversee the removal and manage the backfilling of the excavated area to insure all unsuitable material is removed from the site and backfill is properly compacted to facilitate redevelopment of the property.

WASTEWATER TREATMENT PLANT

Current: A presentation updating the City Council on the progress on the nitrogen issue was made at a workshop in March. The Council was also presented with the good news that Phase One of the current upgrade project at the Wastewater treatment plant came in under budget and that the balance of funding allocated for Phase One was sufficient to cover the costs needed for Phase Two. Wright Pierce Engineers explained the City could either opt to issue a Change Order to the Phase One contractor for the Phase Two work or issue an RFP for the Phase Two work. Wright Pierce recommended the issuance of a Change Order which in their opinion would be less expensive and get the work completed sooner.

Previous: The Coalition met with the EPA Region 1 Administrator, Curt Spalding, and his staff in Boston on October 28th. The purpose of the meeting was update EPA on all the work the Coalition communities have been doing during the past 6 months including sewer treatment plant upgrades, estuary monitoring and hydrodynamic modeling results. The Coalition plan to develop a water quality was also presented. EPA expressed appreciation for sharing the coalition's efforts and the meeting concluded with an agreement to meet again next spring to update EPA on coalition efforts.

PREP has commissioned a committee to plan future study needs for eelgrass and marcoalgae in the Great Bay estuary. Dean Peschel was invited to serve on the committee as representative of the Coalition communities.

Progress on the wastewater treatment plant upgrade construction continues and the modifications to allow nitrogen removal are on schedule to be online by the late spring.

Recognition

Fire & Rescue hired a new employee this month, Ben Roesch. Ben comes to us from working full time at Brentwood Fire Department. Ben is a graduate from UNH with a Civil Engineering Degree. Ben worked for a company that built bridges while working on his EMS and Fire certifications. Ben has his Advanced Emergency Medical Technician certification, NH State Firefighter II certification and is also a member of the Madbury Volunteer Fire Department. Ben is interested in snowboarding, martial arts and golfing. If you see Ben, please welcome him to the City of Dover.



The Strafford County Regional Tactical Operations Unit recently held an oral board for an open paramedic position. Lieutenant Craig Chabot (left) was chosen for this position. Craig has been a paramedic for a number a years and was a previous member of the team. Craig is looking forward to supporting the team.

Jim Maxfield, City of Dover Electrical Inspector, received certification from NFPA as a Fire Plan Examiner. This certification recognizes and provides evidence of competence as related to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner. Congratulations to Jim!



Jerrica Vansylvong was promoted to Utility Billing Bookkeeper. She formally was a part time Account Clerk II in the City Clerk/Tax Collectors Office. Congratulations to Jerrica!

On March 2, 2015, the Police Department held its annual awards banquet. This year, the event was at Patty B's. There are a total of four firearms awards. Winners of the James A. Ridings Memorial Trophy this year were Sergeant John Tarmey, Officer Sean Kennedy and Officer Ben Lilyestrom. Additionally, Officer Kennedy won the Chief's Trophy for accuracy.

Officer Jim Yerardi received the Traffic Enforcement Officer of the Year award for his overall traffic enforcement with the goal of increasing safety for the community at large. Officer Chris Plummer received the Looking Beyond the Stop award recognizing that his traffic enforcement often led to the discovery of offenses in addition to the initial reason for the stop. Sergeant Marn Speidel is the Chief Daniel Smith award winner for consistently going above and beyond what is expected in service of the community.

Sergeant Janine Harrington and Officer David Collis were each presented with Exceptional Service Awards for their response to a shooting in the Critical Care Unit at the Wentworth Douglass Hospital on December 30, 2014. Their response was both immediate and well-coordinated. They quickly stabilized the situation, evaluated the need for medical attention and provided a sense of calm and control for the staff and other patients in the Critical Care Unit.

The 2014 Employee of the Year is Detective Patrick Kilbreth. This award was in large part due to his work with the newly formed Strafford County Drug Task Force. Detective Kilbreth was involved with the planning and policy development for the unit and now leads the unit in investigations, arrests, and asset forfeitures.



Officer Collis and Sergeant Harrington receiving their Exceptional Service Awards from Chief Colarusso.

Off Duty Fire Captain, David Lindh, reported a structure fire and helped the occupant to safety prior to Fire Department's arrival. Below is part of the article in Fosters dated March 25, 2015 by Casey Conley.



Shawn St.Hilaire/Staff
photographer

Firefighters from across the region responded to a two-alarm blaze Tuesday afternoon that damaged a Dover Point home.

Flames had already spread to the first and second floors by the time firefighters arrived at 20 Gerrish Road shortly, Dover Assistant Fire Chief Jim Ormond said. Crews reported heavy fire particularly toward the rear of the home. The fire was reported just before noon.

Ormond credited off-duty Dover Fire Capt. David Lindh with calling in the fire and making sure the female occupant got out safely.

"He knocked on the door and alerted the resident. He facilitated getting the occupant and her dog out of the building safely. He was instrumental with getting information to arriving fire companies to extinguish the fire." Ormond said.

Nobody was injured during the fire, which investigators believe the fire started on the first floor. The cause remains under investigation.

Several Dover fire companies initially attacked the fire from outside the home. Once they gained a foothold, firefighters entered the structure to fight the remaining flames.

"With the fire on multiple floors, it was difficult to get a line in place to fight the fire," Ormond said. He estimated the blaze was under control about 12:40 p.m.

The house sustained widespread damage from flames, smoke and water. Heavy charring was visible from a side sunroom and a room toward the rear of the home was virtually destroyed.

Smoke flowed from a third-floor window for roughly 30 minutes after the fire was out. Crews also opened a hole in the roof to vent the smoke. Firefighters reported finding embers on the second floor well after 1 p.m.

Dozens of firefighters from nine fire departments helped fight the blaze, including crews from Portsmouth, Rochester, Lee, Durham, Rollinsford, Somersworth and Newington. Air Force fire crews from the Pease Air National Guard Base also responded.

Firefighters from Newmarket and Berwick and South Berwick, Maine, covered Dover stations while its crews were working at the Gerrish Road fire.

Craig Croteau's career with the Dover Fire Department began with a sharp turn 24 years ago.

While driving by, he noticed the garage doors were open and stopped to ask about a job. He took the entrance exam the next week and did well enough to get hired as a call firefighter. He joined full time a year later, following a path set by his father, who was a firefighter in Berlin.

Croteau, 46, of Dover, is leaving the department to become operations manager of PBS Plastics in Barrington. He has worked for the company part-time for the past 12 years.



Leaving the fire department, he said, is bittersweet. He looks forward to spending more time with his wife, Selena, and his children Julia and Nathan, ages 14 and 9. Having a standard work schedule will also be a nice change after decades of night, weekend and holiday shifts.

He'll miss the camaraderie and the sense of satisfaction from helping people in need.

"I'm going to miss my co-workers the most," said Croteau, who retires as a paramedic and engineer. "And the calls second."

"The decision was a tough one," he added. "When I got to my 20-year mark, I realized I've got to have a life after the fire service because this is a young man's job."

Chief Richard Driscoll said Croteau filled important roles at the department. He guided and trained recent hires, often leading by example. He also helped plan employee recognition events, including retirement parties for department staff.

He was also known for his positive attitude and easy-going demeanor that comforted patients on their way to the hospital.

"He loves his job today as much as when I met him 17 years ago," Capt. Paul Haas said. "His attitude is infectious."

Haas described Croteau as someone who makes a supervisor's job easier. He could be counted on to get the job done right at the scene of a fire or cleaning up around the station.

Firefighter Jennifer Myers said Croteau mentored her and countless others in the department.

"He is definitely one of the most utilized personalities in the fire department and he will be missed," she said.

Croteau's last day with the department was Wednesday, ending a career that began in 1990.

The department hosted a retirement ceremony that marked Croteau's long career. Dozens of city employees and firefighters past and present attended the gathering that featured a slideshow, snacks and a farewell cake.

Croteau plans to stay in touch with his former colleagues, and might even join them some mornings for daily exercises. After all, his new office is just a short drive away.

Professional Development

Nic Gordon, Truck Driver, and Michael O'Brien, Heavy Equipment Mechanic, attended the final three classes of Drinking Water System Operator Basics Course sponsored by the New Hampshire Water Works Association. This thirteen week course was held in Concord, NH. At the end of the thirteen weeks, participants are qualified to test for their Distribution Operator I license.

Alan Dews, Engineering Technician, attended the *What's Flushable* course sponsored by the New Hampshire Water Pollution Control Association, Franklin, NH.

Bill Boulanger, Superintendent of PW & Utilities, Dave White, City Engineer, and Alan Dews, Engineering Technician, attended the Granite State Designers and Installers Annual Spring Septic System Conference in Manchester, NH.

Stacey Hager, Office Manager, attended the Negotiation Skills for Coaches course sponsored by the University of New Hampshire.

Bill Boulanger, Superintendent of Public Works and Utilities, Gretchen Young, Assistant City Engineer, Paul Lang, Laborer and Alan Pimentel, Maintenance Specialist attended the Traffic Signal Training course sponsored by Electric Light in Cape Neddick, ME.

Bill Boulanger, Superintendent of PW & Utilities, Fulton Mountain, Heavy Equipment Operator, Richard Fowler, Maintenance Mechanic, Michael Hultgren, Maintenance Specialist, Jamie Stevens, Patrick Pilewski, Michael Nadeau, Pump Station Operators, and Tom Chapman, Pump Station Operator, attended the annual HAZWOPER course sponsored by C.A.B. Services. This class was held in Dover, NH at the Elk's Club.

Colleen Bessette, Executive Assistant, attended the first all day class in a series that will take place over the next year, in an effort to obtain a Desktop Publishing Certificate through UNH.

The Fire Department recertified 21 members with their EMS certifications with the National Registry. This process requires documenting certain trainings every 2 years. Each level provider is required for a certain amount of hours of EMS training. This was followed up with EMS licensing through the State of NH. All members have been re-certified and licensed for another two years.

All fire shifts received training on the NH Disaster Behavioral Health Response Team. This training gave an overview of the DBHRT mission during disasters within the State of NH and psychological first aid training. It covered CISD Critical Incident Stress Debriefings and many other topics that can be directed to the community.

Engineer/Paramedic Shawn Croteau and Engineer/Paramedic Brian Jacques completed a 144 hour course from New England EMS Institute. The class was for Certified Intensive Care Provider. This class is for paramedics, and other healthcare providers, with the required knowledge and skills base to provide patient care at the critical care level.

Firefighter/Paramedic Patrick Simmons and Firefighter Alex Reynolds went to Boston Children's Hospital to attend a Neonatal Resuscitation Program Class. The Neonatal Resuscitation Program (NRP) is an educational program jointly sponsored with the American Heart Association (AHA). The course has been designed to teach an evidence-based approach to resuscitation of the newborn to hospital staff who care for newborns at the time of delivery, including physicians, nurses, respiratory therapists and paramedics.

Firefighter Matthew Adams recently completed vehicle operator training to operate Squad 14. Squad 14 is the tool box of the Fire Department with all of the technical rescue equipment.



Fire Command Staff attended two webinars on National Hydrogen Safety Training Resource for Emergency Responders and one on The Basics of Specifying Fire Apparatus.

During March, Sergeant John Tarmey attended two weeks of Law Enforcement Supervisor Training and Officers Collis, Courter, Gaudreault, and Pieniazek attended a three day training course that covered Active Shooter scenarios.

In March, the Purchasing agent attended the National Institute of Government Purchasing SPARX three day conference. This educational event provides up to 12 contact hours for recertification of the Certified Professional Public Buyer (CPPB) designation. The City's Purchasing Agent is currently a certified CPPB.

On March 30, 2015 the Finance Director, Payroll & Benefits Administrator, and Human Resources Director attended a webinar on the Affordable Care Act and IRS reporting requirements for the City.

The Assistant City Planner continued to attend training to expand his skills with the Geographic Information System software the City uses. By expanding these skills, the Planning Department is able to assist the Community Services Department with completing required GIS mapping activities and assist the public by providing information and data relative to land use activities. An example of this is the recent use of the GIS to illustrate to the Planning Board the locations where Alternative Treatment Centers may locate in the City, based upon the State Statue allowing the Centers. With that knowledge, the Planning Board was able to review additional local criteria which might be applied to applicants.

Recreation Director Gary Bannon attended a New Hampshire Recreation and Parks Conference on Youth Sports Coaching.

Various library staff members attended webinars during March on topics: Koha 3.18 upgrade features; Building Public Access Technology; Strengthening Your Library Partnerships; and Assessing Your Community's Needs.

Children's Librarian Kathleen Thorner attended the state conference (CHILIS) in Manchester for children's librarians.

EMPLOYEE SPOTLIGHT

Many City Hall folks know Amber, but many outside of City Hall may not. Amber began working for the City of Dover about five years ago on a part time basis in the City Attorney's Office. Amber also works part time in the City of Dover at an attorney's office.

Amber says there is always something different happening each day to make her job interesting which is what she likes most about her position. Amber also feels her fellow staffers are very friendly and helpful and a great bunch to work with.

If Amber had to choose something she didn't like, it would be becoming inundated with 91A requests, which keeps her from tackling her day to day work that needs to get done. But somehow she manages to do it all!

Amber's main responsibilities in the Legal Office are to prepare contracts, resolutions, ordinances, leases, and responsive documents for the Right-to-Know requests. Amber assists the City Attorney with daily matters, works with the Tax Collector and Water/Sewer Billing Office to file bankruptcy claims and she also prepare litigation documents.



Amber was born and raised in North Berwick, Maine. She currently resides in North Berwick with her husband Jeff who was also her high school sweetheart. They have been married for 36 years. Amber and Jeff have two sons, Peter and Curtis. They also have one granddaughter, Sophia and another granddaughter on the way!

Amber is a busy lady. Amber has been on the Library Board of Trustees at her local library for the last 15 years. She has served as Secretary and Vice President, and for the last year Amber has been President. As a committee member, she has been fundraising for several years for the recently completed addition to their library building. Amber has also been the Treasurer of her church for the past two years, and Clerk prior to that, which keeps her busy as well. Amber is the Secretary of her high school class and is currently planning their 40th class reunion scheduled for this summer.

Amber and her husband like to hike in the White Mountains together. She said they also used to run together but her husband won't run with her now because she is too competitive and won't let him beat her!

Amber works afternoons in the Legal Office and all day on Thursdays. Amber is a wonderful asset to the City of Dover. Be sure to stop by and say hi to her when you get a chance.



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

- Correspondence on behalf of the City was forwarded to the Council relative to HB562 Adequate Education by the City Manager.
- The City Manager copied the City Council on an email to the House Ways and Means Committee regarding opposition to HB547.
- The City Manager forwarded additional correspondence, sent from the City Assessor to the House Ways and Means Committee, to the City Council which was in opposition of HB547.
- Relative to Tolend Road, the City Council received an update from the City Manager which summarized the request to allow the pavement subcontractor 2 additional weeks to review the independent engineer's report.
- The City Manager forwarded the Chamber of Commerce invitation to Network with Your Legislators on to the City Council.
- The City Council received an invitation from the City Manager to attend an upcoming community connections forum being hosted by NH Listens.
- The City Manager once again asked Dover Representatives to vote against HB547 and copied the City Council.
- The City Manager forwarded additional background to the Council on the armored rescue vehicle, for which the purchase was on the next night's agenda.
- Regarding Great Bay Water Quality, the Manager forwarded a copy of a recent letter sent by our US Congressional Delegation to the Region 1 EPA Administrator, to the City Council for their review.
- The City Manager forwarded a media release to the City Council concerning the arrest made in the alleged welfare fraud which was discovered through the diligence of the City's Welfare Office.
- 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.

On March 10, 2015 the City Purchasing Agent hosted the NH Purchasing Agent Group quarterly meeting in Dover City Hall. Discussions included purchasing with the State of NH, cooperative purchasing with other towns, issues with salt vendor this year and Pcards. In attendance were City of Dover, City of Concord, City of Manchester, City of Laconia and City of Keene.

The Welfare Director meets monthly with the Directors from the surrounding communities about welfare issues and problems that affect all towns/cities. In March, Lena attended a workshop on Coalition on Homelessness. This was a follow up to the November Conference on Homelessness. They learned several ways to help get a person or family into permanent housing. This has been shown to be the best way to stabilize a person or family and to encourage keeping an abode.

Parking & Traffic

Parking Bureau

During March, the Parking Bureau began to recover from the numerous snow storms the city experienced throughout the month of February. The bureau assisted Community Services throughout the month posting parking restrictions on streets and in parking lots to facilitate removing the massive snow piles. At their April meeting, the Parking Commission will be reviewing parking regulations for the remaining surface spaces in the Orchard Street lot when the parking garage opens. They will also be reviewing the Portland Avenue parking lot regulations as it relates the changes occurring in that neighborhood.

The Parking Manager is beginning to explore Pay by Phone options that may be integrated with the city's current meter (Parkeon) or handheld citation (Cardinal) programs. The Parkeon Pay by Space system being installed in the parking garage will use a Smart Phone for enforcement, which may allow for the addition of a Pay by Phone option for all parking areas.

The EasyPark in-vehicle parking meter has proven to be a valuable part of the city's parking program. Over 235 devices are in use in Dover and 2,153 are in use between the three cities of Dover, Portsmouth and Manchester. Although EasyPark only represents 5% of the parking meter income for the city; that 5% represents over \$15,000 in transactions that does not go through the meters which reduces the need for collecting coin bins, sorting and bagging of coins. It also reduces wear and tear on the meter parts and meter receipt paper. The EasyPark program requires very little effort by city staff.

Traffic Bureau

Sergeant Speidel worked closely with Dover Main Street representatives to coordinate the second annual Run Before You Crawl 5K event on March 14. Sergeant Speidel handled the Police Department's operational planning for this event, to include the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel, and the coordination with event organizers on other logistical matters affecting traffic. This was the first race of the 2015 "Dover Race Series".

Sergeant Speidel performed a total of 5 child passenger seat inspections during the month of March.

On March 17, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the New Hampshire Highway Safety Agency. Extra traffic patrols were performed during peak commuting hours under a contract from NHSA which reimburses the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date included French Cross Road, Watson Road, Tolend Road, Portland Avenue, and Littleworth Road.

Sergeant Speidel fulfilled duties as the staff representative to the Transportation Advisory Commission, including the preparation of meeting agenda and minutes. The committee reviewed and discussed the Cecil Group's summary recommendations on the Downtown Pedestrian Vehicular Access Study, and discussed the impending continuation of the Silver Street reconstruction project.

The Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or other traffic control particulars for the Dover Democratic Committee event on March 7, 2015 at the Dover High School winter guard / percussion show and the retirement celebration for Dover Firefighter Croteau on March 18, 2015.



The EasyPark system has also reduced use of the discount parking token program as many of the users are downtown employees and frequent visitors who prefer the convenience and "pay by the minute" attribute of the EasyPark system. The parking token program is very labor intensive, requiring parking employees to sort out the tokens from the coins before submission to the bank for deposit. The tokens then need to be repackaged for resale. In FY2012, the average use was 1,133 tokens per week. That number has steadily declined to 460 per week so far this fiscal year.

Progression & Growth

On March 4th the Assistant City Manager presented an overview of the Master Plan to the City Council and public. This presentation included a review of the work completed over the previous year on recommendations included in the Master Plan, as well as an overview of the recently adopted Land Use Analysis chapter.

On March 9th, the Assistant City Manager met with the Conservation Commission to discuss budget elements, including continuing to utilize the Current Use Transfer Tax to cover part of the costs for the City Planner position.

The Assistant City Manager was interviewed by a reporter for the Sound Newspaper. The focus of the interview, and subsequent article, was the need for diversity in housing in the region. Topics included how a community educates itself on housing needs, the role of the Planning Board and the role of housing advocates.

The Assistant City Manager attended Arts and Culture Day, as part of the Leadership New Hampshire curriculum, on March 12. Arts and Culture Day was held in Lebanon at the City Hall/Opera House, and included one on one sessions with cultural attractions in the Lebanon area, which contribute positively to the local economy.

The Assistant City Manager continued to participate in skills building opportunities focused on trends in community engagement from a grass roots scale and strategies cities can implement to encourage community and economic development. Both opportunities were designed to educate the participant as well provoke discussion about cumulative effects small initiatives can have to further larger goals. Finally, the skills building included a review of the ways that Cities have taken a more centralized role in the global economy, addressing interests and needs previously seen as regional or statewide.

The Assistant City Manager attended a lecture on March 26th by the New Hampshire Planners Association on a variety of topics. Twelve presenters were given 8 minutes each to introduce new and trending planning, energy conservation, environmental or housing related topics. The topics were diverse and were designed to open up thinking and to encourage the attendees to follow up with the speaker or another resource after the meeting to dive deeper into the topic.

The Assistant City Manager attended three meetings relative to the progress of the High School renovation/rehabilitation project. The Assistant Manager continues to advise the JBC/SAU on planning and traffic related issues.

The City Planner attended pre-construction meetings for development projects with the Community Services Department staff and Building Official on March 10th and 17th.

With the Land Use Analysis chapter of the Master Plan adopted by the Planning Board, planning staff reviewed the full Master Plan and updated the executive summary of recommendations. The Assistant City Manager presented the executive summary to the City Council at a workshop on March 4th. This document, and many others related to the Master Plan are available on the City's web site.

<http://www.dover.nh.gov/government/city-operations/planning/master-plan/index.html>

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. In preparation for the March 3rd CWDAC meeting, staff reviewed drafts of the market analysis conducted by a consultant, and supported the consultant's work by clarifying local conditions and concerns. CWDAC accepted the final market analysis report on March 31st. Furthermore, Planning staff prepared a second draft of an RFQ for a design team for review by CWDAC.

The Assistant City Manager followed up on the Development Agreement between the City and H53 Mast Road, LLC. This agreement ties the development of a parcel on Mast Road in an industrial district to tax revenue required to pay back the cost of new public infrastructure. The follow up work included monitoring the blasting and basic site work now underway on the site. Additionally, work included discussion regarding the reclamation of the previous excavation material areas.

The Assistant City Manager and City Engineer met to finalize the Downtown Pedestrian and Vehicular Access Study. A summary document of the recommendations was developed and submitted to the TAC.

Planning and Community Development staff drafted the City's Consolidated Plan as part of the City's commitment to the Community Development Block Grant program. This plan is a five year plan identifying needs and goals for the program. The plan acts as the master plan or strategic plan for the years 2015-2019 in regards to the activities and programs that may be investigated to improve the lives of Dover's low and moderately low income residents. This plan will be submitted to the Department of Housing and Urban Development in May, and a public review in April, and approval by the City Council.

Planning Board:

- Approved an amendment to the conditions for a previously approved Site Plan (02/10/2015) for H53 Mast Road, LLC, Assessor's Map H, Lot 53, zoned I-4 & R-40, located on Mast Road. (Proposed 275,000 sq. ft. industrial warehousing/manufacturing building with 183 parking spaces).
- Discussed, modified and recommended the Community Development Grant (CDBG) funding requests for Fiscal Year 2015/2016 to the City Council.
- Discussed of previously posted amendments regarding: Heritage Zoning Project, Alternative Treatment Center Ordinance
- Discussed and posted Sign Ordinance Amendments.
- Approved an amended Conditional Use Permit for McEaney Survey Associates, Inc. (Owners: Louise Kelley Life Estate, Elbert Kelley Jr., Kevin Kelley & Jerry Kelley), Assessor's Map 8, Lot 46, zoned R-20, located at 31 Wentworth Terrace. Proposal is to increase the proposed garage from 324 sq. ft. to 432 sq. ft. within the Conservation District adjacent to the Piscataqua River.
- Approved a Minor Lot Line Adjustment for Fortuna North, LLC & Fortuna North III, LLC, Assessor's Map D, Lots 17-C & 17-F, zoned B-4, located at 343 Sixth Street, 10 Members Way and Indian Brook Drive.
- Discussed Parking Regulations
- Discussed Zoning Amendments under review.

Zoning Board:

- Granted a request for a variance for Charles and Joan Garabedian (Property Owner: Charles and Joan Garabedian Irrevocable Trust), 289 Dover Point Road (Tax Map L, Lot 48), located in the Low Density Residential (R-20) District, to allow an accessory dwelling unit having an area of 1,350 s.f. and comprising 48% of the total floor area of the home, where accessory dwelling units are permitted to be no larger than 800 s.f. and may comprise no more than 30% of the total floor area.
- Denied a request for a variance for Karl Leinsing (Property Owner: The Leinsing Trust), 77 Spur Road (Tax Map L, Lot 15-D), located in the Low Density Residential (R-20) District, to allow helicopter take-offs and landings in the back yard of the property.
- Granted a request for a variance for MCL Builders & Developers LLC (Property Owner: Mace Family Revocable Trust), 46 Back River Road (Tax Map I, Lot 6-C), located in the Medium Density Residential (R-12) District, to permit Lot 7 as depicted on the proposed subdivision plan to have a minimum front setback of 176.5 ft., in place of the required build to line of 27.5 ft., which is equal to the average front setback for all properties within the R-12 District within 500 ft. of the property to be subdivided.
- Granted a request for a variance for Richard and Abigail Lundborn, vacant lot on Gina Way (Tax Map G, Lot 12-B), located in the Medium Density Residential (R-12) District, to allow their proposed home to be located farther than 57 ft. from the front lot line, where the home is required to be located exactly 57 ft. from the front lot line (57 ft. is the average front setback for all properties within the R-12 District within 500 ft. of the property).
- Granted a request for a variance for Richard & Abigail Lundborn and Joan & David Parent (Property Owners: Richard & Abigail Lundborn, vacant lot on Gina Way (Tax Map G, Lot 12-B), located in the Medium Density Residential (R-12) District, to allow an accessory dwelling unit having an area of 1,200 s.f. where accessory dwelling units are permitted to be no larger than 800 s.f.

Technical Review Committee:

- Reviewed:
 - Site Plan Review for Craig Jewett, Bradford Dawn Real Estate, LLC, (Owner: Mark Phillips), Assessor's Map D, Lot 16-F, zoned B-4, located at 385 Sixth Street. (Proposed 7,800 sq. ft. of Restaurant & General Office space, with 38 parking spaces and utilities).
 - Site Plan Review for Dubois Family 2003 Revocable Trust, Assessor's Map 22, Lot 3, zoned RM-U, and located at 80 Henry Law Avenue. (Proposed 12 units within five buildings with associated parking). (P15-17)
 - Open Space Subdivision of land for Mark & Suzanne Jones, Assessor's Map 11, Lot 14, zoned R-12, and located on Arch Street. (P15-16) (12 new lots)

Conservation Commission

- On March 9th, reviewed:
 - ✓ Endorsed a NHDES Wetlands Permit for the City of Dover located at 31 River Street. Proposal is to install a dock, ramp and float adjacent to the tidal Cochecho River, with a permanent impact of 600 square feet and temporary impact of 1,200 square feet.
 - ✓ Endorsed a NHDES Permit for Robert Boucher at 54 Waterloo Circle. Proposal is to conduct work adjacent to the Piscataqua River in a tidal wetland to construct wooden steps (148 sq. ft.), a fixed pier (180 sq. ft.), gangway (120 sq. ft.), and floats (344 sq. ft.).
 - ✓ Endorsed an amended NHDES Wetlands Permit and City of Dover Conditional Use Permit for Louise Kelley Life Estate, Elbert Kelley Jr., Kevin Kelley, & Jerry Kelley, at 31 Wentworth Terrace. Proposal is to amend a permit to increase the size of a new garage from 360 sq. ft. to 432 sq. ft. adjacent to the tidal Piscataqua River.
 - ✓ Endorsed a City of Dover Conditional Use Permit for Bradford Dawn Real Estate, LLC, (Owner: Mark Phillips), at 383 Sixth St. Proposal is to build a restaurant and office building, parking lots, drainage and site grading that will impact the 50-foot wetlands buffer (1,600 sq. ft. - temporary) and Conservation District around pond (1,900 sq. ft.).
 - ✓ Approved a request for expenditure from the Conservation Fund for OLC Request for \$800 for mailing and copying expenses for Shoreland Workshop.

Transportation Advisory Commission

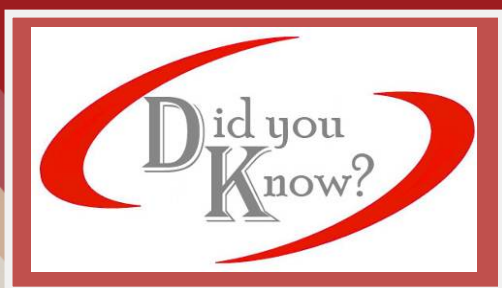
- Approved the recommendations from the Cecil Group on the Downtown Pedestrian and Vehicular Streetscape Study
- Took no action on a request to reduce speed on Westwood Circle
- Discussed Silver Street Reconstruction, NHDOT Street light elimination, Correspondence from the Energy Commission

Energy Commission

- Discussed
 - ✓ Energy Commission Goals Review
 - ✓ Tracking Energy-Related Activities with other City Boards and Commissions
 - ✓ Updating 2008 Energy Action Plan Data and Tables
 - ✓ Dover High Water Project update
 - ✓ Discuss procedures for hosting guest speakers

Housing Standards Board: Did not meet.

The Community Trail Committee: Did not meet.



Did you know that Hilton Park is a State of New Hampshire run park?