

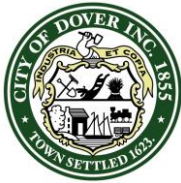
CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
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 5, BOARDS, COMMISSIONS AND COMMITTEES: SECTION 23, DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD
SPONSORED BY COUNCILOR SHANAHAN**
 - B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS SCHOOL CIP PROJECTS TO GARRISON SCHOOL FACILITY IMPROVEMENTS
(CITY COUNCIL VOTE WILL OCCUR ON FEBRUARY 10, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**
 - C. CENTRAL AVENUE, CHESTNUT STREET AND THIRD STREET RECONSTRUCTION OF RAILWAY – HIGHWAY CROSSING NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT)
(CITY COUNCIL VOTE WILL OCCUR ON FEBRUARY 10, 2016)
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 4, 2016 – Organizational Meeting**
 - B. January 6, 2016 – Organizational Meeting**
 - C. January 6, 2016 – Special Meeting**
 - D. January 6, 2016 – Workshop**
 - E. January 13, 2016 – Organizational Meeting**
 - F. January 13, 2016 – Regular Meeting**



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: SECTION 23, DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD
SPONSORED BY COUNCILOR SHANAHAN**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Cocheco Valley Humane Society**
- 2. RAFFLE – Greater Dover Chamber of Commerce (July - August)**
- 3. RAFFLE – Greater Dover Chamber of Commerce (October)**
- 4. RAFFLE – Saint Mary Academy**
- 5. RAFFLE – Sons of American Legion Squadron 8**

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 11. Ordinance Committee |
| 2. Planning Board | 12. Police and Parking Facility Building Committee |
| 3. Appointments Committee | 13. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 4. Recreation Advisory Board | 14. Dover Main Street |
| 5. McConnell Center Advisory Committee | 15. Library Board of Trustees |
| 6. Arts Commission | 16. Dover Downtown TIF Advisory Board |
| 7. Solid Waste Advisory Commission | 17. Waterfront TIF Advisory Board |
| 8. Transportation Advisory Commission | 18. Energy Commission |
| 9. Pool Advisory Committee | 19. Heritage Commission |
| 10. Parking Commission | |

B. RESOLUTIONS

- 1. LEIGHTON ROAD UTILITY EASEMENT AGREEMENT
SPONSORED BY KAREN WESTON BY REQUEST**
- 2. IRELAND WELL REPLACEMENT WITH EMERY & GARRETT GROUNDWATER
INVESTIGATIONS LLC
SPONSORED BY KAREN WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 27, 2016**
Meeting Time: **7:00 pm**

- 3. 79-E APPLICATION REVIEW HELLENIC REALTY PARTNERS, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 10, 2016)
SPONSORED BY KAREN WESTON BY REQUEST**

C. ORDINANCES IN 1ST READING

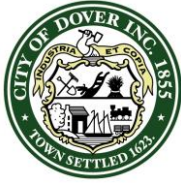
- 1. CHAPTER 131, OFFENSES, SECTION 22: USE OF ELECTRONIC NICOTINE
DELIVERY SYSTEMS RESTRICTED
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 10, 2016)
SPONSORED BY KAREN WESTON BY REQUEST**

14. COUNCIL CORRESPONDENCE

- A. Letter from xfinity, dated January 11, 2016.**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2015.12.23 – 012**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
School CIP Projects to Garrison School Facility
Improvements

WHEREAS: Annually the City Council desires to make public improvements and finance these improvements with the sale of general obligation bonds and limit the issuance of new CIP debt to an amount equal to, or less than, the amount being retired; and

WHEREAS: The School District has identified certain CIP projects have been completed under budget and therefore there are unexpended bond proceeds to be utilized toward other CIP projects; and there are certain School CIP projects that could benefit from additional funding; and the City Council desires to effectively use unexpended bond proceeds;

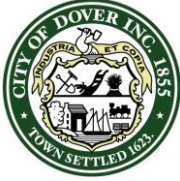
WHEREAS: The Dover School Board has approved a resolution on December 14, 2015 requesting that City Council reprogram certain unexpended bond proceeds from various school CIP projects to Garrison School Facilities Study; and

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

The City Council approves reprogramming bond proceeds as follows from various School CIP projects to Garrison School Facilities Study:

Project Number	Description	Available Balance	Adjustment	Adjusted Balance
4006.1.600.46900.4725.07103.06	Garrison School Facility Impr FY06	14,830.98	(14,830.98)	0.00
4008.1.600.46900.4725.07105.08	Woodman Park School Impr FY08	56,455.62	(56,455.62)	0.00
4009.1.600.46900.4725.07101.09	Dover High School Roof FY09	471.76	(471.76)	0.00
4015.1.600.46900.4725.07103.15	Garrison School Roof FY15	89,028.00	(89,028.00)	0.00
	Totals	160,786.36	(160,786.36)	0.00
4006.1.600.46900.4725.07203.06	Garrison School Facilities Study	0.00	14,830.98	14,830.98
4008.1.600.46900.4725.07203.08	Garrison School Facilities Study	0.00	56,455.62	56,455.62
4009.1.600.46900.4725.07203.09	Garrison School Facilities Study	0.00	471.76	471.76
4015.1.600.46900.4725.07203.15	Garrison School Facilities Study	0.00	89,028.00	89,028.00
	Totals	0.00	160,786.36	160,786.36

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#: 7.B.
Public Hearing Only**

Resolution Number: **R - 2015.12.23 – 012**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
School CIP Projects to Garrison School Facility
Improvements

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk

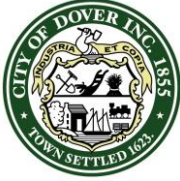
DOCUMENT HISTORY:

First Reading Date: 01/13/2016
Approved Date:

Public Hearing Date: 01/27/2016
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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2015.12.23 – 012**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various
School CIP Projects to Garrison School Facility
Improvements

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any increase in appropriations. The City Council previously authorized the appropriation of funding for these various School CIP projects that have unexpended bond proceeds. This resolution does not authorize an increase in the indebtedness of the City's General Fund.

The Dover School Board adopted a resolution on December 14, 2015 identifying certain School CIP projects that have unexpended bond proceeds, and requesting these bond proceeds to be reprogrammed to the purpose of funding Garrison School Facility Study.

A copy of the adopted Dover School Board adopted resolution is attached to this City Council resolution.

RE: TRANSFER OF APPROPRIATIONS FROM PRIOR YEAR CAPITAL PROJECTS

- WHEREAS: On November 9, 2015 the Garrison Roof Replacement Project was complete; and
- WHEREAS: The project came in under budget and there are remaining funds in the amount of \$89,028.00; and
- WHEREAS: There are remaining funds within other various School District Capital Improvement Project funds; and
- WHEREAS: Garrison Elementary School is in need of renovations and improvements to correct a variety of life safety, accessibility and efficiency issues, as well as to create a 21st Century learning environment; and
- WHEREAS: The total transfer below is requested for reprogramming from the Garrison Roof Replacement Project and other various School District Capital Improvement Project funds to the Garrison School Facilities Study to comprise of the existing current conditions of Garrison School, including a physical and space needs' analysis, as well as preliminary designs, cost estimates and scheduling/phasing information for any recommended improvements, renovations, reorganization and/or new construction.

NOW, THEREFORE, BE IT RESOLVED BY THE SCHOOL BOARD THAT:

The unexpended funds in the sum of one hundred sixty thousand seven hundred eighty-six dollars and thirty-six cents (\$160,786.36) shall be reprogrammed for the purpose of a Garrison Elementary School Facility study as follows:

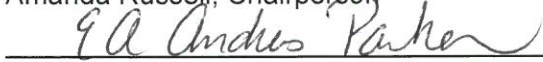
Account	Description	Amount Remaining
From:		
4006.1.600.46900.4725.07103.06.000.000.700	Garrison School Facility Improvements - FY 2006	\$14,830.98
4008.1.600.46900.4725.07105.08.000.000.700	Woodman Park School Facility Improvement - FY 2008	\$56,455.62
4009.1.600.46900.4725.07101.09.000.000.700	Dover High School Facility Improvement - FY 2009	\$471.76
4015.1.600.46900.4725.07103.15.000.000.700	Garrison School Facility Improvements - FY 2015	\$89,028.00
Total Transfer:		\$160,786.36
To:		
4016.1.600.46900.4725.07103.16.000.000.700	Garrison School Facility Improvements - FY 2016	\$160,786.36
Total Transfer:		\$160,786.36

RESOLVED, this 14th day of December, 2015.

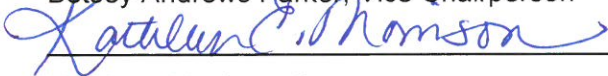
SUBMITTED BY:

_____

Amanda Russell, Chairperson

_____

Betsey Andrews Parker, Vice Chairperson

_____

Kathleen Morrison, Secretary

_____

Doris Grady

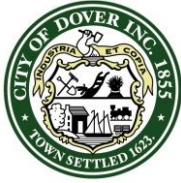
Sarah Greenshields

Michelle Muffett-Lipinski

_____

Carole Soule McCammon

December 14, 2015



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2016.01.13 – 013**
Resolution Re: Central Ave, Chestnut and Third St Reconstruction of
Railway – Highway Crossing NHDOT.

WHEREAS: The NH Department of Transportation is coordinating the reconstruction of the railway-highway crossing of Central, Chestnut and Third St; and

WHEREAS: The Federal Highway Administration recently changed the reimbursement amount for Protective Devices from 100% to 90%. This along with an increase in the railroads estimate resulted in an increase on the shared cost by the City to \$131,206.41 for the project. The city budgeted \$70,000 in the FY15 CIP; and

WHEREAS: The total project is a cost of \$1,312,064.10 which the City share is \$131,206.41 payable to Treasurer of State of NH.

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 Treasurer of the State of NH for the City of Dover share of the reconstruction costs of Central, Chestnut and Third St railroad crossing work. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the State of NH Department of Transportation, consistent with the Purchase Order authorized herein.

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

Financing

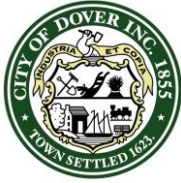
Account	Description	Appropriation	Balance
4015.1.300.43121.4751.03179.15	Railroad Crossing Improvements	70,000.00	70,000.00
4012.1.300.43121.4751.03179.12	Railroad Crossing Improvements	7,878.59	7,878.59
4013.1.300.43121.4751.03179.13	Railroad Crossing Improvements	53,327.82	53,327.82

AND FURTHER BE IT RESOLVED:

The amount of \$61,206.41 of capital budget appropriations for Applevale Avenue Reconstruction, representing unexpended bond proceeds, is reprogrammed to Railroad Crossing Improvements CIP project as follows:

Project		Available		Adjusted
Number	Description	Balance	Adjustment	Balance
4012.1.300.43121.4751.03145.12	Applevale Avenue Reconstruction	134,399.74	(7,878.59)	126,521.15
4013.1.300.43121.4715.03145.13	Applevale Avenue Reconstruction	53,327.82	(53,327.82)	0.00
4012.1.300.43121.4751.03179.12	Railroad Crossing Improvements	0.00	7,878.59	7,878.59
4013.1.300.43121.4751.03179.13	Railroad Crossing Improvements	0.00	53,327.82	53,327.82
	Totals	187,727.56	0.00	187,727.56

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2016.01.13 – 013**
Resolution Re: Central Ave, Chestnut and Third St Reconstruction of
Railway – Highway Crossing NHDOT.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

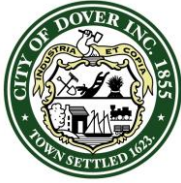
DOCUMENT HISTORY:

First Reading Date: 01/13/2016
Approved Date:

Public Hearing Date: 01/27/2016
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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2016.01.13 – 013**
Resolution Re: Central Ave, Chestnut and Third St Reconstruction of
Railway – Highway Crossing NHDOT.

RESOLUTION BACKGROUND MATERIAL:

The State of NH has established and has approval of the Federal Highway Administration for a Federal-Aid Safety Transportation Improvement Program in the city of Dover with construction necessitates the replacement of at-grade Railway-Highway crossing in the total amount of \$1,312,064.10 with 90% hazard elimination and 90% protective devises of that cost coming from Federal Highway Funds and 10% coming from the city.

On January 26, 2011 the Dover City Council approved the FY12-FY17 six-year Capital Improvements Program (CIP), which included an appropriation in FY12 for Applevale Avenue Reconstruction and authorized issuing \$1,000,000 in bonds to finance the project. On December 14, 2011 the Dover City Council approved the FY13-FY18 six-year Capital Improvements Program (CIP), which included an appropriation in FY13 for Applevale Avenue Reconstruction and authorized issuing \$300,000 in bonds to finance the project. The Applevale Avenue Reconstruction project is completed and there are remaining unexpended bond proceeds.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriations for the Applevale Avenue Reconstruction project in the FY12 and FY13 CIPs. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Applevale Avenue project. This resolution reprograms funding from the Applevale Avenue project to the Railroad Crossing Improvements project. The Railroad Crossing project is an approved CIP project, which is contained in the City Council adopted FY15 CIP.

Bid Information:

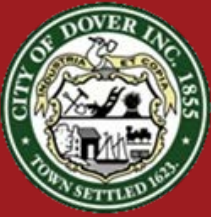
Per the State of New Hampshire, the Railroad shall furnish the labor, materials and equipment to perform the scope of work.

Award Information:

A purchase order will be issued to the Treasurer of the State of NH to authorize future expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Treasurer of State of NH	Fund:	CIP
Other Approvals Required:	State of NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000



City Manager's Report

City of Dover, New Hampshire

January 27, 2016

Reporting on October, November &
December, 2015



J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

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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.

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



Eric Hagman
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

Vacant
Human Resources
Director



Michael Joyal
City Manager

For the month of October, crews were conducting directional flushing throughout the city. This type of flushing involves creating dead ends and forcing water in one direction at a higher velocity. This will remove any buildup inside the pipe. The flushing is crucial to maintain water quality and fire flows throughout the system. This flushing process takes three employees working in the evening for five weeks. Each hydrant is inspected during this time to check for necessary repairs. Three hydrants were hit by automobiles and needed to be repaired.

For the month of November, crews experienced a water break on Boston Harbor Road. This was a two inch high density polyurethane pipe. This pipe was the first installation of HDPE in the Dover water system. Crews found the fused joint had split. It was repaired with a wraparound fitting.

Staff received a call regarding "no water" at 52 Rutland Street. Upon further investigation, it was determined the city side of the service had failed. Crews dug the service only to find that it was an iron water main. Staff found that the resident's side of the service was iron as well. Due to the emergency nature of the situation, the owner agreed to pay the city for their service to be repaired at the same time. There was a water leak at 16 ½ Florence Street as well as 54 Glenwood Avenue. These were both on the homeowner's side. A water tap was completed on Atina Way and Tuttle Lane for new homes.

Staff assisted the NHDOT with running a new service from Pearson Drive to the Spaulding Turnpike Toll Booth. A leak was discovered on the State's two inch steel line which connected from Dover Point Road to the toll booth office. The line was in such bad condition that it could not be repaired. A decision was made to run a ¾" line from Pearson Drive to the toll booth office. The two inch line will be cut off in summer 2016.

In the month of December, the City received its final report for the leak detection survey that was conducted in the summer. There were four major locations that needed immediate attention. At the intersection of Florence Street and Pearl Street, an excavation was conducted but the leak was not detected. Staff set out pods and was able to track the leak down fifty feet away on the Oak Street end of Florence Street. This was a ring crack on the six inch cast iron main. The second site was at 16 Oak Hill Drive. The saddle had rotted off of the six inch asbestos concrete main. The service was replaced from the curb box to the main. The third site was near 18 Country Club Estates. This was on the homeowner's side. A notification letter was sent to the homeowner. The last site was located at 33 Fifth Street. This was on the city side of the service. This will be repaired within the first week of 2016.

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

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

	October Industrial Usage	November Industrial Usage	December Industrial Usage	3rd Quarter Residential Usage
Records Billed	762	763	761	7,915
Meter Rent	\$2,340	\$2,323	\$2,321	\$33,390
Total Water Service Billed	\$148,880	\$208,429	\$93,885	\$882,410
Total Sewer Service Billed	\$234,353	\$331,181	\$145,723	\$862,796
Other Service Billed	\$30	\$80	\$0	\$7,305

The winterization of hydrants has been completed. A number of hydrants needed to be repaired as a result of leaking. Hydrants are secure for the winter.

On December 31, JCR, an Eversource contractor, was drilling a hole for a new pole at 15 Birch Drive and hit the $\frac{3}{4}$ " service feeding the home. The Birch Drive loop was closed for approximately 2 hours while the repair was completed.

There was a sewer backup at 187 Central Avenue. This was not on the city side. Crews responded to four calls regarding possible sewer backups. All four were on the homeowner's side. Staff pigged out the force main at the Tolend Road landfill. This task requires the use of a septic truck on the discharge end of the line to collect sludge as it exits the pipe.

Crews received a call regarding a sewer backup at 56 Glenwood Avenue. Upon opening the manhole covers, staff found the main to be backed up. The jet truck was used to clear the blockage. It is unclear what may have caused the backup. Staff will return in the spring to conduct a complete cleaning of the sewer main.

During the months of October, November and December, the meter crew had 115 final appointments, 24 meter install appointments, 56 turn on/off appointments and 52 stopped meter appointments.

City Streets, Grounds, Facilities & Parks

The Henry Law Park Improvement project has moved into the next phase! The Community Services Department is doing the demolition and site preparation work which began in November. Mitchell and Associates of Portland are the design team and have produced the site plans.

The lease of the Butler Building on River St. has allowed access to the Cocheco River for Great Bay Rowing and the UNH Crew Program. In part due to the availability of rowing time on the Cocheco River and distance the river allows to practice, the UNH Women's Crew finished first in the Collegiate Women's division of the Head of the Charles Regatta in Boston. This is the largest rowing competition in the world and brings some of the highest levels of competition in the sport to the US. With the quality of experience that can be offered here for any level of rower there is a tremendous potential for athletes that train here. This month marked the start of the indoor training season. There were still many individuals that kept rowing until the weather got too cold. The LWCF grant application to assist with the construction of a dock was officially approved at the Federal level. The \$150,000 grant will be combined with other waterfront development funds to begin the improvements and allow for a dock to be constructed.

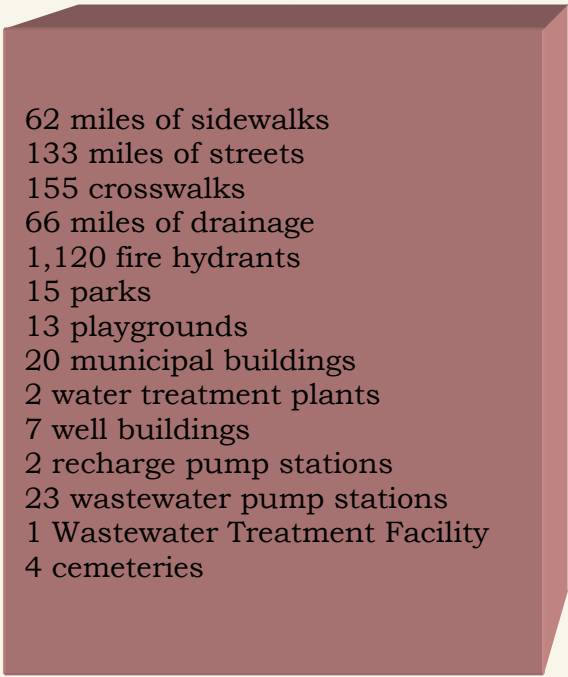
The Arena Locker Room Renovation Project went out to bid and was due back in December. This project combines a much needed renovation to the Foster Rink Locker Rooms and an addition of a space to lease for a training facility.

The seasonal shutdown of the parks was undertaken by the Facilities and Grounds crew to prepare for winter. Plans are underway to prepare Garrison Hill Sledding and Snowboard area for winter.

The Facilities, Grounds and Cemeteries employees handled 10 service calls and 264 work orders October through December. Employees attended 15 full & 12 ash burials in Pine Hill Cemetery during this month. Twelve markers were installed on graves and nine foundations were prepared for monument installation.

Water service has been shut off at the Cemetery, Ball Fields and Parks for the winter season. Lines were blown clean, meters and backflow preventers were removed for winter storage. Nets at tennis courts were also removed for winter storage. Winterization of the Jenny Thompson pool also took place.

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

In October crews assisted with preparation of the Apple Harvest Festival and began installation of the Christmas lights in the downtown area. In November crews assisted with the setting up and taking down of the voting polls and began fall cleanup in the Cemetery, Library, Jenness Street Hill and Rotary Park Pavilion. In December Crews setup and took down the tables and chairs in the City Hall Auditorium for the holiday luncheon.

Students from the Dover Alternative School volunteered twice in October weeding abandoned adopt-a-spot locations in the downtown area. Volunteers from Saint Thomas Aquinas students also helped clean up the city by assisting with Community Trail trash pickup, weeding and leaf pickup in Rotary and Pocket Park as-well-as raking high lots in Pine Hill Cemetery.

Crews installed 86 feet of drain pipe and 80 feet of perforated pipe, 2 catch basins and 650 feet of 4 inch under drain on Hillcrest Drive. Crews also boxed out 400 feet of road, replaced bed gravels and paved 400 feet of road.



Crews continue to have to break down the beaver dam on Crosby Road several times a month to maintain normal flow in the drainage system.



Catch basin repairs took place on Central Avenue, Morin Street, Crestview Drive, Henry Law Avenue, Hale and Locust Street, Morningside Drive, Kirkland Street, Glenwood Avenue, Orchard Street Parking Lot, St. Thomas Street, Union Street and Portland Avenue. A culvert repair also took place on Oak Street.

Crews did some final downtown road sweeping and roadside brush cutting as well as removed leaves from the Fisher and Washington Street areas. Loaming of road shoulders took place in the Woodland Road and Grove Street areas.

Crews assisted office staff with the removal and reinstallation of furniture and files cabinets in the office and storage areas so that new tile and carpet could be installed in the Public Works Facility.

Eighty-two tons of asphalt was used to fill pot holes city wide during the fall months. Crews also graded several gravel roads.

Community Services kicked off the winter season with its annual snow meeting to lay out routes and assignments for the winter storm operations. Crews are given the opportunity to drive their routes and familiarize themselves with the area and report potential hazards.

Crews aid in the installation of plows and wings and inspect equipment for safety prior to each snow event.

Crews mixed and filled the salt/sand shed and installed sand barrels in various areas throughout the city.

Crews attended to the first and only winter weather event in 2015 on December 29th. Six hundred and four over-time hours were spent plowing, salting and sanding streets, sidewalks and parking lots applying 267 yards of salt and 181 tons of salt/sand mixture.

Facilities and Grounds crews painted the conference room and file storage areas at the Public Works Facility prior to the new carpet and tile installation. The Public Works Facility also saw the installation of a new door in the wash bay area.

Fourteen issues concerning trees were handled by city employees. Crews also assisted with the preparation of the Henry Law Park renovation by removing playground equipment, disposing of debris from tree removal and disconnecting a décor light.

Facilities and Grounds employees also removed the flag pole at Rotary Park and installed the 2015 Christmas tree.

The 30th annual Christmas Tree Lighting in Henry Law Park was held on Friday, December 4, 2015, at 6 p.m. This year's Christmas tree, located in Henry Law Park, was donated by the Lavoie family of Dover. Joyful Voices lead attendees in singing popular Christmas songs around the tree.

The Community Trail Committee conducted and evaluated a survey in October which had 155 respondents. The committee also held a very successful trail clean-up day in November with over 30 people attending to help out.



The Greater Dover Chamber of Commerce City Lights Committee decorated the front of Dover City Hall with lights that dance to music playing on your car radio again this year.

Motorists were encouraged to park in the designated 10-minute parking spots in front of City Hall, Monday through Friday, 6 to 9 p.m., and Saturday and Sunday from 4 to 10 p.m., and tune the radio to 90.5 FM to enjoy the show. The display lasted until the last day in December.

The light show was designed by Dover resident Luke Dobson, who for the past six years has created a popular light show now known as "Luke's Lights" on Overlook Drive.



Facilities and Grounds staff assisted a contractor with the annual fire safety equipment inspections. Staff also conducted the required monthly fire extinguisher and elevator inspections. Crews saw that boilers in city buildings were serviced and heat was turned on.

Twenty-four work orders were issued and responded to regarding traffic signals. Thirty one dig safe requests were marked for underground utilities.

Crews made up 2 signs, installed 21 signs, reinstalled, repaired or replaced 14 signs and 17 signs were removed. Fifty-nine signs associated with the parking division and the new parking garage was completed. Crews also installed new historical markers and sign posts downtown in October and removed them for the winter months in December.

Facilities and Grounds crews assisted with the December 29th snow event contributing 60.1 over time hours to the snow removal and salt sanding operation.

The Facilities and Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at City Hall, the Police Department and the Library. Sixteen hours were spent delivering supplies to various locations. Seventy-six work requests for miscellaneous building issues were responded to, including resolving heat or lighting issues, sticking doors, inoperative locks that needed attention, picking up blowing trash or overloaded trash cans, and opening municipal buildings. four new keys were issued and several were exchanged as cores were changed in one office for security purposes. Employees filled in at the Library, McConnell Center and City Hall, covering for custodial employees to needed to be out.

Flags were lowered three times during the fall months. Once in the week following the attack on Paris, once in honor of the victims in the San Bernardino, CA attacks and another in honor of the loss of US Army Ranger Cpl. Andrew A. Aimesbury, of NH.

New LED lights were installed in the library parking lot on November 10th. The new sidewalk plow at the McConnell Center did a great job keeping library sidewalks, surface drains, and handicapped parking spaces clear during the first snowstorm on December 29. This saved the library's custodian a great deal of shoveling out by hand!

The Recreation Director met with architects from Ironwood Associates who are the Landscape Architect sub-contractor for Union Studios on the waterfront development project to discuss elements of the waterfront park design. Hopefully there will be a concept plan coming forward soon to review and move forward towards permitting and construction this year.

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



On December 19, 2015, several members of the Police Department and their families participated in the annual Christmas Basket Program. The employees volunteer their time to distribute nearly 150 baskets to those Dover residents in need. This is an annual tradition that dates back to the 1960's.

*The following is a general description of the
Police Priority Response System.*

PRIORITY 1: IMMEDIATE RESPONSE: Crimes "in progress"; injury accidents; alarms.

PRIORITY 2: RAPID RESPONSE: Crimes or incidents that are not "in-progress" but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

PRIORITY 3: TIMELY RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

PRIORITY 5: MOTOR VEHICLE STOPS.



Type of Calls	Number of Calls		
	October	November	December
Priority 1	148	157	152
Priority 2	182	116	93
Priority 3	555	438	482
Priority 4	648	583	593
Priority 5	1,151	928	1,207
Less than 6 minutes	81%	80%	86%

October was a normal month for Fire & Rescue with Fire & Rescue responding to 476 calls for service which is an average of 15 to 16 responses per day helping Dover Citizens. 19 of these were for fires, 272 were for medical emergencies, 15 were for other hazardous situations requiring intervention, 82 were either false or good intent in nature, with the remaining 88 being for non-emergent requests. Of the emergencies, there were 92 times where simultaneous emergencies were occurring with 19 of those times where 3 or more emergencies were occurring at the same time!

Hose testing started in August, which continued into September, finished in October. Testing every piece of hose, besides being an industry requirement, guarantees when fire needs to be suppressed rapidly, that these important equipment pieces don't catastrophically fail placing our firefighters in more danger than usual. Because staff and vehicles were redistributed in August due to the implementation of a new response plan for better service to our citizens, computer workstation locations in the stations were also re-evaluated and a plan developed to move several to streamline daily operations to coincide with the Fire Department's annual DoverNet order. The DoverNet order is a planned event each year where some workstation computers are replaced following a multi-year rotation plan. A little known fact about the fire service is that each call for service generates a computer based report into a national reporting system and in some cases, particularly emergency medical calls, into a state system as well. These systems though appearing onerous, trigger product recalls by detecting fire cause trends (like when a car is recalled for frequent fires due to a defect) or by directing public health dollars to spiking public health issues like the heroin epidemic. The side result of those requirements is nearly every Fire & Rescue activity has some sort of computer based need and the station's computers are much needed and heavily used.

Emergency Management requires a slow steady march of preparation for many types of events that happen once or twice over several years or never in a career, but could happen and if it does happen, with significant impacts or consequences to the community. In that realm, planning occurred preparing for upcoming statewide drills based on emergencies at the Seabrook Nuclear Power Plant.

The focus this month at Dover Fire & Rescue was to work on the processes to fill positions at all levels as a result of multiple retirements of senior staff in September and October. Evaluation boards were held for the open Assistant Chief and Deputy Chief positions. The organization is proud to announce that long time Captain Paul Haas was promoted to Assistant Chief and it is expected the Deputy position will be filled in early November.

November was a slightly slower month for Fire & Rescue with Fire & Rescue responding to 424 calls for service which is an average of 14 responses per day helping Dover citizens. 7 of these were for fires, 268 were for medical emergencies, 17 were for other hazardous situations requiring intervention, 53 were either false or good intent in nature, with the remaining 79 being for non-emergent requests. Though a slightly slower month overall, the number of times simultaneous emergencies occurred stretching our resources was up showing the degree of unpredictability that sometimes occurs with these services. Of the emergencies, there were 98 times where simultaneous emergencies were occurring with 12 of those times where 3 or more emergencies were occurring at the same time.

As the brush and grass fire season for the most part ended, and temperatures dropped, the Forestry tank/pump unit was removed from the pickup truck it is placed in, and was winterized for storage. This will be re-activated around late April when this season resumes.

Fire & Rescue participated in one State-wide simulation drill based on a simulated emergency at the Seabrook Nuclear Power Plant. Dover is a host community for several communities within the 10 mile evacuation zone, to evacuate to for initial assistance. Dover's firefighters receive much training from the State of NH and Federal partners on radiological decontamination, and other related topics that wouldn't normally be received.

At a quick look, these trainings may seem unnecessary. The reality is low level nuclear based sources travel through our community daily to medical and industrial facilities by truck and by rail, and Dover's participation in the Seabrook Nuclear Power Plant response consortium shifts the cost of those trainings needed anyway, to the Power Plant or the State.

In conjunction with the Police Department, Dover Fire & Rescue hosted an annual drill in November with the Dover School District. School District administration assembled in the Fire & Rescue Emergency Operations Center and worked through simulated emergencies within the schools to exercise the command staff and response procedures the school district has in place. This preparation is vital, as a unified team between the three agencies, to smoothly handle any large scale emergency should one occur. Fire Chief Hagman recognizes Captain Bill Breault of the Police Department who was the lead this year in running the drill, with Fire Assistant Chief Paul Haas and Deputy Chief Michael Drouin assisting.

December was another slightly slower month for Fire & Rescue, with Fire & Rescue responding to 416 calls for service which is an average of 13 responses per day helping Dover citizens. The slight slowdown is probably connected to two warmer months than normal for this time of year with less snow storms and a reduced use of heating appliances. 12 of the calls for service were for fires, 268 were for medical emergencies, 11 were for other hazardous situations requiring intervention, 54 were either false or good intent in nature, with the remaining 71 being for non-emergent requests. Of the emergencies, there were 75 times where simultaneous emergencies were occurring with 16 of those times where 3 or more emergencies were occurring at the same time.

December ended calendar year 2015 for Fire & Rescue with a total of 5481 responses. Of those, 228 were for fires and 3335 were emergency medical in nature.

Much work was done this month lining up the fiscal year's major purchases in Fire & Rescue. The required information for a new staff/command car, a used ambulance, and a fill system for the air cylinders used in the departments self-contained breathing apparatus that allow firefighters to work in smoke filled environments, was obtained and placed on the City Council Agenda for early January for approval. Much work was also completed lining up the materials to outfit the new Forestry Pickup. It is hoped by sometime in February, radios, the siren, emergency lights, and other equipment will be installed rendering the vehicle operational before the spring grass and brush fire season starts.

A committee also started meeting to design and specify Dover's next new Ambulance. As Dover firefighters have dual roles providing fire and medical services from nearly every vehicle, there is always much equipment to carry. This becomes a challenge as to where it can be placed on the vehicle and how it all fits. Some of the committee members attend off-duty when the meetings occur when they are not scheduled to work, and this extra effort is greatly appreciated by the Fire Department.

Another area where much time was spent was diagnosing some motor issues in one of the fire engines. This vehicle had a major motor rebuild last year and now is having problems again. Much extra effort by the department mechanic and other staff has been needed to work with the motor manufacturer to try to pin down a root cause, and work on an action plan. As of the end of December, this is still on going.

Emergency Management was on a slow simmer state for most of the month of December. Several storms were watched closely in case they developed into major snow events but fortunately they stayed more as rain than snow or stayed away from the Dover area. There were no major emergency management drills this month though some are on the horizon in future months.

Fire & Rescue Inspection Services:

Inspection Services continues the process of hiring an Electrical Inspector. The number of inspections each day has required the addition of a Building Inspector to assist the Building Official Tom Clark, with plan review and site visits. The current Electrical Inspector, Jim Maxfield, has moved to that new Building Inspector position and is covering both of those positions while Inspection Services works to fill the open Electrical Inspector position. Fire and Life Safety Inspector Rebecca Jalbert shifted much of her time to serving in the SAFE Trailer at all of Dover's Elementary Schools teaching fire safety messages. As her normal inspection work load spiked in October, this use of her time will be re-evaluated and other ways determined to handle the SAFE trailer work, as the organization struggled to handle the unexpected spike in inspection demand caused by a robust building economy in Dover.

Inspection Services finished the process of hiring the new Electrical Inspector in December. Clarence Worden has been hired and brings approximately 20 years of experience in the building and electrical trades industry to the position. Clarence appears to be fitting in well with a calm demeanor after his training and transition time with Jim Maxfield.

With many large projects in motion, Inspection Services was very busy in December and continues so as nearly 10 million dollars of new projects entered the permit and inspection system.

Special Investigations Bureau (SIB):

Nine registered sex offenders were processed during the month of October by the Dover Police Department's Special Investigations Bureau, ten in November and eight in December. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

During October 2015, Dover Police Department Special Investigations Bureau detectives, Dover Fire and Rescue personnel, and federal agents from the Bureau of Alcohol, Tobacco and Firearms investigated a suspicious garage fire that occurred on the property of St. Mary's Church in Dover in September. The fire remains under investigation.

On October 22, 2015, detectives and Crime Scene Unit officers investigated a robbery that occurred at CVS Pharmacy.

Also in October, SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover. SIB personnel also investigated three unattended deaths that occurred in Dover, two of which were suicides.

SIB detectives are responsible for conducting background investigations on Police Officer applicants. During the month of October 2015, two such investigations were on-going.

During November, Special Investigations Bureau detectives and Crime Scene Unit officers investigated an arson fire that destroyed a motor vehicle. This case remains under investigation.

On November 6, 2015, detectives and Crime Scene Unit officers investigated a robbery that occurred at the CVS Pharmacy, and a Berwick man was arrested and charged with robbery. Also, as a result of that investigation, the man was also charged with a previous robbery of CVS that occurred in October 2015.

SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover in the months of October, November and December.

SIB personnel also investigated two unattended deaths that occurred in Dover. These detectives are responsible for conducting background investigations on Police Officer applicants. During the month of November 2015, one such investigation was on-going.

In December of 2015, the Dover Police Department Special Investigations Bureau detectives and Crime Scene Unit officers investigated a shooting that occurred on George Street. As a result of the investigation, Dover Police detectives arrested a Somersworth man on multiple charges. The investigation continues. Detectives also assisted with the investigation of a single car motor vehicle crash that left three people injured. As a result of that investigation, a Rochester man was arrested and charged with felony level Driving While Intoxicated. Detectives and Crime Scene Unit members investigated a shooting that left a Dover man injured. At this time, it appears the shooting was accidental. Detectives and Crime Scene Unit members investigated a residential burglary on Glenwood Avenue. At this time, the investigation is ongoing and several leads have emerged.

Detectives also investigated three unattended deaths that occurred in Dover, one of which was a suicide and one of which was a drug overdose.

Traffic Accident Investigation Team:

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of October, November or December.

Patrol

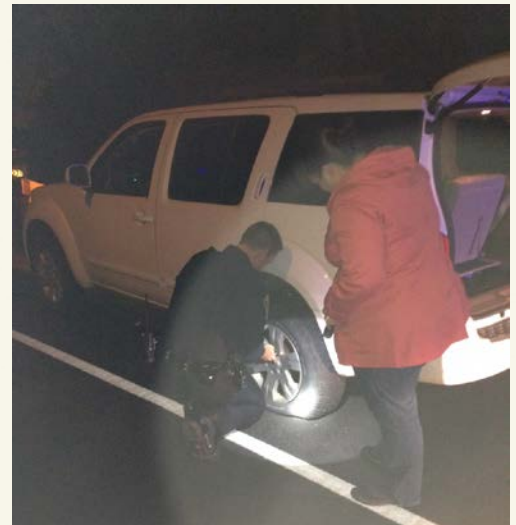
During the month of October, there were three letters generated, in November four letters and December another four letters by the Dover Police Department that were sent to certain licensed liquor establishments in Dover. Letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined an overly intoxicated person had been over-served at a particular location, 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.

During the month, the Dover Police Department handled a total of 2,586 calls for service. Police officers made a total of 1,151 motor vehicle stops. The officers also issued two other non-motor vehicle related summonses and conducted 36 checks of the Community Trail.

During the month of November, the Dover Police Department responded to 2,225 incidents throughout the city. Police officers made a total of 928 car stops and issued a warning or a summons. Additionally, there were a total of 22 non-motor vehicle related summonses issued and officers made a total of 32 checks of the Community Trail.

During the month of December, the Dover Police Department responded to 2,527 incidents throughout the city. Police officers made a total of 1,207 car stops and issued a warning or a summons. The officers also issued ten other non-motor vehicle related summonses and conducted 23 checks of the community trail.

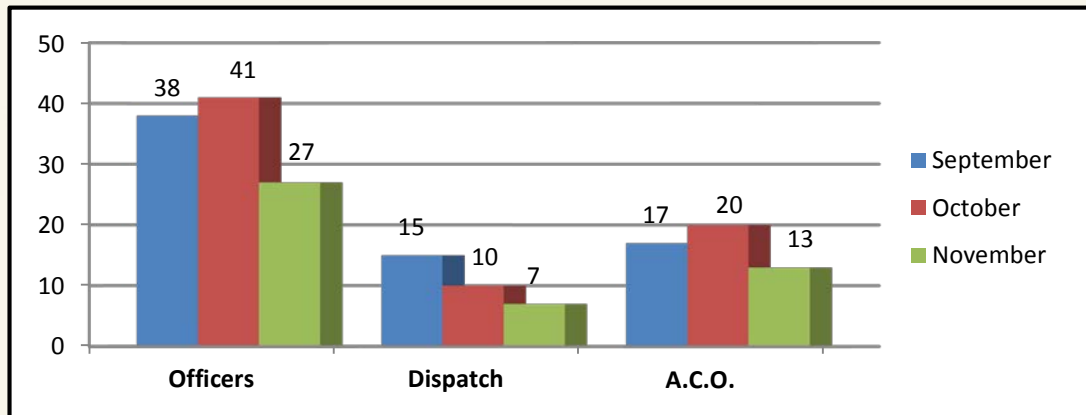
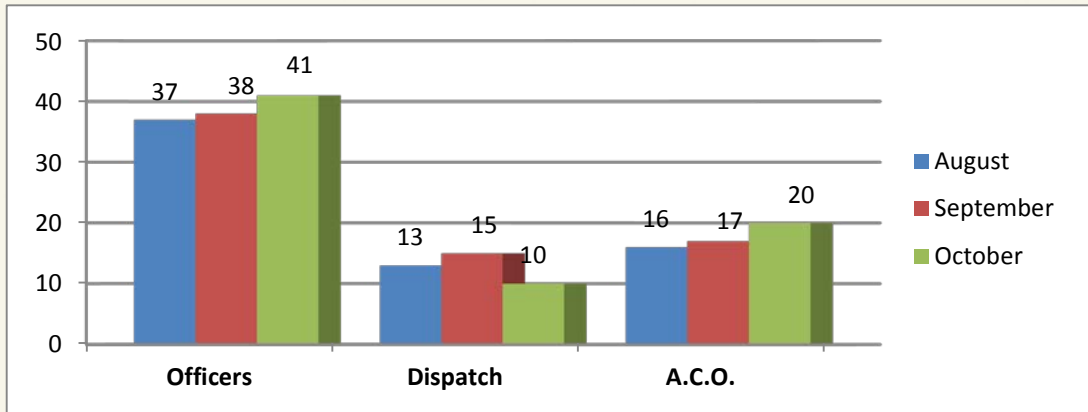
On December 23, 2015, officers responded to a serious accident at a residence on Ash Street. The investigation determined that the driver of the vehicle was intoxicated and driving at a high rate of speed before hitting a tree. (pictured right)



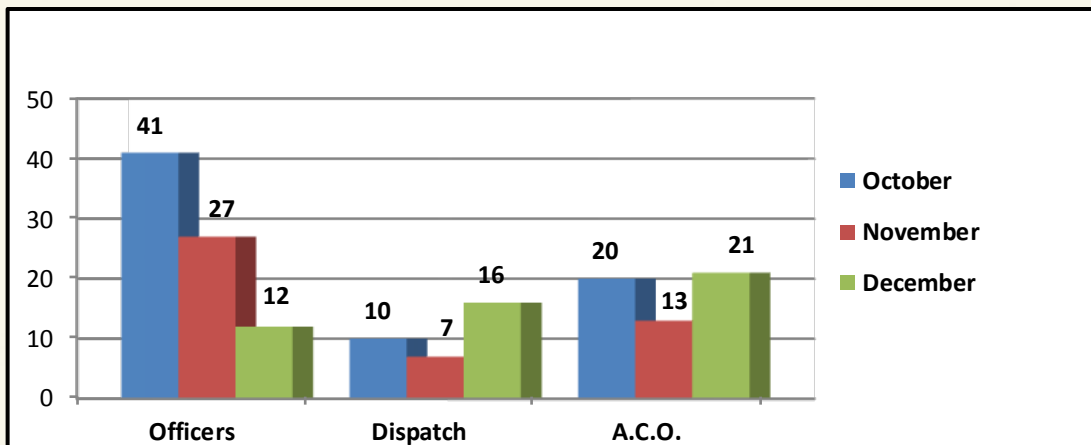
Sergeant Nadeau assists a citizen with a tire change on Tolend Road.



Animal Control:



**Total calls for service:
October, November & December**



Total animal calls for service
167
Handled by Officers
80
Handled by Dispatch
33
Handled by ACO
54

Breakdown of Calls – Officers	
Animal bites	5
Found animals	13
Barking dogs	4
Loose animals	21
Welfare Checks	14
Deceased animals	16
Animals struck	7

Breakdown of Calls – Dispatch	
Loose dogs	4
Missing animals	17
Welfare checks	3
Found animals	6
Barking dogs	0
Deceased animals	3

Breakdown of Calls – Animal Control Officer	
Found animals	13
Animal bites	7
Wildlife	0
Welfare checks	10
Loose animals	10
Lost animals	3
Deceased animals	6
Unlicensed dog	1



One of the baby opossums rescued by
ACO Ladisheff

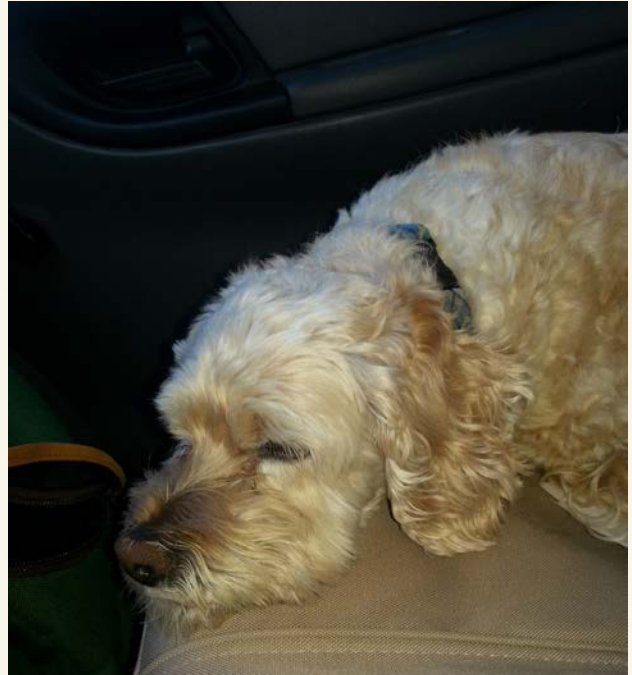


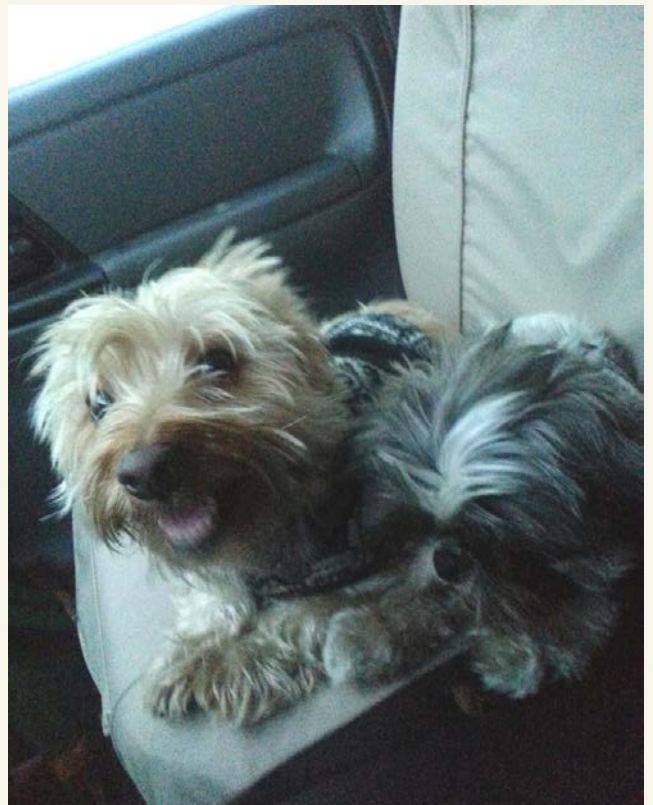
Photo of Gimley, clearly relaxed, who was returned to his
home after getting away from his owner. Running away
is tough work!

In October, the Animal Control Officer (ACO) followed-up on 10 investigations initially handled by Patrol Officers. Additionally, she returned 48 phone messages. ACO Ladisheff responded to a call for an opossum that had been hit by a car and was deceased. She arrived and found 2 of the baby opossums alive and still clinging to the deceased mother. The ACO took care of the babies until she could get them to a wildlife rehabilitation center.

During November, the ACO followed up on 4 reports by Police Officers. Two of those follow ups involved enforcing rabies quarantines. Additionally, she had 20 voicemail messages and returned those calls.

In December, the Animal Control Officer received 19 voicemail messages and returned those calls. The ACO enforced 2 home rabies quarantines and transported one dog specimen to Concord for rabies testing.

Pictured right are two found dogs, Charie and Lexi, that were returned to their owner because they were properly licensed and wearing their tags.



Downtown Liaison Unit (Mounted Patrol)



The Mounted Patrol handled the following during the months of October, November & December:

32/32/37	Public Assists-directions, pedestrian right of way education, etc.
32/27/22	Parking Assists
01/0/0	Motor Vehicle One Way Warning
21/0/0	Pedestrian Crosswalk Warnings
05/0/0	Trespass Warnings
Daily Homeless Outreach & Community Trail checks.	

In addition to the above activity, the officers assigned to the Downtown Liaison Unit had hundreds of public interactions which include education on crosswalk and bike safety, help with parking meters and parking, and general information about the City, the Police Department and the horses.



Above, the Dover Mounted Patrol escorts Mr. and Mrs. Claus during Dover Main Street's food drive collection parade to benefit the Dover Food Pantry on Saturday, December 19th.



December 19, 2015.

K-9 Unit:

The Dover Police Department's two K9 teams consist of Officer Keefe with his partner Grinko and Officer Brown and his partner Barco. Each team conducted 20 hours of training during the months of October, November and also in December.



It was Trick or Treat time at City Hall! Each year the local daycares will trick or treat at City Hall. City Hall employees line up, each one with candy, and the young children learn how to Trick or Treat. This is a great time for the kids as well as the employees. It allows for a safe learning experience for the little ones as well as some fun for the employees. This year, there were a record number of employees dressing up for Halloween which are pictured on the right.



The Dover Public Library has 6,870 social media followers. 1,830 on Facebook fans, 672 on followers on Twitter, 513 on Instagram, 1,180 on Pinterest, and 2,675 subscribers to the library's two e-newsletters. The library website received 43,400 hits during October, November and December. The Library posted 213 items on Facebook, 41 on Instagram, 101 on Twitter, and added 191 pins on Pinterest. Staff wrote 16 Blog posts, and sent ten press releases to media outlets during October, November and December.

The public library borrowed 192 items from the school libraries and sent 321. The public library's System Administrator aided the Dovertnet school libraries with 12 Koha system issues during October, November and December.

The Library Director attended two meetings of the Woodman Museum's Centennial Planning Committee. The Library Director also volunteered for the Chamber of Commerce on Apple Harvest Day and worked for three days as a tour guide at the Pine Hill Cemetery for the Museum's "Voices from the Cemetery" fundraiser on Columbus Day weekend. The Library Director also presented at a session of the Citizens Leadership Academy on October 29. Additionally, she led two large groups of Woodman Park 3rd graders on walking tours of historic downtown Dover on November 6th.

Children's Room Library Assistant Karin Mayer-Gottlob held three story time sessions at Garrison School during their Literacy Night on October 8.

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 314 Facebook (City of Dover NH Planning) friends and 736 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 1,071 fans.

The Department of Planning and Community Development mailed out 103 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 October, the Assistant City Manager led a session of the Citizen's Leadership Academy, which the City and Chamber of Commerce produce annually. The session was on quality of life, and focused on the interrelationship Planning, Recreation, the Library and Economic Development have in providing a community which people can live, work and play in.

Planning and Community Development staff continued to update the City website with presentations and reports regarding updates to the Transportation Master Plan, special projects, such as zoning amendments, and former projects like the Willand Pond water elevation/drainage issues. There are now over 430 sources of information listed. This data can be found on the Planning Department's webpage under Planning Department Documents & Reports.

Planning and Community Development staff developed a video and worked with Finance staff to develop an accompanying report of Capital Improvement project requests for the City's Capital Improvements Plan. The CIP was presented to the City Council and Planning Board in October. The Planning Board held a series of discussions and public hearings and voted to recommend approval of the CIP in November. The City Council deliberated over the projects, concurrently, and approved the CIP in December. This six year plan is designed to link the City's infrastructure needs to its fiscal policy. The program is developed by staff over the summer, and the City Manager prepares a final recommendation for the City Council and Planning Board to review and authorize.

A neighborhood meeting to discuss the Richardson Drive Roadway and Utility Improvement Project was held in November. This is the second neighborhood meeting on the project. During the meeting, residents and officials reviewed draft engineered plans, prior to approval of the final plans. Bids for the project are expected this winter. Construction may begin in spring 2016. Officials will also review the responsibility of homeowners to connect to the new municipal sewer service, as well as the waiver process and timeline. Time will be allotted during the meeting to discuss working together with a single contractor for cost savings.

Sergeant Speidel performed 9 child passenger seat inspections during the month of October, 3 during November and 6 during 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. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

On October 20th, seven Youth to Youth students traveled to the Seabrook, NH Middle School to conduct a presentation on youth advocacy and how a program like Dover Y2Y works. All of the Seabrook Middle School students in grades 6-8 were in attendance. The Seabrook Middle School will start a group following the presentation and will begin meeting and planning their own projects right away.

On October 6th three members of Youth to Youth presented a 60-minute webinar to a national audience from the McConnell Center. The topic was how to conduct a comprehensive community campaign on a substance abuse issue. Viewers from 8 different states from around the US tuned in to the webinar.



Left, Captain David Terlemezian hands Junior Police Badge Stickers to children during Apple Harvest Day on October 3, 2015.

Pictured right, Officer Feliciano as well as other officers from Dover Police Department went to the Garrison School and read books to the elementary school aged children.



On October 26, 2015, Detective Timothy Burt gave two Crime Scene Unit presentations to classes at St. Thomas Aquinas High School. Below, Detective Burt demonstrates an evidence locating technique called oblique lighting while presenting to students at St. Thomas Aquinas High School.



On November 23-24, 2015, Coalition Coordinator Vicki Hebert presented to every health class at Dover High School. She discussed the heroin epidemic, why it's a problem, and various efforts around the region to find a solution. Also joining her were people in long term recovery from heroin addiction that shared their personal stories.

On November 19, 2015, Vicki Hebert presented at the 2015 New Hampshire Municipal Association Conference. She participated in a panel discussion during a breakout session titled Community is Greater Than Heroin - Examples from Across the State of How Municipalities are Addressing Substance Misuse, Addiction and Recovery.



During the month of November, Vicki Hebert presented at all three of the November Police and Community Together (PACT) sessions. She shared information on the heroin epidemic and talked to the group about the problem, what we are seeing in Dover, and solutions parents can be involved in.

On November 19, 2015, the Dover Coalition for Youth partnered with the Dover Housing Authority to celebrate the Great American Smokeout. Fifty "quit kits" were distributed to residents looking for resources and support to quit smoking.



On November 12, 2015, five members of Dover Youth to Youth conducted a class on medicine safety for kindergarten students at Garrison School. Approximately 80 students at Garrison have now received this training.

Chief Colarusso serves on the committee for the annual Thanksgiving luncheon at Blue Latitudes and volunteered during the event. Additionally Captain Terlemezian volunteered for the event by driving residents from My Friend's Place to and from the luncheon.

Several political events occurred in town with the upcoming primary elections drawing candidates. The larger of these require staff to be present to ensure overcrowding doesn't occur. Any extra costs from Fire & Rescue and the Police Department are billed for and coordinated by the Recreation Department with the facility rental, if it is a City building the political event is happening in. Most occur in the McConnell Center Gym or Cafeteria depending on the size of the event.

On Saturday November 14th, Dover Youth to Youth conducted the 3rd annual Granite Youth Alliance Conference at the Seacoast School of Technology in Exeter. Dover Youth to Youth planned the agenda for the all day training event and 20 Youth to Youth members prepared for and presented 8 workshops. Training topics included core advocacy skills such as public speaking and workshops that provided instruction on how to conduct activities such as policy change and recording a radio PSA. Over 70 participants came from nine different communities in Strafford and Rockingham Counties. The cost of the training was paid for through a grant provided by the Greater Seacoast United Way.



On November 5th three members of Youth to Youth presented at the Sheraton Harborside in Portsmouth to the Women's Leadership Council and the United Way. The students played their short video produced last year for the United Way Film Festival, and then discussed the process of making film, what they learned, and how they are using the finished product to get their message on substance abuse out to others. On November 24th three different Y2Y students delivered a very similar presentation to the entire management staff at Frisbee Hospital.

Dover Youth to Youth members Will Demers, Hannah Martuscello and Kylan Mastro presented at the United Way Women's Leadership Council meeting, shown above.



Above, Dover Teen Center participants take part in the Arts in Action acrylic painting on tile project with Marina Forbes



Left, Dover Teen Center participants and interns get ready to march in the annual Dover Christmas Parade.

On October 15, 2015, Detective Timothy Burt showed the Crime Scene Services Vehicle and its contents to the City of Dover Leadership Academy. That same night, Detective Oake Carlson showed the group the Police Department's Mobile Command Vehicle.

On October 22, 2015, Lieutenant Brant Dolleman assisted Wentworth-Douglass Hospital security with a presentation at Monadnock Regional Hospital in Peterborough regarding hospital security issues.



Pictured left, Sgt. Marn Speidel (as Dover Police Special Officer George Pray), Parking Enforcement Officer Beth Hawthorne (as Mary Dow, president of the Dover Horse Railway Company), and Parking Manager Bill Simons (as Washington Hardy, one of Dover's prominent sea captains) were cast members of the Night at the Woodman Museum III, Voices in the Cemetery event on Columbus Day weekend.



Above, Officer Michelle Murch poses with several Woodman Park School students and some parents before they left for school on Walk to School Day.

Sgt. Speidel, Officer Lazos, and Officer Murch participated in Woodman Park Elementary School's celebration of International Walk to School Day on October 7. The Police Officers joined students, parents, school staff, and several other community leaders in "walking school bus" parades that began at three predetermined locations to converge on and end at the school with a rally to start the school day. Pictured right, Sgt. Speidel poses with a student following the Woodman Park Elementary School Walk-to-School Event.



On Saturday December 5, 2015 the Vicki Hebert coordinated the second annual Recovery Day. The event took place in the Garrison Wing at Wentworth Douglass Hospital and was filled with drug prevention, treatment and recovery resources. Nearly 100 community members attended the event and were connected to resources necessary to take the next steps towards their own recovery or to assist a loved one with getting the help they need. Others came just to find out more information about the heroin and opioid crisis that has been taking such a heavy toll on our communities.

In addition to the resource fair consisting of nearly two dozen organizations, counselors were available on site to assist those looking to find resources ranging from individual/group counseling to residential treatment programs. A variety of meetings and trainings were offered throughout the event. The schedule included a prevention presentation, 12 step recovery meeting, Narcan training with free kits distributed and a family support group meeting.

On December 3, 2015, Chief Colarusso, Vicki Hebert, and Nate Mack from Bonfire Recovery Services went on WTSN's Open Mic with Mike Pomp to talk about the NH Heroin Epidemic and the upcoming Recovery Day. During the hour long segment, they discussed the opioid problem in Dover and surrounding communities, provided an example of addiction and recovery, and discussed help that is available. Following that broadcast, the group went to WOKQ to record a 25 minute segment to air on the Reporter's File played on Sunday morning.

During the month of December, the students from Dover Youth to Youth conducted 3 separate presentations on three evenings to parents of fifth graders as part of the Police Department's PACT program. The Youth to Youth students discussed different influences on young students that encourage underage drinking. This includes positive alcohol messages found in music, on TV, in movies and from advertising. Actual examples of media messages promoting alcohol abuse were displayed and discussed.

On December 6th five members of Dover Youth to Youth presented a 60-minute webinar to a national audience. The topic was how to empower youth to engage in policy change or to help enact legislation. The students described many of their projects designed to get retailers to modify their policies on what they sell or who they sell it to (ie. selling marijuana themed clothing to young teens). They also explained the process for participating in the legislative process at either the state or local level. Sixteen locations from all over the US tuned into the webinar – including a prevention coalition in North Carolina that contacted Dover and asked for help in replicating Youth to Youth in their county.

Four teams of Youth to Youth students conducted presentations of the "Truth About Tobacco" program for 4 fourth grade classrooms at Garrison School in December. This media literacy based presentation teaches the 4th graders about deceptive advertising techniques and reinforces the actual consequences of tobacco use.

Pictured right, a Y2Y student presenting to 4th graders at Garrison School about deceptive tobacco advertising.



On December 17, 2015, Chief Colarusso was a guest on the New Hampshire public radio show "The Exchange". The topic of discussion was statewide policing issues such as police recruiting and retention, body worn cameras by Police Officers, and funding for police training.

Dover Youth to Youth conducted its annual Santa's Castle event on 3 weekend afternoons in December. The students converted 4 rooms at the McConnell Center into the Castle and provided tours to families through Rudolph's stable, Mrs. Claus' kitchen, the elves' Toy Shop and Santa's room. Hundreds of people went through Santa's Castle over the 3 dates it was offered. Pictured right is Santa and a few of the 20 or more "elves" staffing Santa's Castle one of the afternoons in December.



Detective Matthew Travaglini provided a presentation to the Strafford County Visitation Center on employee safety and site security. The presentation highlighted past violent incidents at visitation centers in the country and touched on general employee safety practices.

October for Fire & Rescue is one of the busiest months for City Outreach as nationally, it encompasses Fire Prevention week which for Fire & Rescue, means Fire Prevention Month. Dover's SAFE Trailer was used to teach a number of fire safety messages such as "crawling low under smoke" in all of Dover's Public and Private Elementary Schools. The national message of "Hear the Beep Where You Sleep, Where Every Bedroom Needs a Working Smoke Alarm" was also communicated!



This is a large commitment time wise taking an average of 15 days to visit the classes in those schools. A special thank you goes out to the Dover School System, St Mary's Academy and Portsmouth Christian Academy for supporting this endeavor by allowing access and adjusting their respective classroom schedules. The repetition of visiting each year during the elementary school age cements the fire safe messages which is reflected in a very low burn injury rate for Dover's youth! In addition to visiting the schools, the SAFE Trailer visited a daycare and was a feature at Apple Harvest Day where adults, children, and families were able to experience in a safe environment with theatrical smoke, what happens in a fire and how to get out safely.



In addition to the SAFE trailer activities, Fire Engines visited 5 daycares that requested the visits, to discuss fire safety and meet Dover firefighters and see the fire engines. These visits help those daycares where field trips are difficult logistically. In addition to that, 6 other daycares were able to arrange fieldtrips and visit a fire station for station tours and safety talks.

Because of the large numbers of people at Dover's incredibly popular Apple Harvest Day with street closures, Fire & rescue plans in advance with the Police Department and the Chamber of Commerce and then restructures operations on that day, with much of the department's resources staged around the event. In addition to the normal calls for service on that day, some medical calls did come from within the Apple Harvest area re-enforcing the need to do this. In addition to providing that service, Fire & Rescue members were showing off the fire apparatus and answering questions. Many off duty members participated in cooking hot dogs and hamburgers at the firefighter's association booth adjacent to the SAFE trailer and Fire Engine activity in Henry Law Park.

Fire & Rescue also staged an ambulance at Dover High during 4 Greenwave football games in case players were injured during the game, or spectators became ill or injured. 1 Dover Youth Football game was also provided medical coverage when their normal methods of providing that league medical assistance fell through.

Fire & Rescue provided 2 classes of Fire Extinguisher Training to several groups of Liberty Mutual staff members. What normally happens to host such a training, is the business pays a fee and contracts with Fire & Rescue for employee time and the special live-fire training prop. This training prop allows for fires to be started in it (and shut off in an instance if necessary) and allows an attendee to approach the fire with an extinguisher and put it out.

Fire & Rescue, with help from a number off-duty firefighter association members, participated in the Chamber of Commerce's Citizen Leadership Academy. A number of demonstrations and information stations were set up throughout the North End Station, and participants rotated through learning about the many services provided to Dover citizens, many of which are often overlooked such as highly technical rescue emergencies and chemical spill responses.

After a very busy October in the outreach category, November tapered off somewhat as outdoor events slowed down in the community. Fire & Rescue participated at the 16th Annual Caring and Sharing Food Drive event sponsored by WTSN. Touch-A-Truck visits were available for children and support by on-duty crews, and much participation by the firefighter/fire officer associations in an off-duty capacity. This is a great event that helps the community. WTSN reported over 500 cases of food and nearly \$13,000 in donations were collected – "helmets" off to you WTSN! In addition to that event, the duty shift readied equipment for use in the Dover Christmas Parade while many off-duty members and their families walked in it carrying the American Flag, or in the Fire Department Color Guard at the beginning of the parade along with the Police Color Guard. Firefighters used decorating City Hall for the holiday season as a training event. The Aerial Ladder truck was used to assist with the high up decorating while others worked with the City Light's Committee. Lastly, many off-duty firefighter/fire officer association members participated in Operation Warm. This program coordinated getting the names and sizes of elementary school children who needed warm winter coats. They then handled the ordering of the coats and distribution once they arrived. Distribution began in November and continued into December. This is a much needed and valuable program!

The on duty fire shifts, when other priority duties were finished, along with countless off-duty Fire Department members and other civic groups, participated in the 38th year of the Dover Toy Bank. While the City Welfare Department acts as the main contact point for those families in need, this program provides those families with toys for Christmas when in most cases, there would be few or none. Toys are collected by the firefighters from drop off locations, wrapped, and then distributed close to Christmas. Like "Operation Warm", this is another much needed community program. It is estimated the Toy Bank helped over 350 families this year.

MEDIA SERVICES DIVISION - Expanded on-demand content

The City has transitioned its on-demand video content and live streaming into a single resource, now available in one location at dovernh.viebit.com. This page contains the stream for the live feed of Channel 22 and the complete archive of video content from the inception of on-demand programming. In addition, on-demand content can now be uploaded in high definition. Most of the City's video content, with the exception of live meetings, is acquired and edited in high definition and then rebroadcast in standard definition on Channel 22. The HD content has been made available on the City's YouTube and Vimeo pages, but now will be available in the same place as all video content.

It was a busy holiday season for video content. DNTV Channel 22 oversaw the production of several projects for broadcast and online viewing, including the annual holiday parade, Festival of Trees, the Recreation Department's annual Tree Lighting ceremony, and the Inauguration of the new Dover City Council and School Board.

Driving Dover

The Media Access Center was recently asked to oversee the transition and management of a website that promotes parking in downtown Dover, drivingdover.com. The website was initially created by a contractor as part of a yearlong marketing initiative. The Media Access Center is now updating and managing the site, at the direction of the Police Department's Parking Bureau.

The High School Building Project

The Media Access Center recently met with the architects for the new high school to help flesh out plans for a Media Center at the high school. The project architects and Joint Building Committee are finalizing the layout for the new high school. A media center for the high school has been in the works for the existing school, but was postponed as plans for a new high school formed. The Media Access Center will continue to work with the architects, staff and JBC on the project.

The Media Access Center also continues to update the online resource created for the JBC on the High School and Career Technical Center building project. New information and documents have been added as the project evolves. This resource includes a wealth of information about the project, including detailed background information, special presentations and video, project updates, contact information, and a schedule of upcoming meetings for the Joint Building Committee overseeing the project. This resource can be found here: <http://www.dover.nh.gov/government/city-operations/public-education/high-school-project/index.htm>. The online resource for the high school project is one of several online special projects pages on the City's website. Other special project pages include Silver Street reconstruction, the new Police Facility and Parking Garage, Waterfront Development, and more.

City of Dover residents recently participated in the 2015 National Citizen Survey. The survey was designed to provide a baseline of how the City's government is serving residents, to gauge perceptions of the city and to make comparisons with peer cities.

The city contracted with National Research Center, Inc. to participate in The NCS, an instrument that was developed in partnership with the International City/County Management Association (ICMA) in 2001 to provide cities with a low-cost, high-quality method to conduct market research.

The survey centers on community livability and includes questions about the quality of life in the community, local policies, demographics, rating of local government services and resident use of services. Recently, a random and scientific sample of 1,400 households received invitations by mail to participate in the survey.

The National Citizen Survey was among the first scientific surveys developed to gather resident opinion on a range of community issues, and has been used in more than 350 jurisdictions across 46 states. The NCS is a high-quality cost-effective scientific survey of resident opinion and an important benchmarking tool that allows for comparison among communities. Communities using The NCS have reported that the tool helped improve performance, strengthen communications with community stakeholders, and identify clear priorities for use in goal and budget setting. The City Manager will soon be announcing the final results of this important survey.

Current Special Project Highlights

Police Facility & Parking Garage

During the month of October, crews finished the construction of the precast garage sections. Crews began installing all required plumbing and electrical components as well as the elevator inside the garage. Crews have also turned their focus on completion of site landscaping, which is scheduled to be completed during the month of November. This will include new sidewalks and plantings, as well as the reconstruction of the Myrtle Street walkway which will be completed with new brick pavers, similar to the sidewalks being installed on Silver Street. Pictured right is the aerial view of the parking garage and police facility.



The City of Dover Public Parking Garage opened to the public on November 25th, one week ahead of schedule. During the month of November crews worked on final garage mechanical installation as well as on completion of site landscaping, including the brick paving of the Myrtle Street walkway. Work in the interior of the police facility includes the installation of windows, electrical and mechanical systems, and drywall. Work on the exterior of the police building is ongoing. Construction on the police facility is scheduled to be completed in late February of 2016.

City Programs

Gym

KinderShots, Lil' Shots and Midget basketball began on Saturday, December 5th at Garrison Elementary. Fifth and Sixth grade boys and girls began their games as well. There are 6 boys' teams and 4 girl's teams and they will play most of their games on Saturday mornings at the McConnell Center, while practicing during the week at the elementary school gyms in the evenings. The 18+ Men's Basketball league began games on November 1st. Games are played at the McConnell Center on Sunday mornings and Thursday evenings. The 50+ league has 6 teams and will begin games in December on Wednesday nights. The 35+ Men's Basketball League held their preview night for new players and they began games on November 30th. All men's leagues are full. Badminton continues on Friday nights from 6-9 pm while volleyball also finished up on Sunday afternoons and will resume in the spring. Adult fitness schedule continues to be packed full of a variety of classes to suit every fitness need. New sessions of Interval Toning, Muscle Power, Yoga, Beginner Yoga and Zumba® classes begin every 6 weeks. All classes will begin new sessions in January. The Saturday Night Out program resumed on November 7th. Additional Youth Open gym times were scheduled for vacation week at the McConnell Center basketball court.

Pool

The month of October brought about the second session of the Indoor Pool fall swim lessons with 94% of all available spots being filled. Seacoast Swimming continues to practice during the afternoon hours and hard at work preparing for their upcoming meets. Great Bay Masters still practice at the Indoor Pool with as many as 30 swimmers per practice. Mighty Seals are preparing throughout the winter for their spring swim meet that will take place in April. High school swimming has begun with Dover High, St. Thomas, Spaulding, Oyster River and Berwick Academy using the pool on a regular basis. The Masters team is still running strong with 25-30 swimmers at the Indoor Pool facility every practice. St Marys Academy came in for a special school swim lesson session in October and November, and pool personnel instructed about 20 children over a 6 week period.

Early Bird seems to be the largest attended swim session at the Dover Indoor Pool, seeing as many as 45 swimmers every morning. Hydrofitness usually has 15-20 attendees. Overall, there are an average of 75-90 lap/rec swimmers 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 the Friday afternoon Homeschool swim lessons. Both will begin again after the New Year. Dover continues to host High School Swim Meets at the Dover Indoor Pool; the season will come to an end after the state meet the weekend of February 14th. After which, the pool schedule will change to accommodate more Rec Swim time.

The Making Strides Against Breast Cancer Walk was held at Henry Law Park on October 25th and again, was very successful. Apple Harvest Day took place at the beginning of October with crowds flooding the streets of downtown Dover despite the windy and wet conditions. The Dover Pool Advisory Committee hosted a booth while also having a raffle; all in all it was advertising and saw a lot of community involvement. Birthday party reservations are beginning to get busy as the snow approaches and it is expected that January and February will be very busy months at the pool on the weekends.

Ice Arena

Great Bay Figure Skating is also busy on Saturdays with their skating lessons at the Dover Ice Arena. Fall skill sessions have concluded for the year at the Arena in programs such as Youth Introduction to Hockey and Adult Introduction to Hockey. These programs will start up again in the spring.

The Dover Arena starts its winter season with a full slate of high school hockey programs getting under way. The arena hosts 10 varsity and junior varsity hockey programs for boys and girls. Dover Youth Hockey continues with practices and weekend games. Adult leagues for men and women are all running with full rosters and are available for all levels of skating and hockey ability.

December was the month for the Great Bay Figure Skating holiday show with good attendance to watch several local skaters performing holiday skates. Santa and Mrs. Claus visited the Dover Arena on December 13 and were met by a lively group of children and adults. Santa met with the children and then, met with everyone after the skate for story time and songs. The arena also hosted a Prep School hockey showcase during the month which brought teams in from all over the country.

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. Even with shortened month due to the holiday, 392 participants were keeping fit in those classes in November. Senior Center also focused on health by hosting a talk by Cornerstone VNA on small steps toward maintaining or even improving wellness through the holidays. Back by popular demand is art classes at the center. Taught by local artist Roseann Meserve, members are learning about basic watercolor techniques. The Senior Center's travel department took 51 seniors on a trip to Indian Head Resort, and 3 travelers visited Paris and Normandy. 42 seniors participated on a "Casino Escape" overnight trip to Foxwoods and Mohegan Sun. There was a huge response to the travel slideshow presentations, at which 52 members came to explore the idea of a trip to Ireland or California in 2016. Many are already signing up to go! The Senior Center is also excited to add new trips to the calendar – the Boston Flower Show in March and New York City in April!

Senior Center also hosted a noontime New Year's Eve mocktail party with sparkling cider and hors d'oeuvres. The Senior Center's travel department took 51 seniors on a trip to see the Christmas lights at La Salette Shrine. The Senior Center is excited about adding new trips to calendar – New York City in April and the Canadian Maritimes in August.

Senior Center gift certificates are now available! Senior Center gift certificates can be used for a variety of services and programs, including Senior Center membership, 50-plus lunches, 50-plus fitness classes, 50-plus gym membership, and Senior Center trips.



The Dover Senior Center enjoyed a visit from WMUR's Weathergirl, Hayley Lapoint to discuss weather patterns with members.

Public Library

The Friends of the Library's annual booksale ran from October 30 to November 15. Proceeds totaled just over \$7500. Thank you to the dozens of volunteers who moved and straightened books and staffed the pay table for over 140 hours during this period.

The library's early literacy initiative "1000 Books Before Kindergarten" began on November 2 and the Friends of the Library have funded the program's prizes. By the end of December, over 40 children and registered and several preschoolers had already reached the "100-books read" mark!

There were 114 programs offered at the library during October, November and December including: 50 story time sessions, 3 Book Group meetings, several craft sessions, 17 movie showings, 3 Lego Saturdays, 2 Friends programs, 4 Game Nights, and presentations on essential oils, a western states travelogue, Civil War reenacting, Mount Washington weather, college admission hints, and Medicare. Total attendance at library programs in October, November and December was 2,250 people.

With the use of volunteers, the library is continuing to place new numbered labels on all fiction in series so that they can be read in the correct order. The public library is also developing a volunteer plan with the Key Club at Dover High School.

Dover High School Liaison Officer.

Officer Kennedy met with several students in his office to answer questions about the students' future goals. These students had questions about Officer Kennedy's path toward his law enforcement career while he provided them with advice for their future.

Officer Kennedy participated in a meeting with the then Assistant Chief James Ormond at the high school to strategize on how to continue to get the message out to students at the high school level about fire safety and sound decision making.

Officer Kennedy, along with Auto Collision Teacher Nathan Kalway, developed a program for his students to detail one Dover police cruiser each Wednesday throughout the school year. The students also will address minor scratches to the exterior of the vehicle. This allows the students to work with newer model vehicles and also be greater connected to the community. During the month of October, November and December, the Auto Collision students detailed 6 cruisers.



During the month of December 2015, Officer Kennedy assisted the Dover High school with directing afternoon traffic on multiple occasions in front of the school. During the course of the month, Officer Kennedy also met with several students in his office to answer questions about the students' future goals.

He also met numerous times with school officials in October, November and December to assist with school investigations in determining if criminal activity occurred.

Holidays during the month of December prevented more from being done.

Officer Kennedy was interviewed by students for the "The News Wave", a Dover High School newspaper. The interview was about the role of School Resource Officers in schools. The article was a brief about the history of the School Resource Officer program and current events around the country involving School Resource Officers.

Officer Kennedy, along with Dover Firefighter/Paramedic Nicholas Xenos (pictured right) spoke with six health classes about the "Heroin Epidemic." The students developed questions and generated discussion about what is going on in their community and across the nation. The topics covered were how the addiction process begins, how we see addiction affect the community, family, and the addict. Other topics included were ideas of how to effectively focus ways to resolve the rise in opiate related overdoses and deaths in the area.

Dover Housing Authority Liaison Officer Program

On October 22, 2013, Officer Feliciano went to Cross Roads Childcare and colored pictures with the daycare aged children. Officer Feliciano handed out badge stickers and then ended the visit with a display of lights and sirens from his police cruiser.

During the month of October, Officer Feliciano continued to teach DARE at the Dover Middle School. He teaches four classes per week. The classes this month focused on decision-making and peer pressure.

Throughout the month, Officer Feliciano visited the elderly housing units managed by the Dover Housing Authority as part of his Patrol duties.

On November 25, 2015, Officer Feliciano, pictured right, escorted and accompanied the Dover Housing Authority seniors in their Thanksgiving luncheon held at Blue Latitude Restaurant in Dover, NH. Every year the DHA seniors are transported to Blue Latitudes for lunch on the day before Thanksgiving. During the luncheon Officer Feliciano sat with the seniors while they ate and listened to live music.



During the month of November, Officer Feliciano conducted the last of his scheduled DARE classes. During the month's lessons, Officer Feliciano taught the students about effective communication, listening skills, and bullying.

Pictured right, Officer Feliciano walked with the Dover Housing Authority float in the annual Dover Holiday Parade. The DHA float was constructed by DHA residents, and Cindy Miller, the DHA FSS coordinator. The DHA float won first place in the civic class with its "Twas the Night Before Christmas" theme.

Also in December, Officer Feliciano assisted with the distribution of coats, hats and gloves to needy children living in the Dover Housing Authority. A generous donor had approached Chief Colarusso and offered to buy the items for 20 children. In addition to the children that Officer Feliciano identified, Officer Kennedy located needy children at the Dover High School and Dover Teen Center Director Steve Pappajohn identified worthy teen center participants to receive some of the winter clothing.

Officer Feliciano also helped to identify a worthy family for a donation that the American Legion Riders wanted to make. That group contacted the Police Department looking for a worthy family to sponsor. Officer Feliciano was able to identify a mother and daughter in need. She indicated that she needed Christmas presents and food. She also said that she had not had her oil changed recently. The Legion Riders provided her with a \$250 gift card to Walmart, \$250 gift card to Hannaford, and two \$25 gift certificates to Prompto oil change.

Officer Feliciano and his family provided the mother and daughter with a \$50 gift card to TJ Maxx, an Amazon Fire Tablet, gift card to a hair salon, a Christmas tree, My Little Pony equestrian dolls, an adult winter jacket, and children's lip balm and nail polish.



During the first week of December 2015, Officer Feliciano completed his DARE classes for the fall. The end of the program included giving the exam to the students. He then gave an end of the year pizza party to all of his students.

Above, Officer Feliciano's DARE students pose during their end of year pizza party!

Dover Middle School Liaison Officer.

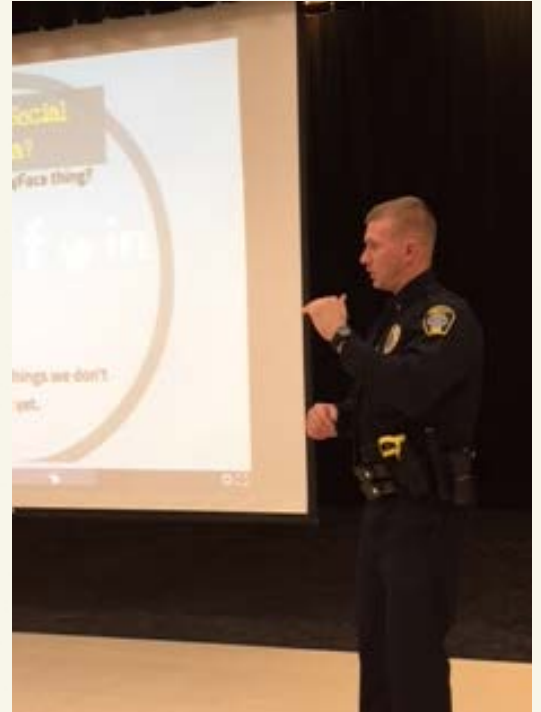
Officer Pieniazek continued the lunch Program entitled, "Fine Dining with Dover's Finest." Approximately 15 children took the opportunity to eat lunch with Officer Pieniazek in his office during the month.

Officer Pieniazek shadowed several DARE officers in their classes to become more acquainted with the program. He will soon attend DARE Officer Training and will be teaching DARE classes in the spring.

Officer Pieniazek assisted in substitute teaching a 6th grade science class while a teacher was out.

Officer Pieniazek is the co-chair for the 5th and 6th grade student council. During the month of October Officer Pieniazek ran several meetings, and assisted in the coordination of a Halloween event which took place on October 29. This event was attended by approximately 220 students.

Officer Pieniazek assisted Detective Travaglini in a social media presentation on October 20. This presentation was presented to members of the Dover Middle School PTA.



Officer Pieniazek speaks to the audience during the social media presentation



Pictured left, Officer Pieniazek took part in the Dover Middle School career fair on October 23. Officer Pieniazek set up a table and answered questions relating to the law enforcement field to students in the 7th and 8th grades.

Officer Pieniazek continues the lunch Program titled, "Fine Dining with Dover's Finest." Approximately 18 children within the month of November took the opportunity to eat lunch with Officer Pieniazek in his office.

Officer Pieniazek shadowed several DARE officers in their classes to continue to become more acquainted with the program. He began DARE officer Training on November 30, 2015 and will become a certified DARE instructor when he graduates from the program on December 12, 2015.

Officer Pieniazek also assisted with the PACT (Parents and Community Together) program three times during the month of November. The program, for the parents of fifth grade students, focuses on drug related issues. The November meetings provided an overview of the DARE program and extensive information about current drug trends including heroin, fentanyl and other opioids.



Officer Pieniazek marched in the Dover Holiday Parade on November 29 as a part of the Police Department Color Guard. Officer Pieniazek pictured left, poses with Dover Middle School Students just prior to the Dover Holiday Parade.



During the month of December, Officer Pieniazek, along with Officer Chris Plummer, attended DARE Officer Training in Concord, NH. The intensive two week training began on November 30, 2015 and was completed on December 11, 2015. Both officers successfully completed the training and are now certified DARE instructors. They will begin teaching DARE to four 5th grade classrooms beginning in January 2016.

Officer Pieniazek participated in the PACT program on December 14, 2015. He helped to facilitate the presentation and participated in the question and answer session at the end.

Officer Pieniazek continues the lunch program entitled, "Fine Dining with Dover's Finest." Approximately 15 children within the month of December took the opportunity to eat lunch with Officer Pieniazek in his office. This program continues to be a success and numerous children have had an opportunity to spend time with Officer Pieniazek in this informal setting.

Officer Pieniazek continues to serve as a co-chair of the 5th and 6th grade student council. On December 18, 2015, the student council put on a holiday party at the school which was attended by almost 150 students.

Also as a part of the student council, Officer Pieniazek coordinated an event at the Bellamy Fields health care center. Officer Pieniazek brought 11 student council members to that site after school on December 22, 2015. The children read holiday themed books to the residents and sang carols as well. The event was a success and staff at Bellamy Fields invited Officer Pieniazek to return to their facility later in the year.

Dover Teen Center

The Dover Teen Center calendar each month consisted of educational and social programming for its youth participants. For the month of October, the Teen Center saw a total of 735 participants on 21 days of programming, which yielded an average of 35 participants per day.

For the month of November 2015 the Teen Center saw a total of 522 participants on 15 days of programming, which yielded an average of just under 35 participants per day.

For the month of December, the Teen Center saw a total of 593 participants on 19 days of programming, which yielded an average of 31 participants per day.

Some program highlights for the three months included, but were not limited to the following:

TC Tournament – “9-Ball Billiards” (10/1)
Apple Harvest Day Event – “McConnell Arts Pavilion” (10/3)
TC Music Event – “DoverPalooza Harvest Howl Show” (10/8)
TC Teacher Workshop Day – “TC Fun Day” (10/9)
TC Art Program – “Zentangle Art” (10/15)
TC Snack Special – “Make Your Own... Trail Mix” (10/19)
TC Adventure Afternoon – “Geocache @ Garrison Tower” (10/21)
TC Snack Special Day – “Taco Thursday” (10/22)
TC Annual Trip – “Canobie Lake Park’s Screeemfest” (10/23) TC Halloween Week Event – “Not-So-Scary Movie” – THE CORPSE BRIDE (10/26)
TC Halloween Week Event – “TC Murder Mystery Game” (10/27) TC Halloween Week Event – “Pumpkin Carving” (10/28) McConnell Center Annual Event – “Toddler Trick-or-Treat @ MC” (10/29) TC Annual Event – “Halloween Costume Party w/ Y2Y” (10/29) TC Halloween Week Event – “Halloween Games w/ Community Buck\$” (10/30)

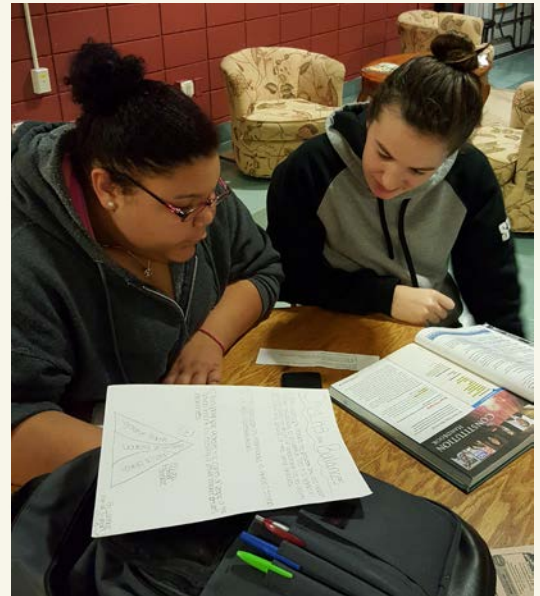
TC Snack Special – “Fun Food Friday” (11/6)
TC Special Event – “Teacher Workshop Day/TC FUN DAY” (11/10)
TC Classic Program – “Bingo Mania” (11/13)
TC Arts Series Program – “Arts In Action: Acrylic Painting on Tile” (11/17)
TC Special Event – “Community Action LIP SYNC CONTEST Performance” (11/20)
TC Tournament – “Wii Olympic Games” (11/23)
TC Annual Event – “Community Thanksgiving Dinner” (11/25)
TC Annual Event – “Annual Dover Holiday Parade” (11/29)
TC Tournament – “Ping-Pong” (11/30)

TC Special Event – “Elimination Billiard Tournament” (12/2)
TC Snack Special – “Spaghetti Fest” (12/4)
TC Trip! – “UNH Men’s Basketball Game” (12/8)
TC Special Event – “Intern Appreciation Days” (12/14 & 12/15)
TC Snack Special – “Tacos” (12/16)
TC Special Holiday Event – “Holiday Crafts Day” (12/17)
TC Special Holiday Event – “10th Annual Holiday Party” (12/23)
TC Winter Holiday Vacation Event – “Late Hours Night w/ Dinner & DVD Movie” (12/28)
TC Winter Holiday Vacation Trip! – “FUNSPOT ARCADE” (12/30)
TC Winter Holiday Vacation Trip! – “Maine Red Claws Basketball Game” (12/31)



Teen Center Participant getting homework help from one of the UNH interns.

There were 16 new registrations for the Teen Center in October, 6 new registrations during November, and 5 new registrations in December.



A Teen Center participant working on a homework project with the help of one of the UNH Interns.

Dover Court Diversion Committee

Court Diversion is an early-intervention program that works with first-time offenders. If referred to the program, the offender will only be able to take advantage of it one time, and one time only.

The program recognizes that the offender made a mistake and that they are willing to take responsibility. It will look for them to learn from, and sometimes repent for their mistake without ending up with a juvenile record. It is up to you to decide what you make of this opportunity. No one is forced into the program, and involvement in this program does not prove one's guilt in a court of law.

One of the main conditions for accepting Diversion is meeting with the Diversion Committee. This is a group of trained civilian volunteers who will determine the offender's plan of accountability based on the information they have received and their interview with them.

The Committee will meet alone and approve an appropriate plan of accountability. The plan will be presented to the offender and they will be expected to fulfill the outlined conditions, which are contractually bound, upon their signature.

When obligations have been successful, the committee chair will be notified and the case will be formally closed.

The Diversion Committee met on October 13, 2015. As of the end of the month, there is a total of one active and four pending Diversion cases. Below is the breakdown:

- 1 case already in active Diversion Contracts
- 0 successful completion and release
- 0 new cases heard

The Diversion Committee met on Tuesday, November 17, 2015. As of the end of the month, there is a total of five active and one pending Diversion cases. Below is the breakdown:

- 1 case in active Diversion Contracts
- 0 successful completions and releases
- 4 new cases heard
- 1 new case awaits the first meeting for December 2015.

The Diversion Committee Tuesday, December 22, 2015. As of the end of the month, there is a total of eight active and two pending Diversion cases. Below is the breakdown:

- 8 cases already in active Diversion Contracts
- 0 successful completion and release
- 0 new case heard
- 2 cases awaiting the January 14, 2016 meeting.

Dover Youth to Youth:

In October, Dover Youth to Youth concluded its Retail Responsibility Program where members examined how easy it is for young kids to buy marijuana themed merchandise at local malls. Students attempted to purchase a wide variety of items at 12 stores in 4 NH malls. Purchases were made repeatedly in 11 of those 12 stores. Students in their teens, as well as students age 9, 10, 11 and 12 were able to buy games, clothing, jewelry, posters and other merchandise promoting marijuana use.

Some of the items purchased included a 13-year-old girl who was able to buy brownie mix designed for marijuana brownies, advertised as: *"You'll feel no pain with sweet baked Mary Jane"* and a marijuana-themed skateboard purchased by a 9-year-old.

Students followed up these purchases with letters of concern delivered in person to the stores and by holding a press conference to make the public more aware. Two stores replied to the student's letter by apologizing for the sale and promising that they will not sell that type of merchandise to kids in the future.

Last spring, members of Dover Youth to Youth traveled to Washington, DC to be recognized as an Advocate for Action by the White House Office of National Drug Control Policy. As a result, a write up and description of Dover Youth to Youth and its activities appears in the 2015 National Drug Control Strategy which was just released. The National Strategy emphasizes the administration's commitment to confronting the prescription drug misuse and heroin epidemic. Beyond its function as a guide for shaping Federal policy, the strategy is a useful resource for anyone interested in learning what is being done to stop drug production and trafficking, prevent drug use, and provide care for those who are addicted.



Shown left is a display of marijuana-themed items purchased by Youth to Youth students at NH malls to illustrate how willing these stores are to sell these products to young kids.

Community Service Program

The Community Service program continued to track one active participant during the month of October of 2015. A total of 4 hours of community service hours were completed during the month. None of the participants finished his/her assigned hours. The Community Service program tracked three active participants in the month of November 2015. A total of 18 hours of community service work completed and none of the participants finished his or her hours. The Community Service program continued to track five active participants during the month of December of 2015. A total of 32 hours of community service hours were completed during the month. None of the participants finished his/her assigned hours.

Dover Coalition for Youth

During the month of October, Dover Coalition for Youth Coordinator Vicki Hebert has been working on heroin and opioid abuse awareness Public Service Announcements with local people in recovery. The scripts were developed during the month of October and will be recorded in November. See "City Outreach" section.

Capital Improvements Program

Fiscal Years 2016 through 2021

Major Projects – FY2016

Citywide Building Transformer Replacement
Police Cruiser Replacement Program
Cardiac Monitor & Defibrillator Replacement
Staff Vehicle Replacement
Public Works Heavy Equipment
General Street Improvements
General Sidewalk Improvements
Bridge Improvements
Drainage System Improvements
Traffic Calming Improvements
Traffic Signal Upgrades
Street Reconstruction: Broadway RR Culvert,
Keating/Birchwood, Nelson St, Richardson Drive
Replace Oak Street RR Bridge
Park Infrastructure Replace/Maintenance
Public Library Books & Collections
Water Exploration
Water Heavy Equipment Replacement
Water Light Vehicle Replacement
Water Main Replacement – City Wide
Water Meter Replacement
Water Treatment Plant & Well Equipment
Wellhead Protection
Water Main Replacement – Keating/Birchwood,
Nelson Street, Union Street
Inflow/Infiltration Study/Mitigation
Pump Station Equipment Replace/Maintenance
Sewer Heavy Equipment Replacement
Sewer Light Vehicle Replacement
Sewer Main Replacements – City Wide
Pump Station Replacement – Leighton Way
Pump Station Upgrade – Varney Brook
Sewer Main – Nelson Street
Sewer Main – Richardson Drive
Sewer Main Replacement – Keating/Birchwood

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: Paving operations are completed for this construction season.

Previous: Sixth Street was overlaid from Whittier Street to County Farm Road. Sixth Street was shimmed from County Farm Road to beyond Gladiola Way. County Farm Road, Week's Crossing and Webb Place were all overlaid. Paving operations are completed for this construction season.

TOLEND ROAD RECONSTRUCTION

Current: Some landscaping is to be completed in the spring on two properties. All other items have been completed.

Previous: The final coat of pavement, painted road lines and gravel shoulders have been installed. There are only a few punch list items remaining to be addressed.

TOLEND LANDFILL REMEDIATION

Current: The hunting plan implemented by the City Council was implemented around the landfill property in time for the November deer season. No incidents were reported by the company operating the system during the hunting season. The remediation system is operating well and an additional system cleaning is proposed to optimize performance. In the past the system has been cleaned 4 times per year to remove iron from the distribution lines. This year a fifth cleaning is being added to the O & M schedule.

Previous: The groundwater extraction system is operating at 100% once again as the iron blockage in the sewer force main and gravity line have been cleaned. Modifications to the cleaning operations have been implemented to improve the situation. The system will be monitored to gauge how effective the changes are.

A meeting with Councilor Gagnon, Doug Steele, and representatives of NH Fish and Game took place at the landfill to discuss a plan to reopen hunting on portions of City property adjacent to the landfill while maintaining a safety zone to protect workers at the landfill and the remediation system assets. The plan will be presented to the City Council for review and action by the City Council.

WASTEWATER TREATMENT FACILITY

Current: The Dover Wastewater Treatment Plant's upgrade to reduce nitrogen in the effluent went online in August and has been performing exceptionally well during the initial startup period. The biological nitrogen removal process is sensitive to wastewater temperature so performance is optimal in the summer months and less productive during the winter and early spring. Monitoring of treated effluent nitrogen levels during this first year of operation will provide an indication of nitrogen removal efficiency that can be achieved throughout the year.

Water samples in the Piscataqua River were collected prior to the upgrade coming online in August and following the activation of the upgrade in September. A comparison of average total nitrogen concentrations in the Piscataqua River downstream of the WWTP discharge between 2014 and 2015 during the months of August and September showed a 30% reduction in 2015.

Previous: The Waste Water Treatment upgrade to add nitrogen removal is online. The system is acclimating and being brought up to operational level. So far the system is performing well with weekly testing of Total Nitrogen levels. Once the system reaches operational efficiencies a second round of river samples will be collected to see if there is a measurable change in conditions and water quality compared to samples collected before the system was initiated.

A meeting with EPA is being scheduled for early September to discuss the City's wastewater permit status.

SILVER STREET RECONSTRUCTION

Current: All major work has been completed. Remaining items to be completed in the spring are: top coat of paving, striping, and signage. The contractor's electrician is continuing to work on getting the electrical panels installed for the on street lighting.

Previous: All water, sewer and drainage has been completed on Silver Street. The base pavement and curbing has been installed. Work is continuing on the sidewalks and street lights in October.

WATSON ROAD RECONSTRUCTION

Current: This project is complete.

Previous: Only minor punch list items remain.

KEATING / BIRCHWOOD RECONSTRUCTION

Current: Design is ongoing with a plan for 2017 construction.

Previous: Survey is underway with test pits scheduled for early November. Project was selected for funding through the State Revolving Funding program for wastewater, nonpoint source, and water improvements.

RICHARDSON DRIVE RECONSTRUCTION

Current: As a result of the neighborhood meeting, residents have requested an additional scope of work which includes work on Old Stage Road. A change order request will be submitted to council in January. There will be another neighborhood meeting January 12th. Design is ongoing with the plan to bid for 2016 construction.

Previous: Neighborhood meeting was held on September 17th with approximately 30 residents; since then staff has met individually with home owners to discuss the project. Plans and bid documents are being developed with the intent of bidding the project over the winter and beginning construction in the spring. The project was selected for funding through the State Revolving Funding program for wastewater and nonpoint source improvements.

NELSON STREET RECONSTRUCTION

Current: Plans have been finalized and the bid package is being created. Bids will go out in January.

Previous: Staff is working with consultant to finalize plans and bid documents.

LEIGHTON WAY PUMP STATION REPLACEMENT

Current: Easements have been signed, CMA is working on 90% plans and specs.

Previous: Waiting for additional easements to be approved.

TRAFFIC SIGNAL UPGRADE

Current: New hardware has been install on the exit 7 monopole . Sebago is downloading data to make improvements to the Back River and Mill Street intersections.

Previous: The approval for the encroachment permit has been received. Hardware is scheduled to be installed on October 14, 2015.

BRIDGE UPGRADES

Current: Whittier Street Bridge project is awaiting final approval by the state to make offers to land owners for easements. This needs to be accomplished before approval is given to bid the project. Bridge maintenance items done by GM2 will be Bid in January or February.

Previous: GM2 is working on the reports and plans for the bridge repairs as specified in their RFP.

INFLOW & INFILTRATION

Current: All pipeline work has been completed. Longmeadow Road and Beech Road have base pavement on the streets. Landscaping and final paving will be done in the spring.

Previous: S.U.R. Construction is currently working on Longmeadow Drive replacing the sewer pipe.

WATER FACILITIES UPGRADE

Current: Reviewing 60% plans with Underwood Engineering. Test pitted raw feed line from Smith and Cummings to determine internal and external condition. More test pits needed at Lowell Avenue facility.

Previous: Reviewed 30% drawings and specs with Underwood as well as gave comments. The next update will be for the 60% plans. Pilot testing for Smith Well, Cummings Well and Willand Pond have been completed.

Underwood Engineering conducted an exterior tank inspection of Garrison Hill. They are in the process of pilot testing for iron and manganese at Smith and Cummings Wells. Pilot testing for Willand Pond will begin in September. Design work is ongoing on Phase 1.

COCHECHO RIVER DREDGING:

Current: The First Street and Police Station projects are completed as far as disposing of soil in the dredge cell. The former wastewater / DPW parcel on River Street has approximately 13,000 cubic yards of soil that needs to be excavated and disposed in the dredge cell. Once that is complete it will be ready for closure.

The anticipated schedule for closure of the dredge cell will be in 2016.

Previous: 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.

WATER FACILITIES UPGRADE:

Current: Underwood Engineering conducted an exterior tank inspection of Garrison Hill. They are in the process of pilot testing for iron and manganese at Smith and Cummings Wells. Pilot testing for Willand Pond will begin in September. Design work is ongoing on Phase 1.

Previous: Willand Pond is pumping from both wells. Underwood is currently in the design phase for Lowell Ave, Calderwood Well, Campbell Well, Smith Well and Cummings Well. This is the first phase of the project.

Recognition

Library staff won the City's Fitness Bingo contest over the summer and were treated to a free lunch at work, courtesy of the \$100 Hannaford's gift card 1st prize!

Thank you to the Cocheco Quilt Guild for donating a lovely "Library News" wall hanging to the library. The members wanted to thank the library for hosting their guild meetings over many years.

Thank you to the volunteers who are continuing to help out at the public library to place new numbered labels on all fiction in series so that they can be read in the correct order.



Nicole K. Sukduang recently started working for the Economic Development Department as a secretary to the director. Nicole has a degree in Communications in Broadcasting from Hesser College and is a certified instructor to teach Latin Fusion Dance and Kickboxing classes.

Nicole resides in Somersworth with her husband of 4 years and has a 1 ½ year old son.



Mai Openo is a senior at Somersworth High School and plans to attend college next fall. She reshelves materials at the library after school and on weekends as one of our three pages. Mai is the daughter of the library's cataloger, Phuong Openo.



Both Kelley Moran and Tabatha MacMillan were hired as Library Assistants and both live in Dover. They are part-time at the library, working mainly Sunday afternoons. Both can also be found weekdays at their other jobs at the Crossings at Fox Run: Kelly works at Trader Joe's, while Tabatha is employed by Michaels Craft Store. Both bring a great deal of retail and customer service experience to the library.

The focus this month in Dover Fire & Rescue was to work on the processes to continue filling positions at all levels as a result of multiple retirements of senior staff in September and October. Lieutenant Michael Drouin was promoted to Deputy Chief, Lieutenant Dave Hanna was promoted to Captain, and Firefighter-Engineer/Paramedics Craig Comeau and Brian Nicholson promoted to Lieutenant. Congratulations to all for assuming these vital leadership positions! New promotional processes for Captain and Lieutenant were run to establish eligibility lists normally good for two years. This list process guarantees having competent people ready to promote should an unforeseen need arise.

December saw the two open firefighter positions filled. David Corcoran and Anthony Ellingwood were hired and after a week-long orientation, each joined a shift. Hiring great people is a focus at Fire & Rescue. A rigorous medical exam, polygraphs exam, criminal background check, and driving history checks, are just part of the process to ensure new hires fit in at Fire and Rescue and uphold the public trust bestowed on each member.

Professional Development

The Purchasing Agent provided all City Departments with a one hour "Purchasing 101" Session to review purchasing and procurement requirements.

On November 17th the Payroll and Benefits administrator participated in a Webinar with the IRS on reporting ACA (Affordable Care Act).

The Payroll and Benefits Coordinator attended a two day conference in Concord on Affordable Care Act Reporting. She also attended a conference put on by Tyler Technologies, the City's Financial Software Vendor, regarding Affordable Care Act Reporting.

The Finance Secretary attended an all-day conference Portsmouth on "Conflict Management Skills for Women"

On October 20th the Purchasing Agent, Finance Director and AP Bookkeeper attended an interactive webinar with CenterSuite, to obtain a detailed walk through of CentreSuite features and functionality and to learn to navigate the various modules within CentreSuite, a division of Citizens Bank.

On November 18th the Payroll and Benefits administrator attended a FMLA Class in Concord.

Reference Librarian Denise LaFrance and Adult Services Librarian Susan Dunker attended the 2-day New England Library Association Conference in Manchester on October 26-27.

Peggy Thrasher, Systems and Technology Librarian at the Dover Public Library, completed the Primex³ Emerging Leaders Program in October 2015. This seven month program is designed to provide a professional development opportunity for participants to discover their strengths and develop the competencies needed to grow in leadership effectiveness. Peggy was one of 14 participants selected from municipal employees of the State of New Hampshire for this program.

Staff attended webinars during October/November on the topics of: "Appealing to Genre Readers: NoveList" , "The Digital Shift: Libraries Connecting Communities", "NoveList Plus for NH Libraries", "Ebsco Explora for NH Libraries", "1000 Books Before Kindergarten", and "Engaging Adults Through Programming".

The four shifts of Fire & Rescue personnel finished the walk troughs and planning sessions for responses to the new City Parking Garage that opened at Thanksgiving. The four shifts also toured the new Mast Landing Senior Care Housing Project at the corner of Grapevine Drive and Mast Road. This "over 62" years of age housing system combines apartment living with a suite of available services that assists occupants with aging in place. Again, having our firefighters familiar with the building layout and construction features greatly assists when or if an emergency takes place there!

Working in conjunction with the Dover Indoor Pool, water and ice rescue training was completed on the four shifts. Each shift started with a classroom review and then moved to pool time, focusing on the newer firefighters who are unfamiliar or have had little suit time. After these first steps, the shifts will move out doors in January or February and train on actual ice in the event they are called to rescue someone who has fallen through. Most of Dover's Fire Apparatus carry these water/ice rescue suits and rope systems, which keep the wearer floating and warm, even when in icy water or while rescuing a hypothermic and waterlogged victim.

Additionally, many shifts were able to visit Colony Auto Body this month who for many years, has provided Fire & Rescue with junked cars to be cut up with the department's vehicle extrication tools. Having this car supply is vital to staying proficient in roof removals, side laydowns, dash roll ups, or other techniques that are used to free trapped occupants involved in serious car accidents. Colony Auto deserves a big thank you for the many years of assistance and dedication shown to Fire & Rescue.

Warren Hilton and Eric Poitras attended the Employee Safety for Public Workers course and the Leadership Tools course. Both courses were sponsored by the University of New Hampshire T2 program. The courses were held in Derry, NH.

Alan Mandigo and Fulton Mountain attended the Iron and Manganese Issues course as well as the Backflow Device Tester Refresher course. Both courses were sponsored by the New Hampshire Water Works Association. The courses were held in Dover, NH.

Bill Boulanger attended the New Hampshire Water Works Association Technical meeting. This meeting was held in Concord, NH.

Tammy Bougie attended the How to Communicate Effectively Amidst Tension course sponsored by the New Hampshire Water Pollution Control Association. This course was held in Franklin, NH.

Alan Johnstone attended the Clarifier Performance course sponsored by the New Hampshire Department of Environmental Services. This course was held in Franklin, NH.

Sharon Sirois attended the Biofilm in Your Drinking Water Systems course sponsored by the New England Water Works Association. This course was held in Franklin, NH.

Kathleen Meyers attended the Northeast Users Arc Users Group conference. This three day event was held in Burlington, VT.

Bill Boulanger, Alan Mandigo and Fulton Mountain attended the Efficiencies and Green Project Symposium course sponsored by the New Hampshire Water Works Association. This course was held in Exeter, NH.

Stacey Hager attended the Adaptive Leadership Strategies for Women course sponsored by the University of New Hampshire. This course was held in Durham, NH.

Jason Lavoie, Alan Mandigo and Fulton Mountain attended the New Hampshire Water Works Association Operators Training Session. This meeting was held in Madbury, NH.

Joe Boucher attended the Hands on Valve Operation and Maintenance course sponsored by the New England Water Works Association. This course was held in Franklin, NH.

Jason Lavoie attended the Backflow Testing Skills course sponsored by the Granite State Rural Water Association. This course was held in Portsmouth, NH.

Assistant City Planners Benton and Piekut attended two of the three Municipal Law Lectures offered by the NH Municipal Association in October: "Grandfathering: The Law of Non-Conforming Uses & Vested Rights" and "Local Regulation of Agriculture."

Assistant City Planner Piekut attended NH Municipal Association webinar, "Signs, Signs, Everywhere are Signs: Sign Ordinances and the First Amendment," presented in light of the Supreme Court's ruling in Reed v. Town of Gilbert, Arizona. She also attended a NH Floodplain Management Program workshop in conjunction with NH GRANIT and FEMA, training to utilize digital floodplain products.

City Planner Bird attended a Powerful Presentations Workshop on October 7th.

Assistant City Planner Benton attended The Northern New England Chapter of the American Planning Association's annual conference on October 1st and 2nd in Portland, Maine. She attended sessions such as "Right-Sizing Zoning for Portland's Peninsula Neighborhoods", "Climate Challenges for Coastlines, Shorelines, and Working Waterfronts", "Transportation Demand Management and its Impact on Vehicular Trip Reductions", "Legal Updates in Public Access, Planning Board Review and More", and "Reflections of Millennials". Assistant City Planner Benton learned from other communities in neighboring states and has enjoyed bringing some of the ideas mentioned to her team in Dover .

Assistant City Planner Benton attended a Local Public Agency training on October 29th which is a certification required when managing projects using federal funding such as the TAP grant for the Community Trail expansion.

Assistant City Planner Benton attended a New Hampshire Planners Association's Annual Meeting on November 12 which was a half day of Professional Development related to Newmarket's downtown revitalization, mill re-development, and the economic impacts of new businesses in the downtown. This event also focused on the customer service aspect of development in the community and was told from multiple perspectives.

Assistant City Planner Benton and Assistant City Manager Parker attended a webinar on Permaculture and the Built Environment which discussed looking at a community in a holistic approach including development that requires projects to have multiple purposes.

The Assistant City Manager attended a webinar on involving the public in Transportation Planning. The focus of the training was on using surveys and other forms of outreach to engage the public in improving local transportation networks.

Planning and Community Development staff attended VueWorks v10.2 Training, November 18th. This training was an overview of changes to the software and reviewed ways that staff can more efficiently coordinate projects and work orders.

Colleen Bessette, City Manager's Assistant, attended a Photoshop class at UNH as part of obtaining her Desktop Publishing certificate.

On Thursday, November 19th the Finance Director attended the 74th Annual NH Municipal Association conference "Navigating the Waters of Municipal Government" Sessions attended during that conference were: GASB Statement #68 –Accounting and Financial Reporting for Pensions- Implementation and Practical Considerations Legislative Update, DRA's Electronic Tax Rate Setting System Round Table

Detective Pike, and Officers Petrin, Pieniazek, Harnish, Goard, and Yerardi attended the Stevens Advanced Driver Training during the month of October. The training provides a refresher on safe driving techniques.

On October 13-16, 2015, Lieutenants Gould and Martinelli attended the Operational Section Chief training as part of continued Incident Command System Training. The training focused on the role of the Operation Section Chief during a major event.

On October 8, 2015, Officer Hurley attended a one day Financial Crime Workshop. The training focused on common scams, identity theft, and other financial crimes.

On October 18-23, 2015, Officer Courter attended a week long training titled Prevention of Suicide Bombing.

Officer Gaudreault attended a one week Instructor Development school on October 26-30, 2015. This course provided the officer with the training and skills to teach various subjects to his peers as well as members of the public.

On October 15, 2015, Animal Control Officer Ladisheff attended a course covering NH Wildlife Rehabilitation Laws.

Officer Kennedy attended a week long R.A.I.D.E.R. training, which is an instructor level course that focuses on solo officer engagement tactics to in-progress shooting situations.

Officer Lazos attended a one-day class Introduction to Child Passenger Safety on October 21, facilitated by the Injury Prevention Center at Dartmouth. While not as complete as the full certification program, the course provided a functional awareness of the proper use of child safety seats, tips for recognizing misuse issues, and areas for consulting with caregivers.

All sworn officers attended the annual Glock handgun, AR15 rifle, and TASER skill builder training during the month.

Sgt. Nadeau and Officer Lazos attended a Crash Scene Measurement and Documentation Refresher training class on October 23, presented by the Strafford County Regional Accident Reconstruction Team.

Vicki Hebert attended a week long Recovery Coach training in Laconia. The 30 hour training educates people on how to help coach individuals struggling with a substance use disorder seek recovery.

Vicki Hebert attended the Partnership for a Drug Free NH's Stronger Together Media Training Summit on October 29th in Concord.

Detective Timothy Burt along with Officers Lazos, Levin, Gaudreault, and Petrin and attended the 22nd annual NEDIAI Educational Conference in Burlington, Vermont from November 16-18. NEDIAI is the New England Division of the International Association of Identification, an association of forensic scientists, technicians, investigators and administrators engaged in the business of scientific crime detection.

Officer Lazos attended a LIDAR Operator course at the Police Standards and Training facility on November 2. LIDAR is a laser device used to measure speed and distance.

All sworn officers participated in annual low light firearms and use of force training during the week of November 16-20 at the Rochester Police Department indoor range.

Sergeant Speidel, Detective Carlson, and Officers Yerardi, Kennedy, Levin and Joslin completed annual certification on the Intoxilyzer 5000 breath analysis instrument on November 3.

Officers Pieniazek and Plummer began the two week long DARE Officer Training. Once completed, both officers will be certified to teach DARE to Dover's fifth grade classes.

Officer Petrin attended a one week course to become one of the department's firearms instructors. Once he is certified, he will be able to train officers on their handguns at the firearms range.

On December 1-2, 2015, Sergeant Mark Collopy attended a Use of Force Summit in Connecticut. The summit consisted of lecture and presentations about current issues in trends involving law enforcement use of force.

On December 15, 2015, Officers Harnish and Levin attended a one day training class on Dealing with Emotionally Disturbed Persons. This class covered various topics related to police interactions with the mentally ill.

On December 16, 2015, Detective Carlson attended Background Investigation training. After attending the class, he is able to conduct background investigations for potential police employees. The training ensures that we follow state and federal guidelines with respect to these types of investigations.

On December 9, 2015, Sergeant Tarmey attended training to become an AR-15 Armorer. The AR-15 is the patrol rifle carried by the uniformed officers and this training will allow him to conduct inspections and light maintenance on these weapons.

Training is a near daily event at Fire & Rescue. One of October's focuses was the attendance of half of Dover's firefighter paramedics at what is called a refresher program. This program is a requirement every two years for paramedics to stay licensed and is structured continuing education following national requirements. Many of our EMT-Intermediate level medical providers worked on finishing transitioning to the new EMT-Advanced level. This transition combined refresher training with new material as the three Emergency Medical Technical Levels nationally were restructured for better delivery of pre-hospital medical care across the nation. This required much studying above and beyond as they had to test and become certified at the new level.

In addition to those training sessions, the four shifts of Fire & Rescue personnel participated in a number of trainings with Dover's community partners. The shifts finished the visits started in September to DF Richard's for a training and tour of that oil and propane storage facility. Familiarity with facilities and businesses before an incident, increases efficiency should one ever occur.

Fire & Rescue staff also worked many hours with our new hires over the last year, on completing their "first-year" competencies check-offs which are quite extensive. Fire and Rescue has much Dover specific equipment and knowing where all of that is on our many vehicles and how to use it is the key to providing great service to our citizens.

Training is a near daily event at Fire & Rescue. In November, Fire & Rescue hosted a regional State of NH Fire Academy delivered "Driver-Operator Pumps" class with a number of our employees earning that certification, and a number of firefighters attending from other communities as well. This course trains firefighters in a number of vital competencies in regards to operating the fire pumps in the fire engines that supply hose lines and other water application devices. With most of our exposure being our home garden hose, this task seems simple. When flowing hundreds of gallons a minute, or even 1000 or 1500 gallons of water a minute at high pressure, there is a high degree of danger with these operations which require near perfect performance and much training! Operate a fire pump incorrectly, and the \$400,000 fire engine can become damaged, the City Water Main feeding it can rupture, and the firefighters inside the building can be burned by the fire from the sudden loss of water.

The four shifts of Fire & Rescue personnel started walk troughs and planning sessions for responses to the new City Parking Garage that opened at Thanksgiving. Since fire engines are too big and too heavy to enter parking garages, other means to get water to a car fire must be employed, should one occur inside. Standpipes as they are called in the industry, are installed in this building and what would happen should an incident occur, is the fire engines would arrive and start pumping water into the standpipe system. Firefighters would then enter the garage and proceed to hook hose packs that are carried by those firefighters, to the standpipe connection on whatever floor the incident is on, establishing a completed system where water can be applied to the fire. Familiarity with these systems and the building layout are key to a safe and successful operation should one be needed!

EMPLOYEE SPOTLIGHT

Jerrica Vansylyvong is one of the ladies that work in the Water/Sewer Billing Office. She has worked for the City of Dover for approximately 2 ½ years. Jerrica started out in the City Clerk Tax Office as an Account Clerk and then transferred to Water/Sewer Billing when the second bookkeeper position was added to the budget.

Jerrica's main responsibilities are to accurately bill customers for monthly and quarterly water/sewer bills, as well as bill for any sort of miscellaneous charges i.e. final reads, meter work done by the meter employees, investment fees, etc. Jerrica helps maintain the calendar for the meter employees and schedules appointments for stopped meters, final reads, meter installations, high usage investigations, abatements, and the list goes on. Jerrica feels she provides superior customer service to the residents of Dover and tries to answer and direct them to wherever they need to be.

What Jerrica likes most about her job is interacting with customers. She likes a challenge and her current position definitely gives her one. Her co-workers make it very fun for her to come to work every day. Even on her worst day they manage to make Jerrica smile and she says that is a wonderful thing to have in your work environment! There isn't anything that Jerrica doesn't like about her job but said to check back in with her later!



Jerrica was born in Lowell, MA but grew up in Dover. She went to Woodman Park and Garrison for elementary school, and she was in the first fifth grade class at Dover Middle School! Jerrica graduated Dover High in 2008 which she said feels like a hundred years ago. (Really Jerrica?!!)

Jerrica is single, doesn't have children but has a fur baby, Elsie (above). She is a one year old, rambunctious, little bundle of fun and Jerrica absolutely adores her! Jerrica is a big fan of her god daughter, Emilia (left) as she is the funniest, happiest, little girl in the entire world. Jerrica's sister is one of her best friends and probably one of the funniest people Jerrica has ever met. Some employees may know Jerrica's dad, Thavone. Thavone was a custodian at the Public Works Facility and is now the new Building Maintenance Mechanic at the new Police facility. Jerrica says he is quite the jokester! Jerrica is currently working on her Bachelors in accounting from Southern New Hampshire University and only has a few more classes left which is very exciting!



When asked if she had a hobby, she said she really liked shopping. She could spend hours and hours shopping, shoes, clothes, purses, jewelry, anything! Ever since Emilia was born, she usually leaves clothing stores with at least one article of baby clothing for her. Jerrica reads a lot; she finished the Maze Runner series in a little over a week and doesn't think she stopped talking about it for close to a month. Jerrica loves TV and says a list of her favorite TV shows could go on for days. Jerrica likes to go the gym at least four times a week, usually in the morning. She works out at the McConnell Center before work for 45 minutes to an hour, depending on how early she can peel herself out of bed!

When you are at City Hall, stop by to congratulate Jerrica on obtaining her degree - we are proud of you Jerrica!

Administrative Services

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

- ◆ The City Manager advised the City Council that there would be an executive session to go over Adequacy lawsuit.
- ◆ The City Manager invited the City Council to attend the annual NH Municipal conference.
- ◆ The upcoming City Council meeting for the remainder of the year was forwarded to the City Council by the City Manager.
- ◆ The City Manager updated the Council on the 2015 Dover Leadership Academy graduation.
- ◆ The Council was advised by the City Manager that there would be a CIP Workshop.
- ◆ The City Manager advised the Council of the punch list items remaining on the Watson Road project.
- ◆ The City Manager asked the City Council to let him know of any department head they would like in attendance at the CIP workshop.
- ◆ The Council was advised by the City Manager that the Orientation Sessions would be held shortly for the 2016-2017 Council and School Board members.
- ◆ The Manager let the Council know the preliminary Property Tax Rate calculation.
- ◆ The City Manager provided details on the new Council orientation sessions as well at the Inauguration to the Council.
- ◆ The City Council was advised by the Manager that the new public parking garage would be open to the public on November 25, 2015.
- ◆ The City Manager advised the Council of the Fire and Rescue Chief appointment of Eric Hagman.
- ◆ The Manager looked into and described to the Council about an issue with the McConnell Center mail.
- ◆ The City Manager provided an update on the disposal of the old Watson Road Bridge to the City Council.
- ◆ Permit Reports and Subdivision Reports were sent to the City Council by the City Manager.
- ◆ Attorney documents were sent to the Council regarding the Education Adequacy suit filing by the City Manager.
- ◆ 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.

Total Tax Rate: \$26.61

City Tax Rate

\$10.47

Local School Tax Rate

\$10.65

State Education Tax Rate

\$2.49

County Tax Rate

\$3.00

Tax Year

April 1 to March 31

Taxes due in

December & June

The City Manager's Executive Assistant continues to handle the City's Worker's Compensation Program and recruitment for the City of Dover. She aided in the onboarding of 7 seasonal positions during October, November and December and also posted for 6 regular part-time and full-time positions. Her primary focus has been preparing for the onboarding of the new City Council by working on the City Council/School Board's Orientation programs as well as the Council/School Board Inauguration for the City Manager.

The City of Dover's property tax rate for fiscal year 2016 has been calculated by the New Hampshire Department of Revenue Administration and certified Nov. 20, 2015, at \$26.61 per \$1,000 assessed valuation.

Tax bills were mailed November 23, 2015. The first half of the tax bill was due December 23, 2015, and the second half is due by June 1, 2016.

The tax rate set by the DRA represents an increase of 60 cents, or 2.3 percent over the prior year.

With the average residential property assessment is \$232,901, this equates to an approximate \$140 increase in annual property taxes. This calculation is based upon an average property value and with a state required revaluation occurring this year, there will be increases that are higher and those that are lower than this amount depending upon each individual property's assessed value.

There are four components that represent the tax rate: The City portion, local education portion, state education, and Strafford County. The tax rate of \$26.61 is broken down as follows:

- City: \$10.47, an increase of 38 cents over the previous year;
- Local education: \$10.65, an increase of 15 cents over the previous year;
- State education: \$2.49, the same as the previous year;
- County: \$3, an increase of seven cents over the previous year.

The City Manager's Assistant coordinated the annual employee Christmas party. The theme this year was 'Craziest Christmas Hat'. The Silver Strummers honored the employees by providing festive entertainment!



Our Christmas spirited employees participating in the Craziest Christmas Hat contest were:

Marn Speidel, Steve Pappajohn, Nicole Sukduang, Denise Steneri, Stephanie Retrosi, Julie Labonte, Cynthia Treadwell, Terry Waldron, Jean Tsouramanis, Kim Nunan and Jennifer Bretz.



Parking Bureau

Parking Manager Bill Simons assisted VXI Corporation on Locust Street on how to properly post their property in order to tow unauthorized vehicles that have been parking in customer spaces.

Parking Manager Bill Simons continues to work on numerous aspects of the Orchard Street parking garage to include disabled parking requirements, meter locations, signage and the return of the 45 deeded parking spaces to their owners in the surface parking lot.

The City will be extending its lease of the Robbins parking lot (Citizens Bank side) to be used for city employee parking through March to alleviate pressure on the McConnell Center/Library lot during the winter months. There is no cost for this lease except for snow plowing/removal and insurance coverage. This allows the City to move over 40 employees out of the Library parking to all open spaces for visitors to the Library and McConnell Center.

The lease with the Foster's parking lot will end with the opening of the parking garage. This lot was available as added capacity to the downtown parking system during the construction process.

Over the past several meetings, the Parking Commission reviewed the current metering program and voted to recommend that on-street meters go to \$1.00/hr while the parking garage and surface lots remain at \$0.75/hr. The Parking Manager will include this recommendation in his FY17 Fee Schedule proposal.

The Parking Manager worked with the developer of the project adjacent to the Portland Avenue parking lot to ensure the layout and signage of the 26 public spaces that will remain in the lot after the project is complete are in compliance with the city plan.

The Pay by Space meters were installed in the parking garage in mid-November. It was discovered that the Ethernet connection will most likely not be needed since the cell strength was sufficient to operate the system. The city will save over \$5,300 in costs of installing the meters without the Ethernet option.

The Parking Manager continues to work with the Finance Department to review options to get the Pay by Phone option up and running in the garage. Credit card processing company contracts need to be reviewed and signed. He discovered that the cost per credit card transaction of the two companies that work with the Pay by Phone system are lower than the current company the city uses.

At their December meeting, the Parking Commission voted to recommend that four locations in downtown be priced for lower cost, longer term options for employees willing to travel the further distance with a six month permit purchase. The regular monthly rates would still be available in these areas as well.

The Parking Commission also voted to recommend raising the monthly rate for the parking garage from \$45 to \$50 and the resident parking permits for the downtown from \$15 to \$20 month. They voted against eliminating the short visit exception (15 minute rule) to getting a meter receipt for on-street spaces. They also voted against changing the hours of operation to later in the evenings.

Traffic Bureau

The Speed Monitoring and Awareness RADAR trailer was deployed in several different locations during the month of October and November. These included Middle Road, Washington Street, Sixth Street, Portland Avenue, and Old Rochester Road.

Sgt. Speidel performed a total of 9 child passenger seat inspections during the month of October, 3 in November and 6 in 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. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

On October 17, 2015, Sgt. Speidel teamed up with Lt. John Boodey of the Barrington Fire and Rescue Department to provide a car seat safety display at an open house / baby fair event at the Wentworth-Douglass Hospital Women and Children's Center. The four hour event helped provide resources to over 30 expectant couples.

Sgt. Speidel coordinated traffic control for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival on October 3, the second annual Cochecho Challenge Half Marathon on October 17 and the Trick or Trot 5K event on October 25. Sgt. Speidel worked closely with staff and committee members for the organizations involved in the races and handled various race logistics involving the police department. This included the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of Police Officers to key intersections to manage the heavy flow of traffic.

Sgt. Speidel coordinated the logistics of voter parking at four of the six ward polling facilities during the municipal election on November 3. This involved advance deployment and posting of cones, barricades, and signs to promote parking turnover for voters and allow for safe and orderly flow of traffic.

The Traffic Bureau provided assistance to coordinators of the WTSN/WBYY Caring and Sharing 2014 Food Drive at the Hannaford Supermarket, 833 Central Avenue, from November 4 - 9. Traffic cones and other equipment were used to block off sections of the parking lot and to facilitate the safe and orderly flow of traffic around the site. The Dover Police Charities was among the several receiving organizations of this food drive for the Department Christmas food basket program.

Sgt. Speidel coordinated all traffic control particulars for the "Yes I Can" 5K run/walk, held at the Dover High School and surrounding streets on November 9, and the Turkey Trot 5K run/walk event on Thanksgiving morning, November 26. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters

Sgt. Speidel coordinated the Police Department's traffic control logistics to facilitate the city's annual Holiday Parade on November 29. Sgt. Speidel worked closely with staff members of the event's organizer, the Dover Children's Center. The Traffic Bureau was responsible for coordinating the temporary suspension of freight train service at the Dover grade crossings, the advance posting of on-street parking restrictions, the deployment of temporary traffic control equipment to set up various traffic detours, and the scheduling and assignment of police personnel and Strafford County Citizen Corps volunteers to assist with traffic control.

The Transportation Advisory Committee endorsed making the all way stop at the intersection of Washington and Arch Streets permanent.



A Dover Police cruiser prepares to start the Dover High School Unified Activities Program's "Yes I Can" Road Race on Sunday, November 8.

The Speed Monitoring and Awareness RADAR trailer was deployed in several different locations during the month of December before being secured for the winter months. These included Dover Point Road, Piscataqua Road, Middle Road, Old Rochester Road and Tolend Road.

The Traffic Bureau worked closely with the Recreation Department, the United States Secret Service and the Special Investigations Bureau to coordinate a campaign event for former Secretary of State Hillary Clinton at the McConnell Center on December 3.

The Traffic Bureau worked closely with the Chamber of Commerce to coordinate setup and on-street loading in connection with the annual Festival of Trees at City Hall on December 4.

Sgt. 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.

The Traffic Bureau worked closely with other City staff from the Facilities, Grounds and Cemetery Division to coordinate a traffic pattern change at Fourth and Grove Streets, converting the intersection from a two-way to an all-way stop. This ordinance revision was recommended by the Transportation Advisory Commission in response to resident concerns about safety and crash history at the intersection. Traffic cones and temporary warning signs were set up to raise awareness among motorists who commute frequently through the area.

The Traffic Bureau assisted the Dover Fire and Rescue Department with its annual Toy Bank distribution on December 17, 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.

The Traffic Bureau worked closely with the United States Military Honor Guard to perform funeral escort services and traffic control services in connection with the arrangements for U.S. Army Ranger Corporal Andrew Aimesbury, who died in a live-fire exercise in Georgia. Corporal Aimesbury's services were arranged by Purdy Funeral Service and the funeral service was held at the Dover Baptist Church on December 19.

The Dover Police Department was awarded a grant in December for DUI/DWI related enforcement patrols to be performed during the federal fiscal year, through September 2016. The NH Highway Safety grant will reimburse personnel costs for overtime and benefits in connection with these patrols, which will be coordinated and scheduled by the Traffic Bureau. During the month of December, Dover officers performed a total of 34 man-hours of DUI/DWI enforcement patrols, in addition to enforcement by regular duty officers.

On October 26, the Assistant City Manager and Assistant City Planner Piekut attended a meeting held by NH Dept of Health and Human Services gathering public comment on therapeutic cannabis. This meeting was an opportunity for the public to voice concerns relative to the application before the Planning Board, at the time.

In December, Assistant City Planner Benton and Assistant City Manager Parker attended sessions with the NH Planners Association and the NH Office of Energy and Planning to coordinate a better understanding of the role statewide planning has on the local level and how the organizations can be more effective in promoting the mission of the Office of Energy and Planning.

The Assistant City Manager attended a charrette, and acted as a resource for the Workforce Housing Coalition for the Greater Seacoast, in November. This session was geared towards educating members of the Barrington community about the value of providing a diversity of housing to residents, and how diversity of housing can keep more families in a community.

The Assistant City Manager attended two 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 Assistant City Manager and Assistant City Planner Piekut assisted the Energy Commission in bringing the photovoltaic (PV) system feasibility study RFQ from the interview stage to a final agreement, which was approved by the Council in December. This feasibility study will result in recommendations for the City to establish a PV system on City-owned property. The City Council approved the signing of a letter of interest for this project, with Ameresco, in December. The project will kick off in January and focus on school and municipal properties which may be suitable for PV systems. There is no cost to the municipality for this study.

The City Planner continues to be a member of the State of New Hampshire Coastal Risks and Hazards Legislative Committee to review climate issues relative to the Great Bay and Seacoast NH areas. The City Planner attended a committee meeting on November 13th in Portsmouth.

Planning and Community Development staff worked with the owners and proposed developers of 104 – 124 Washington Street on completing an application for the City Council to review for the City's Community Revitalization Tax Credit Program. This program, based upon NH RSA 79-E, allows the City Council to consider and approve a tax relief period for proposed redevelopment of underutilized urban property.

Planning and Community Development staff worked with two property owners on sites where the City might have an interest in a land development agreement to partner in completing the project. These projects will continue to be evaluated over the winter.

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. Planning staff worked to finalize the contract with Union Studio and their sub-consultants. The City Planner attended City Council meetings on October 14th, October 28th and December 9th to gain approval of the contract. Planning and Community Development staff hosted Union Studio and the sub-consultants on November 18th to meet with CWDAC members and staff, tour the waterfront site and meet with stakeholders.

The Assistant City Manager completed a redraft of the request for proposals for the Third Street Parking Lot, after the Parking Commission reviewed it in July. Responses were due in October; and one was submitted. In November, staff reviewed the response with the Dover Business Industrial Development Authority and Parking Commission. In November and in December, staff negotiated a term sheet with the respondent. This term sheet will be presented to the City Council in early 2016, once finalized.

Planning and Community Development staff continue the process of planning the City Hall remodel and move to create more efficient work space throughout City Hall once the Police Department relocates to its new facility in Spring 2016. A RFQ was sent out in mid-December with responses due back on January 12. The new Police Facility is still on pace to move in March 2016 so that remodeling can commence in City Hall in April, with the hopes of having all departments in place by July 2016. Once the City Hall remodel and move takes place, each Department should have a safer and more functional space, including storage, conference areas, offices, break room, and accessible access. The idea is to make the building more customer friendly by creating a one-stop center for residents to come to visit the City Clerk/Tax Collector's office, Water/Sewer Billing, and Parking Bureau with close available parking and pedestrian friendly entrances.

Planning and Community Development staff received notification that the City's FY15 Consolidated Annual Performance and Evaluation Report (CAPER) was approved by HUD. The review found that the CAPER was consistent with both the City's Five Year Consolidated Plan and One Year Action Plan. HUD also found that the City carried out its activities and certifications in a timely manner, that spending on Public Services and program administration were within required limits and that the City has the continuing capacity to carry out its activities in a timely manner.

Staff continued to develop a Land Development Agreement with the Hellenic Realty Partners for the redevelopment of the property located at the intersections of Chestnut Street and Locust Streets with Washington Street. The development will include a mixed use, multi-story building with associated parking. The Term Sheet outlines an agreement whereby the Developer will pay for improvements the City will make at the intersection of Chestnut and Washington Streets, and the City will transfer land it uses as a parking lot on Locust Street to the Developer for re-use. The agreement also stipulates that the City will consider an application under the recently adopted provisions of the Community Revitalization Tax Credit Program

A Transportation Master Plan Steering Committee meeting was held on November 1st. The focus of the meeting was to prepare for the upcoming Public Workshop and generate a list of roads that warrant further data gathering. It was decided that the following roads should be further evaluated: Horne Street, Cochecho Street, Hawthorn Road, Piscataqua Road, Columbus Avenue and Glenwood Avenue (Whittier Street to Horne Street). After the Committee meeting adjourned, the members attended a Public Workshop designed to gather public input. Consultants VHB began the workshop with a short presentation and then provided three themes for review and comment. The themes for discussion were Traffic Congestion/Crash Locations, Transit/Bike/Pedestrian Connectivity and Neighborhoods/Traffic Calming/ Land Use Patterns.

The Transportation Master Plan Steering Committee met again on December 1st to review the results of the public workshop and plan next steps. The Committee felt that while the workshop provided valuable feedback, attendance was low and that the Committee should seek additional comments from the public. As a result, it was decided to create a public survey to allow the public an opportunity to provide their thoughts. The survey was launched in early December and remained open until the end of the month. Prior to adjourning, the Committee discussed numerous issues including sidewalks, traffic calming, downtown congestion, bike routes and usage, access management and transit. The committee decided to invite COAST and Wildcat Transit to attend the next committee meeting scheduled for January 5th.

Planning and Community Development staff held the annual Land Use Board Meet & Greet on November 10th. About 35 members of Dover's land use boards attended to discuss their missions, responsibilities, and accomplishments. In addition, the City Attorney made a presentation on RSA 91-a, NH's "Right-to-Know" Law, and the Assistant City Manager provided an overview of and update on the Master Planning process.

Planning and Community Development staff conducted a “sign sweep” for temporary, off-site advertising signs on November 19th, which yielded six signs (one from a perennial violator).

Planning and Community Development staff reviewed the layout for the Right of Way for First Street, Third Street and Orchard Street, as part of its ongoing promotion of the City’s downtown Infill Development Program. Additionally, working with the Parking Manager and City Attorney, the Assistant City Manager reviewed deeds for parking spaces within the Orchard Street parking lot and coordinated relocating some of them to better consolidate the private interests and clearly identify where the public may park.

Planning and Community Development staff created a Request for Qualifications (RFQ) for a traffic study of the stretch of Route 108 from Stark Avenue to the Madbury town line. This review will focus on the intersections at Exit 7, Charles Street, Back River Road and Alumni Drive. Additionally, the study area includes Bellamy Road from Knox Marsh to Durham Road. The review is intended to analyze traffic congestion and suggest capital improvements as well as policy of process improvements that can be incorporated into School operations at Garrison Elementary, Dover Middle and Dover High Schools. Responses to the RFQ are due January 7.

Assistant City Planner Benton and Assistant City Manager Parker met with NHDOT Project Manager Tom Jameson about the TAP grant timeline and budget for the Community Trail expansion, in December. This meeting was in conjunction with the Transportation Alternative Program grant the City received to complete the Community Trail. This \$320,000 federal grant will be used to design, engineer and construct improvements to the trail to the south of Fisher Street and in the area of Fourth Street. In December, the City Council authorized reprogramming previous Community Trail and transportation funds for the local match of the project.

Furthermore, a Request for Qualifications (RFQ) is currently being drafted for an engineering study and engineering plans for the Community Trail expansion. The RFQ should be posted in January. The intended goal of this project is to design the trail in 2016 and construct in 2017, if not earlier.

Finally, Planning and Community Development staff was approached by Rotary about the Rotary participating in the project, and what opportunities might exist for that partnership.

The Assistant City Manager reviewed deeds and records relative to the Wallace Woods subdivision. This 20 year old subdivision includes easements for future expansion and utilities. A resident brought up concerns about conflicts with their deed and the layout of the subdivision plan. Working with the City Attorney a better understanding of the intent of the easements has been understood.

Planning and Community Development staff and Community Services staff met with NH Department of Transportation staff on two projects within Dover. The first is to receive and update on the Newington Dover Little Bay Bridge replacement project. The DOT hopes to advertise for the first major portion of the improvements to the Dover side of the turnpike in the spring of 2016, for construction to begin in the fall/winter. This work will entail the relocation of water and sewer infrastructure. Cost for this work was included in the Capital Improvements Program previous approvals and the FY17 approval.

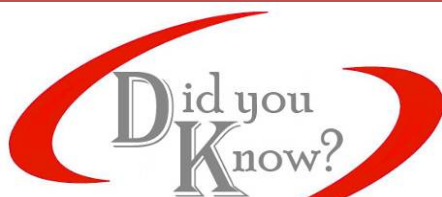
The second project, Planning and Community Development staff and Community Services staff met with NH Department of Transportation staff on was related to the proposed roundabout on Silver Street. Discussion was focused on the various right of ways and jurisdictions.

Planning and Community Development staff attended meetings on December 2nd and December 30th with a DBIDA working group to discuss the goal of creating more commercial and industrial zoned areas. Assistant City Planner Piekut also assisted by creating maps to aid the group.

Planning and Community Development staff worked with Community Services staff to review the needs of the community for drinking water. The review included a summary of Dover's water system capacity. This review looked at long range water needs for the community and the available sources to provide that drinking water.

Planning and Community Development staff worked with Inspection Services staff and Community Services staff to discuss outstanding issues on projects located on Emerald Lane, Picnic Rock, Court Street and Thornwood Lane.

Having completed the Arena and Indoor Pool and now working on McConnell building, Affinity Lighting has been evaluating additional LED lighting options in other city facilities. In addition, they have been assembling a pilot for converting all street (night) lights to LED smart technology. They have installed new LED light fixtures in the McConnell Center parking lot and, with assistance from Eversource, are assembling cost proposals and pay back possibilities for completing a change out city wide.



Snow Management Summary Report

Date	Condition	Approximate Accumulation "	Total O/T Hours	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Yards	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
12/29/2015	Snow/Freezing Rain	4	621.1	\$20,225.29	\$5,319.70	211	\$11,474.18	345.5	\$4,405.13	0	\$0.00	\$41,424.29
1/4/2016	Pickup	0	82	\$2,582.21	\$2,550.00	0	\$0.00	5	\$63.75	0	\$0.00	\$5,195.96
1/8/2016	Snow/Icy Roads	0.25	56.3	\$1,799.31	\$272.00	115.5	\$6,280.89	7	\$89.25	0	\$0.00	\$8,441.45
1/12/2016	Snow	4	347.6	\$10,985.06	\$2,558.20	163.5	\$8,891.13	270.5	\$3,448.88	3000	\$240.00	\$26,123.26
1/16/2016	Snow	3	263.65	\$8,343.22	\$2,047.50	173	\$9,407.74	232	\$2,958.00	0	\$0.00	\$22,756.46
							\$0.00		\$0.00	0	\$0.00	\$0.00
		11.25	1370.65	\$43,935.08	\$12,747.40	663	\$36,053.94	860	\$10,965.00	3000	\$240.00	\$103,941.42

*note all contractor invoices have not been received. Final cost will increase.

City of Dover
Parking Garage:

December 31, 2015

DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
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 svcs	\$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 svcs	\$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 svcs	\$71,128.75	6995	LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Additional Civil & Architectural svcs 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 svcs	\$69,835.50	7089	LAVALLEE BRENSINGER ARCHITECTS
11/26/2014	Additional Civil & Architectural svcs 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	MCENEANEY SURVEY ASSOC., INC.
1/29/2015	parking garage architectural and Engineering svcs	\$17,091.48	7142	LAVALLEE BRENSINGER ARCHITECTS
1/29/2015	c/o 18 Geotech Eng & Phase II esa services Orchard	\$5,477.50	47567	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
2/5/2015	parking garage architectural and Engineering svcs	\$74,491.20	7189	LAVALLEE BRENSINGER ARCHITECTS
2/12/2015	preconstruction services for Dover Parking Garage	\$2,909.72	14-052-A	HARVEY CONSTRUCTION CORPORATION
2/12/2015	Site work for Parking garage	\$158,832.86	14-052-A	HARVEY CONSTRUCTION CORPORATION
2/12/2015	site work for Parking garage	\$248,832.73	14-052-A	HARVEY CONSTRUCTION CORPORATION
2/26/2015	c/o 18 Geotech Eng & Phase II esa services Orchard	\$4,022.50	47352	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
2/26/2015	Overages on Orchard St	\$2,465.15	47352	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
3/5/2015	Site work for Parking garage	\$167,631.64	15-004	HARVEY CONSTRUCTION CORPORATION
3/5/2015	Site work for Parking garage	\$287,329.64	15-004	HARVEY CONSTRUCTION CORPORATION
3/5/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,884.41	15-004	HARVEY CONSTRUCTION CORPORATION
3/19/2015	Progress payment - Guaranteed Maximum Price Construction	\$242,208.58	#7 B14007-G	HARVEY CONSTRUCTION CORPORATION
4/9/2015	Engineering and Piles Inspection	\$525.00	1410139-05	JOHN TURNER CONSULTING INC
4/9/2015	Engineering and Asphalt Field Inspection	\$1,050.00	14100139-04	JOHN TURNER CONSULTING INC
4/16/2015	parking garage architectural and Engineering svcs	\$11,745.26	7256	LAVALLEE BRENSINGER ARCHITECTS
4/16/2015	Additional Civil & Architectural svcs parking garage	\$9,464.04	7256	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Additional Civil & Architectural svcs parking garage	\$8,276.80	7333	LAVALLEE BRENSINGER ARCHITECTS

City of Dover
Parking Garage:

December 31, 2015

DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
4/23/2015	Progress payment - Guaranteed Maximum Price Construction	\$473,728.09	#8 B14007-G	HARVEY CONSTRUCTION CORPORATION
5/7/2015	Pile observation and documentation/geotech design	\$2,069.94	48298	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/7/2015	Pile observation and documentation/geotech design	\$7,195.45	48445	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/21/2015	Pile observation and documentation/geotech design	\$1,502.95	48533	RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/28/2015	Progress payment - Guaranteed Maximum Price Construction	\$550,830.37	#9 B14007-G	HARVEY CONSTRUCTION CORPORATION
6/25/2015	Progress payment - Guaranteed Maximum Price Construction	\$755,059.67	#10 B14007-G	HARVEY CONSTRUCTION CORPORATION
6/25/2015	Independent Inspections	\$1,040.00	15-4-000170	JOHN TURNER CONSULTING INC
6/25/2015	Independent Inspections	\$2,191.00	1410139-06	JOHN TURNER CONSULTING INC
6/25/2015	Independent Inspections	\$1,105.00	15-4-000172	JOHN TURNER CONSULTING INC
6/30/2015	Independent Inspections	\$540.00	15-4-000171	JOHN TURNER CONSULTING INC
6/30/2015	Progress payment - Guaranteed Maximum Price Construction	\$983,443.48	#11 B14007-G	HARVEY CONSTRUCTION CORPORATION
8/20/2015	Independent Inspections	\$1,860.00	1410137-07	JOHN TURNER CONSULTING INC
8/27/2015	Progress payment - Guaranteed Maximum Price Construction	\$615,576.51	Appl# 12~13 G	HARVEY CONSTRUCTION CORPORATION
9/3/2015	Independent Inspections	\$3,227.00	1410139-08	JOHN TURNER CONSULTING INC
9/24/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,326,531.81	#14 B14007-G	HARVEY CONSTRUCTION CORPORATION
9/24/2015	Independent Inspections	\$268.00	1410139-10	JOHN TURNER CONSULTING INC
9/30/2015	Refund from PSNH for Relocation Work	(\$11,576.53)		
10/1/2015	Independent Inspections	\$160.00	1410139-09	JOHN TURNER CONSULTING INC
10/29/2015	add GMP garage	\$1,328,200.18	#15 B14007-G	HARVEY CONSTRUCTION CORPORATION
12/10/2015	add GMP garage	\$804,015.81	#16 B14007-G	HARVEY CONSTRUCTION CORPORATION
12/10/2015	Independent Inspections	\$850.00	1410139-13	JOHN TURNER CONSULTING INC
12/17/2015	Pay Meter Sign Installation Supplies	\$9.61	S023945960.00	NORTHEAST ELECTRICAL DISTRIBUTORS
12/17/2015	Pay Meter Sign Installation Supplies	\$16.32	NHDOV120629	FASTENAL COMPANY
12/24/2015	Portable Post Base Pedestals	\$774.74	269365	CUSTOM PRODUCTS CORPORATION
12/24/2015	Stainless Steel Sign Bolts	\$8.73	NHDOV120644	FASTENAL COMPANY

Expended To Date \$9,656,244.31

\$9,656,244.31

DESCRIPTION	ENCUMBRANCE	VENDOR NAME
Pile Doc & Observation; Geotech Design Support	\$631.66	RANSOM ENVIRONMENTAL CONSULTANTS, INC
Independent Construction Inspections	\$7,079.00	JOHN TURNER CONSULTING INC
Parking garage architectural and Engineering svcs	\$43,973.36	LAVALLEE BRENSINGER ARCHITECTS
Additional Civil & Architectural svcs parking garage	\$32,866.29	LAVALLEE BRENSINGER ARCHITECTS
Construction - Guaranteed Maximum Price	\$1,816,981.59	HARVEY CONSTRUCTION CORPORATION
Safety Signs	\$190.89	ACP INTERNATIONAL dba SA-SO
Aluminum Signs	\$157.00	CUSTOM PRODUCTS CORPORATION
Waste Receptacles	\$902.93	W.B MASON CO., INC
Bolts for Signs	\$16.56	FASTENAL COMPANY
Hardware for Signs	\$6.20	FASTENAL COMPANY
	\$1,902,805.48	

Encumbrances \$1,902,805.48

Available Balance \$ 40,950.21

City of Dover
Police Facility:

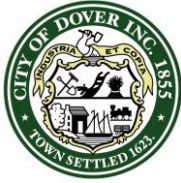
December 31, 2015

DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
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
1/8/2015	Area B - Aubuchon Hardware	\$380.00	14-2052	MCENEANEY SURVEY ASSOC., INC.
2/5/2015	Police Facility Phase IIA Basic Architectural & Eng.	\$44,214.00	7188	LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIA Basic Architectural & E	\$26,586.00	7188	LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIA reimbursables allowance	\$8,572.80	7188	LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIB Required Additional Svs	\$7,670.91	7187	LAVALLEE BRENSINGER ARCHITECTS
2/12/2015	preconstruction services for Dover Police Facility	\$4,576.40	14-052	HARVEY CONSTRUCTION CORPORATION
3/5/2015	Facility Construction - Guaranteed Maximum Price	\$5,000.00	15-004-A	HARVEY CONSTRUCTION CORPORATION
3/19/2015	Facility Construction - Guaranteed Maximum Price	\$118,857.90	#7 B14007-5	HARVEY CONSTRUCTION CORPORATION
4/16/2015	Police Facility Phase IIA Basic Architectural & E	\$29,489.20	7255	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Police Facility Phase IIA Basic Architectural & E	\$12,953.20	7332	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Police Facility Phase IIB Required Additional Svs	\$500.00	7334	LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Facility Construction - Guaranteed Maximum Price	\$102,305.13	#8 B14007-5	HARVEY CONSTRUCTION CORPORATION
5/28/2015	Facility Construction - Guaranteed Maximum Price	\$120,910.09	#9 B14007-5	HARVEY CONSTRUCTION CORPORATION
5/28/2015	Facility Construction - Guaranteed Maximum Price	\$268,566.20	#9 B14007-5	HARVEY CONSTRUCTION CORPORATION
6/18/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7527	LAVALLEE BRENSINGER ARCHITECTS
6/18/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7499	LAVALLEE BRENSINGER ARCHITECTS
6/18/2015	Police Facility Phase IIB Required Additional Svs	\$10,000.00	7254	LAVALLEE BRENSINGER ARCHITECTS
6/25/2015	Facility Construction - Guaranteed Maximum Price	\$486,572.72	#10 B14007	HARVEY CONSTRUCTION CORPORATION

City of Dover
Police Facility:

December 31, 2015

		DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
		6/30/2015	Facility Construction - Guaranteed Maximum Price	\$529,350.00	#11 B14007	HARVEY CONSTRUCTION CORPORATION
		8/27/2015	Facility Construction - Guaranteed Maximum Price	\$366,556.57	Appl# 12~1:	HARVEY CONSTRUCTION CORPORATION
		9/17/2015	Installation of Power Transformer for Police Facil	\$24,480.00	2515359/9S	EVERSOURCE ENERGY
		9/24/2015	add GPM using FY14 facility funds	\$859,268.57	#14 B14007	HARVEY CONSTRUCTION CORPORATION
		9/24/2015	Police Facility Phase IIA Basic Architectural & E	\$3,000.00	7559	LAVALLEE BRENSINGER ARCHITECTS
		9/24/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7560	LAVALLEE BRENSINGER ARCHITECTS
		9/24/2015	Permitting Fee for Back-Up Generator at New Police	\$1,279.20	ARD-GSP-01	TREASURER, STATE OF NH - 26
		10/29/2015	add GPM using FY14 facility funds	\$1,069,470.99	#15 B14007	HARVEY CONSTRUCTION CORPORATION
		11/5/2015	Cat Model C15 Diesel generator	\$115,000.00	ENOAINV00	SOUTHWORTH-MILTON INC
		11/19/2015	Police Facility Phase IIB Required Additional Svs	\$1,000.00	7577 / 07-0:	LAVALLEE BRENSINGER ARCHITECTS
		11/19/2015	Police Facility Phase IIA reimbursables allowance	\$826.80	7815	LAVALLEE BRENSINGER ARCHITECTS
		11/19/2015	Police Facility Phase IIA reimbursables allowance	\$551.20	7923	LAVALLEE BRENSINGER ARCHITECTS
		11/20/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7577 / 07-0:	LAVALLEE BRENSINGER ARCHITECTS
		11/21/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7815	LAVALLEE BRENSINGER ARCHITECTS
		11/22/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7923	LAVALLEE BRENSINGER ARCHITECTS
		11/19/2015	Police Facility Phase IIB Required Additional Svs	\$6,000.00	7923	LAVALLEE BRENSINGER ARCHITECTS
		12/10/2015	add GPM using FY14 facility funds	\$821,264.34	#16 B14007	HARVEY CONSTRUCTION CORPORATION
		12/17/2015	Commissioning Services	\$1,201.94	60858	WSP USA CORP
		12/24/2015	new police facilty office furniture	\$117,804.00	2335	OFFICEWORKS OF NEW ENGLAND, INC.
Expended To Date	\$5,798,134.96			\$5,798,134.96		
		DESCRIPTION		ENCUMBRANCE	VENDOR NAME	
		Civil and Architectural design, Engineering Services		\$28,170.29	LAVALLEE BRENSINGER ARCHITECTS	
		Police Facility Phase IIA Basic Architectural & Eng.		\$32,030.40	LAVALLEE BRENSINGER ARCHITECTS	
		Facility Construction - Guaranteed Maximum Price		\$3,828,630.61	HARVEY CONSTRUCTION CORPORATION	
		Commissioning Services		\$17,548.06	WSP USA CORP	
		PD Station Fiber & Copper Install		\$6,500.00	BAYRING COMMUNICATIONS	
		New Police Station Office Furniture		\$142,452.18	OFFICEWORKS OF NEW ENGLAND, INC.	
Encumbrances	\$4,055,331.54			\$4,055,331.54		
Available Balance	\$ 46,533.62					



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Organizational Meeting
Meeting Location: Office of the City Manager, City Hall
Meeting Date: **Monday, January 4, 2016**
Meeting Time: **5:30 pm**

1. OATH OF OFFICE

The City Council was sworn in by City Clerk Lavertu.

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Greenshields, Councilor Nicolella, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

2. ELECTION OF DEPUTY MAYOR

Councilor O'Connor nominated Councilor Robert Carrier; seconded by Councilor Ciotti.

Vote: 9/0.

3. COMMITTEE APPOINTMENTS

Mayor Weston asked for volunteers from the Council for a few empty spots.

Councilor Gagnon said he would be happy to continue on the Conservation Commission.

Councilor Ciotti said he would serve on the Parking Commission.

Councilor Thibodeaux said she would serve on the Strafford Regional Planning Committee.

Councilor Nicolella said he would serve on Dover Main Street.

Mayor Weston asked for a vote on the appointments.

Vote: 9/0.

4. ADOPTION OF 2016-2017 COUNCIL PROCEDURAL RULES

Mayor Weston started a discussion regarding the handout on the proposed changes. She noted all the date changes.

Page 6

Council consensus was to leave Public Hearing and Citizen's Forum comments at five minutes, and encourage citizens to submit comments.

Council consensus was to have Council-All emails referring to an upcoming agenda item may be printed off and presented to the Council to submit into the record.

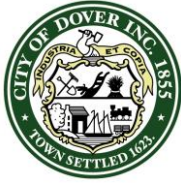
Page 7

Council introduction for a resolution remain at five minutes, and subsequent conversations to three minutes.

Page 13

Leave Citizen's Forum comments as Item 5. during a Workshop.

Page 14



CITY OF DOVER

CITY COUNCIL - MINUTES

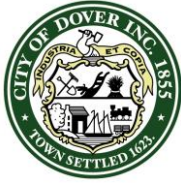
Meeting Type: Organizational Meeting
Meeting Location: Office of the City Manager, City Hall
Meeting Date: **Monday, January 4, 2016**
Meeting Time: **5:30 pm**

Leave Appointments Committee membership as it is.

5. ADJOURN

Councilor Ciotti moved to recess the meeting and reconvene on January 6, 2016; seconded by Councilor Shanahan.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

RECONVENED FROM JANUARY 4, 2016

Meeting Type: Organizational Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 6, 2016**
Meeting Time: **6:30 pm**

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Greenshields, Councilor Nicolella, Councilor Shanahan, and Councilor Thibodeaux.

Absent: Councilor Gagnon and Councilor O'Connor.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

~~1. OATH OF OFFICE~~

~~2. ELECTION OF DEPUTY MAYOR~~

3. ADOPTION OF 2016-2017 COUNCIL PROCEDURAL RULES

Resumed discussion starting on Page 15.

iv. Council consensus to change "Chair" to "Chair or designee"

The Council discussed Ordinance Committee procedures.

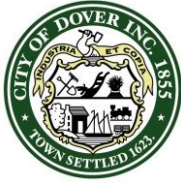
City Manager suggested voting on the amended Council Rules and Procedures on January 13, 2016, and he will have the latest version ready for the Council to review.

~~4. COMMITTEE APPOINTMENTS~~

5. ADJOURN

Councilor Gagnon moved to recess the Organizational Meeting until January 13, 2016 at 7:00 pm; seconded by Councilor Ciotti.

Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 6, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Nicolella led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Greenshields, Councilor Nicolella, Councilor Shanahan, and Councilor Thibodeaux. Councilor Gagnon was absent from Council Chambers during the roll call.

Absent: Councilor O'Connor.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. APPOINTMENTS COMMITTEE REPORT

Mayor Weston recommended the recommendation of Margaret (Peg) Purcell to the Cochecho Waterfront Development Advisory Committee (CWDAC), which will be voted on by the Dover Housing Authority; seconded by Deputy Mayor Carrier.

Vote: 8/0.

Mayor Weston moved to appoint Steven Wyrsh to the Dover Business and Industrial Development Authority (DBIDA); seconded by Councilor Ciotti.

Vote: 8/0.

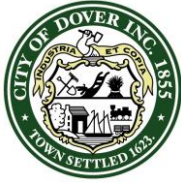
Mayor Weston moved to appoint Gina Cruikshank as a regular member of the Planning Board, changing her current status as alternate; seconded by Deputy Mayor Carrier.

Vote: 8/0.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn to the Workshop Session; seconded by Councilor Ciotti.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 6, 2016**
Meeting Time: **To follow Special Meeting**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Greenshields, Councilor Nicolella, Councilor Shanahan, and Councilor Thibodeaux. Councilor Gagnon was absent from Council Chambers during the roll call, and reentered at 7:45 pm.

Absent: Councilor O'Connor.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

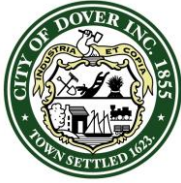
A. DOWNTOWN INFILL DEVELOPMENT

Assistant City Manager Parker gave a PowerPoint presentation to the Council regarding Downtown Infill Development.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

RECONVENED FROM JANUARY 6, 2016

Meeting Type: Organizational Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **7:00 pm**

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gagnon, Councilor Greenshields, Councilor Nicolella, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

Absent: Councilor Ciotti.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

~~1. OATH OF OFFICE~~

~~2. ELECTION OF DEPUTY MAYOR~~

3. ADOPTION OF 2016-2017 COUNCIL PROCEDURAL RULES

City Manager Joyal recommended the Council adopt as reflected with one amendment to correct a typographical error on Page 16, Item #XI.A.: "and shall be" be struck.

Councilor Shanahan moved to adopt the Council Procedural Rules and Decorum Guidelines; seconded by Councilor O'Connor.

Councilor O'Connor moved to make the amendment to Page 16, Item #XI.A.: "and shall be" be struck; seconded by Deputy Mayor Carrier.

Vote: 8/0.

Mayor Weston asked for a roll call vote on the amended Council Procedural Rules and Decorum Guidelines.

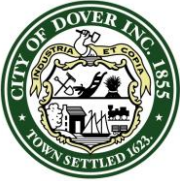
Roll call vote: 8/0.

~~4. COMMITTEE APPOINTMENTS~~

5. ADJOURN

Deputy Mayor Carrier moved to adjourn to the Regular Meeting; seconded by Councilor Gagnon.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Greenshields led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gagnon, Councilor Greenshields, Councilor Nicolella, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

Absent: Councilor Ciotti.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add a Joint Building Committee – Dover High School and Regional Career Technical Center Report.

Councilor Greenshields moved to add a School Board Report.

Deputy Mayor Carrier moved to approve the agenda as amended; seconded by Councilor Thibodeaux.

Vote: 8/0.

7. PUBLIC HEARINGS

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.

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

9. CITY MANAGER'S REPORT

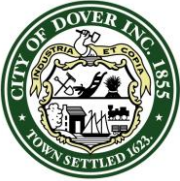
City Manager Joyal said he submitted his written report to the Council. He invited Mr. Jack Mettee, Chairperson for the Cochecho Waterfront Development Advisory Committee, to give the Council an update on the Committee's activities.

Mr. Mettee gave an update on the Committee and their activities to the Council.

City Manager Joyal spoke about the handout: outline for the Goal Setting session, which will be held on January 23, 2016, 9:00 am, at the Liberty North End Fire Station.

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

10. APPROVAL OF MINUTES

- A. December 2, 2015 – Workshop Session**
- B. December 9, 2015 – Regular Meeting**

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor O'Connor.
Mayor Weston referred to the December 9, 2015 minutes, Page 3/9, under the Mayor's Report.
She said "she was to meet the Rochester Mayor-elect".
Deputy Mayor Carrier moved to approve the minutes as amended; seconded by Councilor Gagnon.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the Dover Business and Industrial Development Authority (DBIDA) meeting, and is delighted with developers' and businesses' interested in Dover. She attended the Government Affairs meeting at the Greater Dover Chamber of Commerce. She talked their request for a joint meeting with the Planning Board and City Council. She attended a meeting regarding the Veterans memorial. She wished Deputy Mayor Carrier and Councilor Gagnon happy birthday.

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

Deputy Mayor moved to suspend the rules to move Item #13.B.2. to be discussed at this point;
seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.B.2.; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the resolution to the Council.
Roll Call Vote: 8/0.

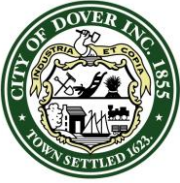
12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING**
- B. ORDINANCES IN THE 3RD READING**
- C. RESOLUTIONS**

13. NEW BUSINESS

- A. CONSENT CALENDAR**

1. ROAD RACE – Moms on the Run Mother's Day 5k Run/Walk



CITY OF DOVER

CITY COUNCIL – MINUTES

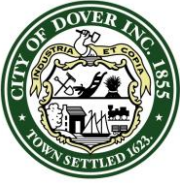
Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

2. **B15066 CONSULTING SERVICE FOR RICHARDSON DRIVE RECONSTRUCTION
ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
3. **B16010 CITY HALL ATRIUM RENOVATIONS**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **PURCHASE OF 2016 MODEL YEAR VEHICLES - STATE OF NH BID**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **PURCHASE OF USED AMBULANCE**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **PURCHASE OF SELF-CONTAINED BREATHING APPARATUS (SCBA)
CONTAINMENT FILL STATION COMMONWEALTH OF MASS STATE BID**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **FIBER OPTIC CABLE INSTALLATION FROM CITY HALL TO POLICE FACILITY**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **FIRST STREET URBAN FILL PROJECT**
SPONSORED BY MAYOR WESTON BY REQUEST
9. **APPROVAL OF MARANATHA INDONESIAN UNITED CHURCH OF CHRIST
LEASE AGREEMENT – ROOM 322**
SPONSORED BY MAYOR WESTON BY REQUEST
10. **SETTING VOTING HOURS FOR THE FEBRUARY 9, 2016 PRESIDENTIAL
PRIMARY**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 11. Ordinance Committee |
| 2. Planning Board | 12. Police and Parking Facility Building Committee |
| 3. Appointments Committee | 13. Joint Building Committee – Dover High
School and Regional Career Technical Center |
| 4. Recreation Advisory Board | 14. Dover Main Street |
| 5. McConnell Center Advisory Committee | 15. Library Board of Trustees |
| 6. Arts Commission | 16. Dover Downtown TIF Advisory Board |
| 7. Solid Waste Advisory Commission | 17. Waterfront TIF Advisory Board |
| 8. Transportation Advisory Commission | 18. Energy Commission |
| 9. Pool Advisory Committee | 19. Heritage Commission |
| 10. Parking Commission | |

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Gagnon.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

Mayor Weston asked the Council if they had items they wished to be pulled for further discussion.

Mayor Weston pulled Item 13.A.9.

Councilor Shanahan pulled Item #13.A.2.

Councilor Nicolella pulled Item #13.A.6.

Deputy Mayor Carrier pulled the Joint Building Committee – Dover High School and Regional Career Technical Center Report.

Councilor Greenshields pulled the School Board Report.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.2.; seconded by Councilor Thibodeaux.

Councilor Shanahan asked for a little more detail.

City Manager Joyal talked about the need for a new sewer line.

Deputy City Manager Steele gave an overview of the resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.6.; seconded by Councilor Greenshields.

Councilor Nicolella asked why this was not a Capital Improvements Program (CIP) item.

City Manager Joyal said it was a prior year CIP item, and it was funded out of the operating budget for this year.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.9.; seconded by Councilor O'Connor.

Mayor Weston asked Recreation Director Bannon about the rent.

Recreation Director Bannon gave an overview of the rent to the Council.

Roll Call Vote: 8/0.

Councilor Greenshields gave an overview of the School Board Report to the Council.

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Shanahan.

Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional Career Technical Center Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional Career Technical Center Report; seconded by Councilor Gagnon.

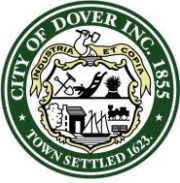
Vote: 8/0.

B. RESOLUTIONS

1. EVERSOURCE A/K/A PSNH EASEMENT FOR PORTLAND AVENUE SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Nicolella.

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

2. WALLACE WOODS SUBDIVISION – CLARIFICATION OF EASEMENT SPONSORED BY MAYOR WESTON BY REQUEST

Moved up on the agenda to follow Mayor's Report.

3. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS SCHOOL CIP PROJECTS TO GARRISON SCHOOL FACILITY IMPROVEMENTS (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2016, AND FOLLOWED BY A CITY COUNCIL VOTE ON FEBRUARY 10, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on January 27, 2016; seconded by Councilor Thibodeaux.
Vote: 8/0.

4. CENTRAL AVENUE, CHESTNUT STREET AND THIRD STREET RECONSTRUCTION OF RAILWAY – HIGHWAY CROSSING NHDOT (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2016, AND FOLLOWED BY A CITY COUNCIL VOTE ON FEBRUARY 10, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on January 27, 2016; seconded by Councilor Greenshields.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 5, BOARDS, COMMISSIONS AND COMMITTEES: SECTION 23, DOWNTOWN DOVER TAX INCREMENT FINANCE ADVISORY BOARD (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 27, 2016) SPONSORED BY COUNCILOR SHANAHAN

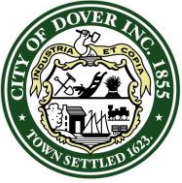
Deputy Mayor Carrier moved to refer to a public hearing on January 27, 2016; seconded by Councilor Shanahan.

Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Letter from Ron Richard, dated November 25, 2015.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, January 13, 2016**
Meeting Time: **To follow Organizational Meeting**

15. COUNCIL MATTERS OF INTEREST

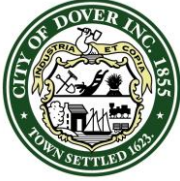
Deputy Mayor Carrier sent his condolences to long time Recreation Director Gregg who has passed away.

Mayor Weston welcomed the newly elected officials. She said Strafford County is having budget hearings on January 20, 2016.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Nicolella.

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016-01-13- 001**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 23. Downtown Dover Tax Increment Finance Advisory Board

The City of Dover Ordains:

1. PURPOSE

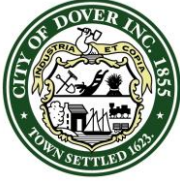
The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees” by revising Section 5-23.C. Authority and Duties to include review of all Community Revitalization Tax Credit applications and the reporting timelines.

2. AMENDMENT

Chapter 5, Section 23 entitled “Downtown Dover Tax Increment Finance Advisory Board” is hereby amended as follows:

5-23. Downtown Dover Tax Increment Finance Advisory Board.

- A. **MEMBERSHIP.** The Downtown Dover Tax Increment Finance (TIF) Advisory Board shall consist of seven (7) voting members including: one (1) City Councilor; two (2) Citizen Representatives, who do not own or occupy real property within or adjacent to the Downtown Dover TIF District; and four (4) Citizen Representatives who are owners or occupants of real property within or adjacent to the Downtown Dover TIF District, one (1) of whom may be recommended by the Greater Dover Chamber of Commerce, and one (1) of whom may be recommended by Dover Main Street. The City Manager (or designee) shall be an ex-officio non-voting member. All members shall reside in Dover.
- B. **TERMS OF MEMBERS:** The first three (3) Citizen Representatives appointed shall be appointed to terms of two (2) years. The next three (3) Citizen Representatives appointed shall be appointed to terms of three (3) years. Thereafter all members shall be appointed to terms of three (3) years. City Council Member will serve for their term and shall be appointed by the Mayor with the approval of the City Council.
- (1) The Board shall sunset upon expiration of the Downtown Dover TIF District.
- C. **AUTHORITY AND DUTIES:** The duties and functions of the Downtown Dover TIF Advisory Board shall be in accordance with RSA 162-K:14 and as defined herein. All actions of the Advisory Board shall be authorized by resolutions of the Board passed on the affirmative votes of at least 2/3 of the Board members present and voting.
- (1) The Board shall advise the City Council and the District Administrator on the recommended policies and actions for the administration and operation of the Downtown Dover TIF District.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016-01-13- 001**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 23. Downtown Dover Tax Increment Finance Advisory Board

- (2) The Board shall advise the City Council and the District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Development Program is completed.
- (3) The Board shall review all Community Revitalization Tax Credit applications and provide a recommendation to City Council and the District Administrator on potential impacts to the administration and operation of the Downtown Dover TIF District.
- (4) The Board shall submit ~~quarterly~~ semi-annual reports to the City Council.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

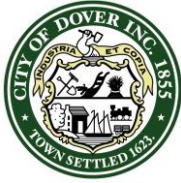
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan

Approved as to Legal Form: Anthony Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2016-01-13- 001**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 23. Downtown Dover Tax Increment Finance Advisory Board

DOCUMENT HISTORY:

First Reading Date: 01/13/2016	Public Hearing Date: 01/27/2016
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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The Dover City Council wishes to have the Downtown Dover Tax Increment Finance Advisory Board review applications made to the City to partake in the Community Revitalization Tax Credit Program, and report semi-annually on finances, not quarterly. The Advisory Board recommended staff draft changes at the Board's September 22, 2015 meeting and voted to recommend the changes set forth above on December 8, 2015.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

RAFFLE* ☒, TAG* _____, BLOCK PARTY** _____,

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: _____

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) _____

Contact Person: Mary Goyette Day Time Telephone: 603 285-2834

Address: 262 County Farm Rd Dover Email: Outreach@CVHOnline.org
Purpose of Permit: Fundraiser 63820

Date of Event: ~~2-14-16~~ 2-14-16 Specific Time: 11AM - 2PM

Location of Event: Petco in Dover

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: 25.00 gift Certificate

Cost of Ticket: 1.00 Date of Drawing: 2-14-16

Place of Drawing: PETCO

* 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>

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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: 1-13-16
(duly authorized)

PRINTED NAME: Mary Goyette

Licensing Board Approval [Signature] Date: 1/15/16



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

RAFFLE* ☒, TAG* _____, BLOCK PARTY** _____,

Fill In Completely and Return To City Clerk -- **PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT**

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other ☒ (Describe) _____

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email: ryan@dovernham.org

Purpose of Permit: Cocheco Arts Festival Raffle

Date of Event: Friday 7/8-8/19 Specific Time: 8pm

Location of Event: Upper Henry Law Park

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: Variety of donated items. Prizes not solicited yet

Cost of Ticket: \$1 For 1 or 6 For \$5 Date of Drawing: Friday 7/8-8/19

Place of Drawing: Rotary Arts Pavilion Stage - Upper Henry Law Park

* 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>

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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: Ryan Queenan DATE: 1/5/16
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval (Signature) Date: 1/11/16



**PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

Fill In Completely and Return To City Clerk -- PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒ (Describe) _____

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave, Dover Email: ryan@dovernham.org

Purpose of Permit: Apple Harvest Day Prize Wheel

Date of Event: 10/1/16 Specific Time: 9am- 4pm

Location of Event: corner of Orchard St and Central Ave

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: Variety of donated items. Prizes not solicited yet

Cost of Ticket: \$1 per spin Date of Drawing: 10/1/16

Place of Drawing: corner of Orchard St and Central Ave

* 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.doi.nh.gov/charitable-trusts/faq.htm>

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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: Ryan Queenan

DATE: 1/5/16

(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval AP

Date: 1/11/16



**PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

Check(☒) the type of application:

RAFFLE* ☒, TAG* _____, BLOCK PARTY** _____,

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: 02-03421967
Check (☒) Nature of Organization:
Religious____, Educational ☒, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) Catholic school.
Contact Person: Beth Evans Day Time Telephone: 742-3299
Address: 222 Central Ave Email bevens@stmaryacademy.org
Purpose of Permit: for a raffle.
Date of Event: Feb 15 - April 15 Specific Time: 12:00 noon.
Location of Event: Saint Mary Academy

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: \$1000 Walmart. \$750 Oxen Mobil \$500 Harveys \$250 Shaws.
Cost of Ticket: \$5.00 Date of Drawing: April 15, 2016
Place of Drawing: Saint Mary Academy

* 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>

*****BLOCK PARTY PERMITS*****

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): _____
Police Department Block Party Approval Signature: _____
Printed Name: _____

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: Beth Evans DATE: 1/5/16

(duly authorized)

PRINTED NAME: Beth Evans

Licensing Board Approval [Signature] Date: 1/14/16



**PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE**

Weekly

Check (✓) the type of application:

RAFFLE* X, TAG* _____, BLOCK PARTY** _____

Fill In Completely and Return To City Clerk – PLEASE NO LATER THAN 30 DAYS PRIOR TO EVENT

Organization Name: Sons of American Legion Squadron 8
Federal Tax ID number for Organization: 0215228

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans X, Fraternal or Political _____, Other Dover
(Describe) Money Raised will go to Dover Childrens Home/Childrens
Contact Person: Jim Wood Day Time Telephone: 603-978-0198 Center
Address: 20 Elmview Cir Dover NH Email Kimberly Wood 20 @ Comcast.net
Purpose of Permit: Weekly Raffle Queen of bets Drawing
Date of Event: Every Monday Specific Time: 7pm
Location of Event: Dover Legion

*****RAFFLE / TAG PERMITS*****

Prize (s) To Be Awarded: Amount Collected weekly
Cost of Ticket: 150 cents Per Ticket Date of Drawing: Every Monday Start Feb 1st
Place of Drawing: Dover Legion 2016

* 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>

*****BLOCK PARTY PERMITS*****

****NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT**

Block Party Location (attach map if more than one street is affected): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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: James Wood DATE: 1-11-16

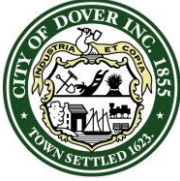
(duly authorized)

PRINTED NAME: James Wood

Licensing Board Approval (Signature) Date: 1/15/16

1/2015

<http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20raffle.pdf>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.01.27 – 014**
Resolution Re: **Leighton Road Utility Easement Agreement**

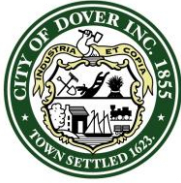
- WHEREAS: The City of Dover holds an existing utility easement on the southerly side of Leighton Road in Dover on property owned by the Ford Family Revocable Living Trust; and
- WHEREAS: The City of Dover wishes to enter into an expanded Utility Easement Agreement with the Ford Family Revocable Living Trust, in order to lay, construct, operate, maintain and replace underground sewer pipes on Leighton Road in Dover; and
- WHEREAS: This new Easement encompasses all existing easements held by the City of Dover regarding the property in question and is an addition to and an expansion of the sewer easement currently held by the City, being a certain parcel of land shown as “New Sewer Main, Pump Station and Access Easement 6,374 S.F.” on the attached Plan.

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

The City Manager is authorized to sign, accept and/or enter into said Utility Easement Agreement between the Ford Family Revocable Living Trust and the City of Dover and to record said easement in the Strafford County Registry of Deeds.

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		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.01.27 – 014**
Resolution Re: **Leighton Road Utility Easement Agreement**

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This Easement encompasses all existing easements held by the City of Dover and is an addition to and an expansion of the sewer easement described in Strafford County Registry of Deeds at Book 1007, Page 187 per Plans recorded at Pocket 9, Folder 2, No. 3 and Drawer 40 No. 70.

See attached partially signed Utility Easement Agreement dated December 24, 2015.

See attached Easement Plan prepared for the City of Dover Public Works Department, Leighton Road, Dover, NH prepared by T. F. Bernier, Inc. dated September 2015.

UTILITY EASEMENT AGREEMENT

THIS AGREEMENT made on the 24 day of DECEMBER 2015, by and between David L. Ford, Trustee of the Ford Family Revocable Living Trust u/d/t June 1, 1999, 51 Sherman Street, North Chelmsford, Massachusetts 01863, hereinafter referred to as the Grantor, and the City of Dover, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820, hereinafter referred to as the Grantee.

WITNESSETH, that the Grantor, for itself, its heirs and assigns, grants and conveys to the Grantee, its heirs and assigns, an easement in and over a certain parcel of land shown as "New Sewer Main, Pump Station And Access Easement 6,374 S.F.," being situated in Dover, County of Strafford and State of New Hampshire, on the southerly side of Leighton Road, as shown on a plan entitled, "Easement Plan, Prepared for City of Dover Public Works Department, Leighton Road, Dover NH," dated September 2015, prepared by T.F. Bernier, Inc., to be recorded in the Strafford County Registry of Deeds, being a portion of the parcel of land shown as Tax Map 8, Lot 19, as more particularly described as follows:

Beginning at an iron rod located on the southerly side of Leighton Road, said iron rod marking the northwest corner of land now or formerly of the Ford Family Revocable Living Trust;

Thence S 67°50'17" E along the southerly side of said Leighton Road a distance of one hundred twenty seven and fifty nine hundredths (127.59) feet to a iron rod at land now or formerly of Edward and Martha Heaphy;

Thence S 05°30'02" W along land of said Heaphy a distance of thirty four and forty six hundredths (34.46) feet to a point;

Thence S 86°18'18" W through land of said Ford Family Trust a distance of forty seven and thirty nine hundredths (47.39) feet to a point;

Thence N 70°23'05" W continuing through land of said Ford Family Trust a distance of seventy four and thirteen hundredths (74.13) feet to a point at land now or formerly of the Denise Frink Hoyt Revocable Trust;

Thence N 02°08'25" E along land of said Hoyt Trust a distance of sixty and sixty four hundredths (60.64) feet to the point of beginning. Said easement containing 6,374 square feet.

This Easement encompasses all existing easements held by Grantee and is an addition to and an expansion of the sewer easement described in Strafford County Registry of Deeds at Book 1007, Page 187 per Plans recorded at Pocket 9, Folder 2, No. 3 and Drawer 40 No. 70.

This Easement is granted for the express purpose of conveying to the Grantee the right to lay, construct, operate, maintain and replace underground sewer pipes and underground and/or above ground pumping equipment with associated improvements under and/or over the premises herein described as said "New Sewer Main, Pump Station And Access Easement 6,374 S.F.," as may be reasonably required by the Grantee.

This Easement is conveyed subject to and with the benefit of the obligation of the Grantee, its successors and assigns, to, at its sole expense, maintain, repair and replace any and all improvements located within the easement area, and to enter upon the premises herein conveyed for that purpose, subject to the obligation to properly restore the premises to their prior condition thereafter, and to provide a vegetative buffer adjacent to any improvements that may be visible to the general public.

Grantor agrees that no tree, building or other structure or planting, which in any way impairs Grantee's rights hereunder, shall be located within the easement area.

The Grantee, its successors and assigns, shall, and hereby does, indemnify and hold Grantor harmless, and Grantor's successors and assigns, harmless from any and all liability arising from the use, operation, maintenance, repair and upkeep by the Grantee, its agents and/or employees of the portion of the property subject to this easement.

Meaning and intending to convey said Easement over a portion of those premises acquired by the Grantor by Quitclaim Deed of Richard S. Ford and Eleanor F. Ford dated June 1, 1999 and recorded at the Strafford County Registry of Deeds at Book 2111, Page 327.

In accordance with N.H. RSA 78-B:2, I, this deed is recorded without the payment of N.H. Transfer Tax.

In Witness Whereof, the Grantor has set his hand this 24 day of December, 2015.

FORD FAMILY REVOCABLE LIVING TRUST
u/d/t June 1, 1999

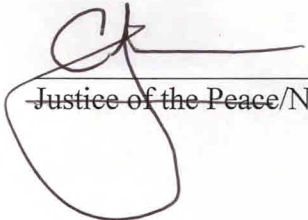
David L. Ford TTEE
David L. Ford, Trustee

Accepted by,
CITY OF DOVER

J. Michael Joyal, Jr., City Manager

~~STATE OF NEW HAMPSHIRE~~ *Commonwealth of Massachusetts*
~~Strafford, ss.~~ *Middlesex, ss*

On this, the 24 day of December, 2015, before me, the undersigned officer, personally appeared David L. Ford, Trustee of the Ford Family Revocable Living Trust u/d/t June 1, 1999, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes set forth therein.



~~Justice of the Peace/Notary Public~~

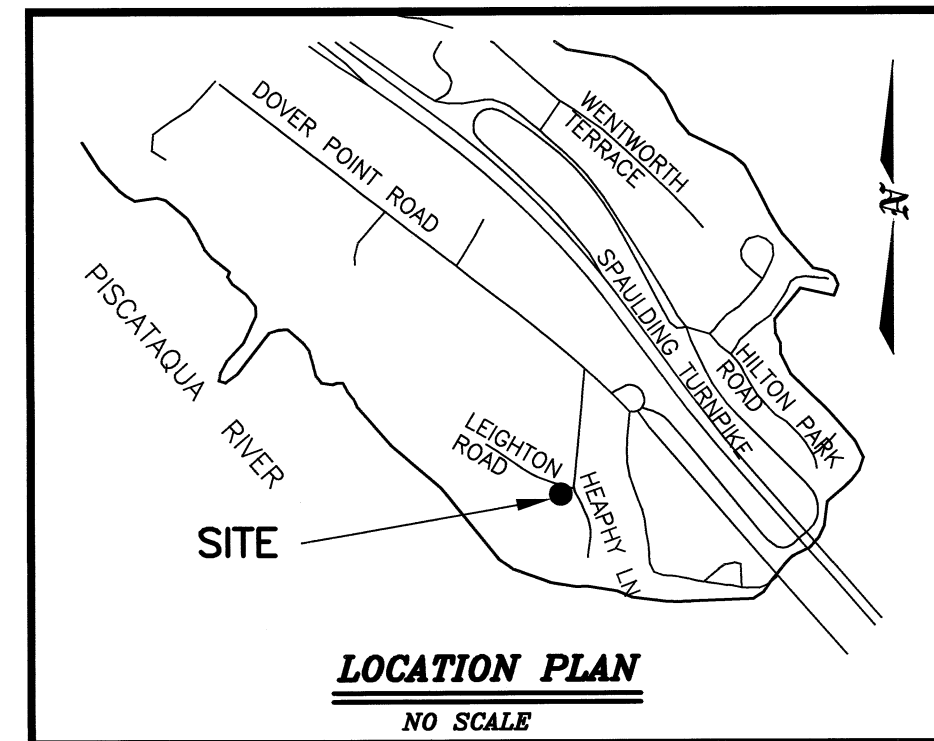
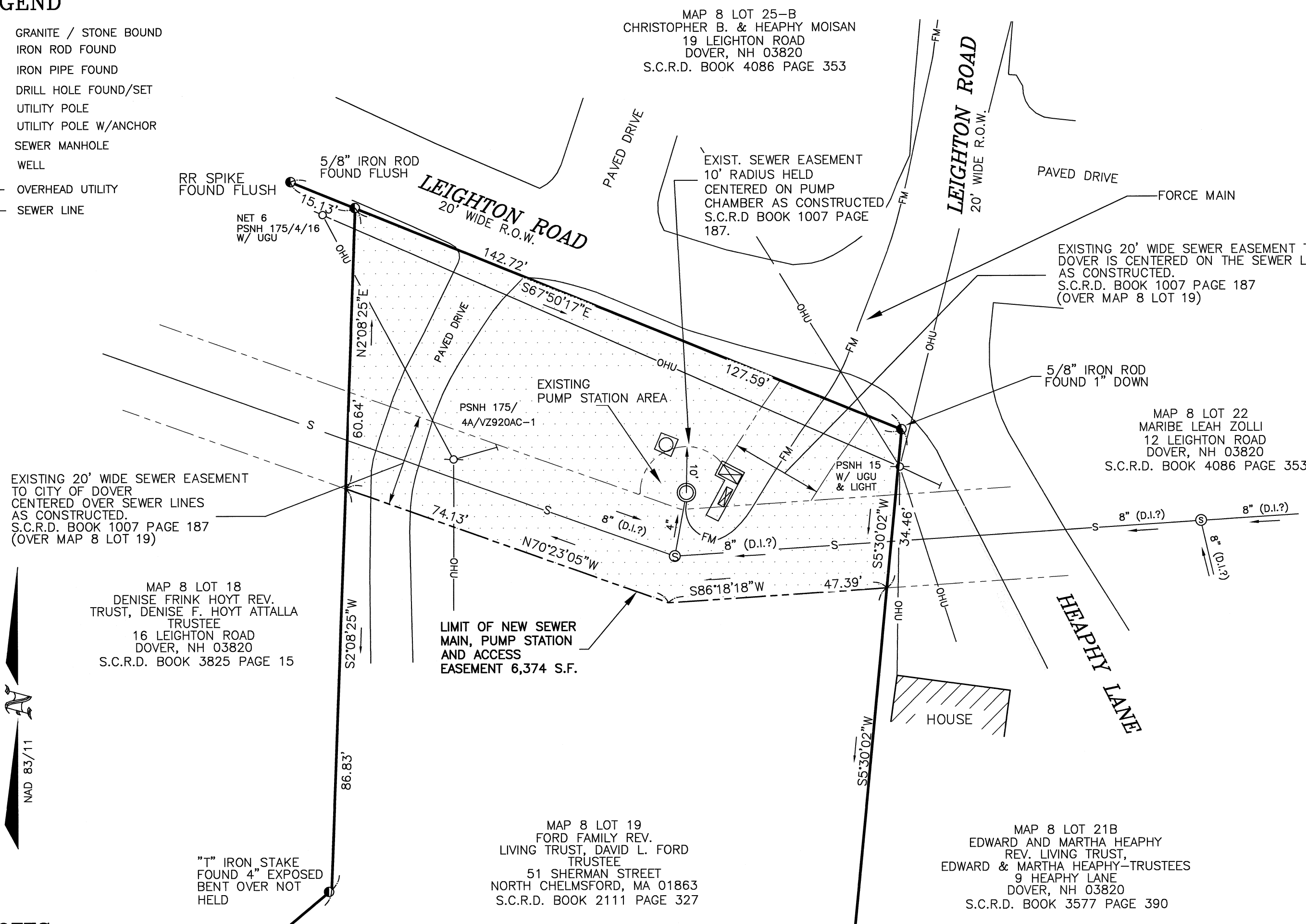
THE STATE OF NEW HAMPSHIRE
Strafford, ss.

On this the _____ day of _____, 2015, before me, the undersigned officer, personally appeared J. Michael Joyal, Jr., duly authorized City Manager of the City of Dover, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes set forth therein.

Justice of the Peace/Notary Public

LEGEND

- GRANITE / STONE BOUND
- IRON ROD FOUND
- IRON PIPE FOUND
- ⊙ DRILL HOLE FOUND/SET
- UTILITY POLE
- UTILITY POLE W/ANCHOR
- ⊙ SEWER MANHOLE
- ⊙ WELL
- OHU— OVERHEAD UTILITY
- S— SEWER LINE



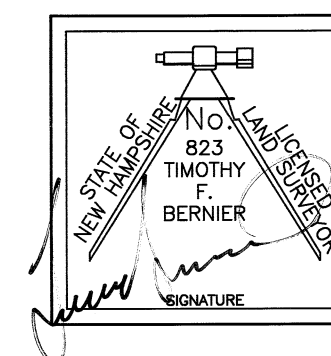
RSA 676:18 III

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PULIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN."

DATE: 11/6/2015

TIMOTHY F. BERNIER LLS

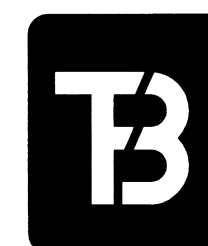
A COPY OF THIS PLAN WILL BE PROVIDED TO THE CITY OF DOVER PLANNING BOARD IN ACCORDANCE WITH RSA 676:18 IV.



EASEMENT PLAN
PREPARED FOR
CITY OF DOVER
PUBLIC WORKS DEPARTMENT
LEIGHTON ROAD-DOVER, NH
LAND OF
FORD FAMILY REV. LIVING TRUST
DAVID L. FORD, TRUSTEE
51 SHERMAN STREET NORTH
CHELMSFORD, MA 01863

SCALE: 1" = 20' SEPTEMBER 2015

Prepared By:



T. F. BERNIER, INC.
Land Surveyors - Designers - Consultants

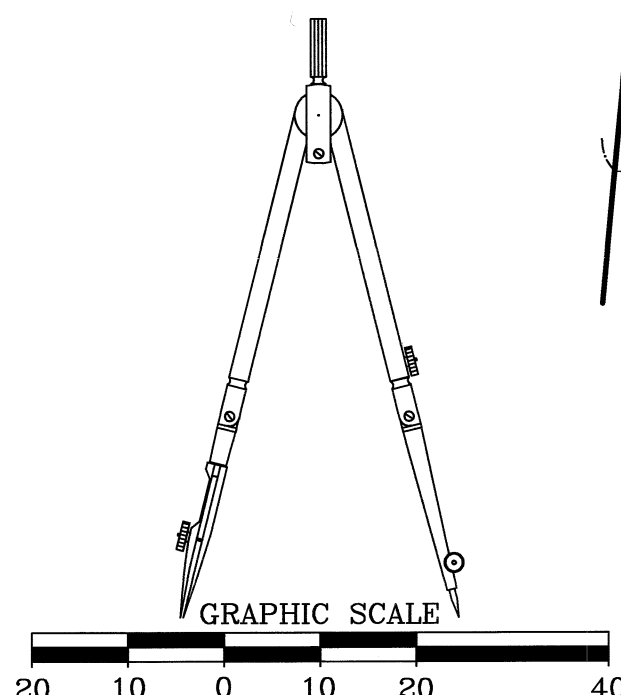
39 WARREN STREET — P.O. BOX 3464
 CONCORD, NEW HAMPSHIRE 03302-3464
 Tel:(603)224-4148 — Fax:(603)224-0507

NOTES:

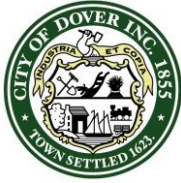
1. THE PURPOSE OF THIS PLAN IS TO DEFINE THE LOCATION OF A NEW SEWER MAIN, ACCESS AND PUMP STATION EASEMENT FOR THE BENEFIT OF CITY OF DOVER. THE NEW EASEMENT ENCOMPASSES ALL EXISTING EASEMENTS AND IS AN EXPANSION OF THE SEWER EASEMENT DESCRIBED IN BOOK 1007 PAGE 187..
2. THE INFORMATION SHOW HEREON IS FROM A FIELD SURVEY COMPLETED BY THIS OFFICE AND PLANS REFERENCED. THE HORIZONTAL DATUM IS NAD83 AND VERTICAL DATUM IS NAVD88.
3. THE CURRENT OWNER OF RECORD IS FORD FAMILY REVOCABLE LIVING TRUST, DAVID L. FORD TRUSTEE. SEE STRAFFORD COUNTY REGISTRY OF DEEDS BOOK 2111 PAGE 327.

PLAN REFERENCES:

1. PLAN ENTITLED "LOT LINE RELOCATION PLAN, TAX MAP 8, LOTS 18 & 19 FOR DEINISE FRINK HOYT REVOCABLE TRUST & FORD FAMILY REVOCABLE LIVING TRUST, 14 & 16 LEIGHTON ROAD, CITY OF DOVER, SCALE: 1"=20', DATED AUGUST 2013, PREPARED BY AMBIT ENGINEERING, INC., AND RECORDED AT THE STRAFFORD COUNTY REGISTRY OF DEEDS AS PLAN #106-63.
2. LEIGHTON ROAD RIGHT-OF-WAY SHOWN AS 20' WIDE PER PLANS RECORDED AT STRAFFORD COUNTY REGISTRY OF DEEDS POCKET 9 FOLDER 2, NO. 3 AND DRAWER 40 NO. 70.



DESIGNED BY	DRAWN BY	CHECKED BY	F.B.	PG.	JOB #245-62
PW	PW	TFB			
DRAWING NAME					
SEWER EASEMENT					



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.01.27 – 015**
Resolution Re: Ireland Well Replacement with Emery & Garrett
Groundwater Investigations LLC

- WHEREAS: Emery and Garrett Groundwater Investigations LLC Inc (EGGI) was the awarded firm through Sealed Bid B13045 for replacement of the Smith Well. EGGI was also awarded the Griffin Well water exploration. They are currently performing city wide groundwater monitoring services and the Bouchard and Hughes Wells and Barbados Pond Study. EGGI has successfully performed work for the City of Dover for many years; and
- WHEREAS: The City received a scope of work and estimated costs totaling from \$201,300 to \$215,500 for Ireland Well replacement services as outlined in the background section of this resolution. Due to their vast experience in this field, it is the recommendation to award this project to EGGI in the amount not to exceed \$215,500; and
- WHEREAS: Dover purchasing Code 3-36 B: the competitive bid procedure may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Emery and Garrett Groundwater Investigations LLC for Ireland Well replacement services in the amount not to exceed \$215,500. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03586.17	FY17CIP Ireland Well	500,000.00	500,000.00

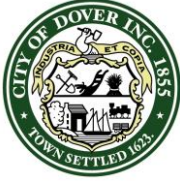
AUTHORIZATION

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.B.2.

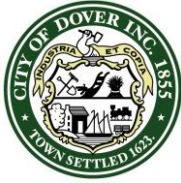
Resolution Number: **R – 2016.01.27 – 015**
Resolution Re: Ireland Well Replacement with Emery & Garrett
Groundwater Investigations LLC

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 Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.01.27 – 015**
Resolution Re: Ireland Well Replacement with Emery & Garrett
Groundwater Investigations LLC

RESOLUTION BACKGROUND MATERIAL:

The Ireland well has continued to lose capacity over forty years of use. Cleaning the well improves capacity but only to a limited extent, and the well needs to be replaced to regain lost capacity. The project is especially important as the city prepares to upgrade the Lowell Ave Water Treatment Plant. The upgrade of the Lowell Ave Water Treatment Plant is estimated to take 18 months to complete. During that time the Smith well which is directed to the Lowell Avenue plant for treatment will be offline and unavailable during the upgrade. It is imperative that the Ireland well be available at maximum capacity to provide the needed water supply during construction at Lowell Avenue. Emery and Garrett Groundwater Investigations LLC has been working on the Griffin well relocation project which is adjacent to the Ireland well has submitted a scope of work to complete the regulatory approvals and drilling work to replace the existing Ireland well. EGGI successfully replaced the Smith well two years ago for the city.

Task I: Submit required preliminary information to NH Dept of Environmental		\$12,500
Task II: Construction & Development of 24x18 inch replacement well	\$111,000	\$120,000
Task III: Purchase & install submersible pump	\$24,500	\$26,000
Task IV: Pumping test & water quality assurance	\$35,500	\$36,000
Task V: Prepare & submit Final Reports to NHDES		\$15,000
Task VI: Decommission existing Ireland Well	\$4,800	\$6,000
Total estimated range between	\$201,300	\$215,500

Bid Information:

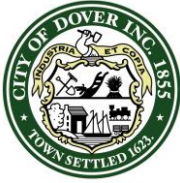
Per Dover purchasing Code 3-36B: the competitive bid procedure may be waived by a majority vote of the City Council.

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Emery & Garrett Inc	Fund:	FY17 CIP
Other Approvals Required:	Yes State NH DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.01.27 – 016**

Resolution Re: **79-E Application Review Hellenic Realty Partners, LLC**

- WHEREAS: The Community Revitalization Tax Relief Incentive program encourages reinvestment in downtown areas by providing short-term property assessment tax relief and a related covenant to protect the public benefit that is being created.
- WHEREAS: The purpose of the program is to encourage reinvestment in downtown areas and/or existing buildings/structures within the downtown area; and
- WHEREAS: The value of the rehabilitation or reconstruction must be equal to at least 220 percent of a building's pre-rehabilitation assessed value; and
- WHEREAS: The proposed substantial rehabilitation or reconstruction must provide a public benefit; and
- WHEREAS: The 79-E Application provided by Hellenic Realty Partners, LLC is for the property located between 104 and 124 Washington Street. The goal of the project is to redevelop the entire 1.15Ac property into 2-3 mixed use buildings, a combination of 10,000 – 14,000 sq. ft. of the commercial space, 75 – 90 one and two bedroom apartments, and onsite parking; and
- WHEREAS: The Applicant intends to construct the project in two phases and seeks to use the Tax Relief program for Phase One only; and
- WHEREAS: Construction of Phase One is anticipated to begin April of 2016 and to be completed by March 2017.

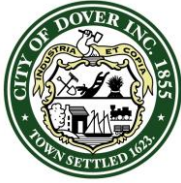
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

In accordance with City of Dover Resolution Number R-2015.06.10, the City Council determines the proposed project has a public benefit in accordance with RSA 79-E:7, I, III, and IV as described in the Resolution Background Material attached hereto;

The City Council herein approves the 79-E Application of Hellenic Realty Partners, LLC for Phase One of the project for a period of five (5) years per RSA 79-E:5, I, commencing upon the completion of the substantial rehabilitation as evidenced by the issuance of a Certificate of Occupancy.

Granting of this Community Tax Relief Incentive is subject to the following:

Hellenic Partners, LLC granting a covenant, acceptable to the City Attorney, in accordance with RSA 79-E:8 to the City, ensuring that the property shall be maintained and used in a manner that furthers the public benefits for which the tax relief is granted;



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.01.27 – 016**

Resolution Re: **79-E Application Review Hellenic Realty Partners, LLC**

Hellenic Partners, LLC obtaining and maintaining sufficient casualty insurance on the property for twice the term of the tax relief, proof of which shall be provided to the City on an annual basis, and when requested;

Hellenic Partners, LLC granting the City a recordable lien against the property, acceptable to the City Attorney, for the purpose of ensuring proper restoration or demolition of damaged structures and property.

REQUIRES A PUBLIC HEARING

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:

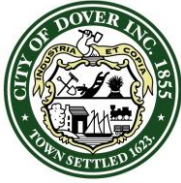
Karen Lavertu
City Clerk

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		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicoletta, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.01.27 – 016**

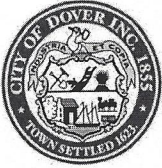
Resolution Re: **79-E Application Review Hellenic Realty Partners, LLC**

RESOLUTION BACKGROUND MATERIAL:

See attached 79-E Application and supporting material, the Finance Department analysis memo and the Downtown TIF Proforma. In addition to the public benefits detailed in the attached analysis, there is estimated to be a net positive change in tax revenue between the updated July TIF Proforma without the Robbins project versus the July Proforma with the Robbins 79-E project.

Adoption of this resolution to approve the 79-E Application of Hellenic Realty Partners, LLC preserves the financial benefits provided for in the Land Development Agreement to be adopted by the City Council. The 79-E Application and related Land Development Agreement provide for significant financial benefits to accrue to the Downtown Dover TIF. These financial benefits will accelerate fulfilling the current debt service obligations of the Downtown Dover TIF. This is accomplished through the 79-E Application preserving a combined minimum value of \$2.1 million for the parcels identified in the application during the construction of the development project. The resulting development project will provide a guaranteed taxable value of \$5.0 million in FY2023 as compared to a \$2.4 million taxable value estimated in the June 2015 updated TIF projections. In FY2028 the guaranteed taxable value will be \$8.0 million as compared to a \$2.6 million taxable value estimated in the June 2015 updated TIF projections. The guaranteed taxable value of \$5.0 million is projected to accrue an estimated \$66,400 more per year in tax increment for FY2023 through FY2027 as compared to the updated TIF projections. The guaranteed taxable value of \$8.0 million is projected to accrue an estimated \$141,200 more per year in tax increment for FY2028 through FY 2048 as compared to the updated TIF projections.

Consistent with RSA 79-E:4, I-a and the Dover Code, the Dover Heritage Commission is reviewing the proposal, which review shall be completed prior to a final vote of the Council.



City of Dover, New Hampshire
COMMUNITY REVITALIZATION TAX RELIEF PROGRAM
APPLICATION

[Revision Date: June 3, 2015]

Office Use Only

Application #: _____

Date Received: _____

Amount Paid: _____

Council Action: _____

APPLICANT AND OWNER INFORMATION

Name of Applicant: HELLENIC REALTY PARTNERS Telephone # 603-652-1104

Address of Applicant: 263 Central Ave. Dover, NH

E-Mail Address: nick@kostisenterprises.com

Name of Property Owner (if different from applicant): Robbing Trust Telephone # 603-767-7500

Address of Property Owner: PO Box 1535, Dover NH

PROPERTY INFORMATION

Address of Property: 104-124 Washington St, 26-32 Walnut St, 319 Locust St

Assessor's Map # 2 Lot(s) # 2, 3, 4, 5, 6, 6A, 7, 8, 8A, 9

Size of Parcel: 42,688 sq. ft. .98 ac. Property Deed: Book _____ Page: _____

Year Built: 1960-1950 Existing Use of Property: Empty, Formerly Robbing Auto Parts

Assessed Value of Property: 2,174,360 FY 2015

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? _____ Yes _____ No
(If yes, provide a copy of the approved designation by the State or National Register of the building or the district)

PROJECT INFORMATION

Describe Proposed Use: Mixed Use, Commercial & residential

Area of Parcel to be developed: Northwest corner, 28,000 sq ft land sq. ft.

Will the project include any affordable housing units? No; If so, how many? _____

If any state or federal grants or funds or low income subsidies or tax credits are used in this project, what is the amount of the aid? \$ _____ Describe and detail any terms of repayment (if applicable): _____

Expected construction dates. Start: April 2017; Finish: April 2018

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

SEE ATTACHED

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$ 1,600,000
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$ 1,600,000
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$ 750,000
Electrical:	\$ 250,000
Plumbing/Heaving:	\$ 500,000
Electrical:	\$
Mechanical:	\$ 500,000
Fire Prevention:	\$ 250,000
Other:	\$ 750,000
Total: <i>To be considered for this tax relief incentive, the costs of the project must be at least 220% of the pre-rehabilitation/replacement assessed value</i>	\$ 5,000,000

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application.

Historical Requirement for Replacement of Qualifying Structures

In the case of replacement of a qualifying structure, the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. *This application shall not be considered complete until such time as the Individual Inventory Form and letter are submitted.*

SIGNATURES

I/We have read and understand the Community Revitalization Tax Relief Incentive RSA Ordinance (see attached) and am aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the City and pay any reasonable expenses associated with the drafting of the covenant. I understand the application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.

PER RSA 79-E: 13(II), THE BASE OR "ORIGINAL" ASSESSED VALUE FOR ANY TAX RELIEF PERIOD IS ONLY SET AFTER THE FOLLOWING TWO CONDITIONS ARE MET:

- 1. APPROVAL BY THE CITY COUNCIL AND;**
- 2. THE APPLICANT'S ENTERING INTO A COVENANT WITH THE CITY OF DOVER TO PROTECT THE PUBLIC BENEFIT.**

THEREFORE, THE APPLICANT AND/OR PROPERTY OWNER SHALL NOT COMMENCE ANY OF THE IMPROVEMENTS INCLUDED IN THIS APPLICATION UNTIL SUCH TIME AS HE/SHE HAS SECURED THE ABOVE. THIS PROHIBITION SHALL INCLUDE ANY DEMOLITION TO THE EXISTING STRUCTURE.

Signature of Property Owner: [Signature] Date: 1/18/16

Signature of Applicant (if different from owner): [Signature] Date: 1/18/16

Hellenic Realty Partners, LLC

City of Dover
Application for RSA 79E
Community Revitalization Tax Relief Program

Washington, Chestnut, and Locust Street
Redevelopment Project

Hellenic Realty Partners, LLC
(Kostis Enterprises, LLC)

January 20, 2016



Background

As a locally owned and operated family business from Dover NH, Hellenic Realty Partners / Kostis Enterprises is very excited to be the first developer to apply with the City of Dover for tax relief under the State of New Hampshire Statute RSA 79E. Without the existence of RSA 79E, the development of this property would be difficult at best, and most likely not possible.

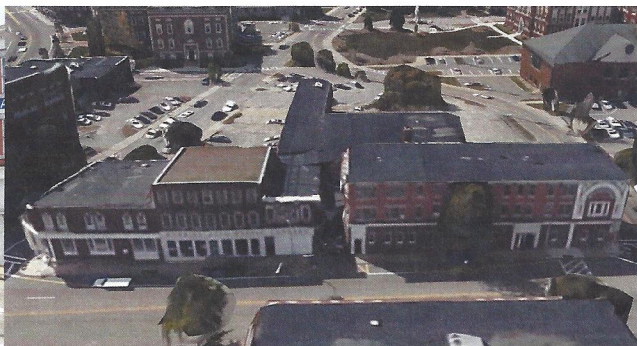
Beginning August 2014, we have negotiated and executed a Purchase and Sales agreement with the current owner, mainly the Sydney Robbins Family Trust, to purchase the following properties:

102 Washington St
108 Washington St
114 Washington St
124 Washington St
26 Walnut St
28 Walnut St
32 Walnut St
9 Locust St

Per updates to our Purchase and Sales Agreement, we estimate to close on the sale of the property on July 30, 2016.

Existing Conditions

The site is comprised of several structures of different size, design, architecture, and condition. Those who walk or drive by can see clear evidence that site is in a deteriorating and dilapidated state. Also, at the northwest corner of the property lies the Washington and Chestnut St intersection, widely known as difficult to navigate, limiting turning traffic, and sometimes even dangerous for both pedestrian and vehicular traffic.



Proposed Redevelopment Project

Our overall goal is to redevelop the entire property into 2-3 mixed use buildings, a combination of 10,000 – 14,000 sq ft of commercial space, 75 – 90 one and two bedroom apartments, and on site parking. Frontage along Washington St will be commercial space on the 1st floor, and one and two bedroom apartments above. Frontage along Locust and Chestnut St will have a mix of commercial and under structure parking on the 1st floor, and one and two bedroom apartments above.



Corner of Washington and Locust St



Corner of Washington and Chestnut St

RSA 79E

For our application to RSA 79E, we are seeking tax relief for Phase One of redevelopment. Phase One is slated to be approximately 2/3 of the frontage along Washington St, a total of approximately 6,500 sq ft of commercial space, and 20-25 one and two bedroom apartments. Construction of Phase One is scheduled to begin April of 2017 and is slated to be completed by April of 2018.



Public Benefit

The proposed Washington St redevelopment project provides the framework within which the private sector (HRP, LLC) can assume a strong leadership role in the revitalization and continued emergence of downtown Dover by providing the following public benefits as outlined in the application for RSA 79E:

Enhances economic vitality of downtown

Phase one of the redevelopment project will add approximately 6,500 sq ft of brand new commercial space, increasing the downtown commercial core by adding highly desirable commercial space to the downtown area. It will also add a total of approximately 15 city metered parking spaces. The addition of apartments above the commercial space will also provide an increase in the residential population in the heart of downtown, providing potential customers within walking distance of local businesses.

Promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community.

Not only is the project redeveloping a downtown block in dire need of rehabilitation, it will add increased safety for both pedestrian and vehicular traffic and help to connect the current downtown municipal buildings (City Hall, Library, McConnell Center) with the new Parking Garage and Police Station currently under construction. The project proposes a reconstruction of the Washington St and Chestnut St intersection, significantly improving a tight and even dangerous intersection. The project will also add vital angled-metered parking spaces along Washington St and increase the width of the sidewalk to at least 8 ft. All tied together, the increase parking, reconstructed and widened intersection, and widened sidewalk will bridge the gap between the municipal structures of the area, creating a greater sense of community to the downtown.



Hellenic Realty Partners, LLC

Increased residential housing in town centers

Phase One of the project will add between 20-25 1 & 2 Bedroom apartments, where currently only 1 exists.

As shown in the included architectural renderings, the proposed design pays homage not only to the existing architecture of the property, but also to the architecture throughout downtown Dover. The mix of flat and pitched roof lines resemble both what currently exists on the property, as well as similar structures on Central Avenue. The western most structure in the renderings looks similar not only with the Orpheum Theatre building currently on site, but the historic mill buildings in downtown as well, with their flat roof lines and projected towers. The remaining structures closely resemble many of the structures on Central Avenue, with the brick façade, three full stories, and a fourth floor within dormers extending from the pitched roof line. The portion of project along Chestnut and Locust St will closely resemble the historic surrounding structures, most importantly the Library and the McConnell center. All together, the new development project will give pedestrians and vehicular traffic the feeling of an extension of the downtown commercial core, not simply an addition to it. With the increased width of the sidewalk, there will be a sense of flow to the site, further creating a greater sense of community throughout the downtown.

The project is also consistent with Dover' Master Plan. Our phased construction approach and architecture fits in with the Land Use Goal of "modest growth of residential, commercial development compatible with Dover's historic urban character." As stated in LU 1.2, the project will redevelop the urban core providing "opportunities for a mix of retail, office, service, and residential uses." Hellenic Realty Partners has also not only "forged public-private partnership to redevelop vacant city owned land" as stated in LU 1.3, but furthered this partnership to improve the City's infrastructure, redesigning and reconstructing the Washington and Chestnut St intersection. All together, the project will help "Make Dover's downtown a vibrant and livable focal point for the city and region that is alive with a wide variety of retail, dining, entertainment, cultural opportunities and a mix of housing choices."

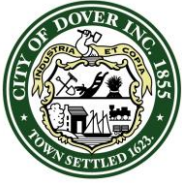
Summary

Hellenic Realty Partners strongly believes that our proposed redevelopment of the Washington St block demonstrates multiple public benefits required by RSA 79E. The project will enhance downtown Dover with respect to economic activity, cultural character, sense of community, and in-town residential uses that contribute to economic and social vitality. In summery, our project will provide the following public benefits to the City of Dover and its residents:

Hellenic Realty Partners, LLC

1. Enhances economic vitality of downtown
 - a. 6,500 square feet of modern commercial spaces
 - b. Addition of a total of 15 city metered parking spaces
2. Promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community
 - a. Rehabilitation of a deteriorated city block with modern residential and commercial units
 - b. Significantly improves safety by realigning the Washington and Chestnut Street intersection.
 - c. Widening of sidewalk leading to downtown business areas
 - d. Design pays homage to historic downtown architecture
3. Increased residential housing in town centers
 - a. Provides 20-25 one and two bedroom apartments, where currently only one exists
 - b. Redevelopment located in the heart of downtown Dover's economic center

We would like to thank you for your time and consideration in Hellenic Realty Partners' application for RSA 79E approval.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016.01.27 – 002**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 131 entitled “Offenses” of the Code of the City of Dover by amending the Table of Contents, amending 131-1. Definitions and adding 131-22. Use of Electronic Nicotine Delivery Systems Restricted, plus general housekeeping revisions of other sections.

2. AMENDMENT

131-1. Definitions. (formerly Loitering and Obstruction.)

131-2. Benches.

131-3. Prohibited Weapons.

131-4. Safe Storage of Firearms. (formerly Fishing in Restricted Areas.)

131-5. Identification of Certain Workers.

131-6. Consumption and Possession of Alcoholic Beverages.

131-7. Park Hours.

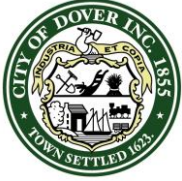
131-8. Consumption, Sale and Dispensing of Alcoholic Beverages in City-Owned Buildings.

131-9. Motor Vehicles on School Property and Park Grounds.

131-10. Private Property Rights.

131-11. Public Peace.

131-12. Interference with Law Enforcement Officers.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Ordinance Number: **O – 2016.01.27 – 002**
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131-13. Reserved. (formerly Keeping Controlled Drugs.)

131-14. Fireworks.

131-15. Operation of Boats and Vehicles on Willand Pond Restricted.

131-16. Violations and Penalties.

131-17. Sale of Rolling Papers to Minors.

131-18. School Truancy.

131-19. Facilitation of a Drug of Underage Alcohol Party.

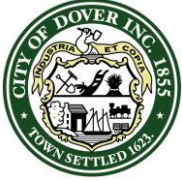
131-20. Use of Tobacco Products in Henry Law Park, School Grounds, and Athletic Fields.

131-21. Use of Tobacco Products on the Grounds of the McConnell Center and Dover Public Library.

131-22. ~~Reserved. (formerly Registered Sex Offender Restrictions. [Repealed on 07-09-2014 by Ord. No. 2014.06.11-10])~~ Use of Electronic Nicotine Delivery Systems Restricted.

131-23. Hunting on City Property.

[HISTORY: Adopted by the City Council on 10-28-1981 by Ord. No. 7-81; Amendments noted where applicable.]



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Ordinance Number: **O – 2016.01.27 – 002**
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Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

131-1. Definitions. (formerly Loitering and Obstruction. [Repealed by 03-11-2009 by Ord. No. 2009.02.25-4])

As used in this Chapter the following terms mean:

BLACKJACK—A hard weapon consisting of a piece of leather enclosed metal with a strap or flexible shaft for a handle.

DANGEROUS WEAPON - Any firearm, knife or other instrument which, in the manner it is used or displayed or intended to be used or threatened to be used, is known to be capable of producing death or bodily injury.

ELECTRONIC NICOTINE DELIVERY SYSTEM or ELECTRONIC CIGARETTE – An electronic or other device that contains liquid nicotine, or another substance, that when used as intended, simulates smoking, including but not limited to any of the following:

- (a) Any device or product composed of any combination of heating element, battery, and/or electronic circuit which is capable of and/or designed to heat a substance for the purpose of oral ingestion of the vapors.
- (b) Any device or product which is manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or e-pen.

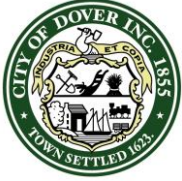
FIREARM - Any rifle, pistol, revolver, or shotgun capable of discharging a projectile. A firearm is presumed to be loaded if ammunition for the firearm is contained in the firearm's magazine cylinder, chamber or clip, or in close proximity to the firearm, to exclude B.B. guns.

METALLIC KNUCKLES - Any hand-held device that is designed to provide a hardened striking surface to the outer hand, fingers or knuckles when a fist is formed by the hand.

MINOR - Any person under the age of eighteen (18).

PREMISES - Shall mean the building structure or curtilage surrounding the building, playground area or playing field, or courts.

RADIUS - Distance shall be measured from the outer property lines.



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Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

~~**REGISTERED SEX OFFENDER**~~ This Chapter shall only apply to offenders who have been convicted of the crime against a person under the age of 18 and as a result, is required to register for life pursuant to RSA 651-B:6-I.

ROLLING PAPERS - Any paper product that is designed to encase or wrap tobacco or similar products and marketed for the purpose of smoking or manufacturing hand-rolled cigarettes.

SAFE STORAGE of FIREARMS - Keeping the Ffirearm in the immediate possession or under the immediate control of the owner, or:

- (1) Keeping the Ffirearm in a securely locked box or container; or,
- (2) Securing the Ffirearm with a trigger lock; or,
- (3) Keeping the Ffirearm in a location or manner which a reasonable person would believe to be secure and reasonably likely to prevent access to a Mminor child.

SCHOOL/DAY CARE - Any public or private educational facility that provides services to children in grades K-12 or licensed day care facility that is clearly marked.

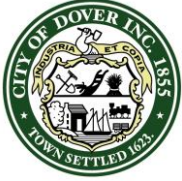
SLUNG SHOT - A small mass of metal or stone fixed on a flexible handle, strap or the like and used as a weapon.

131-2. Benches. [Amended on 10-28-81 by Ord. No. 19-81]

No person shall sit or stand upon the back or stand upon the seat of any municipally owned bench.

131-3. Prohibited Weapons. [Amended on 2-11-87 by Ord. No. 2-87]

- A. It shall be unlawful for any person, persons, firm or corporation to sell or possess any, Slung Sshot, Metallic Knuckles, or Blackjack. [See RSA 159:16]
- B. No person shall display or possess any Dangerous Weapon in a threatening manner or under any circumstances which is designed or likely to cause alarm or concern where no legitimate purpose for such a display exists.
- C. Any weapon or device seized by the Police Department pursuant to a violation of this Ssection shall be forfeited to the use of or disposed of by the Police Department as is deemed appropriate by the Chief of Police.



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Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

D. Any person violating any of the provisions of this Section shall be guilty of a violation.

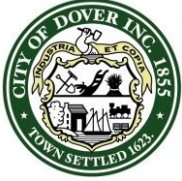
131-4. Safe Storage of Firearms. [Added on 01-17-96 by Ord. No. 22-95; Amended on 03-11-2009 by Ord. No. 2009.02.25-4] (formerly **Fishing in Restricted Areas.** [Repealed on 03-11-2009 by Ord. No. 2009.02.25-4])

A. SAFE STORAGE REQUIRED

- (1) Any person leaving or storing a loaded Firearm on a premises knowing, or where he/she should have known, that a Minor is able to gain access to the Firearm without the lawful permission of the Minor's parent or guardian, shall engage in practices constituting the Safe Storage of Firearms.
- (2) Any person violating the requirements of this Ordinance shall be guilty of a violation only if any Minor gains access to the Firearm and possesses or exhibits it; and any one of the following conditions exists:
 - (a) The Firearm is displayed or brought into any public place, except where the Firearm is being used for legitimate hunting purposes consistent with State law;
 - (b) The Firearm is used or displayed in a reckless or threatening manner;
 - (c) The Firearm is used during the commission of any misdemeanor or felony;
 - (d) When the Firearm is negligently or recklessly discharged.
- (3) This Subsection does not apply if the Minor obtains the Firearm as a result of an unlawful entry by any person.

B. PENALTIES

- (1) Any person violating the provisions of this Section shall be subject to a fine of up to one thousand dollars (\$1,000.00).
- (2) All Firearms seized by the Police Department pursuant to a violation of this Ordinance shall, upon conviction, be ordered forfeited by the Court and turned over to the Police Department for destruction.



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131-5. Identification of Certain Workers.

Every person, whether in the employ of the Ceity or any private corporation who enters private property residences or buildings for the purposes of examining electric, gas and water meters or pipes or inspecting drains or chimneys shall wear during the entry ~~the entry~~ a clearly visible and suitable badge or other distinctive mark, indicating his/her employment or authority.

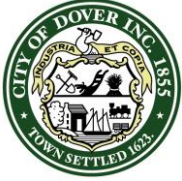
131-6. Consumption and Possession of Alcoholic Beverages. [Amended on 5-19-93 by Ord. No. 09-93; Amended on 10-16-02 by Ord. No. 32-2002]

- A. No person shall consume or possess in an open can, bottle or other container any alcoholic liquor or beverage as defined by Chapter 175 of the New Hampshire Revised Statutes Annotated, while upon or in a motor vehicle upon any public way, as defined by Chapter 259:125 of the New Hampshire Revised Statutes Annotated, or any public sidewalk or municipal parking lot except as provided in Chapter 99 Eating and Drinking Establishments of this Code.
- B. No person shall consume or possess in an open can, bottle or other container any alcoholic liquor or beverages, as defined by RSA 175 in any park, recreation or rest area except upon the written consent of the City Manager.
- C. No person shall consume or possess in an open can, bottle or other container any alcoholic liquor or beverages in Hilton Park except when upon the written consent of the New Hampshire Commissioner of the Department of Public Works and Highways, ~~or his~~ or authorized representative.

131-7. Park Hours.

- A. No person shall remain in or enter any park or recreation area in the City of Dover during the hours set forth in the table below, except by written consent of the public official who has authority and control over said publicly owned parks and recreation areas and except as provided in Subsection B.

Months	Hours
April 1 st - September 30 th	9:30 p.m. - 7:00 a.m.
October 1 st - March 31 st	7:00 p.m. - 7:00 a.m.



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B. Exceptions

- (1) Park Street Park. No person shall remain in or enter the Park Street Park, during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1st through September 30th.
- (2) Hilton Park. No person shall remain in or enter Hilton Park during the hours of 8:00 p.m. to 6:00 a.m., except upon the written consent of the New Hampshire Commissioner of the Department of Public Works and Highways, or authorized representative. [Amended on 7-23-86 by Ord. No. 9-86]
- (3) Henry Law Park. Henry Law Park shall not be restricted.

131-8. Consumption, Sale and Dispensing of Alcoholic Beverages in City-Owned Buildings. [Amended on 2-22-84 by Ord. No. 3-84; Amended on 10-27-2004 by Ord. No. 18-2004]

No person shall consume, sell or dispense any alcoholic beverages in any City-owned building unless waived by the City Manager in writing.

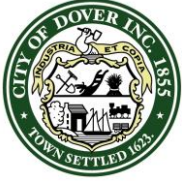
131-9. Motor Vehicles on School Property and Park Grounds.

No automobiles, trucks, motorcycles, mopeds, trail bikes or any other motorized vehicles shall be permitted on the grounds of Bellamy Park, Woodman Park, Garrison Hill Park, Varney Hill Park, Mt. Pleasant Park, Guppey Park, Henry Law Park, Applevale Park, Mineral Park, Longhill Memorial Park, all school playgrounds and athletic fields or any yet unnamed City park or recreation area. Vehicular travel shall be restricted to paved roadways and paved or otherwise designated parking areas.

Any person violating the provisions of this Section shall be subject to a minimum fine of up to two hundred fifty dollars (\$250.00). If the person causes damage to City property, the person will also be subjected to a criminal mischief charge pursuant to RSA 634:2. [Amended on 03-20-2002 by Ord. No. 13-02]

131-10. Private Property Rights. [Amended on 10-28-81 by Ord. No. 19-81]

No person shall enter upon private or public property and look, by means of an overt act which serves no legitimate purpose, into the window of a private home, apartment or other domicile for the purpose of watching the occupant(s) therein, without permission of said



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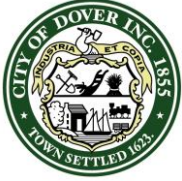
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occupant(s), thereby causing affront or alarm to said occupant(s). [Amended Added on 2-11-87 by Ord. No. 4-8]

131-11. Public Peace. [Amended on 10-28-81 by Ord. No. 19-81; Amended on 10-19-94 by Ord. No. 19-94]

- A. No person shall knowingly create a condition which is physically offensive or hazardous to that person or another in a public place by any act which serves no legitimate purpose. Physically offensive specifically includes the following:
- (1) Urinating or defecating in a public place ~~which can be viewed by a member of the public.~~
- B. No person shall recklessly create a risk of breaching the peace by:
- (1) Making loud or unreasonable noises in a public place or making loud or unreasonable noises in a private place that can be heard in a public place or other private places, ~~if any~~ such noises would disturb a person of average sensibility. For the purposes of this Section, persons shall include the owner, tenant, or other person in control of a private residence who permits or allows guests to engage in loud and unreasonable noises that can be heard in a public or other private place.
- (2) A person in control of a parked or moving motor vehicle shall not operate or permit to be operated, a stereo sound system supplemented or enhanced by speakers or amplifiers not originally installed by the vehicle manufacturer, so as to be heard from a distance of one hundred (100) feet or more. [Amended on 09-20-2000 by Ord. No. 12-2000]
- C. As used in this Section, "public" means likely to affect persons in a place to which the public or a substantial group has access, including but not limited to schools, government facilities and the lobbies or hallways of apartment buildings.
- D. No person shall lure or attempt to lure a child under the age of sixteen (16) into a motor vehicle for other than a lawful purpose without the consent of the parent or legal guardian of the child.



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131-12. Interference with Law Enforcement Officers. [Amended on 10-28-81 by Ord. No. 19-81; Amended on 07-18-90 by Ord. No. 5-90]

- A. No person shall physically erase or obscure a time recorded chalk mark from the tire of a parked vehicle with a purpose to interfere with the enforcement of the City of Dover parking ordinances.
- B. No person shall give to any law enforcement officer a false name, address, date of birth, social security number, or other identifying information with a purpose to hinder the arrest or subsequent prosecution of that person for any offense or violation.

131-13. Reserved. (formerly Keeping Controlled Drugs. [Repealed 03-11-2009 by Ord. No. 2009.02.25-4])

131-14. Fireworks. [Amended on 10-9-85 by Ord. No. 12-85; Amended on 09-23-2009 by Ord. No. 2009.09.23-22]

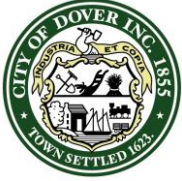
No person, firm, partnership or corporation shall offer for sale, expose for sale, sell at retail, purchase, possess, transport, use or explode any fireworks without a permit. No permits shall be granted pursuant to Chapter 109 Fire Prevention and Life Safety, except for programs and displays approved by the Fire Chief and the Police Chief using Class C fireworks. All displays must be conducted by a trained operator who holds a current license or State of New Hampshire certificate of competency.

131-15. Operation of Boats and Vehicles on Willand Pond Restricted. [Amended on 8-10-88 by Ord. No. 14-88]

No person shall operate a vehicle or boat which has at its primary or backup source of power, an engine fueled by motor fuel, as defined by RSA 259:58, on Willand Pond within the City of Dover. Any person violating the provisions of this Section shall be guilty of a violation and shall, upon conviction, be subject to a fine of up to one thousand dollars (\$1,000.00).

131-16. Violations and Penalties. [Amended on 8-10-88 by Ord. No. 14-88]

Any person violating the provisions of this Chapter, for which specific penalties are not otherwise provided, shall be guilty of a violation.



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131-17. Sale of Rolling Papers to Minors. [Added on 07-22-99 by Ord. No. 09-99]

A. Sales and Possession

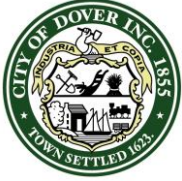
- (1) No person or place of business shall sell, give or furnish Rolling Papers to Minors.
- (2) It shall be unlawful for any Mminor to possess or attempt to purchase Rolling Papers.

B. Penalties

- (1) Any person violating the provisions of this Section shall be subject to a fine of up to one hundred dollars (\$100.00).

131-18. School Truancy. [Amended on 07-22-99 by Ord. No. 09-99; Amended on 10-17-2001 by Ord. No. 26-2001]

- A. Any student that is enrolled in a City of Dover public school shall attend school each day that school is in session, for the full length of the official school day, unless that student has been excused pursuant to the rules or procedures established by the district and distributed in a student handbook.
- B. Any student that is enrolled in a City of Dover public school who has been suspended from attending school for any period of time shall, while serving that out of school suspension, remain at home for the full length of the official school day unless they are directly under the supervision of a parent or legal guardian, or are being directly supervised by an adult that has been selected by their parent or guardian to be responsible for the student.
- C. Any truant officer or police officer may issue a summons to appear in court pursuant to this Section. If the child is under age eighteen (18) the officer shall notify the parent or guardian of the summonsed child and advise the parent or guardian of the summons, the court date, and of the requirement that they accompany the child to court.
- D. A parent or guardian shall accompany the student at any required court appearance related to a violation of this Section if the student is age seventeen (17) or under at the time of the offense.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

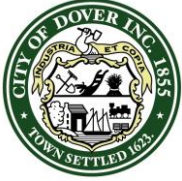
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Chapter: **131**
Section: **22 – Use of Electronic Nicotine Delivery Systems Restricted**

- E. Any student found in violation of Paragraph A shall pay a fine not to exceed twenty-five dollars (\$25.00) for a 1st~~first~~ offense or one hundred dollars (\$100.00) for a 2nd or subsequent offense. At its discretion, the court may suspend the fine, or any portion thereof, upon completion of sixty (60) days truancy-free school attendance. A violation of any other provision of this Ordinance shall result in a fine not to exceed one hundred dollars (\$100.00).
- F. If within forty-eight (48) hours a student charged under Paragraph A can provide satisfactory written verification to the police or truant officer that the absence was authorized by a parent, guardian, or school or work official, then no prosecution shall go forward under this Ordinance.

131-19. Facilitation of a Drug or Underage Alcohol Party. [Added on 12-17-2003 by Ord. No. 22-2003]

- A. A person shall be guilty of the offense of facilitation of a drug or underage alcohol party if such person owns or has control of the dwelling or curtilage of that dwelling, as defined in RSA 627:9, where a drug or underage alcohol party is held and such person permits the drug or underage alcohol party to take place or to continue after becoming aware that it was taking place.
- B. Where a person becomes aware of a drug or underage alcohol party that is in progress, it is an affirmative defense to prosecution under this Section if that person takes immediate action to terminate the drug or underage alcohol party upon becoming aware of its existence and, in so doing, exercises due care to ensure the safety of individuals involved.
- C. In this Section, "drug or underage alcohol party" means a gathering of three (3) or more people under the age of twenty-one (21) at any dwelling or curtilage of that dwelling, as defined in RSA 627:9, who unlawfully possesses or consumes an alcoholic beverage or controlled drug.
- D. The provisions of this Section shall not apply to the use of alcoholic beverages at legally protected religious observances or activities, or to those persons using a controlled drug under a physician's care where the use of the drug is consistent with the directions of a physician.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

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E. For the purposes of demonstrating that three (3) or more individuals under the age of twenty-one (21) were consuming alcohol or a controlled drug at a location, testimony by a law enforcement officer of the steps taken to determine the age of individuals at the party and testimony of the steps taken to determine that they had been consuming an alcoholic beverage shall be sufficient.

F. Any person who violates Section I above shall be guilty of a violation and shall be fined a minimum of three hundred dollars (\$300.00) for ~~at the~~ the 1st ~~first~~ offense and five hundred dollars (\$500.00) for a 2nd ~~any second~~ or subsequent violation.

No portion of these mandatory minimum fines shall be waived, continued for sentencing, or suspended by the court.

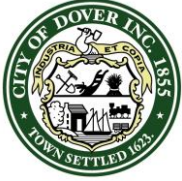
Nothing in this Section shall be construed so as to limit the civil liability of a homeowner, host or person in control of a residence, in any civil action that arises from the consumption of an alcoholic beverage or illegal drug at a location under their control.

131-20. Use of Tobacco Products in Henry Law Park, School Grounds, and Athletic Fields. [Added on 02-18-2004 by Ord. No. 01-2004; Amended on 01-23-2013 by Ord. No. 2013.01.09-2]

A. No person shall smoke or use a tobacco product within Henry Law Skate Park, the Henry Law Rotary Pavilion or playground areas of Henry Law Park, on the grounds of all recreational facilities, areas or athletic fields associated with the Woodman Park, Horne Street or Garrison elementary schools, or within two hundred (200) feet of the playing surfaces at Shaw's Lane athletic field. A designated smoking area may or may not be provided at the discretion of Ccity or school staff.

B. The Henry Law Skate Park shall be defined as the improved recreational area on the ~~Eeast side of River Street; to include: the rink, designed ramps and jumps, all contiguous paved areas, and shall include a twenty-five (25) foot buffer zone immediately surrounding the recreational area and rink.~~

The Henry Law Park Rotary Pavilion area shall be defined as the area that is bordered by: the black fence that runs along Washington Street from the corner of the current New Hampshire Children's Museum building to the intersection of Henry Law Avenue; and the fence that runs along Henry Law Avenue from the intersection with Washington Street to the end of the fence opposite the Rotary Pavilion; and the front of the stage area and the front of the building currently occupied by the New Hampshire Children's Museum. The restricted area includes the interior of the band



CITY OF DOVER

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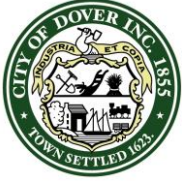
shell, the adjacent stairs and stairwell, and any steps and frontage of the New Hampshire Children's Museum. The sidewalks running parallel to and immediately adjacent to Washington Street and Henry Law Avenue are not restricted.

The playground area of Henry Law Park shall be defined as the area within the line starting at the sidewalk emerging from the stairwell connecting the Henry Law Park Pavilion and the playground areas, and continuing on the inside edge of the sidewalk adjacent to the parking lot of the Dover Indoor Pool to where it connects with the sidewalk at Henry Law Avenue, and continues along the inside edge of the sidewalk adjacent to Henry Law Avenue where it shall connect with the black fence which defines the Henry Law Park Rotary Pavilion area. The Dover Indoor Pool parking lot and the sidewalks immediately adjacent to the parking lot and parallel to Henry Law Avenue are not restricted.

- B. Any person violating the provisions of this City Ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a 1st offense and up to one hundred dollars (\$100.00) for a 2nd or subsequent offense.

131-21. Use of Tobacco Products on the Grounds of the McConnell Center and Dover Public Library. [Added on 03-16-2005 by Ord. No. 05-2005; Amended on 3-11-2009 by Ord. No. 2009.02.25-4]

- A. No person shall smoke or use a tobacco product upon the grounds of the McConnell Center and the Dover Public Library. A designated smoking area may or may not be provided at the discretion of Ccity staff.
- B. The grounds of the McConnell Center and Dover Public Library are all areas surrounding the buildings including the adjoining parking lot, driveway, monument area, bench areas and lawn area in front of both buildings to the inner edge of the sidewalks on Locust and St. Thomas Sstreets.
- ~~C. The grounds of the McConnell Center and Dover Public Library are all areas surrounding the buildings including the adjoining parking lot, driveway, monument area, bench areas and lawn area in front of both buildings to the inner edge of the sidewalks on Locust and St. Thomas streets.~~
- C. ~~D~~. Any person violating the provisions of the City Ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a 1st offense and up to one hundred dollars (\$100.00) for a 2nd or subsequent offense.



CITY OF DOVER

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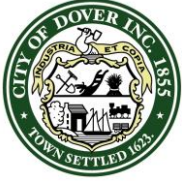
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131-22. ~~Reserved. (formerly Registered Sex Offender Restrictions.)~~Use of Electronic Nicotine Delivery Systems Restricted. [Added on XX-XX-2016 by Ord. No. 2016.XX.XX]

- A. No person shall use an electronic cigarette or electronic nicotine delivery system:
- (1) In any location where use of a tobacco product is restricted by Dover City Ordinance; or
 - (2) While on any school grounds, which includes any adjacent or associated athletic fields and facilities maintained by the Dover School Department or owned by the City of Dover.
- B. Any person violating the provisions of this City Ordinance shall be subject to a fine of up to fifty dollars (\$50.00) for a 1st offense and up to one hundred dollars (\$100.00) for a 2nd or subsequent offense.

131-23. Hunting on City Property. [Added on 10-8-2014 by Ord. No. 2014.09.10 - 17]

- A. No person shall hunt wildlife in or on the following properties:
- (1) All Dover Public School facilities and adjacent parks
 - (2) Willand Pond Recreation Area
 - (3) Dover Community Trail
 - (4) Tolend Landfill within a posted three hundred (300) foot safety zone surrounding City facilities on the property
 - (5) Pine Hill Cemetery
 - (6) Guppey Park
 - (7) Dover Community Services facilities on Mast Road
 - (8) Wastewater Treatment Plant
 - (9) Bellamy Park



CITY OF DOVER

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(10) Maglaras Park

(11) Garrison Hill Park

B. The City Manager may provide for the posting of these City owned properties against hunting pursuant to RSA 635:4.

C. Penalties

(1) Any person violating the provisions of this section shall be subject to a fine of up to one thousand dollars (\$1,000.00) per offense.

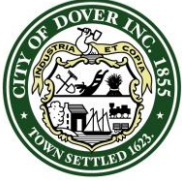
3. TAKES EFFECT

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:	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

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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

Whereas there is an interest in protecting public health, preventing second hand vapor exposure produced by nicotine products, and promoting healthy activities at youth recreational sites, the intent of this Ordinance is to restrict the use of so-called “E-Cigarettes” in some locations where tobacco use is already restricted.



January 11, 2016

Via UPS Delivery

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

Re: Change of Address Notification

Dear Members of the Council:

We are writing to provide you with updated address information relative to the "Notices" section of your current Cable Television Franchise.

Please be advised that all notices to be served upon the Franchisee ("Comcast") should be sent by certified mail (postage prepaid) or by overnight delivery to the following address:

Comcast
Attn: Government Affairs
181 Ballardvale Street – Suite 203
Wilmington, MA 01887

With a copy to the following addresses:

Comcast
Attn: Government Affairs
676 Island Pond Road
Manchester, NH 03109

Comcast Cable Communications, Inc.
Attn: Government Affairs
1701 JFK Blvd
Philadelphia, PA 19103

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

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs



January 11, 2016

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

Re: Municipal Emergency Reporting Procedure

Dear Members of the Council:

In our effort to better assist our municipal customers, we are writing once again to provide you with the emergency reporting procedures for certain outside plant and service problems.

In the event that any municipal building experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please follow the steps detailed below:

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES

*(Please note the XOC telephone number listed below **IS NOT** for public dissemination)*

- **STEP 1** **Dial:** **1-877-359-1821** (24/7 – XOC)
- **STEP 2** **Select:** **Option # 4 - Greater Boston** or Western NE regions
- **STEP 3** **Select:** **Option # 4** - Commercial Accounts, Municipalities, Utilities, Police & Fire
- **STEP 4** **Reason for call:**
 - Option # 1 - Down Wires (will be prompted to enter zip code)
 - Option # 2 - Pole or all other Municipal Issues
- **STEP 5** **Speak with Rep. and obtain job reference #**

The above steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. ***Once again, please note this telephone # IS NOT for public dissemination.***

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

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs



January 11, 2016

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

Re: Annual Customer Notice

Dear Members of the Council:

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 2015. 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 2015 calendar year.

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

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

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 (Notices to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) ***Customer Privacy Notice***, 2) ***Notice to Customers Regarding Equipment Compatibility & Important Information***. Each notice was submitted with subscriber bills in February and September of 2015 respectively.


Signature

Ronni Summerton

Print Name

January 11, 2016

Date

Attachments

Important Notices To Our Customers

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

X36524 8773/1000-3000, 8663-0100-0120 (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



X62752

Comcast Customer Privacy Notice For Cable Video, High-Speed Internet, Phone, and Home Security 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 de-identified, anonymous, or 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 222 of the Communications Act of 1934, as amended, (the "Communications Act") and the FCC's rules (47 C.F.R. § 64.2001 – 64.2011) provide 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 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 Communications Act and applicable state law, to protect the confidentiality of CPNI. 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 the operating company that delivers voice services 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 Communications 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.

Special Note: This notice only applies to our cable video service, our high-speed Internet service, our phone and communications services, and our home security service. It applies to you as a subscriber to one or more of these services as provided for by applicable law and except as otherwise noted. It does not cover information that may be collected through any other products, services, or websites, even if you access them through our cable services and even if they are co-branded with Comcast brands or the brands or logos of our affiliated companies. You should read the privacy policies for these other products, services, and websites to learn how they handle your personal information. You can read the privacy policy for Comcast's web services at <http://xfinity.comcast.net/privacy/>.

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 Communications 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 Communications 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 request, turn on, and use our services under an account we create for you. 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 account 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; and
- credit card number.

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

- 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 Communications Act classifies that information as "subscriber list information" which is not subject to the CPNI protections. 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:

- your account number;
- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- the device identifiers and network addresses of equipment used with your account;
- records indicating the number of television sets, set-top boxes, modems, telephones, home security and automation devices, or other devices 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, other cable or other service-related devices, home security and automation 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 services as well as your landlord's name and address.

What kind of information does Comcast collect if I use cable video services?

When you use cable video services, our cable system automatically generates information about your use of the services and their features, and we collect much of this information as part of

providing services to you. For example, we receive information about the use of set-top boxes, remote controls, electronic program guides, video players, applications, and other devices and software connected to our cable system. This information includes which channels, programs, and advertisements are viewed and for how long, for example. It may also include information about navigation through program guides and applications, and use of devices like remote controls and tablets. Except as described below, we collect this *activity data* without names and addresses or other personally identifiable information and we consider it *de-identified* data.

Our system may collect activity data with personally identifiable information for particular requests or transactions like when you order a pay-per-view program or purchase a product. This information typically consists of account and billing-related information such as the 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 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?

Comcast's cable system, set-top boxes, and other equipment generate activity data that we collect and store. We use this information for a number of purposes including to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials. As described below under "How does Comcast use personally identifiable information and CPNI?," we may also provide information like subscriber lists or certain de-identified, anonymous, and/or aggregate information (such as activity data) to third parties working on our behalf -- such as audience measurement or market research firms. We, or these firms, working as our service providers, may combine this information with aggregated or non-aggregated demographic information (such as census records) and other audience attributes, such as purchasing data, demonstrated interests (for example, in sports programs or movies), loyalty programs, organizational affiliations, advertiser customer lists, and the like to provide us with audience analysis data. We require third parties working on our behalf to treat all information we provide as confidential and to use it only for Comcast's business purposes. We may also work with academic or research interest groups to analyze de-identified, anonymous, and/or aggregate information we provide to them for specific purposes or projects.

We use this information and analysis to improve our cable video 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 Communications 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 Communications 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.

Comcast may not use CPNI to market products and services to you other than enhancements to services you already have without your approval in accordance with our policies described below.

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.

Comcast transmits, collects, and stores comparable information when you use our home security service. Our transmission, collection, and storage of this information is 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.

How does Comcast use activity data and other data in connection with cable video service?

We associate activity data with particular devices such as set-top boxes, portable devices, and other supported devices so that we know where to deliver the services and how to troubleshoot them. In general, Comcast uses de-identified and aggregate activity information to understand better how our customers use our products and services so that we can improve them, including by delivering more relevant content and advertising. We may try to determine how well our products and services deliver value to our customers, for example, by determining which programs are most popular, how many people watch a program to its conclusion, and whether and how often people are watching commercials. As discussed below, we may also combine activity data with other non-personally identifying demographic and similar information from our business records.

When we collect activity data, we may also use it to determine how many people view commercials (impressions) and to provide de-identified or aggregate reports to third-party advertisers. When we do this reporting on advertising impressions we do not provide any personally identifiable information about our subscribers to third-party advertisers.

We may also use activity data to help us learn how popular certain programs are and how our customers as a whole generally prefer to view certain kinds of programming using cable video service (such as whether they like to watch certain programs live, or they prefer to view them when we offer them on demand, on mobile devices, or online). As described below, this may require us to compare or combine activity data on our cable system with online activity data. We may also use activity data to determine whether promoting content and services in certain ways helps attract a larger audience and more customers. While we may provide aggregate reports on these observations to programmers or others, we do not provide any personally identifiable information about our subscribers, or the activities of individual subscribers, to those programmers and others.

We may also use, or combine information about, your use of our cable services with other information we obtain from our business records (such as your Comcast account number or device identifiers), or from third parties, to deliver better and more relevant products, services and advertising. However, we do not store or use your activity data in association with your name or address, except as necessary to render or bill for our services. We may try to determine, using aggregated data, which groups of our customers use which of our products and services and how they use them. To do this we, or third parties working on our behalf, may combine demographic and other generally available information, or advertiser information, including purchasing data

and membership in loyalty programs, with our subscriber lists. From this information, we or our third party providers prepare de-identified and aggregated reports about how groups of customers with common characteristics – such as age and gender, or a demonstrated interest in a particular third party product – use our services and respond to the programming and advertising that we distribute. We may use this information to improve and communicate with you about our own products and services, and also to help us deliver relevant information and advertising on behalf of other companies and advertisers to certain subscriber groups – known as *ad groups* – who may be most interested in this information and advertising. When we do this, we do not share your personally identifiable information with these advertisers, unless you provide your express consent.

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, questionnaires, and surveys or panels.

How does Comcast use information about use of cable video services on other platforms like websites or mobile applications?

We may compare or combine information such as activity data we receive when you use cable video services to view content or advertising with information about your use of content and advertising that we deliver on other platforms, such as on our Xfinity websites and mobile applications. We may also compare or combine this information or data with that generated by your viewing of advertising placed or sold by Comcast on other websites and mobile applications. We do this to better understand, among other things, how our customers access and use our products and services in all of the places that we offer them.

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 as a cable operator 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, incident verification and response, service notifications, and fraud prevention, for example. We may also collect, use, and disclose information about you in de-identified, anonymous, 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 video service, Comcast may be required 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 under the Cable Act 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, phone, and home security services, Comcast may be required to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and, if so, we are required to notify the subscriber of the court order. Comcast may also be required to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet, phone, and home security 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, de-identify, or anonymize 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 by going to www.comcast.com/myaccount and signing in with your Comcast username and password to access the My Account feature. If you are a home security customer, you can go to the subscriber portal at www.xfinity.com/xhportal.

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 that are not owned by our subsidiaries or us.

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

How do I manage or opt out of uses of information about my Comcast account?

You may opt out of receiving more relevant advanced advertising delivered with programs made available through our cable video service by going to <http://www.comcast.com/adservices>. Even if you opt out, you will still receive advertising and we will continue to send you Comcast marketing messages based on the way you use our products and services and the information we have collected about you.

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 and home security 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 video 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.

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 person who is identified in our billing records as the subscriber should sign the written request. 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 email communications will Comcast send to me and how do I manage them?

We may send a welcome email 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 email 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 email 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 email as permitted by applicable law. You can manage the promotional or commercial emails Comcast may send to you by following the instructions contained in the emails or by going to the Web page located at 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 emails 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 or other applicable laws, 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. This customer privacy notice neither supersedes nor modifies any arbitration agreement to which you may be bound relating to the provision of our cable video service, our high-speed Internet service, our phone and communications services, or our home security service to you as a subscriber to one or more of these services.

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/Corporate/Customers/Policies/CustomerPrivacy.html

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 deem 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 deem 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: August 1, 2014