

CITY OF DOVER

CITY COUNCIL – AGENDA

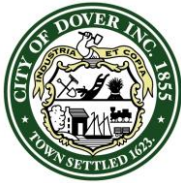
Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 24, 2016**
Meeting Time: **7:00 pm**

- 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**
- 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. February 3, 2016 – Workshop**
 - B. February 10, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
- 13. NEW BUSINESS**
 - A. CONSENT CALENDAR**

- 1. ACCEPTANCE OF UTILITY EASEMENT AGREEMENT FOR GLEN HILL ROAD
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. ONE WHITTIER FALLS WAY PERMANENT SLOPE EASEMENT AND
TEMPORARY CONSTRUCTION EASEMENT
SPONSORED BY MAYOR WESTON BY REQUEST**



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**3. APPROVAL OF NH INDONESIAN COMMUNITY SUPPORT LEASE AGREEMENT
ASSIGNMENT – ROOM 322
SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 12. Police and Parking Facility Building Committee |
| 2. Planning Board | 13. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 3. Appointments Committee | 14. Joint Building Committee – Garrison
Elementary School |
| 4. Recreation Advisory Board | 15. Dover Main Street |
| 5. McConnell Center Advisory Committee | 16. Library Board of Trustees |
| 6. Arts Commission | 17. Dover Downtown TIF Advisory Board |
| 7. Solid Waste Advisory Commission | 18. Waterfront TIF Advisory Board |
| 8. Transportation Advisory Commission | 19. Energy Commission |
| 9. Pool Advisory Committee | 20. Heritage Commission |
| 10. Parking Commission | |
| 11. Ordinance Committee | |

B. RESOLUTIONS

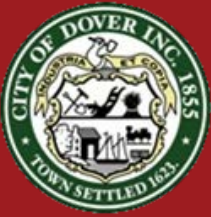
C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166, VEHICLES AND TRAFFIC: SECTION 37, HOURS OF
OPERATION
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 9, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City Manager's Report

City of Dover, New Hampshire

February 24, 2016

Reporting on January 2016



J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

Leadership Team	2
Utilities	3
City Streets, Grounds, Facilities & Parks	4
Emergency Management	7
City Outreach	12
Current Special Project Highlights	17
City Programs	18
Capital Improvements Program	23
Recognition	27
Professional Development	28
Employee Spotlight	29
Administrative Services	30
Parking & Traffic	31
Progression & Growth	33

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

During the month of January, Utility crews continued assisting the Recreation Department with the reconstruction of Henry Law Park. Crews relocated the force main to the perimeter of the park. The Utilities crew and the Drainage crew also installed new drain lines for the placement of the Gundalow. See photos below.

The Dover School Department requested assistance in locating the utilities for the new high school. After meeting with engineers, it was decided that test pits needed to be conducted. With assistance from all divisions, they were able to locate all water, sewer and drain lines for the School Department.

Several crew members repaired a water leak, on the city side, at 47 Central Avenue (Burger King). After excavation it was discovered the contractor that installed their new fire line had left the injection tap open. There were four more water leaks in the month of January. These were all found to be on the property owner's side.

As a result of a car accident, two Maintenance Mechanics repaired a hydrant on Oak Street. One Maintenance Mechanic and one Heavy Equipment Operator repaired a frozen hydrant at the intersection of Fourth Street and Frances Drive. A hydrant at Bellamy Woods was also repaired after being hit by a snowplow.

Staff has been conducting leak detection using the pod devices. They are currently in the process of working from Stark Avenue throughout Dover Point Road. To date, there have been no leaks located. Water meter crews investigated 10 stopped meters, installed 1 new service and completed 19 final readings as well as completing re-reads of meters that did not register during meter reads. Crews also assisted with two snow events.

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



City Streets, Grounds, Facilities & Parks

The Henry Law Park Improvement project is entering the next phase with the Community Services Department doing the site preparation work and installation of drainage lines. Mitchell and Associates of Portland are the design team and have produced the site plans. The Friends of Dover Recreation 501 © 3 is acting as the charity to accept funds for the Henry Law Park Project brought in by a Go Fund Me link at <http://www.gofundme.com/c8ebd4> The Arena Locker Room Renovation Project design work bids came in and DeStefano Architects from Portsmouth was awarded the contract. This project combines a much needed renovation to the Foster Rink Locker Rooms and to potentially renovate or add a space to lease for a training facility.

The lease of the Butler Building on River Street has allowed access to the Cocheco River for Great Bay Rowing and the UNH Crew Program. This month the indoor training season continued with a dozen Masters Rowers doing Ergometer workouts Monday through Thursday evenings. The LWCF grant award of \$150,000 will be combined with other Waterfront development funds to begin the improvements.

The Recreation Director attended the Union Studios presentation to the CWDAC board on the waterfront development project to discuss elements of the waterfront park design. There were several concept plans presented for review and to start the process of moving towards permitting and construction this year.

Public Works administrative staff fielded 31 service calls specific to the Streets and Stormwater Divisions. Crews repaired 66 potholes throughout the city with 2.5 tons of asphalt and 1 ton of cold patch.

One Truck Driver and one Heavy Equipment Operator repaired a granite step on Lexington Street after being hit by a sidewalk tractor during snow removal.

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



Several Public Works staff members removed snow and ice from the sidewalk on First Street. Vegetation, along the road, was cut back to allow for the sidewalk tractor to pass through safely.

483 yards of sand was hauled up from the sandpits using two Loaders and two Dump Trucks. 950 tons of salt was delivered from Morton's Salt in Newington, NH. Crews mixed sand and salt in preparation for upcoming storms. The residential sand/salt pile, located in the Shaw's Lane Ball Field Lot, was restocked with 28 yards of mix. Several of the bins around town were refilled as well.

Crew members responded to four weather events and completed two overnight snow removal operations throughout the month. These members worked 1,148.25 hours of overtime. Roads were treated prior and during the weather events applying 3,000 gallons of salt brine, 572 tons of salt and 676.5 tons of sand/salt mix. Sidewalks in the downtown area, school routes and numerous other areas were plowed and sanded during and after the storms with the school routes and downtown areas taking first priority.



Utilizing a One Ton Dump Truck and a Bobcat, crews spent twelve hours clearing snow from the top level and area around the new parking garage.



Several deceased animals were picked up from the roadway as reported or observed. When not responding to weather related events, crews were busy washing and cleaning out the vehicles/equipment.

Prior to rain events, crew members removed snow that was blocking catch basins throughout the city.

The Facilities, Grounds and Cemeteries employees handled 2 service calls and 109 work orders in the month of January. Employees attended to 3 full and 4 ash burials in Pine Hill Cemetery during this month.

Employees set up for the Inauguration of new city officials early in the month and cleaned up the auditorium after this event.

Christmas decorations were removed from the downtown area and put back in storage. The Listen to the Lights display at City Hall was a big hit, thanks to the ingenuity of local teen Luke Dobson. The Christmas tree was removed from Rotary Park towards the end of January as the weather has been so cooperative. The flag pole was put back in place and a new flag was raised after a lighting issue was resolved. Henry Law Park renovation continues.

Two complaints concerning trees were handled by employees. A downed limb was removed and three trees located in a park were evaluated to see what, if any, danger they posed to neighboring homes. No imminent danger was identified.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at City Hall, the Police Department and the Library. Employees filled in at the Library, McConnell Center and City Hall, covering for custodial employees on leave. Elevator inspections were completed and fire extinguisher inspections commenced. Ice melt buckets were refilled and employees assisted with snow removal operations on and after January 13th. Lights on the exterior of the South Side Fire Station were examined and issues resolved to get those lights back in proper operation.

Many hours were spent by Facilities and Grounds crew members, delivering supplies to various locations or moving items to recycling or the trailer for auction. Nineteen work requests for miscellaneous building issues were responded to, including inoperative door hardware, failing fan motors or heating issues. Six keys were issued this month. Seventeen work orders were handled regarding miscellaneous issues in this month and two picnic tables were made in order to replace damaged tables that were removed from the parks this past fall.

Two complaints regarding traffic signals were processed. Both involved pedestrian crossing lights that were not working properly. Wiring in the lower square is older, brittle, and has been subject to disturbance by digging in the area for various projects. The crossing lights work intermittently at three posts and still seem to work properly at the other five. Several Dig Safe requests were checked and crews marked underground utilities as needed. Nine work orders dealing with downed or missing signs were addressed. Signs associated with the new police department parking were installed as were signs for the parking lot on Portland Ave.

On January 22nd, a flatbed tractor trailer truck made the corner from Main Street onto Chapel Street and took down the traffic signal pole in the process. Electric Lights responded right away to reinstall the signal post. Electric Light also replaced a loop in the Chestnut and Washington Streets intersection. Facilities & Grounds employees provided traffic control during this time. Employees also cleaned the lenses on several cameras along the traffic corridor to be sure they are functioning properly. Décor light issues were addressed along the Community Trail and at the Transportation Station.

The City of Dover is now seeking firms to design the Community Trail expansion, which is possible thanks to a grant from New Hampshire Department of Transportation. The request for qualifications was posted with a response date of Jan. 28, 2016.

After interviewing several firms and working with NHDOT to select one, the City of Dover will collaborate with the selected firm to design the trail expansion. The Transportation Alternatives Program \$320,000 grant, awarded in 2015, plus the \$80,000 local match will be used to expand the southern end of the trail by paving from Fisher Street to Route 108 and the northern section by improving drainage and adding trailheads at Fourth and Whittier streets. Once the expansion occurs in 2017 and 2018, the Community Trail will begin at Route 108 and be paved until the Dover Transportation Center, then continue along sidewalks to a trail head at Fourth Street. There, the trail becomes more natural along the Cochecho River to Watson Road.

Assistant City Planner Piekut has been assisting Ameresco, Inc. in the first phases of a feasibility study for solar photovoltaic (PV) systems on city property. This project was developed through the Energy Commission and approved by the City Council in December 2015. The first steps have included a kickoff meeting, gathering information on the structural and electrical systems of the identified properties, and following the NH Senate's and House's progress on SB 333 and HB 1116 respectively, which would raise the net metering cap for renewable energy-customer generators. The success of this legislation is directly related to the size of the project that Dover and Ameresco can accomplish.

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



January was an average month for Fire & Rescue with the department responding to 456 calls for service which is an average of 15 responses per day helping Dover citizens. 14 of the calls for service were for fires, 270 were for medical emergencies, 17 were for other hazardous situations requiring intervention, 66 were either false or good intent in nature, with the remaining 89 being for non-emergent requests. Of the emergencies, there were 82 times where simultaneous emergencies were occurring with 12 of those times where 3 or more emergencies were occurring at the same time. In this picture, firefighter's finish extinguishing a car fire that had spread to a second car, on January 9th.

Emergency Management was on a slow simmer state for most of the month of January. Several storms were watched closely in case they developed into major snow events but fortunately, they stayed more as rain than snow or wobbled away from the Dover area. Staff attended a meeting held by NH DOT in Newington on the Traffic Incident Management Plan for the Spaulding Turnpike Corridor and Dover's role in it. This plan covers the many scenarios of how to handle if either the North Bound or South Bound Lanes of the Spaulding are closed anywhere from 2 hours to 2 days or both, due to a serious motor vehicle Accident. If this closure occurs on the bridges over Little Bay, the traffic impact is huge and definitely requires planning before the incident with traffic re-routing all around the Seacoast.



*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:	October
Priority 1	176
Priority 2	96
Priority 3	377
Priority 4	534
Priority 5	1,527
Less than 6 minutes	83%

For many years, Colony Auto Body has provided Fire & Rescue with junked cars to be cut up with the department's vehicle extrication tools. Again in January, the four shifts were able to practice. 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. These techniques were used this month at several of January's more serious car accidents reinforcing the need for continual training. Another focus for the month has been the continued training of new fire personnel. When hired, each new employee is given a book of competencies that takes about a year to completely work through. With approximately two new employees in that "first year" range on each shift, training them becomes a major organizational focus and is constantly occurring. The other focus in January was the uploading of continuing education documentation for the National Registry of EMT's re-certification process that happens every two years for all employees, with half due this year and approximately half due next year. This will continue through February with March reserved for completing the licensure paperwork for each member with the State of NH Bureau of Emergency Medical Services. This continuing education through the re-licensure process, guarantees highly trained firefighter/medical personnel are there for Dover citizens on each of the 3300 medical emergencies that occur each year.

The committee working to design and specify Dover's next new Ambulance put in many hours this month. Several members visited the New Hampshire Fire Academy's Ambulance demo day where 8 different vendors showed off many different styles of ambulances and interior configurations. Seeing the many possible options in one place on one day was extremely helpful. As Dover firefighters have dual roles in providing fire and medical services from nearly every vehicle, there is much equipment to carry which 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 and this extra effort is greatly appreciated by the department.

While conducting a needs assessment, it was determined that much of the radio equipment in the fire apparatus which firefighters use when out of the vehicle at incidents, is either no longer supported by the manufacturer or soon to be not supported. With spare parts dwindling, budget resources will have to be set aside with the expectation that a number of units will fail each year and will need prompt replacement. Coincidentally, a Federal Assistance to Firefighters Grant submission period or AFG as it is called in the industry, was open. Staff calendars were re-arranged and with some help from the firefighter ranks, 40 hours of people time went into the grant application to address this need. With competition for these grant awards being incredibly tough, the odds are slim that this organization will achieve an award. If Fire & Rescue does, the department will only need to pay 10% of the \$400,000 approximate cost.

Another focus of the Fire Department was working on this year's major purchases. The Self Contained Breathing Apparatus Fill System purchase is moving forward with delivery expected in 6 weeks or so. That will, for the first time in many years, allow personnel to fill their SCBA air cylinders without having to travel to another community to either fill there, or retrieve a regional trailer unit to fill back in Dover. The logistics of coordinating with other organizations for such a basic need of a Fire & Rescue Service was becoming incredibly frequent and onerous with Dover's other stations and response priorities.

The purchase of a used ambulance was completed and it is expected the vehicle will arrive soon from the dealer after some service work. This brings the fleet to four with two ambulances running front line staffed 24 hours a day. The "new" used ambulance and the other reserve ambulance will be used when the front line ambulances are down for service or repair. This 4th unit also covers the risk of if an ambulance is damaged in an accident, or has a major mechanical issue like a blown motor, where a repair will be lengthy.

Fire & Rescue Inspection Services:

With many large projects in motion, Inspection Services continues to be very busy. A three year project at Liberty Mutual is ending as is the build of the new Police Station and Parking Garage. When projects end, there always seems to be new ones progressing that require our Inspector's time such as Rand Whitney's new build which encompasses 129,000 square feet of size, or to put that in perspective – over 3 acres of building footprint. In addition, a special mention goes out to Building Inspector Jim Maxfield who just started a semester long class at NHTI in Construction law in the evening after work – good luck Jim!

Traffic Accident Investigation Team:

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of January.

Special Investigations Bureau (SIB):

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

In December 2015 Dover Police Department Special Investigations Bureau detectives and Crime Scene Unit officers investigated a shooting that occurred on George Street that led to the arrest of a Somersworth man. This investigation continued into January 2016 and more charges are probable. Detectives and CSU members also investigated a residential burglary on Glenwood Avenue. That investigation continued into January 2016 and led to the arrest of a Somersworth man on charges of receiving stolen property.

In January 2016 detectives and the Dover High School Resource Officer investigated an automated threat that Dover High School received via telephone. This threat was similar to threats received throughout New England on the same day, and the information gathered by officers has been sent to the Federal Bureau of Investigation, which is investigating all of the incidents.

In January 2016, DPD detectives assisted in the investigation of an attempted robbery at a downtown convenience store that led to the arrest of a man from Salem, Massachusetts. An off-duty patrol officer interrupted the robbery, and detectives assisted with follow-up.

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, one of which was a drug overdose.

The Special Investigations Bureau is responsible for conducting background investigations on individuals being considered for the job of police officer with the City of Dover. During January 2016, two such investigations were on-going.

Patrol

During the month of January 2016, there were three letters generated 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 of January, the Dover Police Department responded to 2,710 incidents throughout the city. Police Officers made a total of 1,527 car stops and issued a warning or a summons.

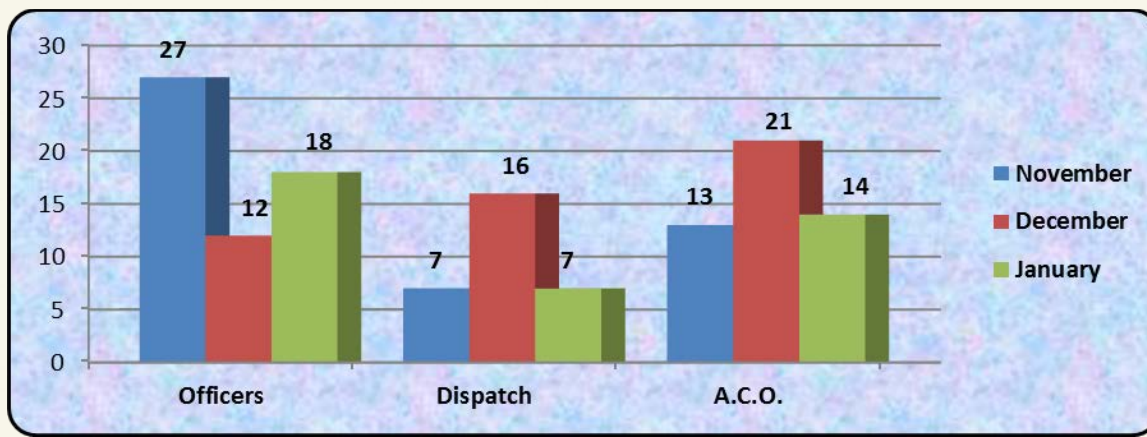
The officers also issued eight other non-motor vehicle related summonses and conducted 21 checks of the Community Trail.

On January 19th, officers responded to a motor vehicle collision in the intersection of Weeks Lane and Indian Brook Drive where a Chevy Impala failed to yield to a GMC Sonoma. The operator of the Impala was transported to Wentworth Douglas Hospital for chest pains.



One of the vehicles involved in the January 19th collision.

Animal Control:



Total animal calls for service
39
Handled by Officers
18
Handled by Dispatch
07
Handled by ACO
14

Breakdown of Calls – Officers	
Animal bites	01
Found animals	04
Loose animals	04
Welfare Checks	06
Rabid Raccoon	01
Animals struck	02

Breakdown of Calls – Dispatch	
Loose animals	03
Missing animals	02
Welfare checks	02

Breakdown of Calls – Animal Control Officer	
Found animals	02
Cat bites	01
Loose animals	04
Lost animals	01
Welfare checks	05
Barking dog	01

There have been reports of coyotes in the south end of the city. There has yet to be any human interaction, but they do pose a danger to small pets, especially when left out overnight.

The ACO followed up on 4 reports originally generated by Police Officers. Three of the follow ups were rabies quarantines. Two involved the rabid raccoon. Three people had an exposure to the raccoon along with 2 dogs. The ACO will be enforcing a three month rabies quarantine for the 2 injured dogs.

The ACO also assisted a woman who needed a home for her pet Red Eared Slider turtles. The Cocheco Valley Humane Society agreed to take them. The ACO brought the turtles to CVHS as the owner had no transportation to get them there.



Downtown Liaison Unit (Mounted Patrol)

In addition to the above activity, the officers assigned to the Mounted Patrol 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.

The Mounted Patrol is in the process of vetting a potential new addition to the unit. The new horse, Rasa, is a Percheron Draft horse that stands 16.2 hands tall.

The Mounted Patrol handled the following during the month:

40	Public Assists-directions, pedestrian right of way education, etc.
15	Parking Assists
14	Assists for Community Action / homeless
Daily Community Trail Checks	

Below, Officer Caproni sits on the mounted patrol's prospective new addition, Rasa.



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 month of January.

Officer Brown and K9 Barco were called out to assist officers in locating subjects who fled on foot from a motor vehicle stop. The driver was captured and charged with numerous motor vehicle violations as well as Resisting Arrest or Detention.

During the month of January, Officer Brown and K9 Barco obtained both USPCA Tracking and Evidence Detection Certifications. This means that Officer Brown and Barco are now available for callouts when a dog is needed to conduct a track or in cases when using the dog to locate potential dropped or discarded evidence would be appropriate.



City Manager's Report - February 24, 2016



Page 11 of 35

Media Services recently produced a series of videos and related media for the SAU's XQ Super School submission. The SAU and Joint Building Committee for the new high school and Career Technical Center have submitted extensive support materials to the XQ Super School Project, including video, hoping to be one of five high schools nationwide selected to receive up to \$10 million to rethink high school. The XQ Super School project was created and is funded by Laurene Powell Jobs, the wife of former Apple CEO Steve Jobs.

Media Services and DNTV recently provided coverage and programming for several civic and community events, including the Inauguration of the new City Council and School Board, Cornerstone Ceremony for the new police facility, the annual Greater Dover Chamber of Commerce Awards Gala, Dover Listens' Cookies and Community, and the swearing-in ceremony for Dover's new Fire Chiefs, to name a few. This programming appears on Channels 22 and 95, and online, along with municipal meeting coverage. In January, 16 meetings were televised or recorded for broadcast.

Media Services created themed video and website resources for the Primary Election. During each election – municipal, state and federal – Media Services provides online and access programming to help inform residents, including information on polling places and times, the process of registering to vote, a complete list of candidates running for office, related campaign documents, and more.

The City of Dover's online map resource has been updated for easier navigation and access. Online maps contain a wide variety of public information, including wards and polling places, City Councilor contact information, elementary schools, points of interest, storm maintenance, trash day, zoning and more. Information can be added to a map by toggling layers on and off. In addition, public property records by address are easily accessible, as well as a street view.

The Supervisors of the Checklist met in January to register new voters, change party affiliation, addresses and names, and make other necessary corrections to the checklist.

With the holidays over and projects such as the Toy Bank and Operation Warm concluded from December, January was quiet as far as the Fire Department's city outreach was concerned with one visit to Maple Suites for a safety discussion with the residents there. Fire & Rescue also supported the City Council and School Board Inauguration and the hosting of the City Council goal setting session.

The Public Library remained active by promoting various library programs to its 6,999 social media followers! There are 1,857 on Facebook, 690 on Twitter, 537 on Instagram, 1,199 on Pinterest, and 2,716 subscribers to the library's two e-newsletters. The library website received 15,977 hits during January. The Library posted 76 items on Facebook, 14 on Instagram, 38 on Twitter, and added 88 pins on Pinterest. Staff wrote 7 Blog posts, and sent three press releases to media outlets during January.

The public library borrowed 71 items from the school libraries and sent 91. The public library's System Administrator aided the Dovertnet school libraries with 2 Koha system issues during January. Library staff conducted two building tours for groups from the Dover Adult Learning Center.

The public library hosted an engaging and timely talk by Dover resident and former NH Republican Party chair, Fergus Cullen. Cullen's new book, "Granite Steps: Stumbles, Surprises, and Successes on the New Hampshire Primary Trail" recalls the last two decades of New Hampshire's first-in-the-nation primary election and is published in partnership with the New Hampshire Union Leader.

The book focuses on the campaigns of 1992-2012: Bill Clinton's first campaign; George H.W. Bush's re-election struggle; Pat Buchanan's insurgent campaigns; George W. Bush's stumble; Al Gore and John Kerry as successful frontrunners; John McCain's two improbable victories; the epic battle between Hillary Clinton and Barack Obama; and Mitt Romney's second chance.

Cullen is principal of Fergus Cullen Communications, a research, advocacy, and public affairs consulting company. He was chairman of the New Hampshire Republican Party in 2007-08, the youngest state chairman in the country. He has been an editorial page columnist for the New Hampshire Union Leader and a frequent contributor to the op/ed pages of several New England newspapers. He appears as a commentator on numerous television and radio programs. He is one of National Journal's "Political Insiders" polled regularly by the magazine about contemporary political issues and is a member of Politico's Caucus.

Cullen is a graduate of Gilford (NH) High School, Yale, and Harvard's Kennedy School of Government. A competitive distance runner Fergus has coached high school boys and girls cross country and track for nearly two decades.

The Friends of the Dover Library hosted a program by longtime journalist and travel writer Dan Szczesny at the Dover Public Library. Szczesny led a tour around the world in "Living the Traveling Life: from Hong Kong to the Grand Canyon; from Nepal to Northern England; from Quebec City to the White Mountains". He included readings from his travel books and slides from his work as a travel writer.

The presentation covered some of the most common travel issues -- how not to get sick, how to prepare for culture shock, how to take a baby with you, and more.

Szczesny began his career in Buffalo, New York but has lived in New Hampshire since 2000. In 2001, he became associate publisher of The Hippo, now the state's largest arts and entertainment journal. Since then, he has written for a wide variety of regional and national publications, including the Main Line Times, Philadelphia Weekly, Christian Science Monitor, Princeton Packet, Pennsylvania Magazine, all4woman.com, Yahoo! Parenting and Huffington Post. He currently writes an occasional column for Good Men Project, called Modern Dad, about getting kids into nature and the challenges of being an older dad.

Szczesny is a member of the Appalachian Mountain Club's 4,000-footer club and has written extensively about the outdoors and hiking. He has camped in the Grand Canyon, hiked England's Coast to Coast Trail, trekked in Nepal, and traveled by rail in Northern India with his 10-month old daughter. His books include "The Adventures of Buffalo and Tough Cookie", a hiking memoir about a year-long journey through New Hampshire's wilderness with his 10-year-old foster daughter, and "The Nepal Chronicles" about a trip to Everest Base Camp and marriage in Kathmandu. Dan's newest book, "Sing and Other Short Stories", was published this year and includes a variety of short fiction spanning his 25 year career as a writer and journalist. "Mosquito Rain: Alaskan Travel Essays" will be published in June 2016.

The Dover Community Senior Center is planning for a trip to New York City to visit the 9/11 Memorial and Museum on April 24-25, 2016. Visitors can marvel at stunning skyline views while enjoying an informative interpretation highlighting the history of the World Trade Center and the construction of the Freedom Tower and 9/11 Memorial Museum. You'll also be able to view the names inscribed around the Memorial pools set inside the original footprints of the Twin Towers, and see the World Trade Center, including One World Trade Center, which is the tallest building in the US at 1,776 feet tall. The Museum displays artifacts associated with the events of 9/11, while presenting stories of loss and recovery.

The tour includes:

- Deluxe Yankee Line motor coach transportation with on board coffee and muffins morning of departure; all necessary taxes and gratuities and baggage handling (one bag per person);
- Deluxe accommodations at The Row. The Row NYC offers a front-row view to Times Square that's truly incomparable;
- Full American breakfast buffet at the Hard Rock Cafe;
- Services of a local-step-on guide who will meet the group near the 9/11 Memorial Museum to assist with check-in and a tour of the area;
- Admission and a self-guided tour at the National September 11 Memorial Museum, which serves as the country's principal institution concerned with exploring the implications of the events of 9/11, documenting the impact of those events and exploring 9/11's continuing significance;
- Free time to enjoy the many sights and attractions.

The cost of the trip is \$399 per Dover Community Senior Center member, double occupancy, or \$474 single occupancy. The cost to those who are not yet members of the Dover Community Senior Center is \$409 for double occupancy and \$484 for single occupancy.

On January 27th Vicki Hebert presented to the 2016 Leadership Seacoast Class. The 37 participants had the opportunity to learn about a variety of community programs working in the Health and Human Services arena. Vicki shared information on the Police Department's Community Outreach programs and efforts to reduce drug abuse among youth.

Local Senator David Watters contacted Youth to Youth and asked for the student's support of SB 422, legislation he was proposing and sponsoring. If passed this legislation would allow the State of New Hampshire to use its resources under the tobacco prevention program for cessation and prevention of E-cigs and liquid nicotine. Currently the law only authorizes them to use these state program funds to address "tobacco". Two members of Y2Y addressed the Senate Health and Human Services Committee on January 19th and asked the Senate to support the proposed change.



Youth to Youth members Isabella Wensley and Will Demers both freshman at DHS are shown above testifying before the NH Senate committee considering an E-cigarette bill.

Y2Y students attached adhesive stickers with alcohol caution messages to cases of beer at a local grocery store in January.



Pictured below are nine members of Youth to Youth that formed the presentation team that recently provided an underage drinking assembly to the entire Dover Middle School 7th grade. The students are holding some of the visuals and advertising samples used in the presentation.



Also this month, members of Youth to Youth testified on pending marijuana legislation in the NH House of Representatives. On Jan 19th several members of Y2Y went to the State House and 2 members testified against 3 separate bills that all would have legalized marijuana in NH to some degree. On January 26th two members of Y2Y testified before the House committee considering a bill to decriminalize marijuana.

During the month of January the students from Youth to Youth participated in teaching parents in the DPD's PACT parent training program. On each of the 3 nights the students gave a short presentation about their program to the parents and then participated in Freeze Action Theater. In this training, parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation you might have with your child about drugs. As the Youth to Youth students replicated each mock situation playing the roles of teens and "parents", a moderator paused the action and challenged those in the audience to consider how they might best respond to the situation.

Youth to Youth provided a major assembly this month on underage drinking for Dover Middle School students. On January 28th nine Y2Y members conducted three sessions of the 8 Things underage drinking presentation, covering the entire 7th grade class of approximately 300 students. The presentation is a high energy, multi-media assembly with a strong message on the key risks associated with underage drinking.

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 327 Facebook (City of Dover NH Planning) friends and 748 followers on Twitter @DoverNHPlanning). Topics shared on the Blog include information about the Community Trail, Transportation Master Plan, and the Solar PV project.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail which has 1,108 fans.

The Department of Planning and Community Development mailed out 94 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.

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

Planning and Community Development staff reached out to the public to seek members of the public who might be interested to serve on the recently created Heritage Commission. The Commission would be available as a resource to the Planning Board, City Council and other Boards and Commissions for input on culturally and historically significant structures in Dover. The City Council appointed members in January.

Planning and Community Development staff developed an RFP seeking qualified consultants to assist with the development of the Stewardship of Resources Chapter of the Master Plan. This will be a new chapter of the Plan. The project is scheduled to begin in March and has an August completion date with plans to bring the proposed chapter through the adoption process this fall.

Planning and Community Development staff developed and made available the annual applications for CDBG funds. Applications are due in early February and will be reviewed by the Planning Board in March and the City Council beginning in April.

Planning and Community Development staff prepared and submitted required CDBG quarterly reporting related to the Dover Economic Loan Program and CDBG program.

Planning and Community Development staff began a process of reviewing files to weed out excess material that is no longer of need or value. Planning Board and Zoning Board files will be reviewed over the next few months.

Current Special Project Highlights

Police Facility & Parking Garage

During the month of January crews worked on completion of site landscaping as well as continued work in the interior of the police facility. The interior work included the installation of millwork, carpeting, ceilings, and IT equipment. Construction on the police facility is scheduled to be completed in late February of 2016. Below are photos of one of the copy areas and the IT office still under construction.



City Programs

Gym

All basketball programs, including Kindershots, Lil' Shots, and Midget program for 3rd and 4th graders continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park School Gymnasium. The girls' high school basketball teams volunteer time with these programs. Fifth and Sixth graders continued games on Saturdays at the McConnell Center and continued practices during the week at all the elementary schools. The boys HS team hosted a "Rec Night" for all the K-6 grade boys' basketball players on January 22nd. Recreation will host a girls "rec night" on February 5th. The 7th & 8th grade basketball teams resumed games. Recreation's 6 High School boys' teams continued their schedules, playing Saturday and Sunday afternoons at the McConnell Center. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell and the 50+ league plays Wednesday nights at McConnell. Badminton continues to be popular on Friday nights. New sessions of Muscle Power, Interval Toning, Yoga, and Zumba® all began in January. Sessions run every 6 weeks for each program. Spring Sports Sign-up flyers were made and were distributed via email by the schools. Spring Sports Sign-ups will be held on February 3rd from 6-8pm and Saturday, February 6th from 9am – 12pm in the McConnell Center Cafeteria. The League Presidents Meeting was held with the youth sports organizations on Thursday, January 28th.

Pool

Through the month of January, the Indoor Pool has seen its fair share of High School swimmers. Between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School, swim teams we see as many as 250 extra swimmers per day. Winter swim lessons have been very popular, with 96% of classes being filled to capacity. Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week. Hydrofitness continues with its normal 15-20 attendees if the weather is favorable. The Indoor Pool schedule will change with the return of Recreational Swim in mid-February after the State High School Swim Meet on February 13th and 14th. Adult Lap swimming remains the most popular time period with around 75-100 members visiting every day. The Dover Indoor Pool hosted a high school swim meet during the month of January, although it was very crowded both in the facility and in the parking lot, it was a great success for the teams involved. Great Bay Masters continues to use the facility bringing about 100 swimmers per week. New Year's Resolution rates brought in over 90 people taking advantage of memberships, 22% being new members.

Ice Arena

January the Arena is in full swing with all youth and adult programs running with Youth Hockey games ongoing as well as a full slate of high school games. The Arena programs offer learn to skate, youth and adult hockey programs and hockey leagues for all skill levels. Rock Night on Saturdays continues to be one of the Arena's most popular events with between 150 and 200 attendees many weeks. This is a fun skate for all ages with cosmic lights and music in a supervised fun skating environment. Great Bay Figure Skating continues to offer figure skating programs and instructional skates and the Dover Youth Hockey program offers youth hockey for all ages – boys and girls. There were 367 individuals at adult and youth stick practice and the arena hosted 4 birthday parties.

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. January's fitness classes saw 327 participants getting active in the New Year! Pickleball continues to be a great draw for new members. Pickleball combines elements of tennis and ping pong on a badminton sized court, using a wiffle ball. In January, 130 people enjoyed learning and playing this new lifetime sport and the center still gets inquiries almost every day about how to join in! 53 seniors came for homemade comfort food lunches at the center this month, and 11 participated in the Mystery Lunch outing. Back by popular demand, Senior Center is hosting art classes at the center. Taught by local artist Roseann Meserve, members are learning about basic watercolor techniques. This class was so popular it has filled up already for the next session! Senior Center's travel department took 50 seniors on a trip to Oxford Casino this month. New trips were added to the calendar this month; New York City in April and the Canadian Maritimes in August. Assistant Recreation Director Krista Trefethen attended a strategic planning meeting for NH Association of Senior Centers in New London.

Public Library

At mid-month, the library began in-house lending of 10 Chromebooks (maximum 3 hours/day) to customers. The Children's Room also began circulation of five "Launchpads", a kid's version of an iPad, each loaded with educational apps.

New Children's Librarian Patty Falconer began work on January 4, 2016. Patty holds an MLS from Clarion University in Pennsylvania and comes to us with 11 years of experience as a children's librarian. Expanding library outreach to other Dover organizations serving children is among her highest priorities.

With the use of volunteers, the library is re-locating all of the books in the stack and mezzanine areas to new locations. This will be a months-long, tedious process, but will result in easier and more logical access to collections for the library's patrons.

There were 46 programs offered at the library during January including: 16 story time sessions, 1 Book Group meeting, week-long craft sessions, 6 movie showings, 4 music programs for kids, Lego Saturday, 1 Friends cultural program, 1 Game Night, 2 adult coloring sessions, and presentations by two local authors. Total attendance at library programs in January was 704.

Dover High School Liaison Officer.

During the month of January 2016, Officer Kennedy assisted the Dover High school with directing afternoon traffic on multiple occasions in front of the school.

Officer Kennedy coordinated with the Auto Technology & Collision students to have a Dover Police Cruiser brought to Dover High School each Thursday to be detailed. During the month of January, the students detailed three cruisers.

Officer Kennedy spoke with two honors level American Government classes to participate in class discussions and answer questions pertaining to search and seizure and civil rights.

Dover Housing Authority Liaison Officer Program

On January 29, 2016, Officer Feliciano went to Cocheco Park Apartments located on Orchard Street for a discussion about criminal activity within the apartment complex. Approximately 30-40 engaged residents attended the discussion.

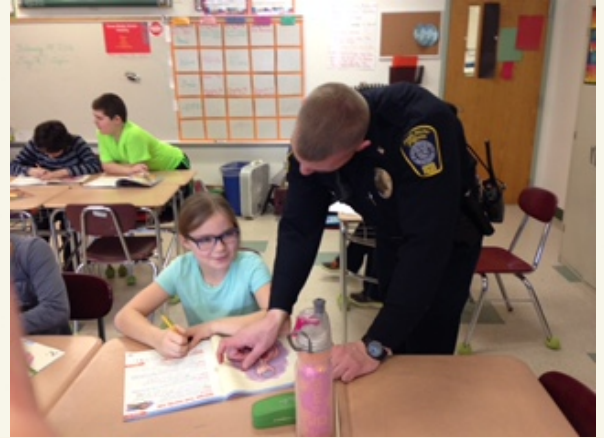
Reports from housing staff indicated that the residents enjoyed the presentation which will be repeated in the other apartment buildings.

Dover Middle School Liaison Officer.

During the month of January, Officer Pieniazek began teaching the DARE program to 4 5th grade homeroom classes, pictured right.

During the month of January, Officer Pieniazek began making follow-up phone calls to overdose victims within the city to check on their wellbeing and to offer to help them find treatment. During the month, three such phone calls took place.

Officer Pieniazek took part in a basketball game against the Harlem Wizards along with several other Police Officers and teachers within the school district on January 15.



Officer Pieniazek continues the lunch Program entitled, "Fine Dining with Dover's Finest." Forty children within the month of January 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.

Pictured left, Officer Pienizek is eating lunch with some of the students during the "Fine Dining with Dover's Finest" program.

Officer Pieniazek chaperoned an event along with the Dean of Students and several teachers on January 29. 33 Students in the 7th and 8th grade signed up to travel to Boston, MA via train to attend a Boston Celtics basketball game.

Pictured right, Officer Pieniazek, along with numerous other students, are at a Boston Celtics basketball game on January 29.



Dover Teen Center

The Dover Teen Center calendar for January 2016 consisted of educational and social programming for its youth participants. For the month, the Teen Center saw a total of 618 participants on 19 days of programming, which yielded an average of nearly 33 participants per day.

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

TC Tournament – “9-Ball Billiards” (1/5)

TC Trip! – “UNH Men’s Ice Hockey Game” (1/8)

TC Snack Special – “Taco Roller-Bites” (1/12)

TC Tournament – “Air Hockey” (1/14)

TC Special Event – “Board Game Day” (1/20)

TC Snack Special – “Pancake Mania” (1/21)

TC Movie Afternoon – “MINIONS” (1/22)

TC Trip! - “UNH Men’s Basketball Game” (1/27)

TC Classic Program – “Mega Bingo” (1/29)

There were 5 new registrations for the Teen Center in January 2016

Pictured to the right, Teen Center participants complete their home work with the assistance of UNH Interns.



Dover Court Diversion Committee

The Diversion Committee met three times during the month of January 2016. Those meetings were on Thursday, January 14, Tuesday, January 19, and Tuesday, January 26, 2016. As of the end of the month, there is a total of ten active Diversion cases. Below is the breakdown:

10 cases already in active Diversion Contracts

1 successful completion and release

0 new case heard

0 cases awaiting the January 14, 2016 meeting.

The Diversion Committee is scheduled to meet on February 11 and 16, 2016.

Dover Youth to Youth:

See Outreach section.

Dover Coalition for Youth

Vicki Hebert is working closely with Community Health Institute and they have submitted an application to the National Registry on Evidence Based Programs and Practices. The application, if accepted, would list the Dover Youth to Youth model as a nationally recognized evidence based program.

On January 28th Vicki Hebert and Captain Terlemezian met with Seacoast HOPE at the Eliot Police Department. Seacoast HOPE consists of Eliot, Kittery, York and Berwick Police Departments and their regional partners in an effort to implement a program where the police can play a role in addiction recovery. Dover is working with those agencies to try to consolidate efforts to try to steer people in need to addiction recovery services. This is in addition to the many initiatives that the Dover Police Department already engages in such as public awareness campaigns, prevention efforts, drug take back events, and follow-up phone calls to overdose victims and their families.

Community Service Program

The Community Service program continued to track six active participants during the month of January of 2016. A total of 10 hours of community service hours were completed during the month. One of the participants finished his/her assigned hours.

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: No update for January.

Previous: 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: Planning is under way for the preparation of the Five Year Review by EPA. The report will assess the progress made since the remedy was implemented. The report is due out in 2017. The PRP Group's consultant, Geolnsight, performed sampling in the fall of 2015 to provide data for use in the report. Geolnsight will assist the EPA by preparing figures and tables of the data for use in the report.

Previous: 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.

WASTEWATER TREATMENT FACILITY

Current: The Coalition was approached by staff from the Piscataqua Region Estuary Partnership to collaborate on preparing a pre-proposal for a large grant to NOAA which would be used to perform new research in the estuary system which builds on the findings of the 2014 Peer Review report. The grant would provide \$250,000 annually in funding for three years. The first step in the process of identifying the research to be performed under the grant would be to hold a meeting with local researchers, NHDES and EPA representatives, the peer reviewers and others where the Peer Review findings and recommendations are presented as well as any newly acquired scientific data. This is an exciting opportunity as the Coalition has been recommending a meeting of this nature for well over a year.

Previous: 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 Picataqua 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.

SILVER STREET RECONSTRUCTION

Current: Complete

Previous: 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.

WATSON ROAD RECONSTRUCTION

Current: This project is complete.

Previous: Only minor punch list items remain.

KEATING / BIRCHWOOD RECONSTRUCTION

Current: No update for January.

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

RICHARDSON DRIVE RECONSTRUCTION

Current: Change order for engineering scope of services has been approved. Design work has continued with the plan to bid for the 2016 construction season.

Previous: 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.

NELSON STREET RECONSTRUCTION

Current: Construction project will be bid within the coming weeks.

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

LEIGHTON WAY PUMP STATION REPLACEMENT

Current: Received Specs and plans for final review before bidding

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

TRAFFIC SIGNAL UPGRADE

Current: No update for January.

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

BRIDGE UPGRADES

Current: Whittier Street Bridge project has received approval by the state to make offers to land owners for easements. The easement discussion with the land owners is ongoing. This needs to be accomplished before approval is given to bid the project. Bridge maintenance items done by GM2 will be Bid in February.

Previous: 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.

INFLOW & INFILTRATION

Current: No update for January.

Previous: 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.

WATER FACILITIES UPGRADE

Current: No update for January.

Previous: 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.

COCHECHO RIVER DREDGING:

Current: No update for January.

Previous: 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.

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

In January, the Dover Police Department added a new member to the sworn force. His name is Nicholas Glowacki. He grew up in Keene and is a graduate of the Wentworth Institute of Technology. He spent the first five years of his law enforcement career in the town of Durham, NH. Officer Glowacki lives in Dover with his wife.



Also in January, Thavone Vansylvong transitioned from a per diem custodian to a full time Building Maintenance Mechanic for the police department. Thavone, who was born in Laos, currently lives in Dover with his wife. Prior to becoming full time with the Police Department, Thavone has worked for the City's Community Services Department and at the Garrison School.



ACKNOWLEDGEMENTS

The Friends of the Library awarded two \$1,000 Tuition Reimbursement scholarships to staff members Emily Fortin and Aimee Lockhardt, both of whom are finishing their MLS degrees, Emily at Simmons and Aimee at Syracuse.

The Friends of the Library donated \$313 for new drapes for the Lecture Hall. The Friends also renewed five museum passes totaling \$1350.

The Friends of the Library were the recipient of a \$5,000 donation from Dr. Philip and Sandra Laipis of Gainesville, FL, formerly of Dover. The funds are designated to be used for children's and teens' programming and materials.

Professional Development

On January 11th Jean Tsouramanis, Payroll and Benefits Coordinator attended the HealthTrust Benefits Conference in Concord, NH.

On January 14th, Karen Lavertu, City Clerk/Tax Collector and Susan Mistretta, Deputy City Clerk, attended Election Training in Rochester, NH

Adult Services Librarian Susan Dunker attended the American Library Association's Mid-Winter exhibits in Boston on January 9. Cathy Beaudoin attended the Urban Library Administrators Consortium meeting in Concord on January 21.

Casey Mitchell, Truck Driver, attended the Drinking Water System Operator Basics Course sponsored by the New Hampshire Water Works Association. This thirteen week course is being held in Concord, NH. At the end of the thirteen weeks, he is qualified to test for a Distribution Operator I license.

William Boulanger, Superintendent of PW & Utilities, Thomas Chapman, Pump Station Operator III, Richard Fowler, Maintenance Mechanic III, Patrick Pilewski, Pump Station Operator II, and Jamie Stevens, Pump Station Operator II, attended the Operators Training Session sponsored by the New Hampshire Water Works Association. This training session was held at the Portsmouth Water Treatment Plant in Madbury, NH.

Dave White, City Engineer, attended the LED Streetlight Conversion presentation sponsored by the New Hampshire Society of Professional Engineers. This presentation was held in Manchester, NH.

Douglas Steele, Deputy City Manager/Community Services Director and Raymond Vermette, WWTF Supervisor both attended the NEWWA Annual Trade Show and Conference in Boston, MA.

Sgt. Speidel participated in a webinar, "Leading Effective Traffic Enforcement Programs" on January 26. The webinar, arranged through the Federal Highway Administration, provided an overview of the Maryland Highway Safety Office's training program that prepares law enforcement personnel to design, implement and lead impactful traffic law enforcement programs. The training uses a data-driven approach to enhance the role of law enforcement in the development of strategic planning initiatives in highway design. Sgt. Speidel has corresponded with the New Hampshire Highway Safety Office, which also has a representative attend the webinar, about the feasibility of bringing this training program to the area.

Detective Carlson and Officers Lazos and Gaudreault attended a three-day course in Basic Death Investigation sponsored by the Natick, MA Police Department from January 6-8. The course was designed to refresh officers and investigators on the principles of solid investigation, teach the basics of handling homicide and death investigations, reinforce good crime scene management at all levels of law enforcement, and introduce advanced topics related to violent crime investigations.

The Assistant City Manager attended a webinar on traditional economic and community development techniques and how there has been evolution to the current techniques.

The Assistant City Manager read six books on planning and management techniques in the month of January. *Start up City* provided knowledge on public private partnerships, *Mysteries of the Mall* and *Comeback Cities* discussed various methods and examples of urban renewal and decay from across the county. *Tactical Urbanism* showcased examples of making small improvements through community engagement and how they can be incorporated into daily activities. *Democratic by Design* offered examples of how collective projects (co-ops, community farming) can bring the public together to effect change in communities. Finally, *What Style Is It?*, showed various examples of architecture in the Americas and how it has evolved.

EMPLOYEE SPOTLIGHT



Jim Maxfield is currently working his 21st year with the City of Dover Inspection Division. In 1994, Jim was hired as the Electrical Inspector/Building Official Assistant back when the division was housed in City Hall. Years later the Inspection Division was moved from a division in the Planning Department to a division in the Fire Department. His office is located at the North End Fire Station. Very recently in 2015, Jim accepted the Building Inspector position and word on the street is he is doing an exceptional job!

Jim's main responsibilities are to perform routine building inspections in connection with permitted work for compliance with the State of NH Building and Fire Codes through the City. Jim investigates code complaints and makes code interpretations through research while maintaining records and completing related reports. He attends preconstruction meetings for new developments or alterations to existing properties, he assists in the permitting functions, performs plan reviews, provides direction on minimum requirements with architects, engineers, property owners, contractors and developers. Jim oversees the Certificate of Occupancies, Completion or Use.

When asked what Jim likes most about his job, Jim stated that he enjoys working for the City of Dover Fire & Rescue Department and the overall community. Jim looks forward to assisting patrons achieve the end goals of their construction projects. He is thankful for the continued opportunities to assist the department in the protection of public safety, health and welfare from the hazards of fire or other dangers resulting from unsound construction or code violations.

There really isn't anything Jim dislikes about his job. If he had to pick something, it would be performing an inspection or investigation to a resident's home or a business that has experienced a fire or other unfortunate event resulting in major losses and/or displacement. The best he can do is to be there for them during the reconstruction phase and guide them to the best of his ability.

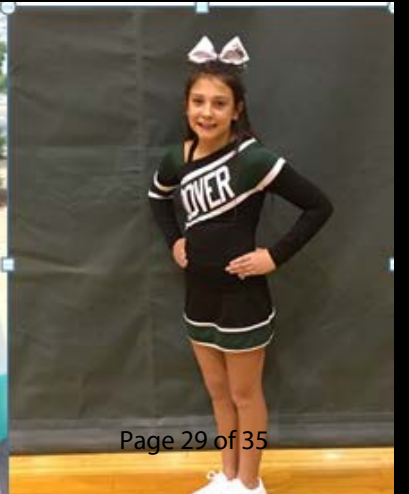
Jim resides in Dover with his wonderful wife Angela who he has been married to for nearly 22 years. They met on a blind date in 1989! They have a 14 year old son and an 11 year old daughter who both attend Dover Middle School. Courtney loves to cheer and tumble and Steve enjoys baseball, basketball and snowboarding.

As far as fun and hobbies, Jim likes to spend time with his family whether it is playing indoor games or outdoor games or sports. He enjoys watching his children compete at their sporting events. Jim also enjoys boating, kayaking, water and snow tubing, sledding, ice skating and practicing sports with his kids. When he is not with his family, he enjoys building projects at home or helping friends or relatives with their own projects. Jim also spends time working on the promotion of building and electrical safety and education throughout the State of New Hampshire. To accomplish this, Jim and a few of his associates established the New Hampshire Seacoast Code Officials Association (a chapter of NH Building Officials Assn, NHBOA) of which he is Vice President. From 2007 through 2014, he served as the President of the Granite State Chapter of the International Association of Electrical Inspectors (IAEI). Jim currently represents IAEI on a technical committee for NFPA 79, the Electrical Standard for Industrial Machinery.

The next time you are at the North End, stop by and see if Jim is in his office to congratulate him on his new position.



City Manager's Report - February 24, 2016



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

- The City Manager provided an update to the City Council on a sewage backup in a resident's cellar.
- The City Manager extended an invitation to the Council to attend the swearing in ceremony for the three new fire chiefs.
- The City Council was invited by the City Manager to attend a Chamber presentation on Dover's economy.
- The City Manager passed on homework to the City Council in preparation for the Council Goal Setting session.
- Legislative Bulletins #1, #4 & #5 were sent this month to the Council by the City Manager.
- The City Manager forwarded filings to the Council for review relating to the adequacy lawsuit.
- Strafford Regional Planning Commission's Activity Report was forward to the Council by the City Manager, with an explanation that the report shows what services are provided to Dover due to Dover being a member.
- A reminder of a non-public session was forwarded by the City Manager to the City Council.
- The City Manager sent the Council a resolution the prior Council adopted, which related to the City's legislative policy positions for the 2015-2016 legislative sessions.
- The Manager explained to the Council that the City Attorney attended a hearing in Concord on HB 1293 - Charter Amendment process bill.
- In addition to the above updates to the City Council, the City Manager provided follow up and responses to individuals where the City Manager as 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

As part of handling the Workers' Compensation program for the City, the City Manager's Assistant scheduled on site Preventative Back Injury training as well as Slip, Trip & Fall preventative training which was available to all city employees. These important trainings are provided at no cost through Primex, the City's insurance carrier. Colleen also scheduled training in March for all city employees to learn the importance of ergonomics so employees can learn how to best set up their work stations.

The City Manager's Assistant coordinated the Council and School Board Inauguration, helped to coordinate the Council Goal Setting session and handled the specifics relative to the Fire Chiefs' Swearing In Ceremony. Colleen coordinated with departments and posted for three open positions during the month of January. Colleen also began a draft of the new Municipal Services Brochure for the City of Dover. In this brochure, there is a City Councilor contact page, office location page with phone numbers as well as a quick reference page based on services individuals may be seeking. She hopes to have this brochure available to the public in March.

Parking & Traffic

Parking Bureau

Comparing the first nine weeks of meter activity since the parking garage opened to the same period the year prior; there were over 7,000 additional transactions in the downtown. This increase takes into account that two meter days were lost due to last year's snow storm at the end of January. The total increase was 7,453, but since there were only 40 meter days last year during those nine weeks compared to 42 meter days this year, a better comparison would reduce the increased transaction count by 5% to 7,080.

The Parking Bureau has been prepared to keep the garage clear of ice and snow this winter. Fiberglass or rubber plow edges were acquired that would not damage the cement flooring or tear out the caulking between the garage panels. Less corrosive melting products are also being used. Twice yearly wash downs of the garage are critical to maximizing the life of the parking surface.

During snow storms, the top floor of the garage is posted for no parking to allow Community Services to move the snow to areas of the exposed floor that have been reinforced to accept additional weight. After the storm, one-ton trucks and a BobCat, also with a specialized fiberglass blade, are used to remove the snow. As part of the lease with the Mill to use the Transportation Center parking lot, the City is authorized to deposit snow in the back portion of the lot, saving travel time when the garage and other downtown lots are cleared.

The City is close to signing an agreement with a new credit card processing company for the parking system which will save over \$5,000 in fees each year. The new processor will also facilitate the introduction of Whoosh which will allow drivers the option of paying for parking in the garage by phone. Drivers or merchants will also be able to extend their visit remotely through the phone application as well.

At their February meeting, the Parking Commission will review a suggestion that permit holders be restricted from the bottom floor of the parking garage to keep those spaces open for short term visitors. They will also discuss a request by a School Street resident who believes the city should provide two dedicated parking spaces for each apartment that has no parking options on the apartment building's property.

Parking Manager Bill Simons and the City's Finance office are evaluating an online violation payment program that is offered by Cardinal (the company that provides the City's parking system software). The program would have direct access to the City's parking ticket system so users could have up to date information on the amount owed on a particular ticket. An online ticket payment option is frequently recommended by the public and would reduce foot traffic at the Parking Bureau.



Cardinal handheld device used by the parking officers.

Traffic Bureau

Sgt. Speidel accompanied Dover Fire and Rescue Chief Hagman and Deputy Chief Drouin on January 20 at a meeting of State and regional officials to review and update the Little Bay Bridges Incident Management Plan, in anticipation of the upcoming Newington-Dover Contract Q Construction Project (including Exit 6 modifications) which is anticipated to start in 2016 and continue into 2020. The Incident Management Plan addresses a recommended set of traffic control strategies to manage potential short- or long-term closures of the Little Bay Bridges due to catastrophic incidents or emergency situations.

The Dover Police Department performed over 40 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of January, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, are funded with a grant from the Office of Highway Safety which is effective through September 2016. Additional applications for supplemental funding for other traffic enforcement categories are still pending. The saturation patrols resulted in several arrests for various offenses, including DWI, Operating after Suspension, and bench warrants. Dover Police have made a total of 8 DWI arrests during the month of January.

Sgt. Speidel performed 14 child passenger seat inspections during the month of January. 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.



Pictured left, Officer Petros Lazos, assigned full time to the Traffic Bureau, engages a motorist on Watson Road during a speed enforcement patrol.

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. The City Council began its review of the application for tax relief.

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. The City Planner attended a CWDAC meeting on January 19th, where Union Studio presented preliminary site sketches and discussed various site design issues. A work session was held on January 14th with Union Studio, the sub-consultants and some CWDAC members to analyze the waterfront site's constraints and opportunities and develop some preliminary site sketches. A meeting was held on January 27th with Rob Roseen of Horsley & Whitten to discuss current zoning and regulation requirements for the site.

The Assistant City Manager continued to work with the potential purchaser of the Third Street parking lot. The work in January was to review the architecture and massing of the building proposed for the site. Additionally, reviews of the on street parking and the ability for the site to be integrated into further infill projects and goals was reviewed.

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. The City received 8 responses to the RFQ and scheduled interviews with the finalists for February. The new Police Facility is still on pace to move in March 2016 so that remodeling can commence in City Hall in April. 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 met with and were monitored by Dover's field representative from the Department of Housing and Urban Development. At the monitoring, staff discussed new processes being implemented by the City, the status of various economic development loans and the City's monitoring of sub-recipients.

The 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 was signed by all parties in January.

A Transportation Master Plan Steering Committee meeting was held on January 5th. At the meeting representatives from COAST and Wildcat were present and discussed their operations and the issues and opportunities they face. Furthermore, the committee reviewed and discussed the results of the survey conducted by the City and consultant, VHB, of the public on transportation needs.

In addition to the day to day activities in the Planning Department, staff facilitated the following applications before Boards and Commissions:

Planning Board	The Planning Board met at the beginning of January to set goals for the coming year, update its Rules and Procedures and to elect officers. Frank Torr was elected Chair, and Kirt Schuman was elected vice chair. In addition, the Board approved a Conditional Use Permit for placement of a structure within 100 feet of the Piscataqua River, on Cote Drive. At its second meeting in January, the Board approved a site plan for a mixed use building at 56 New Rochester Road. The structure will have four residential units and two offices contained within it. Additionally, the Board approved a site plan for Bill Dube Ford/Toyota to update its facilities on Dover Point Road.
Zoning Board	The Zoning Board did not meet, however the Planning staff facilitated a Lot Restoration application sent to the City Council for approval in February.
Technical Review Committee	The TRC met on January 7 and discussed a Site Plan at 56 New Rochester Road which is proposing to construct a 9,900 sq. ft. building with 8 parking spaces within the 6,841 sq. ft. paved area. During the same meeting, the Committee also reviewed the Site Plan for Vitas Management & Development Co., LLC, which is proposing to construct a 72,360 sq. ft. Assisted Living Facility with 76 units, a 2,930 sq. ft. Bank, a 66,000 sq.ft. Medical Office Building, a 2,400 Coffee Shop, and an 85 unit hotel with a 13,900 sq.ft. footprint. The mixed use site contains 415 parking spaces at 181 Silver Street. The TRC also met on January 21 to review a site plan for Long Road LLC which proposes to remodel an existing 1,080 sq. ft. residential building to 1,515 sq. ft. residential building and covert 450 sq. ft. to office with 12 parking spaces at 4 Abbott and improve parking at 784 Central Ave. There will be a total of 57 parking spaces provided within the 24,370 total sq. ft. paved area of both lots.
Conservation Commission	At its meeting on January 11th the Commission recommended approval of a NHDES Wetlands Permit by Notification for Frank Leichthammer at 15 Cote Drive to repair an existing dock and install four new piles in the tidal Piscataqua River. Additionally they reviewed a NHDES Wetlands Permit and Conditional Use Permit for Vitas Management and Development Company, LLC (Owner: Profero Management and Holdings, LLC) at 181 Silver Street. Proposal is for a non-residential development with a wetland impact of 24,454 square feet. They also recommended approval of a Conditional Use Permit for Oak Bluff Realty located at 56 New Rochester Road. Proposal is for the construction of a parking lot, drainage and utilities within the Conservation District of Willand Pond
Community Trail Committee	Met on January 19 and continue to work towards setting priorities for improvements the CTAC would like to see on the trail.
Housing Standards Board	Did not meet.
Transportation Advisory Commission	Did not meet.
Energy Commission	Did not meet.

Open Lands Committee

The City Planner attended an OLC meeting on January 21st. City Planner Bird met with landowners and OLC members to review an appraisal prepared for a potential conservation easement.

Downtown Dover TIF Advisory Board

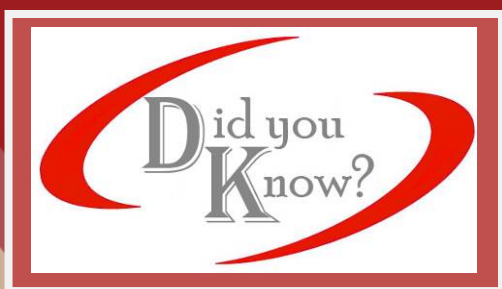
Met to approve a financial report which was submitted to the City Council.

Planning and Community Development staff reviewed responses to 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. A vendor was selected, after interviews, and a scope will be developed in February.

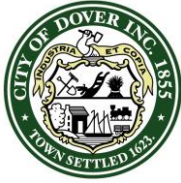
Planning and Community Development Staff received 5 responses to the RFQ sent out in January. Interviews will be held in early February to select a design engineering firm as part of the \$320,000 federal grant to design, engineer, and construct improvements to the trail south of Fisher Street and north of Fourth Street.

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

Assistant City Planner Piekut became a Board Member of Dover Main Street January 25th, and staff met with the Dover Main Street Director to discuss opportunities for collaboration on January 7th.



Did you know that Dover's first high school was built in 1851? It was located on Chestnut Street.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 3, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Gagnon.

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. RSA 79E APPLICATION – HELLENIC REALTY PARTNERS (FORMER ROBBINS BUILDING)

Assistant Manager Parker gave an overview of the Hellenic Realty Partners RSA 79E Application to the Council.

Mr. George Kostas, on behalf of Hellenic Realty Partners, gave an overview of the proposed redevelopment project in the Downtown area to the Council.

City Manager Joyal gave an overview of the finances and proforma for this redevelopment project to the Council.

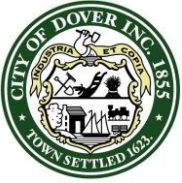
B. PRESENTATION OF CITIZEN SURVEY RESULTS

City Manager Joyal gave an overview of the National Citizen Survey results to the Council.

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; 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, February 10, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Honorary Mayor Perretti called the meeting to order.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Honorary Mayor Perretti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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.

5. PROCLAMATIONS/AWARDS

A. STEPHEN BREWER

Mayor Weston and Honorary Mayor Perretti presented a proclamation to Mr. Brewer.

B. DIERK PERRETTI

Honorary Mayor Perretti read a proclamation from Mayor Weston to him.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add as #13.A.10. Formation of and Appointments to Joint Building Committee Regarding Garrison Elementary School.

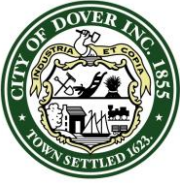
Mayor Weston moved to move item #11. Mayor's Report to follow the Approval of Agenda. City Manager Joyal asked to move item #9 to follow the Mayor's Report for a presentation to the Council.

Mayor Weston moved the City Manager's Report to follow the Mayor's Report.

Councilor Thibodeaux moved to add a Library Board Report.

Deputy Mayor Carrier moved to approve the agenda as amended; seconded by Councilor O'Connor.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

Honorary Mayor Perretti gave an overview of his day to the Council. He toured the City Hall. He attended the cornerstone ceremony for the new Police Station and toured the new building. He learned about City government. He thanked the Mayor and her staff for an awesome experience. Deputy Mayor Carrier moved to approve the Honorary Mayor Perretti's report; seconded by Councilor Thibodeaux.

Vote: 9/0 + 1.

Mayor Weston said she attended the Tri-City Coalition meeting, and the Dover Business and Industrial Development Authority (DBIDA) meeting. She attended the Mason's Cornerstone ceremony at the new Police Station.

Deputy Mayor Carrier moved to accept Mayor Weston's report; seconded by Councilor Shanahan.

Vote: 9/0 + 1.

Mayor Weston asked for a three minute recess.

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

Vote: 9/0.

City Manager Joyal recognized the staff at the Wastewater Treatment Plant. He introduced Mr. Justin Pimpare from the Environmental Protection Agency (EPA).

Mr. Pimpare presented the EPA Excellence Award for the Operation and Maintenance of a Wastewater Treatment Facility in the New England area to Mr. Ray Vermette and his staff.

Councilor Thibodeaux asked about a water main break on Dover Point Road.

Deputy City Manager Steele gave an overview of the water main break to the Council.

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

Vote: 9/0.

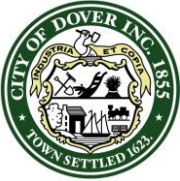
7. PUBLIC HEARINGS

A. CHAPTER 131, OFFENSES, SECTION 22: USE OF ELECTRONIC NICOTINE DELIVERY SYSTEMS RESTRICTED SPONSORED BY MAYOR WESTON BY REQUEST

Hannah Marcello, Emma Foss, Hailey Demers, – Youth-2-Youth members: Also present were Annabelle and Lizzy. She spoke in support of the Ordinance change.

Zack Branson, represents businesses in Dover; and Ryan Smith, Owner of Hip Vapors: He spoke in support of the Ordinance change.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

B. 79-E APPLICATION REVIEW HELLENIC REALTY PARTNERS, LLC SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CITIZEN'S FORUM

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

Anna Boudreau, 9 Northam Drive, Chairperson for the Open Lands Committee: She gave an update on the Open Lands Committee's work to the Council.

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

9. CITY MANAGER'S REPORT

Moved up on the agenda to follow Mayor's Report. (Mayor's Report moved up on the agenda to follow Item #6. Approval of Agenda.)

10. APPROVAL OF MINUTES

- A. January 23, 2016 – Workshop (Goal Setting)**
- B. January 27, 2016 – Regular Meeting**

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor O'Connor.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor's Report moved up on the agenda to follow Item #6. Approval of Agenda.

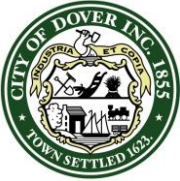
12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 131, OFFENSES, SECTION 22: USE OF ELECTRONIC NICOTINE
DELIVERY SYSTEMS RESTRICTED**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS SCHOOL CIP PROJECTS TO GARRISON SCHOOL FACILITY IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 9/0.

- 2. CENTRAL AVENUE, CHESTNUT STREET AND THIRD STREET RECONSTRUCTION OF RAILWAY – HIGHWAY CROSSING NHDOT**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Deputy City Manager Steele gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.

- 3. 79-E APPLICATION REVIEW HELLENIC REALTY PARTNERS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
City Manager Joyal asked the Council to add the following background material to the resolution: Assistant City Manager Parker's memorandum dated February 5, 2016, which was important because it includes the findings/conclusions regarding the project. Councilor Thibodeaux moved to add the background information with the resolution; seconded by Councilor Gagnon.
Mayor Weston asked for a vote for the approval of the resolution with the additional background materials.
Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – American Cancer Society – Making Strides Against Breast Cancer**
- 2. BLOCK PARTY – New Hampshire Soap Box Derby**
- 3. BLOCK PARTY – Greater Dover Chamber of Commerce – Farmers' Market**
- 4. BLOCK PARTY – Greater Dover Chamber of Commerce – Headline Series**
- 5. BLOCK PARTY – Greater Dover Chamber of Commerce – Children's Series**
- 6. BLOCK PARTY – Greater Dover Chamber of Commerce – Shark in the Park**
- 7. BLOCK PARTY – Greater Dover Chamber of Commerce – Apple Harvest Festival**
- 8. ROAD RACE – Greater Dover Chamber of Commerce – Apple Harvest Festival**
- 9. B16025 WORK VAN FOR RECYCLING DIVISION**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

10. FORMATION OF AND APPOINTMENTS TO JOINT BUILDING COMMITTEE REGARDING GARRISON ELEMENTARY SCHOOL 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 Consent Calendar; seconded by Councilor Ciotti. Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Thibodeaux asked to pull the Library Board of Trustees Report. Councilor Shanahan asked pull the Dover Downtown TIF Advisory Board and Heritage Commission Reports. Mayor Weston asked for a roll call vote on the remaining items of the Consent Calendar. Roll Call Vote: 9/0.

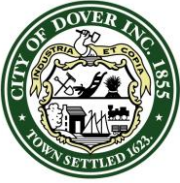
Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council. Deputy Mayor Carrier moved to approve the Library Board of Trustees Report; seconded by Councilor Greenshields. Vote: 9/0.

Councilor Shanahan gave an overview of the Downtown TIF Advisory Board Report to the Council. Deputy Mayor Carrier moved to approve the Downtown TIF Advisory Board Report; seconded by Councilor Nicolella. Vote: 9/0.

Councilor Shanahan gave an overview of the Heritage Commission Report to the Council. Deputy Mayor Carrier moved to approve the Heritage Commission Report; seconded by Councilor Gagnon. Vote: 9/0.

B. RESOLUTIONS

- 1. CITY OF DOVER AND DOVER HOUSING AUTHORITY CONSOLIDATED
COOPERATION AGREEMENT AMENDMENT 3
SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Vote: 9/0.

**2. CITY OF DOVER AND THE CHILDREN'S MUSEUM OF NEW HAMPSHIRE –
MEMORANDUM OF AGREEMENT AND ACCEPTANCE OF DONATED
IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 9/0.

3. RESTORATION OF MERGED LOTS (21 ROBERTS ROAD)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Vote: 9/0.

4. 2016 – 2017 CITY COUNCIL GOALS
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor recognized the City Clerk and Election volunteers for their work during the Presidential Primary. He also recognized Recreation Director Bannon and Deputy Assistant Manager Steele for the work being done on Henry Law Park.

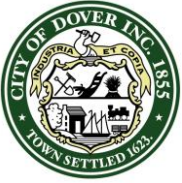
Councilor Nicolella thanked the Dover voters for voting. He thanked the Community Services department for keeping the roads clear this winter.

Councilor Ciotti thanked Youth2Youth Group for their presentation and for Wentworth Douglass Hospital funding another year of funding.

Deputy Mayor Carrier started a discussion regarding the broken Welcome to Dover sign.

Councilor Thibodeaux invited citizens and Councilors to her Coffee with a Councilor on Saturday, 9:00 am to 11:00 am.

Mayor Weston spoke about the need to keep the City Clerk as Dover's Chief Election Officer. She thanked the Fire Department at the request of the gentleman that needed their help.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, February 10, 2016**
Meeting Time: **7:00 pm**

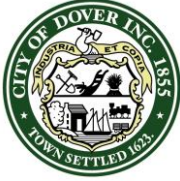
Deputy Mayor Carrier thanked Councilor Thibodeaux for having her Coffee with the Councilor.

Mayor Weston talked about having a Coffee with the Mayor session soon to discuss the budget.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Gagnon.

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2016.02.24 – 022**

Resolution Re: **Acceptance of Utility Easement Agreement for Glen Hill Road**

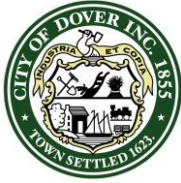
- WHEREAS: The City of Dover holds existing utility easements on the easterly side of Glen Hill Road in Dover on two parcels of property owned by Michael Garrepy; and
- WHEREAS: The existing utility easements do not specify a particular location of the easements on the parcels; and
- WHEREAS: The City of Dover wishes to enter into a new Utility Easement Agreement with Michael Garrepy in order to have the ability to lay, construct, operate, and maintain underground water pipes and pumping equipment (including an above-ground pump house) on the easterly side of Glen Hill Road more fully described in the new Utility Easement Agreement; and
- WHEREAS: This new Utility Easement Agreement clarifies the location of the existing easements held by the City of Dover regarding the property in question as shown as "Utility Easement Plan, Prepared for Michael Garrepy, Tax Map C, Lot No. 21A.Glen Hill Road, City of Dover, County of Strafford, State of New Hampshire," dated October 1, 2015; and
- WHEREAS: In executing and recording the new Utility Easement Agreement, the City will also execute and file a Release of Easements to be recorded at the Strafford County Registry of Deeds, concerning the existing utility easements.

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 new Utility Easement Agreement between Michael Garrepy and the City of Dover and to sign a Release of Easements from the City of Dover regarding the existing easement, and to record said easement and release 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.A.1.

Resolution Number: **R – 2016.02.24 – 022**
Resolution Re: **Acceptance of Utility Easement Agreement for Glen Hill Road**

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:

The City seeks to release the current general utility easements over two parcels owned by Michael Garrepy, in favor of a new more specific Utility Easement Agreement over one of the parcels.

See attached Release of Easements, underlying easement deeds, easement plan, together with the new Utility Easement Agreement to be signed.

RELEASE OF EASEMENTS

KNOW ALL MEN BY THESE PRESENTS that the City of Dover, a municipal corporation, having a principal mailing address of 288 Central Avenue, City of Dover, County of Strafford, State of New Hampshire 03820

does hereby release Michael Garrepy, a single person, of 10 South Watson Lane, City of Dover, County of Strafford, State of New Hampshire 03820 and all successors and/or assigns from the terms and conditions of a certain easement providing the City of Dover with the right to lay, construct, operate and maintain underground water pipes and pumping equipment over a certain tract or parcel of land located on the easterly side of Rochester Road, so-called, in the City of Dover, County of Strafford, State of New Hampshire, as set forth in a Quitclaim Deed of the City of Dover to James A. Fox dated May 29, 1985, and recorded in the Strafford County Registry of Deeds at Book 1172, Page 0177, AND as further set forth in an Easement between James A. Fox and the City of Dover dated May 29, 1985, and recorded at Book 1172, Page 0142.

Meaning and intending to release all easements granted to the City of Dover, as described in the Corrective Quitclaim Deed of Kathleen F. Fox to Michael Garrepy dated January 30, 2015, and recorded in the Strafford County Registry of Deeds at Book 4273, Page 0218.

As consideration for the releases contemplated herein, the parties intend for the same to be replaced by a more specific grant of a certain utility easement from Michael Garrepy to the City of Dover of even or near date, to be recorded in the Strafford County Registry of Deeds.

Signed this _____ day of _____, 2016.

City of Dover

BY: _____

Its Duly Authorized _____

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the ____ day of _____, 2016, before me, the undersigned officer, personally appeared _____, duly authorized _____, 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

1985 MAY 31 AM 11:37
STRAFFORD COUNTY
REGISTRY OF DEEDS

011524

BK 1172 PG 0142

EASEMENT

THIS AGREEMENT made on the 29th day of MAY, 1985, by and between James A. Fox of the City of Dover, New Hampshire, hereinafter referred to as the Grantor and the City of Dover, a municipal corporation, County of Strafford, State of New Hampshire, hereinafter referred to as the Grantee.

WITNESSETH that the Grantor, for himself, his heirs and assigns, grant and convey to the Grantee, its heirs and assigns, an EASEMENT in and over a certain parcel of land situate in Dover, County of Strafford and State of New Hampshire, on the easterly side of Glen Hill Road, being Lot #7 as shown on a plan entitled, "Cocheco Pines, Dover, New Hampshire, Dec., 1978, Frederick E. Drew Associates, Revised May 21, 1979," recorded in Strafford County Registry of Deeds as Plan No. 19A-52.

This EASEMENT is granted for the express purpose of conveying to the Grantee the right to lay, construct, operate and maintain underground water pipes and pumping equipment over the premises herein described in such location on said premises as may be reasonably required by the Grantee.

Meaning and intending to convey said EASEMENT over those premises acquired by the Grantor by warranty deed of Kerry D. Forbes, Kathryn P. Forbes, Joe B. Parks and Florence E. Parks, dated December 8, 1979 and recorded in the Strafford County Registry of Deeds at Book 1048, Page 528..

In witness whereof, the parties have hereunto set their hands and seals this 29th day of MAY, 1985.

GRANTOR

Deborah E. McLean
Witness

James A. Fox
James A. Fox

GRANTEE

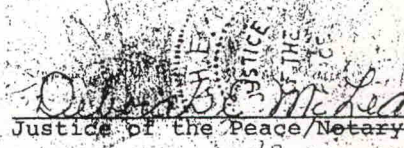
Deborah E. McLean
Witness

CITY OF DOVER

BY Robert D. Steele
Robert D. Steele
City Manager

STATE OF NEW HAMPSHIRE
STRAFFORD, SS

Subscribed and sworn to, before me this 29th day of
MAY, 1985.

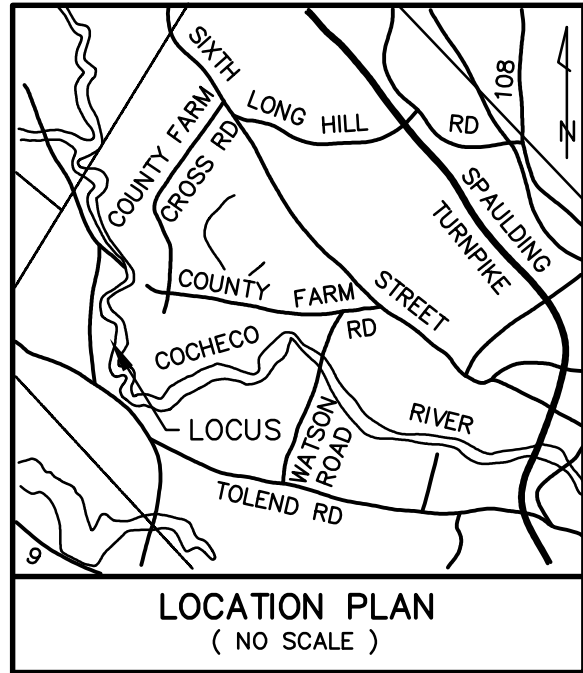

Justice of the Peace/Notary Public

1172 0143

Meaning and intending to convey the same premises acquired by the Grantor from Joan I. Preston, Collector of Taxes of the City of Dover, New Hampshire, by Tax Collector's Deed dated August 28, 1979, and recorded in the Strafford County Registry of Deeds at Book 1049, Page 119.

Justice of the Peace - Notary Public

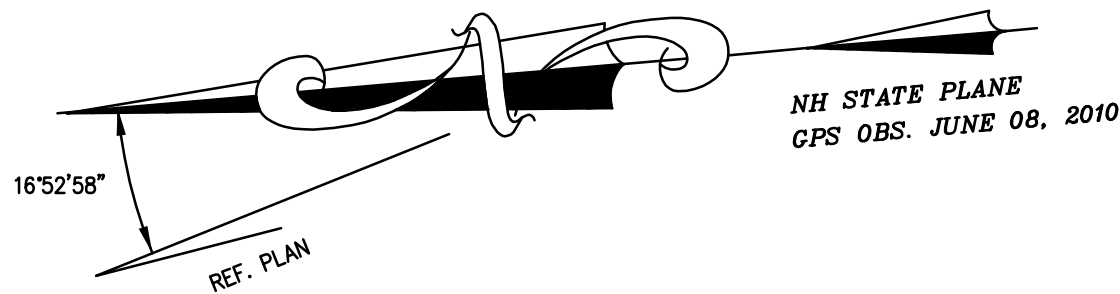
REGISTER OF DEEDS
STRAFFORD COUNTY



LEGEND

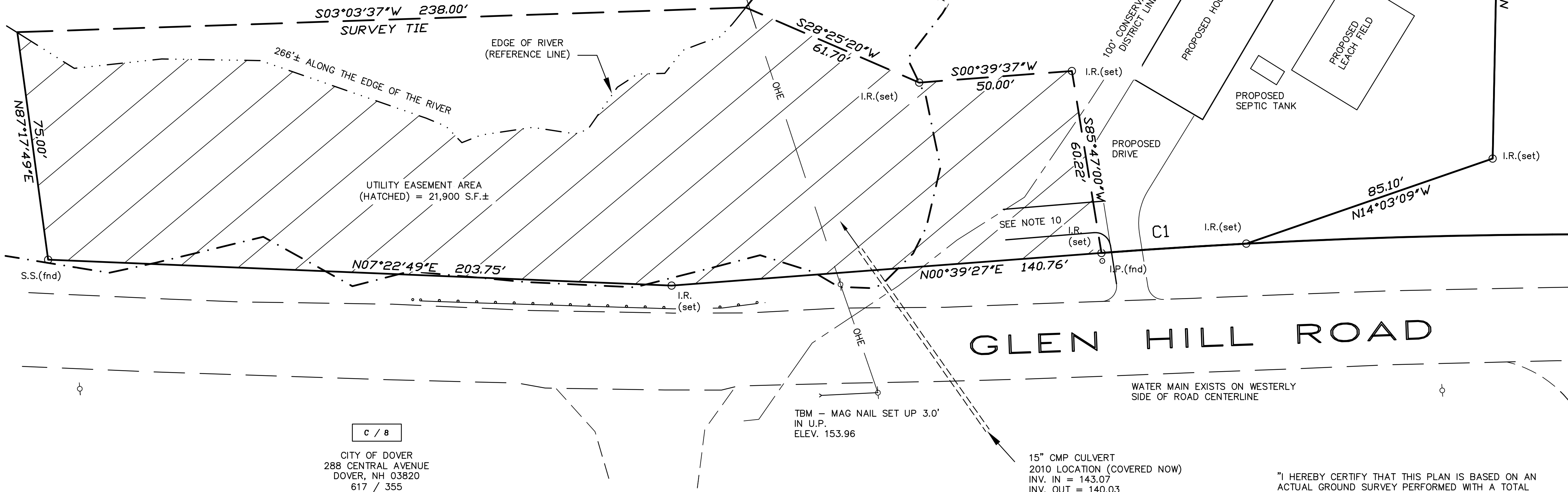
- I.R.(set) o - IRON ROD W/ I.D. CAP (SET)
I.R.(frd) o - IRON ROD (FOUND)
I.P.(frd) o - IRON PIPE (FOUND)
S.S.(frd) o - STEEL STAKE (FOUND)
S.F. - SQUARE FEET
Ac. - ACRE
(TYP.) - TYPICAL
± - MORE OR LESS
S.C.R.D. - STRAFFORD COUNTY
REGISTRY OF DEEDS
S.C.R.P. - STRAFFORD COUNTY
REGISTRY OF PROBATE
INV. - INVERT
o - UTILITY POLE
OHE - OVERHEAD ELECTRIC
- - - - - EDGE OF RIVER
- - - - - EDGE OF PAVEMENT

C / 4
STRAFFORD COUNTY
P.O. Box 799
DOVER, NH 03821-0799



C / 61
BRIAN LEE SOLLENBERGER
TAMMY LYNN SOLLENBERGER
109 GLEN HILL ROAD
DOVER, NH 03820-5701
3196 / 544

COCHECHO RIVER
FLOW
(DAM CONTROLLED)



C / 8
CITY OF DOVER
288 CENTRAL AVENUE
DOVER, NH 03820
617 / 355

NO.	DATE	DESCRIPTION	BY	CHK
2	12/31/15	ADD TOP OF BANK, NOTE 10	KJF	KMM
1	11/5/15	ADD PROPOSED BUILDING, DRIVE & SEPTIC	KJF	KMM
REVISIONS				
14-2077	LL	ADJ	14-07	34-49
PROJECT NO	TYPE		FIELDBOOK & PAGES	

No.	Central Angle	Radius	Arc Length	Chord Length	Chord Bearing
C1	01°16'47"	2122.00	47.40	47.40	N01°17'50"E

REFERENCE PLANS:

- PHASE I - LOT 1 THRU 14 ONLY - COCHECO PINES, DOVER, N.H. SCALE: 1" = 100'; DATED: DEC. 1978; BY: FREDERICK E. DREW ASSOCIATES. RECORDED S.C.R.D. PLAN 19A-52.
- PHASE I - REVISED BOUNDARY PLAN LOTS 3,4,5 AND 6 - COCHECO PINES, DOVER, N.H. SCALE: 1" = 100'; DATED: FEB. 1980; BY: FREDERICK E. DREW ASSOCIATES. RECORDED S.C.R.D. PLAN 22A-33.
- WALTER W. FISCHER - FINAL PLAN - COVERED BRIDGE LOTS, DOVER, NEW HAMPSHIRE. SCALE: 1" = 50'; DATED: APRIL 1980; BY: G.L. DAVIS & ASSOCIATES. RECORDED S.C.R.D. PLAN 20D-24.
- MITIGATION PLAN OF LAND - LAND OF THE CITY OF DOVER (TAX MAP C, LOTS 19, 20 & 22), GLEN HILL ROAD & TOLEND ROAD, DOVER, NEW HAMPSHIRE. SCALE: 1" = 100'; DATED: NOVEMBER 21, 2011; BY: DOUCET SURVEY, INC. RECORDED S.C.R.D. PLAN 105-15.
- LOT LINE ADJUSTMENT PLAN PREPARED FOR MICHAEL GARREPY, TAX MAP C, LOT Nos. 21A & 21H, GLEN HILL ROAD, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE; SCALE: 1" = 30'; DATED: OCTOBER 7, 2014, REVISED THROUGH 2/14/15; BY THIS OFFICE; RECORDED S.C.R.D. PLAN 109-11.

C / 21H
MICHAEL GARREPY
10 SOUTH WATSON LANE
DOVER, NH 03820
4271 / 617

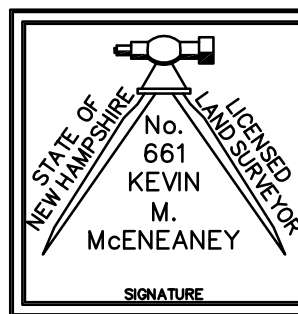
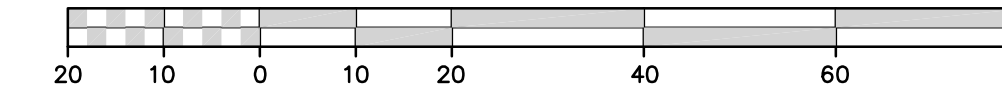
NOTES:

- OWNER OF RECORD:
C / 21A MICHAEL GARREPY
10 SOUTH WATSON LANE
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOL. 4271 PAGE 617
S.C.R.D. VOL. 4273 PAGE 218
- C / 21A - DENOTES TAX MAP AND PARCEL NUMBER.
- ZONING DISTRICT IS R-40 (RURAL RESIDENTIAL DISTRICT).
- ZONING DIMENSIONAL AND DENSITY REQUIREMENTS:
MINIMUM LOT SIZE = 40,000 S.F.
MINIMUM FRONTAGE = 150 FEET
MAXIMUM LOT COVERAGE = 10 PERCENT
MINIMUM BUILDING SETBACKS, PRINCIPAL:
FRONT / ABUT A STREET = 40 FEET
SIDE = 25 FEET
REAR = 30 FEET
MAXIMUM BUILDING HEIGHT = 35 FEET
- PLAN INTENT: TO DEPICT A UTILITY EASEMENT TO BE GRANTED TO THE CITY OF DOVER. EASEMENT AREA = 21900 S.F.±
- BASIS OF BEARINGS IS NH STATE PLANE GRID FROM GPS OBSERVATION TAKEN ON JUNE 08, 2010. VERTICAL DATUM IS NAVD88.
- THE PARCEL IS SUBJECT TO THE STATE OF NEW HAMPSHIRE SHORELAND WATER QUALITY PROTECTION ACT (SWQPA). THOSE AREAS WITHIN 250 FEET OF THE REFERENCE LINE (EDGE OF RIVER AS LOCATED BY THIS OFFICE).
- PARCEL IS SUBJECT TO RESTRICTIONS AND COVENANTS PER S.C.R.D. VOL. 4273, PAGE 218.
- NHDES SUBDIVISION APPROVAL No. SA 2014 010583, DATED NOVEMBER 19, 2014.
- ACCESS TO THE UTILITY EASEMENT WILL BE PROVIDED FROM THE PROPOSED DRIVE.

UTILITY EASEMENT PLAN
PREPARED FOR
MICHAEL GARREPY
TAX MAP C, LOT No. 21A
GLEN HILL ROAD
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DOVER PLANNING FILE No. P 14-72

DRAWN BY: KJF FILE: VR CP\2077\14-2077
SCALE: 1" = 20' DATE: OCTOBER 1, 2015



McEneaney
Survey
Associates, inc.

P.O. Box 681 - 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING - PLANNING - CONSULTING

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

"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 PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN." (RSA 676:18)

DATE: / KEVIN M. MCEANEANY LLS # 661

UTILITY EASEMENT AGREEMENT

THIS AGREEMENT made on the ____ day of _____, 2015, by and between Michael Garrepy, a single person, of 89 Glen Hill Road, City of Dover, County of Strafford, State of New Hampshire 03820, hereinafter referred to as the Grantor, and the City of Dover, a municipal corporation, having a principal mailing address of 288 Central Avenue, City of Dover, County of Strafford, State of New Hampshire 03820, hereinafter referred to as the Grantee.

WITNESSETH, that the Grantor, for himself, his 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 "Utility Easement Area," being situate in Dover, County of Strafford and State of New Hampshire, on the easterly side of Glen Hill Road, being a portion of Lot C/21A as shown on a plan entitled, "Utility Easement Plan, Prepared for Michael Garrepy, Tax Map C, Lot No. 21A. Glen Hill Road, City of Dover, County of Strafford, State of New Hampshire," dated October 1, 2015, prepared by McEneaney Survey Associates, Inc., to be recorded in the Strafford County Registry of Deeds, as more particularly described as follows.

Beginning at an iron pipe on the easterly side of Glen Hill Road, so-called, as shown on said Plan and running N 00° 39' 27" E along said Glen Hill Road a distance of 140.76 feet to an iron rod with I.D. Cap; thence turning and running N 07° 22' 49" E along said Glen Hill Road, a distance of 203.75 feet to a steel stake; thence turning and running N 87° 17' 49" E along land now or formerly of Brian Lee Sollenberger and Tammy Lynn Sollenberger a distance of 75 feet to a point; thence turning and running along the edge of the Cocheco River in a southwesterly direction, as shown on said plan, a distance of 266 +/- feet to a point; thence turning and running S 28° 25' 20" W a distance of 61.70 feet to an iron rod; thence turning and running S 00° 39' 37" W a distance of 50.00 feet to an iron rod; thence turning and running S 85° 47' 00" W a distance of 60.22 feet to the point of beginning. Containing 21,900 +/- square feet.

This EASEMENT is granted for the express purpose of conveying to the Grantee flowage rights over, under, and/or across said Utility Easement Area, as well as the right to lay, construct, operate and maintain underground water pipes and pumping equipment, including but not limited to an above-ground pump house structure, over the premises herein described as said Utility Easement Area 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.

Meaning and intending to convey said EASEMENT over a portion of those premises acquired by the Grantor by Corrective Warranty Deed of Kathleen F. Fox dated January 30, 2015 and recorded in the Strafford County Registry of Deeds at Book 4273, Page 0218.

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 parties have hereunto set their hands and seals this _____ day of _____, 2016.

GRANTOR:

Witness

Michael Garrepy

GRANTEE:
City of Dover

Witness

By: _____
J. Michael Joyal, Jr.
City Manager

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

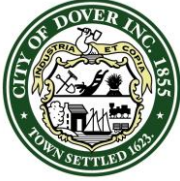
On this, the _____ day of _____, 2016, before me, the undersigned officer, personally appeared Michael Garrepy, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes set forth therein.

Justice of the Peace/Notary Public

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ day of _____, 2016, 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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2016.02.24 – 023**
Resolution Re: **One Whittier Falls Way Permanent Slope Easement
and Temporary Construction Easement**

WHEREAS: Property owners, Stewart and Denyse Anderson, of 1 Whittier Falls Way, for consideration to be paid in the amount of \$1,584.81, will grant and convey a Permanent Slope Easement and Temporary Construction Easement to the City of Dover; and

WHEREAS: Said Permanent Slope Easement and Temporary Construction Easement grants an uninterrupted and unobstructed right-of-entry under, across and over said land to construct, reconstruct and maintain slopes and embankments on land of the property owners at such an angle as will hold Whittier Street and the material in the slopes in repose against ordinary erosion; and

WHEREAS: The Temporary Construction Easement is for the purpose of roadway and bridge construction along Whittier Street in accordance with the standard practice of highway construction and temporary installation of utilities as needed to facilitate construction; and

WHEREAS: The Temporary Construction Easement shall be for a period during the construction of the project and shall expire after completion of the construction of the project.

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

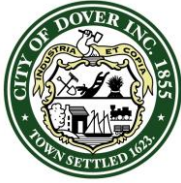
The City Manager is authorized to sign, accept and/or enter into said Permanent Slope Easement and Temporary Construction Easement between Stewart and Denyse Anderson and the City of Dover and to record said Easement in the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Finance Director 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.A.2.

Resolution Number: **R – 2016.02.24 – 023**
Resolution Re: **One Whittier Falls Way Permanent Slope Easement
and Temporary Construction Easement**

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:

See attached Permanent Slope Easement and Temporary Construction Easement to be signed along with the “Whittier Street Over Cochecho River” Right of Way Impact Plans (3) on file with the City of Dover Department of Community Services and the New Hampshire Department of Transportation.

Return to:
City of Dover
288 Central Avenue
Dover, NH 03820

PERMANENT SLOPE EASEMENT
AND TEMPORARY CONSTRUCTION EASEMENT

THIS AGREEMENT, made this ____ day of _____, 2016, by and between Stewart C. Anderson and Denyse M. Anderson residing at 1 Whittier Falls Way, Dover, County of Strafford, and State of New Hampshire, hereinafter referred to as "Grantors."

AND

CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820, hereinafter referred to as "Grantee."

WITNESSETH:

The Grantors, for consideration paid, the receipt of which is hereby acknowledged, does hereby give, grant and convey unto the Grantee, its successors and assigns, an easement and a free uninterrupted and unobstructed right-of-entry, under, across, and over the property of the Grantors, situate in City of Dover, County of Strafford and State of New Hampshire, being a portion of Map E Lot 76A, and depicted on a Plan of "Whittier Street over Cochecho River, Federal Project No. X-A002(794) NHDOT Project No 15402" by The Louis Berger Group dated December 2015, on file in the records of the City of Dover Department of Community Services and/or the New Hampshire Department of Transportation and made a part hereof.

Granting the permanent right and easement to construct, reconstruct and maintain slopes and embankments on land of the Grantors at such an angle as will hold Whittier Street and the material in the slopes in repose against ordinary erosion in the areas shown on the above-referenced Plan in accordance with the standard practice of highway construction.

And also granting the temporary right and easement to construct slopes and embankments on land of the Grantors at such an angle as will hold Whittier Street and the material in the slopes in repose against ordinary erosion as shown on the above-referenced Plan in accordance with the standard practice of highway construction.

And also granting the temporary right and easement for the purpose[s] of Roadway and Bridge Construction along Whittier Street on land of the Grantors(s) as shown on the above-referenced Plan in accordance with the standard practice of highway construction and temporary installation of utilities as needed to facilitate construction.

Said temporary construction easement area(s) shall be affected for a period of twenty-four (24) months during the construction of the project. The property owner shall have unencumbered use of the area(s) at all other times. Said temporary easement shall expire on December 31, 2019, or one (1) year after completion of the construction for the project, whichever date shall come first.

Being an interest in that property recorded August 2, 2011, at the Strafford County Registry of Deeds in Book 3942 Page 904.

IN WITNESS WHEREOF, the Grantors has hereunto set their hand and seal the day and year first above written.

DATED this _____ day of _____, 2016.

Stewart C. Anderson

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

The foregoing instrument was acknowledged before me this ____ day of _____, 2016 by Stewart C. Anderson.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires

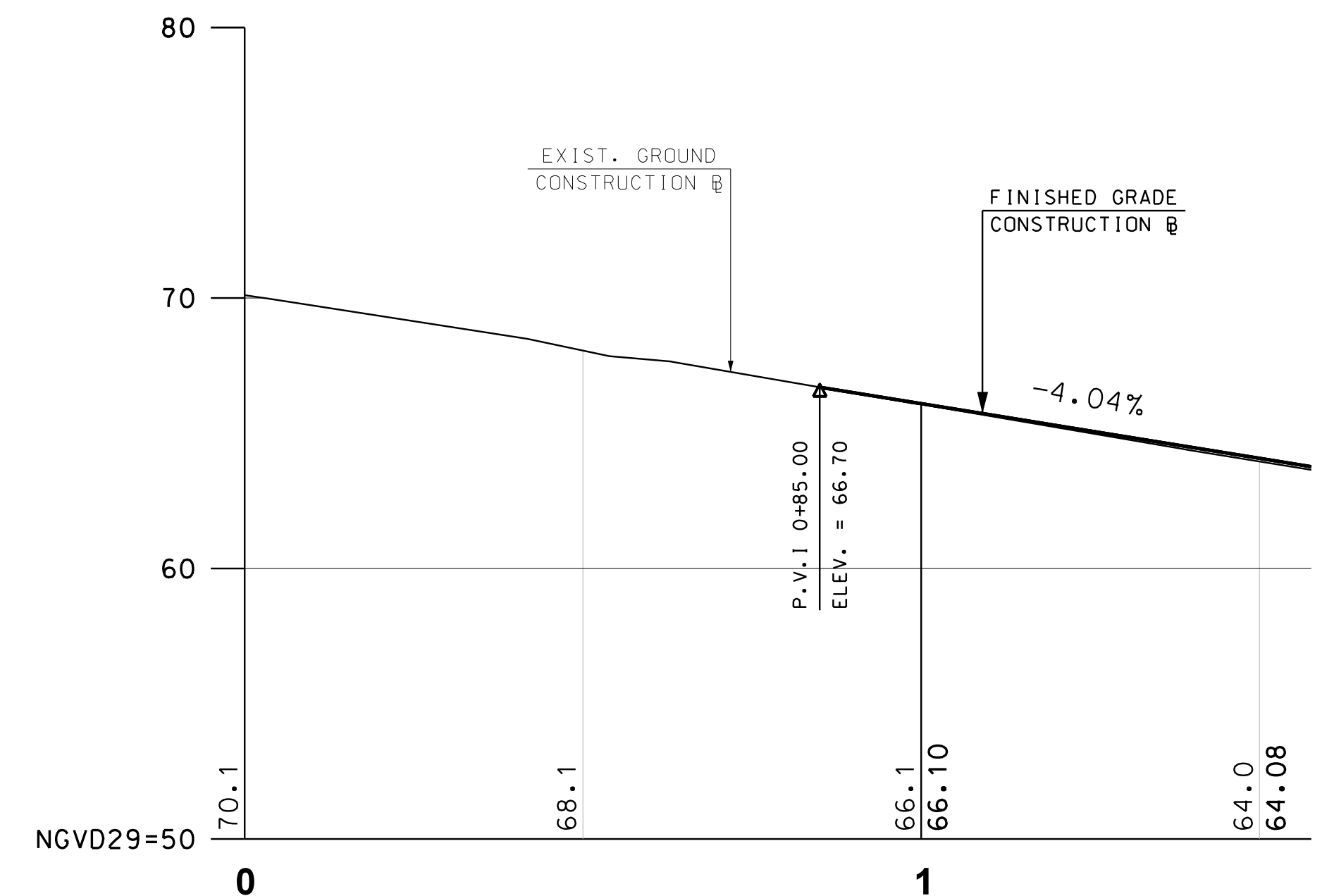
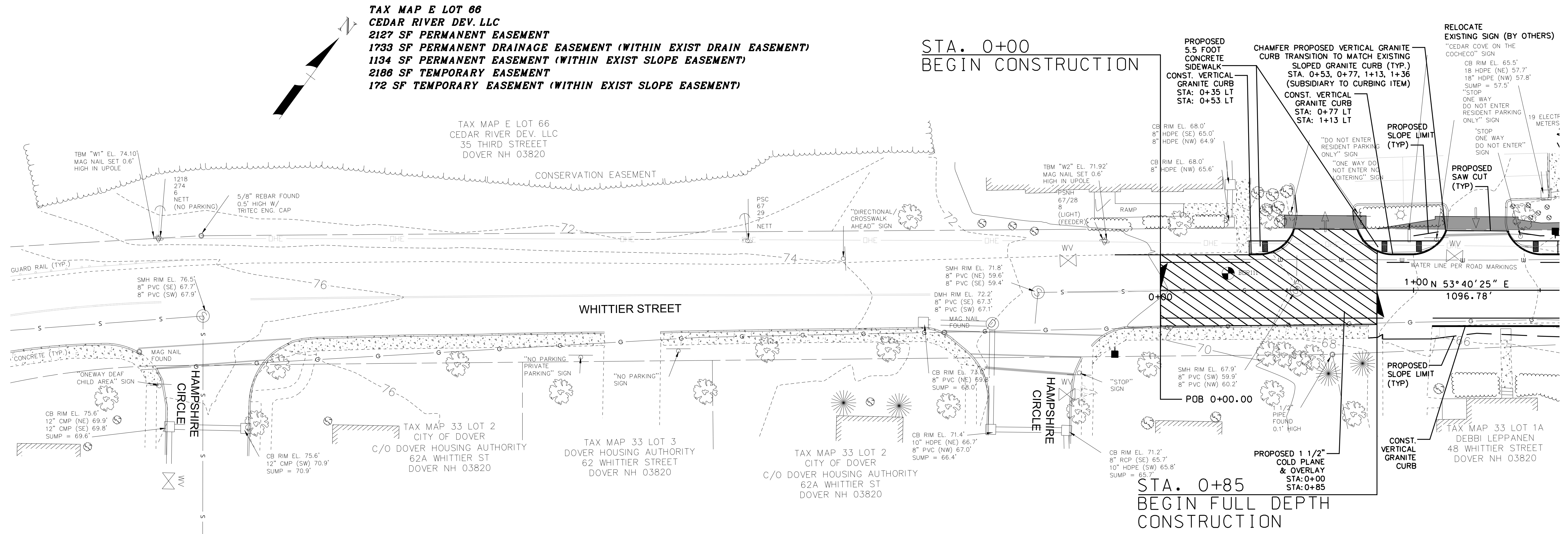
Denyse M. Anderson

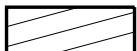
STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

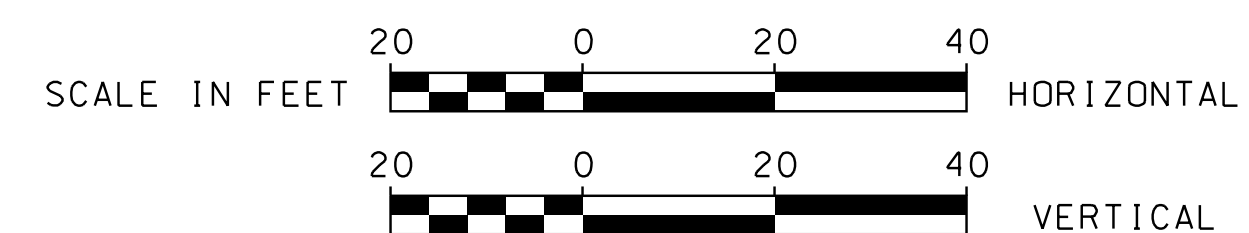
The foregoing instrument was acknowledged before me this ____ day of _____, 2016 by Denyse M. Anderson.

Justice of the Peace/Notary Public
Printed Name:
My Commission Expires

SOR PROCESSED		DATE	REVISIONS AFTER PROPOSAL			
	TH	DATE	NUMBER	DATE	STATION	DESCRIPTION
NEW DESIGN		DATE	10/15			
SHEET CHECKED		TM	DATE	10/15		
AS BUILT DETAILS		DATE				



-  - ROW PERMANENT EASEMENT AREA
-  - ROW TEMPORARY EASEMENT AREA
-  - ROW PERMANENT DRAINAGE EASEMENT AREA (WITHIN EXIST DRAIN EASEMENT)
-  - ROW PERMANENT EASEMENT AREA (WITHIN EXIST SLOPE EASEMENT)
-  - ROW TEMPORARY EASEMENT AREA (WITHIN EXIST SLOPE EASEMENT)



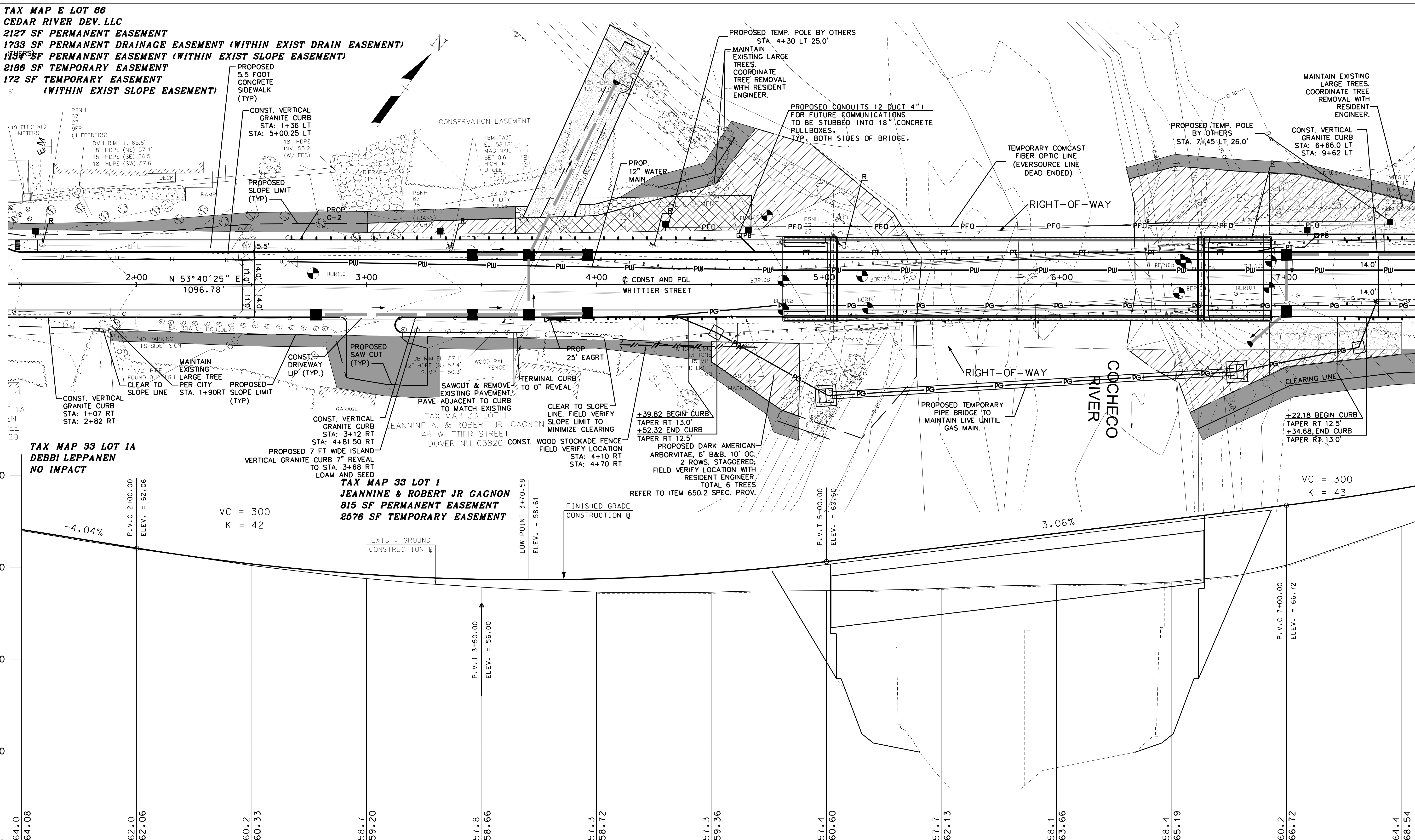
 **THE Louis Berger Group, INC.**
Manchester, New Hampshire
(603) 644 5200

CITY OF DOVER NH			
WHITTIER STREET OVER COCHECO RIVER			
RIGHT OF WAY IMPACT PLAN (1 OF 3)			
DGN	STATE PROJECT NO.	SHEET NO.	TOTAL SHEETS
15402ROW.dgn	15402	56	58

SOR PROCESSED		DATE		REVISIONS AFTER PROPOSAL			
NEW DESIGN	TH	DATE	10/15	NUMBER	DATE	STATION	STATION
SHEET CHECKED	TM	DATE	10/15				
AS BUILT DETAILS		DATE					

TAX MAP E LOT 66
CEDAR RIVER DEV. LLC
2127 SF PERMANENT EASEMENT
1733 SF PERMANENT DRAINAGE EASEMENT (WITHIN EXIST DRAIN EASEMENT)
1734 SF PERMANENT EASEMENT (WITHIN EXIST SLOPE EASEMENT)
2186 SF TEMPORARY EASEMENT
172 SF TEMPORARY EASEMENT
8' (WITHIN EXIST SLOPE EASEMENT)

PROPOSED
 5.5 FOOT
 CONCRETE
 SIDEWALK



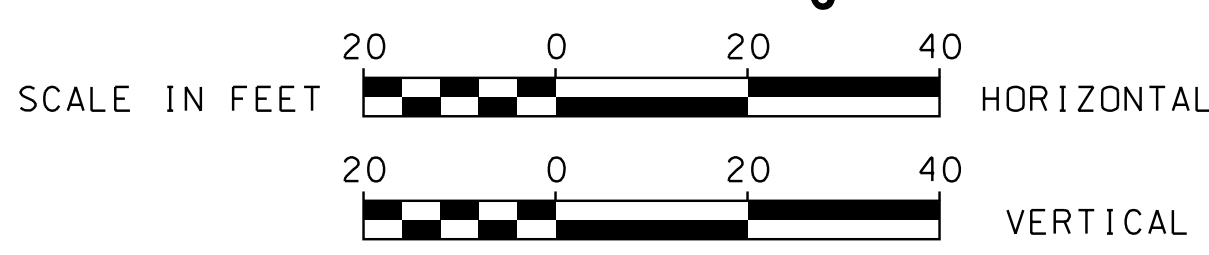
- 2 - ROW PERMANENT EASEMENT AREA

3 - ROW PERMANENT EASEMENT AREA (WITHIN EXIST SLOPE EASEMENT)

4 - ROW TEMPORARY EASEMENT AREA

5 - ROW TEMPORARY EASEMENT AREA (WITHIN EXIST SLOPE EASEMENT)

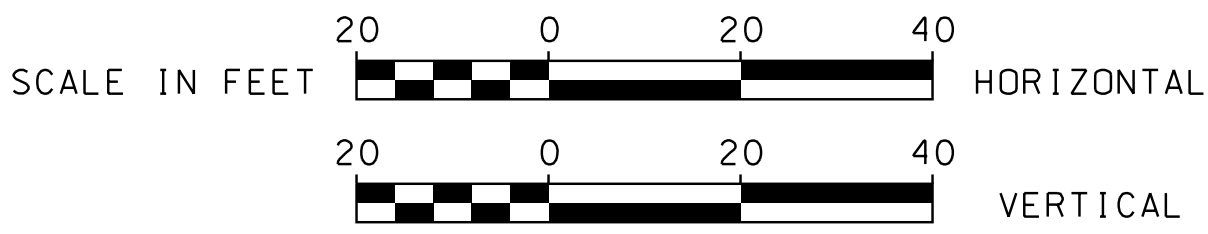
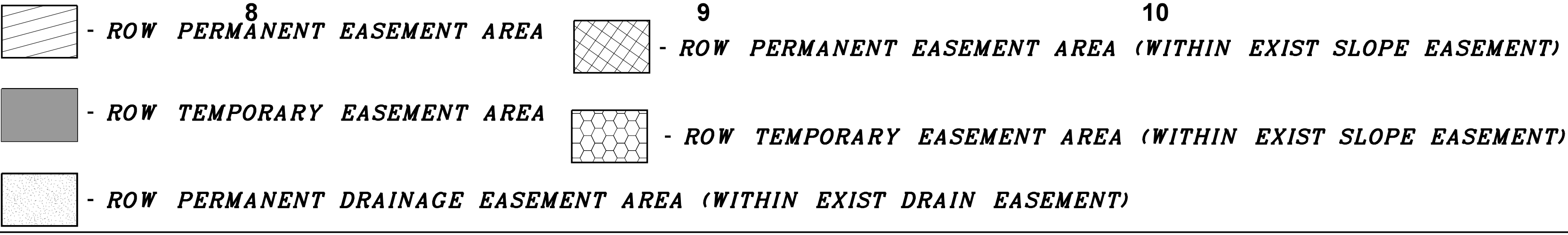
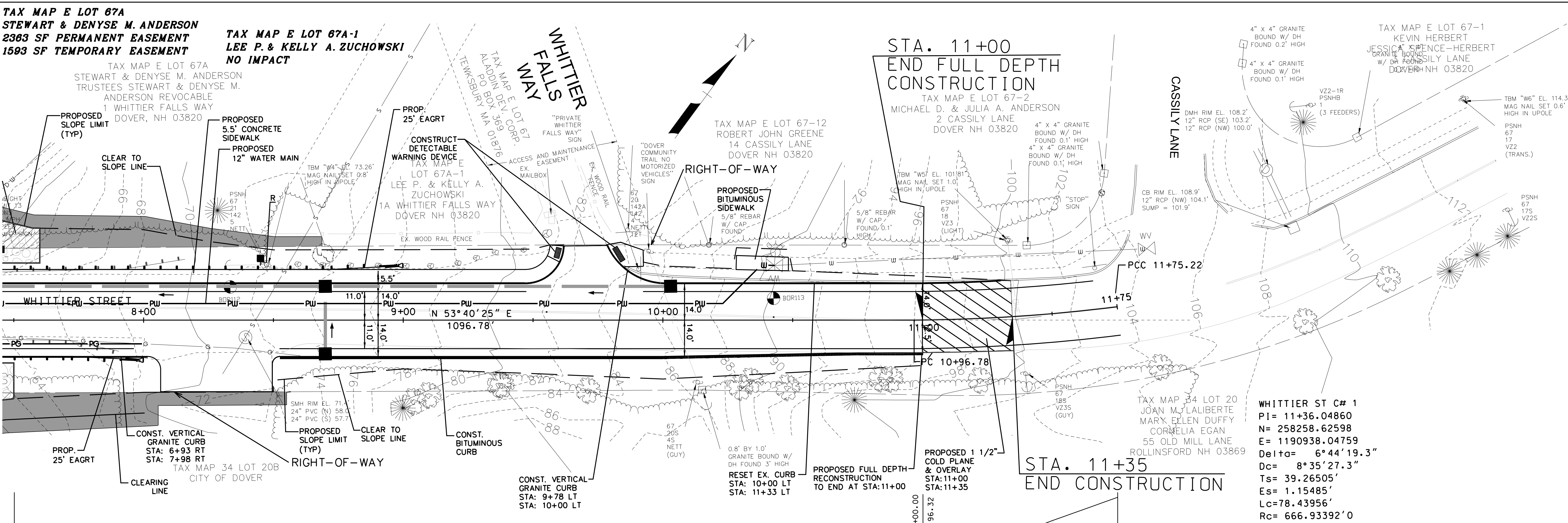
- ROW PERMANENT DRAINAGE EASEMENT AREA (WITHIN EXIST DRAIN EASEMENT)



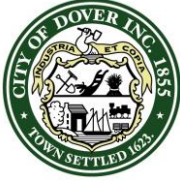
 **THE Louis Berger Group, INC.**
Manchester, New Hampshire
(603) 644 5200

CITY OF DOVER NH			
WHITTIER STREET OVER COCHECO RIVER			
RIGHT OF WAY IMPACT PLAN (2 OF 3)			
DCN	STATE PROJECT NO.	SHEET NO.	TOTAL SHEETS
15402ROW.dgn	15402	57	58

SDR PROCESSED		REVISIONS AFTER PROPOSAL			DESCRIPTION
TH	DATE	NUMBER	DATE	STATION	
NEW DESIGN	DATE 10/15				
SHEET CHECKED	DATE 10/15				
AS BUILT DETAILS					



CITY OF DOVER NH			
WHITTIER STREET OVER COCHECO RIVER			
RIGHT OF WAY IMPACT PLAN (3 OF 3)			
DGN	STATE PROJECT NO.	SHEET NO.	TOTAL SHEETS
15402ROW.dgn	15402	58	58



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2016.02.24 – 024**
Resolution Re: **Approval of NH Indonesian Community Support
Lease Agreement Assignment – Room 322**

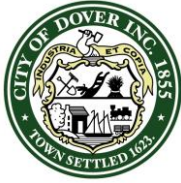
- WHEREAS: On January 13, 2016 the Dover City Council approved a Lease Agreement with Maranatha Indonesian United Church of Christ for Room 322 at the McConnell Center; and
- WHEREAS: The Maranatha Indonesian United Church of Christ was the sponsoring entity for the NH Indonesian Community Support (NHICS) agency since NHICS was not yet a stand-alone non-profit agency when they began the lease process; and
- WHEREAS: On January 21, 2016, the NH Secretary of State's office granted NHICS its non-profit corporation status; and
- WHEREAS: NHICS now requests to be substituted as the tenant for Room 322 at the McConnell Center.

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

The City Manager is authorized to sign an assignment of the Lease Agreement with Maranatha Indonesian United Church of Christ, originally approved on January 13, 2016, to NH Indonesian Community Support.

AUTHORIZATION

Approved as to Funding:	Daniel 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.A.3.

Resolution Number: **R – 2016.02.24 – 024**
Resolution Re: **Approval of NH Indonesian Community Support
Lease Agreement Assignment – Room 322**

DOCUMENT HISTORY:

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

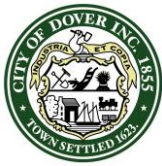
DOCUMENT ACTIONS:

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 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:

The City of Dover leases space at the McConnell Center to non-profit organizations and state agencies.

See draft Lease Agreement Assignment, Lease Agreement and NH Secretary of State Certificate attached hereto.



CITY OF DOVER

288 CENTRAL AVENUE
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LEASE AGREEMENT ASSIGNMENT

THAT IN CONSIDERATION of One Dollar (\$1.00) and for other good and valuable considerations described in the Lease Agreement between **Maranatha Indonesian United Church of Christ** of 20 Town Hall Road, Madbury, New Hampshire 03823 and the **City of Dover** of 288 Central Avenue, Dover, New Hampshire 03820 dated January 13, 2016, the Lease Agreement is herein assigned to **NH Indonesian Community Support** of 98 Whitehall Road, Rochester, New Hampshire 03867.

Effective the date set forth below, Maranatha Indonesian United Church of Christ does hereby assign and transfer all rights, title and interest in the Lease Agreement for the property situate at 61 Locust Street, Dover, New Hampshire pertaining to Room 322 of the McConnell Center to NH Indonesian Community Support, and NH Indonesian Community Support does hereby accept all rights, title and interest in the Lease Agreement. The City of Dover assents to this Lease Agreement Assignment.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement Assignment this _____ day of _____, 2016.

MARANATHA INDONESIAN UNITED CHURCH OF CHRIST
Transferor

SIGN AND PRINT
Duly Authorized

NH INDONESIAN COMMUNITY SUPPORT
Transferee

SIGN AND PRINT
Duly Authorized

CITY OF DOVER

J. Michael Joyal, Jr., City Manager
Duly Authorized



CITY OF DOVER

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LEASE AGREEMENT

THIS LEASE AGREEMENT made this 2 day of February 2016, by and between **MARANATHA INDONESIAN UNITED CHURCH OF CHRIST** of 20 Town Hall Road, Madbury, New Hampshire 03823 (hereinafter referred to as "LESSEE"), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as "LESSOR").

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City's McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 285 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Room 322 (the "Space").

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE's normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE's Lease Agreement shall be for three (3) years beginning on January 14, 2016 and ending on January 13, 2019. There shall be an option to renew for three (3) additional three (3) year terms at the LESSEE'S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month's rent shall be prorated based on the number of days in the month. The first year's rent charges are based upon space allocation of 285 square feet and calculated using the following components:



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LEASE AGREEMENT

Component	Rate	Annual	Monthly
Fixed Rent	\$ 6.50	\$1,852.50	\$154.38
Capital Reserve	\$ 0.40	\$ 114.50	\$ 9.50
Operations and Maintenance*	\$ 6.50	\$1,852.50	\$154.38
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
Total Rent Assessment	\$13.40	\$3,819.00	\$318.26

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$6.50/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order



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and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional



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term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend, indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy. The City of Dover shall be listed as "Additional Insured" on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.



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16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0, as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE 's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.



IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement this 25 day of January, 2016.

01/25/2016.

Sandy Patch

The City of Dover,
By J. Michael Joyal, Jr., City Manager
Duly Authorized

The City of Dover,
By J. Michael Joyal, Jr., City Manager
Duly Authorized

Witness

Witness
Date 2/2/16

Duly Authorized



State of New Hampshire

Department of State

CERTIFICATE

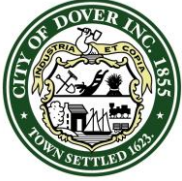
I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NH Indonesian Community Support (NHICS) is a New Hampshire nonprofit corporation filed January 21, 2016. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of January, A.D. 2016

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2016.02.24 - 003
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 37 Hours of Operation

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to change the hours of operation for parking meters in the downtown area.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 37, “Hours of Operation” as follows:

166-37. Hours of Operation. [Amended on 01-13-88 by Ord. No. 34-87]

Parking Meters shall be in operation daily between the hours of 9:00 a.m. and 7:00 p.m., except on ~~Saturdays~~, Sundays and legal holidays.

3. TAKES EFFECT

This ordinance shall take effect on July 1, 2016 following 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:

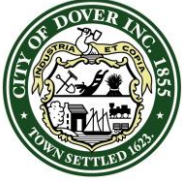
Mayor Karen Weston
By request

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

Agenda Item#: 13.C.1.

Ordinance Number: O – 2016.02.24 - 003
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 37 Hours of Operation

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 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:

As part of their continuing review of the downtown parking system, the Parking Commission recommends including Saturdays in the metered parking program. Currently there are no restrictions in place on Saturdays which leads to employees and downtown residents taking up much needed customer parking. There would be no changes on Sundays and legal holidays. This change is recommended to be effective July 1, 2016.

The Parking Commission will be submitting a letter to the Council on this proposal and additional recommendations for the FY 17 fee schedule. The Chair is scheduled to attend to the public hearing.

Cities with Saturday meters: Keene; Portsmouth; Manchester; Plymouth; Nashua; Littleton and Portland. Concord is currently reviewing the subject.