



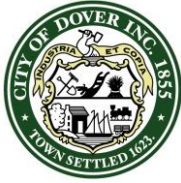
CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 25, 2016**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. CHAPTER 166, SECTIONS 16, 18, 21, 23, 59, 60, AND ARTICLE III – PARKING
SPONSORED BY MAYOR WESTON BY REQUEST**
 - B. FISCAL YEAR 2016 BUDGET AMENDMENT #2 - SCHOOL ADDITIONAL
APPROPRIATION FOR CHANGE IN NON-PROPERTY TAX REVENUE ESTIMATE
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 8. CITIZEN'S FORUM**

*Citizens are invited to speak on any issue pertaining to the business of the City of Dover.
Statements shall be limited to five minutes.*
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. May 4, 2016 – Workshop Session**
 - B. May 4, 2016 – Special Meeting**
 - C. May 11, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - 1. CHAPTER 166, SECTIONS 16, 18, 21, 23, 59, 60, AND ARTICLE III – PARKING
SPONSORED BY MAYOR WESTON BY REQUEST**
 - B. ORDINANCES IN THE 3RD READING**



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C. RESOLUTIONS

- 1. FISCAL YEAR 2016 BUDGET AMENDMENT #2 - SCHOOL ADDITIONAL APPROPRIATION FOR CHANGE IN NON-PROPERTY TAX REVENUE ESTIMATE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

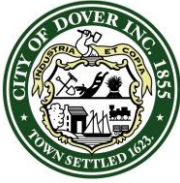
- 1. RAFFLE – American Legion Post 8 Baseball**
- 2. RAFFLE – Cocheco Valley Humane Society**
- 3. RAFFLE – Wentworth-Douglass Foundation**
- 4. PARADE – Parish of the Assumption**
- 5. ROAD RACE – Dover Soccer Association**
- 6. FUNDING FOR PUBLIC SEWER SYSTEM INVESTMENT FEES WITHIN PRIMARY AND SECONDARY GROUNDWATER PROTECTION ZONE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. B16027 LIBRARY CHIMNEY RESTORATION**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. FISCAL YEAR 2016 TRANSFER OF APPROPRIATION – GENERAL FUND**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. DISPOSAL OF CITY OWNED REAL ESTATE**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 3. ACCEPTANCE OF AMENDMENT TO DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND H53 MAST ROAD, LLC
SPONSORED BY MAYOR WESTON BY REQUEST**
- 4. ACCEPTANCE OF PHASE II OF EMERALD DRIVE AS A PUBLIC WAY
SPONSORED BY MAYOR WESTON BY REQUEST**
- 5. REPROGRAM UNEXPENDED BOND PROCEEDS FROM PARKING GARAGE TO POLICE STATION, REPROGRAM BOND PROCEEDS FROM POLICE STATION TO CITY HALL CUSTOMER SERVICE CENTER PROJECT IMPROVEMENTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 8, 2016, WITH CITY COUNCIL VOTE TO OCCUR ON JUNE 22, 2016)**

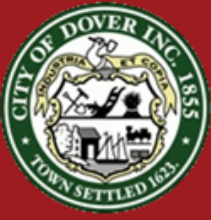
C. ORDINANCES IN 1ST READING

- 1. CHAPTER 5: BOARD AND COMMISSIONS, SECTION 25 – HERITAGE COMMISSION
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 8, 2016)
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER, AND COUNCILOR CIOTTI**

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City Manager's Report

City of Dover, New Hampshire

May 25, 2016

Reporting on April 2016



J. Michael Joyal, Jr.
City Manager



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Information contributing to this City Manager's Report is gathered on a monthly basis from all departments and is deciphered into various categories. You will find these departmental updates are governed by the City's 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



Susan Daudelin
Human Resources
Director



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



Michael Joyal
City Manager

During the month of April, there were numerous requests from developers for fire flow tests. Tests were conducted by the Utilities Foreman and one Maintenance Mechanic on lower Washington Street, Central Avenue the Saint Charles Church project, and Central Avenue at Lowell Avenue for the Wentworth Home sprinkler system, Production Drive and 181 Silver Street. This work is completed in the evening hours and logged into the VUEWorks program for future use.

City Staff and the School Department officials took a proactive approach and tested each of the City of Dover Schools for lead levels in the water. Test results will be back in May.

As a result of a February water break, the Utilities crew repaired a large section of road on Fifth Street. This was a four day process utilizing a Backhoe, three Dump Trucks and the Utility Service Truck.

As the parks and ball fields have been opening so has the request to install summer meters. Staff installed the meters and backflows at Shaw's field and the High School field. The Meter Crew also completed 93 stopped meter appointments, 40 final readings, 14 water turn on appointments and 11 meter installs.

A few members of the Utility Division utilized the sewer jet and cleaned the bi-annual trouble spots for the spring. One Maintenance Mechanic and one Truck Driver TV inspected the new water and sewer mains on Beech Road and Longmeadow Road before the final paving is applied in May. All lines were installed per plan and no problems were found.

Crews have been cleaning the sewer lines with the Jet Truck in the Back River Road area and Morningside Drive area. Most of the sewers in this area are also root treated. Crews then began the process of cleaning the sewer lines that are not root treated.

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

21 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 & Parks

For the month of April, administrative staff fielded 22 service calls requesting pothole repairs. Crews repaired 622 potholes and applied 59 tons of asphalt on various areas throughout the city. Crews hauled 365.31 tons of gravel to the Community Trail for Liberty Mutual's volunteer day.

Street sweeping operations are ongoing. The streets requiring striping are swept first. Once completed, crews will begin working on secondary roads.

Over the course of two days, the Streets Division crews loamed and hydro-seeded lawns damaged from winter plowing. Crews also repaired 12 mailboxes that had been damaged during winter plowing operations as well.

Crews washed all truck frames to remove winter salt as well as spending several hours cleaning areas around the public works facility. Spoils from the winter months were pushed out from behind the salt shed and disposed of. Debris remaining from the melted snow was hauled from River Street to the Dredge Cell.

Utilizing the chipper, crews cleaned up debris from two trees that had fallen over as a result of heavy winds. Two Truck Drivers chipped up dead brush that had fallen down and become roadside hazards in various areas throughout the city.

Brush cutting and brush chipping operations are ongoing. Crews are working on cutting overgrown brush and hauling it back to the Recycling Center. Crews have steadily been working in the Tolend Road and Watson Road areas.

Gravel shoulders were filled in on Spruce Lane. One Truck Driver patched the areas that had washed away from normal wear and tear caused by vehicles driving off of the road.

The Henry Law Park Improvement project is moving along. The Community Services Department is continuing with the site work and installation of light pole bases. GreatView Landscaping has built retaining walls and is beginning the work on the walkways. Mitchell and Associates of Portland are the design team who has produced the site plans and is working on the details with the work crews. The Gundalow Captain Edward Adams is being restored and will be moved to the park later this spring.

Dover Maintains

62 miles of sidewalks
133 miles of streets
155 crosswalks
66 miles of drainage
1,120 fire hydrants
20 parks
15 playgrounds
2 athletic fields
1 dog park
1 Community Trail
1 Sledding/Snowboard Hill
19 municipal buildings
2 water treatment plants
8 well buildings
2 recharge pump stations
19 wastewater pump stations
1 Wastewater Treatment Facility
4 cemeteries

The Recreation Director attended the CWDAC board meeting on the Waterfront Development Project to discuss elements of the waterfront park design. More discussion on the role of the dock and community Boathouse were discussed as well.

As a result of winter sand, catch basins collect debris which causes them to drain slowly until the city completes their annual catch basin cleaning throughout the summer. In the meantime, a Truck Driver cleared away debris that had collected on the top of the basins in various areas throughout the city.

The Facilities, Grounds and Cemeteries employees handled 2 service calls and 180 work orders in the month of April. Pine Hill Cemetery employees attended 6 ash interments and 4 full burials during this month. Repair of the winter burial sites was completed, with sand being removed, loam spread and grass seed put down on 16 graves. A few other graves that needed attention were treated as well. Five markers were put in place throughout the cemetery.

Facilities & Grounds employees assisted with snow removal operations once this month. Plowing streets and clearing steps and sidewalks on the 4th due to fickle Mother Nature. Sand barrels were picked up and ice buckets collected and stored for the season. Fortunately they weren't needed on the 26th, when sleet fell for a good portion of the day.

The Jenny Thompson pool was drained, the floor and walls of the pool were cleaned, as was the diving well as part of the preparations for opening in May. The filters are cleaned, the pool is filled slowly and the heater turned on, to bring the water up to a more tolerable temperature.

Sign work related to parking affected by the relocation of the Police Department was ongoing, as was sign work related to metered parking. Elsewhere, fifteen signs were replaced or reinstalled, and two sign posts were replaced.

Historical markers, of the new variety, were put in their respective spots for the perusal of residents and visitors to our City. The water services were turned on at Shaw's Lane, Rotary Park, Long Hill Park and other areas for the season. Baseball fields were groomed, prepped infield mix was delivered to various locations and volunteers began their cleanup efforts to ready for spring practices. The diamonds and soccer fields were lined for games, a task that will be ongoing, weekly, until fall.

The Facilities & Grounds Division continued the day-to-day maintenance and cleanup of municipal buildings, as well as handling daily requests for service at the Library, McConnell Center, and City Hall. Facilities & Grounds employees attended a training session at the new Police Department in order to become familiar with the new building. Much time was spent delivering supplies to various buildings and spent removing unwanted items to the Recycling Center for disposal. Five keys were issued in April.

Two tree complaints were addressed and maintenance or removal completed with the assistance of Urban Tree.

Traffic signals were attended to, including the rewiring of the pedestrian crossing lights located in the lower square. Located at the intersection of Central Avenue and Washington Street, they had been having intermittent problems throughout the winter. Electric Light Company completed this work in under two days and everything is in working order at the present time.

Assistant City Planner Benton facilitated the negotiation of scope and fees with CLD Consulting Engineers for the Transportation Alternatives Program grant to expand the Community Trail. The City Council approved the contract contingent on NHDOT's approval of the contract on April 27th. NHDOT is currently reviewing the contract before giving the City the notice to proceed with the engineering study phase. The project is still on schedule to be fully completed by the end of 2018. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street.

Cemeteries:

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

Parks & Playgrounds:

Applevale * Alden Woods * Amanda Howard *
Overlook * Bellamy * Cochecho Falls * Dover
Skate * First Street * Garrison * Garrison Hill,
Guppy * Hancock * Henry Law * Horne
Street * Immigrant's * Long Hill * Maglaras
Morningside * Overlook * Park Street * Shaw's
Lane * Spruce Lane * Sullivan Drive * Waldron
Courtyard * Willand Pond * Woodmead

City Facilities & Equipment

In April, the new SCBA (Self Contained Breathing Apparatus) compressor fill system arrived and was installed by the vendor at the North End Station. Much preparation was completed before its arrival including the installation of the wiring circuit to feed it, and the moving of the work bench area to Central Station that occupied this space, and the small equipment repair center that went with that. Much appreciation goes to Reliable Equipment LLC from Mast Road in Dover who donated the use of the 5000 lb capacity forklift that was needed to remove the compressor from the delivery truck. The air compressor fill station was installed at the North End Station, for two primary reasons. The first reason is that the built in training area where firefighters can practice many of the job skills such as search and ladder raises is located at the North End Station. The second reason is because the High School Career Technical Center Firefighter training program is held at the North End Station when school is in session, which uses that training area. Since every firefighting job skill has to be completed wearing SCBA while breathing air, many SCBA Cylinders are used at this station for training. As a side note, the CTC Firefighter program is comprised of High School juniors and seniors who attend all school year and at the end of the school year, earn the State of NH Pro Board Certified Firefighter 1 certification - the same as any other aspiring firefighter. One of the end test components is extinguishing actual fires in special training buildings at the New Hampshire Fire Academy in Concord!

During the month of April, crews completed various "punch list" work on the interior of the police facility. Police Department staff moved police operations from the old police station into the new facility in March and the facility opened to the public on March 22nd. Final completion of punch list items is expected to occur in May.

A vendor was selected for the library chimney respiration and repair project. This will go to City Council for approval, then the work will be done in the early fall.

The Arena Locker Room Renovation Project was designed by DeStefano Architects from Portsmouth. This project combines a much needed renovation to the Foster Rink Locker Rooms. The construction project went out to bid this month with the bid to be awarded in early May. The plan is to have the work done in the summer to prepare for a September opening.

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 was the start of on water programs by UNH Crew and Great Bay Rowing. The LWCF grant award of \$150,000 will be combined with other Waterfront development funds to begin the improvements. The CWDAC Board is working with the architectural firm Urban Studios, to create concept plans and eventually will submit the permit applications for the docks and site work.

Thirteen work orders pertaining to building issues were handled by Facilities & Grounds in April. Custodial duties were performed at the Public Works Facility, Train Station and City Hall. Light bulbs and ballasts were changed in several locations throughout the municipal buildings. Elevator and fire extinguisher inspections were conducted as they are every month. On April 29th, employees of public works and facilities refinished the floors in the Public works Facility, as they do every year. Bill Purpura headed up this effort which was much appreciated.

Facility and Grounds related work orders numbered twenty-five for miscellaneous issues or tasks. The Veteran's Building received a new hot water heater and LED lighting, both of which were changed out by Facilities & Grounds employees. The trailer used for hauling mowers was overhauled, new wiring for lights, decking and new paint makes it look new. Having Paul Talon's talents back for the summer to handle small engine maintenance and rehab of the trailer was very beneficial and we appreciate his assistance.

City Owned / Maintained Buildings:

*Ice Arena * Camp Sun n Fun * City Hall * Central Fire Station * Indoor Pool/Children's Museum * Jenny Thompson Outdoor Pool * McConnell Center * North End Fire Station * Pine Hill Cemetery Barn & Chapel * Police Station * Public Library * Public Works Facility * Recycling Center * River Street Butler Building * South End Fire Station * Transportation Center * Veteran's /Community Center Building * Waste Water Treatment Facility*

Emergency Management



Community Response and Enforcement Unit (CREU)

During the month of April, the Police Department reorganized and implemented a new unit called the Community Response and Enforcement Unit. The unit is part of the Support Services Division and is comprised of the Mounted Patrol, Dover Housing Authority Neighborhood Liaison Officer, the School Resource Officers from both the high school and the middle school and the department's Problem Oriented Police Officer (POP Officer). The unit is directly supervised by a sergeant.

April saw Dover Fire & Rescue's staff participate in another statewide emergency drill simulating an emergency at the Seabrook Nuclear Power Plant. Federal Laws require the State of NH to have a Radiological Emergency Response Plan and these drills creatively test agencies such as Dover Fire & Rescue in what their role is and how to respond. Part of that plan requires evacuation of all residents within a 10 mile zone of Seabrook, so systems to achieve that requirement are tested several times a year. 5 communities of residents within that zone are designated to come to Dover where they would be processed for State and Federal Aid. Other communities in that zone go to Rochester and Manchester. Most of the costs for the plans and practicing these plans are borne by the Plant Owner – NextEra Energy with NH Homeland Security coordinating the pass through of funding from NextEra to communities such as ourselves. There drill was graded by Federal Evaluators and though the final report on how Dover did hasn't arrived yet, the initial feedback from NH Homeland Security indicated no major issues, which is good news!

The month of April saw progress continue in many areas. The most significant was that the "run cards" were updated to reflect many changes internally within our organization and externally based on the available resources Dover's mutual

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.

aid partners have and the training levels they possess. The "run cards" are a pre-planned set of resources for various incidents that escalate beyond what Dover firefighter's can handle. If a fire is large or some other incident requires many resources, our arriving crews or Chief Officers can request these resources through Dover Police Communications.

Type of Calls:

Priority 1	76
Priority 2	88
Priority 3	341
Priority 4	330
Priority 5	1,222
Less than 6 minutes	83%

Because dispatchers and or firefighters don't have time to have an extended conversation about what resources are needed as an emergency incident is occurring, the alarm cards are set up so a few trigger words from our firefighters trigger the dispatchers to enact these cards or resource plans. You may have heard on the TV show Chicago Fire, an incident commander striking a "second alarm" for example. The words "strike a second alarm" brings to Dover 4 fire vehicles and approximately 12 to 16 firefighters from neighboring communities to the scene and four more vehicles to fill Dover fire stations in case additional emergencies occur which they often do. Much thought goes into what resources are needed, where they come from, how they will be used, and what is in reserve. Each additional alarm moves fire apparatus resources from an ever expanding ring of communities to where they are needed while accounting for not stripping any one geographic area. Keeping the plans consistent in organization and easy to execute is key to success. The updating of the "run cards" requires much work, with input from all fire officers and the lower ranks, as well as with each neighboring community that is part of the response. Training on the changes and being extremely familiar with what resources are called for on the trigger words is key for our Chief Level and other senior level incident commanders, as well as our dispatchers!

April was a slightly slower month for Fire & Rescue with Fire & Rescue responding to 421 calls for service which is an average of 14 responses per day helping Dover Citizens. 17 of the calls for service were for fires, 279 were for medical emergencies, 6 were for other hazardous situations requiring emergent intervention, 56 were either false or good intent in nature, with the remaining 63 being for non-emergent requests. Of the emergencies, there were 111 times where simultaneous emergencies were occurring with 21 of those times where 3 or more emergencies were occurring at the same time.

The most noteworthy fire event for the month was the fire that started in a garage sized shed at 213 Locust Street. An occupant called 911 at 11:29 AM after noticing fire coming from the shed/garage that was located directly adjacent to the house, with the wind blowing the fire at the house. Fire/Rescue's first vehicle arrived in just under 4 minutes with the others arriving moments later. Crews rapidly deployed three hose lines to start extinguishing the fire and cool the house, hoping to prevent fire from getting into its walls. Retired firefighter and department photographer Mark Ladrie who lives a minute's walk from this fire, arrived while the first hose line was being deployed, catching these photos which speak for themselves.

It is unusual timing wise to get such accurate pictures depicting what firefighting is all about, and a big thank you goes out to department photographer Mark Ladrie for getting them after hearing our vehicles arriving on Locust Street. The prevention of the fire from entering the home was the first priority and a fortunate outcome that comes as a result of Dover's response system where much of the City is within 4 to 6 minutes of one of three fire stations, the hardworking employees who train endlessly and plan endlessly, and the equipment that is constantly maintained in good condition and purchased by our taxpayers. What it took to control this incident was the initial response of 13 firefighters and 2 Chief Officers from Dover and an additional 14 firefighters from mutual aid communities that were called for in case the fire had entered the walls of the adjacent home.



Additionally, off duty Dover firefighters were recalled and combined with other mutual aid communities to cover Dover in the event another emergency occurred. Unfortunately, the home did receive some damage from the fire's heat which melted much of the vinyl siding on the home's rear wall, burned part of the rear deck and small sections of the rear outside wall, and through some necessary inspection holes placed into interior walls by firefighters as they searched for any fire extension into those walls. Sadly, all the stored materials in the shed were beyond saving and the cause is still under investigation though not considered suspicious in any way. The Dover Police were instrumental in assisting with the investigation by having detectives arrive almost immediately...starting their interviews while the fire was actually being extinguished. What happens in these cases is specially trained fire staff with specialty knowledge on fire causes and fire investigation practices team up with Dover's Police staff and/or their detectives who conduct interviews and collect any evidence if needed. If at any point something appears suspicious or criminal, the Police take the lead on the investigation and if it doesn't, fire staff lead the investigation. All in all, this team approach which solidified a number of years ago between Police and Fire, is very successful.

In addition to this fire, April brought a number of brush fires. Fire & Rescue instituted a new policy in April on Red Flag Days of upgrading the normal brush fire initial response of 1 Engine and 1 Forestry unit to dispatching an additional Fire Engine on the initial response. The National Weather Service has fire weather specialists who advise the State of NH Division of Forestry and Lands on the fire danger for Strafford County and the Red Flag Day designation denotes extreme danger times; normally as a result of high wind, low humidity, and very dry ground cover.

Dover experienced several brush fires during April's Red Flag Days and the new response policy of arriving at these fires with twice the normal amount of staff rapidly stopped the fires from spreading in every case, thankfully. Again, another outcome of that combination of Dover's response system where much of the City is within 4 to 6 minutes of one of three fire stations, the hardworking employees who train endlessly and plan endlessly, and the equipment that is constantly maintained in good condition and purchased by our taxpayers.



At Fire & Rescue, the highlight for the month training wise was the training sessions for the four shifts on using the new SCBA (Self Contained Breathing Apparatus) cylinder refill compressor system. This new compressor system takes air, cleans it of any impurities, and then compresses it to the high pressure of 4500 PSI where it is then placed in the air cylinders of our SCBA as they are called in the Fire & Rescue industry, which is the breathing equipment firefighters wear in smoke filled and dangerous environments. Without these units (in combination with the rest of the specially made turnout gear), firefighting and rescue of trapped victims inside burning buildings would be impossible to do. Having this new compressor system which fills four cylinders at a time, has saved our organization much staff time already in the weeks we have had it as since our organization did not have one, many hours were spent monthly either borrowing mobile systems from other organizations or visiting those out of town fire stations to fill the cylinders. With an increasing number of simultaneous emergency calls in our system, there was less and less capacity to send on-duty staff to complete those tasks. Having the new compressor will save many staff hours of time and keep staff available for emergency response, which is where they should be! The above picture shows firefighter/engineer Dave Camire at work with the new compressor. Dave is also the lead of the team of several firefighters who are certified SCBA technicians. This small team gets paid a yearly stipend on top of their normal payroll, for the additional responsibilities of maintaining, repairing the SCBA units when within the scope of their certification, or coordinating repair with outside vendors when the repair is major. Having in-house people do the work saves Dover money by only having to send the units out for major repairs, in addition to the team fixing the simpler repair issues with little to no delay or out of service time.

Fire & Rescue Inspection Services:

Inspections - Life Safety	26	Inspections - Plumbing/Mechanical	120	Inspections - Woodstove/Fireplace	0
Inspections - Business	08	Inspections - Blasting	0	Permits Issued - Blasting	1
Inspections - Sprinkler/Alarm	14	Inspections - Health	49	Permits Issued - Building	46
Inspections - Building	114	Inspections - School / Daycare	0	Permits Issued - Certificate of Occupancy	11
Inspections - Electrical	137	Inspections - Oil Burner	0		

Above is the Inspection Services activity breakdown for April. Inspection Services continues to be very busy with a total count for inspections in April conducted and permits issued at 526. This number is lower than normal as the organization has shifted to a new burn permit system (with many issued by Inspection Services) which was counted in the past and is not reflected here, as we are still learning how to extract data from that State of NH operated system.

These numbers only capture part of the work. Other job tasks include plan review for buildings and their systems, answering code questions, lot line and setback questions, and participation at technical review meetings where developers of projects and City officials from many departments meet and iron out issues "pre-shovel".

Interestingly, each month can have a different focus. April seemed to be the month for Hair and Nail Salon renovations and "fit-up" projects. "Fitups" are when a new business owner such as in the case of Cause Hair Salon on Chestnut Street, leases or purchases that space and moves in completely changing it from its previous use to the new business use. Believe it or not and based on the number of customers served in Nail and Hair Salons, there can be extensive code requirements with ventilation systems being one example, due to the chemicals that industry uses. The codes are in place to protect both the customers and the employees. Most of the codes enforced by Inspection Services are actually adopted by the State of New Hampshire. The State of NH Building Code can be found at <https://www.nh.gov/safety/boardsandcommissions/bldgcode/nhstatebldgcode.html>. By visiting that website, you will see it covers everything from, Fire and Life Safety to the International Mechanical Code which covers the previously mentioned when required ventilations systems in Hair and Nail Salons, in addition to the International Building Code which covers construction requirements for all types of non-residential buildings.

Other examples of inspection activity where Inspectors were out inspecting include the 3rd and 4th floor renovations of the Cocheco Mill in the downtown where the majority of the floors are being converted to residential apartments, the condominiums located at 44 Portland Avenue, pictured right, and out at Stockland Circle where 7 or so new homes were finishing up construction wise.



Patrol

During the month of March, the Dover Police Department responded to 2,456 incidents throughout the city. Police officers made a total of 1,222 motor vehicle stops during which they issued a warning or a summons.

The officers also issued 13 non-motor vehicle related summonses and conducted 5 checks of the Community Trail.

Special Investigations Bureau (SIB):

Ten 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.

During March 2016, detectives investigated a report of indecent exposure at the drive-through of a local business. In April, a Dover man was arrested and charged in this case.

In April 2016, SIB detectives investigated a felony level assault that occurred in downtown Dover during the early morning hours. Strong leads have developed and the investigation continues.

In April 2016, Patrol Officers and detectives responded to a domestic violence related kidnapping. A Dover man was arrested almost immediately and charged with multiple offenses stemming from the incident.

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

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

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 April.

Traffic Accident Investigation Team:

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

COMMUNICATIONS BUREAU	
911 calls	363
Phone calls	6,031
Radio Transmissions	11,667
Police Alarms	73
Lobby Customers	304

Animal Control:

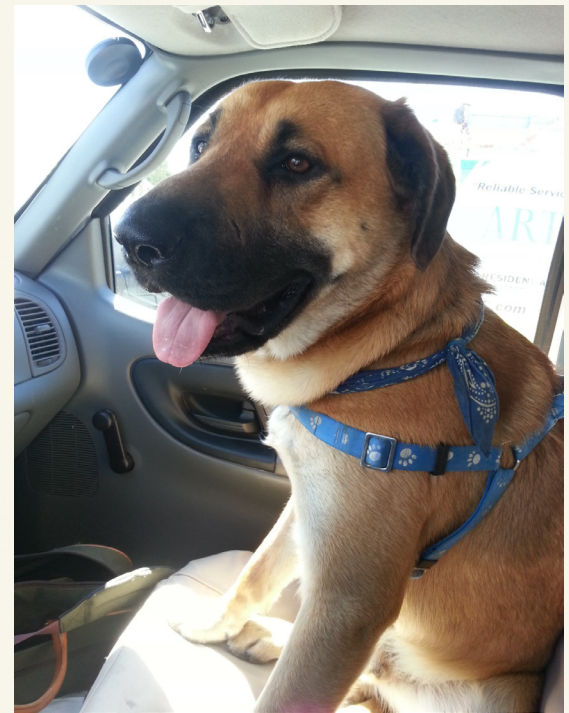
Total animal calls for service
65
Handled by Officers
33
Handled by Dispatch
15
Handled by ACO
17

Breakdown of Calls – Officers	
Barking dogs	04
Found animals	04
Loose animals	05
Welfare checks	11
Deceased animals	04
Animal Bites	04
Assistance	01

Breakdown of Calls – Dispatch	
Loose animals	05
Lost animals	03
Found animals	04
Deceased wildlife	01
Welfare of wildlife	02

Breakdown of Calls – Animal Control Officer	
Found animals	02
Deceased animals	01
Loose animals	07
Animal bites	02
Welfare checks	04
Bat in home	01

The Animal Control Officer received 51 voicemail messages and returned those calls. Many of these calls involved the educating a number of residents regarding the natural behavior of wildlife during this time of year. Spring is the time of year when wildlife are having their young and seeing a fox out during the day does not necessarily mean that it is rabid. She also followed up on 7 investigations initially begun by Police Officers. There was a large number of welfare calls due to dogs being in a car on a warm day.



Louie, from Somersworth, got away from his owner who was visiting a friend in Dover . Louie was found by the ACO and returned.

Downtown Liaison Unit (Mounted Patrol)

The mounted officers also conducted daily checks of the Community Trail, Henry Law Park, the Dover Skate Park, Maglaras Park and the railroad yards.

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 handled the following during the month:

53	Public Assists-directions, pedestrian right of way education, etc.
47	Parking Assists
12	Assists for Community Action / homeless
Daily checks of the Community Trail, Henry Law Park, the Dover Skate Park, Maglaras Park and the railroad yards.	



City Manager's Report - May 25, 2016



Among the video production work in the last month, is the dedication ceremony and grand opening of the new police facility on Chestnut Street. In addition to coverage of the event, Media Services produced an eight-minute retrospective of the police facility construction. The video was shown at the event and is now playing on Channel 22 and online. This video is part of a longer look at the history of the complete project, including the public parking garage. This video production aims to give the public a more in-depth look at the process of constructing a new parking garage and police facility. In addition to more than two years of footage and background material compiled for the production, this work also utilizes time lapse footage of the construction, collected over 18 months. The time lapse footage alone is 22 minutes and will be made available as a separate production, too, for those interested.

Media Services is working with the Dover Business and Industrial Development Authority and the office of Economic Development to produce informational video and media to help the public and stakeholders understand the complexities of zoning and economic development.

Work is under way on the next installment of "Your City: A Closer Look," a documentary style, in-depth look at City operations. The next episode will feature a comprehensive look at the Dover Police Department's Patrol Division. Over a typical day, the department's patrol division and support staff respond to a wide variety of incidents and events. The previous episode of A Closer Look, which examined the City's storm management response, won a national award last year from the National Association of Telecommunications Officers and Advisors.

The Media Access Center continues to produce informational videos about the City of Dover's many public bodies, boards and commissions. These brief videos are intended to offer a look at the role of each board and commission in helping keep the City vibrant and community driven. They can be seen on Channels 22 and 95, and are available online, on demand.

In April, Media Services Manager Mike Gillis met with a group of journalists from Ukraine to discuss the City's efforts in open government and transparency, as well as the convergence of old and new media for journalists and public institutions. The journalists were hosted by local families.

Gillis frequently meets with international delegations of journalists and government officials in sessions coordinated by the United States Department of State and World Affairs Council in New Hampshire. Dover is selected as a participant because it has been identified as a leader in promoting open government and transparency.

The City's website is updated many times over the course of a day. In addition to updates on public meetings and events, Media Services provides updated announcements and video each day. These are updated in concert with public information being shared in electronic newsletters, news releases, social media, and on Channels 22 and 95.

For example, in April 2016, Media Services produced 77 announcements for the website, social media and other electronic communications, generated 22 news releases, and produced 20 videos for cable television and online viewing via the website.

Media Services provides several electronic newsletters, including Dover Download and several project-specific updates.

Among the City's newsletters is 'Special Announcements,' which provides subscribers with updated information about road closures, emergencies, and other important information. In April, this newsletter also started to include updates on Red Flag Days, during which time burning is not permitted in the City.

On April 21st and 22nd, Vicki Hebert presented to the Dover High School Health classes along with 2 individuals in recovery. She spoke about the heroin/opioid epidemic in our community and what is being done to address the problem.

On Monday April 25th Vicki Hebert presented during a Congressional Field Hearing hosted by US Congressman Frank Guinta and US Congresswoman Annie Kuster. The hearing titled “Investigating the Heroin Epidemic and its Impact on the Northeast” highlighted people in recovery as well as prevention experts. Vicki spoke about how Dover has used federal funds to address our community substance abuse problem and the results we have seen from those efforts.



Vicki Hebert (seated far left) presents on the impact of the opioid epidemic during a Congressional Field Hearing hosted by US Congressman Frank Guinta and US Congresswoman Annie Kuster.



Kathi and Chris Sullivan presenting to the entire 11th grade at Dover High School about their experience with drugs and alcohol.

On April 20th the Coalition sponsored a presentation by Kathi Meyer and Chris Sullivan at Dover High School to the junior class. The annual pre prom assembly highlighted the dangers of alcohol and drug use while giving students tools and resources to make good decisions. Following the school presentation the Coalition hosted a town hall meeting that evening titled “Breaking the Chain of Addiction.” The forum focused on how everyone in the Dover community can play a part in breaking the chain of addiction. Kathi and Chris shared their experiences and discussed the role that community members can play in addressing the problems associated with underage drinking and drug use.

On April 30th the Police Department held its 11th Drug Take Back event. The event, coordinated by Vicki Hebert, provided the public with an opportunity to safely dispose of unused, unneeded and expired medications. This program insures that medications aren't left in a home where they could be diverted or misused. Dover collected 8 boxes of drugs totaling 184 pounds.

On April 11th Vicki Hebert presented to the Dover School Board and shared data from the 2015 Youth Risk Behavior Survey conducted at Dover High School. On the following day, the 2016 Dover Student Behavior Survey was conducted at Dover High School. Students in all grades completed the survey asking 80 questions about various behaviors including drug use, bullying, sex, and suicide. On April 14th, 7th and 8th graders at Dover Middle School completed the same survey. The results are currently being analyzed and it is anticipated that information will be shared with the public in the fall.

The TRUTH about Tobacco Program was concluded in April with 2 presentations in each of the 5 classrooms at Woodman Park School. On April 22nd, 3 student teams from Youth to Youth gave a 45-minute class on tobacco advertising and the techniques the tobacco industry uses to make smoking look attractive, cool and healthy. In the 2016 school year, this training was conducted in all 13 fourth grade classrooms in the 3 elementary schools in Dover reaching almost 300 students.

The Samantha Skunk Program was concluded in all schools in April with classroom presentations of the Medicine Safety program to kindergarten students at Horne Street School. Also in April, an assembly was held for the 2nd graders at the Horne Street and Woodman Park Schools called Samantha Skunk Loves Her Os. This lesson teaches young students the connection smoking, lung health and exercise. During this school year, every 2nd grader in all 3 schools received this presentation and all 1 between 4 Dover kindergarten classrooms received the Medicine Safety presentation. This is a total of over 600 students.

Four members of Dover Youth to Youth were invited to visit the Boston University School of Public Health and present to a large class of graduate students on counter-advertising techniques. The professor in charge of the class had seen the Dover students present in Washington, DC at the Alcohol Policy Conference. The Y2Y students were treated to dinner with some of the graduate students, received a tour of the school facilities, and got to sit on a graduate level health class while they were there.

On April 8th, eight members of Dover Youth to Youth traveled to Brattleboro, VT to conduct an all-day training session for over 30 youth advocates from 5 different communities in that region. Students were taught presentation skills, how to create radio PSAs, and shown a wide variety of advocacy projects.



Dover Youth to Youth students presenting the Samantha Skunk Medicine Safety presentation.

Dover Y2Y conducted its annual Kick Butts Week during the week of April 10th. Activities included the *Plaster the Walls* project conducted at DMS. Dozens of anti-tobacco posters were plastered all over the walls of the school. The main event was the *Kick Butts Bash* held at the McConnell Center on April 13th. That evening Dover Y2Y members conducted a variety of activities – including an ice cream sundae buffet. The students also held a Gear Exchange where the public could bring in any merchandise or gear advertising a tobacco or alcohol product and exchange it for sports equipment and other drug free clothing or gear.

The awards for the 2016 *Logo Lampoon Art Contest* were also given out at the Kick Butts Bash. Several hundred students in grades 5 and 7 created satirical mock ups of a tobacco or alcohol company product or logo. In the artwork the students’ attempt to remake their chosen ad or logo in a way that would make it “tell the truth” about what these substances can do to those who use it, particularly youthful users. The top 30 finalists in grade 5, and the top 30 in grade 7, each received a prize and the 10 overall winners for each grade level received gift certificates.



Y2Y students Zachary Pelletier and Aaron Daniels putting up anti-tobacco posters at Dover Middle School during National Kick Butts Week.



Pictured left, Lauren Boettcher is presenting 8 Things Alcohol Companies Don’t Warn You About to the students of Moultonborough Middle school.

Pictured right, Jordan Lippmeier holds up an alcohol advertisement stand up from a store to demonstrate how tiny the warning label is to a group of middle school students in Moultonborough NH.



Dover Youth to Youth recently hosted the Improbable Players of Watertown, MA. The group gave the substance abuse presentation in the DHS auditorium to the DMS 7th and 8th grades – a total of almost 600 students. The Improbable Players presented “I’ll Never Do That”, a performance about the roller coaster of drinking/drug use. The play offers short and mostly humorous scenes about beer vs. marijuana, advertising, drinking and driving, and ends with a story about a family torn apart by alcoholism. Following the performance the cast from Improbable Players provided interactive training for small breakout groups of youth advocates from Dover, Epping, Newmarket and Seabrook. The actors themselves are all in long-term recovery from addiction.

Five members of Dover Youth to Youth traveled to Washington, DC on April 7-8th to present at the 2016 National Policy Conference on Alcohol. Two Youth to Youth students presented a 20-minute session on counter-advertising against the messages of the alcohol industry and their advertisers at a plenary session for the entire conference. They shared the stage with David Jernigan, a national expert on alcohol marketing from John Hopkins University and Tom Babor, a researcher on alcohol issues from the University of Connecticut. The following day, all 4 students conducted a workshop for about 30 conference attendees on Engaging Youth in Policy Change.

On April 1, 2016, the Dover Coalition for Youth partnered with the Opioid Taskforce of Strafford County to host the Strafford County Addiction Summit: Local Solutions to a National Problem. The event was held at Wentworth-Douglass Hospital. A legislative and business breakfast attracting 120 people was followed by the day long summit with 200 people. Vicki Hebert chaired the committee responsible for the prevention related educational track at the conference.

Fire/Rescue participated in providing ambulance coverage for the Red’s Shoe Barn 5K road Race in April. During events such as this where there can be upward to a thousand people in one area, it is a routine policy to stage an ambulance or fire engine which is in service for emergency response throughout the City, at the event area in case an emergency of some sort occurs.

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 341 Facebook friends and 764 followers on Twitter. Topics shared on the Blog (<http://dovernhplanning.tumblr.com/>) include information about the Community Trail, Transportation Master Plan, CDBG program, 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 with 1,176 fans.

The Department of Planning and Community Development prepared 2 press releases which were also placed on the blog and other social media sites. Topics included Community Development Block Grant applications, and the Stewardship Chapter of the Master Plan.

The Assistant City Manager presented at the annual State of the City on April 20, speaking about land development agreements. These agreements have been entered into over the past 5 years between the City and private developers, and encourage growth and development, while accomplishing community goals at the same time.

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 such as 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>

Assistant City Planner Benton created a survey to gain feedback from private sector engineers, lawyers, and others that do work in Dover and use the regulations to see what they like about the regulations and ways they can be improved.

The Stewardship of Resources Master Plan Steering Committee held their first meeting. The meeting included a review of the project goals and strategies that will be utilized to engage the public during the process.

The City Council held a public hearing to review the proposed FY17 CDBG Action Plan. The City Council Approved the Action Plan that included funding for 8 Public Service requests and 3 Public Facilities requests. The Final Action Plan will be submitted to HUD in May for their review and approval.

Planning and Community Development and Community Services staff met with residents off Thornwood Lane and the developer to discuss outstanding items for the completion of the Village at Thornwood Commons.

Planning and Community Development and Community Services staff met with the developer of 44 Portland Ave to review outstanding items, including landscaping and lighting for the project.

The library has 7,386 social media followers: 1,942 on Facebook, 716 on Twitter, 661 on Instagram, 1,241 on Pinterest, and 2,826 subscribers to the library's two e-newsletters. The library website received 17,081 hits during April. The Library posted 80 items on Facebook, 22 on Instagram, 29 on Twitter, and added 57 pins on Pinterest. Staff wrote 3 Blog posts, and sent three press releases to media outlets during April. The Children's Librarian Patty Falconer presented story times at the Seymour Osman Community Center and at Head Start.

The public library borrowed 56 items from the school libraries and sent 115. The public library's System Administrator aided the Dovertown school libraries with 5 Koha system issues during April.

The Library Director is aiding the Woodman Museum's 100th Anniversary celebration by researching and authoring the daily "Woodman Treasures" article in *Foster's Daily Democrat*. These are appearing daily, Monday through Saturday, in the newspaper for 100 days.

Library staff is printing City Job Vacancy announcements and each issue of the Dover Download and posting them on a large bulletin board in the library's front foyer for the public.

City Programs

Gym

Adult fitness classes continue to be very popular, with new sessions of Beginner Yoga, Muscle Power, Zumba® and Interval Toning being held in the Recreation dance studio. Field requests were completed and city & school fields were finally opened up to the youth leagues for practices and games. Dover Baseball held opening day at Dunaway on April 16th for the 2016 season. Men's 35+ Basketball league wrapped up with finals in mid-April. Men's open gym has resumed on Monday evenings. Women's open gym continues on Tuesday evenings. Adult Co-ed volleyball has resumed on Sunday afternoons. Badminton continues on Friday evenings. Sign-ups are also ongoing for Granite State Track and Field program which will begin in May. Sign-ups have begun for summer programs including Playgrounds and theater camps. Youth Music Theater is already full and there are limited openings in Fun on Stage. Assistant Recreation Director Krista Trefethen attended a strategic planning meeting for NH Association of Senior Centers in New London.

Pool

The month of April brought the second session of spring lessons, as with other sessions, classes were added to accommodate all that were on the waitlist. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase in swimmers. A robotics program used the pool in April as well as a non-competitive fun swim meet between a couple of the pools swim teams. The Jenny Thompson Pool will open in May for Seacoast Swimming and other area teams; the outdoor pool is nearly full of water and we should start heating within a few days. Attendance for the pool is as follows: Adult Lap Swim: 75-100 swimmers daily, Rec Swim: 20 swimmers daily, Pool Rentals: 4, Birthday Party Rentals: 3 Great Bay Masters: 30 swimmers

Ice Arena

April starts the spring season at the Dover Arena. New spring programs begin such as; Youth Introduction to Hockey, Adult Introduction to Hockey and learn to Skate. Also for the youth skater the arena runs a full ice 3 on 3 hockey league which always is full. As ice time becomes available, many skating and hockey clinics run by local instructors, start up in the spring. Roller Derby has started a full set of practices on the floor in the Foster Arena with their first official bout Saturday, May 28, 2016 at the arena. Flyball dog competition was back again this year with competitions on Saturday April 9 and Sunday April 10. Adult and youth stick practice: 444 participants, Birthday Parties: 2

Senior Center

In addition to all of 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. April's fitness classes saw 557 participants springing into healthfulness! 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 April, members were able to return to the outdoor courts with 151 members enjoying to learn and play this new lifetime sport. The Center still get inquiries almost every day about how to join in! Back by popular demand, is 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 an extensive wait list! A new program was started last month: Brain.e.ology. It's a 7-week program to learn how to integrate brain exercises into everyday life and dispel myths about age and memory loss. 53 seniors took charge of their brain fitness in April. Finally, the Senior Center hosted an event presented by the Alzheimer's Association: "Healthy Habits for a Healthier You!" 35 members attended this program. Senior Advisory Board meeting: 8, Mystery Lunch: 34 participants, Senior Center Lunches: 31 participants



Outdoor pickleball courts hosted a New England pickleball advanced play session featuring 28 of the top players in New England on Sunday, April 17th to help them prepare for the first ever US Open in Naples, FL. In addition to Dover's four permanent courts, there were two temporary courts taped in to accommodate the number of players.

Public Library

Chromebook usage by the public continues to increase in the library. The 10 laptop units were circulated in-house (for a 3-hour borrowing period) 122 times during April.

Random police patrols of the library were instituted in April due to ongoing problems with abusers of drugs and alcohol.

IT Librarian Peggy Thrasher taught three 2-hour technology classes In April and each was filled to capacity, with waiting lists. The library will continue to expand their offerings in future months.

April program attendance at the library totaled 1,679 at 57 programs which included story times, a STEM Expo, adult coloring sessions, movie showings, school vacation week programs, the annual student poetry contest, two book groups, music with Benji, a Yellowstone travelogue presentation, Game Night, and Lego Saturday.

Children's Librarian continued outreach efforts to community organizations serving children.

Coordination was made with school libraries about book deliveries back and forth among our six facilities.

Dover Housing Authority Liaison Officer Program

During the month of April, Officer Plummer filled in for the Dover Middle School resource officer for 3 days. While at the school Officer Plummer made contact with a 6th grade child that lives in DHA family and had been having a hard time in the school. Officer Plummer assisted the school with a plan to get the child signed up for Dover baseball as this is an interest of his.

On Sunday, April 3, Officer Plummer assisted in with the annual DHA Easter Egg hunt. Officer Plummer assisted 20 DHA children in locating candy filled Easter eggs.



Officer Plummer with some of the DHA children during the Easter Egg Hunt.

Dover Middle School Liaison Officer.

During the month of April, Officer Pieniazek presented numerous Drug Abuse and Resistance Education (DARE) classes which ultimately culminated with the DARE graduation ceremony on April 7, 2016. During the event, sixteen members of Dover Youth to Youth presented a short skit on tobacco consequences at the DARE Graduation on April 7th. Over 300 fifth graders and almost 150 parents were in the audience along with various city officials.

The Officer Pieniazek also continues to assist the Dover Middle School baseball team as an assistant coach.

Additionally, as part of the Dover Police Department's heroin initiative program, Officer Pieniazek contacted four members of the Dover community who were treated for an opioid overdose and offered each follow up assistance.

Some members of the 6th grade will be attending, "Enterprise City," in Dover. Enterprise City is a mock city where students get, "hired" for different jobs and see how a city government is run. On April 7, Officer Pieniazek assisted teachers in, "Interviewing," students for their various jobs.

On April 8, 2016, Officer Pieniazek went to Happy Helper's daycare to spend time with some of the children.

On April 9, Officer Pieniazek, along with the other DARE officers and the Masons held the annual DARE breakfast at the Masonic Temple.

Dover High School Liaison Officer.

During the month of April 2016, Officer Kennedy assisted the Dover High school with directing afternoon traffic on multiple occasions in front of the school. Officer Kennedy also assisted DHS by monitoring several parking and traffic related issues in many of the parking lots.

Officer Kennedy also met with several students in his office to answer questions about the students' future goals.

Officer Kennedy met with school officials numerous times to assist with school investigations in determining if criminal activity occurred.

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 April, the students detailed three cruisers.

Dover Teen Center



Dover Teen Center participants enjoying field games during a recent visit to the UNH campus with the Teen Center interns.

The Dover Teen Center calendar for April 2016 consisted of educational and social programming for its youth participants. For the month, the teen center saw a total of 552 participants on 21 days of programming, which yielded an average of 26 participants per day.

Music Event - "DoverPalooza: Spring Fever Show" (4/7)

Arts In Action Event - "Student Art Gallery Night" (4/12)

Special Trip - "NH Fisher Cats Baseball Game-Opening Night" (4/14)

Trip - "UNH BB/BS Event - BBQ & Games" (4/15)

Arts & Crafts Day - "Tye-Dye T-Shirt Day" (4/18)

April Vacation Fun Day - "Movie Marathon Day" (4/25)

April Vacation Trip - "UNH Tour & Lunch" (4/26)

April Vacation Trip - "Mall of NH Trip" (4/27)

April Vacation Event - "Luau BBQ & Outdoor Games" (4/28)

Annual Event - "5th Annual Outdoor Adventure Camping Trip Weekend" (4/29-5/1) Which included the UNH Indoor Climbing Wall. Camping and Ropes Course @ UNH Browne Center

There were 3 new registrations for the Teen Center in April 2016

Dover Youth to Youth:

See City Outreach.

Dover Coalition for Youth

The Coalition continues to work with Temescal Wellness, the medical marijuana dispensary in Dover, to address concerns of youth and public safety. On April 15th Vicki Hebert and Captain Terlemezian met with representatives from Temescal and the state prevention taskforce to talk about key messages and prevention information that should be available in the alternative treatment centers. Vicki followed up the following week and provided copies of various prevention materials.

Dover Court Diversion Committee

The Diversion Committee met on April 21, 2016. As of the end of the month, there are a total of 4 active Diversion cases. Below is the breakdown:

- 4 cases already in active Diversion Contracts
- 0 successful completion and release
- 0 new cases heard
- 0 cases awaiting the next meeting

Problem Oriented Policing Officer:

The Department's Problem Oriented Policing Officer is a new position partially funded by a COPS grant through the US Department of Justice. The officer will be working to solve quality of life problems in public areas, neighborhoods and apartment complexes while applying community policing techniques. This includes identifying problems or issues, determining who the stakeholders are and working with those stakeholders to come up with solutions.

During the month of April, the Problem Oriented Police Officer handled 25 incidents ranging from drug complaints, neighborhood meetings and various disturbances. He initiated meetings with local businesses, apartment management companies and condo associations in order to establish a connection. He also worked with the Dover Public Library to assist with vagrancy and drug usage issues in and around the building.

As we enter the summer months, the Problem Oriented Police Officer will be patrolling those areas of the City that experience an increase in activity due to the warmer weather. Some of these locations include but are not limited to Henry Law Park, Maglaras Park, Bellamy Park and the Community Trail. He will also be conducting a regular review and analysis of calls for service in an attempt to find patterns or clusters of calls for service that affect the quality of life for the residents.

During the month of April 2016, there were three letters generated by the Dover Police Department that was sent to a certain licensed liquor establishment 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, 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.

Community Service Program

The Community Service program continued to track four active participants during the month of April of 2016. A total of 12.5 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: Paving projects will be Bid in May.

Previous: No Update.

TOLEND ROAD RECONSTRUCTION

Current: Final asbuilts and minor landscaping will be completed in May

Previous: No Update.

TOLEND LANDFILL REMEDIATION

Current: The EPA is preparing a Five Year Review of the Tolend Road Landfill remedy performance that will be issued in 2017. The PRP consultants have been preparing monitoring data specifically collected for the report and will provide the data to EPA for inclusion in the review report.

Previous: 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, GeolInsight performed sampling in the fall of 2015 to provide data for use in the report. GeolInsight will assist EPA by preparing figures and tables of the data for use in the report.

COCHECHO RIVER DREDGING:

Current: No update for April.

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.

WASTEWATER TREATMENT FACILITY

Current: Dover and the Coalition are working with PREP, UNH researchers, and other stakeholders to develop a short and long term monitoring plan that implements suggestions in the 2014 Peer Review Report. The NOAA grant pre-proposal submitted in February has been selected to submit a full proposal with work scope. Meetings to develop are in progress to develop the proposal for submission on May 20th. Dover and the Great Bay Municipal Coalition are collaborating in the proposal development which will be the first step in a long term monitoring and study plan for the estuary.

Previous: 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.

KEATING / BIRCHWOOD RECONSTRUCTION

Current: No update

Previous: Contractor bids are due back on March 29th. Construction work is anticipated to start in late spring/early summer.

RICHARDSON DRIVE RECONSTRUCTION

Current: Due to the current bidding climate and the inability to guarantee completion of work prior to winter conditions; the city has elected to postpone the reconstruction project until the spring of 2017.

The Utilities Commission (DUC) has reviewed the project and has voted to recommend that the city pay the required public sewer system investment fee for any connection of an existing home that is done within one year of final project completion.

Previous: SRF loans have been approved at the State. State has provided sewer extension comments, consultant are revising plans based on comments.

Newington Dover NHDOT

Current: Five of Six Easements have been acquired for the relocation of Dover utilities out of the Spaulding Turnpike right of way. A construction engineering contract is being negotiated with VHB for construction oversight.

Dover water and sewer utility plans for relocation have been completed by VHB and will be included in the NHDOT's bid package for the next phase of the Newington/Dover Turnpike project.

Previous: None

NELSON STREET RECONSTRUCTION

Current: City continues to work out contract details with low bidding contractor.

Previous: Contractor Bids have been received and the city is working out terms with the current low bidder.

LEIGHTON WAY PUMP STATION REPLACEMENT

Current: We received the 80% plans from Underwood Engineering. Staff is currently reviewing plans and specs.

Previous: The City has received State approval and currently waiting on Council approval for the Supervisory Control and Data Acquisition programming needed for the upgrade. Bidding process to follow.

TRAFFIC SIGNAL UPGRADE

Current: Communication upgrades for the Central Avenue/Mill Street/Back River Road areas are complete. The coordination of the traffic in this area will start in May.

Previous: Working on communication issues with the traffic light software.

BRIDGE UPGRADES

Current: Whittier Street Bridge-Easements have been obtained and are being reviewed by NHDOT. A construction engineering contract is being negotiated with Louis Berger. Bridge maintenance items done by GM2 will be Bid in May.

Previous: Whittier Street Bridge project has obtained two of the three easements. The easement discussions with the land owner is ongoing. Bridge maintenance items done by GM2 will be Bid in April

INFLOW & INFILTRATION

Current: Longmeadow and Beech had their top coat of paving. Additional sewer main testing is needed under Spaulding Turnpike. All other punch list items have been completed.

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: The final plans and specs are currently waiting to go out to bid.

Previous: Received the 80% plans from Underwood Engineering. Staff is currently reviewing plans and specs.

Recognition

On April 4, 2016, the Dover Police Department held its annual awards banquet. In all, nine awards were presented to various employees for their hard work and accomplishments during 2015.



Pictured top right, Parking Enforcement Officer Phil Hunter receives the Chief Daniel Smith Award from Chief Daniel Colarusso for his excellent customer service.

Pictured right, Sergeant Scott Pettingill, pictured with Chief Colarusso, is the 2015 Dover Police Department's Employee of the Year.



Right, Captain Bill Breault received the Exceptional Service Award from Chief Colarusso during the department's awards banquet on April 4, 2016. The Captain received the award due to his outstanding work over the past two years as the project manager on the police facility and parking garage construction project.



The Assistant City Manager served on a jury of New Hampshire development professionals, for PlanNH. PlanNH is a statewide organization promoting smart growth and intelligent design standards for the built environment in New Hampshire. The jury reviewed applications for projects of merit, which will be presented by PlanNH in June. This is the second year in a row the Assistant City Manager has served on this jury.



Officer Bryon Lynch

Officer Bryon Lynch started with the Police Department on April 18, 2016. Officer Lynch grew up in Ilion, New York and graduated from the Herkimer County Community College with Associate's Degree in Criminal Justice and his certification as a Paramedic. He comes to Dover with experience as a Corrections Officer with the Herkimer County Sheriff's Department, a Police Officer with St. Johnsonville Police Department and as a Paramedic with Mohawk Valley Ambulance Corps. Officer Lynch lives in Dover with his girlfriend.

As an out of State certified officer, Officer Lynch will be attending the law package at the police academy beginning on May 2, 2016 while also going through the field training program.

The City Clerk/Tax Collectors office is happy to introduce two new employees!

Caitlyn Hassen joined the City the end of March. She has been a New Hampshire resident for 19 years and prior work experience included working for the Collection firm Benuck and Rainey.



Caitlyn Hassen

Janet Gray joined the City in April. She has been a long time New Hampshire resident and left banking after 24 years to join the City. Both are looking forward to providing customer-focused service in the City Clerk/Tax Collection office. Welcome aboard ladies!



Janet Gray

Professional Development

On April 23-24, 2016, Officer Murch attended the National Association of Mounted Unit Commanders Association Conference in New York.

On April 27th and 29th, several officers had training on addiction. The training provided an overview of the science of drug addiction and how it impacts a person's brain, featured stories of local individuals in recovery from a heroin addiction and discussed current efforts by the Police Department to address the opioid epidemic.

Officers Pieniazek, Hurley, Lazos, and Collis attended an in-service traffic collision course from April 18-April 29 hosted by the Dover Police Department. Officers from all over the US came to Dover to attend this two week class. These same four officers will attend the next level of this training in May and a third level in June. Those training classes are also being hosted at the Dover Police Department.

Officer Harnish attended two weeks of tactical training (Basic SWAT and Advanced SWAT) from April 18 until April 29, 2016.

Officers Hurley and Brown attended a week long training class on basic drug investigation.

Detective Kilbreth and Officer Cooper attended the annual New England Crisis Negotiators Conference.

The Assistant City Manager read *Talk Like Ted* a book examining the communication skills one can learn and embrace from observing successful TED talks. Additionally, the Assistant City Manager read *Town Inc, Grow Your Business. Save Your Town. Leave Your Legacy*. The focus of the book was on how entrepreneurs seek to open businesses near similar business and leverage education, infrastructure and capture energy created in a community, as opposed to starting from scratch, when possible.

The Community Development Planner attended a one-day workshop provided by the Region 1 Chapter of the National Community Development Association. The workshop included a HUD update by the Regional Director of HUD, and a Best Practices presentation regarding projects that involve physical improvement undertaken with CDBG funds.

Between April 1 and April 5 2016 the Assistant City Manager attended the National Planning Conference, presented by the American Planning Association, which was held in Phoenix, Arizona. There were over 800 diverse sessions and other opportunities to educate oneself, with 200+ sessions a day, Saturday to Tuesday. The Assistant Manager had three focuses for the conference: Infrastructure, Place Making, and Management Practices. In addition to these areas, he sought practical local information relevant to Dover. From an application of ideas perspective, he sought to learn how we can take successes and failures and apply them to our projects and initiatives.

In April, Media Services Manager Mike Gillis attended several web sessions on new tools within the Adobe Creative Cloud suite, aimed at helping local government improve access to public information and ease of use. These webinars, part of a series titled "Transform Citizen Services," were held from April 11 to 15, 2016, and focused on new tools within the Adobe suite to help with forms, data management, and even video and graphic design.

Training sessions for the four fire shifts were held on using the new SCBA (Self Contained Breathing Apparatus) cylinder refill compressor system.

The majority of the library staff took part in a full-day workshop presented by Mary Sanker of Community Partners entitled "Mental Health First Aid" on April 4. The information will be very helpful in dealing with some of the library patrons.

The Library Director and IT librarian attended a READS workshop on marketing at the Portsmouth Public Library on April 26.

Library staff attended classes and webinars on: Amping Up Your STEM programming; Cooking the Books: Food Programs in Libraries; Rethinking Library Instruction: Libraries as Social Learning Centers; and Excel. All library staff were given refresher training in how to find information in the Historical Room and the map collections.

April saw many training sessions occurring for the various members of Fire & Rescue. The Quality Assurance/Quality Improvement training program which Wentworth Douglass Hospital generously funds through donations, continued with several hours of medical training on the four shifts. Some other training topics that started in March and finished in April included training on the new rope rescue equipment and on the Forestry unit's pump and other related equipment used in brush fires. These topics were expected to be finished in March, but emergency calls for service got in the way for portions of one or two of the shifts when those trainings were scheduled.

As an example, pictured right is "B" Shift reviewing a "Z" system which incorporates mechanical advantage techniques and the ability for direction changes when lifting or pulling.

Ann Legere attended a conference on April 18th in Portsmouth on Excelling as a Manager or Supervisor.

A few members of the Finance Department attended a Mental Health and First Aid course, presented at the Library on Monday April 4th.



Jean Tsouramanis participated in a webinar on How to Prevent FMLA Abuse

Colleen Bessette, City Manager's Assistant, has completed her UNH Desktop Publishing Certificate Course.

Acknowledgments

The Friends of the Library renewed the library's passes to Strawberry Banke (\$250).

The Strafford County Genealogical Society, which met at the library, sadly disbanded because of declining membership but they donated the remainder of their treasury, \$1,433.37, to the library.

A \$300 donation was received from the New York Life Insurance Company in the name of Paul Kageleiry in Rochester, designated for the children's Summer Reading Program.

Donations in the amount of \$643, to be spent on children's books, were received in memory of Dover resident Josephine Mayhew.

The Dover Rotary donated \$200 to the library's Summer Reading Program for children.



EMPLOYEE SPOTLIGHT



Many of you already know Sharon Sirois since she is in and out of all of our buildings many times throughout the day. For those who don't know her, Sharon is the Superintendent of the Facilities, Grounds & Cemetery Division of the Community Services Department. She has been working for the City of Dover for 31 years!

Sharon started out as a Laborer working for Public Works and then became the Meter Foreman/Backflow Prevention Program Coordinator for 21 years. Sharon came to Facilities, Grounds & Cemeteries in 2008 as a Supervisor and was promoted to Superintendent in 2009. Her division is housed in the Chapel at the Pine Hill Cemetery.

With the support and assistance of her fellow employees, Sharon is responsible for oversight and maintenance of all systems within the municipal buildings and facilities, such as the outdoor pool and City Hall. They are also responsible for the appearance of the downtown area, flower beds, street and other signs, trees, and all parks and playgrounds. Sharon's responsibilities also include oversight of the Pine Hill cemetery (and three other cemeteries on Dover Point Road) operations and maintenance décor and streetlight maintenance, seasonal decorations and assisting with her employees where needed at various public and civic events such as Apple Harvest Day, events at City Hall, etc.

What Sharon likes most about her job is the fact she has a great team of employees and really enjoys working with them.

She likes the fact that there are so many facets to the work they deal with, that it is impossible to get bored! Their tasks and duties change with the seasons and there are always new projects to be involved in which keep things interesting, if not stressful at times. Sharon is always meeting new people and likes to feel that her division offers assistance to those who are sometimes going through difficult times.

What Sharon likes least about her job is that the position can be stressful and pretty demanding, depending on what is going on. She likes resolution – and some things don't ever seem to get permanently resolved. There are always work orders in the bins and just getting caught up can be the goal for them. Because her division serves in so many different capacities, it can feel like the needs outweigh the resources. And then, seasonal tasks like putting the pool cover on or taking down the Christmas decorations around the city, are reminders of how fast time goes by. Sometimes she just has to go out and enjoy planting flowers!

Sharon has lived in the area all her life except for two years when they moved to Redondo Beach, California. She went to Dover Junior High which is now the McConnell Center and graduated from Dover High School.

Sharon lives in Barrington with her husband Mike and has two sons from a previous marriage. Steve is serving in the US Navy and Krystian is in the Apprenticeship Program at the Portsmouth Naval Shipyard. Sharon also has two daughters from another mother. Stephanie who is an engineer works at PSNY and Alex is the owner of a nail salon in Portsmouth. Sharon is very proud of them all!

Sharon loves being outside, riding or walking around NH looking for wildlife, spur of the moment road trips to the Canadian border looking for moose, or going to the movies with her husband. She is active in her church, First Parish in Somersworth and enjoys helping with the spaghetti suppers or assisting when it is their turn to serve at the Table of Plenty in Berwick. Sharon enjoys mini golf, going to the beach or lake, their family gatherings, and boating with her family. Her hobbies are Genealogy and Photography.

Sharon does a great job in leading a fantastic crew – when you see her, be sure to thank her for taking such good care of us!

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

- The City Manager forwarded to the City Council, a joint letter by Somersworth & Dover to NH Fish & Game requesting they prohibit hunting on Willand Pond.
- The City Manager advised the Council that the Dover Police Department has successfully completed their 9th consecutive reaccreditation with CALEA.
- The Council received a copy of a letter to New England Metal Recycling relative to the Griffin Well, which was forwarded by the City Manager.
- The City Manager advised the Council of an Executive Session to meet with Andru Volinsky.
- The City Council received budget adjustment options from the City Manager.
- Manager Joyal provided a copy of an Opioid Support Letter to Senators from the Tri City Mayors to the City Council.
- Legislative Bulletin #14 was sent to the Council by the City Manager.
- 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

Planning, IT, Finance, and Inspection staff received demonstrations from Patriot software of inspections and assessing software, as the group evaluated ways to further connect land development and building construction with parcel data.

Daniel Lynch, Finance Director, attended the April Dover Utilities Commission Meeting to review budget items, water sewer billing operations and discuss water and sewer investment fees.

Daniel Lynch met with School District Business Administrator to review FY16 year-end budget projections.

Daniel Lynch, met with the City Manager, Facilities and Ground Supervisor and two members of the Cemetery Board to discuss Cemetery Capital projects and financial resources available through the Trusts and Capital Reserve Funds.

The City Manager's Assistant coordinated and attended a First Aid training for Public Works Supervisors in April sponsored by Seacoast Redicare.

The City Manager's Assistant also coordinated onsite Confined Space Training for Public Works employees which was sponsored by Primex. Supervisors will also be attending a hands on, full day of Confined Space Training at the Primex Facility in September.

Comparing the first 22 weeks of meter activity since the parking garage opened to the same period the year prior, there were 22,471 (1,021/week) additional transactions in the downtown. Compared to the same time period in 2013-2014, there were 21,023 more transactions this year.

At their April meeting, the Parking Commission reviewed several issues. They recommended no change to the motorcycle parking policy that requires each motorcycle to have its own parking receipt. They also supported designation of five spaces for Police Department visitors only. Three of those parking spaces are in the garage and two are in front of the main entrance to the Police Department.

Additionally, the Commission recommended that the city move forward with converting 12-15 meters, as funds allowed, with the TPAL upgrade. This meter provides a much improved customer experience with an interactive color display screen and back lit button system. Conversion to TPAL meters is a cost effective investment to extend the life of the first round of meters that were purchased in 2009. It will also allow the city to move away from the overhead light system.

The Parking Commission reviewed a request to install on-street disabled parking in the area of Chestnut Hill Counseling at 4th/Chestnut. The Parking Manager passed along that federal guidelines are expected in the coming months for on-street applications. The Commission chose not make a recommendation until the rules were handed down.

They also voted to recommend that vehicles not be allowed on the top floor of the garage on the night of the annual fireworks display. The Parking Manager raised concerns about potential vehicle congestion and conflicts with pedestrians who are expected in significant numbers due to the excellent view. The Commission asked that the Police Chief use the authority of City Ordinance 166-3 for the temporary restriction.

Finally, the Parking Commission has begun discussions about whether or not to install electric charging stations in the garage.

The Parking Bureau completed the first semi-annual wash down of the parking garage surfaces. Removing salts and other chemicals from the surface twice a year is critical to extending the life of the structure. The Parking Manager learned from numerous other parking supervisors that failure to maintain their structures in the early years led to massive repair/maintenance costs down the road.

The Library Director attended the meeting of the McConnell Center Advisory Board on April 25 to discuss how the two facilities may work better together to manage the crowded parking lot that is shared.

On April 5, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative as part of its Sustained Traffic Enforcement Program (STEP) grant. The date was selected by the Office of New Hampshire Highway Safety. Extra traffic patrols were performed during peak commuting hours under a contract from NHHSA which reimburses the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date included Old Rochester Road, Watson Road, Tolend Road, Indian Brook Drive, Back River Road and Weeks Crossing.

Sergeant Speidel coordinated all traffic control particulars and police personnel assignments for three road races during the month of April. The races were the 35th annual Red's "Race for a Better Community" 5 mile road race and 2.4 mile walk on April 10, the St. Mary Academy 4th annual "Run for God" 5K on April 16, and the Children's Museum of New Hampshire annual 5K run/walk on April 30. The Traffic Bureau handled the advance deployment of cones, barricades, and signs to facilitate temporary parking restrictions and traffic diversions.

The Dover Police Department performed 41 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of April, 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.

Sgt. Speidel performed 4 child passenger seat inspections during the month of April. 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.

The Traffic Bureau provided temporary traffic control to assist a media services company on two occasions in April during the filming of a promotional video / PSA at Wentworth-Douglass Hospital.

The Speed Alert radar awareness trailer was deployed in several different locations during the month of April, including Littleworth Road, Washington Street, Old Rochester Road, Middle Road, Portland Avenue, Whittier Street, and Watson Road. The solar-assisted battery powered trailer, purchased in 2009 and partly funded through a grant from the Office of NH Highway Safety, is managed by the Traffic Bureau.

Pictured right, the Speed Alert radar awareness trailer is positioned recently on Washington Street near Prospect Street.



The Assistant City Manager continues to advise the JBC/SAU on planning and traffic related issues. In addition to those meetings, the Assistant Manager worked with other staff to provide technical advice to the Engineer and Architect for the project. Final designs and layouts were provided for the technical review of the project, which will go to the Planning Board in May.

Assistant City Planner Piekut continues to work with Ameresco, Inc. in pursuing development of solar photovoltaic (PV) systems on city property. In April, initial design calculations were completed and presented to the Energy Commission. A site control agreement was prepared for subsequent submission to the Public Utilities Commission for securing a portion of the renewable energy net metering cap, which was recently increased by 50 MW statewide (but only by 7.8 MW for systems larger than 100 kW in Eversource territory). It is estimated that Dover's sites could support a total of 4,214 kW-ac (5,461 kW-dc), producing 6,740,773 kWh in its first year. Upon securing net metering allocation, Ameresco will proceed with further site investigation and design work prior to developing a power purchase and lease agreement for presentation to the City Council.

The Energy Commission has also recommended that the City Council consider adoption of the Property Assessed Clean Energy for Commercial buildings (C-PACE) program under NH RSA 53-F, and staff are now reviewing the feasibility of implementation.

The City Planner continues to be a member of the State of New Hampshire Coastal Risks and Hazards Legislative Committee to review climate issues relative to the Great Bay and Seacoast NH areas. City Planner Bird attended a meeting in Concord with state representatives and senators on April 20th to explain how Dover is using sea level rise projections in the waterfront planning.

The Planning and Community Development Staff worked through the month of April finalizing proposed amendments to the Site Plan, Subdivision, and Zoning Regulations which were presented to the Planning Board April 12th.

Planning and Community Development staff worked with two property owners to develop a land development agreement. The agreement, approved by the Council in March, is a public private partnership between the City and Varney Lands LLC and H53 Mast Road LLC. The agreement allows for the completion of Pointe Place (nee Thornwood Lane), creation of two multi-use ball fields for the public, and tax guarantees, in exchange for City contributions of \$1.2 Million. Planning staff and the City Attorney's office are completing the details of the agreement.

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 April 19th and prior to the meeting, met with Union Studio and three stakeholder groups. On April 12th, the City Planner met with NH Department of Environmental Services Wetlands Bureau staff, Gary Bannon and the city consultants to discuss dock permits.

The Assistant City Manager continued to work with the potential purchaser of the Third Street parking lot. The work 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. The Parking Commission and Business Industrial Development Authority will review the plans in May before they are recommended to the City Council.

HUD staff performed a two-day onsite monitoring of Dover's CDBG program. This monitoring is performed every three years. Their monitoring included site visits to a few of the agencies and programs that have received CDBG funds from the City in prior years.

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 since the Police Department relocated to its new facility in March 2016. The Planning and Community Development Department have been meeting with the other departments to figure out future space and design needs for each, especially those moving to create the new Customer Service Center on the ground floor. Asbestos Inventory took place on April as part of the process of creating a Customer Service Center on the ground floor. 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 walked through downtown Dover identifying areas that need improvement to further enhance the downtown. The Staff will be bringing some of their ideas to the public on May 7 at the Dover Main Street for further input. The goal of the project is to find low cost, simple elements that can be implemented towards promoting the Downtown Pedestrian and Vehicular Access and Streetscape Study. The first task for the department was to identify various existing conditions through the urban core and then seek low cost alternatives. This full staff project is slated to be completed over the coming six months.

The Assistant City Manager and Assistant City Engineer met with representatives from Somersworth and Rochester to discuss a proposed Complete Streets project on NH Route 108, from Weeks Crossing to Innovation Drive in Rochester. This roadway reconstruction will be completed as part of the State of New Hampshire's 10 year plan, and is slated for design work in 2017 and construction in 2022. Staff from the communities are meeting now to develop a cohesive list of improvements needed on the corridor, such as bike lanes, lighting, drainage and transit improvements.

Planning, Engineering, Inspections and Legal staff worked together to resolve issues related to a parcel on Shore Lane. Issues included wetlands buffer, steep slopes, setbacks and construction concerns for the site.

Planning and Community Development and Community Services staff met to review opportunities to address dumpsters in the Central Business District. The goal is to work with property and business owners to organize and manage dumpsters in a more efficient manner.

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

Planning Board

On April 12, the Planning Board held a Public Hearing on a potential amendment on a Citizen's Petition for a Zoning Amendment for Scott Mitchell Real Estate, LLC, Assessor's Map 37, Lots 35, 36, 37, and 38, located on Glenwood Avenue and Central Avenue to rezone 5.384 acres from Office (O) and Medium Density Residential (R-12) to Thoroughfare Business District (B-3). This case was tabled until May 24th.

The Planning Board also approved a Minor Lot Line Adjustment for Pierre and Carolyn Lavoie (Owner: Eleanor Milliken Revocable Trust), Assessor's Map L, Lots 14M & 83G, zoned R-20, located at 175A Dover Point Road and 8 Evans Drive.

The Planning Board denied the Impact Fee Waiver Request for Stabile Homes at Pointe Place, LLC, Assessor's Map K, Lot 19-3, located at Sierra Drive. The waiver of School Impact Fee per 170.23-F-1-a was proposed to be reduced to 20% for 29 out of 31 units of housing for older persons (55+).

The Planning Board held a Public Hearing and posted amendments to the Stormwater, Subdivision, Site Review, and Zoning regulations.

On April 26, the Planning Board approved a Conditional Use Permit for Helen Gagnon and Raymond Bardwell, Assessor's Map C, Lot 39A-3, zoned R-40, located on French Cross Road. The proposal was to construct a driveway with a wetland buffer impact of 1,830 square feet).

The Planning Board tabled the Conditional Use Permit for Summit Land Development (Owner: Varney Brook Lands, LLC), Assessor's Map K, Lots 19, 19-4, 19-5, zoned ETP (RCM Overlay), located at Pointe Place until May 10. The proposal is to revise the Master Concept Plan for the Pointe Place Development. But approved the Site Plan for Summit Land Development (Owner: Varney Brook Lands, LLC), Assessor's Map K, Lot 19-5, zoned ETP (RCM Overlay), located at Pointe Place. The proposal was to construct 132 residential units consisting of 2 mixed use buildings and 4 multi-unit townhouses with a 76,750 sq. ft paved area.

Lastly, the Planning Board heard and approved a revision to the CDBG Action Plan for FFY16.

Zoning Board

Met on April 21, to review a request for variances at 23 Knox Marsh Road (Owner: Knox Marsh Development, LLC), Tax Map H, Lot 22 in the R-20 District, to permit a two lot subdivision with lot frontage and lot size that do not meet required minimums. The request was approved with conditions.

A second request, for a variance from the sign illumination standards of the Office (O) District at 800 Central Avenue (Owner: BSG Property, LLC) was withdrawn by the applicant prior to the meeting, following staff review and a recommendation that the Board deny the request.

Technical Review Committee

Met on April 7, to review a site plan for Hellenic Realty Partners, (Owner: 104 Washington Street, Inc./Sidney Robbins Family Trust), Assessor's Map 2, Lots 4,5,6,6A,7,8,8A,9, zoned CBD District, located at 102, 1028, 114, 124 Washington Street/26, 28, 32 Walnut Street/9 Locust Street. The proposal is to construct 38 units consisting of 1 mixed use commercial/residential

building with approx. 61 parking spaces and a 20,000 sq. ft. paved area.

Met on April 21, to review a site plan for Dover School District, SAU #11, (Owner: City of Dover), Assessor's Map H, Lots 11-1 & 12, zoned R-20, located at 25 Alumni Drive. The proposal is to construct a new 177,840 sq. ft. High School and Career Technical Center including an 8,760 sq. ft. Animal Sciences Building.

Met on April 28, to review an Open Space Subdivision of land for Copley Properties, LLC (Owner: Gary & Rae Anne Bernier), Assessor's Map C, Lot 2, zoned R-40, located at 114 Watson Road. The proposal would be to turn one lot into 7 new lots.

Conservation Commission

At its meeting on April 11th the Commission recommended approval of a Conditional Use Permit for Helen Gagnon and Raymond Bardwell on French Cross Road for driveway with a wetland buffer impact of 1,830 square feet and for a Conditional Use Permit for the Dover School District located at 25 Alumni Drive.

Community Trail Committee

Met on April 19 and discussed ways to promote the trail, the Liberty Mutual clean-up day on May 2, the Dover Main Street clean-up on May 7, possible new logo designs, and the update on the TAP grant.

Housing Standards Board

Did not meet.

Transportation Advisory Commission

Received an update on the Transportation Master Plan, and discussed crosswalk concerns at Old Rochester Rd and Hotel Drive, and on Main Street. Finally, the Commission reviewed a request for an amendment to the ban on skate boards in the urban core.

Energy Commission

At its April meeting, the Energy Commission hosted representatives of Ameresco, Inc. for an in-depth update on preliminary design and guidance on the process of finalizing a site control agreement and applying to the Public Utilities Commission for an allocation of net metering capacity. The Commission also reviewed and approved a letter to be sent to the City Council regarding potential adoption of the C-PACE program and discussed progress on updating the 2008 Energy Action Plan.

Open Lands Committee

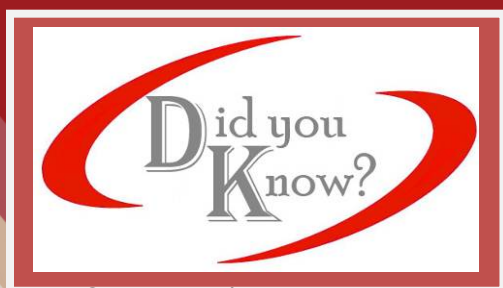
City Planner attended a meeting of the Open Lands Committee on April 28th to provide support to the committee.
City Planner met with OLC member and landowners that are considering a conservation easement on their property on April 7th
City Planner met on April 5th with two OLC members and the City Manager to discuss financing options for conservation easements.
City Planner met on April 27th with the City Attorney to review a draft purchase and sales agreement.

Downtown Dover TIF Advisory Board

Did not meet.

Heritage Commission

Did not meet.



Did you know that City Hall has extended day hours and is open 43.5 hours per week?

Monday through Thursday, 8:30 am to 5:30 pm
and Friday, 8:30 am to 4:00 pm

City of Dover Parking Garage:

April 30, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE # VENDOR NAME
Approved Budget \$ 11,600,000.00			
4/17/2014	Phase IIA Basic Architectural & Engineering	\$46,400.00	5590 LAVALLEE BRENSINGER ARCHITECTS
4/17/2014	Appraisal - 125 Washignton St	\$2,750.00	3/27/2014 HORIZON ASSOCIATES
5/1/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,096.28	45931 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/1/2014	Chestnut St/Orchard St Utility Relocation	\$119,082.00	9S420130 PUBLIC SERVICE OF N.H.
5/15/2014	Chestnut St /Orchard St Utility Relocation	\$64,380.76	Z2014-0442 FAIRPOINT COMMUNICATIONS, INC.
5/22/2014	Standard Traffic Impact Assessment for Orchard St	\$3,100.00	2 CIVILWORKS, INC
6/5/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,492.50	46250 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/12/2014	parking garage architectural and Engineering svcs	\$77,595.00	6009 LAVALLEE BRENSINGER ARCHITECTS
6/19/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$2,411.25	46251 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/19/2014	Orchard St Geotechnical and Phase II ESA PARKING GARAGE	\$4,879.97	46252 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/26/2014	Orchard St Assess Soils for Arsenic, reporting and	\$3,278.09	46446 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/30/2014	Orchard St Cone penetrometer testing, surface seis	\$13,000.00	46527 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
6/30/2014	parking garage architectural and Engineering svcs	\$103,460.00	6121 LAVALLEE BRENSINGER ARCHITECTS
8/14/2014	preconstruction services for Dover Parking Garage	\$3,409.00	14-030-1 HARVEY CONSTRUCTION CORPORATION
8/28/2014	Orchard St groundwater quality, NHDES meetings & p	\$5,790.00	46100 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
8/28/2014	Orchard St Assess Soils for Arsenic, reporting and	\$1,588.07	46100 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
8/28/2014	ORCHARD ST additional monitoring well installation	\$1,640.00	46100 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
9/25/2014	Orchard St Assess Soils for Arsenic, reporting and	\$1,008.84	46889 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
9/25/2014	sampling for quality of Antimony and reporting Orc	\$1,945.00	46889 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
10/16/2014	parking garage architectural and Engineering svcs	\$71,128.75	6995 LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Additional Civil & Architectural svcs parking garag	\$6,466.25	7028 LAVALLEE BRENSINGER ARCHITECTS
10/30/2014	preconstruction services for Dover Parking Garage	\$3,681.28	14-041 HARVEY CONSTRUCTION CORPORATION
10/30/2014	site work for Parking Garage per bid	\$162,234.82	14-041 HARVEY CONSTRUCTION CORPORATION
11/26/2014	site work for Parking Garage per bid	\$216,227.47	14-043 HARVEY CONSTRUCTION CORPORATION
11/26/2014	parking garage architectural and Engineering svcs	\$69,835.50	7089 LAVALLEE BRENSINGER ARCHITECTS
11/26/2014	Additional Civil & Architectural svcs parking garage	\$26,236.00	7089 LAVALLEE BRENSINGER ARCHITECTS
12/24/2014	site work for Parking Garage per bid	\$543,560.84	14-048 HARVEY CONSTRUCTION CORPORATION
12/24/2014	Project Engineer and Soil Tests	\$1,310.00	14100139-03 JOHN TURNER CONSULTING INC
1/8/2015	Addl Work Prepare & Submit new subdivision lot lin	\$2,390.00	14-2052 MCENEANEY SURVEY ASSOC., INC.
1/29/2015	parking garage architectural and Engineering svcs	\$17,091.48	7142 LAVALLEE BRENSINGER ARCHITECTS
1/29/2015	c/o 18 Geotech Eng & Phase II esa services Orchard	\$5,477.50	47567 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
2/5/2015	parking garage architectural and Engineering svcs	\$74,491.20	7189 LAVALLEE BRENSINGER ARCHITECTS
2/12/2015	preconstruction services for Dover Parking Garage	\$2,909.72	14-052-A HARVEY CONSTRUCTION CORPORATION
2/12/2015	Site work for Parking garage	\$158,832.86	14-052-A HARVEY CONSTRUCTION CORPORATION
2/12/2015	site work for Parking garage	\$248,832.73	14-052-A HARVEY CONSTRUCTION CORPORATION
2/26/2015	c/o 18 Geotech Eng & Phase II esa services Orchard	\$4,022.50	47352 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
2/26/2015	Overages on Orchard St	\$2,465.15	47352 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
3/5/2015	Site work for Parking garage	\$167,631.64	15-004 HARVEY CONSTRUCTION CORPORATION
3/5/2015	Site work for Parking garage	\$287,329.64	15-004 HARVEY CONSTRUCTION CORPORATION
3/5/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,884.41	15-004 HARVEY CONSTRUCTION CORPORATION
3/19/2015	Progress payment - Guaranteed Maximum Price Construction	\$242,208.58	#7 B14007-G HARVEY CONSTRUCTION CORPORATION
4/9/2015	Engineering and Piles Inspection	\$525.00	1410139-05 JOHN TURNER CONSULTING INC
4/9/2015	Engineering and Asphalt Field Inspection	\$1,050.00	14100139-04 JOHN TURNER CONSULTING INC
4/16/2015	parking garage architectural and Engineering svcs	\$11,745.26	7256 LAVALLEE BRENSINGER ARCHITECTS

City of Dover
Parking Garage:

April 30, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE # VENDOR NAME
4/16/2015	Additional Civil & Architectural svcs parking garage	\$9,464.04	7256 LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Additional Civil & Architectural svcs parking garage	\$8,276.80	7333 LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Progress payment - Guaranteed Maximum Price Construction	\$473,728.09	#8 B14007-G HARVEY CONSTRUCTION CORPORATION
5/7/2015	Pile observation and documentation/geotech design	\$2,069.94	48298 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/7/2015	Pile observation and documentation/geotech design	\$7,195.45	48445 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/21/2015	Pile observation and documentation/geotech design	\$1,502.95	48533 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/28/2015	Progress payment - Guaranteed Maximum Price Construction	\$550,830.37	#9 B14007-G HARVEY CONSTRUCTION CORPORATION
6/25/2015	Progress payment - Guaranteed Maximum Price Construction	\$755,059.67	#10 B14007-G HARVEY CONSTRUCTION CORPORATION
6/25/2015	Independent Inspections	\$1,040.00	15-4-000170 JOHN TURNER CONSULTING INC
6/25/2015	Independent Inspections	\$2,191.00	1410139-06 JOHN TURNER CONSULTING INC
6/25/2015	Independent Inspections	\$1,105.00	15-4-000172 JOHN TURNER CONSULTING INC
6/30/2015	Independent Inspections	\$540.00	15-4-000171 JOHN TURNER CONSULTING INC
6/30/2015	Progress payment - Guaranteed Maximum Price Construction	\$983,443.48	#11 B14007-G HARVEY CONSTRUCTION CORPORATION
8/20/2015	Independent Inspections	\$1,860.00	1410137-07 JOHN TURNER CONSULTING INC
8/27/2015	Progress payment - Guaranteed Maximum Price Construction	\$615,576.51	Appl# 12~13 G HARVEY CONSTRUCTION CORPORATION
9/3/2015	Independent Inspections	\$3,227.00	1410139-08 JOHN TURNER CONSULTING INC
9/24/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,326,531.81	#14 B14007-G HARVEY CONSTRUCTION CORPORATION
9/24/2015	Independent Inspections	\$268.00	1410139-10 JOHN TURNER CONSULTING INC
9/30/2015	Refund from PSNH for Relocation Work	(\$11,576.53)	
10/1/2015	Independent Inspections	\$160.00	1410139-09 JOHN TURNER CONSULTING INC
10/29/2015	Progress payment - Guaranteed Maximum Price Construction	\$1,328,200.18	#15 B14007-G HARVEY CONSTRUCTION CORPORATION
12/10/2015	Progress payment - Guaranteed Maximum Price Construction	\$804,015.81	#16 B14007-G HARVEY CONSTRUCTION CORPORATION
12/10/2015	Independent Inspections	\$850.00	1410139-13 JOHN TURNER CONSULTING INC
12/17/2015	Pay Meter Sign Installation Supplies	\$9.61	023945960.001 NORTHEAST ELECTRICAL DISTRIBUTORS
12/17/2015	Pay Meter Sign Installation Supplies	\$16.32	NHDOV120629 FASTENAL COMPANY
12/24/2015	Portable Post Base Pedestals	\$774.74	269365 CUSTOM PRODUCTS CORPORATION
12/24/2015	Stainless Steel Sign Bolts	\$8.73	NHDOV120644 FASTENAL COMPANY
1/7/2016	Progress payment - Guaranteed Maximum Price Construction	\$579,151.81	#17 B14007-G HARVEY CONSTRUCTION CORPORATION
1/7/2016	9 x 12 .080 Aluminum Signs	\$157.00	269839 CUSTOM PRODUCTS CORPORATION
1/7/2016	Snap On Safety Signs	\$211.85	S15-4503 SA-SO
1/14/2016	Bolts for Signs	\$16.56	NHDOV121017 FASTENAL COMPANY
1/14/2016	Hardware for Signs	\$6.20	NHDOV121010 FASTENAL COMPANY
1/14/2016	Relocation of Streetlight Pole 4/23	\$5,595.98	296321880 EVERSOURCE-6
1/14/2016	Shipping Charges from Previous PO 201605194	\$21.34	269839-S&H CUSTOM PRODUCTS CORPORATION
1/28/2016	Progress payment - Guaranteed Maximum Price Construction	\$314,658.58	#18 B14007-G HARVEY CONSTRUCTION CORPORATION
2/18/2016	Elevator Inspection	\$100.00	326679 TREASURER, STATE OF NH - 5
2/25/2016	Additional Civil & Architectural svcs parking garage	\$2,028.91	7335 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$24,207.09	7335 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$8,276.80	7527-A LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$8,276.80	7923-A LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$18,621.31	9048 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$7,618.59	9048 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$8,276.80	7561 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$8,276.80	7578 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garage	\$6,630.29	7499-A LAVALLEE BRENSINGER ARCHITECTS

City of Dover
Parking Garage:

April 30, 2016

<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT PAID</i>	<i>INVOICE #</i>	<i>VENDOR NAME</i>
2/25/2016	Additional Civil & Architectural svs parking garag	\$1,646.51	7499-A	LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svs parking garag	(\$3,750.02)	8055-A	LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svs parking garag	\$43,973.36	8055	LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svs parking garag	\$8,276.80	7816	LAVALLEE BRENSINGER ARCHITECTS
3/3/2016	add GMP garage	\$162,333.15	#19 B14007-G	HARVEY CONSTRUCTION CORPORATION
3/25/2016	Ice-Melt Spreader	\$127.99	1781211	W.E. AUBUCHON COMPANY, INC.
3/25/2016	Rubbermaid Commercial 15 Gallon Waste Receptacles	\$902.93	I31357498	W.B. MASON CO., INC
4/21/2016	add GMP garage	\$63,663.66	~21 B147007-G	HARVEY CONSTRUCTION CORPORATION
4/28/2016	add GMP garage	\$104,770.62	#22 B14007-G	HARVEY CONSTRUCTION CORPORATION
Expended To Date	\$11,030,322.02	\$11,030,322.02		

<i>DESCRIPTION</i>	<i>ENCUMBRANCE</i>	<i>VENDOR NAME</i>
Pile Doc & Observation; Geotech Design Support	\$631.66	RANSOM ENVIRONMENTAL CONSULTANTS, INC
Independent Construction Inspections	\$7,079.00	JOHN TURNER CONSULTING INC
Additional Civil & Architectural svs parking garage	\$170.91	LAVALLEE BRENSINGER ARCHITECTS
Construction - Guaranteed Maximum Price	\$561,796.51	HARVEY CONSTRUCTION CORPORATION
Encumbrances	\$569,678.08	
Available Balance	\$ (0.10)	

City of Dover Police Facility:

April 30, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE # VENDOR NAME
Approved Budget	\$ 9,900,000.12		
1/30/2014	Police Facility Phase I	\$65,076.00	5286 LAVALLEE BRENSINGER ARCHITECTS
3/13/2014	Police Facility Phase I	\$19,915.50	5631 LAVALLEE BRENSINGER ARCHITECTS
4/17/2014	Police Facility Phase I	\$7,366.50	5589 LAVALLEE BRENSINGER ARCHITECTS
4/17/2014	Orchard St Geotechnical and Phase II ESA PD FACILI	\$9,563.48	45858 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
4/24/2014	Standard Traffic Impact Assessment for Orchard St	\$3,100.00	1 CIVILWORKS, INC
5/1/2014	Orchard St Geotechnical and Phase II ESA PD FACILI	\$2,316.52	45931 RANSOM ENVIRONMENTAL CONSULTANTS, INC.
5/29/2014	Area A - Chestnut St	\$1,800.00	9969 MCENEANEY SURVEY ASSOC., INC.
5/29/2014	Area B - Aubuchon Hardware	\$3,420.00	9969 MCENEANEY SURVEY ASSOC., INC.
5/29/2014	Area C - Detail Boring Locations	\$750.00	9969 MCENEANEY SURVEY ASSOC., INC.
6/12/2014	Police Facility Phase IIA Basic Architectural & E	\$45,430.00	6008 LAVALLEE BRENSINGER ARCHITECTS
6/12/2014	Police Facility Phase IIB Required Additional Svs	\$37,250.00	6008 LAVALLEE BRENSINGER ARCHITECTS
6/19/2014	Police Facility Phase IIA Basic Architectural & E	\$37,250.00	6013 LAVALLEE BRENSINGER ARCHITECTS
6/30/2014	Police Facility Phase IIA Basic Architectural & E	\$110,240.00	6860 LAVALLEE BRENSINGER ARCHITECTS
6/30/2014	Police Facility Phase IIB Required Additional Svs	\$17,000.00	6120 LAVALLEE BRENSINGER ARCHITECTS
6/30/2014	Police Facility Phase IIA reimbursables allowance	\$8,268.00	6860 LAVALLEE BRENSINGER ARCHITECTS
8/14/2014	preconstruction services for Dover Police Facility	\$5,075.66	14-030 HARVEY CONSTRUCTION CORPORATION
10/16/2014	Police Facility Phase IIA Basic Architectural & E	\$6,890.00	7027 LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Police Facility Phase IIA Basic Architectural & E	\$75,790.00	6994 LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Police Facility Phase IIB Required Additional Svs	\$24,500.00	6996 LAVALLEE BRENSINGER ARCHITECTS
10/16/2014	Police Facility Phase IIB Required Additional Svs	\$20,250.00	7027 LAVALLEE BRENSINGER ARCHITECTS
10/30/2014	preconstruction services for Dover Police Facility	\$5,347.94	14-041-A HARVEY CONSTRUCTION CORPORATION
11/26/2014	Police Facility Phase IIA Basic Architectural & E	\$74,412.00	7090 LAVALLEE BRENSINGER ARCHITECTS
1/8/2015	Area B - Aubuchon Hardware	\$380.00	14-2052 MCENEANEY SURVEY ASSOC., INC.
2/5/2015	Police Facility Phase IIA Basic Architectural & Eng.	\$44,214.00	7188 LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIA Basic Architectural & E	\$26,586.00	7188 LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIA reimbursables allowance	\$8,572.80	7188 LAVALLEE BRENSINGER ARCHITECTS
2/5/2015	Police Facility Phase IIB Required Additional Svs	\$7,670.91	7187 LAVALLEE BRENSINGER ARCHITECTS
2/12/2015	preconstruction services for Dover Police Facility	\$4,576.40	14-052 HARVEY CONSTRUCTION CORPORATION
3/5/2015	Facility Construction - Guaranteed Maximum Price	\$5,000.00	15-004-A HARVEY CONSTRUCTION CORPORATION
3/19/2015	Facility Construction - Guaranteed Maximum Price	\$118,857.90	#7 B14007-S HARVEY CONSTRUCTION CORPORATION
4/16/2015	Police Facility Phase IIA Basic Architectural & E	\$29,489.20	7255 LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Police Facility Phase IIA Basic Architectural & E	\$12,953.20	7332 LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Police Facility Phase IIB Required Additional Svs	\$500.00	7334 LAVALLEE BRENSINGER ARCHITECTS
4/23/2015	Facility Construction - Guaranteed Maximum Price	\$102,305.13	#8 B14007-S HARVEY CONSTRUCTION CORPORATION
5/28/2015	Facility Construction - Guaranteed Maximum Price	\$120,910.09	#9 B14007-S HARVEY CONSTRUCTION CORPORATION
5/28/2015	Facility Construction - Guaranteed Maximum Price	\$268,566.20	#9 B14007-S HARVEY CONSTRUCTION CORPORATION
6/18/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7527 LAVALLEE BRENSINGER ARCHITECTS
6/18/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7499 LAVALLEE BRENSINGER ARCHITECTS
6/18/2015	Police Facility Phase IIB Required Additional Svs	\$10,000.00	7254 LAVALLEE BRENSINGER ARCHITECTS
6/25/2015	Facility Construction - Guaranteed Maximum Price	\$486,572.72	#10 B14007-S HARVEY CONSTRUCTION CORPORATION
6/30/2015	Facility Construction - Guaranteed Maximum Price	\$529,350.00	#11 B14007-S HARVEY CONSTRUCTION CORPORATION
8/27/2015	Facility Construction - Guaranteed Maximum Price	\$366,556.57	Appl# 12~13 S HARVEY CONSTRUCTION CORPORATION

City of Dover
Police Facility:

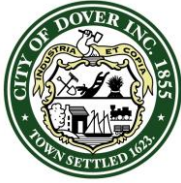
April 30, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE # VENDOR NAME
9/17/2015	Installation of Power Transformer for Police Facil	\$24,480.00	2515359/9S520478 EVERSOURCE ENERGY
9/24/2015	Facility Construction - Guaranteed Maximum Price	\$859,268.57	#14 B14007-S HARVEY CONSTRUCTION CORPORATION
9/24/2015	Police Facility Phase IIA Basic Architectural & E	\$3,000.00	7559 LAVALLEE BRENSINGER ARCHITECTS
9/24/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7560 LAVALLEE BRENSINGER ARCHITECTS
9/24/2015	Permitting Fee for Back-Up Generator at New Police	\$1,279.20	ARD-GSP-01846 TREASURER, STATE OF NH - 26
10/29/2015	Facility Construction - Guaranteed Maximum Price	\$1,069,470.99	#15 B14007-S HARVEY CONSTRUCTION CORPORATION
11/5/2015	Cat Model C15 Diesel generator	\$115,000.00	ENOAINV001278 SOUTHWORTH-MILTON INC
11/19/2015	Police Facility Phase IIB Required Additional Svs	\$1,000.00	7577 / 07-08-15 LAVALLEE BRENSINGER ARCHITECTS
11/19/2015	Police Facility Phase IIA reimbursables allowance	\$826.80	7815 LAVALLEE BRENSINGER ARCHITECTS
11/19/2015	Police Facility Phase IIA reimbursables allowance	\$551.20	7923 LAVALLEE BRENSINGER ARCHITECTS
11/20/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7577 / 07-08-15 LAVALLEE BRENSINGER ARCHITECTS
11/21/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7815 LAVALLEE BRENSINGER ARCHITECTS
11/22/2015	Police Facility Phase IIA Basic Architectural & E	\$8,819.20	7923 LAVALLEE BRENSINGER ARCHITECTS
11/19/2015	Police Facility Phase IIB Required Additional Svs	\$6,000.00	7923 LAVALLEE BRENSINGER ARCHITECTS
12/10/2015	Facility Construction - Guaranteed Maximum Price	\$821,264.34	#16 B14007-S HARVEY CONSTRUCTION CORPORATION
12/17/2015	Commissioning Services	\$1,201.94	60858 WSP USA CORP
12/24/2015	new police facilty office furniture	\$117,804.00	2335 OFFICEWORKS OF NEW ENGLAND, INC.
1/7/2016	Facility Construction - Guaranteed Maximum Price	\$781,819.30	#17 B14007-S HARVEY CONSTRUCTION CORPORATION
1/14/2016	Fiber Installation from City Hall to New Police Fa	\$12,758.40	1601001 HOWARD SYSTEMS, LLC.
1/28/2016	Facility Construction - Guaranteed Maximum Price	\$713,715.30	#18 B14007-S HARVEY CONSTRUCTION CORPORATION
2/11/2016	Fiber Installation from City Hall to New Police Fa	\$7,405.40	1601008 HOWARD SYSTEMS, LLC.
2/25/2016	Dell Netshelter SX 42U Rack 600mm x 1070mm	\$4,607.96	XJWFRPK62 DELL MARKETING L.P.
2/25/2016	Architecture & Engineering Services	\$14,014.08	8092 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Architecture & Engineering Services	\$12,156.54	9086 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Architecture & Engineering Services	\$18,135.54	9047 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Police Facility Phase IIA Basic Architectural & E	\$32,030.40	8055 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Police Facility Phase IIA reimbursables allowance	\$9,341.20	8055 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Police Facility Phase IIB Required Additional Svs	\$18,829.09	8055 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Architecture & Engineering Services	\$66,874.74	8055 LAVALLEE BRENSINGER ARCHITECTS
3/3/2016	Fiber Installation from City Hall to New Police Fa	\$1,100.20	1602007 HOWARD SYSTEMS, LLC.
3/3/2016	Flange, Gasket and Bolts	\$225.76	19895 CITY OF DOVER-WATER~SEWER DEPT.
3/3/2016	add GPM using FY14 facility funds	\$630,905.99	#19 B14007-S HARVEY CONSTRUCTION CORPORATION
3/3/2016	Water Investment Fee	\$9,990.00	19895/W-S INVEST CITY OF DOVER-WATER~SEWER DEPT.
3/3/2016	Sewer Investment Fee	\$18,810.00	19895/W-S INVEST CITY OF DOVER-WATER~SEWER DEPT.
3/10/2016	Washing Machine Stand	\$32.21	6631045 HOME DEPOT CREDIT SERVICE
3/10/2016	Washing Machine	\$289.65	6643802 HOME DEPOT CREDIT SERVICE
3/10/2016	Pressure Washer	\$999.00	5762661 HOME DEPOT CREDIT SERVICE
3/10/2016	Wireless 900 MHz Battery Powered Thru Beam People	\$906.47	29928 SENSOURCE, INC.
3/10/2016	418/900 MHz Sensor Server	\$715.50	29928 SENSOURCE, INC.
3/10/2016	Platinum Shield Program, Vea Core Software, Warran	\$360.00	29928 SENSOURCE, INC.
3/17/2016	Commissioning Services	\$2,019.27	65238 WSP USA CORP
3/17/2016	Summit Compact Refrigerator Model FF61SSHH	\$5,593.00	155702 STRAFFORD APPLIANCE CO
3/17/2016	Frigidaire Microwave FFCM0934L	\$693.00	155702 STRAFFORD APPLIANCE CO

City of Dover
Police Facility:

April 30, 2016

<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT PAID</i>	<i>INVOICE #</i>	<i>VENDOR NAME</i>
3/17/2016	Frigidaire Refrigerator FF\$U17G8QW	\$719.00	155702	STRAFFORD APPLIANCE CO
3/31/2016	Elevator Inspection	\$100.00	330706	TREASURER, STATE OF NH - 5
3/31/2016	IP PoE 4.0 /6 Digit Digital Clock	\$399.62	202027789579	AMAZON
4/7/2016	Install 3 New Voice/Data Drops at City Hall for Fi	\$788.00	1604003	HOWARD SYSTEMS, LLC.
4/7/2016	Installation of Copper Circuits for Radio Repeater	\$2,092.26	110 397 3324 54	FAIRPOINT COMMUNICATIONS, INC.
4/7/2016	Shower Rod, Robe Hook, Shelf and Bracket	\$285.52	402529	HOME DEPOT CREDIT SERVICE
4/21/2016	add GPM using FY14 facility funds	\$685,005.00	#20~21 B14007-S	HARVEY CONSTRUCTION CORPORATION
4/21/2016	Degree Change Key	\$281.19	7550802	EXACTITUDE HARDWARE CONSULTANTS
4/21/2016	Commissioning Services	\$10,209.04	66772	WSP USA CORP
4/28/2016	4x6 Flag for PD	\$101.85	00015431/17449	CITY OF DOVER-GENERAL FUND
4/28/2016	add GPM using FY14 facility funds	\$743,544.22	#22 B14007-S	HARVEY CONSTRUCTION CORPORATION
4/28/2016	Hydraulic Car Wheel Dolly	\$386.72	2.02527E+11	AMAZON
4/28/2016	Shower Curtains	\$132.93	1.02906E+11	AMAZON
4/28/2016	No Dial Wall Phones	\$93.82	2.9379E+11	AMAZON
4/28/2016	2.17.16 add to po per BB	\$5,720.69	9234	LAVALLEE BRENSINGER ARCHITECTS
Expended To Date	\$9,612,322.82	\$9,612,322.82		
	<i>DESCRIPTION</i>	<i>ENCUMBRANCE</i>		<i>VENDOR NAME</i>
	Final Adjustment on PD Facility Portion of P.O.	\$13,981.59		LAVALLEE BRENSINGER ARCHITECTS
	Facility Construction - Guaranteed Maximum Price	\$82,958.06		HARVEY CONSTRUCTION CORPORATION
	Commissioning Services	\$5,319.75		WSP USA CORP
	PD Station Fiber & Copper Install	\$6,500.00		BAYRING COMMUNICATIONS
	New Police Station Office Furniture	\$142,452.18		OFFICEWORKS OF NEW ENGLAND, INC.
	Installation of Copper Circuits for Radio Repeater	\$387.74		FAIRPOINT COMMUNICATIONS, INC.
	Wireless Technology	\$9,944.10		FTG TECHNOLOGIES
	Installation of Phone Lines at New PD Facility	\$600.00		BAYRING COMMUNICATIONS
	Marshall 15G Containers	\$1,134.80		W.B. MASON CO., INC
	Fire Panel Replacement City Hall	\$4,204.00		NORRIS INC
	Wood Laminate Cabinets	\$359.58		HOME DEPOT
	Metal Hose Hanger	\$59.16		AUBUCHON COMPANY, INC.
	Mirrors & Medicine cabinet	\$355.05		HOME DEPOT
Encumbrances	\$268,256.01	\$268,256.01		
Available Balance	\$ 19,421.29			



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 4, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gagnon 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, Finance Director Lynch, 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.

Michael Benham, 20 Richardson Drive: He asked the Council to lower the proposed budget to meet the tax cap or below.

Arthur Burke, 2 Union Street: He referred to the April 27, 2016 regular meeting where he asked about speed limit signs on Chestnut Street and where they are located. He hoped someone would get back to him.

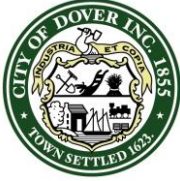
Louise Neilsen, 26 Hillcrest Drive: She felt it was the duty of the City Council to stay within the tax cap. She said the tax rate has gone up 36% over nine years.

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

6. DISCUSSIONS

A. GENERAL BUDGET PRESENTATIONS

City Manager Joyal went over the handout, which showed adjustments the Council suggested at the last workshop.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 4, 2016**
Meeting Time: **7:00 pm**

Mayor Weston went through the list with the Council.

- 1.a. accept.
- 1.b. accept.
- 1.c. accept.
- 1.d. reject.
- 1.e. reject.
- 2.a. reject. [brought forward for adjustment later in minutes]
- 2.b. reject.
- 2.c. reject.
- 2.d. reject.
- 3.a. accept.
- 3.b. accept.
- 3.c. reject.
- 4.a. reject.
- 4.b. reject.
- 5.a. reject.
- 5.b. accept.
- 6.a. accept.
- 6.b. reject.
- 6.c. accept.
- 6.d. reject.
- 6.e. reject.
- 7.a. reject.
- 7.b. accept.
- 7.c. accept.

City Manager Joyal went over the reduction to the tax rate and average tax bill based on the proposed changes to the budget. He said the net impact will be the tax cap amount plus \$48.00, a 1.9% increase.

Councilor O'Connor referred to Item 1.e. and suggested a \$60,000 cut, and/or to cut Item 2.a. by \$50,000.

Mayor Weston asked for consensus on cutting \$60,000 from Item 1.e.

No consensus.

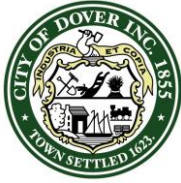
Mayor Weston asked for consensus on cutting \$50,000 from Item 2.a.

There was consensus.

City Manager Joyal said that reduction changes the net impact to be the tax cap amount plus \$44.00, which is still a 1.9% increase. He reminded the Council that the State's Department of Revenue Association sets the rates, and his figures are just estimates.

7. ADJOURNMENT

Councilor Gagnon moved to adjourn to the Special Meeting; seconded by Councilor O'Connor.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 4, 2016**
Meeting Time: **To immediately follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal, Finance Director Lynch, and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

Amanda Russell, 20 Cranbrook Lane: She thanked the Council and all City Departments for their work on the budget.

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

6. OLD BUSINESS

A. RESOLUTION: FISCAL YEAR 2017 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM **SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan. City Manager Joyal gave an overview of the procedure to make amendments to the resolutions.

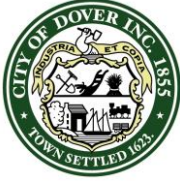
Referring to the handout, entitled: FY 2017 Adopted Budget Adjustments, the Council made the following amendments to the resolution.

Councilor Nicolella referred to Item 1.a. Adjust Bond Premium Offset for High School Debt and moved to accept adjustment of (\$1,380,000); seconded by Councilor Ciotti.

Vote: 9/0.

Councilor Thibodeaux referred to Item 1.b. Increase Use of Impact Fee/Capital Reserve Offset for High School Debt and moved to accept adjustment of (\$100,000); seconded by Councilor O'Connor.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 4, 2016**
Meeting Time: **To immediately follow Workshop Session**

Councilor Greenshields referred to Item 1.c. School Facilities Fund Transfer to School Budget and moved to accept adjustment of (\$200,000); seconded by Councilor O'Connor. Vote: 9/0.

Councilor Greenshields referred to Item 2.a. Reduce McConnell Center Fund subsidy and moved to accept adjustment of (\$50,000); seconded by Councilor O'Connor. Vote: 8/0; Passed. Councilor Gagnon was opposed.

Councilor Greenshields referred to Item 3.a. City Budget fully funds School Resource Officers and moved to accept adjustment of (\$93, 280); seconded by Councilor Gagnon. Vote: 9/0.

Councilor Thibodeaux referred to Item 3.b. Reallocate School Resource Officer funding and moved to accept adjustment of \$93,280; seconded by Councilor Ciotti. Vote: 9/0.

Councilor Ciotti referred to Item 5.b. Eliminate fund for 2 HVAC unit repairs and address with current year budget transfer and moved to accept adjustment of (\$33,150); seconded by Councilor Nicoletta. Vote: 9/0.

Councilor Gagnon referred to Item 6.a. Adjust School Non-Tax Revenue and moved to accept adjustment of \$116,000; seconded by Councilor O'Connor. Vote: 9/0.

Councilor Ciotti referred to Item 6.c. Reduce School Board Recommended Budget and moved to accept adjustment of (\$155,000); seconded by Deputy Mayor Carrier. Vote: 9/0.

Councilor Thibodeaux referred to Item 7.b. Reduce Sidewalk Repair/Replacement due to CDBG Allocation and moved to accept adjustment of (\$48,000); seconded by Councilor Ciotti. Vote: 9/0.

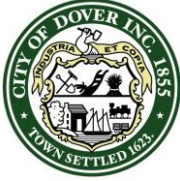
Councilor Gagnon referred to Item 7.c. Increase Council Grant/Subsidy to add Triangle Club funding and moved to accept adjustment of \$48,000; seconded by Councilor Ciotti. Vote: 9/0.

City Manager Joyal went over the changes to the resolution:

Fund 1000 – General Fund – estimated revenue and appropriations amounts will change to \$107,804,587.

Fund 3381 – McConnell Center Fund – estimated revenue and appropriations amounts will change to \$927,504.

Fund 3830 – School Facilities Fund – estimated revenue and appropriations amounts will change to \$511,500.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 4, 2016**
Meeting Time: **To immediately follow Workshop Session**

Totals for estimated revenues and appropriations amounts will change to \$135,932,509. He referred to Page 2, Item #2, last sentence to change to: "General Fund Appropriations include \$36,752,766 for City operations, \$49,542,420 for School Department operations..."

He referred to Page 3, Item #22, first sentence to change to: "The sum of \$2,494,000..."

He asked for a motion from the Council to amend the resolution as he's just stated and to acknowledge that the budget resolution is \$538,201 over total tax cap allowance.

Councilor O'Connor moved to amend the resolution as stated by the City Manager and acknowledged that it is over the tax cap by \$538,201; seconded by Councilor Shanahan.

Mayor Weston asked for a roll call vote on the amendment.

Roll Call Vote: 9/0.

City Manager Joyal said the Council has now amended the budget resolution and acknowledges that the budget is \$538,201 over the tax cap, which requires a 2/3 majority vote of the City Council for passage. He asked the Council to table the resolution if they feel they won't get the 2/3 majority vote.

Mayor Weston asked for a roll call vote on the resolution.

Roll Call Vote: 9/0.

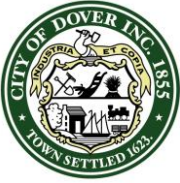
7. NEW BUSINESS

No discussion.

8. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 11, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Greenshields.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

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

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

Vote: 8/0.

7. PUBLIC HEARINGS

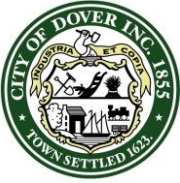
8. CITIZEN'S FORUM

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

Michael Benham, 20 Richardson Drive: He referred to the Richardson Drive and Old Stage Road reconstruction project, and spoke about the low interest loan for the residents to pay for the sewer impact fee and get connected to the City's sewer system.

Arthur Burke, 2 Union Street: He talked about the changes to the City of Dover. He said the area is becoming ugly, and compared it to Nashua. He asked the Council if they were going to destroy all the open fields and woodlands.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 11, 2016**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He referred to Pages 11 and 13, which discussed financial funds, and said there will be a resolution on May 25, 2016 which addressed transferring funds. He talked about the Police and Parking Facility coming in under budget, and that the excess funds will be used in cleaning up and renovating the old police department in the basement of City Hall. He thanked all the Dover Main Street Clean Up Day volunteers.

Mayor Weston asked the City Manager to address the Richardson Drive/Old Stage Road reconstruction project that was brought up during Citizen's Forum. City Manager Joyal gave an overview of the project and citizen's investment fees to the Council.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

- A. April 20, 2016 – Workshop Session
- B. April 20, 2016 – Special Meeting
- C. April 27, 2016 – Workshop Session
- D. April 27, 2016 – Regular Meeting

Deputy Mayor Carrier moved to approve the minutes; seconded by Councilor Gagnon.

Vote: 8/0.

11. MAYOR'S REPORT

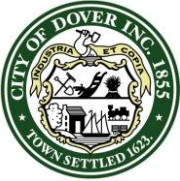
Mayor Weston said she attended the 4th Grade Science Fair. She spoke about the successful Dover Main Street Clean Up Day and thanks all the volunteers.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Nicolella.

Vote: 8/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING
- 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, May 11, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. APPROPRIATION OF MARCH 2016 DOVER HIGH SCHOOL AND REGIONAL CAREER TECHNICAL CENTER BOND PREMIUM
(THIS REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

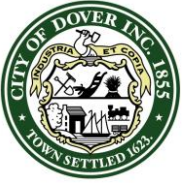
- 1. BLOCK PARTY – HotRod City**
- 2. BLOCK PARTY – Six03 Endurance**
- 3. ROAD RACE – Six03 Endurance**
- 4. ROAD RACE – Horne Street School Parent/Teacher Group**
- 5. PARADE – Our Lady of Fatima May Procession**
- 6. TROJAN UV3000 PLUS LAMPS
SPONSORED BY MAYOR WESTON BY REQUEST**
- 7. MASTER BOAT BUILDER FOR GUNDALOW REPAIRS
SPONSORED BY MAYOR WESTON BY REQUEST**
- 8. B16052 ARENA LOCKER ROOM RENOVATIONS
SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

- School Board
- Planning Board
- 3. Appointments Committee**
- Arena Commission
- Arts Commission
- Legislative Liaison
- Library Board of Trustees
- McConnell Center Advisory Committee
- Ordinance Committee
- Parking Commission
- Pool Advisory Committee
- 12. Police and Parking Facility Building Committee**
- Recreation Advisory Board
- Solid Waste Advisory Commission
- Transportation Advisory Commission
- 16. Joint Building Committee – Dover High School and Regional Career Technical Center**
- Joint Building Committee – Garrison Elementary School
- Dover Main Street

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

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 11, 2016**
Meeting Time: **7:00 pm**

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

Councilor Thibodeaux pulled Item 13.A.2, 13.A.3., 13.A.4., and 13.A.6.

Mayor Weston asked for a roll call vote on the remaining items of the Consent Calendar.

Roll Call Vote: 8/0.

Councilor O'Connor moved for the adoption of Item 13.A.2.; seconded by Councilor Thibodeaux.
Vote: 8/0.

Councilor O'Connor moved for the adoption of Item 13.A.3.; seconded by Councilor Thibodeaux.
Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.4.; seconded by Councilor Thibodeaux.
Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.6.; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and made the following recommendations for the Council's approval.

New Appointments:

David Beaulieu – Recreation Advisory Board

Dorothea Hooper – Ethics Commission

Brian Sullivan – Conservation Commission Regular Member

Robert Weir – Energy Commission

Deputy Mayor Carrier moved for the acceptance; seconded by Councilor O'Connor.

Vote: 8/0.

Change in Status from Alternate member to Regular Member on the Planning Board. The Appointments Committee recommends David Landry.

Councilor Ciotti moved for the acceptance of David Landry as a regular member on the Planning Board; seconded by Councilor O'Connor.

Vote: 8/0.

Appointments to another term:

Anna Boudreau – Open Lands Committee

Ann Reid – Open Lands Committee

Anne Kotlus – Open Lands Committee

Kristin Murphy – Open Lands Committee

Malone Cloitre – Open Lands Committee

Cora Quisumbing-King – McConnell Center Advisory Board

Dennis Munson – Arena Commission

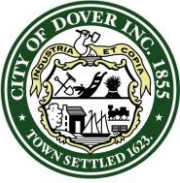
Larry Raiche – Arena Commission

Marc Saunders – Arena Commission

Jaime Clavet – Arts Commission

Carol Boc – Library Board of Trustees

Sam Reid – Zoning Board of Adjustment



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 11, 2016**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved for their approval for an appointment to another term; seconded by Councilor Shanahan.

Vote: 8/0.

Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Ciotti.

Vote: 8/0.

Deputy Mayor Carrier gave an oral report on the Police and Parking Facility Building Committee Report to the Council.

Deputy Mayor Carrier moved to accept the Police and Parking Facility Building Committee Report; seconded by Councilor Thibodeaux.

Vote: 8/0.

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

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Ciotti.

Vote: 8/0.

B. RESOLUTIONS

1. 110 408 REGENT DRIVE PERMANENT SLOPE EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT
SPONSORED BY MAYOR WESTON BY REQUEST

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

Roll Call vote: 8/0.

2. 46 WHITTIER STREET PERMANENT SLOPE EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT
SPONSORED BY MAYOR WESTON BY REQUEST

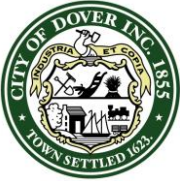
Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.

Roll Call vote: 8/0.

3. FISCAL YEAR 2016 BUDGET AMENDMENT #2 - SCHOOL ADDITIONAL APPROPRIATION FOR CHANGE IN NON-PROPERTY TAX REVENUE ESTIMATE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 25, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on May 26, 2016; seconded by Councilor Shanahan.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 11, 2016**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

1. CHAPTER 166, SECTIONS 16, 18, 23, 59, 60, AND ARTICLE III – PARKING (TO BE REFERRED TO A PUBLIC HEARING ON MAY 25, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to substitute as a whole; seconded by Councilor Thibodeaux.

Vote: 8/0.

Deputy Mayor Carrier moved to refer to a public hearing on May 25, 2016; seconded by Councilor Thibodeaux.

Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Letter from Chris Keeley, Chairperson of the Energy Commission, dated April 27, 2016.

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

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux apologized for not attending Dover Main Street Clean Up Day or the Police Department dedication ceremony, but she is coaching the Girls Softball team and she had to be with them. She will be holding a Coffee with a Councilor on Saturday. She also stepped down from her Tri-City Council position and hoped that a Councilor will pick up where she left off. She said they meet every 3rd Thursday. The next meeting is May 19th in Somersworth. Councilor Shanahan volunteered.

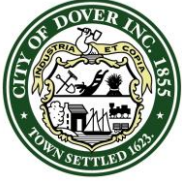
Deputy Mayor Carrier talked about the Opening day for softball.

Councilor Shanahan talked about the improvements to the City's website.

Councilor Ciotti spoke about Great Bay College moving in at the old McIntosh College campus.

16. ADJOURNMENT

Councilor Gagnon moved to adjourn; seconded by Councilor O'Connor.
Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
21 Resident Parking Permit
ARTICLE III PARKING; STOPPING; STANDING
23 Business Parking Permit Program
59 SCHEDULE L: Parking Meter Zones
60 SCHEDULE M: Business Parking Permit Zones

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to add Orchard Street parking restrictions for the new Dover Police Station under Section 166-16; to delete Section 166-18.A from Parking Lots; to amend Section 166-21 Resident Parking Permit; to add Section 166-23 Business Parking Permit Program, to revise Section 166-59 SCHEDULE L: Parking Meter Zones and to add Section 166-60 SCHEDULE M: Business Parking Permit Zones. Additionally, the Table of Contents for Article III “PARKING; STOPPING; STANDING” will be updated.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 16 E. Restricted Parking as follows:

166-16. General Parking Restrictions.

A. Truck Parking

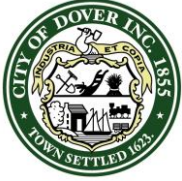
Vehicles over nineteen (19) feet in overall length, with permission of the Chief of Police or his/her designated representative, may stop and unload merchandise in a parking space but under no circumstances shall any Vehicle obstruct or impede the free flow of traffic.

B. Designation of taxicab stands and bus stops.

The Chief of Police may establish bus stops and taxicab stands on such public streets and in such places and such numbers as shall be determined to be of the greatest benefit and convenience to the public, and every such bus stop or taxicab stand shall be designated by an appropriate sign. It shall be unlawful for the owner/operator, owner or Person having custody of any Vehicle other than a bus or taxicab to park or permit same to be parked in an officially designated bus stop or taxicab stand.

C. Loading and unloading zones.

The Chief of Police may establish loading and unloading zones which shall be marked by appropriate signs. It shall be unlawful for the owner of any Vehicle or any Person having custody to any Vehicle to park said Vehicle or permit the same to be



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
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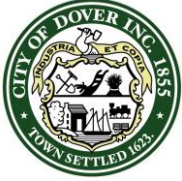
parked in any zone designated as a loading or unloading zone unless actually engaged in loading and unloading.

D. Parking of Commercial Vehicles.

- (1) It shall be unlawful for the driver of any bus or taxicab to stand or park upon any street in any business district at any place other than a bus stop or taxicab stand, except while actually engaged in taking on or leaving passengers.
- (2) No tractor-trailer combination or other truck, shall park on the travel portion of the street for the purpose of loading or unloading on Monday through Saturday, between the hours of 11:00 a.m. and 1:00 p.m. and from 3:30 p.m. to 6:00 p.m. upon the streets indicated in Schedule K (166-58).
- (3) This section of the Chapter shall not apply to trucks used on said streets for emergency purposes or while engaged in highway or other necessary maintenance or repairs.

E. Restricted Parking. [Added 10-02-96 by Ord. No. 13-96]

- (1) Henry Law Park. No Person shall park a Vehicle in designated parking at Henry Law Park and Recreation Facility unless they are a City Employee on City business or are present and using the recreational facility or grounds at Henry Law Park. The parking of Vehicles for any other purpose is prohibited. Violators shall be subject to Table B fines under 166-30.
- (2) Summer Street. No Person, except for visitors to the Woodman Institute, shall be allowed to park on the northerly side of Summer Street from the intersection with Central Avenue westerly for one hundred twenty (120) feet, during operating hours when the Woodman Institute is open for the season. Signage shall be posted that indicates the hours, days and/or months of the restricted parking, based on the Woodman Institute's operating hours. Violators shall be subject to Table A fines under 166-30. [Added on 03-11-2015 by Ord. No. 2015.02.25-009]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
21 Resident Parking Permit
ARTICLE III PARKING; STOPPING; STANDING
23 Business Parking Permit Program
59 SCHEDULE L: Parking Meter Zones
60 SCHEDULE M: Business Parking Permit Zones

(3) Orchard Street. No Person, except for visitors to the Dover Police Station, shall be allowed to park in the two (2) posted police station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) and the three (3) posted police station visitor spaces on the first floor of the parking garage. Violators shall be subject to Table A fines under 166-30.

F. Parking for Primary Purpose of Advertising Prohibited. [Added 10-19-2005 by Ord. No. 19-2005]

No Person shall park a Vehicle upon any public way for the primary purpose of advertising goods or services, except as provided in Chapter 133 – Peddlers and Vendors. Violators shall be subject to Table B fines under 166-30.

3. AMENDMENT

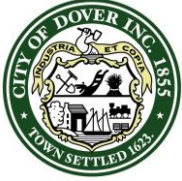
Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-18. Parking Lots as follows:

166-18. Parking Lots. [Amended on 04-01-88 by Ord. No. 2-88; Amended on 08-20-2003 by Ord. No. 13-2003]

~~A. The Police Department is authorized to sell and distribute monthly parking passes for the parking of motor vehicles in any municipally owned parking lot or parking area so designated by the City Council, for such periods of time, under such conditions and at such rates as determined by the City Council.~~

~~A.B.~~ Parking in the City Hall parking lots shall be restricted to one-hour parking, Monday through Friday, from 9:00 a.m. to 5:00 p.m., except for publicly owned vehicles.

~~B.C.~~ The McConnell Center/Library parking lot shall be restricted to a three hour parking limit each day, unless the vehicle displays a permit authorized by the Chief of Police. Except when Chapter 166-19 (winter parking) is in effect, resident parking permits are not valid for use in this lot. [Amended on 11-11-87 by Ord. No. 20-87; Amended on 12-21-88 by Ord. No. 27-88; Revoked 08-13-2008 by Ord. No. 2008-07-23-6; Amended on 06-08-2011 by Ord. No. 2011.05.25-7]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
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ARTICLE III PARKING; STOPPING; STANDING
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~~.D. Reserved. [Added on 10-30-91 by Ord. No. 35-91; Revoked 08-13-2008 by Ord. No. 2008-07-23-6]~~

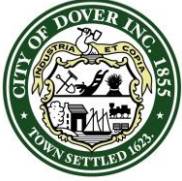
C.E. The Dover School Department is authorized to sell and distribute parking passes for parking motor vehicles in the Bellamy Parking Lot between August 25 and June 20, Monday through Friday or on school days, as set by the Dover School District Calendar, between the hours of 7:00 a.m. and 3:30 p.m. Parking rules and rates for permits shall be determined by the Dover School Department. Except for five (5) spaces, which shall be marked with appropriate signs and reserved for Bellamy Park users only, no motor vehicle shall be parked in the Bellamy Lot during this time period without the benefit of a permit issued by the School Department. Any vehicle found in violation of this section may be towed from the lot and stored, the expenses of both to be paid by the registered owner of the vehicle. The Dover School Department shall have the authority to enforce parking rules in the Bellamy Parking Lot in accordance with the requirements of NH RSA 262:40-a, and shall be responsible for maintenance and snow removal in the lot. [Added 05-17-95 by Ord. No. 07-95; Amended 08-20-2003 by Ord. No. 13-2003]

4. AMENDMENT

Chapter 166 entitled "Vehicles and Traffic" is hereby amended by revising Section 21 Resident Parking Permit as follows:

166-21. Resident Parking Permit. [Added on 04-27-83 by Ord. No. 10-83; Repealed on 08.13.2008 by Ord. No. 2008.07.23-6; Added on 04-15-2015 by Ord. No. 2015.03.25-010; Amended on 12-09-2015 by Ord. No. 2015.10.28-023]

- A. The Police Department is authorized to sell and distribute parking permits for residents of downtown who reside within two hundred (200) feet of an authorized residential parking area.
- B. A maximum of two (2) residential parking permits may be issued per legal residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific Vehicles owned by occupants of such residential unit. Permits are only valid for the nearest parking area designated by the Police Department for a particular residential unit.



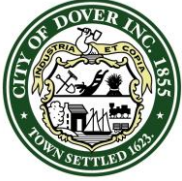
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
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- C. Authorized residential parking areas include the Metered Parking Garage (spaces 201 and above) and City controlled parking lots that are not leased or deeded to a third party excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: First Street, Second Street, Main Street and School Street (angled parking spaces only).
- D. In accordance with 166-18.C, residential parking permits are only available for the McConnell Center/Library parking lot during the months of the Winter Parking Ban.
- E. Residential parking permits are not intended for long term storage of Vehicles and any Vehicle remaining in the same space for more than five (5) consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the Vehicle may be towed at the owner's expense. Notice of this requirement shall be provided with each residential parking permit issued.
- F. The Police Department, on a yearly basis, shall verify the residential status of each permit holder and require a signed statement from the applicant as to their qualifications to obtain a residential parking permit.
- G. Accepted documentation to qualify for a residential permit are a lease or utility bill in the applicant's name demonstrating a qualified address, and absent either of those two, a Vehicle registered to a qualified address and verification by the property owner.
- H. Any misrepresentation regarding the application for or use of a residential parking permit, any unauthorized transfer of the permit, or any other misuse of the permit shall be cause for its revocation by the Police Department.
- I. 166.21 does not authorize resident parking permits for residential developments that have insufficient on-site parking and were approved as "commercial ventures" by the Planning Board.
- J. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
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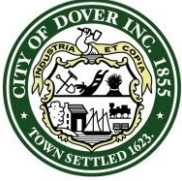
5. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising the Table of Contents ARTICLE III PARKING; STOPPING; STANDING by revising 166-23 as follows:

ARTICLE III

PARKING; STOPPING; STANDING

- 166-16. General Parking Restrictions.**
- 166-17. General Parking Provisions.**
- 166-18. Parking Lots.**
- 166-19. Winter Parking.**
- 166-20. No Parking Anytime.**
- 166-21. Resident Parking Permit Program**
- 166-22. Limited Time Parking.**
- 166-23. ~~(Reserved). (formerly No Parking At Any Time.)~~ Business Parking Permit Program**
- 166-24. (Reserved). (formerly No Parking Certain Hours.)**
- 166-25. (Reserved). (formerly Limited Time Parking.)**
- 166-26. (Reserved). (formerly Parking Of Commercial Vehicles.)**
- 166-27. (Reserved). (formerly Parking in Fire Lanes.)**
- 166-28. Exceptions.**
- 166-29. Police Officer's Report.**
- 166-30. First Notice of Violations; Payment Schedules.**



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
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166-31. Subsequent Notice of Violation.

166-32. Payment Not an Admission of Guilt.

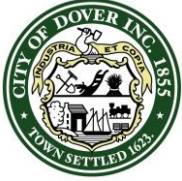
166-33. Summons to Court.

6. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by adding Section 166-23 Business Parking Permit Zones as follows:

166-23. ~~Reserved. (formerly Summons to Court. [Repealed 03-11-87 by Ord. No. 05-87])~~ Business Parking Permit Program.

- A. The Police Department is authorized to sell and distribute monthly parking permits for the parking of Vehicles in any Business Parking Permit Zone listed in 166-60, SCHEDULE M.
- B. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on such permits.
- C. Parking permits are not intended for long term storage of Vehicles and any Vehicle remaining in the same space for more than five (5) consecutive days without notification to and the approval of the Police Department shall have its permit revoked, and the Vehicle may be towed at the owner’s expense.
- D. The rate for the permits shall be set and/or adjusted by the City Council during the annual Fee Schedule adoption.
- E. Business Parking Permit Zones in the City of Dover shall be set forth in 166-60, SCHEDULE M. Business Parking Permit Zones, unless otherwise posted.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
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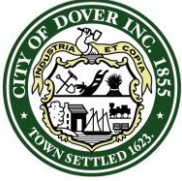
7. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-59 SCHEDULE L: Parking Meter Zones pertaining to the Metered Parking Garage as follows:

166-59. SCHEDULE L: Parking Meter Zones. [Added on 04-22-2015 by Ord. No. 2015.04.22-012]

<u>METERED PARKING GARAGE</u>	<u>LOCATION</u>
Orchard Street Parking Garage	All public parking areas within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, <u>not including the three (3) posted Police Station visitor spaces on the first floor of the parking garage</u>

<u>METERED PARKING LOT</u>	<u>LOCATION</u>
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Locust Street Lot [Added on 12-09-2015 by Ord. No. 2015.10.28-029]	17 St. Thomas Street and 33 Locust Street north of the intersection of Locust Street and Chestnut Street
Orchard Street Lot [Amended on 8-24-2015 by Ord. No. 2015.07.08-016; Amended on 12.09.2015 by Ord. No.2015.10.28-029]	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including two (2) posted spaces in the northeast corner of the lot, and two (2) posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free fifteen (15) minute limit spaces, <u>and two (2) posted Police Station visitor spaces in front of 40</u>



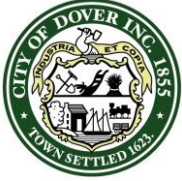
CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
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	<u>Chestnut Street (Cochecho Park Apartments)</u>
River Street Lot	31 River Street easterly of the Cochecho River and north of Henry Law Avenue
Third Street Lot [Amended on 8-24-2015 by Ord. No. 2015.07.08-016]	North of Third Street southerly of the railroad tracks between Chestnut Street and Central Avenue
Transportation Center Lot [Amended on 8-24-2015 by Ord. No. 2015.07.08-016]	33 Chestnut Street westerly of Chestnut Street between First Street and Third Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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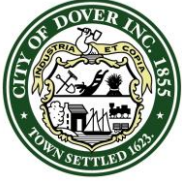
8. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by adding Section 166-60 SCHEDULE M: Business Parking Permit Zones as follows:

166-60. SCHEDULE M: Business Parking Permit Zones.

The following parking lots/areas are authorized for permit parking as authorized by Section 166-23 Business Parking Permit Program unless otherwise restricted:

<u>PARKING LOTS</u>	
<u>Belknap Lot</u>	
<u>Chestnut Street Lot</u>	
<u>Locust Street Lot</u>	
<u>Orchard Street Parking Garage</u>	<u>All public parking spaces numbered 201 and above</u>
<u>Orchard Street Lot</u>	
<u>Portland Avenue (Grimes) Lot</u>	
<u>River Street Lot</u>	
<u>Third Street Lot</u>	
<u>Transportation Center Lot</u>	



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

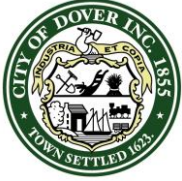
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<u>PARKING AREAS</u>	<u>LOCATION</u>
<u>Chapel Street</u>	<u>Southerly side, from the intersection of Main Street easterly to the intersection with Mechanic Street</u>
<u>First Street</u>	<u>Northerly side – City controlled areas</u>
<u>Green Street</u>	<u>Both sides, from the intersection with Fayette Street westerly, then southerly to the intersection with Washington Street</u>
<u>Henry Law Avenue</u>	<u>Easterly side, from Washington Street southerly to River Street</u>
<u>Kirkland Street</u>	<u>Northerly side, from the intersection with Central Avenue westerly to the intersection with Locust Street</u>
<u>Main Street</u>	<u>Westerly side, from the intersection with Washington Street northerly to the intersection with School Street</u>
<u>Second Street</u>	<u>Both sides, from the driveway between 20 and 22 Second Street westerly to Chestnut Street</u>

9. 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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
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59 SCHEDULE L: Parking Meter Zones
60 SCHEDULE M: Business Parking Permit Zones

AUTHORIZATION

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

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

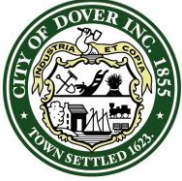
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 05/11/2016	Public Hearing Date: 05/25/2016
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.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2016.05.11 – 007
Ordinance Title: Vehicles and Traffic
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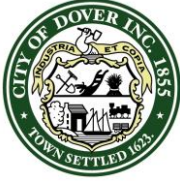
ORDINANCE BACKGROUND MATERIAL:

The purpose of this ordinance is to create 5 visitor parking spaces at the new Police Station as well as adding language to establish the Business Parking Permit Program.

Monthly Business Parking Permits have been authorized by the City Council in numerous parking lots and in specific on-street locations over the past few decades. The purpose of this ordinance is to consolidate and codify locations authorized for monthly business permit parking within the City. Monthly Business Parking Permits are distinctive from Resident Parking Permits which are controlled by 166-21.

Three locations (parking garage, Second Street and First Street) are specified as to where permits are allowed to leave particular parking areas open for customers/visitors to downtown. The number of permits available for each authorized parking area is controlled by the Chief of Police or his designee.

It is appropriate at this juncture to more clearly codify the business permit parking program in Chapter 166. At its April 19, 2016 meeting, the Parking Commission voted to recommend this proposal to the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.05.11 – 64**
Resolution Re: Fiscal Year 2016 Budget Amendment #2
School Additional Appropriation for Change in Non-
Property Tax Revenue Estimate

- WHEREAS: The City Council adopted the Fiscal Year 2016 Budget on May 6, 2015; and
- WHEREAS: The Dover School District has identified that Medicaid Distribution revenue, associated with Middle School out-of-district special education tuition costs, will be \$89,000 more than anticipated in the adopted budget
- WHEREAS: The Dover School Board voted on May 3, 2016 to revise School Department FY16 Non-property tax revenue estimates relative to Medicaid Distribution revenue and request additional FY16 appropriation of \$89,000 for out-of-district special education costs; and

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

Pursuant to C6-6 of the City Charter, the FY16 Budget is amended to reflect an \$89,000 increase to non-property tax revenue estimates for the Dover School District and appropriate \$89,000 for special education tuition costs associated with the Middle School. FY16 budget is amended as follows:

Account	Description	Budget	Amendment	Amended Budget
1000.2.620.01210.4563	Tuition Costs Dover Middle School	528,138.00	89,000.00	617,138.00
1000.2.600.04580.3311	Medicaid Distribution revenue	(500,000.00)	(89,000.00)	(589,000.00)

AUTHORIZATION

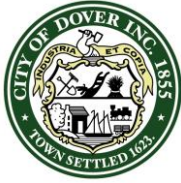
Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

REQUIRES A PUBLIC HEARING AND TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

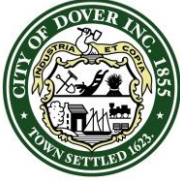
Resolution Number: **R – 2016.05.11 – 64**
Resolution Re: Fiscal Year 2016 Budget Amendment #2
School Additional Appropriation for Change in Non-
Property Tax Revenue Estimate

DOCUMENT HISTORY:

First Reading Date: 05/11/2016	Public Hearing Date: 05/25/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.05.11 – 64**
Resolution Re: Fiscal Year 2016 Budget Amendment #2
School Additional Appropriation for Change in Non-
Property Tax Revenue Estimate

RESOLUTION BACKGROUND MATERIAL:

On May 6, 2015 the City Council adopted the Fiscal Year 2016 City budget. Subsequently, the School Board has determined that school district revenues from certain Medicaid Distribution reimbursements will be in excess of current budget estimates. The School Board has identified that Out of District Special Education Middle School tuition costs have exceeded the budget for this functional area.

The objective of this resolution is to revise School Non-property tax revenue estimates in the amount of \$89,000 and appropriate the \$89,000 to fund Special Education costs for Middle School student out-of-district placements for the remainder of FY16.

On May 3, 2016 the School Board voted to amend the School District's non-property tax revenue estimates and request appropriation of the \$89,000. A copy of the adopted School Board resolution is attached to this City Council resolution.

This resolution does not increase the projected tax impact for the FY16 budget. The resolution does increase appropriations, which are to be funded by additional Medicaid Distribution reimbursements.

In accordance with City Charter C6-6, this resolution requires a duly advertised public hearing and a vote of 2/3rd of the City Council.



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

Check(☒) the type of application:

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

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

Organization Name: American Legion Post 8 Baseball
Federal Tax ID number for Organization: 02-0415228

Check (☒) Nature of Organization:

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

Contact Person: Mike Zucaro Day Time Telephone: 603-742-2157

Address: 640 Central Ave Dover Email: aldoverpost8@yahoo.com

Purpose of Permit: Raise money for Legion Baseball

Date of Event: June 1 - July 16 - 16 Specific Time: _____

Location of Event: _____

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

Prize (s) To Be Awarded: Warrens Lobster House gift cert. \$250 (3 winners)

Cost of Ticket: 5.00 per Date of Drawing: July 16, 2016

Place of Drawing: Dunaway Field

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

<http://www.doi.nh.gov/charitable-trusts/faq.htm>

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Michael Zucaro DATE: May 4 2016

(duly authorized)

PRINTED NAME: Michael Zucaro (Adjutant)

Licensing Board Approval (Signature) Date: 5/10/16



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

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐.

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

Organization Name: Cochecho Valley Humane Society

Federal Tax ID number for Organization: 22-2561784

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒

(Describe) Animal Shelter

Contact Person: Chewea Straw Day Time Telephone: 603-749-5322 ext 112

Address: 262 County Farm Rd Email: volunteer@cvhsonline.org

Purpose of Permit: Fundraising / Raffle

Date of Event: JUNE 11th, 2016 Specific Time: 11am - 4pm

Location of Event: Iron Empire Gym, Dover, NH 47 Chestnut St

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

Prize (s) To Be Awarded: Gift Basket (Gift cards, candy, etc)

Cost of Ticket: \$1 per ticket, 10 tickets Date of Drawing: JUNE 11th

Place of Drawing: Iron Empire Gym, Dover, NH 47 Chestnut St

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

<http://www.doh.nh.gov/charitable-trusts-faq.htm>

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Chewea Straw DATE: 5/9/16

(duly authorized)

PRINTED NAME: Chewea Straw

Licensing Board Approval _____

Date: 5/10/16



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

Check(☒) the type of application:

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

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

Organization Name: Wentworth-Douglass Foundation

Federal Tax ID number for Organization: 51-0491062

Check (☒) Nature of Organization:

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

Contact Person: Emily Moore Day Time Telephone: 603-740-3292

Address: 789 Central Ave Dover, NH 03820 Email emily.moore@wdhospital.com

Purpose of Permit: Raffle ticket sales to benefit the Women & Children's Center at Wentworth-Douglass

Date of Event: June 27, 2016 Specific Time: 10:00-6:00 pm

Location of Event: Cochecho Country Club, Dover, NH

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

Prize (s) To Be Awarded: 2 nights stay with 2 rounds of golf for two at The Samoset Resort in Rockland, ME

Cost of Ticket: \$20/each or 6 for \$100 Date of Drawing: June 27, 2016

Place of Drawing: Cochecho Country Club, Dover, NH

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Emily J. Moore DATE: 5/2/16
(duly authorized)

PRINTED NAME: Emily J. Moore

Licensing Board Approval (Signature) Date: 5/4/16



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,

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

Organization Name: Parish of the Assumption

Federal Tax ID number for Organization: _____

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): St. Charles Church closing ceremony procession

Contact Person: Paul H. Butler Day Time Telephone: (603) 969-5015

Address: 616 Sixth St Dover, NH 03820 Email plebutler@gmail.com

Date of Event: Sunday May 29, 2016 Specific Time: 4pm

Location of Event (if parade, attach course description or map): procession from St. Charles to St. Mary's

*****PARADE PERMITS*****

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☒

*****ROAD TOLL PERMITS*****

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy in amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. The Organization/Applicant shall provide the City a certificate of insurance evidencing such additional insured status no less than fifteen (15) days prior to the event.

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

- RECEIVED BY EMAIL - MES

SIGNATURE OF APPLICANT: _____ DATE: _____

(duly authorized)

PRINTED NAME: _____

Licensing Board Approval ATC Date: 5/10/16



Speidel, Marn

From: Paul Butler [plebutler@gmail.com]
Sent: Friday, May 06, 2016 8:57 AM
To: Speidel, Marn; pastor@assumptiondovernh.org; Paul Butler
Subject: Re: Parade permit question
Attachments: Application parade.pdf; Parish Assumption Parade Route.pdf

Sergeant Speidel,
I have attached the parade application and route.

Thank you again for your help!

Paul

On Fri, May 6, 2016 at 8:46 AM, Paul Butler <plebutler@gmail.com> wrote:
Good morning Sergeant Speidel,

The Parish of the Assumption is planning a closing ceremony for St. Charles Church on Sunday May 29. We would like to conclude the event with a procession from St. Charles to St. Mary's Church. This obviously would involve crossing Central Ave and 6th St as well - both heavily trafficked areas.

Also, because we would be crossing two major thoroughfares, would we be able to have the Dover Police assist in managing traffic for us?

We don't have an estimate on the number for this procession. It could be 10 people, but be 100 or more. I'm guessing it will be closer to 25-50.

I'll be submitting a parade request form but wanted to reach out to you to see if there are any other issues that may arise.

Thanks for your assistance! If you have any questions, please feel free to call me or email me. Info is below.

Regards,
Paul H. Butler
plebutler@gmail.com
[\(603\) 969-5015](tel:(603)969-5015)

--
Paul H. Butler

--
Paul H. Butler



PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

COI required
MES

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,

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

Organization Name: DOVER SOCCER ASSOCIATION
Federal Tax ID number for Organization: 02-0392171

Check(☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other ☒ ROAD RACE

Name/Description of Event (if applicable): 4TH ANNUAL TREK OR TROT 5K & KIDS FUN RUN

Contact Person: DONALDO TREJO Day Time Telephone: 603-502-8947

Address: 4 WALLINGFORD STREET, DOVER NH Email: donaldot1@comcast.net

Date of Event: 10-30-2016 Specific Time: 9 AM

Location of Event (if parade, attach course description or map): MAP ATTACHED

*****PARADE PERMITS*****

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☒

*****ROAD TOLL PERMITS*****

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy in amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. The Organization/Applicant shall provide the City a certificate of insurance evidencing such additional insured status no less than fifteen (15) days prior to the event.

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

SIGNATURE OF APPLICANT: [Signature] DATE: 5-3-2016
(duly authorized)

PRINTED NAME: DONALDO TREJO

Licensing Board Approval [Signature] Date: 5/10/16



Trick or Trot 5K Dover, New Hampshire



Finish Detail



TRICK OR TROT 5K
USATF CERTIFICATE NH13017TY
EFFECTIVE 11-15-13 TO 12-31-23

Start Detail



Start and Finish, and all mile markers are marked with P-K nails and YELLOW paint (UP = Utility Pole).

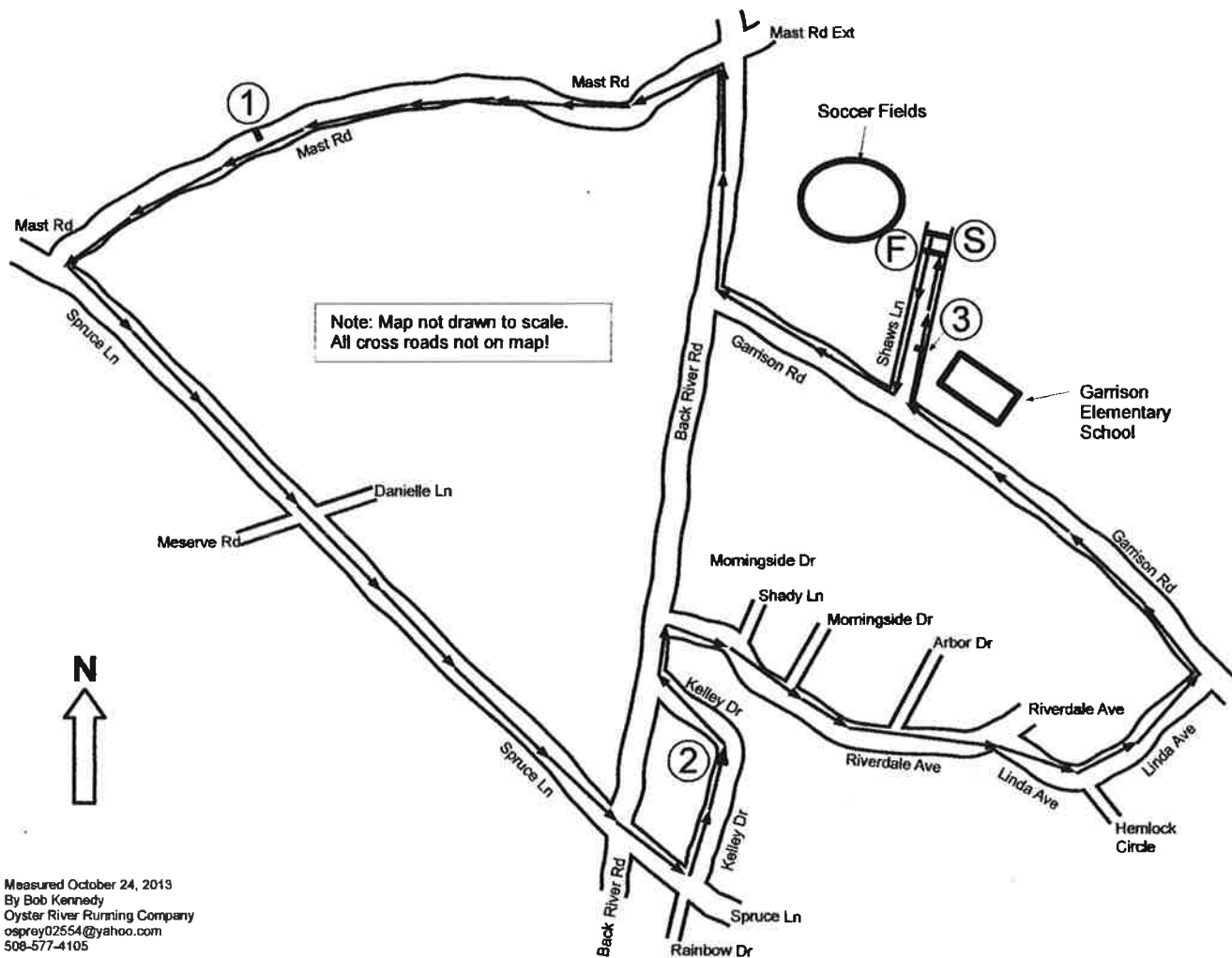
Start: Marked on east side of Shaws Lane 31 ft N of Green Utility Box on same side and 37 ft diagonal/straight line to Storm Drain on north side of soccer field parking lot entrance.

Mile 1: On north side of Mast Rd 44 ft W of east edge of Driveway for 91 Mast Rd, and 55 ft E of red & white Fire Hydrant on same side.

Mile 2: On west side of Kelley Dr 1 ft 6 inches N of Mailbox for 5 Kelley Dr, and 17 ft N of UP PSNH 4 NYNEX 4 on same side.

Mile 3: On east side of Shaws Ln 43 ft N of "No Parking" sign on same side, and 83 ft S of UP PSNH 24 6-1 on same side.

Finish: Marked on west side of Shaws Ln 23 ft 5 inches N of Storm Drain on same side, and 25 ft 8 inches S of Storm Drain on same side at soccer field parking lot entrance.





**Road Running Technical Council
USA Track & Field
Measurement Certificate**



Name of the course Trick or Trot 5k Distance 5 km
Location (state) New Hampshire (city) Dover
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Loop
Type of surface: paved 100 % dirt % gravel % grass % track %
Elevation (meters above sea level) Start 30 m Finish 30 m Highest 45 m Lowest 27 m
Straight line distance between start & finish 28 m Drop 0.00 m/km Separation 0.56 %
Measured by (name, address, phone & e-mail) Bob Kennedy, 18 Riverview Road, Durham, New Hampshire 03824, (508)577-4105, osprey02554@yahoo.com
Race contact (name, address, phone & e-mail) Donaldo Trejo, 4 Wallingford Street, Dover, New Hampshire 03820, (603)502-8947, donaldol@comcast.net
Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: October 24, 2013
Race date: October 26, 2014 Course certification effective date: November 15, 2013
Certification code: NH13017TY

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

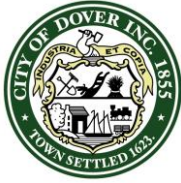
This certification expires on December 31 in the year

2023

AS NATIONALLY CERTIFIED BY:


Toni Youngman — USA TF/RRTC National Certifier
12895 Downstream Circle, Orlando, FL 32828, (407) 619-2797, toni@runzamok.net

Date: **November 19, 2013**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2016.05.25 – 065**

Resolution Re: Funding for Public Sewer System Investment Fees within
Primary and Secondary Groundwater Protection Zone

WHEREAS: The reconstruction of Richardson Drive and Old Stage Road, to include the extension of the public sewer system with services for forty-six (46) existing residential homes currently using individual septic systems, is scheduled for construction in 2017 as part of the City of Dover's adopted Capital Improvement Program; and

WHEREAS: The forty-six (46) homes and associated septic systems are located within the secondary groundwater protection zones of the Hughes and Bouchard municipal drinking water wells, six (6) of these homes are located in the primary protection radius of the Hughes drinking water well; and

WHEREAS: On April 18, 2016, the Dover Utilities Commission voted to recommend the use of wellhead protection funds to pay the public sewer system investment fee for any residential sewer connections from an existing home on Richardson Drive and Old Stage Road that is connected within one year of final completion of the new public sewer line. The Community Services Department will notify residents of final completion and the necessary timeline for connections.

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

The Purchasing Agent is hereby authorized to pay the required public sewer system investment fee for residential sewer connections on Richardson Drive and Old Stage Road, for a period of one year following final completion of the extended public sewer service, using wellhead protection funds.

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.11	Wellhead Protection	100,000	18,582
5300.1.300.43320.4757.03574.12	Wellhead Protection	100,000	73,851
5300.1.300.43320.4757.03574.14	Wellhead Protection	100,000	82,360

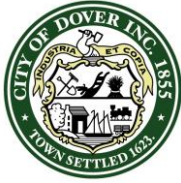
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

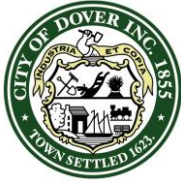
Resolution Number: **R – 2016.05.25 – 065**
Resolution Re: Funding for Public Sewer System Investment Fees within
Primary and Secondary Groundwater Protection Zone

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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2016.05.25 – 065**

Resolution Re: Funding for Public Sewer System Investment Fees within
Primary and Secondary Groundwater Protection Zone

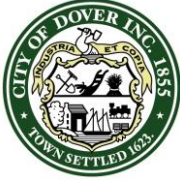
RESOLUTION BACKGROUND MATERIAL:

The reconstruction of Richardson Drive and Old Stage Road, to include the extension of the public sewer system with services for forty-six (46) existing residential homes currently using individual septic systems, is scheduled for construction in 2017 as part of the City of Dover adopted Capital Improvement Program (CIP). City Council approved funding for the project as part of the adoption of the FY16 CIP. There are a total of 46 homes that will receive new sewer stubs as part of this project; all of these homes are located within the secondary groundwater protection areas for the Hughes and Bouchard wells. The Hughes primary protection radius crosses six of these lots. Staff have held three neighborhood meetings during which residents expressed concerns about paying the expense of constructing a new sewer service and discontinuing use of the existing septic system, as well as paying the required public sewer system investment fee which is currently set at \$2,821.50 for a three-bedroom home. The sewer system investment fee is due when a property connects into the City's sewer system. Many of the residents indicated that they would seek waivers from the Dover Utility Commission (DUC), to continue using their existing septic system.

On April 18th, 2016, the DUC reviewed the project and the residents' concerns and voted to recommend the use of wellhead protection funds to cover the cost of the sewer system investment fee for the existing residents along Old Stage Road and Richardson Drive. The commission further stipulated that this opportunity should only be available for those properties who connect within one year of the final completion of the sewer line, and that any resident that receives a waiver would not be eligible in the future.

The purpose of using this funding mechanism is to incentivize the connection to the municipal sewer line rather than seeking a waiver to remain on septic. This would only apply to the homes that are currently on septic and not any newly constructed homes.

Based on the current sewer system investment fee of \$2,821.50 for a three-bedroom home, the projected use of wellhead protection funds is \$129,789 for 46 homes.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.05.25 – 066**
Resolution Re: B16027 Library Chimney Restoration

WHEREAS: A Sealed Request for Qualifications B16027 was issued and received for the restoration of the Library chimney on March 21, 2016 at 11:00 am; and

WHEREAS: Two vendors submitted qualifications with one of them being deemed non-responsive to the RFQ. The evaluating committee and the architect met with the responsive vendor, Knowles Industrial Services Corporation, to discuss qualifications on April 5, 2016 and requested a cost proposal be submitted. On May 5, 2016 the city received and evaluated the proposal and it is the recommendation to award project to this vendor in the amount proposed of \$83,595.00; and

WHEREAS: The RFQ was originally sent in July 2015 with no respondents so was reissued this year.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Knowles Industrial Services Corporation of Gorham ME for the restoration of the Library Chimney at rates provided in conjunction with proposal submitted in conjunction with B16027 in the amount of \$83,595.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
8615.1.390.45500.4831	Disbursement by agent Library	49,847.00	49,847.00
4010.1.390.45500.4727.01109.10	Public Library	11,500.00	11,500.00
4010.1.390.45500.4744.01144.10	Public Library	181.61	181.61
4510.1.390.45500.4725.01109.09	Public Library	6,000.00	6,000.00
1009.1.390.45500.4725.00000.93	Public Library	12,500.00	12,500.00
1009.1.390.45500.4725.00000.95	Public Library	12,500.00	12,500.00

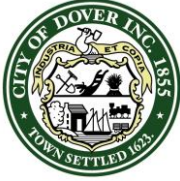
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

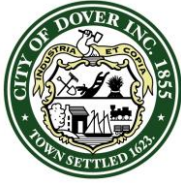
Resolution Number: **R – 2016.05.25 – 066**
Resolution Re: B16027 Library Chimney Restoration

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.05.25 – 066**
Resolution Re: B16027 Library Chimney Restoration

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Public Library is a historical building that is in need of repairs/restoration to the chimney/roof area. The first part of the proposal is to restore chimney as outlined in the plans and specifications drawn up by AG Architects. The second phase is to repair paint and plaster inside the library where leaking has occurred.

The city is recommending base amount of \$79,795.00 for the chimney work plus Alt 1@ \$750.00 for vendor to salvage the exposed brick for future city use as well as Alt 2 @ \$3,050.00 to reattached existing metal soffit and fascia trim on roof edges.

Bid Information:

A Sealed Request for Qualifications B16027 was issued and received for the restoration of the Library chimney on March 21, 2016 at 11:00 am. The RFQ was originally sent in July 2015 with no respondents so was reissued this year

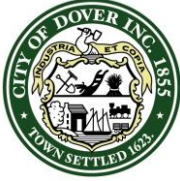
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	410	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	Fall 2016
Recommended Award to:	Knowles Industrial Services Corp	Fund:	Various CIP & trust
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16027 Vendor Solicitation List and Bid Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.05.25 – 067**

Resolution Re: FY16 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY16 Budget on June 6, 2015; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY16 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures

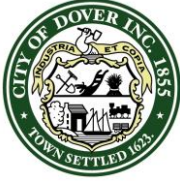
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.05.25 – 067**

Resolution Re: FY16 Transfer of Appropriation – General Fund

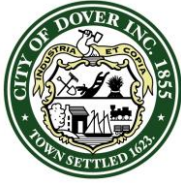
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.05.25 – 067**

Resolution Re: FY16 Transfer of Appropriation – General Fund

RESOLUTION BACKGROUND MATERIAL:

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

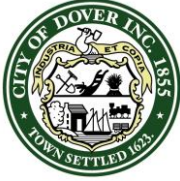
<u>Department</u>	<u>Projected Shortfall</u>
Public Library	\$77,000
City Departments Total:	\$77,000

The above areas have a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. These areas have been identified because they currently have a need for appropriations and the list is not intended to indicate the only areas that may need appropriations at fiscal year-end.

This resolution does not increase appropriations.

Public Library has an estimated shortfall of \$27,000 for Health Insurance. This is the result of a few new hired employees having a different health plan type as compared to the plan type the prior employee had while employed by the City.

This transfer will cover the estimated \$50,000 cost for the ventilators for the Public Library. In adopting the FY17 City operating budget the City Council accepted the recommendation to fund the ventilators replacement with FY16 available funds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.05.25 – 068**
Resolution Re: Disposal of City Owned Real Estate

- WHEREAS: On May 5, 2016 the City received a request to purchase city owned real estate located on Dover Point Road listed as parcel ID 08039-B00000 along with a \$250.00 deposit; and
- WHEREAS: Pursuant to City Ordinance 79-11 Disposing of Tax-Deeded and City Owned Real Estate, the City Manager has evaluated the real estate for its current and future use and recommends that the property not be sold; and
- WHEREAS: The property is located immediately adjacent to the turnpike ROW and we expect to preserve this parcel for future use. According to the Assessors tax records, Map 8 lot 39B is 3,000 square feet in area. According to the City of Dover Code chapter 170-14, a lot is buildable as long as it is 5,000 square feet or larger. This lot does not meet that requirement, and while it is a lot of record at this time, from a regulatory stand point, the lot is non-buildable.

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

Per chapter 79-11 a request has been received and the recommendation is for City Council to vote to not sell Parcel 08039-B00000 in order to maintain the parcel for future public use given its proximity to the turnpike and potential future utility crossings.

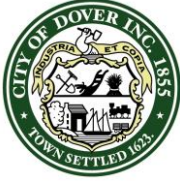
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.05.25 – 068**
Resolution Re: Disposal of City Owned Real Estate

DOCUMENT HISTORY:

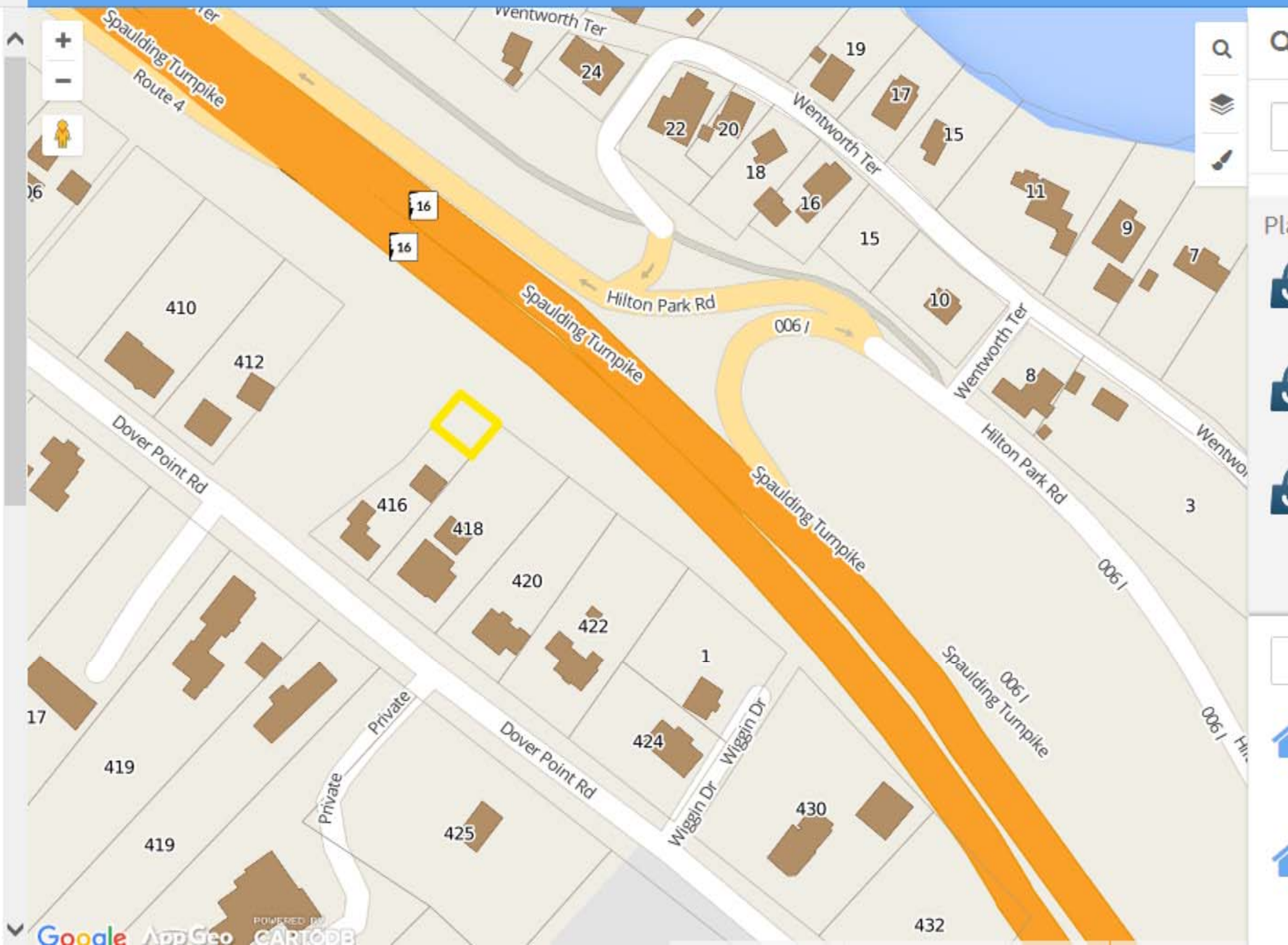
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

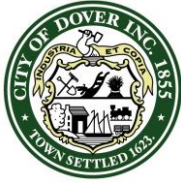
DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Per City ordinance chapter 79, upon receiving a letter of interest to purchase real estate and the accompanying deposit, the City Manager shall evaluate the real estate requested for its current and future use. The City Manager shall then recommend to the City Council within four (4) weeks of receipt of interest that the property either be sold according to the procedure determined herein or retained by the city. The City Manager is recommending the City retain this property for future use.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.05.25 – 069**

Resolution Re: **Acceptance of Amendment to Development Agreement
Between the City of Dover and H53 Mast Road, LLC**

WHEREAS: Pursuant to City Council authorization (R-2015.01.14-007) the City of Dover and H53 Mast Road, LLC entered into a Development Agreement for the Mast Road Development Project dated as of December 29, 2014 and May 29, 2015; and

WHEREAS: During construction of the development project, the Developer undertook improvements to the City's water well and SCADA systems to the benefit of the City, at a cost to the Developer of Thirty-Six Thousand Dollars (\$36,000.00); and

WHEREAS: The parties wish to amend Section 4.04 "Development of Public Improvements; Reimbursement by City" in order to reimburse the Developer Thirty-Six Thousand Dollars (\$36,000.00) for the costs of the water well and SCADA improvements.

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

The City Manager is authorized to enter into an Amendment to Development Agreement with H53 Mast Road, LLC related to the reimbursement of the Developer by the City in the amount of Thirty-Six Thousand Dollars (\$36,000.00) for improvements to the City's water well and SCADA systems, and the Purchasing Agent is authorized to issue a Purchase Order to H53 Mast Road LLC.

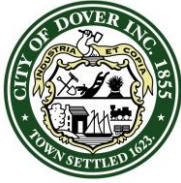
Account	Description	Appropriation Balance	
5320.1.300.43250.4741.00000.94.000.000.700	Sewer Fund	\$28,240.50	\$25,765.50
5300.1.300.43320.4757.03531.16.000.000.700	Water Main	\$75,000.00	\$73,473.96

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.B.3.

Resolution Number: **R – 2016.05.25 – 069**
Resolution Re: **Acceptance of Amendment to Development Agreement
Between the City of Dover and H53 Mast Road, LLC**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, 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 draft Amendment to Development Agreement by and between City of Dover, New Hampshire and H53 Mast Road, LLC dated as of December 29, 2014 and May 29, 2015.

AMENDMENT TO
DEVELOPMENT AGREEMENT

by and between

CITY OF DOVER, NEW HAMPSHIRE

and

H53 MAST ROAD, LLC

Dated as of December 29, 2014 and May 29, 2015

Mast Road Development Project

THIS AMENDMENT TO THE ABOVE-REFERENCED DEVELOPMENT AGREEMENT is dated as of May ____, 2016 and is made by and between **CITY OF DOVER, NEW HAMPSHIRE**, a body corporate and politic, and a political subdivision of the State of New Hampshire with an address of 288 Central Avenue, Dover, New Hampshire 03820 (the “City”) and **H53 MAST ROAD, LLC**, a New Hampshire Limited Liability Company c/o **SUMMIT LAND DEVELOPMENT** with an address of 340 Central Avenue, Suite 202, City of Dover, New Hampshire 03820, (the “Developer”), to amend the provisions of Section 4.04 of the Agreement.

The parties hereby amend Section 4.04 Development of Public Improvements; Reimbursement by City of the above-referenced Development Agreement by revising Section 4.04 to read as follows:

Section 4.04 Development of Public Improvements; Reimbursement by City

As part of the Project, the Developer shall design, engineer and install or cause the design, engineering and installation of, with consultation from and the approval of the City, the following Public Improvements, as shown in the plans at Exhibit C:

A) Mast Road.

(i) lighted walkways in, about, through and adjacent to Mast Road and the Project Site; including sidewalks and lighting along Mast Road, from Durham Road to Grapevine Drive, (ii) vegetative landscaping along Mast Road, (iii) widening of

Mast Road to accommodate the needs of the Developer and the public, from Durham Road to the Roadway.

B) Roadway.

New proposed Roadway, constructed to City standards, inclusive of sidewalks, landscaping, lighting and drainage. Said roadway will be designed and constructed with the intent that it shall become a public way.

C) Sewer.

New municipally owned and operated sewer pump station, and any other upgrades to the sewer system to service new industrial development.

After a certificate of occupancy has been issued for the proposed 73,000 square foot building on the Project Site, the City shall reimburse the Developer up to One Million Dollars (\$1,000,000) toward the commercially reasonable costs expended by the Developer of the Public Improvements. Reimbursement requests shall be made in writing with supporting invoices and other documentation reasonably satisfactory to the City, demonstrating the costs of the Public Improvements incurred by the Developer. No developer fees, including any overhead or profit, or markups shall be reimbursed by the City. The City shall also reimburse the Developer Thirty-Six Thousand Dollars (\$36,000) for the costs of the Well and SCADA improvements.

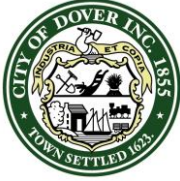
IN WITNESS WHEREOF, the parties have executed this Amendment to Development Agreement as of the day and year first above written.

CITY OF DOVER, NEW HAMPSHIRE

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

H53 MAST ROAD, LLC

By: _____
Charles P. Kageleiry
Duly Authorized as Member/Manager



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.05.25 – 070**

Resolution Re: **Acceptance of Phase II of Emerald Drive as a Public Way**

WHEREAS: On July 10, 2013 the City Council voted to accept Phase I of Emerald Drive as a Public Way; and

WHEREAS: Since that time, an additional portion of Emerald Drive (Phase II) has been completed by the developer; and

WHEREAS: Phase II of Emerald Drive meets all criteria for acceptance of a public way by the City.

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

That the City of Dover accepts Phase II of Emerald Drive as a public right-of-way and the City Manager is authorized to accept and record a Warranty Deed from Emerald Woods Development, LLC to the City.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

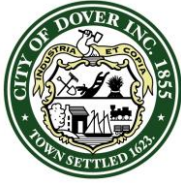
Mayor Karen Weston
By Request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
City Attorney

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.05.25 – 070**

Resolution Re: **Acceptance of Phase II of Emerald Drive as a Public Way**

DOCUMENT HISTORY:

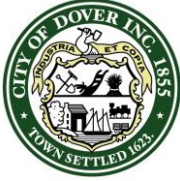
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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 Engineering Division has reviewed Phase II of Emerald Drive and determined that it meets City standards and specifications for street acceptance. Please see plans of right-of-way attached.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R - 2016.05.25 – 071**
Resolution Re: Reprogram Unexpended Bond Proceeds from Parking Garage to Police Station, Reprogram Bond Proceeds from Police Station to City Hall Customer Service Center Project Improvements

WHEREAS: The City has identified that the Parking Garage project will be completed under budget and therefore there will be unexpended TIF District bond proceeds that are available to be utilized toward another CIP project within the Downtown TIF District; and

WHEREAS: The Police Station project is within the Downtown TIF District and is an eligible project to use the available TIF District bond proceeds, and

WHEREAS: Reprogramming TIF District bond proceeds to the Police Station project will make available General Obligation bond proceeds (Non TIF bond proceeds) to be utilized on capital improvement projects in other areas of the City; and

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

The City Council approves reprogramming TIF District bond proceeds from the Parking Garage project to the Police Station project as noted below:

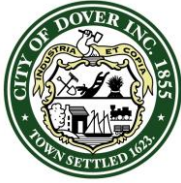
Project Number	Project Description	Available		Adjusted
		Balance	Adjustment	Balance
4015.1.210.42130.4720.02390.15	Downtown Parking Facility	571,367	(500,000)	71,367
4015.1.210.42170.4720.02389.15	Police Building - New Facility	0	500,000	500,000
	Totals	571,367	0	571,367

AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council approves reprogramming General Obligation Bond (Non TIF District) bond proceeds from the Police Station project to City Hall Customer Service Center Improvements project as noted below:

Project Number	Project Description	Available		Adjusted
		Balance	Adjustment	Balance
4014.1.210.42170.4720.02389.14	Police Building - New Facility	507,477	(500,000)	7,477
4014.1.180.41941.4745.01106.14	City Hall Customer Service Ctr	0	500,000	500,000
	Totals	507,477	0	507,477

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R - 2016.05.25 – 071**
Resolution Re: Reprogram Unexpended Bond Proceeds from Parking
Garage to Police Station, Reprogram Bond Proceeds from
Police Station to City Hall Customer Service Center Project
Improvements

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

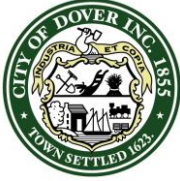
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:	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 Robert Carrier, At Large		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R - 2016.05.25 – 071**
Resolution Re: Reprogram Unexpended Bond Proceeds from Parking
Garage to Police Station, Reprogram Bond Proceeds from
Police Station to City Hall Customer Service Center Project
Improvements

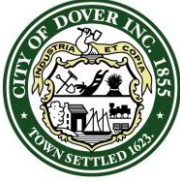
RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any increase in appropriations. The City Council previously authorized the appropriation of funding for the Parking Garage project and Police Station project in previously adopted CIPs.

Upon completion of the Parking Garage it is estimated that there will be \$500,000 in unexpended TIF bond proceeds. These unexpended TIF bond proceeds need to be expended on a capital project within the Downtown TIF that has an equivalent useful life as the Parking Garage. The new Police Station is within the Downtown TIF District and has an equivalent useful life as the Parking Garage. Bond Counsel has been contacted to confirm that the transfer of unexpended TIF bond proceeds from the Parking Garage project to the Police Station meets statutory requirements.

Reprogramming the \$500,000 of TIF bond proceeds to the Police Station project makes a corresponding amount of general obligation bond proceeds available to be reprogrammed from the Police Station project to City Hall Customer Service Center project. The City Hall Customer Service Center is to be located on the ground floor of City Hall, the former location of the Police department. Bond Counsel has been contacted to confirm that this transfer of bond proceeds meets statutory requirements.

This resolution does not authorize an increase in the indebtedness of the City's General Fund or the City's Downtown TIF District Fund.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016-05.25 – 008**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 25. Heritage Commission

The City of Dover Ordains:

1. PURPOSE

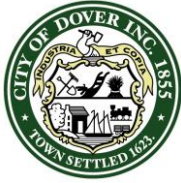
The purpose of this ordinance is to amend Chapter 5 entitled “Boards, Commissions and Committees” by revising Section 5-25.A. MEMBERSHIP.

2. AMENDMENT

Chapter 5, Section 25 entitled “Heritage Commission” is hereby amended as follows:

5-25. Heritage Commission. [Added on 2015.10.28 by Ordinance No. 2015.10.14-021]

- A. MEMBERSHIP: The Heritage Commission shall consist of ~~four (4)~~ five (5) voting members including one (1) City Councilor; one (1) Citizen recommended by the Woodman Institute Museum; and ~~two (2)~~ three (3) Citizens, one of which may be a Planning Board member, and one of which may be a Downtown Dover Tax Increment Finance Advisory Board Member.
- B. TERM OF MEMBERS: Members shall be appointed to terms of three (3) years. The City Council Member shall serve for their current Council term and shall be appointed by the Mayor with the approval of the Council.
- C. AUTHORITY AND DUTIES: The Heritage Commission shall have the following duties and functions consistent with RSA 674:
- (1) Survey and inventory all cultural resources.
 - (2) Conduct, research and publish findings.
 - (3) Assist the Planning Board, as requested, in the development and review of those sections of the master plan which address cultural and historic resources.
 - (4) Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources, including advising the City Council on the Historic Value of potentially “replaced qualifying structures” pursuant to RSA 79-E:4.
 - (5) Coordinate activities with appropriate service organizations and non- profit groups.
- D. Any appropriations established by the City Council for use by the Heritage Commission shall be held in a Heritage Commission fund and disbursed in accordance with RSA 674:44-b subject to the requirements of the City’s purchasing procedures and accounting requirements as administered by the City Manager.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2016-05.25 – 008**
Ordinance Title: Chapter 5, Boards, Commissions and Committees
Chapter: 5
Section: 25. Heritage Commission

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Deputy Mayor Robert Carrier
Councilor Dennis Ciotti
Finance Director

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph 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:

This ordinance expands the membership of the Commission, from four members to five members.

Document Created by: Planning	O-2016.05.25 Chapter 5, Boards, Commissions and Committees, Section 25 Heritage Commission
Document Posted on: May 16, 2016	Page 2 of 2