

CITY OF DOVER

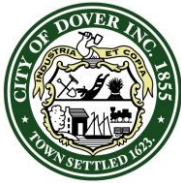
CITY COUNCIL – AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 22, 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 170: ZONING, SECTION 8 – ZONING MAP**
SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE
 - B. CHAPTER 170 – ZONING, SECTIONS 6, 8, 12, 20, 23, 24, 27, 33 and 46**
SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE
 - C. NAMING PORTION OF DOVER COMMUNITY TRAIL IN HONOR OF JOHN F. SCRUTON**
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. June 1, 2016 – Workshop Session**
 - B. June 8, 2016 – Regular Meeting**
- 11. MAYOR’S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - 1. CHAPTER 170: ZONING, SECTION 8 – ZONING MAP**
SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE



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- 2. CHAPTER 170 – ZONING, SECTIONS 6, 8, 12, 20, 23, 24, 27, 33 and 46**
SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD
REPRESENTATIVE

B. ORDINANCES IN THE 3RD READING

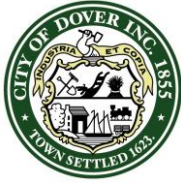
C. RESOLUTIONS

- 1. 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)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. REPROGRAM UNEXPENDED BOND PROCEEDS FROM SIXTH STREET WATER MAIN LOOP PROJECT TO WATER MAIN SPAULDING TURNPIKE PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. NAMING PORTION OF DOVER COMMUNITY TRAIL IN HONOR OF JOHN F. SCRUTON**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Tanglewood Drive**
- 2. ROAD RACE – Strafford County – June 26, 2016**
- 3. ROAD RACE – Strafford County – June 29, 2016**
- 4. TAG – Dover Little Green Football, Inc. – August 19th & 20th**
- 5. TAG – Dover Little Green Football, Inc. – Month of October**
- 6. WALK – Dover Area Religious Leaders Association**
- 7. B16045 PURCHASE OF DUMP TRUCK**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B16053 CRACK SEALING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. B16058B BITUMINOUS CONCRETE ASPHALT PICKED UP**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. B16061 VARIOUS CHEMICALS**
SPONSORED BY MAYOR WESTON BY REQUEST



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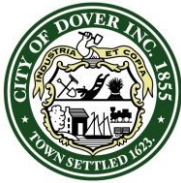
- 11. B16063 SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. APPROVAL OF THE WORKFORCE HOUSING COALITION OF THE GREATER SEACOAST LEASE AGREEMENT – ROOM 302A**
SPONSORED BY MAYOR WESTON BY REQUEST
- 13. APPROVAL OF UNITY OF THE SEACOAST LEASE AGREEMENT – ROOM 317**
SPONSORED BY MAYOR WESTON BY REQUEST
- 14. APPROVAL OF DOVER ADULT LEARNING CENTER AMENDMENT TO LEASE AGREEMENT – ROOMS 201, 202, 203, 204, 205, 206, 208, 209, 209A, 210A, 213 AND 220**
SPONSORED BY MAYOR WESTON BY REQUEST
- 15. SETTING VOTING HOURS FOR THE SEPTEMBER 13, 2016 STATE PRIMARY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 16. RENAMING OF A PORTION OF THORNWOOD LANE TO POINTE PLACE**
SPONSORED BY COUNCILOR THIBODEAUX
- 17. DOG WARRANT**
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. B16070 HOT BITUMINOUS PAVING –ASPHALT LAID IN PLACE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. REPROGRAM UNEXPENDED BOND PROCEEDS FOR GENERAL STREET IMPROVEMENTS AND AWARD OF B16070 HOT BITUMINOUS PAVING – ASPHALT LAID IN PLACE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JULY 13, 2016, WITH CITY COUNCIL VOTE TO OCCUR ON JULY 27, 2016)**



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SPONSORED BY MAYOR WESTON BY REQUEST

- 3. APPROPRIATION OF WATERFRONT PUBLIC PARK DESIGN AND AWARD OF B15060 DESIGN SERVICES FOR WATERFRONT DEVELOPMENT PHASE II (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JULY 13, 2016)**

SPONSORED BY MAYOR WESTON BY REQUEST

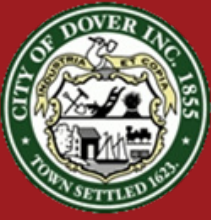
C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from Anthony McManus

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



City Manager's Report

City of Dover, New Hampshire

June 22, 2016

Reporting on May 2016



By Michelle Murch

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

At the beginning of the month, the Utilities Division was busy setting up for the 24th Annual NH Water Festival. The festival took place on May 4th and was held at Henry Law Park. All 4th graders from the Dover School District were invited to attend as well as 4th graders from around the state. The children were exposed to anything and everything having to do with drinking water. They were also able to take part in a science fair held inside the Dover Children's Museum.

The lead service investigation is ongoing. Once the card research on the properties is complete, the field investigation will begin. Staff will be looking for a particular type of curb valve that was installed on some of the older services. The particular curb valve that they're searching for is called a "buffalo box". These were installed in the early 1900's and will most likely have a lead service. Any other type will have signified that the service has already been changed over to a copper service.

City staff has received guidance on lead and copper sampling from the School Department. Staff has met with school administration to complete a full sampling for each school.

Several staff members repaired a service leak on Horne Street. The service was across from the school but was no longer in use. The service was cut off at the water main.



Crews finished the installation of the 8 inch water main on Spur Road. This new pipe will be connected to the water main relocation which will occur as part of the Spaulding Turnpike project. (pictured left)

Crews have finished cleaning the sewer main lines in the Morningside Drive areas. They have since moved onto the Portland Avenue area.

Crews have also replaced three brick structures holding the sewer manhole frames on Central Avenue.

The number one motor at the Mill Street Pump Station has failed. As a result, two replacement motors have been ordered and received. Crews will be replacing the motor in June.

The meter crew completed 45 final reading appointments and 67 stopped meter appointments during the month of May.

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 May, Administrative staff fielded 22 service calls requesting pothole repairs. Crews repaired 283 potholes and applied 59 tons of asphalt on various areas throughout the city.



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

Crews repaired 11 mailboxes that had been damaged during winter plowing operations as well.

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



A City of Dover contractor repaired cracked pavement on various roads by saw cutting and repaving. Stumps were removed from various locations throughout the City where they were rotting and roots were damaging the sidewalk.

Seven employees assisted with Dover Pride Cleanup Day by hauling 81 yards of bark mulch as well as hauling away piles of brush and grass clippings.

At the Mast Road Pump Station, the culvert had started to stick up out of the ground and needed to be lowered. As a result, crew members removed and reset the culvert. Once that was complete, they repaved the area.

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



Over the course of two days, Public Works crews installed two catch basins as well as 100 feet of 12" Advanced Drainage System pipe on Court Street, with the assistance of a contractor. Originally, there was one crumbling catch basin in that location. As a result of constant flooding, the catch basin was replaced and another one was added.

The Henry Law Park Improvement project is in a holding phase this month since waiting on the delivery of equipment and the preparation of the gundalow for movement to the park in June. The Community Services Department is preparing to continue the site work and GreatView Landscaping is beginning the work on walkways. Mitchell and Associates of Portland are the design team and have produced the site plans. They are working on the details with the various work crews. The Friends of Dover Recreation 501 © 3 is acting as the charity to accept funds for the Henry Law Park Project brought in by a Go Fund Me link at <http://www.gofundme.com/c8ebd4>

The lease of the Butler Building on River Street has allowed access to the Cocheco River for Great Bay Rowing and the UNH Crew Program. This month, the UNH Crew and Great Bay Rowing programs had a great deal of activity on the Cocheco River. The UNH Crew prepared for its spring competitions and for the national regatta in Georgia. 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.

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.

The Library's new Senior Employment Program volunteer, Ross Forrester, secured donations from Wentworth Greenhouses and the Friends of the Library for new plantings on the library's grounds.

Assistant City Planner Benton continues to facilitate 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 27 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.



Crews repairing lawn areas damaged from winter storms and the construction of the new Police Station prior to the Stations grand opening, May 6th.

Employees from Facilities & Grounds planted donations from Wentworth Greenhouses in the 24 whiskey barrels and planters around town, and distributed them throughout the Lower Square, City Hall and Waldron Court. The barrels were outfitted with grilling racks, plastic tubing, batting material and geotextile material to make them "self-watering", in an effort to reduce the number of hours spent watering these plants each week. Young or newly planted trees need to be watered, as well as reseeded areas in Pine Hill Cemetery. Flowers were purchased and planted to replace the fading tulips around the flag pole in the upper square. Wentworth Greenhouses donated more flowers to be planted by City employees in the horse trough. We thank those folks for their generosity and cooperation in this endeavor.

Sign work was ongoing, with 15 work orders handled. Six of these were related to metered parking.

Facilities & Grounds employees strung decorative lighting as part of the beautification project at Waldron Court. Tables and seating were set out as well, encouraging people to enjoy the downtown spaces. Forty-one other work orders were processed through the office for miscellaneous tasks, as well as nine regarding trees or limbs down, two regarding traffic signals and the repair of the pedestrian crossing lights or pedestrian buttons at Central Avenue, Webb Place and Weeks Lane. Picnic tables were moved from the National Drinking Water Festival location in Henry Law Park to the various parks for the summer season. Several deliveries were made of supplies to municipal buildings and three Dig Safe areas were investigated and marked accordingly. Eight keys were issued in May. The baseball diamond at Woodman Park was groomed and lined two to four times each week, depending on the home field schedule. Shaw's Lane soccer field was lined once a week for games. The cricket pitch at Long Hill Park was made ready for a tournament held in early June. The Jenny Thompson pool opened for the season.

Mowing began with Great View Landscape taking care of Shaw' Lane athletic fields and The Grounds Guys mowing the other ball fields. City employees began the weekly mowing of parks, municipal building grounds and the sixty-five public turf areas that require attention each week. Some preventive maintenance was also conducted on mowers this month.

The Facilities, Grounds and Cemeteries employees handled 5 service calls and 166 work orders in the month of May. Pine Hill Cemetery employees attended 6 ash interments 3 full burials during this month. Repair of burial sites continued with graves that needed attention. Thirteen markers were put in place and ten foundations were dug, filled with concrete and prepared to receive stones before Memorial Day.

Employees were extremely busy this month, trying to make sure the downtown area and Pine Hill Cemetery looked sharp and clean for the Memorial Day holiday. All flags were replaced so colors were sharp and flags were lowered in honor of those who made the ultimate sacrifice for this great country.

Volunteers came in on May 6th, from Liberty Mutual to assist in the clean-up of the cemetery and Dover Pride Clean-Up Day was May 7th. Facilities & Grounds employees prepare before such volunteer events and finish up after the volunteers have gone. Their help is very much appreciated, as is the support from the Public Works personnel who assisted, as well.

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 * Woodman

City Facilities & Equipment

Twenty-one work orders pertaining to building issues were handled this month by Facilities & Grounds. Chairs were moved to the new Police Department for their dedication ceremonies, the auditorium 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. Glass Routes came in to work on window balances in City Hall, boilers were shut down and air conditioning equipment was installed or activated to cool things down on the 90 degree days. Elevator and fire extinguisher inspections were conducted as they are every month.

On May 6, 2016, the Dover Police Department held its official Grand Opening and Dedication Ceremony. The event featured local and state officials including Governor Maggie Hassan. Speakers included Chief Colarusso, Governor Hassan, Mayor Weston, Deputy Mayor Carrier, and City Manager Michael Joyal. It also included a ribbon cutting ceremony, the unveiling of the plaque, and tours of the facility for anyone who wanted one.

Pictured right, Chief Colarusso addresses the crowd during the Dover Police Facility Grand Opening and Dedication Ceremony on May 6, 2016 (Fosters Photo).



Assistant City Planner Piekut continues to work with Ameresco, Inc. and the Energy Commission in the development of solar photovoltaic (PV) systems on city property. The partners are prepared to submit a "host" application to the NH Public Utilities Commission in early June to reserve a net metering allocation. The application has been divided into four components: the new Dover High School, Tolend Road landfill, Mast Road gravel pit and Community Services facility, and a group of all other potential sites.

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 bid was awarded to Pine Brook Corporation of Kittery, Maine. The plan is to have the work done in the summer to prepare for a September opening.

A total of \$83,595 for repair and restoration to the Library's chimney was approved by the City Council on May 25. The work will be done in early fall.

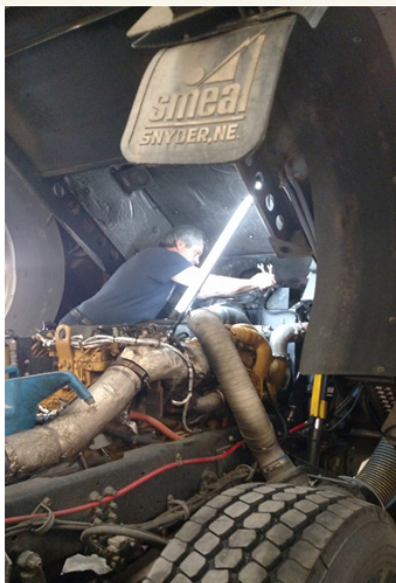
The Assistant City Manager met with a representative from Johnson Controls (JCI), who monitors and verifies the improvements conducted over the past 5 years to the energy infrastructure in various City facilities. JCI will be transitioning their monitoring to the City staff. As part of that transition, JCI staff created reports that will be provided to the City as well as tutorials and other education materials so staff can create similar reports to those provided in the past.

Planning staff continues the planning of the City Hall remodel and move to create more efficient work space throughout City Hall. Staff has been meeting with 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 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.

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*

May saw several mechanical issues arise on the Fire & Rescue fleet of vehicles. One was an unexpected replacement of the radiator on Fire & Rescue's Engine 8. It was hoped initially that the radiator could be re-soldered to like new status but that was not the case. This replacement required approximately \$2500 in parts and placed that vehicle out of service for approximately a week as parts were shipped in to fix it. Dover Fire & Rescue maintains a fleet of reserve vehicles so in this case, an older Fire Engine was moved into its place. Dover Fire chose many years ago, after utilizing private vendors exclusively, to have a part-time mechanic on staff to fix as much as he can in-house and coordinate all the rest through work by vendors. The advantages of an in-house mechanic are numerous. The first is cost. Our in-house mechanic's labor rate is 1/3rd or 1/4th the shop rate of the outside vendors. To completely fix every vehicle annually through private vendors would be at least 3 times the cost that Fire & Rescue currently spends on vehicle maintenance. Additionally, some fixes would require towing or mobile service at a very expensive repair rate otherwise. There is also the transport issue that comes up when a vehicle must be taken and dropped off at a vendor...requiring two people to drop off the vehicle somewhere. One to drive the vehicle and one to retrieve the person doing that. In many cases, any fix that can be done in-house places that vehicle back in service days ahead of what would happen had the vehicle had to be serviced by their respective dealers located in either Rhode Island or Connecticut. Unfortunately due to the low volume of Fire Engines over all, dealers are normally regional versus where there may be Chevrolet dealer for instance, in three neighboring towns. All and all, having an in-house mechanic is a huge savings cost wise and time wise. Here is a picture of mechanic David Duquette working on one of the vehicles in the mechanic's bay at the South End Fire Station. In the first one, it is hard to see him under the cab and working on the top of the motor of the Ladder Truck. The second one is clearer, but doesn't capture the scope of where he is working! The third picture shows what it is like to work on a ladder truck in general.



Servicing fire apparatus has many specialized knowledge requirements and the industry standard is to have a Fire Department's fleet of vehicles serviced by a certified mechanic. The City is fortunate that David Duquette achieved that certification a number of years ago with advanced study in everything from the pumps that move the water through firefighting hoses, to the aerial ladder systems which must function perfectly in a time of need, to the complicated multiplex electrical systems that control all aspects of the vehicle.

Emergency Management



May was a slightly slower month for Fire & Rescue with Fire & Rescue responding to 438 calls for service which is an average of 14 responses per day helping Dover citizens. 23 of the calls for service were for fires, 272 were for medical emergencies, 19 were for other hazardous situations requiring emergent intervention, 60 were either false or good intent in nature, with the remaining 64 being for non-emergent requests. Of the emergencies, there were 95 times where simultaneous emergencies were occurring with 14 of those times where 3 or more emergencies were occurring at the same time.

May was a quiet month Emergency Management wise with no major incidents requiring the opening of the Emergency Operations Center, nor any major drills. Some work was expended in the quest to get some amount of grant funding to assist with the cost of an emergency generator at the McConnell Center which is Dover's primary shelter location. We are keeping our fingers crossed that this will yield a cost savings for Dover or more importantly, bring the project down in cost to something affordable.

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.

The Dover Police Department responded to **85%** of emergency calls in less than 6 minutes.

Type of Calls:	
Priority 1	154
Priority 2	105
Priority 3	508
Priority 4	638
Priority 5	1,150
Less than 6 minutes	85%

Fortunately in May – all the fires were noticed by those involved quickly, and/or then caught fast by Dover’s firefighting staff, which kept the fires small this month. Not every incident can be kept small, and May is a dose of good fortune and carefully planning by having 3 fire stations placed strategically to get resources to the majority of incidents in Dover within 5 and a half minutes of when a call for service first enters the Police/Fire Communications Center at the Dover Police Department. Here are pictures of two close calls this month that could have escalated quickly if intervention wasn’t prompt by either occupants and or firefighters. The first is of a fire on Angle Street which was the result of discarded smoking materials in the mulch. The second was a cooking fire on a stove in an apartment building on Knox Marsh Road.

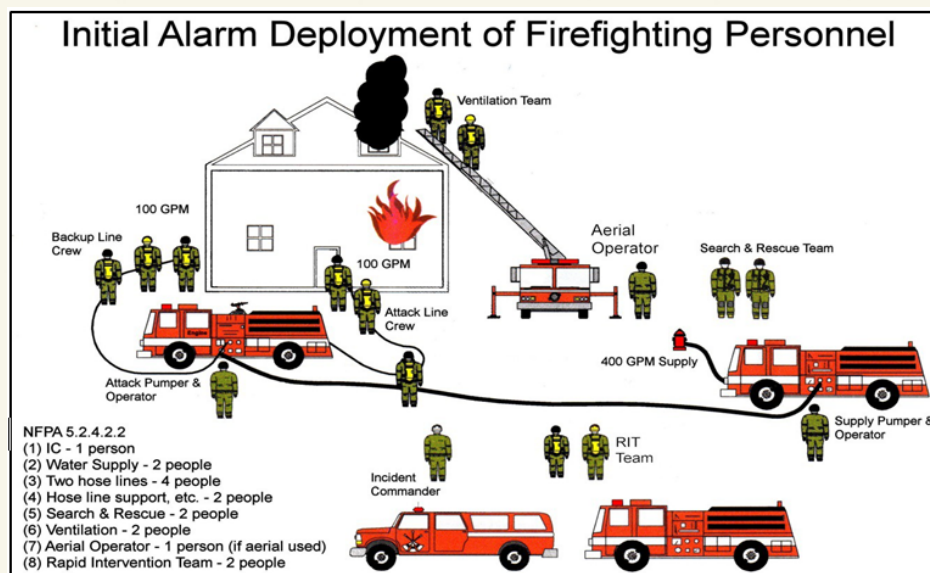


Though the word small is used here as a measure, most of the fires in structures still extend smoke through a building and are significant to the occupants. Small also is relative as far as grass and brush fires go. A new policy that started in April of dispatching an extra Fire Engine on “Red Flag” days stopped those fires in May promptly, preventing the need for mutual aid to assist, and the possibility of fire extending to structures. 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. Though stopped fast by our responding crews, several of those incidents required the recall of off-duty personnel to cover Dover on reserve vehicles while the on-duty firefighting staff was tied up for the time it took to dig out and wet down the hotspots of those brush fires to a point where they would not re-ignite later (one to two hours normally). This system of recalling off-duty personnel is one additional layer of protection covering Dover. This use of off-duty recall also reduces the need to staff higher numbers of on-duty firefighters which is a cost savings for the community. You may not be aware, but to work in Dover as a firefighter/AEMT or Firefighter/Paramedic, an employee must live within certain towns that are not too distant from Dover. This residency policy is key to maintaining this off-duty layer of backup protection for Dover.

Speaking of recalling personnel when needed, it is a constant balance of how much staff capacity is available initially, how much is in use at any given time, and what is left for the next emergency. Our system can handle the two or three smaller incidents at any given time. Thirteen fire personnel are on duty all the time, assigned to various vehicles from Dover's 3 stations. At least one of the three Chief Officers are available to assist with an incident's command and control function if a situation escalates into a major incident or if unusual emergencies arise.

Though a community determines the level of fire and emergency medical response it wants, there are national standards that a community should strive to meet. To suppress a fire, based on scientific research and task analysis, and as outlined in the standard named NFPA-1710...14 to 17 firefighters of all ranks are needed to fill all the job tasks that have been scientifically determined. Dover achieves that for the most part with the current staffing levels if all staff is available at the time of an incident and not on other incidents. NFPA 1710 is the Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Interestingly, Chief Officer Response for the command function which is a requirement of the standard, is ignored by some communities as a budget saving measure. Here are two charts depicting what should arrive initially to suppress a house fire.

Initial full-alarm structure fire assignment per NFPA 1710, Section 5.2.4.2.2		
5.2.4.2.2 Sub-section	Function	Minimum Number
(1)	Incident command	1
(2)	Pump Operators for supply engine and attack engine	2
(3)	Two hand lines with 2 firefighters each	4
(4)	Hand line support, 1 for each hand line	2
(5)	Search and rescue	2
(6)	Ventilation	2
(7)	Aerial device operator	1
(8)	Rapid Intervention Team (RIT)	2
	Total	16
NFPA Recommended Minimum Response for House Fire		



Though these graphics explain well what is needed to suppress a fire, it does not explain how Dover achieves this. Instead of four firefighters assigned to each Engine as the standard suggests and as the ICMA (International City Manager's Association) suggests and which is indeed a best practice – Dover assembles all the needed personnel on scene by placing 4 on-duty firefighters on the two ambulances that are staffed 24-7 and by running with 3 person Fire Engine crews. This is because Dover Fire & Rescue is a dual-role fire suppression and paramedic level emergency medical service with all staff cross-trained fulfilling both services. By operating this way and in addition to providing a paramedic level emergency medical system, Dover collects approximately \$1.1 million dollars in ambulance revenue a year through medical billing of Medicare and Insurance Companies which off-sets the total Fire & Rescue operating budget. Some other communities allow private contractors or hospital based ambulance systems to fulfil the emergency medical role – and give up the revenue to those entities where in Dover, that \$1.1 Million in ambulance revenue covers the costs of the four firefighters assigned to the ambulances on each of the four shifts. By running fire suppression/ems system like a business, there are 13 firefighters on duty at any given time for the cost of 9.

Fire & Rescue Inspection Services:

Inspection Services continues to be very busy with a total count for inspections in May conducted and permits issued at 557. Here is the Inspection Services activity breakdown for May:

Inspections - Life Safety	44	Inspections - Plumbing/Mechanical	129	Inspections - Woodstove/Fireplace	0
Inspections - Business	04	Inspections - Blasting	0	Permits Issued - Blasting	0
Inspections - Sprinkler/Alarm	59	Inspections - Health	47	Permits Issued - Building	59
Inspections - Building	101	Inspections - School / Daycare	04	Permits Issued - Certificate of Occupancy	09
Inspections - Electrical	109	Inspections - Oil Burner	1		

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 question, and participation at technical review meetings where developers of projects and City officials from many departments meet and iron out issues "pre-shovel".

The big news in Inspection Services this month is the retirement at the end of May of Tom Clark – long time Building Official. Building Inspector Jim Maxfield spent several weeks of May embedded in Tom's office learning the daily role that Tom made look so easy. Jim will be at the helm as the Interim Building Official until hiring decisions are made. In looking over Tom Clark's long career of over 30 years with the City, literally every building since that time has been impacted by Tom's level headed, consistent, balanced enforcement of the State of NH Building Code. Words cannot express this organization's thanks for Tom's dedication and impact with making Dover's built-environment safer.

Patrol

During the month of May, the Dover Police Department responded to 2,558 incidents throughout the Cty. Police Officers made a total of 1,150 motor vehicle stops during which they issued a warning or a summons.

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.

In May 2016 Dover Police Department Special Investigations Bureau (SIB) detectives and members of the Crime Scene Unit (CSU) assisted Patrol Officers with the investigation of a fatal skateboarding accident on Adelle Drive.

During May 2016, SIB detectives investigated an early morning downtown assault that left a man with serious injuries. The investigation led to the arrest of a Somersworth man on a charge of Second Degree Assault.

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

SIB personnel also investigated five unattended deaths that occurred in Dover, four of which appear to be a drug overdoses, and one of which was a suicide.

SIB detectives are responsible for conducting background investigations on Police Officer applicants. In May 2016, one of these investigations was on-going.

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 May.

Both dogs and their handlers also participated in a K-9 demonstration that took place at Dover High School on May 30, 2016.

Traffic Accident Investigation Team:

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of May. During the month, the members of the Accident Reconstruction Team participated in a four hour joint training session with members of the Strafford County Regional Accident Reconstruction Team.

COMMUNICATIONS BUREAU	
911 calls	431
Phone calls	7,482
Radio Transmissions	12,081
Police Alarms	80
Lobby Customers	365

Animal Control:

Total animal calls for service
72
Handled by Officers
37
Handled by Dispatch
11
Handled by ACO
24

Breakdown of Calls – Officers

Barking dogs	02
Found animals	08
Loose animals	03
Welfare checks	20
Deceased animals	01
Animal Bites	03

Breakdown of Calls – Dispatch

Loose animals	02
Lost animals	04
Found animals	01
Deceased wildlife	03
Welfare of wildlife	01

Breakdown of Calls – Animal Control Officer

Found animals	05
Loose animals	02
Animal bites	01
Welfare checks	14
Barking Dogs	02

The Animal Control Officer received 74 voicemail messages and returned those calls. She also followed up on 5 investigations initially begun by Police Officers.

The welfare checks on animals have again risen this month. This is a result of the increase in the frequency of dog owners leaving their dogs in cars. It is important for dog owners to know how hot the inside of a car can become, even when the windows are left partially open.

The ACO responded to a call for an injured owl on Durham Road. Upon arriving at the call, the caller told the ACO that he had been attacked by another owl while trying to help the apparently injured owl. The caller said that the owl had been on the side of the road and feared that it would be hit by a car. The ACO found a Barred Owlet in a yard near the foundation of a house. The ACO watched as the parents flew back and forth in the trees vocalizing to their youngster. The ACO waited for the owlet to hop back into a wooded area and left the parents to care for their baby. The owlet was approximately 5 weeks old. A common misconception is that a bird that has left the nest, (called a fledgling) is an injured bird. Fledgling birds cannot fly when they first leave the nest. The parents continue to feed their youngsters on the ground. This was the case of the Barred Owlet.



Barred Owl like the one that ACO Ladisheff observed on Durham Road.

Downtown Liaison Unit (Mounted Patrol)

The Mounted Patrol 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 activity below, 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. Pictured right, Officer Caproni is assisting an injured person on Central Avenue.



The Mounted Patrol handled the following during the month:



Officers Murch and Caproni with mounted officers from the Manchester Police department during the Law Enforcement Memorial Ceremony on May 20, 2016 in Concord.

72	Public Assists-directions, pedestrian right of way education, etc.
32	Parking Assists
14	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 - June 22, 2016



In addition to the regular programming and content creation for online viewing and Channel 22, Media Services is involved in several special projects. One of those projects is the annual Fire Safety Festival, organized by Dover Fire and Rescue. Each year, Fire and Rescue performs an original production about fire safety for students at all of the City's public elementary schools, as well as Saint Mary Academy and Portsmouth Christian Academy. Media Services sets up a multi-camera production at multiple showings, edits the show, and creates an interactive DVD that is replicated and handed out to all elementary school students. This year's show revisits Safety Island, which appeared in the very first Fire Safety Festival. Post production is under way.

Media Services is working with the Planning Department to produce an informational video and related media for the Stewardship of Resources chapter of the City's Master Plan. This new chapter of the Master Plan focuses on the wide range of resources and issues that make Dover unique, including energy, natural resources, historic and cultural resources, coastal management, natural hazards and social capital. Media Services has interviewed Planning staff, the consultant working with the City on this project, and members of the Stewardship of Resources Steering Committee. Through video illustration, motion graphics and narrative, this project is intended to help the public better understand the goals of this new Master Plan chapter, and the work under way to define the City's valuable resources.

In May, Media Services coordinated two-way distance learning between the State and Dover Fire and Rescue. Two of these sessions focused on Elite Provider and Elite Service Leader training, and another was designed for students in the High School Firefighter 1 program. After the first session, Media Services was asked by the state to assist other agencies experiencing difficulties connecting to the state service. These sessions restarted discussion about expanding the City's distance-learning capabilities. This discussion will continue and Media Services is assembling a plan to expand these capabilities. This discussion began in recent years when Media Services was helping to plan for a media studio at the existing high school. Although those plans were halted when discussions began about a new high school and CTC, initial plans for the new high school include a provision for a Media Studio. Because this studio will also tie into the City's broadcast infrastructure, it has long been identified as an important component in distance learning initiatives for both the City and schools.

Work is under way on an informational video to help the public and stakeholders understand the complexities of zoning and economic development. Media Services is working with the Dover Business and Industrial Development Authority, the office of Economic Development, the Planning Department, local businesses, experts, and members of the public, to produce a cohesive and informative narrative that helps explain how zoning works and its place in the community.

Media Services 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.

Dover Youth to Youth conducted a national webinar on May 18th for prevention organizations in the state of Kentucky. The training focused on how to start a youth empowerment group like Dover Youth to Youth in their communities. Other organizations from California, South Carolina and Massachusetts also participated in the broadcast.

On May 10th Vicki Hebert presented at the NH Governor's Summit on Substance Misuse in a workshop titled "Supporting Children of Substance Misusing Parents." Vicki was a part of a panel talking about how Youth to Youth plays a role in helping students.

On May 12th Vicki Hebert and Captain Terlemezian presented to Families Hoping and Coping about the department's efforts to combat the local opioid epidemic. Families Hoping and Coping is a local support group for parents, family, and loved ones facing prescription drug, opiate other drug addictions.



Left, Officer Caproni introduces Governor Hassan to Monty during the Dover Police Department's Grand Opening Celebration (Foster's Photo)

On May 5, Detective Timothy Burt conducted a seminar on crime scene investigations for local high school students.

On May 10, Detective Matthew Travaglini provided a workplace safety presentation to staff at Garrison Women's Health Center.

On May 19, Detective Burt provided a presentation on crime scene investigations to fifth graders at Dover Middle School.



Both of the Dover Police Department's K-9s and their handlers participated in a K-9 demonstration that took place at Dover High School on May 30, 2016.

Pictured left, Officer Keefe walks with Dover Police K9 Grinko during a Dover High School K9 demonstration.



Left, is Officer Brown with his Dover Police K9 Barco demonstrating how his K9 "watches" a potential suspect.



Members of the Dover Police Department participated in Dover Pride Clean-Up day on May 7, 2016. Chief Colarusso pictured left.

Officer Juel Cooper, pictured right, visits with residents of Maple Suites during their police appreciation luncheon on May 20, 2016.



Officer Paul Levin, pictured right, visits with residents of Maple Suites during their police appreciation luncheon on May 20, 2016.



The library has 7,497 social media followers! There are 1,975 on Facebook, 732 on Twitter, 687 on Instagram, 1,250 on Pinterest, and 2,853 subscribers to the library's two e-newsletters. The library website received 16,187 hits during May. The Library posted 75 items on Facebook, 19 on Instagram, 34 on Twitter, and added 16 pins on Pinterest. Staff wrote 6 Blog posts, and sent five press releases to media outlets during May.

The Children's Librarian Patty Falconer presented story times at Head Start and at the Children's Museum of NH.

Library staff visited local businesses to distribute flyers about those stores' new eligibility for free library cards for their workers. This news was welcome everywhere they went!

The Library Director led an historic walking tour of downtown Dover for the 4th graders from St. Mary Academy. The Library Director volunteered as a tour guide at the Woodman Museum on April 21 during a free admission day for Dover residents. The Library Director is continuing to write daily articles for the "100 Woodman Treasures" column in Foster's Daily Democrat.

The public library borrowed 109 items from the school libraries and sent 84. The public library's System Administrator aided the Dovertnet school libraries with 7 Koha system issues during May.

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 343 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, ongoing projects and plans before the Planning Board.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,225 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 The City being awarded Plan of the Year by the New Hampshire Planners Association, and an update on the Transportation Chapter of the Master Plan.

The Department of Planning and Community Development posted a Transportation Survey on the Master Plan Page and on Dover Download that seeks citizen feedback on the new Transportation Chapter of the Master Plan that is under development.

Planning and Community Development staff attended Dover Pride Clean Up Day on May 7. Staff volunteered with residents to clean up Orchard Street and Fish Ladder Park. At the same time, staff also manned a booth, at the Courtyard, seeking input from attendees on what elements of Dover people believed are important resources to protect and enhance. Finally, the booth contained a poster of two intersections downtown with some ideas on how to make them more pedestrian friendly. The public was asked to give feedback on changes that could be made. Planning staff will work with Community Services and Dover Main Street to investigate options provided by the public, for implementation at next year's Clean Up Day.

A Memorial Day ceremony was held at the Veteran's Circle, in Pine Hill Cemetery, on May 30th at 6:00 in the evening. The featured keynote speaker that participated in the ceremony held at Pine Hill Cemetery was First Lieutenant, USCG Cutter Reliance (WMEC 615), ENS. Bryce Monaco. The ceremony is organized by local veterans' organizations and is well-attended. A wreath is dedicated and music is provided by local musical group.

In addition to being lowered for Memorial Day, flags were also lowered to half-staff to commemorate New Hampshire Law Enforcement Memorial Day.

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, 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.

Planning and Community Staff along with the Economic Development Director met with residents about rezoning of land in Dover.

With spring and warm weather arriving, outreach request jumped and Dover Fire & rescue was glad to serve. Fire/Rescue participated in providing ambulance coverage for several road races including the "Mom's On The Run" 5K and the "Spirit of Recovery" 5K road race in May. During events such as this where there can be hundreds of runners and in some cases 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. Dover Fire & Rescue also assisted Dover Cub Scout Pack 173 with a station visit which helped Pack 173 with some achievement requirements. Staff also assisted at one babysitting class held by Wentworth Douglass Hospital, with the discussions on safety, injury management, and calling 911. One Fire Extinguisher Training session was also provided to some of the business occupants at 113 Crosby Road. Any business or group is welcome to request Fire Extinguisher training sessions. This service is run like a business and the requesting entity would reimburse the City for the labor costs to provide the training and use of the live-fire training prop. This picture taken from the training prop manufactures website, shows the service Dover Fire provides.



City Programs

Gym

Now accepting registrations for all summer programs. The Playground program for Dover residents is accepting registrations and will run from June 27th to August 12th. Registrations were taken for Fun on Stage and Music Theater camps held in June & July. Due to high demand, an afternoon session of the Youth Music Theater camp is being added. On-track program helps prepare children for the Granite State Track Regional and State Track meets. The program itself began on May 12th, with practices being held twice a week until the Regional meet on June 18th. Muscle Power, Beginner and Intermediate Yoga, Zumba® and Interval Toning classes have been on-going and will be offering an early morning summer Interval Toning class. The Butterfield Gym has served as the host of the sixth McConnell Center Tenants Collaborative Blood Drive. Co-ed Adult Volleyball continues to be popular on Sunday afternoons and badminton continues on Friday nights. Staff interviews have been conducted, hiring for summer staff and preparing inventory/supplies for the programs beginning in June.

Pool

The Jenny Thompson Outdoor Pool opened for Seacoast practice on the 10th of May with Senior and Junior groups using it exclusively as well as the Oyster River Otters taking some time. Seacoast Swim Association also held a cleanup day at the Outdoor Pool on May 21st with parents and children taking part in raking, weeding and planting flowers. Great Bay Masters has seen the usual 30 swimmers during their practice times; they will begin swimming at the outdoor pool on June 5th. The month of June will see registration for summer swim lessons as well as the opening of the Jenny Thompson Pool to the general public. Attendance for the pool is as follows: Adult Lap Swim: 75-100 swimmers daily, Rec Swim: 15-25 swimmers daily, Pool Rentals: 4, Birthday Party Rentals: 3 Great Bay Masters: 25-30 swimmers

Ice Arena

May marks the end of the spring skating season at the arena. The final ice sheet is taken out the middle of the month for the annual preventative maintenance and general clean-up of the facility and locker rooms. With ice time limited to just over two weeks this month, most of the skating activities were arena programs ending for the season and rec hockey league playoffs. A full schedule of activities and programs are scheduled to start up again the first week of July. Rock Night had 2 events in May and averaged over 130 skaters each night. On May 28th, Roller Derby kicked off its season with a bout at the Dover Arena. Over 500 fans filled the arena! There are four Roller derby bouts scheduled at the arena throughout the summer. Adult and youth stick practice: 185 participants.

Senior Center

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. May's fitness classes saw 415 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 whiffle ball. It's Spring so returned to the outdoor courts -- 158 members enjoyed learning and playing this new lifetime sport and still get inquiries almost every day about how to join in! The walking group is also back outside, and with the help of the "Map My Walk" app, have been enjoying walks in statistics and maps ... average 1.5 miles each time and enjoy Dover's bustling downtown and Community Trails. 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! The Senior Center hosted a motivational speaker this month who presented "Purpose, Passion, and Prunes." 24 members attended this program. Finally, through the planned giving of the family and friends of Lucy Voye the Senior Center enjoyed a musical entertainment and storytelling of "Ramblin' Richard Kruppa. For a "coffeehouse" environment, the event was held downstairs in the McConnell Center café complete with coffee and continental breakfast. This event was free and opened to the public, so over 40 people were able to listen and enjoy. Mystery Lunch: 34 participants, Senior Center Lunches: 45 participants

Public Library

May program attendance at the library was 1,234 at 67 programs which included story times, adult coloring sessions, movie showings, the Evening of Poetry contest, two book groups, a "Fancy Nancy" tea party, Paws for Reading session with a therapy dog, music with benji, an author visit by Stephen Kurkjian, a "Songs of WWII" program, Game Night, 7 technology classes, and Lego Saturday.

The Friends of the Library registered as a 501(c)3 charity with the Amazon Smile foundation. Anyone may now make purchases at <https://smile.amazon.com> and choose Friends of the Dover Library, Dover NH as their designated charity. Then, 0.5% of any purchases made will be donated to our Friends group. \$37.15 has already been deposited to the DPL Friends!

Reference Librarian Denise LaFrance and Library Director Cathy Beaudoin were invited and attended the unveiling of the Marilla Ricker portrait at the NH State House on May 16. Library staff had assisted with the research for this project.

Dover Housing Authority Liaison Officer Program

During the month of May, Officer Plummer attended a parent meeting for Dover Head Start. During the meeting, Officer Plummer presented some safety tips for parents to address with their children. The safety tips included bike safety, road awareness safety, stranger danger, car seat safety, and overall neighborhood safety as it gets warmer outside. Officer Plummer also opened up the meeting to answer any questions or take note of any concerns the parents had. This meeting was very well received.

During the month of May and as a result of the success of the meeting with Head Start parents, Officer Plummer gave a presentation to each class at Head Start. Officer Plummer used posters from the DARE program to address bike safety, stranger danger, the meaning of some street signs and how to cross the street safely. Officer Plummer also played a game with the kids at the end of his presentation to reinforce some of the topics that were talked about in the presentation.

Officer Plummer has continued his contact with 3 middle school and elementary school kids that live on PVC. These kids still continue to come to his office and talk about their days and what they plan to do for the week. The group has started to expand and they now bring other friends with them and their brothers and sisters, from time to time.

Dover Middle School Liaison Officer.

Officer Pieniazek continued to assist running the 5th and 6th grade student council. In May, the student council members prepared flowers and cards for their respective teachers for teacher appreciation day on May 3.

Officer Pieniazek continued assisting the Dover Middle School baseball team as an assistant coach. During the month of May the team played in 13 games, and completed their season with a 7-5-2.

As a part of the Dover Police Department's heroin initiative, Officer Pieniazek reaches out to members of the community who had a heroin or other opioid overdose. During the month of May, Officer Pieniazek made 2 such phone calls.

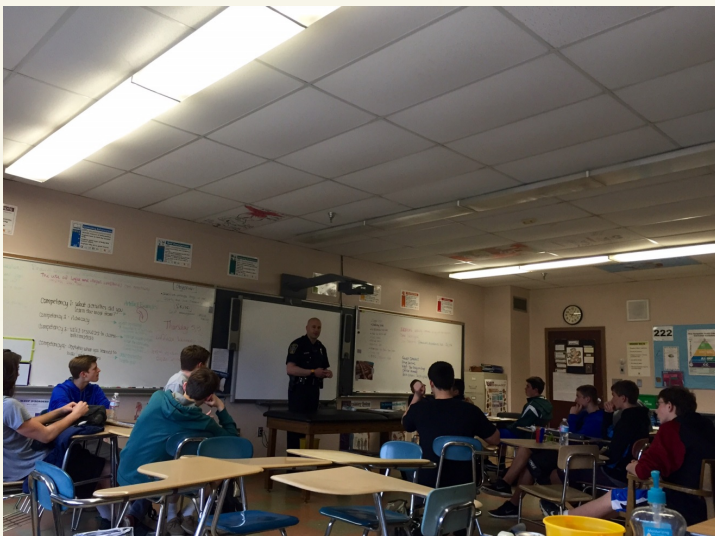
As a part of the DARE program, Officer Pieniazek had an ice cream party for Mrs. Allen's homeroom class on May 20. This was a congratulations to a student in that homeroom that was one of the two DARE essay winners.

Dover High School Liaison Officer.

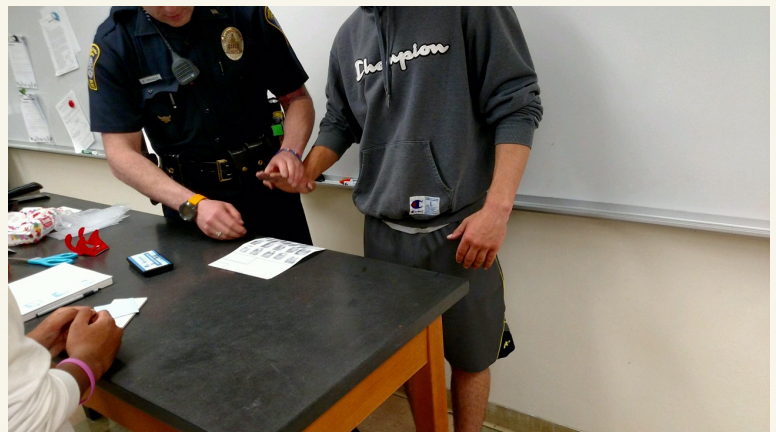
Officer Kennedy met with several students in his office to answer questions about the students' future goals during the course of the month.

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.

Officer Kennedy provided presentations to several Justice Studies classes regarding fingerprinting and opioid awareness. He also coordinated a police K9 demonstration for the Justice Studies program as well.



Pictured left, Officer Kennedy is speaking with Health classes at Dover High School.



Pictured right, Officer Kennedy providing a fingerprint demonstration during a Forensic Science Class

Dover Teen Center



Teen Center participants work with one of the UNH interns during a homework help session.



Two teen center participants showcase their guitar skills during their Arts in Action recital at the Dover Teen Center.

The Dover Teen Center calendar for May 2016 consisted of educational and social programming for its youth participants. For the month, the Teen Center saw a total of 524 participants on 19 days of programming, which yielded an average of nearly 28 participants per day.

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

Snack Special – “Pancake Mania” (5/3)

Special Event – “Beep Kickball” (w/NH Association for the Blind) (5/6)

Movie Afternoon – “Star Wars: The Force Awakens” (5/13)

Special Event – “Intern Appreciation Night” @ Dover Bowl (5/17)

Music Event - TC After Dark – “Singer & Songwriter Sessions” (5/19)

Sports Event – “Hoops Hot-Shot Challenge” (5/23)

Special Program – “Mystery Event Day – SPIKEBALL Challenge” (5/25)

Academic Special – “Academic Challenge – Progress Reports for CB’s” (5/26)

Sports Trip! – “Portland Sea Dogs Baseball Game” (5/31)

There were 6 new registrations for the teen center in May 2016

Dover Coalition for Youth

The Coalition has been working with the Dover High School Athletic Director to set up Life of an Athlete for the start of the school year. Life of an Athlete looks at ways to promote healthy lifestyles such as proper nutrition, being well rested and avoiding drugs to student athletes to promote maximum performance. The Coalition will be providing student and coach’s guides as well as providing weekly coaching tips throughout the course of the school year. On May 17th, 11 students went to Spaulding High School to participate in a youth leadership workshop with 3 other school districts in the area. The students from Dover developed a plan to increase student involvement in athletics and school pride.

Dover Court Diversion Committee

The Diversion Committee met on May 24, 2016. As of the end of the month, there is a total of 4 active Diversion cases. Below is the breakdown:

2 cases already in active Diversion Contracts

2 successful completion and release

0 new case heard

2 cases awaiting the next meeting.

The next meeting for the Dover Court Diversion Committee is June 23, 2016

Dover Youth to Youth:

See City Outreach section.

Community Service Program

The Community Service program continued to track three active participants during the month of May of 2016. A total of 16.5 hours of community service hours were completed during the month. Two of the participants finished his/her assigned hours.

Problem Oriented Policing Officer:

During the month of May, the Problem Oriented Police Officer handled several calls for service 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.

Additionally, he has been working with Chinburg Properties and the Amtrak Police to address issues of vagrancy at the Dover Transportation Center. Potential solutions could include a written request from the property owner for the Police Department to remove people that are trespassing in the lot and the addition of signage.

During the month of May 2016, there were three letters generated by the Dover Police Department that were 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.

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: Bids have been received for paving and will be awarded on the June council meeting. Preparations have begun by City crews on the roads to be paved.

Previous: Paving projects will be Bid in May.

TOLEND ROAD RECONSTRUCTION

Current: Awaiting final Asbuilts. The Landscaping has been completed.

Previous: Final Asbuilts and minor landscaping will be completed in May.

TOLEND LANDFILL REMEDIATION

Current: No update.

Previous: 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.

COCHECHO RIVER DREDGING:

Current: No update for May.

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: No update.

Previous: 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.

KEATING / BIRCHWOOD RECONSTRUCTION

Current: No update

Previous: Neighborhood meeting was held on March 15th, 23 residents attended. Project design is underway.

RICHARDSON DRIVE RECONSTRUCTION

Current: Project is on hold and will go out to bid in the fall.

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: Four of the six easements have been signed 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.

Previous: 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.

NELSON STREET RECONSTRUCTION

Current: Target Construction has been selected to complete the project. Construction is anticipated to start following the 4th of July weekend. A pre-construction neighborhood meeting is scheduled for June 22, at 6:00 pm at the Community Services building.

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

LEIGHTON WAY PUMP STATION REPLACEMENT

Current: Project is out to bid, bids are due back on June 21, 2016.

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: Continue to work on traffic light software. Signals along Rt 108 between Back River Road and Locust Street are being extensively investigated as part of a traffic impact study of the Rt 108 corridor and the Dover High School/Middle School.

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

BRIDGE UPGRADES

Current: Whittier Street Bridge-Two easement documents are outstanding to be signed. The construction engineering contract is being reviewed by the DOT.

A General Bridge repair bid is being bid for repairs to the Central Ave Bridge by First St, and Chestnut Street expansion joints and Washington Street bridge watermain.

Previous: 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.

INFLOW & INFILTRATION

Current: Project is nearing completion, utility testing and final punch list items to be addressed by contractor.

Previous: No change.

WATER FACILITIES UPGRADE

Current: Project is out to bid, bids are due back on June 28, 2016.

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

Recognition

Allen Arbeau has been hired in the Information Technology office as the Systems Administrator. He is a naval veteran and a resident of New Hampshire since 2013. Prior to his current role he was a small business owner engaged in multi-faceted technology contracting for non-profit organizations in the Seacoast area. His previous professional experience includes over 15 years of IT consulting in the Pharmaceutical, Education and Finance sectors for organizations in and around Boston.



Mr. Arbeau has been married to his wife and best friend, an Assistant Professor and Yoga Therapy Instructor, for several years. In their hometown of Farmington where they enjoy spending time together with their family dog Fiona, Mr. Arbeau can usually be found working on the family land or volunteering at his favorite veterans organization. Mr. Arbeau holds a Master's degree in Information Technology Management from Brandeis University where he studied Business Systems and Information Technology. He also received his Bachelor of Science in Computer Science from the Massachusetts College of Liberal Arts in the beautiful, Berkshires of Massachusetts.



Sue Daudelin

Nicole joined the Fire & Rescue organization in the month of May as Office Manager in Fire Administration at the North End Fire Station, replacing Sue Daudelin who served in that position for four years. Sue recently obtained the position of HR Director for the City. It is nice that though Sue is no longer directly part of the Fire/Rescue and Inspection Services work family, she is only a phone call away at City Hall, and is that "relative" that can be called on when needed...congratulations Sue on your new role with the City!

Fire & Rescue is also very, very appreciative of Sue as she took it upon herself to map out a great transition workflow plan with Nicole, providing many hours of training to Nicole on the many things that Sue made look easy with that position's job responsibilities each and every day. Nicole also transitioned out of her part-time position with the City's Economic Development Office in May and deserves kudos for that extra effort as well. Nicole went the extra mile covering the evening meetings in Economic Development to record the public meeting minutes, while learning her new position from Sue. The Office Manager's responsibilities at Fire/Rescue and Inspections Services though too numerous to mention here, can be condensed for discussion to the weekly payroll input and related services for the 65 employees and the weekly purchasing system input that keeps the organization humming smoothly. Payroll is actually quite complicated with the 4 shifts of staffing at Fire & Rescue as it provides service each and every day, 365 days a year, 24 hours a day – and complicated by various layers of emergency recall of personnel and the potential for reimbursement in some cases, like when the responses during a winter storm or a flooding event suddenly gets encompassed by a Presidential disaster declaration. Throw in an early payroll input due to a holiday where overtime needs are yet to be defined on the Saturday after the payroll input, and the process gets complicated fast with the fixes that happen the following week. Purchasing too has a higher emphasis than in some other departments, as if bills are not paid in a timely fashion, vendors may not ship the disposable supplies that are needed on the ambulance for example. All in all, a fast paced position with a ton of responsibility. Welcome Nicole!



Nicole Sukduang

Hunter Holt is Dover Fire & Rescue's newest Firefighter/AEMT and soon-to-be Paramedic. Hunter fills the position that opened when relatively new-hire firefighter/AEMT Anthony Ellingwood left for other opportunities. Hunter just recently graduated from Southern Maine Community College with degrees in Fire Science and Paramedicine. Hunter grew up in Dover and had his start in the fire service when the first in the state of New Hampshire High School based Certified Firefighter 1 program started as a partnership between Dover Fire & Rescue and the Career Technical Center at Dover High School years ago. For those who don't know about this program, those who take this program as a junior or senior in High School go through the same curriculum with the same learning objectives as any new firefighter candidate does in the State of New Hampshire. Students are bused to the North End Fire Station, trained using the integrated training area and equipment built into the station, and at the end of the program - extinguish fires in special training buildings at the New Hampshire Fire Academy. Due to the extensive needs of these classes such as turnout gear and self-contained breathing apparatus, fire engines with trained operators, and access to all the other equipment that firefighters use – these classes can cost a student upwards to \$3000. This partnership allows students at no cost, to find out if a career in firefighting is for them. If they chose to at the end of class, they can complete the NH Fire Academy Certified Firefighter 1 end-test process which includes a written exam and practical skill stations that the students must show competency on. Due to the demanding nature of the job of firefighting, each skill station has strict requirements to pass. The State of NH Fire Academy sets the curriculum requirements based on national standards and because the NH Fire Academy maintains Pro-Board Accreditation Certification – this certificate has reciprocity in over 35 states and counts for a number of college credits in many Fire Science Programs. In Hunter's case because he earned that certification in High School and after starting at Southern Maine Community College, was put to work in a live-in program at a small fire department in the greater Portland area where he responded to emergencies gaining valuable experience while serving that community and attending college. Hunter and Dover Fire & Rescue, are currently navigating the licensing and credentialing of Hunter as a National Registered Paramedic and we are hopeful during the first week of June, he will receive clearance to operate in NH at that level on Emergency Medical Emergencies.

A cadre of Dover firefighters and fire officers who meet special requirements, serve the school as instructors for this program when not assigned to work at Fire & Rescue. Dover being the first in the state to develop this program, is now a model that has expanded to an ever expanding number of CTC High Schools. A win-win for all involved locally and State wide!



Hunter's call of duty has kept him from having his picture taken....but above is a shot of him taking part in the Fire Safety Festival!



Kathleen Meyers

Kathleen began working for the City in 2002 as the GIS Technician in the Community Services Department. In May, Kathleen was hired as the new Asset Management Administrator in the Information Technology Division at City Hall. Congratulations Kathleen!

2016 PLAN OF THE YEAR AWARD

The City of Dover's Downtown Pedestrian and Vehicular Access and Streetscape Plan was named a recipient of the 2016 Plan of the Year by the New Hampshire Planners Association on Friday, May 6th at an annual conference in Concord.

The plan was nominated recognizing that while the downtown transportation network is long established in Dover, circulating the Cochecho Millworks, there are always improvements which can be made to accessing areas in downtown. In particular, the project sought to encourage pedestrian access. It was also noted, that while not every downtown has the layout and design Dover has, the plan is transferable to other communities. This is achievable because you can always seek public input and implement traffic calming suggestions (reducing lane width, re-stripping crosswalks) to improve traffic flow.

The plan, drafted in 2014 and 2015 was completed by the Cecil Group, an urban design consultant from Boston. The goal of the project was to improve mobility and efficiency of traffic flow in the downtown. As a result of the research and analysis conducted, the final plan proposes to relocate the island at the upper square (between Chapel Street and Broadway) from the center of Central Avenue to the easterly side of Central Avenue in front of the Days Inn. This will create a new public gathering space to compliment Henry Law Park. At the same time, improvements are made along Central Avenue, Washington Street, Main Street and Chestnut Street to improve crosswalk viability and reduce speeds.

Since the Transportation Advisory Commission approved the plan in 2015, staff placed the project in the outer years of the City's Capital Improvement Program (CIP). The project was approved for design in 2021, as part of the 2015 approval of the CIP. In January of 2016, the Dover City Council including improving access in the downtown area as a goal it seeks to work towards in the 2016-2017 term.

The New Hampshire Planner's Association has recognized Dover's planning efforts three times before. In 2010, the City's Form Based Code project for downtown Dover, was recognized as the Project of the Year, and in 2011, Director of Planning and Community Development Christopher Parker was recognized as the Professional Planner of the Year, and in 2014 City Planner Steve Bird was recognized as the Professional Planner of the Year.



Bill Boulanger Receives Merit Award



At a ceremony in Boston on May 10, 2016, City of Dover Superintendent of Public Works and Utilities Bill Boulanger received the Environmental Protection Agency's Region 1 Environmental Merit Award for his 42 years of service. The EPA's Environmental Merit Awards Program honors those who have made outstanding contributions to protect New England's environment. Bill was nominated for the award by the University of New Hampshire Stormwater Center and the New Hampshire Department of Environmental Services. The nomination letter includes mention of some of the recent, successful stormwater projects for which Bill was recognized as a leader, including watershed restoration at Berry Brook, and assisting with innovative stormwater management system design. Bill has transitioned the City from demonstration of updated stormwater management infrastructure to implementation of stormwater innovations that are more effective, better understood and more economical to implement than previously imagined.

Bill has worked for the City of Dover for 42 years. He is a long-serving member of the New Hampshire Water Works Association, where he has been on the Board of Directors for the past seven years. Bill has taught and continues to teach many classes for NHWWA and has mentored many municipal employees in water-related management.

Bill holds many certifications, including grade IV water distribution, grade II water treatment, grade III in wastewater treatment, and grade IV in wastewater collection. During his career with Dover, Bill also developed and implemented a regionally acclaimed directional flushing program and his expertise in this area is recognized throughout the state, according to the EPA nomination letter. Bill and his staff have also installed supervisory control and data acquisition (SCADA) systems in well stations and pump stations for both water and sewer, installed automated billing meters and implemented asset management inventory systems for water distribution, hydrants, wells, pump stations, leak detection and more.



Professional Development

Sergeant Speidel and Officer Lazos attended the NH Traffic Safety Conference in Meredith on May 3. A program of the NH Office of Highway Safety, the conference included workshops on emerging issues in substance misuse, New Hampshire's roadway infrastructure, bicycle and pedestrian safety and new pedestrian signal technologies, New Hampshire's teen driver program, Drug Recognition program, and Motorcycle Rider Education program.

Officers Lazos, Pieniazek, Hurley and Collis attended an 80-hour course entitled Advanced Traffic Crash Investigation, the second in a series of three courses developing the necessary skills in traffic crash reconstruction. The course covers advanced principles in crash reconstruction, including momentum analysis and application of airborne equations, time and distance analysis. The Dover Police Department hosted this training class at its new facility from May 23 through June 3, and it was attended by law enforcement officers from around the country and taught by adjunct instructors from the University of North Florida's Institute of Police Technology and Management. These four officers are newly appointed members of the Dover Police Department's Collision Investigation Team. By hosting the training course, Dover PD received substantial savings off the tuition fees for each of its officers.

Members of the Dover Police Department's Collision Investigation Team trained jointly with the Strafford County Regional Accident Reconstruction Team on May 13 on the topic of Total Station setup and familiarization.

All sworn Police Officers completed firearms qualifications during the month of May.

On May 9-13, 2016, Sergeant Tarmey attended a police marksman course. The course, which was very rigorous, covered not only marksmanship for the police sniper but also concealment and the ability to move toward a target area undetected.

All six members of the Dover Police Crime Scene Unit attended training on May 11 and May 18, 2016. The training included lessons on advanced crime scene photography and familiarization for procedures for the new lab, its equipment, and evidence storage areas in the new facility.

On May 12, 2016, Dispatcher Shepherd attended training on how to handle active shooter calls as a dispatcher.

On May 23-25, 2016, Officers Goard and Courter attended Fraud Investigation training.

On May 23-24, 2016, Officer Plummer attended Tactical Armored Vehicle Operation training.

On May 23-24, 2016, Officer Gaudreault attended training to become an expandable baton instructor.

Finance Director and Treasurer attended the NH Government Finance Officers' Association annual training seminar. The two day event covered topics such as Building a Better Budget Document, GASB Update, State Legislative Update, Ethics in Government Finance, Treasurer Duties/Functions.

City Tax Collector and Finance Director attended an informational session at NH Municipal Association that discussed RSA 53-F NH C-PACE program. The session focused on potential statutory conflicts within RSA 53-F and how best to obtain clarification on these conflicts. NH DRA was going to investigate potential tax deeding conflicts. NH Tax Collectors' Association legal counsel was going to review the provisions of RSA 53-F and provide formal response to the association.

Finance Director attended quarterly meeting of the NH Public Deposit Investment Pool. The City has funds on deposit in the NH Public Deposit Investment Pool and uses this account to facilitate automated debt service payments.

On May 11 and May 12 2016 the Deputy City Manager, Executive Assistant and the Assistant City Manager attended Primex' Conference, which was held in Bretton Woods. There were diverse sessions covering liability limitations, employee relations and leadership in management.

On May 11, Assistant City Planner Benton attended a live webinar about Translating the Plan into Implementation. This session talked about the importance of not only creating plans but also implementing them.

On May 13th, City Planner Bird attended the 5th Annual Climate Summit in Greenland and was a speaker on the use of sea level rise projections in Dover's waterfront redevelopment.

May saw many training sessions occurring for the various members of Fire & Rescue with the most noteworthy training being a new initiative of search/emergency evacuation training from large buildings. A big thank you goes out to Stan Robbins for allowing us to use his building on Washington Street for this training before the ownership changes. This is a side benefit to the purchase, sale, and redevelopment planned for this iconic Dover downtown block.

One of the worst things that can happen to a team of firefighters is when searching for a fire or victims in the middle of a large commercial building, conditions rapidly go bad and crews have to evacuate. Many firefighters have been killed across the nation in this situation when visibility goes away due to dense hot smoke suddenly obscuring their vision, and consistent heat levels render the thermal imager cameras as useless (the camera only create an image to see when there is a temperature differences across a room). This training initiative, had firefighters while wearing their full gear and Self Contained Breathing Apparatus (SCBA), with their vision completely obscured, attempt to evacuate reinforcing several training objectives and emergency procedures that the Fire & Rescue Department has in place. It isn't often they get such a great building to train in as firefighting training is inherently damaging to a building, so this generous assistance from Stan Robbins is immeasurable. No matter how careful firefighters are when they crawl down a hallway in a building during a fire or during training, the chance exists that the tanks of their SCBA (air-packs) will contact a wall and scrape the sheetrock. This risk rules out training in an occupied building generally, so it is so important to capitalize on buildings such as this that are being renovated or torn down.

The highlight in May was the preparation for the June 1st State of NH mandated change to a new Emergency Medical Incident Reporting System. Per State of NH RSA, every emergency medical incident Dover Fire & Rescue responds too and every patient treated medically, must have a "Temsis" report generated. June 1st is the date where the State switches from one TEMSIS system to a much upgraded and new TEMSIS system called TEMSIS Elite. Though the two systems are similar, there are some major differences in the data collected, how the system technically works, and the platforms that can access the system. The Microsoft Silverlight platform was a requirement in the old system and has been engineered out in the new system. The 3 Chief Officers of Dover Fire & Rescue attended service leader trainings that were webcast to multiple sites at the same time. City Media Manager Mike Gillis was instrumental in setting up the equipment needed for those two-way interactive trainings and Dover was a host site because of this capability, for any seacoast area EMS service who wanted to attend. There are many rules governing these incident reports that document what treatment each patient receives, and provides datasets for medical policy decisions at the Federal and State level. Currently in Dover and throughout the state, the Opioid Crisis and overdose emergencies are a huge problem. The TEMSIS system is one tool that NH Bureau of EMS staff use to compile response statistics. Area hospitals such as Wentworth Douglass Hospital, can access that data as well and Dover Fire and Rescue uses some of the data captured for ambulance billing and revenue recovery, as well as for driving Quality Assurance and Quality Improvement (QA/QI) system initiatives. All in all, TEMSIS plays a big role in the organization. In addition to the service leader trainings and setup required before the June 1st implementation, all four shifts received training sessions on using the new system which were delivered by Deputy Chief Michael Drouin.

Library staff attended classes and webinars on: "English as a Library Language" and "Shoot me an Email, Library-Style".

Library Assistant Aimee Lockhardt was awarded a Master's degree in Library Science from Syracuse University.

On May 6th, Assistant City Planners Benton and Piekut (right) attended the New Hampshire Planners Association Spring Conference entitled, "Planning for Resilient Communities: Small Changes-Big Impact". At this conference, the Assistant City Manager accepted the award for Plan of the Year for the Downtown Pedestrian and Vehicular Access Plan. Assistant City Planners Benton and Piekut attended a session which included a walking tour of the complete street project in Downtown Concord.



Acknowledgments

The Friends of the Library have funded a new museum pass for the Library: The Institute of Contemporary Art in Boston (\$365). This is the library's 19th museum pass. The Friends also agreed to fund the Summer Reading Programs for \$1300, and made a \$250 donation for new plants for the library's grounds.

On May 3, a \$1500 donation to the Library was received from local resident Priscilla Nystedt to "continue our efforts".

A \$342 donation was received from the 3rd graders at Woodman Park School on May 9. These funds are the proceeds from their recent Read-A-Thon and will be used to purchase children's books for that age group.

Additional donations in the amount of \$320, to be spent on children's books, were received in memory of Dover resident Josephine Mayhew. This total is now just over \$1,000.



EMPLOYEE SPOTLIGHT

Some of you may remember Jean when she was Jean Nadeau.....some now call her Jean in Payroll, Jean T, Jean Sunami, Jeanie or Jean Marie.....people will do anything they can not to pronounce her married name of Jean Tsouramanis!

Jean will have worked for the City for 16 years this coming November. She first started working for the City as the Accounts Payable Bookkeeper and took the position of Payroll & Benefits Administrator in 2001.

Jean's primary responsibilities are working with the payroll clerks in each department every week and completing the payroll for all city employees. Jean works with individual divisions within the City of Dover on the onboarding process of each new person being hired. Jean handles the extensive setting up of each new employee into the financial system and ensures she has all of the correct paperwork for each one. Jean will then work one on one with each new employee, giving them an overview of benefits and any other need to know information. Jean is also responsible for working with anyone that has retired from the City, along with their family members. Jean also coordinates the City's Benefits Fair to ensure all employees have their benefits lined up.

What Jean likes most about her job is that every day is different for her. She deals with so many employees and there is always a different situation going on where she needs to provide assistance.

When asked what she likes least about her job, it is writing letters, which many employees are well aware!

Jean was born in Rochester NH where she grew up and graduated from Spaulding High School. Jean is the oldest child and has two younger sisters. Jean attended NHTI in Concord and then went on to New England College.

Jean currently resides in Dover with her husband George and daughter Natalia who will be 4 in July. Jean and George have been married for 13 years in September. They met at Stratham Tech in a networking class.

Jean has been running in 5Ks and likes to be pampered with pedicures. She also loves the ocean.

Jean is basically known as the coordinator around City Hall. She is always the one to start up the employee Spring Flings and Fall Fests, makes the birthday cakes for people, and she likes handling the wellness initiatives for City employees. Just give Jean a little hint and she's all over it!



Jean's office is currently upstairs next to the Auditorium but she will soon be located across from the City Manager's Office when the City Hall move takes place.

Thank you Jean, for all of your coordinating and taking care of everyone!

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

- The City Manager provided the School Department's FY17 proposed budget adjustments to the City Council.
- The City Manager provided the School Department's updated FY17 proposed budget adjustments to the City Council.
- The City Council received proposed FY2017 suggested General Fund budget adjustment options with a tax bill impact by the City Manager.
- The City Manager provided to the Council the adjustments to the Proposed FY2017 Budget that were adopted by the City Council.
- The Council received a copy of the road/utility project update letter that was sent to Richardson Drive/Old Stage Road residences, from the City Manager.
- The City Manager advised the City Council that the City Engineer will be following up on two easements relative to the Whittier Street Bridge replacement.
- The Manager invited the Council to the Fire Safety presentation.
- 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

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

The City Manager's Assistant coordinated two seminars with Vicki Hebert of the Dover Police Department on the Opioid Crisis for City employees to attend if they wanted to learn more on the topic. Vicki planned to go over what each drug does to an individual, how individuals get hooked, what to look for and what to do should someone become addicted.

The Supervisors of the Checklist met on Tuesday, May 31, 2016. During this session, supervisors registered new voters, changed party affiliation, addresses and names, and made other necessary corrections to the checklist. This was also the last opportunity for voters to change party affiliation before the State Primary, which will be held on Tuesday, Sept. 13, 2016.

Comparing the first 26 weeks of meter activity since the parking garage opened to the same period the year prior; there were 27,409 (1,054/week) additional transactions in the downtown. Compared to the same time period in 2013-2014, there were 26,413 more transactions this year.

At their May meeting, the Parking Commission reviewed several issues. They continued their discussion about the installation of electric charging stations in the garage. Currently there are no grants available from the state or Eversource to assist with a program.

They also heard from Assistant City Manager Chris Parker about new parking areas being installed on Chestnut Street. At their June meeting, they will make a recommendation to regulate those spaces.

Also at their June meeting, the Parking Commission will consider a request to restrict parking on the westerly side of the traffic island between the exit to the Central Towers parking lot and Riverbend Variety on George Street. Residents of Central Towers reported that in the winter, when snow piles are present, and that vehicles parked for Riverbend Variety make it very difficult to enter and exit the lot. The owner of Riverbend Variety has been advised of the request. The Parking Manager also made a site visit and confirmed that the turning radius is significantly reduced when snow piles are present.

The Parking Commission will also hear a request by the owner of Lucky's Furniture at 10 Sixth Street to establish a 30 minute parking space in front of his store. The Parking Manager has spoken to the owners of the adjacent businesses to find out if they support the idea or not.

Finally, they will consider a 3-hour time limit in the public spaces in the Orchard Street parking lot (surface spaces). This will open up these spaces to customers of downtown businesses and direct longer term parking to the garage. This time limit would also apply to the disabled spaces in the lot.

Sergeant Speidel and Officer Lazos worked closely with SAU staff and parents volunteers to coordinate the Woodman Park School's Bike to School Day on May 4, in conjunction with National Bike to School Day. Such events raise awareness of the need to create safer routes for bicycling and walking and emphasize the importance of increased physical activity among children, pedestrian and bicycle safety, reducing traffic congestion, and concern for the environment. Officers helped to stop and direct traffic as necessary to facilitate a group ride of students and parents using a portion of the Dover Community Trail, Fisher and Rutland Streets.

Sergeant Speidel coordinated traffic control particulars and police personnel assignments for the annual "Moms On The Run" 5K run/walk event on Mother's Day, May 8, and the Spirit of Recovery 5K run/walk on May 15. The Traffic Bureau handled the advance deployment of cones, barricades, and signs to facilitate road and lane closures traffic flow for both races.

The Speed Alert radar awareness trailer was deployed in several different locations during the month of May, including Sixth Street, Atlantic Avenue, Littleworth Road, Piscataqua Road, County Farm Road and Tolend Road.

Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities on May 19 and May 26, performing staff review and comment on various projects.

Sergeant Speidel attended the Transportation Advisory Commission's regular meeting on May 23, and handled staff duties associated with the committee including preparing agenda materials and meeting minutes. The TAC met jointly with the Transportation Master Plan Steering Committee to receive a draft report from VHB regarding the update to the City's Master Plan, and hosted a public workshop to solicit additional comment.

The Dover Police Department performed 56 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of May, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, are funded with a grant from the Office of Highway Safety which is effective through September 2016. Additional applications for supplemental funding for other traffic enforcement categories are still pending. Dover Police made a total of 12 DWI arrests during the month of May.

On May 27, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during peak commuting hours under the Dover Police Department "Sustained Traffic Enforcement Program" (STEP) grant which provides federal funding to reimburse 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 Central Avenue, Watson Road, Tolend Road, Indian Brook Drive, Sixth Street and Old Rochester Road.

Sergeant Speidel performed 2 child passenger seat inspections during the month of May. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

During the month of May, the Dover Police Department provided officers to assist the University of New Hampshire Police Department. Dover officers were paired up with UNH police to perform directed patrols in problem areas on certain weekend nights. Officers were also scheduled in connection with the University's Cinco de Mayo celebrations May 4-5 and with the UNH Commencement ceremony on May 21, to enhance the UNH Police security presence and assist with traffic control. Personnel costs for these overtime patrols will be reimbursed by the university. All of the extra patrols were scheduled through the Traffic Bureau.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or other traffic control particulars for the following events or construction related activities during the month May:

UNH Relay for Life (American Cancer Society) road toll fundraiser, May 1

Dover Police Department Grand Opening event, May 6

Natural gas main and utility work, Richmond Street

Hot Rod City block party / open house event, 99 Oak Street, May 21

Sidewalk closure / building work at 340 Central Avenue, May 26

Saint Charles Church closing ceremony/procession, May 29

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 approved by the Planning Board May 10.

The Planning, Community Services, Police and School Department staff met with representatives of Sebago Technics to kick off a study of Route 108, from Stark Avenue to Mast Road. This study, being conducted over the next five months, will look at capacity of the roadway network, how the schools interact with the network and commuters, and how safety improvements can be implemented. The project is a joint one between the City and Schools.

The Assistant City Manager continues to work with COAST, the Strafford Regional Planning Commission and representatives from Somersworth and Rochester and NHDOT to review opportunities for improvement along the Route 108 corridor from Weeks Crossing through Somersworth. This work is geared towards implementing an improvement project contained within the State's Transportation Improvements Plan.

Assistant City Planner Piekut has replaced Building Official Tom Clark, upon his retirement, as a Strafford Regional Planning Commissioner, and attended the organization's annual meeting on May 20th. A panel discussion focused on sea level rise and climate adaptation included a presentation by Cochecho Waterfront Development Advisory Committee (CWDAC) chair Jack Mettee, AICP.

The Energy Commission was a co-sponsor of the Durham Energy Committee's NH Residential Solar 101 workshop on May 24th. As a result of the Energy Commission's request to the City Council, Assistant City Planner Piekut and the Assistant City Manager met with other staff and the City Manager, as well as a representative of the Jordan Institute, to further investigate the possibilities of and stumbling blocks to implementing C-PACE (Property Assessed Clean Energy for Commercial properties) under RSA 53-F.

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 May 17th. On May 24th a meeting was held with staff to discuss the scope of services for phase 2 of the project.

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 June. The Parking Commission recommended that the Council move forward with the plan. Staff is working to refine the technical aspects of the project and will bring it forward in July.

The Planning and Community Development Department prepared and submitted the approved Final Action Plan to HUD for their 45-day review and approval. This Plan documents how the Community will utilize the funds it receives from the federal government to assist low and moderate income residents.

Planning and Community Development staff prepared and submitted a required quarterly financial report to HUD providing an update on Expenditures and Program Income.

The Assistant City Manager and Assistant City Engineer continued to meet 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. Community staff is meeting now to develop a cohesive list of improvements needed on the corridor, such as bike lanes, lighting, drainage and transit improvements. The concept was presented to the Transportation Advisory Commission at its May meeting.

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

Planning Board

On May 10, the Planning Board voted to approve a 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. (Proposal is to revise the Master Concept Plan for the Pointe Place Development). (P06-51C)

The Board held public hearings for amendments to the Zoning Chapter of the Code of the City of Dover, as well as the Site Review Chapter and Subdivision Chapter.

The Board also voted to deny a waiver request from Site Review Regulations 149-15.G, for VMD Equities DVR, LLC, (Owner: Profero Management & Holdings, LLC), Assessor's Map 11, Lot 2, zoned B-3. The proposal was to extend the allowed hours of drive-thru for a coffee shop. (P15-56A)

The Board approved a Minor Subdivision for Christopher Berry, (Owner: Knox Marsh Road Development, LLC.), Assessor's Map H, Lot 22, zoned R-20, located at 23 Knox Marsh Road to create one new lot. (P16-14)

The Board also approved 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 (P16-12)

The Board finally approved a Conditional Use Permit for the Dover School District, SAU #11 (Owner: City of Dover), (Agent: Nobis Engineering, Inc.), Assessor's Map H, Lots 11-1 & 12, zoned R-20, at 25 Alumni Drive. The proposal impacts the wetland buffer for grading for stormwater. There are no new impervious surfaces, rather a reduction of 1,279 square feet of pavement in wetlands buffer (P16-11)

On May 24, the Planning Board voted to recommend 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 the City Council. The proposal is to rezone 5.384 acres from Office (O) and Medium Density Residential (R-12) to Thoroughfare Business District (B-3) (P16-06). The Public Hearing is scheduled for June 22.

The Board held a second Public Hearing and voted to recommend amendments to Chapter 170, entitled "Zoning" of the Code of the City of Dover to the City Council which will be heard on June 22. The full text of the amendments is available in Planning Dept. & at www.dover.nh.gov located under City Documents & View Current City Reports.

That same night, the Planning Board voted to approve amendments to the Site Review and Subdivision Chapters of the code of the City of Dover.

The Board accepted and tabled an Open Space Subdivision of land for Copley Properties, LLC (Owner: Gary & Rae Bernier), Assessor's Map C, Lot 2, zoned R-40, located at 114 Watson Road. The proposal is to create a 7 lot open space subdivision. (P16-13) A site walk occurred on May

31st.

Zoning Board

Met on May 19, to review a request for a variance at 125 Spur Road (Owners: Jean-Jacque and Monique Lassere, Applicant Peter Strachan) Tax Map L, Lot 29 in the R-20 District, to permit a front setback of 145 feet (to reconstruct the existing single-family dwelling) where a build-to line of 20 feet minimum and 35 feet maximum is required. The request was granted with conditions.

A second request, for two variances at 283 Dover Point Road (Owner: Arthur & Mary Dubois Irrevocable Trust), Tax Map L, Lot 48-A, in the R-20 District, to permit a lot frontage of 35 feet where 125 feet is required and to permit an unspecified building setback where a build-to line of 20 feet minimum and 35 feet maximum is required. The request was granted with conditions. A motion for rehearing from an abutter was received prior to the end of May and will be considered by the Board in June.

A third request, for an equitable waiver at 20 Lika Drive (Owner: STF Development Corp.), Tax Map E, Lot 45-3 in the R-40 district, to waive the 20-foot side yard setback where 16.1 feet exists. The request was granted with conditions.

Technical Review Committee

Met on May 19, for Site Review of 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. (P16-08)

On May 26, the Technical Review Committee met for a Site Review for Tennyson Property Management, (Owner: Gregorios N. Koutrelakos Trustee/Gregorios N. Koutrelakos Revocable Trust), Assessor's Map 6, Lot 20, zoned CBD, located at 1 First Street. The proposal is to renovate the existing building creating 10 new residential apartments with approx. 5,570 sq. ft. office. (P16-15)

Conservation Commission

Did not meet.

Community Trail Committee

Met on May 17 and discussed ways to promote the trail, signed thank you's to Liberty Mutual, Dover Police, and Dover Main Street for their volunteerism to improve the Community Trail, discussed possible new logo designs, the update on the TAP grant, and brainstormed for the celebration of National Trails Day on June 4.

Housing Standards Board

Did not meet.

Transportation Advisory Commission

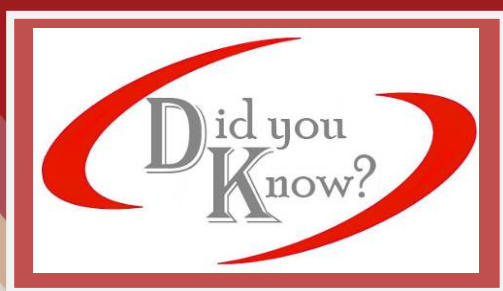
Met to review the proposed recommendations of the Transportation Master Plan, which is being completed. The consultant, VHB, was present to review the format of the plan and the four areas where recommendations are being made.

Energy Commission

At its May 5th special meeting, the Energy Commission voted to submit an article to the Local Energy Solutions work group newsletter and to sponsor Durham's NH Residential Solar 101 Workshop.

At its regular meeting May 18th, the Energy Commission heard staff updates on the solar photovoltaic project, discussed potential use of the Energy Star Portfolio Manager, and welcomed new member Rob Weir and discussed vacancies.

Open Lands Committee	City Planner attended a meeting of the Open Lands Committee on May 19 th to provide support to the committee. City Planner met with OLC member and landowners that are considering a conservation easement on their property on May 5 th and 19 th
Downtown Dover TIF Advisory Board	Did not meet.
Heritage Commission	Did not meet.



Did you know the Dover Public Library now offers free library cards to not only anyone living in Dover, but also to anyone working or going to school in Dover?

City of Dover Parking Garage:

May 31, 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:

May 31, 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 garag	\$2,028.91	7335 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$24,207.09	7335 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$8,276.80	7527-A LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$8,276.80	7923-A LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$18,621.31	9048 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$7,618.59	9048 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$8,276.80	7561 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$8,276.80	7578 LAVALLEE BRENSINGER ARCHITECTS
2/25/2016	Additional Civil & Architectural svcs parking garag	\$6,630.29	7499-A LAVALLEE BRENSINGER ARCHITECTS

City of Dover Parking Garage:

May 31, 2016

		DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
		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
		5/26/2016	add GMP garage	\$11,444.11	#23 B14007-G	HARVEY CONSTRUCTION CORPORATION
		5/26/2016	Independent Inspections	\$1,010.00	1410139-11	JOHN TURNER CONSULTING INC
		5/26/2016	Independent Inspections	\$160.00	1410139-12	JOHN TURNER CONSULTING INC
Expended To Date	\$11,042,936.13			\$11,042,936.13		
			DESCRIPTION	ENCUMBRANCE		VENDOR NAME
			Pile Doc & Observation; Geotech Design Support	\$631.66		RANSOM ENVIRONMENTAL CONSULTANTS, INC
			Independent Construction Inspections	\$5,909.00		JOHN TURNER CONSULTING INC
			Additional Civil & Architectural svs parking garage	\$170.91		LAVALLEE BRENSINGER ARCHITECTS
			Construction - Guaranteed Maximum Price	\$532,926.62		HARVEY CONSTRUCTION CORPORATION
Encumbrances	\$539,638.19			\$539,638.19		
Available Balance	\$ 17,425.68					

City of Dover Police Facility:

May 31, 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 MCNEANEY SURVEY ASSOC., INC.
5/29/2014	Area B - Aubuchon Hardware	\$3,420.00	9969 MCNEANEY SURVEY ASSOC., INC.
5/29/2014	Area C - Detail Boring Locations	\$750.00	9969 MCNEANEY 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 MCNEANEY 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
9/17/2015	Installation of Power Transformer for Police Facil	\$24,480.00	2515359/95520478 EVERSOURCE ENERGY

City of Dover Police Facility:

May 31, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE # VENDOR NAME
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 facility 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
3/17/2016	Frigidaire Refrigerator FF5U17G8QW	\$719.00	155702 STRAFFORD APPLIANCE CO
3/31/2016	Elevator Inspection	\$100.00	330706 TREASURER, STATE OF NH - 5

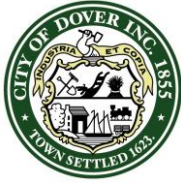
City of Dover Police Facility:

May 31, 2016

DATE	DESCRIPTION	AMOUNT PAID	INVOICE #	VENDOR NAME
3/31/2016	IP PoE 4.0 /6 Digit Digital Clock	\$399.62	202027789579	AMAZON
4/7/2016	Install 3 New Voice/Date 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
5/5/2016	Mirrors, Medicine Cabinets, Picture Hangers	\$355.05	1010982	HOME DEPOT CREDIT SERVICE
5/5/2016	Wood Laminate Cabinets	\$359.58	7663825	HOME DEPOT CREDIT SERVICE
5/5/2016	Mini Stereo and Cable	\$9.96	TR#00184	WALMART COMMUNITY/GEMB
5/5/2016	Mini Stereo and Cable	\$39.86	TR#05790	WALMART COMMUNITY/GEMB
5/5/2016	new police facility office furniture	\$139,582.75	2448	OFFICEWORKS OF NEW ENGLAND, INC.
5/5/2016	Installation of Copper Circuits for Radio Repeater	(\$136.88)	110397332454-ADJ	FAIRPOINT COMMUNICATIONS, INC.
5/19/2016	Fire Panel Replacement for City Hall	\$4,204.00	228729NH	NORRIS INC
5/19/2016	Commissioning Services	\$2,002.25	68081	WSP USA CORP
5/25/2016	15G Marshal Container	\$141.85	I32985925	W.B. MASON CO., INC
5/25/2016	15G Marshal Container	\$709.25	I33036954	W.B. MASON CO., INC
5/25/2016	Marshal 15G Container-BGE	\$283.70	I32897434	W.B. MASON CO., INC
5/25/2016	install of phone lines new pd facility	\$600.00	431198	BAYRING COMMUNICATIONS
5/25/2016	New PD station fiber & copper install	\$3,255.00	431198-Fiber Optic	BAYRING COMMUNICATIONS
5/26/2016	add GPM using FY14 facility funds	\$98,383.84	#23 B14007-S	HARVEY CONSTRUCTION CORPORATION
Expended To Date	\$9,862,113.03	\$9,862,113.03		

DESCRIPTION	ENCUMBRANCE	VENDOR NAME
Final Adjustment on PD Facility Portion of P.O.	\$13,981.59	LAVALLEE BRENSINGER ARCHITECTS
Commissioning Services	\$3,317.50	WSP USA CORP
PD Station Fiber & Copper Install	\$3,245.00	BAYRING COMMUNICATIONS
New Police Station Office Furniture	\$2,869.43	OFFICEWORKS OF NEW ENGLAND, INC.
Wireless Technology	\$9,944.10	FTG TECHNOLOGIES
Installation of Phone Lines at New PD Facility	\$400.00	BAYRING COMMUNICATIONS
Metal Hose Hanger	\$59.16	AUBUCHON COMPANY, INC.
Encumbrances	\$33,816.78	

Available Balance \$ 4,070.31



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: School Board Chambers, McConnell Center
Meeting Date: **Wednesday, June 1, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. AMENDMENTS TO CHAPTER 170 - ZONING

Assistant City Manager Parker gave an overview of the two Zoning Amendment resolutions that will be brought before the Council as a first reading on June 8, 2016.

First: Citizen's petition for a zoning change in the area of Glenwood Avenue and Central Avenue by rezoning four (4) parcels of land from office and residential to retail/commercial.

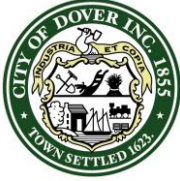
Attorney John Arnold, representing Scott Mitchell Realty, gave a PowerPoint presentation of the Citizen's petition proposal to the Council.

Scott Mitchell, Scott Mitchell Realty and Tropic Star Development, introduced himself to the Council.

Attorney Arnold introduce Mr. Richard Friberg of TEC Associates.

Mr. Friberg gave an overview of the development project to the Council, which included enhancing abutters' buffers with the project, traffic issues, and stormwater concerns.

Attorney Arnold continued the presentation to the Council and discussed how this development also includes enhancements that will protect the surrounding areas.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: School Board Chambers, McConnell Center
Meeting Date: **Wednesday, June 1, 2016**
Meeting Time: **7:00 pm**

Michael Seekamp, Seekamp Environmental Consulting, Inc., answered questions regarding the environmental impact of this development to the area.

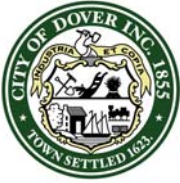
Assistant City Manager Parker answered questions from the Council regarding the project and the opinion of City staff and the Planning Board.

Second: 15 zoning amendments being brought forward by the Planning Board.

Assistant City Manager Parker gave an overview of the zoning amendments being proposed and the process for approving or rejecting the changes.

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 8, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Greenshields led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Shanahan,

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 approve the Agenda; seconded by Councilor Nicolella.
Vote: 8/0.

7. PUBLIC HEARINGS

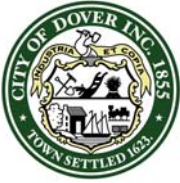
A. CHAPTER 5: BOARD AND COMMISSIONS, SECTION 25 – HERITAGE COMMISSION

SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER, AND COUNCILOR CIOTTI

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

B. 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) (CITY COUNCIL VOTE WILL OCCUR ON JUNE 22, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 8, 2016**
Meeting Time: **7:00 pm**

**C. REPROGRAM UNEXPENDED BOND PROCEEDS FROM SIXTH STREET WATER MAIN LOOP PROJECT TO WATER MAIN SPAULDING TURNPIKE PROJECT
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE WILL OCCUR ON JUNE 22, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He discussed the Dover Ice Arena and said he expects the Ice Arena to break even or a little better. He gave an overview of the School Department's budget and said he may be coming to the Council with some adjustments. He said Silver Street paving has been delayed for a couple weeks. He spoke about the online surveys for the Transportation and Stewardship Master Plan projects being conducted.

Assistant City Manager Parker gave an overview of the Traffic improvements that the City is working on and later will bring the recommendations to the Council.

Mayor Weston asked for an update on the repairs to the ceiling in City Hall and elevator vestibule.

City Manager Joyal gave an overview of the timing for the repairs to the Council.

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

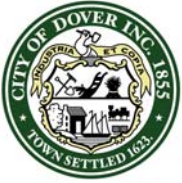
Vote: 8/0.

10. APPROVAL OF MINUTES

A. May 25, 2016 – Regular Meeting

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 8, 2016**
Meeting Time: **7:00 pm**

11. MAYOR'S REPORT

Mayor Weston said the Joint Building Committee – Garrison Elementary School had a meeting, and gave an overview to the Council.

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

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 5: BOARD AND COMMISSIONS, SECTION 25 – HERITAGE COMMISSION

SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER, AND COUNCILOR CIOTTI

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Deputy Mayor Carrier gave an overview of the Ordinance change to the Council.
Roll Call Vote: 8/0.

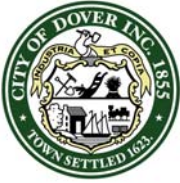
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. BLOCK PARTY – City of Dover Recreation Department – Fireworks
2. BLOCK PARTY – Grove Street
3. RAFFLE – City of Dover Recreation Department
4. ROAD RACE – Garrison School
5. TAG – Dover Little Green Cheerleading
6. B16035 AWARD OF BID FOR NELSON STREET RECONSTRUCTION
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 8, 2016**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

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

Mayor

Weston asked the Council if they had items they would like to pull for further discussion.

Councilor Thibodeaux asked to pull Item 13.A.6.

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

Vote: 8/0.

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

Councilor Thibodeaux asked about the bidding process.

City Manager Joyal gave an overview of the bidding process to the Council.

Roll Call Vote: 8/0.

B. RESOLUTIONS

- 1. NAMING PORTION OF DOVER COMMUNITY TRAIL IN HONOR OF JOHN F. SCRUTON
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 2016.)
SPONSORED BY MAYOR WESTON BY REQUEST**

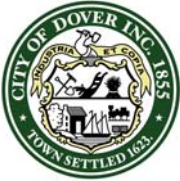
Deputy Mayor Carrier moved to refer to a Public Hearing on June 22, 2016; seconded by Councilor Ciotti.

Vote: 8/0.

- 2. AUTHORIZING THE CITY MANAGER TO ENGAGE IN DISCUSSIONS WITH THE CITY MANAGERS OF THE CITIES OF ROCHESTER AND SOMERSWORTH TO EXPLORE THE FEASIBILITY OF JOINT CITY FIRE ADMINISTRATIVE SERVICES
SPONSORED BY MAYOR WESTON BY REQUEST**

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

Vote: 7/1; Passed. Councilor Nicoletta was opposed.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 8, 2016**
Meeting Time: **7:00 pm**

3. AUTHORIZING THE CITY MANAGER TO ENGAGE IN DISCUSSIONS WITH THE STRAFFORD COUNTY ADMINISTRATION TO EXPLORE THE FEASIBILITY OF A COUNTY PROPERTY TAX ASSESSING PROGRAM TO INCLUDE THE CITY OF SOMERSWORTH

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Councilor Nicolella said there was a Scribner's error in the title of the resolution. It ends with City of Somersworth, and should read City of Dover.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

**1. CHAPTER 170: ZONING, SECTION 8 – ZONING MAP
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 2016.)**
SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE

Deputy Mayor Carrier moved to refer to a Public Hearing on June 22, 2016; seconded by Councilor Ciotti.
Vote: 8/0.

**2. CHAPTER 170 – ZONING, SECTIONS 6, 8, 12, 20, 23, 24, 27, 33 and 46
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 2016.)**
SPONSORED BY COUNCILOR CIOTTI, CITY COUNCIL PLANNING BOARD REPRESENTATIVE

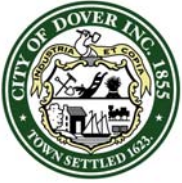
Deputy Mayor Carrier moved to refer to a Public Hearing on June 22, 2016; seconded by Councilor Ciotti.
Councilor Ciotti moved to amend to waive the public mailing notice; seconded by Councilor Nicolella.
Vote: 8/0.
Councilor Ciotti moved to refer the amended resolution to a Public Hearing on June 22, 2016; seconded by Councilor Nicolella.
Vote: 8/0

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux spoke about the paving on Middle Road and Court Street. She will be hosting her Coffee with a Councilor on Saturday.

Deputy Mayor Carrier spoke about the fundraising event hosted by Seacoast Educational Endowment Dover which raised \$20,000. He invited people to apply for a grant.



CITY OF DOVER

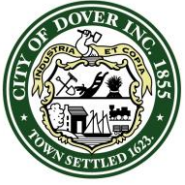
CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, June 8, 2016**
Meeting Time: **7:00 pm**

Councilor Nicolella congratulated the Dover High School Seniors who will be graduating June 15, 2016, which included his daughter.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor O'Connor.
Vote: 8/0.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Agenda Item: 12.A.1. Ordinance Number: O – 2016.06.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170 Section: 8. Zoning Map	

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by rezoning four (4) parcels of land from office and residential to retail/commercial.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Office (O) District to Thoroughfare Business (B-3) District an area of approximately 1.8 acres located at 824 – 828 Central Avenue, consisting of Map 37 Lots 35-37.

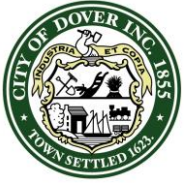
AND

The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Medium-Density Residential (R-12) District to Thoroughfare Business (B-3) District an area of approximately 3.4 acres located at 8 Glenwood Avenue, consisting of Map 37 Lot 38.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12. “Applicability of Tables of Use and Dimensional Regulations by District,” by revising the Dimensional Regulations Table in the Thoroughfare Business District (B-3) to add a new footnote to the Dimensional Regulations table relative to setbacks to read as follows:

“[6] A vegetated buffer of no less than fifty feet (50’) must be established and maintained along the B-3/R-12 zoning boundary abutting the southern property line of the Tax Assessor’s Map 37, Lot 38. The buffer must be populated with existing vegetation, where available, and where existing vegetation is not available or not adequate, the buffer shall be improved to provide visual screening on a year-round basis for the benefit of the residential uses abutting the B-3 Zoning District. The buffer may feature new landscaping vegetation and materials, berms, fences, walls and other screening techniques, with a preference toward preserving existing healthy trees, where feasible. Buildings, impervious surfaces, mechanical equipment, parking and storage and display of goods and materials are



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.A.1.

Ordinance Number: **O – 2016.06.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170
Section: 8. Zoning Map

prohibited in the buffer. Following installation, the buffer must be adequately maintained by the owner(s) of Tax Assessor's Map 37, Lot 38."

TAKES EFFECT

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

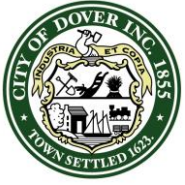
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
City Council Planning Board
Representative

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

Recorded by: Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER – ORDINANCE		Agenda Item: 12.A.1.
	Ordinance Number:	O – 2016.06.08 – 009	
	Ordinance Title:	Updating the Dover Zoning Ordinance	
	Chapter:	170	
	Section:	8. Zoning Map	

DOCUMENT HISTORY:

First Reading Date:	06/08/2016	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:

Attached is the application provided by the Property Owners and Applicant.

To: Dover City Council
From: Christopher Parker, AICP
CC: J. Michael Joyal, City Manager
Dover Planning Board
Date: June 1, 2016
Re: Zoning Amendments

ISSUE:

On May 24, 2016, the Planning Board unanimously approved a citizen petition to amendment to the City's Zoning Map.

INTENT:

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170-53(F) of the Code.

GOALS:

The proposed zoning amendments must meet certain criteria for the Planning Board to support their adoption. This memo reviews the report criteria laid out in Chapter 170 to explain the findings of the Planning Board.

PROCESS:

Chapter 170 provides that citizens may request rezoning of their property. On March 22, the Planning Board reviewed a request by 4 property owners to rezone their parcels from Office and Medium Density Residential to Thoroughfare Business.

The Planning Board posted the amendments after consideration on March 22, 2016. It held public hearings on April 26 and May 24 2016. The Board approved the requested amendment at the conclusion of the May 24th hearing and forwarded it to the City Council for ratification.

ATTACHMENTS:

- Citizen Petition for Rezoning
- Staff memo to the Planning Board
- Map of 4 lots to be rezoned
- Conceptual site layout of development.

As per section 170-53(F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

The consistency of the proposed amendments with the Master Plan;

The 2015 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Tomorrow." This chapter includes references to increasing the City's commercial tax base through economic development. A review of the future land use map contained within the Land Use Chapter, indicates that the parcels are with an area designated as "Retail Corridor." The rezoning is consistent with the other uses along Central Avenue to the west and across both streets.

The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;

The proposed amendments do not conflict with any other plans, studies or technical reports.

The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;

The proposed amendments do not conflict with the Capital Improvements Program. There will be improvements to the stormwater management in the area, through the unified collection and distribution of the stormwater generated through development of the site.

The effect of the proposed amendment on the natural, environment, and historical resources of the City;

The adjacent Berry Brook watershed is an environmentally sensitive area. The Planning Board found that by allowing for residential development of the site, there would be more impact to the environment than there will be through commercial development. This is in part because the City's site regulations require higher standards of containment and management of stormwater, as well as stricter landscape management requirements.

A further benefit is that the Applicant has agreed to donate a conservation easement to the City for all undeveloped portions of Map 37 lot 38. This easement would be over approximately 60% of the parcel.

The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;

The area to be rezoned is adjacent to the Walgreen's Pharmacy development and across the street from the Shaws Plaza and the Hannaford/Natural Pharmacy/Papa Gino's developments. The rezoning is an extension of the existing B-3 Zoning District. Through thoughtful layout of the buildings, reasonable landscaping, preservation of existing trees where possible, and the establishment of fencing and vegetative buffers, the area in question can be developed in a manner which is complementary to Central Avenue while protecting the residential neighborhood on Crescent Avenue.

As the lots would be combined, there is no concern about creating non-conformities.

The effect of the proposed amendment on the City's economy and fiscal resources; and

The amendment will have a positive impact on the economy of the City, while not creating any material burden on municipal services, capital facilities or any natural or historic resources in Dover. The rezoning will positively impact the fiscal resources of the City by rezoning the properties to accommodate the highest and best uses of those properties, given the affected area.

The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.

The Planning Board approved the amendments by a vote of 8 to 1 and hereby submits them to the City Council for ratification.



City of Dover, New Hampshire ZONING AMENDMENT APPLICATION

RECEIVED
[Revision Date: February 13, 2013]
Planning Office

Office Use Only

File #:

P16-06

Date Received:

MAR 17 2016

Amount Paid:

Time Received:

Dover, New Hampshire

APPLICANT INFORMATION

Name of Applicant: Scott Mitchell Real Estate, LLC

Address of Applicant: 321D Lafayette Road, Hampton, NH 03242

Telephone # (603) 926-7770

Email Address scott@tropicstardevelopment.com

DESCRIPTION OF PROPOSED AMENDMENT

Amendment will rezone four properties on or near the southeasterly corner of Glenwood
Avenue and Central Avenue to B-3 (Thoroughfare Business Zoning District)

AREA REZONING INFORMATION

Assessor's Map and Lot #s of all properties within the area proposed to be rezoned:

Map	Lot(s)
37	35-0-0
37	36-0-0
37	37-0-0
37	38-0-0

Current Zoning District(s) See attached Size of Area: 5.38 AC (in total)

Existing Use(s) Within Area: Properties on Central Avenue-Office; Property on Glenwood-Residential

Proposed Zoning District(s) B-3 Proposed Use of Area: Retail/Commercial

ORDINANCE AMENDMENT INFORMATION

Article# 170 Section(s) # 8 Section Title(s) Zoning Map

Current Provision(s) Language See attached for existing zoning of properties.

Proposed Provision(s) Language See attached for proposed zoning of properties.

In a separate narrative, please describe how your proposed amendment(s) addresses the following elements:

- The purpose and intent of the amendment;
- Consistency with RSA 674:17;
- Consistency with Dover's Master Plan;
- Consistency with other plans, studies, or technical reports prepared by, or for, the Planning Board and the City;
- Effect on the City's municipal services and capital facilities as described in the Capital Improvements Program;
- Effect on the natural, environment, and historical resources of the City;
- Effect on neighborhood including the extent to which nonconformities will be created or eliminated; and
- Effect on the City's economy and fiscal resources.

REQUIRED ATTACHMENTS

Fifteen (15) hard copies and one digital copy of the following:

- This application;
- A properly drafted ordinance containing the amendment in a form meeting the requirements of the City Clerk (please see attached for example);
- A statement of the purposes and intent of the proposed amendment
- For zoning map amendments:
 - A map showing the existing zoning districts of the area to be rezoned and the proposed changes to these districts;
 - The names, addresses, and telephone numbers of those submitting the petition and of any agents or representatives of the same;
 - A list and address labels including the name, address, and tax map number of each property owner of the area proposed for rezoning and each property owner within one hundred (100) feet of the subject area. The list shall be current within ten (10) days of submittal;
 - A non-refundable fee of eight dollars (\$8.00) per property owners and abutter required to be notified included on the lists of properties;
- A non-refundable fee of one hundred fifty dollars (\$150.00) to cover the cost of staff review and processing of the amendment;
- A non-refundable fee of eighty dollars (\$80.00) to cover the cost of the newspaper notice; and
- For district or citywide zoning map amendments, or for zoning ordinance text amendments, please contact the Planning Department for cost of mailing and abutter notice requirements.

SIGNATURE OF APPLICANT(S)

I /We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Applicant: See attached Date: _____

Signature of Applicant: _____ Date: _____

City of Dover, New Hampshire REZONING APPLICATION (Addendum)

The following information is supplied for each property in this rezoning application:

824 Central Avenue

Property Owner: Judith T. Spang, Trustee
Owner Address: Judith T. Spang Revocable Trust of 2003
55 Wiswall Road
Durham, New Hampshire 03824
Assessor's Map #: 37-35-0-0
Current Zoning District: O - Office District
Size of Parcel: .7 Acres
Existing Use: Professional office

826 Central Avenue

Property Owner: 826 Central Avenue, LLC
Owner Address: P.O. Box 343
Lafayette, Colorado 80026
Assessor's Map #: 37-36-0-0
Current Zoning District: O- Office District
Size of Parcel: .585 Acres
Existing Use: Office

828 Central Avenue

Property Owner: Parkstone Properties, Inc.
Owner Address: 4 Bulough Park
Newton, Massachusetts 02160

- Provision of light and air and the prevention of overcrowding of the land, through master planning of the parcels, as merged, including appropriate open space, landscaping and buffering, as part of a master plan for the development of the parcels.

Impacts on economy, fiscal resources, environment, natural and historical resources, municipal services, capital facilities and neighborhoods: The amendment will have a positive impact on the economy of the City, while not creating any material burden on municipal services, capital facilities or any natural or historic resources in Dover. The rezoning will positively impact the fiscal resources of the City by rezoning the properties to accommodate the highest and best uses of those properties, given the affected area. The rezoning also brings the properties more in line with the manner in which this portion of Central Avenue has been developed. The area to be rezoned is adjacent to the Walgreen's Pharmacy development and across the street from the Shaws Plaza and the Hannaford/Natural Pharmacy/Papa Gino's developments. In fact, the rezoning simply represents an extension of the existing B-3 Zoning District. Through thoughtful layout of the buildings, reasonable landscaping, preservation of existing trees where possible, and the establishment of fencing and vegetative buffers, the area in question can be developed in a manner which is complementary to Central Avenue while protecting the residential neighborhood on Crescent Avenue. The applicant is not aware of any non-conformities which will be created, once the rezoning is accomplished and the properties are developed as intended.

Master Plan Consistency. The City's master plan espouses a vision for an increase in the City's commercial tax base through economic development, especially on properties already used commercially. See Vision Element 8. As noted above, the rezoning of the properties in this application will accommodate the highest and best uses of those properties, given the affected area. This will represent an improvement, in terms of commercial tax base, over the current uses of the properties. Also, as noted above, the properties, as combined, offer an opportunity to develop the land with higher quality commercial uses, while providing for the reservation of areas of open space and landscaping to protect the nearby residential neighborhood on Crescent Avenue. This is consistent with the Master Plan vision of protecting the residentially zoned areas in the City from unreasonable encroachment by commercial uses. Not all commercially-zoned properties in the City feature enough size and depth to be developed commercially with appropriate separation from residentially-zoned areas. Finally, the rezoning does not represent the expansion of commercially zoned properties outside of what is thought as the urban growth area of the City into its rural areas. See February 24, 2015 Land Use Analysis, LU 2.1. It is in an area within or adjacent to land designated as "Retail Corridor" in the Master Plan Future Land use Map. The rezoning is perfectly consistent with the other uses along Central Avenue to the west and across both streets. While the rezoning does include one parcel which is occupied by and zoned for residential use, the parcel location lines up, in terms of depth, with the depth of other commercial uses fronting on Central Avenue, and provides sufficient land to buffer residential uses on Crescent Avenue from the proposed development of the properties.

Respectfully submitted:

SCOTT MITCHELL REAL ESTATE, LLC

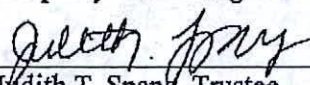
By: 

Richard V. Nichols (Print Name)

Attorney at Law (Title)

Duly authorized

Property Owner Signatures:


Judith T. Spang, Trustee

826 Central Avenue, LLC

(Print Name)

(Title)

Duly authorized

Parkstone Properties, Inc.

(Print Name)

(Title)

Duly authorized

Charles Banaian

Property Owner Signatures:

Judith T. Spang, Trustee

826 Central Avenue, LLC

(Print Name)

(Title)

Duly authorized

Joseph Tischler
Parkstone Properties, Inc.

JOSEPH TISCHLER (Print Name)

PRESIDENT (Title)

Duly authorized

Charles Banaian

Property Owner Signatures:

Judith T. Spang, Trustee

Heather S. Clements, member

826 Central Avenue, LLC

Heather S. Clements (Print Name)

member (Title)

Duly authorized

Parkstone Properties, Inc.

(Print Name)

(Title)

Duly authorized

Charles Banaian

Property Owner Signatures:

Joshua T. Spang, Trustee

126 Central Avenue, LLC

(Print Name)

(Title)

Duly authorized

Parkstone Properties, Inc.

(Print Name)

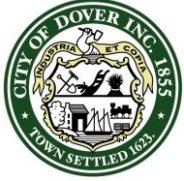
(Title)

Duly authorized

Alfred M. Silva Mascato

Charles Baranovich

Executive for Charles Baranovich



CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P16-06

Application Type:	Citizen Petition for Rezoning
Applicant(s):	Scott Mitchell Real Estate, LLC
Owner(s):	Multiple (See attached application)
Location:	Central Ave and Glenwood Ave (Assessor's Map 37, Lots 35, 36, 37, 38)
Meeting Date:	May 24 2016

INTENT: A request by a citizen proposes to rezone four (4) parcels that total approximately 5.38 acres from Office (O) and Medium Density Residential (R-12) to Thoroughfare Business District (B-3).

LOTS/UNITS PROPOSED: None at this time

AGENDA ITEM #: 3-A

ACREAGE: 5.38 acres

ZONING DISTRICT: Office (O) and Medium Density Residential (R-12)

EXISTING LAND USE: Office, residential, and vacant

PROPOSED LAND USE: Commercial and other uses permitted in the Thoroughfare Business District (B-3)

SURROUNDING LAND USE: Residential, office, and vacant

ZBA ACTION:

Lot 35:

H82-17: Variance granted to have professional offices in a residential zone on August 19, 1982

H84-36: Variance granted to move the existing building and garage to the rear of the lot and construct a new office building at the front of the lot on June 21, 1984

Z01-2: Variance granted to install a 12 sq. ft. freestanding sign with the condition that there will be no additional signage on the property that would otherwise be allowed on March 15, 2001

Lot 36

Z00-16: Variance granted to allow a 12 sq. ft. freestanding sign with the condition that it be at least 10 feet from sidewalk and that no additional signs to be permitted on the property on June 15, 2000

Lot 37

Z94-22: Variance granted to allow a 12 sq. ft. freestanding sign and to increase the overall sq. ft. to 36 sq. ft. on October 20, 1994.

H87-47: Variance granted to allow one sign to be 8 sq. ft. and one sign to be 40 sq. ft. on September 17, 1987.

H70-7: Exception denied to rezone lot to commercial from residential

Z94-15: Variance denied to erect a second freestanding sign

ATTACHMENTS: Bring material from 3/22/16 and 4/26/16 meeting

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by first class mail for the April 26th meeting

Summary of Request and Background

The applicant is requesting to rezone four parcels on Glenwood and Central Aves from Office (O) and Medium Density Residential (R-12) to Thoroughfare Business District (B-3).

The process for handling the petitioned amendment is outlined in Chapter 170-53-C-3. On March 22, 2016, the Planning Board voted to post the citizen petition and hold a public hearing. A public hearing was held on April 26th and then tabled so that the applicant could provide additional materials to the Planning Board.

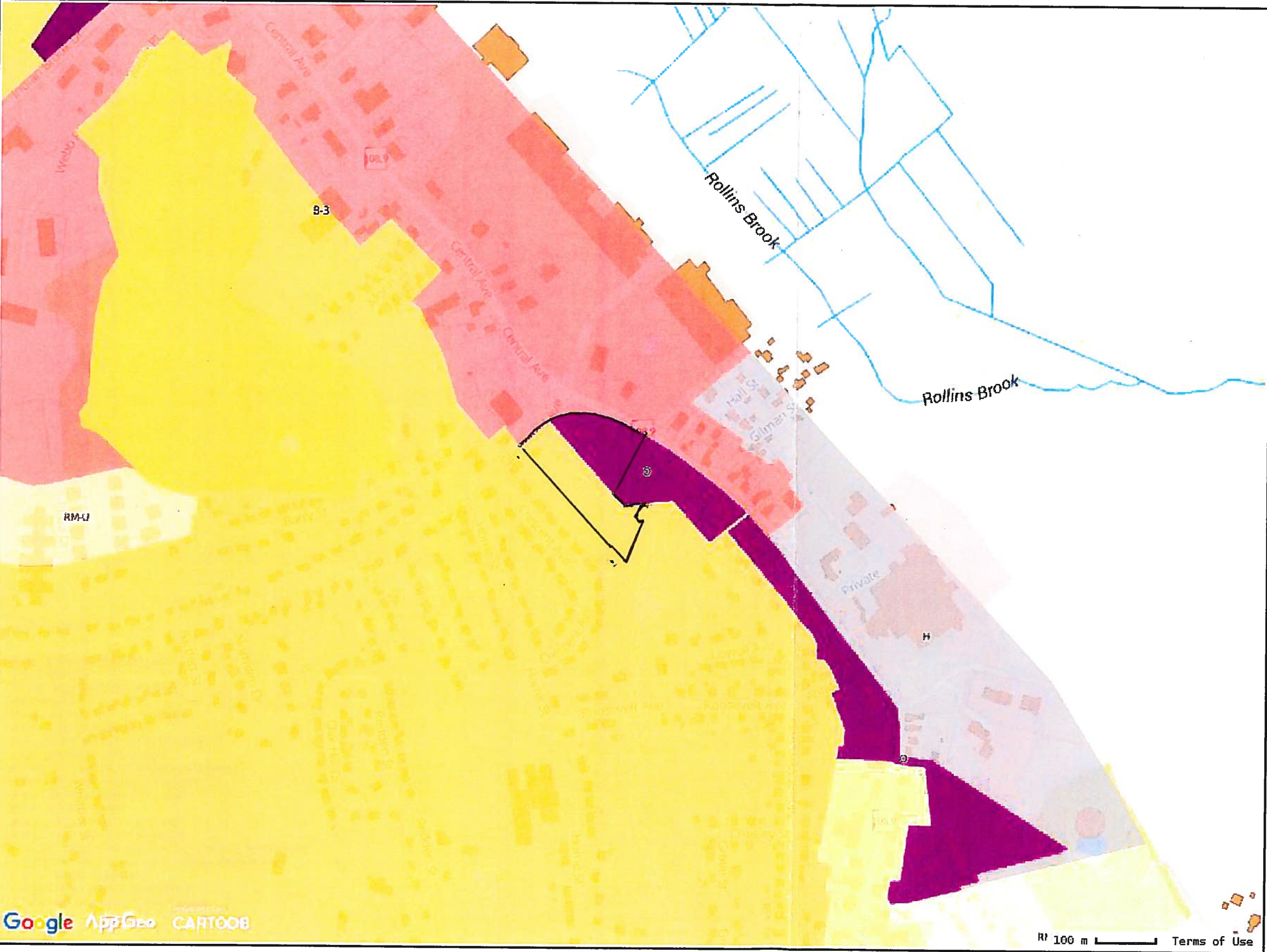
Accompanying this memo are three plans. Two are provided by the developer (a concept residential subdivision, the concept site plan showing neighboring residential). One is from the City (showing distances from the residential to the property lines).

STAFF RECOMMENDATION:

The Planning Board should remove the item from the table, re-open the public hearing, allow the applicant to present any new material rezoning request, receive input from abutters, and make a recommendation to the City Council.

Should the Board seek to forward the amendment to the Council, staff recommends adding the following language, as a footnote to the setback table:

“A vegetated buffer of no less than fifty feet (50') must be established and maintained along the B-3/R-12 zoning boundary abutting the southern property line of the Tax Assessor's Map 37, Lot 38. The buffer must be populated with existing vegetation, where available, and where existing vegetation is not available or not adequate, the buffer shall be improved to provide visual screening on a year-round basis for the benefit of the residential uses abutting the B-3 Zoning District. The buffer may feature new landscaping vegetation and materials, berms, fences, walls and other screening techniques, with a preference toward preserving existing healthy trees, where feasible. Buildings, impervious surfaces, mechanical equipment, parking and storage and display of goods and materials are prohibited in the buffer. Following installation, the buffer must be adequately maintained by the owner(s) of Tax Assessor's Map 37, Lot 38.”



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.



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NOT A LEGAL DOCUMENT

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May 17, 2016

Scale: 1" = 40'

Future Land Use Map City of Dover, NH

- Municipal Boundary
- Lot Lines
- Streams
- Water Features
- Permanently Protected Tracts
- Local Highways & Roads
- State
- Local
- Private
- Not Maintained

0 0.25 0.5 1 Mile

Data Sources:

City of Dover Assessor's Office Parcel Data
GRANIT Conservation & Public Lands Datalayer (level of protection)
NHDOT Aerial Photography ~ 2010

- Downtown:**
- The majority of future development should be located in or near downtown
 - Continue to encourage in-fill and mixed-use development within a 1/2 mile or so of the downtown core

- Waterfront Area:**
- Potential for a major mixed-use development on the city's former public works site on the river
 - The development effort has the potential to complement other redevelopment efforts in the downtown while providing greater access to the river

- Advanced Manufacturing Cluster:**
- Encourage higher densities in the existing industrial and business parks
 - Promote a wide range of uses that mix office, retail, distribution and fabrication activities

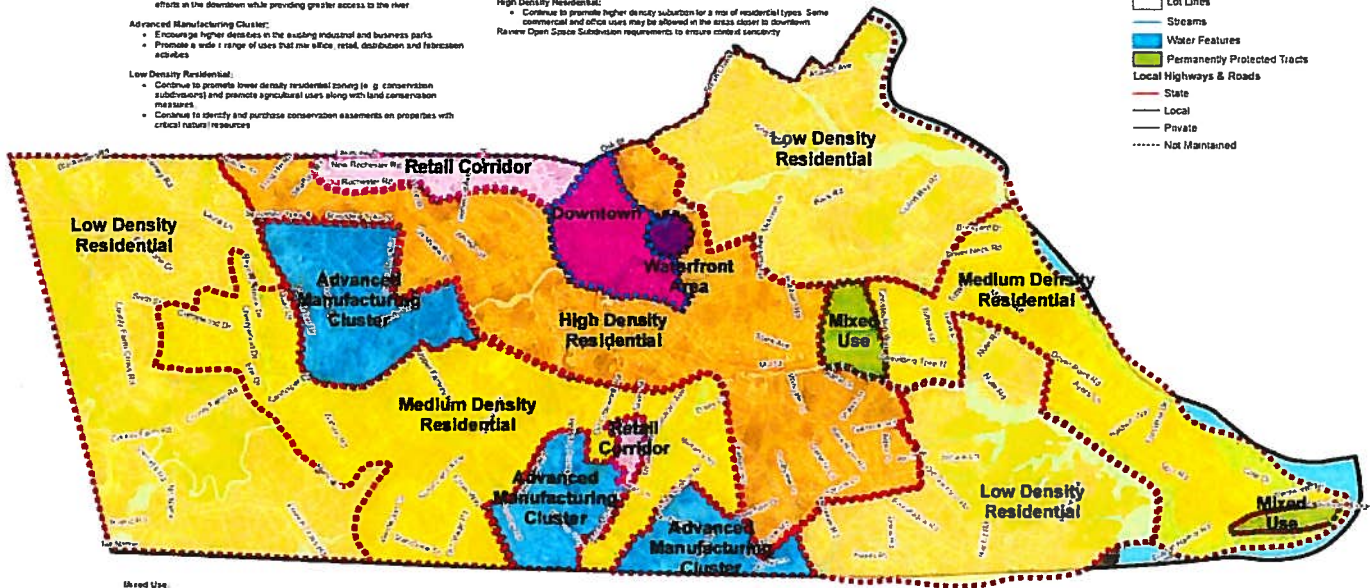
- Low Density Residential:**
- Continue to promote lower density residential zoning (e.g. conservation subdivisions) and promote agricultural uses along with land conservation measures
 - Continue to identify and purchase conservation easements on properties with critical natural resources

- Medium Density Residential:**
- Encourage residential development at a moderate density on smaller lots served by municipal water and sewer. Many of these areas already have established neighborhoods
 - Continue to identify and purchase conservation easements on properties with critical natural resources
 - Review Open Space Subdivision requirements to promote usage of that development technique

- High Density Residential:**
- Continue to promote higher density suburban for a mix of residential types. Some commercial and office uses may be allowed in the areas closer to downtown
 - Review Open Space Subdivision requirements to ensure context sensitivity

- Mixed Use:**
- Encourage a mix of residential and commercial uses that are compatible with each other in areas outside of the downtown area

- Retail Corridor:**
- Continue to promote retail and commercial development along highway corridors and encourage interrelationship with more attractive buildings and parking areas that contain green drainage infrastructure and landscaping

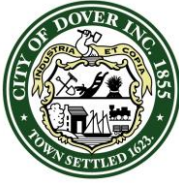


Jarvis, Patricia A.

From: Uchida, Richard Y.
Sent: Tuesday, May 24, 2016 9:13 AM
To: Jarvis, Patricia A.
Subject: FW: map

Please print in color at 8 ½ x 11. Provide me with one copy and I will explain what I need from there.





CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the Code to reflect changes in the community and in land use regulations.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-6 “Definitions”, to revise definitions as follows:

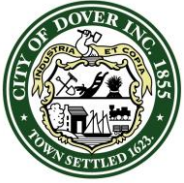
HEIGHT OF BUILDING means the vertical distance measured from the *average* grade level *adjoining the BUILDING* to the highest level of the roof surface or front PARAPET, whichever is greater. Television and radio receiver ANTENNAS and photovoltaic systems as well as church steeples shall not be included in this calculation.

NONCONFORMING USE means a lawful use that ~~does not conform as to BULK~~ if it does not conform to the prescribed ~~use BULK~~ regulations of the district in which it is located.

TEMPORARY PORTABLE SIGN means a SIGN(s) customarily located on a trailer or similar wheeled apparatus, whether self-propelled or pulled by another vehicle, ~~intended for promotional purposes or to convey an advertising message of any kind~~, which is not permanently affixed to the ground. A-frame, sandwich board, inflatable, and other SIGNS not permanently affixed, directly or indirectly, upon a BUILDING, STRUCTURE, or land and not otherwise referenced under the definitions of “FREESTANDING SIGN,” “PROJECTING SIGN,” or “WALL SIGN” shall also be considered as “TEMPORARY PORTABLE SIGNS.”

CHILD CARE FACILITY means a non-residential facility use for the care of children for periods of less than twenty-four (24) hours per day, and/or the provision of educational services commonly associated with preschool, nursery schools or kindergartens. A CHILD CARE FACILITY requires Technical Review Committee review ~~and is subject to possible Site Review and PLANNING BOARD approval per Section 149 4.C.3 of the Site Review Regulations.~~

OUTBUILDING – see ACCESSORY STRUCTURE ~~means an accessory BUILDING, usually located toward the REAR of the same LOT as a PRINCIPAL BUILDING, and sometimes connected to the PRINCIPAL BUILDING.~~



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-6 “Definitions” to add new definitions as follows:

DIRECT ILLUMINATION means that the material of which a sign is made is itself illuminated (e.g. neon light).

EXTERNAL ILLUMINATION means a separate light fixture that shines onto a sign in order to illuminate it.

INTERNAL ILLUMINATION means illumination that is located within a translucent or otherwise diffusive sign material.

DEVELOPMENT IDENTIFICATION SIGN means a sign attached to a screening wall or landscape planter designed and intended to identify an approved multi-lot residential subdivision or multi-tenant site plan, located at the principal vehicular entry points.

4. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Heritage Residential (HR) District an area of approximately 5.06 acres located along Arch Street and Washington Street, consisting of lots 10-21*, 10-40*, and 10-151.

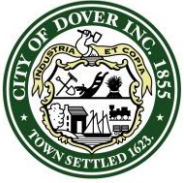
* = only that portion of the lot within the RM-U District will be affected.

5. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-6 “Definitions”, to add a new definition as follows:

SELF-SERVICE STORAGE FACILITY means a building or a group of buildings consisting of individual, self-contained units of various sizes rented or leased for self-storage of customers’ property.

AND



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations Tables in the Restricted Industrial District (I-1), Rural Restricted Industrial District (I-2) and Assembly and OFFICE District (I-4), to add SELF-SERVICE STORAGE FACILITY as a use allowed by Conditional Use Permit with criteria as follows:

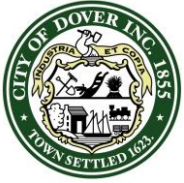
SELF-SERVICE STORAGE FACILITY shall be allowed if a Conditional Use Permit is granted by the PLANNING BOARD upon a finding that the following criteria are met:

- A. The minimum front SETBACK shall be double the SETBACKs required in the district.*
- B. Any storage unit BUILDING visible from the STREET shall be located to be perpendicular to the STREET, with no storage unit doors facing the STREET.*
- C. If adjacent to a residential district or a LOT containing a residential use, the facility shall:*
 - (1) Be limited to a one story STRUCTURE with a height no more than twenty (20) feet.*
 - (2) Restrict the hours of operation to 9 am to 9 pm, Monday through Friday, and 10 am to 6 pm on Saturday and Sunday.*
 - (3) Not hold auctions or sales of contents of storage containers.*
 - (4) Have screening sufficient to block the view of the BUILDINGS from abutting parcels and shall prohibit lighting from shedding onto abutting parcels.*
- D. The architectural design standards of Chapter 149-14 L.(8)(b) shall be adhered to.*

6. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations Tables in the Hospital (H) District, Little Bay Waterfront (LBW) District, and Office (O) District, to add ACCESSORY DWELLING UNIT as a permitted use.

7. AMENDMENT



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District” by revising the Dimensional Regulations Table in the Suburban Density Multi-residential (RM-SU) District to delete footnote [4]: ~~“A single family residential dwelling may be constructed within this zoning district under the same dimensional regulations that govern development in a R-20 District.”~~

8. AMENDMENT

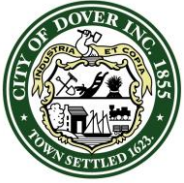
Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District” by revising the Dimensional Regulations Table in the Central Business District Downtown Gateway Sub-District (CBD-G) as follows:

In the “Ground Floor Standards” section of “Special Regulations,” revise the third bullet point to read, “Residential uses permitted; ~~buildings with more than 4 units are required to follow architectural standards, see section 170-20F.~~”

In the “Permitted Uses – Central Business District” table, revise the residential row to read, “Permitted, ~~buildings of four or more units on GROUND FLOOR allowed only if Architectural Standards are followed.~~ Density allowed at 5,000 sf per unit, 10 units max.”

9. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District” by revising the Dimensional Regulations Table in the Cochecho Waterfront District (CWD) by removing an obsolete reference to the Mill Motif in the Sign Regulations table.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

10. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-20. “Central Business District Regulations” by revising Section H “Administration” to add language as follows:

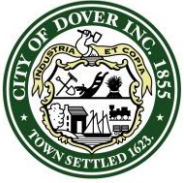
H. Administration

- (1) Deviations from the requirements herein may be requested by application to the PLANNING BOARD for a conditional use permit (see Section B). Administrative appeals from this Section may be directed to the ZONING BOARD OF ADJUSTMENT (as outlined in 170 – 52). Projects submitted shall follow the process outlined with Chapter 149, Site Review Regulations.
 - a. *Any redevelopment of an existing STRUCTURE within the CBD Downtown Gateway or Mixed Use sub-districts does not require a Conditional Use Permit if it results in three (3) or fewer total residential units, or if it increases the gross floor area of nonresidential space by less than two thousand five hundred (2,500) square feet, and is exempt from the regulations of this Section, except for SETBACK, BUILD TO, and use regulations. Density requirements for residential uses do not apply.*
- (2) Any redevelopment within the CBD is exempt from Wetlands Regulations as described and administered in this Chapter.

11. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-23. IMPACT FEE Ordinance, by deleting Section F – “Waivers”, subsection (b) and renumber subsection (c) to (b):

- ~~(b) A person may request a full or partial waiver of IMPACT FEES for construction within a subdivision or site plan approved by the PLANNING BOARD prior to the effective date of this ordinance. Prior to granting such a waiver, the PLANNING BOARD must find that the proposed construction is entitled to the four (4) year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, BUILDING and construction has not yet occurred in the phase in which construction is proposed.~~



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

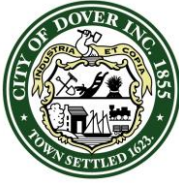
12. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-24 “ACCESSORY DWELLING UNITS” as follows:

170-24. ACCESSORY DWELLING UNITS. [Amended on 11-28-2012 by Ord. No. 2012.11.14-24.]

Where permitted, an ACCESSORY DWELLING UNIT shall comply with the following:

- A. A maximum of one (1) ACCESSORY DWELLING UNIT (ADU) per property is permitted. An ADU shall not be permitted on property where more than one DWELLING UNIT currently exists.
- B. Exterior ALTERATIONS, enlargements, or extensions of the SINGLE FAMILY DWELLING or detached ACCESSORY STRUCTURE are permitted in order to accommodate the ACCESSORY DWELLING UNIT. However, no such change is permitted which would ALTER the appearance of the SINGLE FAMILY DWELLING to look like a duplex or any other multi-family STRUCTURE (i.e., the house should not look like it was designed to occupy more than one family). The construction of any access ways into the house and/or detached garage which are required for access to the ACCESSORY DWELLING UNIT shall be located to the side or REAR of the BUILDING whenever possible.
- C. An ADU shall have an area of no less than ~~300~~ *three hundred (300)* square feet and no greater than ~~800~~ *eight hundred (800)* square feet. ~~An attached ACCESSORY DWELLING UNIT shall occupy no more than 30% of the FLOOR AREA of the SINGLE FAMILY DWELLING, including the ADU.~~ If located in a detached ACCESSORY STRUCTURE, the ACCESSORY DWELLING UNIT shall be located entirely on the second floor of the STRUCTURE.
- D. A minimum of one dedicated OFF-STREET PARKING space shall be provided for the ADU.
- E. The SINGLE-FAMILY DWELLING (and detached ACCESSORY STRUCTURE, when applicable) and LOT shall not be converted to a condominium or any other form of legal ownership distinct from the ownership of the SINGLE-FAMILY DWELLING. In order to ~~assure~~ *ensure* compliance with this requirement, the property owners at the time the ADU is established shall be required to execute a restrictive covenant running in favor of the City, which shall be recorded in the Strafford County Registry of Deeds and a copy of *which shall be* provided to the Planning and Community Development



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
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Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

Department and the City Assessor prior to the issuance of a CERTIFICATE OF OCCUPANCY.

- F. The property owner must occupy one of the two DWELLING UNITS. Electric, water, and sewer utilities shall be metered on a single bill.
- G. Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.
- H. A certificate of use issued by the Zoning Administrator is required to verify conformance with the preceding standards. Said certificate shall be renewed annually. Applications to renew the certificate of use shall be due by January 1st following the date of approval of the certificate of use and then by every January 1st thereafter for so long as the ACCESSORY DWELLING UNIT continues. Fees shall be levied as set forth in the City of Dover *Fee Schedule* ~~Adopted Schedule of Fees~~, as amended annually, for ACCESSORY DWELLING UNIT certificates of use and renewals.

13. AMENDMENT

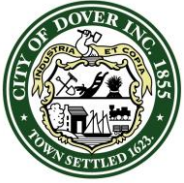
Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-27 “Conservation District”, by revising Section E(6), first paragraph to read as follows:

- (6) Upon the discretion of the Building Inspector, a STRUCTURE may be erected within the Conservation District as described in Subsection B(1) up to but never closer than seventy-five (75) feet of the *reference line (as defined in RSA 483-B:4, XVII)* ~~mean high water mark~~, provided that:

14. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-33 “FENCE Review and Regulations”, by revising subsection A to read as follows:

- A. FENCE HEIGHTS. No person, or other entity, shall erect or cause to be erected a FENCE exceeding four (4) feet in HEIGHT between the RIGHT OF WAY and *either ten (10) feet from the RIGHT OF WAY or a parallel line parallel with the front of the house closest to the RIGHT OF WAY, whichever is less*. FENCES may be up to eight (8) feet in HEIGHT *for the remainder of the lot* ~~from said parallel line with the front~~



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

~~of the house, around both sides and around the REAR YARD.~~ HEIGHT is measured from ground level.

15. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by deleting Chapter 170-46 “Loading Spaces”, to read as follows:

170-46. Loading Spaces. ~~[Amended 02-20-91 by Ord. No. 02-91.]~~ *Reserved.*

~~In all districts, no nonresidential STRUCTURE shall be erected, enlarged or used unless off-STREET loading spaces are provided as specified herein.~~

~~A. Off-STREET loading spaces shall be provided on the same LOT as the principal use they are intended to serve. In no instance shall an off-STREET loading space be counted as part of an area to satisfy the OFF-STREET PARKING requirements and vice versa.~~

~~B. No loading bay in a nonresidential district shall be located within one hundred (100) feet of a residential district boundary or within one hundred (100) feet of the LOT LINE of an abutting residential use.~~

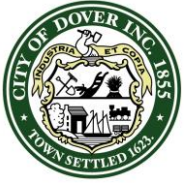
~~C. All bays shall be located at the side or REAR of the BUILDING they are intended to serve.~~

~~D. The minimum number of required loading spaces shall be determined by the PLANNING BOARD.***~~

~~*** Previous table illustrating number of loading spaces has been replaced by subsection D, by Ord. No. 02-91~~

16. TAKES EFFECT

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



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
City Council Planning Board
Representative

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

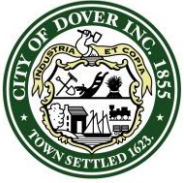
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 06/08/2016	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.		



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

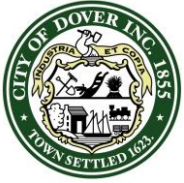
ORDINANCE BACKGROUND MATERIAL:

The amendments, which the Planning Board posted on April 12th, 2016, were drafted by staff and the Planning Board during the winter and spring of 2016. The amendments are the result of a comprehensive effort by the Planning Board to involve the public in the process. These amendments were suggested after a review of Zoning Board of Adjustment applications, adjustments to State Statutes and discussions with property owners and the Planning staff. Goals of the amendments include the protection of Dover's character, promotion of development that will have a positive tax impact, and protection of natural resources.

Since some amendments affect all zoning districts in the City, a notice was sent to all property owners inviting them to a public hearings on May 10, 2016 and May 24, 2016.

The following is a list of the amendments summarized:

1. Purpose statement.
2. Amend Chapter 170-6 clarifying the definitions for "Height of Building," "Nonconforming Use," "Temporary Sign," "Child Care Facility," and "Outbuilding" to remove ambiguity from them.
3. Amend Chapter 170-6 adding definitions for signage "Direct Illumination," "External Illumination," "Internal Illumination," and "Development Identification Sign." Definitions are needed to ensure equal application of permitting and enforcement of these styles of signage.
4. Amend 170-8 rezoning 5 acres along Washington Street from Urban Density Multi-Residential (RM-U) District to Heritage Residential (HR) District. Three lots were approved as part of the 2015 zoning amendments, but a drafting error was discovered in the final amendment, which orphaned these lots.
5. Amend Chapter 170-12 and 170-6 defining "Self-Service Storage Facility" and allowing said use within the I-1, I-2, and I-4 districts, via Conditional Use Permit. Criteria for the permit is specified.
6. Amend Chapter 170-12 revising the Dimensional Regulations Table in the Hospital (H) District, Little Bay Waterfront (LBW) District, and Office (O) District, to add Accessory Dwelling Unit as a permitted use, to be consistent with State Statute.
7. Amend Chapter 170-12 revising the Dimensional Regulations Table in the Suburban Density Multi-Residential District (RM-SU) to require single family homes meet the same dimensional requirements as other uses.
8. Amend Chapter 170-12 revising the Dimensional Regulations Table in the CBD Downtown Gateway Sub-District to remove conflicting architectural requirements and clarify when they are necessary for residential projects.
9. Amend Chapter 170-12 removing an obsolete reference to Mill Motif in the Sign Regulations table for the Dimensional Regulations Table in the Cochecho Waterfront District (CWD).
10. Amend Chapter 170-20 revising section H "Administration" clarifying that projects which do not meet the Site Plan review criteria only need to meet limited dimensional and use conditions in the CBD General, Downtown Gateway and Mixed Use Sub-Districts.
11. Amend Chapter 170-23 removing the applicability of impact fee waivers to projects approved prior to adoption of impact fees.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.2.

Ordinance Number: **O – 2016.06.08 – 010**
Ordinance Title: **Updating the Dover Zoning Ordinance**
Chapter: **170**
Sections: **6, 8, 12, 20, 23, 24, 27, 33 and 46**

12. Amend Chapter 170-24 revising permit requirements for Accessory Dwelling Units, removing a limit that a unit be no larger than 30% of the structure's square footage, consistent with State Statute.
13. Amend Chapter 170-27 replacing the term "mean high water mark" with "reference line," consistent with State Statute.
14. Amend Chapter 170-33 revising the front setback for fences, from being in line with the front of a house, to that or no closer than 10 feet, where a fence can be no taller than 4 feet in height.
15. Amend Chapter 170-46 to remove loading space regulations, which will appear in the site review regulations (Chapter 149).

In addition to the above, Planning Staff has provided a summary document of the amendments, the required report to the City Council and a copy of the presentation which the Planning Board held on May 10th .

To: Dover City Council
From: Christopher Parker, AICP
CC: J. Michael Joyal, City Manager
Dover Planning Board
Date: June 1, 2016
Re: Zoning Amendments

ISSUE:

On May 24, 2016, the Planning Board unanimously approved 14 amendments to the City's Zoning Ordinance, Chapter 170.

INTENT:

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170-53(F) of the Code.

GOALS:

The proposed zoning amendments must meet certain criteria for the Planning Board to support their adoption. This memo reviews the report criteria laid out in Chapter 170 to explain the findings of the Planning Board.

PROCESS:

The Planning Board and staff prepared a set of amendments in response to a list of areas of the Zoning Code the Board selected at its January 24th goal setting session.

The Planning Board posted the amendments after consideration on April 12, 2016. It held public hearings on May 10 and 24 2016. The Board unanimously approved the amendments at the conclusion of the May 24th hearing and forwarded them to the City Council for ratification.

ATTACHMENTS:

- Summary of amendments
- Map of 3 lots to be rezoned
- Presentation of changes.

As per section 170-53(F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

The consistency of the proposed amendments with the Master Plan;

The 2015 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Tomorrow." This chapter emphasizes the need for new development to be in keeping with the existing conditions in a neighborhood, and promotes adaptive reuse of existing infrastructure and buildings/areas. Amendments 5 is connected with recommendation ED 1.3, which encourages looking at ways to keep industrial areas current. The remaining amendments less directly support the overall themes and vision of the 2012 Vision Chapter.

The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;

The proposed amendments do not conflict with any other plans, studies or technical reports. It should be noted that amendment 6 and 12 relative to Accessory Dwelling Units are in response to changes in State law.

The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;

The proposed amendments do not conflict with the Capital Improvements Program. A review of the City's infrastructure/services indicates no adverse impact.

The effect of the proposed amendment on the natural, environment, and historical resources of the City;

In promoting contextually sensitive development, the amendments will increase the level of protection of the City's heritage and character.

The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;

Only one amendment changes the zone of lots. There are 3 lots, previously identified for rezoning, as part of a citizen request to create a district around the Silver Street neighborhood. This district requires contextually sensitive development for these areas. Existing uses were included in the new district, and dimensional regulations are consistent with the neighborhood.

The effect of the proposed amendment on the City's economy and fiscal resources; and

The Planning Board sought to create amendments which foster economic diversity and to allow for continued and sustained growth in Dover. Amendments 8, 10 all promote the City's economy. Amendment 5 in particular is designed to ensure that Dover's industrial zones are up to date with modern nomenclature and trends, and encourage new industry.

The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.

The Planning Board unanimously approved the amendments and hereby submits them to the City Council for ratification.

CITY OF DOVER - SUMMARY OF PROPOSED AMENDMENTS – 2016

April 12, 2016

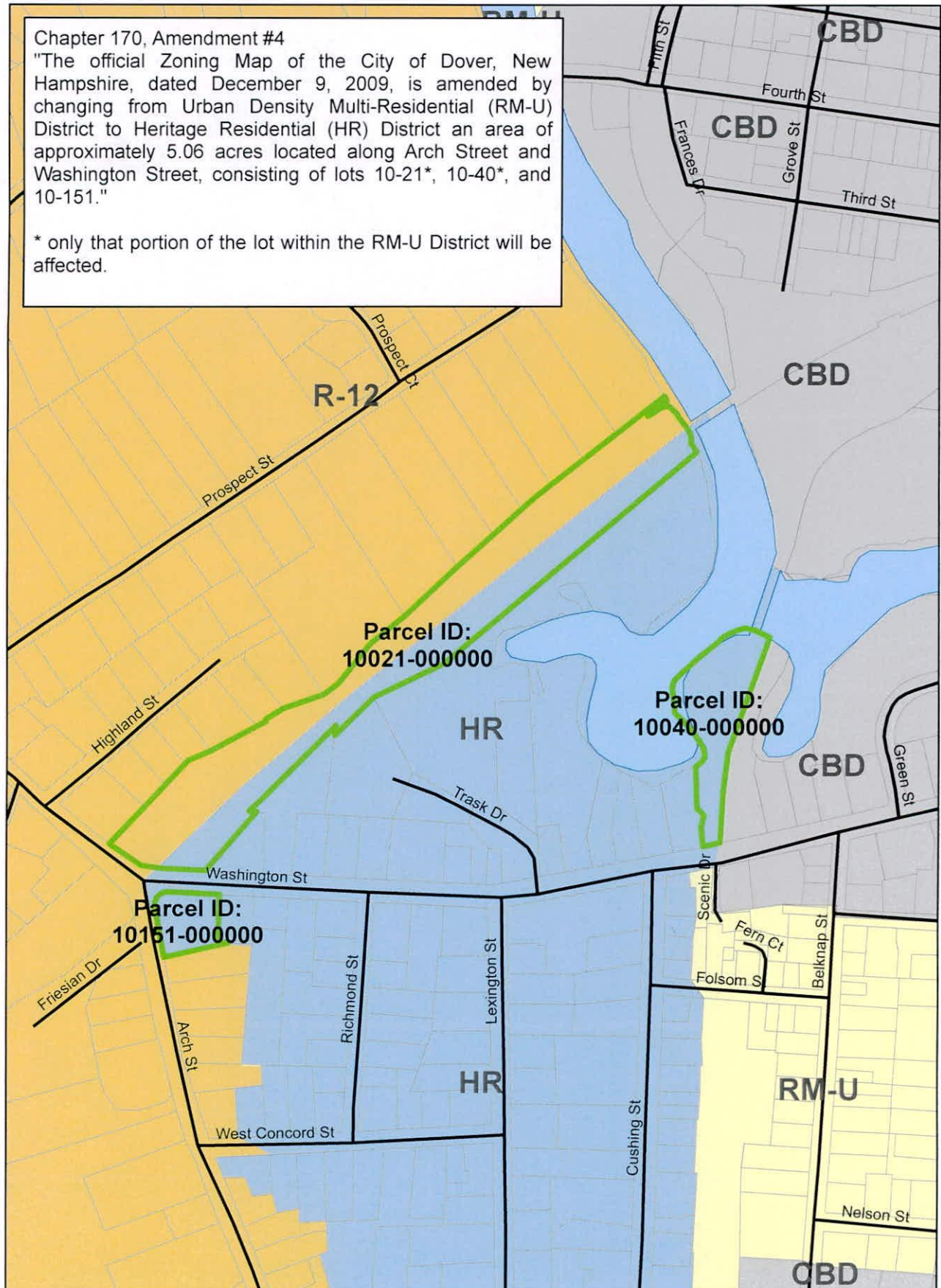
Zoning Ordinance – Chapter 170

Amendment #	Section	Summary	Why
2	170-6	Amend definitions for Height of Building, Nonconforming Use, Temporary Portable Sign, Child Care Facility and Outbuilding	Clarify how to measure building height; clarify non-conforming use; remove portable from temporary portable sign because it is not used; amend child care facility to remove outdated reference; and remove confusing outbuilding definition
3	170-6	Add definitions for external, internal, and direct illumination and development identification sign	Clarify sign lighting types and define a common type of sign used to identify a project
4	170-12	Amend Zoning Map to include three lots in the Heritage Residential District	Three adjacent lots were mistakenly excluded from the 2015 amendment
5	170-6 & 12	Add Self Storage Facility definition and add as a use allowed by Conditional Use Permit the I-1, I-2 and I-4 districts	Currently not listed as a permitted use and it is a common use; added CUP criteria to limit potential impacts
6	170-12	Add accessory dwelling unit as a permitted use in Hospital, Little Bay Waterfront, and Office Districts	These districts permit a single family dwelling, where ADU's are allowed; ADUs have been popular
7	170-12	Remove requirement that a single family dwelling in RM-SU District meet R-20 dimensional requirements	Remove unnecessary restriction
8	170-12	Revise dimensional regulations table for CBD-Downtown Gateway District to clarify that residential uses are allowed on ground floor and architectural standards apply for 4 or more units	To remove conflicting provisions
9	170-12	Revise dimensional regulations table for Cochecho Waterfront District	To remove obsolete reference to mill motif sign regulations
10	170-20	Revise Central Business District regulations so that in the Downtown Gateway and Mixed Use sub-districts no CUP is required if development results in 3 or less residential units or less than 2,500 sq. ft. of nonresidential space	Small redevelopment projects were held to the same dimensional requirements intended for large projects
11	170-23	Amend Impact Fees ordinance	To remove obsolete waiver provision not consistent with state law
12	170-24	Amend Accessory Dwelling Units ordinance	To comply with revisions to state law on ADU's
13	170-27.E(6)	Replace "mean high water mark" with "reference line"	Consistency throughout section
14	170-33.A	Amend fence regulations	To allow taller fences in side yards starting from the front of house or 10 feet from the ROW, whichever is less
15	170-46	Delete Loading Spaces section and move standards to Chapter 149	More appropriate for Site Plan regulations

Chapter 170, Amendment #4

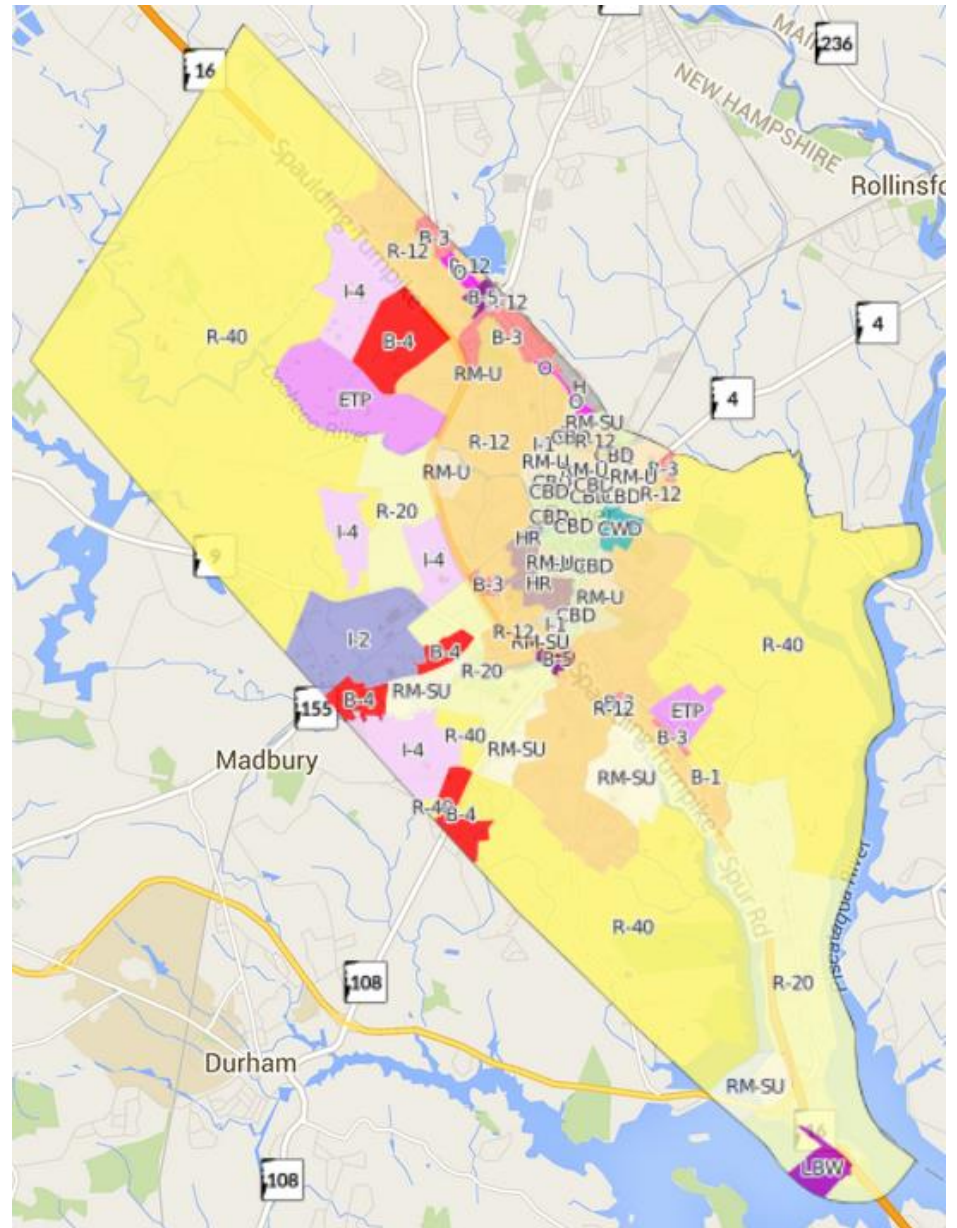
"The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Urban Density Multi-Residential (RM-U) District to Heritage Residential (HR) District an area of approximately 5.06 acres located along Arch Street and Washington Street, consisting of lots 10-21*, 10-40*, and 10-151."

* only that portion of the lot within the RM-U District will be affected.



Proposed Zoning Amendments

Planning Board
Public Hearing
May 10, 2016



How We Got Here:

- Housekeeping changes from Staff
- Complying with new State law about Accessory Dwelling Units
- Revising Sign Ordinance to be content neutral per Supreme Court case
- Zoning amendment letter mailed to every property owner in City on April 25th
- Categories
 - Housekeeping/Simplification
 - Mandated
 - Additions/Limitations

Housekeeping/Simplification Amendments

#	Intent
4	Adding three lots to Heritage District
8	Revising dimensional regulations table for CBD-Downtown Gateway District to clarify that residential uses are allowed on ground floor and architectural standards apply for 4 or more units
9	Removing obsolete reference to mill motif sign regulations
13	Replacing “mean high water mark” with “reference line”

Mandated Amendments

#	Intent
6	Adding Accessory Dwelling Unit as a permitted use in Hospital, Little Bay Waterfront and Office Districts
12	Amending Accessory Dwelling Unit ordinance to comply with revisions to state law
14	Amending sign ordinance to be in compliance with Reed v. Town of Gilbert

Additions/Limitations Amendments

#	Intent
2	Revising existing definitions
3	Adding new definitions re: illuminated signs
5	Add Self-Storage facility definition & use via CUP in I-1, I-2, & I-4 Districts
7	Removing requirement that a single family dwelling in RM-SU District meet R-20 dimensional requirements
10	Revising Central Business District - Downtown Gateway & Mixed Use sub-districts, so that no CUP is required if development results in 3 or less residential units or less than 2,500 sq. ft. of nonresidential space
11	Permitting waiver for reduced school impact fee for 55+ age units and remove obsolete waiver provision not consistent with state law
15	Allowing taller fences in side yards starting from the front of house or 10 feet from the ROW, whichever is less
16	Deleting loading spaces section and move standards to Chapter 149

Signs

- Reed v. Town of Gilbert
- Zoning Amendments to Comply
 - Content Neutral
 - Temporary Sign Location



Self-Service Storage Facility

“SELF-SERVICE STORAGE FACILITY means a building or a group of buildings consisting of individual, self-contained units of various sizes rented or leased for self-storage of customers’ property.”

DISTRICTS ALLOWED VIA CUP: I-1, I-2, AND I-4

Criteria to meet for CUP:

- A. The minimum front SETBACK shall be double the SETBACKs required in the district.**
- B. Any storage unit BUILDING visible from the STREET shall be located to be perpendicular to the STREET, with no storage unit doors facing the STREET.**
- C. If adjacent to a residential district or a LOT containing a residential use, the facility shall:
 - i. Be limited to a one story STRUCTURE with a height no more than twenty (20) ft.**
 - ii. Restrict the hours of operation to 9 am to 9 pm, Monday through Friday, and 10 am to 6 pm on Saturday and Sunday.**
 - iii. Not hold auctions or sales of contents of storage containers.**
 - iv. Have screening sufficient to block the view of the BUILDINGS from abutting parcels and shall prohibit lighting from shedding onto abutting parcels.****
- D. The architectural design standards of Chapter 149-14L (8) (b) shall be adhered to.**

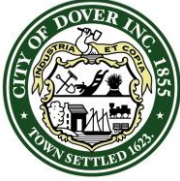


Accessory Dwelling Units

- Removing the requirement for no more than 30% of the floor area
- The only size requirement now is that the ADU size is between 300 and 800 square feet
- Other minor revisions to terminology

For More Information....

- The full text is available:
 - On the City's Web Site: <http://1.usa.gov/1WpIylZ>
 - In the Planning Department and City Clerk's Office M-Th 8:30 am to 5:30 pm or Fri 8:30am-4pm
 - At the Public Library
- Please call 516-6008 with further questions.
 - ◉ Blog: <http://dovernhplanning.tumblr.com/>
 - ◉ Facebook: www.facebook.com/DoverNHPLanning
 - ◉ Twitter: @DoverNHPlanning



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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:

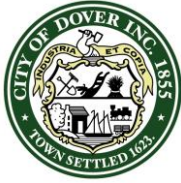
Project Number	Project Description	Available		Adjusted
		Balance	Adjustment	Balance
4015.1.210.42130.4720.02390.15	Downtown Parking Facility	571,367	(500,000)	71,367
4015.1.210.42170.4720.02389.15	Police Building - New Facility	0	500,000	500,000
	Totals	571,367	0	571,367

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#: 12.C.1.

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

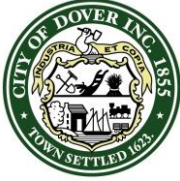
DOCUMENT HISTORY:

First Reading Date: 05/25/2016
Approved Date:

Public Hearing Date: 06/08/2016
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, 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#: 12.C.1.

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

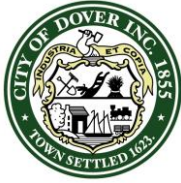
RESOLUTION BACKGROUND MATERIAL:

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 - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R - 2016.05.25 - 072**

Resolution Re: Reprogram Unexpended Bond Proceeds from Sixth Street
Water Main Loop Project to Water Main Spaulding
Turnpike Project

WHEREAS: The City has water and sewer mains that cross under the Spaulding Turnpike and NH Department of Transportation (NH DOT) has identified that certain water and sewer mains need to be relocated as part of the State's Spaulding Turnpike project; and

WHEREAS: The City Council appropriated funds in the FY15 and FY17 CIP for Water Main relocation for the Spaulding Turnpike project; and

WHEREAS: NH DOT has noticed the City that the costs for water main relocation to be paid by the City is \$310,725.34 and the City has \$238,816.18 in available funding for the project resulting in the need for \$71,909.16 in funding; and

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

The City Council approves reprogramming unexpended bond proceeds from the Sixth Street Water Main Loop project to the Water Main Spaulding Turnpike project as noted below:

Project Number	Project Description	Available		Adjusted
		Balance	Adjustment	Balance
5300.1.300.43320.4757.03536.13	Water Main - Sixth Street	483,906	(71,910)	411,996
5300.1.300.43320.4757.03584.13	Water Main - Spaulding Turnpike	0	71,910	71,910
	Totals	483,906	0	483,906

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

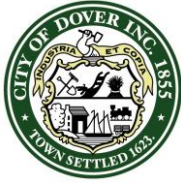
AUTHORIZATION

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#: 12.C.2.

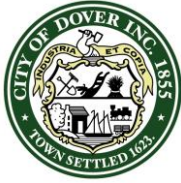
Resolution Number: **R - 2016.05.25 - 072**
Resolution Re: Reprogram Unexpended Bond Proceeds from Sixth Street
Water Main Loop Project to Water Main Spaulding
Turnpike Project

DOCUMENT HISTORY:

First Reading Date: 05/25/2016	Public Hearing Date: 06/08/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Jr., Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor 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#: 12.C.2.

Resolution Number: **R - 2016.05.25 - 072**
Resolution Re: Reprogram Unexpended Bond Proceeds from Sixth Street
Water Main Loop Project to Water Main Spaulding
Turnpike Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any increase in appropriations. The City Council previously authorized the appropriation of funding for the Sixth Street Water Main Loop project in previously adopted FY2013 CIP.

Upon completion of the Sixth Street Water Main Loop there is \$483,905.72 in unexpended bond proceeds that can be reprogrammed to other similar Water Fund projects.

The City Council approved funding in the FY2015 and FY2017 CIPs for the relocation of the Water Main that crosses under the Spaulding Turnpike. There is \$238,816.18 available from these authorizations.

In May, NH DOT provided the City with final project costing amounts and informed the City that Dover's share for the water main work is \$310,725.34. These are costs that are deemed non-participating under the Federal Highway funding eligibility standards and are to be paid by the City in order to relocate the existing water main.

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 - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2016.06.08 – 074**

Resolution Re: **Naming Portion of Dover Community Trail in Honor of John F. Scruton**

WHEREAS: The late John F. Scruton was a Dover native and a dedicated volunteer who devoted numerous hours of service to make Dover a better place to live; and

WHEREAS: John F. Scruton served as a volunteer on the Dover Open Lands Committee from 2000 to 2015 and on the Dover Transportation Advisory Commission from 2001 to 2012; and

WHEREAS: John F. Scruton was a passionate advocate for agriculture and farm preservation and a champion for pedestrians and walkable communities; and

WHEREAS: The City of Dover owns two parcels of conservation land (Map 34, Lots 20-B & 21) known as the “Cochecho River Conservation Area” that were purchased from the Cassily Family in 2003; and

WHEREAS: The Dover Community Trail runs through the Cochecho River Conservation Area parallel to the Cochecho River from Whittier Street to another City-owned parcel off Hillside Drive; and

WHEREAS: The Dover Open Lands Committee and Dover Community Trail Committee have proposed that this portion of the Dover Community Trail be named in honor of the late John F. Scruton.

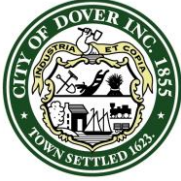
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

The portion of the Dover Community Trail that runs through the Cochecho River Conservation Area be named in honor of the late John F. Scruton.

REFER TO A PUBLIC HEARING ON JUNE 22, 2016 PER DOVER CODE 79-7

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By request
Approved for Legal Form and Compliance:	Anthony I. Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.3.	
Resolution Number: R – 2016.06.08 – 074 Resolution Re: Naming Portion of Dover Community Trail in Honor of John F. Scruton		

DOCUMENT HISTORY:

First Reading Date: 06/08/2016	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:

John F. Scruton was a dedicated volunteer for many years in his native Dover. After his passing in 2015, there was a desire to honor his legacy. Given his dedication to the work of the Open Lands Committee and his advocacy for walkable communities, the idea was developed to name a portion of the Dover Community Trail in his honor. The section proposed is across Sixth Street from the home he owned for many years. Appropriate signage will be placed at each end of this portion of the Community Trail to recognize John F. Scruton.

The Dover Community Trails Committee voted to support this resolution at a meeting on May 17, 2016, and the Dover Open Lands Committee did the same at a meeting on May 19, 2016.



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: _____

Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

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

(Describe) Birthday Party w/ Dance House

Contact Person: Jessica Green Day Time Telephone: 603-913-7392

Address: 8 Tanglewood Drive Email Gucka2@aComcast.net

Purpose of Permit: Daughters 4th Bday Party

Date of Event: Saturday June 25 Specific Time: 10am

Location of Event: 8 Tanglewood Drive Dover, NH

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

* 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): 8 Tanglewood Drive

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel Traffic Bureau

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: Jessica Green DATE: 6/6/16

(duly authorized)

PRINTED NAME: Jessica Green

Licensing Board Approval (Signature) Date: 6/9/16

1/2015

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



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: Stratford Canby
Federal Tax ID number for Organization: 02-6000860

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Couch to 5K (#1)

Contact Person: Jill Sheing Day Time Telephone: 603-516-7104

Address: 259 Canby Farm Rd - Dover Email: jsheing@co.stratford.nh.us

Date of Event: 6-26-16 Specific Time: 9:00 AM

Location of Event (if parade, attach course description or map): Canby Farm Cross Road

*****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 DPD 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: Jill Sheing DATE: 5.26.16
(duly authorized)

PRINTED NAME: Jill Sheing

Licensing Board Approval [Signature] Date: 5/8/16

1/2015



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.
FROM: Sgt. Marn Speidel, Traffic Bureau
RE: Strafford County "Couch to 5K" events
DATE: June 7, 2016

The applicant for this program proposes the same course for a 5K event to be held on Sunday, June 26 at 9 AM and also on Wednesday, June 29 at 4 PM. A total of approximately 35 people – primarily employees of Strafford County – are projected to participate.

The applicant initially proposed an out-and-back course via County Farm Road (starting and ending at the courthouse). However, after discussing the traffic implications especially for the weekday evening event, she has opted to go with last year's course, which uses County Farm Cross Road instead, and she authorized me to amend her application.

No certificate of insurance is necessary because the sponsoring organization is another government entity.

The Strafford County Sheriff's Department will handle the traffic control responsibilities for these two events.



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: Strafford County

Federal Tax ID number for Organization: 02-6000860

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Couch to 5K (#2)

Contact Person: Jill Sheing Day Time Telephone: 603-516-7104

Address: 259 County Farm Rd - Dover Email: jsheing@co.strafford.nh.us

Date of Event: 6-29-16 Specific Time: 4:00 pm

Location of Event (if parade, attach course description or map): County Farm Cross Road

*****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: Jill Sheing DATE: 5-26-16

PRINTED NAME: Jill Sheing (duly authorized)

Licensing Board Approval: [Signature] Date: 6/8/16



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.
FROM: Sgt. Marn Speidel, Traffic Bureau
RE: Strafford County "Couch to 5K" events
DATE: June 7, 2016

The applicant for this program proposes the same course for a 5K event to be held on Sunday, June 26 at 9 AM and also on Wednesday, June 29 at 4 PM. A total of approximately 35 people – primarily employees of Strafford County – are projected to participate.

The applicant initially proposed an out-and-back course via County Farm Road (starting and ending at the courthouse). However, after discussing the traffic implications especially for the weekday evening event, she has opted to go with last year's course, which uses County Farm Cross Road instead, and she authorized me to amend her application.

No certificate of insurance is necessary because the sponsoring organization is another government entity.

The Strafford County Sheriff's Department will handle the traffic control responsibilities for these two events.



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: Dover Little Green Football, Inc.
Federal Tax ID number for Organization: 20-4182625

Check (✓) Nature of Organization:

Religious____, Educational____, Charitable☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) Provide Youth Football for grades 7 & 8

Contact Person: David Akridge Day Time Telephone: 603-781-4453

Address: 38 Watson Rd, Dover N.H. Email Dave.Akridge@greatamericanhg.com

Purpose of Permit: Taxing

Date of Event: August 19th & 20th Specific Time: 4-8pm

Location of Event: Various Businesses in Dover Area with permission of same

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

* 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: [Signature] DATE: 6/13/16

PRINTED NAME: David Akridge (duly authorized)

Licensing Board Approval [Signature] Date: 6/14/16

1/2015

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



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: Dover Little Green Football Inc
Federal Tax ID number for Organization: 20-4182629

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Provide Youth Football for Grades 7 & 8

Contact Person: Dave Akridge Day Time Telephone: 603-781-4453
Address: 38 Watson Road, Dover NH Email: Dave.Akridge@greatamericanhg.com

Purpose of Permit: Cash Calendar

Date of Event: Month of October Specific Time: Daily Drawing

Location of Event: Practice Field Parking Lot Daily @ 4:30pm

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

Prize (s) To Be Awarded: Various Cash Prizes
Cost of Ticket: \$ 5 Date of Drawing: Daily - Month of October
Place of Drawing: Practice Field Parking Lot Daily @ 4:30pm

* 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: [Signature] DATE: 6/13/16

PRINTED NAME: David Akridge
(duly authorized)

Licensing Board Approval [Signature] Date: 6/14/16



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: Dover Area Religious Leaders Association

Federal Tax ID number for Organization: 40 St Thomas Episcopal Church 02-022375

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Crop Walk

Contact Person: Michelle Boulanger Day Time Telephone: 742-7112

Address: 1 Gilman St. Dover Email: michele3brass@gmail.com

Date of Event: 10/16/16 Specific Time: 12-2pm

Location of Event (if parade, attach course description or map): down town Dover

*****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: [Signature]

Printed Name: Sgt. Mark 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: _____

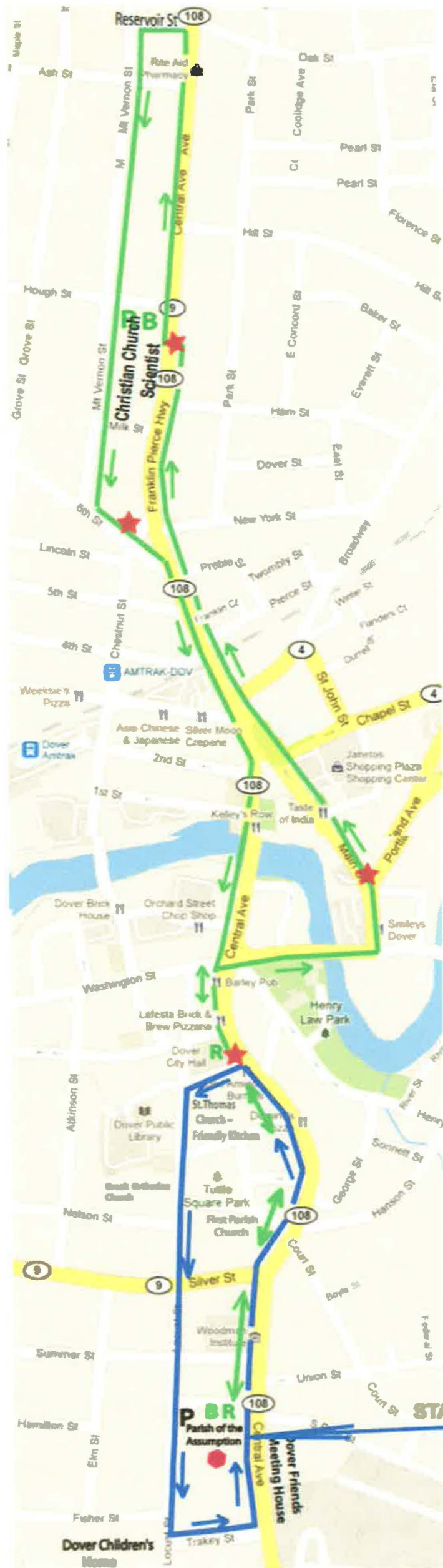
Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy 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 287:4, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: [Signature] DATE: 5/26/16

PRINTED NAME: MICHELE J. BOULANGER

Licensing Board Approval [Signature] Date: 6/8/16



KEY:

● = START & FINISH ALL LOOPS AT
PARISH OF THE ASSUMPTION
CHURCH PHONE = 603-767-8855

/ = 1 MILE LOOP

/ = 2 MILE LOOP

★ = "CROSSING GUARDS"

R = REST STOPS

B = BATHROOMS

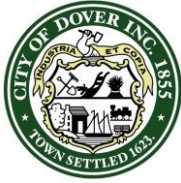
+ = EMERGENCY HELP ONLY:
CENTRAL FIRE STATION
PHONE = 911

+ = FIRST AID VEHICLE
PHONE = 603-661-2419

P = PARKING IN -LOCUST ST.-
PARKING LOT BEHIND CHURCH

*Phoebe - Chestnut St.
781-9696*

START AND FINISH



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.06.22 – 077**
Resolution Re: B16045 Purchase of Dump Truck

WHEREAS: A Sealed Request for Bid B16045 was issued and received for new Ford F550 Dump Truck on June 2, 2016 at 11:00 am; and

WHEREAS: Three bid replies were received and low bid meeting specifications was submitted by Grappone Ford of Bow, NH in the amount of \$43,846.00

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 Grappone Ford of Bow, NH for a 2017 Ford F550 Dump truck in the amount of \$43,846.00. 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
3180.1.180.41910.4741.03110.00	PW Heavy Vehicles	16,525.41	16,525.41
5300.1.300.43320.4742.00000.94	PW Vehicles	1,834.11	1,834.11
5300.1.300.43320.4742.00000.95	water Vechiles	12,500.00	8,192.00
5320.1.300.43250.4742.00000.95	sewer vehicles	12,500.00	8,192.00
5300.1.300.43320.4743.03512.16	PW equipment	40,000.00	9,102.48

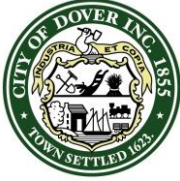
AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

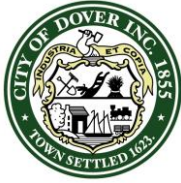
Resolution Number: **R – 2016.06.22 – 077**
Resolution Re: B16045 Purchase of Dump Truck

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 – 2016.06.22 – 077**
Resolution Re: B16045 Purchase of Dump Truck

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is requesting pricing and availability of a new Ford F550 Dump Truck for the City of Dover Community Services Department to be delivered to Dover NH

Bid Information:

A Sealed Request for Bid B16045 was issued and received for new Ford F550 Dump Truck on June 2, 2016 at 11:00 am

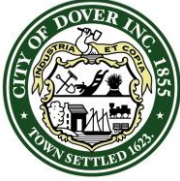
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	125	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	As needed
Recommended Award to:	Grappone Ford	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16045 Bid Documents and Vendor Solicitation List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.06.22 – 078**
Resolution Re: B16053 Crack Sealing Services

WHEREAS: The sealed request for Bid #B16053 was solicited and received for crack sealing services on May 26, 2016 at 11:00am. Two bids were received and evaluated; and,

WHEREAS: The low bid meeting specifications was submitted by Sealcoating Inc of Braintree MA at the rate of \$2.19 per pound for day work and \$2.39 per pound for night work if needed using NHDOT approved Craftco 201 sealing product in an amount not to exceed \$40,000.00. The vendor is on the NHDOT prequalified Contractor list and the product in on the NHDOT Qualified Product List.

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 Sealcoating Inc for crack sealing services at rates provided in conjunction with Bid B16053. 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	AppropriationFY17	Balance
1000.1.300.43121.4715	Gernal Street Improvements	1,450,000	1,450,000

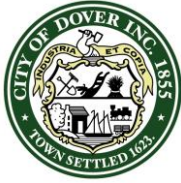
AUTHORIZATION

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.8.

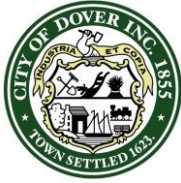
Resolution Number: **R – 2016.06.22 – 078**
Resolution Re: B16053 Crack Sealing Services

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.8.

Resolution Number: **R – 2016.06.22 – 078**
Resolution Re: B16053 Crack Sealing Services

RESOLUTION BACKGROUND MATERIAL:

Two bids were received and evaluated. The low bid meeting specifications was submitted by Sealcoating Inc of MA at the rate of \$2.19 per pound for day work and \$2.39 per pound for night work if needed, using NHDOT approved Craftco 201 sealing product in an amount not to exceed \$40,000.00.

The work covered by this project consists of furnishing all labor, equipment, materials and traffic control necessary to perform all operations in connection with reshaping, cleaning and sealing of random cracks in bituminous concrete pavements, and vegetation removal and sterilization of cracks where necessary.

Bid Information:

The sealed request for Bid #B16053 was solicited and received for crack sealing services on May 26, 2016 at 11:00am.

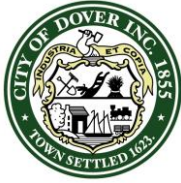
Award Information:

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:	86	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	yes	Contract:	Yes
Prices will hold for:	2016 construction season	Estimated Delivery:	As needed
Recommended Award to:	Sealcoating Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16053 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2016.06.08 – 079**

Resolution Re: B16058B Bituminous Concrete Asphalt Picked Up

- WHEREAS: A sealed request for bid B16058B was requested and received for Bituminous Concrete Asphalt (Picked Up as Needed) on June 8, 2016 at 1:30 pm; and
- WHEREAS: This is “Hot Top” material that will be picked up by City personnel or by City authorized contractors at the vendor’s location as needed; and
- WHEREAS: Two bids were submitted for review. Both vendors offered same rate in the amount of \$56.00 per ton for Base and \$59.00 per ton for Top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending on proximity of vendor plant to the location of work being performed as well as availability of product. The recommendation is to issue a purchase order to both Brox Industries and Pike Industries as needed.

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 both Brox Industries and Pike Industries, as needed for Bituminous Concrete Asphalt, to be picked up given the rates provide in conjunction with B16058B. 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 FY'17	Balance
1000.1.300.43121.4715.00000.00	Streets Land Improvments	1,450,000.00	1,450,000.00

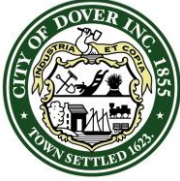
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2016.06.08 – 079**

Resolution Re: B16058B Bituminous Concrete Asphalt Picked Up

DOCUMENT HISTORY:

First Reading Date:

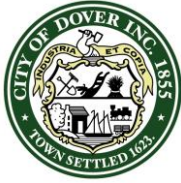
Public Hearing Date:

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.9.

Resolution Number: **R – 2016.06.08 – 079**
Resolution Re: B16058B Bituminous Concrete Asphalt Picked Up

RESOLUTION BACKGROUND MATERIAL:

Sealed bid B16058B was requested and received for Bituminous Concrete Asphalt to be picked up by City personnel or City authorized contractors at the vendor's location as needed on June 8, 2016 at 1:30 pm. The City estimates purchases of 3,500 tons annually.

Two bids were submitted for review. Both vendors offered same rate in the amount of \$56.00 per ton for Base and \$59.00 per ton for Top. The City of Dover tries to identify two vendors to utilize where circumstances make it financially prudent to do so depending on proximity of vendor plant to the location of work being performed as well as availability of product. The recommendation is to issue a purchase order to both Brox Industries and Pike Industries as needed.

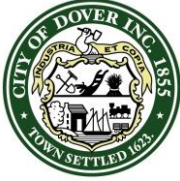
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	106	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries and/or Pike Industries	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16058B Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R - 2016.06.22 – 080**
Resolution Re: B16061 Various Chemicals

WHEREAS: The sealed request for bid B16061 was issued and received for various chemicals on an as needed basis for several city departments on June 8, 2016 at 11:00 am; and

WHEREAS: Nine (9) vendors responded with the low bids meeting specifications being submitted by the following vendors for various chemicals referenced, at unit prices specified in the results page. It is the recommendation to award to the various vendors listed below:

Borden Remington Corp Fall River MA
Fillion Associates Inc E. Providence RI
Univar USA Inc, Providence RI

George S Coyne Chemicals Croydon PA
Harcros Chemicals Inc Nashua NH

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

The Purchasing Agent is hereby authorized to issue purchase orders to each of the vendors identified above at rates provided in conjunction with B16061 for various chemicals as needed.

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

Financing

Account	Description	Appropriation FY17	Balance
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	12,000.00	12,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool operating supplies	17,000.00	17,000.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	99,900.00	99,900.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	33,000.00	33,000.00

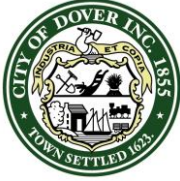
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

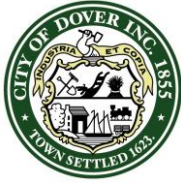
Resolution Number: **R - 2016.06.22 – 080**
Resolution Re: B16061 Various Chemicals

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.10.

Resolution Number: **R - 2016.06.22 – 080**
Resolution Re: B16061 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

The sealed request for bid B16061 was issued and received for various chemicals for several city departments on June 8, 2016 at 11:00am with rates to hold for one year. The low bids, meeting specifications, were submitted by the following vendors for chemicals referenced at unit prices specified in the results page:

Borden Remington Corp Fall River MA
Fillion Associates Inc E. Providence RI
Univar USA Inc, Providence RI

George S Coyne Chemicals Croydon PA
Harcros Chemicals Inc Nashua NH

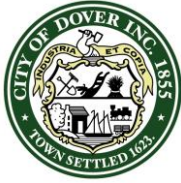
Award Information:

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

Purchasing Information:

Type:	Purchase order	Advertised:	Yes
Invitations Mailed:	74	Number of Responses:	9
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	No
Prices will hold for:	June 30, 2017	Estimated Delivery:	As needed
Recommended Award to:	Various Low bidders	Fund:	various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Cost estimated at \$25,000 or greater to some vendors

[B16061 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2016.06.22 – 081**
Resolution Re: B16063 Specialized Municipal Legal Services

- WHEREAS: The City occasionally has the need to retain outside legal counsel on various types of matters; and
- WHEREAS: The sealed request for proposal #B16063 was requested and received for “As Needed” Specialized Municipal Legal Services on June 8, 2016 at 11:30 am; and
- WHEREAS: Seven (7) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed. Rates are to hold for two (2) years unless otherwise noted; and
- WHEREAS: The vendors submitting proposal and deemed most advantageous to the City are:

Mitchell Municipal Group	Laconia, NH
Sheehan, Phinney, Bass & Green	Manchester, NH
Drummond Woodsum	Portsmouth, NH
Donahue, Tucker & Ciandella	Portsmouth, NH
Boynton, Waldron, Doleac, Woodman & Scott	Portsmouth, NH
Environmental Law Group	Hillsboro, NH
Hoefle, Pheonix, Gormley & Roberts PA	Portsmouth NH

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

The Purchasing Agent is hereby authorized to issue Purchase Orders the above for as needed specialized municipal legal services at rates provided in conjunction with Bid B16063. 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
xxxx.1.xxx.xxxxx.4334.xxxxx.xx.xxx	Legal Services	93,000.00	93,000.00

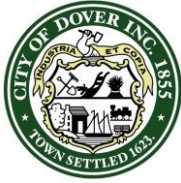
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2016.06.22 – 081**

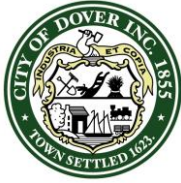
Resolution Re: B16063 Specialized Municipal Legal Services

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.11.

Resolution Number: **R – 2016.06.22 – 081**
Resolution Re: B16063 Specialized Municipal Legal Services

RESOLUTION BACKGROUND MATERIAL:

Day-to-day legal matters impacting/involving the City are handled by the Office of General Legal Counsel. Historically, the City has utilized outside specialized legal services in the areas of Labor/Employment and Environmental law. In addition, limited use of outside legal services occurs in general municipal law involving matters for which the General Legal Counsel has a conflict of interest or in matters of importance requiring a second opinion or additional assistance. Seven (7) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed.

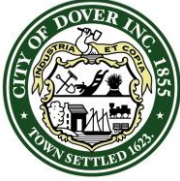
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	27	Number of Responses:	7
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Two years unless noted	Estimated Delivery:	As needed
Recommended Award to:	All vendors as needed	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16063 Bid Documents and Vendor Solicitation List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2016.06.22 – 082**

Resolution Re: **Approval of The Workforce Housing Coalition of the Greater Seacoast Lease Agreement – Room 302A**

WHEREAS: The Workforce Housing Coalition of the Greater Seacoast, a New Hampshire non-profit corporation, seeks to enter into a Lease Agreement with the City of Dover; and

WHEREAS: The location the Leased Premises is to be at the McConnell Center, 61 Locust Street, Dover, New Hampshire, Room 302A, which contains 345 +/- square feet.

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

The City Manager is authorized to sign a Lease Agreement between the City of Dover and The Workforce Housing Coalition of the Greater Seacoast for a term of two (2) years, with the option to renew for two (2) additional two (2) year terms, for Room 302A in the McConnell Center.

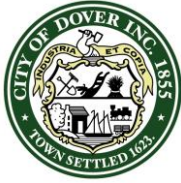
AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2016.06.22 – 082**
Resolution Re: **Approval of The Workforce Housing Coalition of the Greater Seacoast Lease Agreement – Room 302A**

DOCUMENT HISTORY:

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

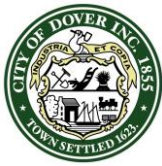
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

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

See draft Lease Agreement attached hereto.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2016, by and between **THE WORKFORCE HOUSING COALITION OF THE GREATER SEACOAST**, a New Hampshire non-profit corporation, of 61 Locust Street, Suite 302A, Dover, New Hampshire 03820 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

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

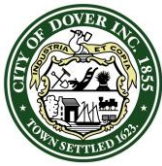
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 345 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as room 302A (the “Space”).

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

The term of LESSEE’s Lease Agreement shall be for two (2) years beginning on July 1, 2016 and ending on June 30, 2018. There shall be an option to renew for two (2) additional two (2) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 345 square feet and calculated using the following components:



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$2,242.50	\$186.88
Capital Reserve	\$ 0.40	\$ 138.00	\$ 11.50
Operations and Maintenance *	\$ 6.87	\$2,370.15	\$197.51
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
Total Rent Assessment	\$13.77	\$4,750.65	\$395.89

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

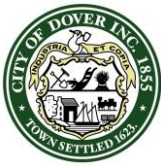
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$6.87/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

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

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



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Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

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

4. Access to Premises.

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

5. Unavoidable Casualty and Eminent Domain.

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

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

6. Use.

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

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to

exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

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

9. Personal Property.

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

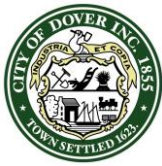
10. Default/Early Termination.

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

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

11. Indemnification.

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



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

12. Insurance.

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

13. Liens and Encumbrances.

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

14. Parties Bound.

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

15. Notice.

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

16. Modification of Lease Agreement.

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

17. Section Headings.

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

18. Severability.

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

19. Laws Governing.

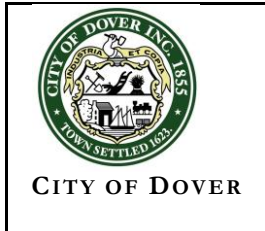
The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

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

21. Merger.

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



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IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

THE WORKFORCE HOUSING COALITION
OF THE GREATER SEACOAST, LESSEE

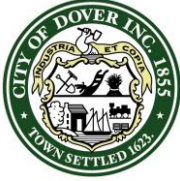
Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2016.06.22 – 083**

Resolution Re: **Approval of Unity of the Seacoast Lease Agreement – Room 317**

WHEREAS: Unity of the Seacoast, a New Hampshire non-profit corporation, seeks to enter into a Lease Agreement with the City of Dover; and

WHEREAS: The location the Leased Premises is to be at the McConnell Center, 61 Locust Street, Dover, New Hampshire, Room 317, which contains 692 +/- square feet.

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

The City Manager is authorized to sign a Lease Agreement between the City of Dover and Unity of the Seacoast for a term of two (2) years, with the option to renew for three (3) additional two (2) year terms, for Room 317 in the McConnell Center.

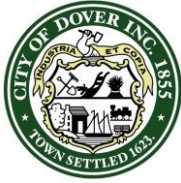
AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2016.06.22 – 083**

Resolution Re: **Approval of Unity of the Seacoast Lease Agreement – Room 317**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

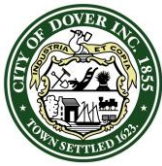
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

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

See draft Lease Agreement attached hereto.



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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2016, by and between **UNITY OF THE SEACOAST**, a New Hampshire non-profit corporation of 61 Locust Street, Suite 317, Dover, New Hampshire 03820 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

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

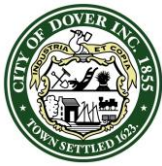
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 692 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as room 317 (the “Space”).

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

The term of LESSEE’s Lease Agreement shall be for two (2) years beginning on July 1, 2016 and ending on June 30, 2018. There shall be an option to renew for three (3) additional two (2) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 692 square feet and calculated using the following components:



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Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$4,498.00	\$ 374.83
Capital Reserve	\$ 0.40	\$ 276.80	\$ 23.07
Operations and Maintenance *	\$ 6.87	\$4,754.04	\$ 396.17
Other as agreed	\$ 0.00	\$ 0.00	\$ 0.00
Total Rent Assessment	\$13.77	\$9,528.84	\$ 794.07

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

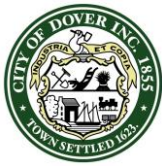
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$6.87/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

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

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



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Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

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

4. Access to Premises.

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

5. Unavoidable Casualty and Eminent Domain.

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

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

6. Use.

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

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to

exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

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

9. Personal Property.

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

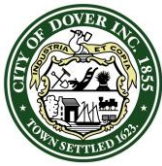
10. Default/Early Termination.

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

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

11. Indemnification.

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



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

12. Insurance.

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

13. Liens and Encumbrances.

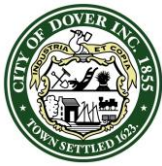
LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

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

15. Notice.

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



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16. Modification of Lease Agreement.

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

17. Section Headings.

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

18. Severability.

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

19. Laws Governing.

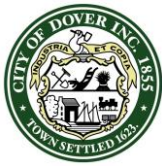
The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0.00 as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

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



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IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

UNITY OF THE SEACOAST

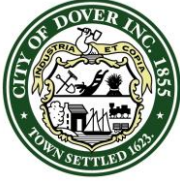
Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2016.06.22 – 084**
Resolution Re: **Approval of Dover Adult Learning Center Amendment to Lease Agreement – Rooms 201, 202, 203, 204, 205, 206, 208, 209, 209A, 210A, 213 and 220**

WHEREAS: Dover Adult Learning Center of Strafford County, Inc., a New Hampshire non-profit corporation, seeks to enter into an Amendment to Lease Agreement dated June 13, 2006 with the City of Dover; and

WHEREAS: The amendment adds Room 220 to the Lease Agreement dated June 13, 2006 at the McConnell Center, 61 Locust Street, Dover, New Hampshire, which contains 696 +/- square feet; and

WHEREAS: The Amended Lease Agreement will cover Rooms 201, 202, 203, 204, 205, 206, 208, 209, 209A, 210A, 213 and 220 for a total square footage of 5,696, and shall be for a term of 15 years from July 1, 2016 to June 30, 2031.

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

The City Manager is authorized to sign an Amendment to the Lease Agreement between the City of Dover and Dover Adult Learning Center of Strafford County, Inc. to add Room 220 in the McConnell Center to the Lease Agreement, and to extend the term of the Lease for 15 years from July 1, 2016 to June 30, 2031.

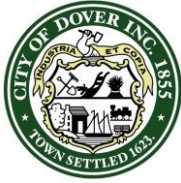
AUTHORIZATION

Approved as to Funding: Daniel Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2016.06.22 – 084**
Resolution Re: **Approval of Dover Adult Learning Center Amendment to Lease Agreement – Rooms 201, 202, 203, 204, 205, 206, 208, 209, 209A, 210A, 213 and 220**

DOCUMENT HISTORY:

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

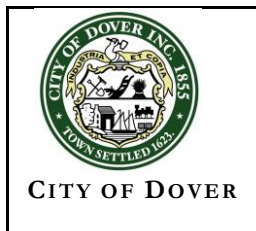
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

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

See draft Amendment to Lease Agreement attached hereto.



288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

AMENDMENT TO LEASE AGREEMENT

THIS AMENDMENT TO LEASE AGREEMENT made this ____ day of _____, 2016 amends the Lease Agreement entered into on the 13th day of June, 2006 by and between **DOVER ADULT LEARNING CENTER OF STRAFFORD COUNTY, INC.**, a non-profit corporation, of 61 Locust Street, Dover, New Hampshire 03820 (hereinafter referred as LESSEE) and the **CITY OF DOVER**, New Hampshire of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as LESSOR).

The parties hereby agree to amend Section 1 of the Lease Agreement entitled "Descriptions and Term" as follows:

The first paragraph of Section 1 is amended to read:

That the LESSOR does hereby demise and lease to the LESSEE the space within the City's McConnell Center located at 61 Locust Street, Dover, New Hampshire, which space is intended to contain 5,696 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Rooms 201, 202, 203, 204, 205, 206, 208, 209, 209A, 210A, 213 and 220.

The fourth paragraph of Section 1 is amended to read:

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month's rent shall be prorated based on the number of days in the month. The first year's rent charges are based upon space allocation of 5,696 square feet.

All other provisions of the Lease Agreement to remain unchanged.

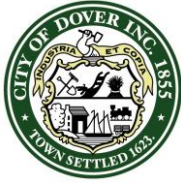
IN WITNESS WHEREOF, the parties have hereunto executed this Amendment to Lease Agreement dated June 13, 2006 on the date set forth above.

DOVER ADULT LEARNING CENTER
OF STRAFFORD COUNTY, INC.

By: _____
Duly Authorized
Sign and Print

THE CITY OF DOVER, NEW HAMPSHIRE

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2016.06.22 – 085**

Resolution Re: Setting Voting Hours for the September 13, 2016 State Primary

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover; and

WHEREAS: The New Hampshire State Primary will be held on September 13, 2016.

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

The voting hours at all Wards in the City of Dover shall be from 8:00 a.m. to 7:00 p.m. for the State Primary to be held on September 13, 2016.

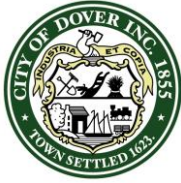
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2016.06.22 – 085**
Resolution Re: Setting Voting Hours for the September 13, 2016 State Primary

DOCUMENT HISTORY:

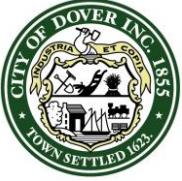
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

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 Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R-2016.06.22 – 089**
Resolution Re: **Renaming of a Portion of Thornwood Lane to Pointe Place**

- WHEREAS: Chapter 79, Section 7 of the City Code governs the renaming of public streets; and
- WHEREAS: The owner of the property bounded by Thornwood Lane, from Dover Point Road to the intersection of Teresa Drive and Julia Drive wishes to change the name of that portion of roadway to Pointe Place. There are no physical addresses on Thornwood Lane; and
- WHEREAS: The City of Dover is part of a statewide Enhanced 911 emergency reporting system.

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

That the name of Thornwood Lane, from Dover Point Road to the intersection of Teresa Drive and Julia Drive is changed to Pointe Place. No physical property addresses shall be affected.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Deborah Thibodeaux
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.16.

Resolution Number: **R-2016.06.22 – 089**
Resolution Re: **Renaming of a Portion of Thornwood Lane to Pointe Place**

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.16.

Resolution Number: **R-2016.06.22 – 089**
Resolution Re: **Renaming of a Portion of Thornwood Lane to Pointe Place**

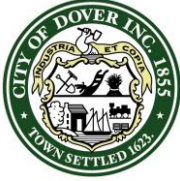
RESOLUTION BACKGROUND MATERIAL:

Thornwood Lane is a roadway which has a portion off Dover Point Road and a portion off Middle Road. The portion of Dover Point is a public road, while the portion off Middle Road is private. Ultimately the two sections will be connected and become a public thruway connecting the Middle and Dover Point Roads.

The portion off Dover Point ends in a cul de sac, while the portion off Middle Road ends at the intersection of Teresa Drive and Julia Drive, both private roads. A subdivision plan, prepared by Varney Brook Lands, LLC was approved by the Planning Board in 2015. This plan lays out the right of way for the connection of the two sections of Thornwood Lane. The property owner wishes to rename the portion of the roadway to be built as Pointe Place.

Understanding that homes and roads off the section from Middle Road are used to the Thornwood Lane name, and have called their development “The Village at Thornwood Commons” Varney Brook Lands, LLC is not requesting the portion off Middle Road be renamed.

In the winter 2015/2016, the Building Official verified that the name meets the criteria used by the City’s public safety review of street names and supported the name change. He also concurred that no addresses are affected by the name change, thus there is no need to change/update street addresses.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R – 2016.06.22 – 090**

Resolution Re: **Dog Warrant**

WHEREAS: Dog owners are required to license their dogs by May 1st of each year; and

WHEREAS: RSA 466:14 requires town and city clerks, within 20 days from June 20th, to seek authority to issue a warrant to local law enforcement.

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

The City Clerk is hereby authorized to issue the annual dog warrant for owners who have not properly licensed their dogs and to proceed with any civil forfeiture proceedings as permitted by State law.

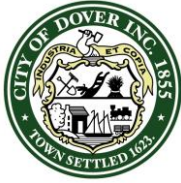
AUTHORIZATION

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.17.

Resolution Number: **R – 2016.06.22 – 090**
Resolution Re: **Dog Warrant**

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

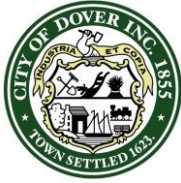
Public Hearing Date:
Effective Date:

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, 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.		

RESOLUTION BACKGROUND MATERIAL:

State law RSA 466:14 requires the City Clerk to obtain the authority to issue a warrant to the appropriate local law enforcement officer to continue the annual process of collecting fees and fines for dog registrations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2016.06.22 – 086**

Resolution Re: B16070 Hot Bituminous Paving –Asphalt Laid in Place

WHEREAS: The Sealed Request for Bid #B16070 was requested and received for Hot Bituminous paving (asphalt) laid in place on June 1, 2016 at 11:00 AM. The bid requested unit pricing on various scopes of services and products for paving various streets; and

WHEREAS: Two bids were received with the low bid being submitted by Pike Industries, Inc in the total base amount of \$1,553,690. The City also requested and received alternate pricing for (Alt A) County Farm Cross Rd-Sixth St to Court House in the amount of \$399,680 and (Alt B) Varney Rd-Long Hill Rd to the City line in the amount of \$316,407. It is the recommendation to award to Pine Industries Inc at the per item rates as outlined in the results page in the amount of \$1,332,842.58.

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 Pike Industries Inc for laid in place asphalt paving services given the per unit rates provided in conjunction with B16070 in the amount not to exceed \$1,332,842.58. 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
1000.1.300.43121.4715.00000.00	CS Street Improvements	1,250,000.00	802,656.97
1009.1.300.43121.4715.00000.00	CS Street Improvements	100,510.00	71,562.25
1009.1.300.43121.4715.00000.94	CS Street Improvements	648,666.00	9,770.04
1000.1.300.43121.4715.00000.95	CS Street Improvements	47,670.56	47,670.56
4007.1.300.43121.4751.03121.07	CS Street Improvements	167,213.00	130,350.10
4001.1.300.43121.4751.03173.01	CS Mast Rd/Spruce	95,475.16	95,475.15
4007.1.300.43121.4751.03173.07	CS Mast Rd/Spruce	105,000.00	105,000.00
4009.1.300.43121.4751.03173.09	CS Mast Rd/Spruce	300,000.00	70,357.51

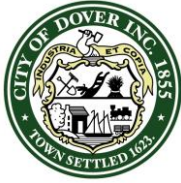
AUTHORIZATION

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 - 2016.06.22 – 086**

Resolution Re: B16070 Hot Bituminous Paving –Asphalt Laid in Place

DOCUMENT HISTORY:

First Reading Date:

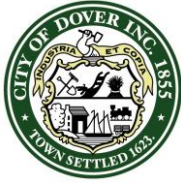
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2016.06.22 – 086**

Resolution Re: B16070 Hot Bituminous Paving –Asphalt Laid in Place

RESOLUTION BACKGROUND MATERIAL:

The sealed request for bid B16070 was requested and received for Hot Bituminous paving (asphalt) laid in place on June 1, 2016 at 11:00 AM. Two bids were received with the low bid being submitted by Pike Industries Inc at the per item rates outlined in the results page. It is the recommendation to award to Pike Industries Inc in the total amount of \$1,332,842.58. The remainder of the work is addressed on separate resolution.

Scope of work includes but is not limited to the overlays of streets as laid out in the street paving list. Typically, this involves cold planning along the curb line, creating cut in joints at intersections and driveways and finally tacking the road and paving. Adjusting utility frames and traffic control is also required.

Bid Information:

Sealed Request for Bid #B16070 was requested and received for Hot Bituminous Paving (asphalt) laid in place on June 1, 2016 at 11:00 AM.

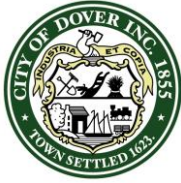
Award Information:

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 emailed:	86	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:	2016
Recommended Award to:	Pike Industries	Fund:	Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16070 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2016.06.22 – 087**
Resolution Re: Reprogram Unexpended Bond Proceeds for General Street Improvements and award of B16070 Hot Bituminous Paving –Asphalt Laid in Place

WHEREAS: The Sealed Request for Bid #B16070 was requested and received for Hot Bituminous paving (asphalt) laid in place on June 1, 2016 at 11:00 AM. The bid requested unit pricing on various scopes of services and products for paving various streets; and

WHEREAS: Two bids were received with the low bid being submitted by Pike Industries, Inc in the total base amount of \$1,553,690. The City also requested and received alternate pricing for (Alt A) County Farm Cross Rd-Sixth St to Court House in the amount of \$399,680 and (Alt B) Varney Rd-Long Hill Rd to the City line in the amount of \$316,407. It is the recommendation to award to Pine Industries Inc at the per item rates as outlined in the results page in the remaining amount of \$936,934.42; and

WHEREAS: Based on completed street reconstruction projects Tolend, Lisa Beth and Pineview/Pearson, there are unexpended bond proceeds that can be reprogrammed to general street improvements.

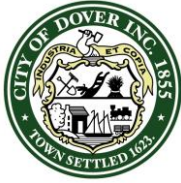
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$936,934.42 of unexpended bond proceeds is hereby reprogrammed from Tolend Road Reconstruction project, Pineview & Pearson Reconstruction project, and Lisa Beth Drive Reconstruction project to General Street Improvements as follows:

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Pike Industries Inc for laid in place asphalt paving services given the per unit rates provided in conjunction with B16070 for the remaining amount of \$936,934.42. 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.

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4014.1.300.43121.4751.03142.14	Tolend Rd Reconstruction	71,360.51	(71,360.51)	0.00
4014.1.300.43121.4751.03121.14	General Street Improvements	0.00	71,360.51	71,360.51
4012.1.300.43121.4751.03147.12	Pineview & Pearson Reconstruction	335,340.84	(335,340.84)	0.00
4012.1.300.43121.4751.03121.12	General Street Improvements	0.00	335,340.84	335,340.84
4014.1.300.43121.4751.03148.14	Lisa Beth Drive Reconstruction	530,233.07	(530,233.07)	0.00
4014.1.300.43121.4751.03121.14	General Street Improvements	0.00	530,233.07	530,233.07
	Total Available Funding	936,934.42		936,934.42

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2016.06.22 – 087**
Resolution Re: Reprogram Unexpended Bond Proceeds for General Street
Improvements and award of B16070 Hot Bituminous
Paving –Asphalt Laid in Place

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

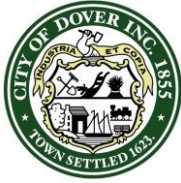
Recorded by: Karen Lavertu
City Clerk

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, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2016.06.22 – 087**
Resolution Re: Reprogram Unexpended Bond Proceeds for General Street Improvements and award of B16070 Hot Bituminous Paving –Asphalt Laid in Place

RESOLUTION BACKGROUND MATERIAL:

The sealed request for bid B16070 was requested and received for Hot Bituminous paving (asphalt) laid in place on June 1, 2016 at 11:00 AM. Two bids were received with the low bid being submitted by Pike Industries Inc at the per item rates outlined in the results page. It is the recommendation to award to Pike Industries Inc in the remaining amount of \$936,934.42

Scope of work includes but is not limited to the overlays of streets as laid out in the street paving list. Typically, this involves cold planning along the curb line, creating cut in joints at intersections and driveways and finally tacking the road and paving. Adjusting utility frames and traffic control is also required.

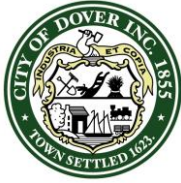
On January 26, 2011 the Dover City Council approved the FY12-FY17 six-year Capital Improvements Program (CIP), which included an appropriation in FY12 for Pineview & Pearson Reconstruction. On December 12, 2012 the Dover City Council approved the FY14-FY19 six-year Capital Improvements Program (CIP), which included an appropriation in FY14 for Tolend Road Reconstruction and Lisa Beth Drive Reconstruction. These three projects are completed and there are remaining unexpended bond proceeds that can be utilized on capital improvement projects.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriations for the Tolend Road Reconstruction, Pineview & Pearson Reconstruction, and Lisa Beth Drive Reconstruction projects in the FY12 and FY14 CIPs. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing these projects. This resolution reprograms funding from these projects to General Street Improvements. General Street Improvements are an approved CIP project, which is contained annually in the City Council adopted CIP.

Bid Information:

Sealed Request for Bid #B16070 was requested and received for Hot Bituminous Paving (asphalt) laid in place on June 1, 2016 at 11:00 AM.

[B16070 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.06.22 – 088**

Resolution Re: Appropriation of Waterfront Public Park Design and Award of B15060 Design Services for Waterfront Development Phase II

WHEREAS: A Sealed Request for Qualifications B15060 was issued and received for Design Service for Waterfront Development on May 12, 2015 at 11:00 am; and

WHEREAS: Eight firms replied and the proposals were evaluated by the Design Team RFQ Review Sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. Union Studio was selected and the evaluating team met with Union Studio and their sub-consultants to discuss a scope of work. A cost proposal for Phase I was received in the amount of \$170,000 for preliminary design services as well as soil remediation and public dock design and permitting services. The Council approved resolution R-2015.10.28 to award a contract to Union Studio in the amount of \$170,000; and

WHEREAS: Union Studio has proposed an expanded Scope of Services to include Phase II, Tasks 6-10 to include the Final Concept Plan, Plant Survey, Shoreline Survey and Waste Remediation in the amount not to exceed \$190,000. It is the recommendation to award Union Studio Phase II in the amount not to exceed \$190,000; and

WHEREAS: The City Council desires to make public improvements and to finance these improvements with transfers from Reserve Trust Funds.

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

The following capital outlay is appropriated as part of the FY17 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Fund in the amount listed below:

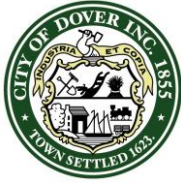
Item	Description	Appropriation	Funding	Fund
1	Waterfront Public Park Design	\$40,000.00	Recreation Facilities Reserve	Trust

NOTE: In accordance with City Charter C6-6 this resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Union Studio of Providence RI for design services for the waterfront development Phase II in the amount of \$190,000. The amount of this authorization shall be limited so as not to exceed available funding.

The City Manager, or designee, is hereby authorized to enter the attached contract with the vendor, consistent with the Purchase Order authorized herein.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.06.22 – 088**

Resolution Re: Appropriation of Waterfront Public Park Design and Award
of B15060 Design Services for Waterfront Development
Phase II

Financing

Account	Description	Appropriation FY17	Balance
3715.1.190.41991.4339.00000	Consulting	150,000	150,000
TBD	Waterfront Park Design	40,000	40,000

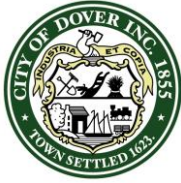
AUTHORIZATION

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 OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.06.22 – 088**

Resolution Re: Appropriation of Waterfront Public Park Design and Award
of B15060 Design Services for Waterfront Development
Phase II

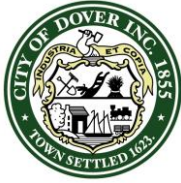
City Clerk

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, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.06.22 – 088**
Resolution Re: Appropriation of Waterfront Public Park Design and Award
of B15060 Design Services for Waterfront Development
Phase II

RESOLUTION BACKGROUND MATERIAL:

Phase I in the amount of \$170,000 for preliminary design services as well as soil remediation and public dock design and permitting services was approved by council 12.09.2015. The proposed expanded Scope of Services to include Phase II, will include the Final Concept Plan, Plant Survey, Shoreline Survey and Waste Remediation in the amount not to exceed \$190,000.

This resolution appropriates reserve trust funds to finance a FY17 Capital Improvements – Waterfront Public Park Design. In addition, it authorizes the transfer of Reserve Trust Fund moneys for this purpose.

The following table reflects the amount to be appropriated from the Reserve fund and the projected balance as of 6/30/2016:

Description	Proposed Appropriation	Balance 6/30/2016
Trust Reserve Funds CIP		
Recreation Facilities Reserve	\$40,000	258,471
Total	\$40,000	

Bid Information:

A Sealed Request for Qualifications B15060 was issued and received for Design Service for Waterfront Development on May 12, 2015 at 11:00 am.

Award Information:

A purchase order revision will be issued to Union Studio to authorize expenditures as outlined in this resolution.

[B15060 Bid Documents and Vendor List](#)

To Whom it May Concern
From: Tony McManus
Re: Downtown Traffic/ Transportation

I made a comment to Chris Parker recently about the traffic planning for the downtown which I think has some merit. At least I would hope it would get people thinking about possible alternatives to what we have now and what we could have in the future. The suggestion was this:

That we close Central Avenue to through traffic from Second Street south to Orchard Street and create a pedestrian area. Over the past ten years or so I have done a fair amount of traveling, in the US and in Europe, and more and more I have seen cities creating restricted traffic open spaces in the downtown areas that have become attractive centers of activity, creating new cultural and commercial opportunities for the community. Chris's immediate response to my suggestion was that you don't close off a main street to do this, but I would offer Salem, MA and Burlington, VT as two examples fairly close by, and I can tell you that I've seen numerous other similar examples here and abroad.

Ultimately, the idea may not be practical from an engineering/traffic circulation standpoint and I would leave that up to the experts----while at the same time urging them to think "outside the box" and try to envision something that could work rather than starting with the idea that it can't be done, and make a real effort to learn from the example....and success....of these other communities.

It would require, I believe, making Main Street as well as Chestnut Street two way. My thought is that some kind of "roundabout" could be devised within the Upper Square to properly direct traffic north and south and in and out of Third Street/Broadway/Second Street/ Chapel Street. It would probably require eliminating some parking on Second Street. Something similar I think would work at the Lower Square, having Washington St be two way, and Central Ave from Orchard St to Washington be two way to accommodate access to and from the parking garage. One difficulty would be providing delivery access to the restaurants below Second St but I think those could be accessed either from First St, or provide for deliveries directly on Central within restricted hours with a right turn off onto First St.

The elimination of traffic would, I believe, increase the use of the plaza area for the expansion of outside dining, art exhibits, small music events. Improving the condition of the bridge in front of the mill would provide access to an expanded park area on the south side of the river with a direct connection to the Joe Parks Riverwalk and a direct connection through Waldron St. to the area behind the buildings on the westerly side of Central. I'd also suggest creating a landscaped walkway from the mill bridge south to Washington St with a pedestrian crossing at that location connecting to the Childrens Museum and Henry Law Park and the Riverwalk. The area could be better landscaped: trees, flower beds, benches, art installations, possible retail kiosks, etc that would make for an attractive gathering space with extensive pedestrian access throughout the entire downtown area.

An immediate reaction from merchants will likely be that we can't eliminate the parking in front of the stores. I think we'll find, however, that the experience of other communities has been that elimination of traffic, parking, and the creation of pedestrian areas has increased the number of people who will come to enjoy the space and take advantage of the shopping/restaurants/outdoor events. It has worked for places like Salem and Burlington because they have a public parking facility adjacent to the pedestrian area, and Dover now has that same potential. (My guess is that creation of an inviting pedestrian area might well spur further commercial/retail development---the lot at the corner of

Orchard and Central, for example, or a portion of the TD Bank property, perhaps even more retail space on the street level of the mill...and not out of the question.... be an attractive nearby amenity that would aid in the sale/development of the Foster's building.)

Finally.....and maybe an unintended consequence.....the plan would eliminate or at least reduce the necessity of long-term capital maintenance of the Central Avenue Bridge which, down the road (no pun intended) would likely save the City substantial money.

I would hope that the above will generate some thought and conversation.....