

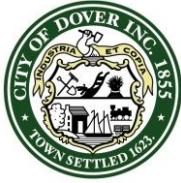
CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 28, 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. SALE OF THIRD STREET PARKING LOT MAP 6 LOT 54A AND ACCEPTANCE OF TERM SHEET FOR LAND DEVELOPMENT AGREEMENT WITH CHANGING PLACES, LLC**
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. September 7, 2016 – Workshop Session**
 - B. September 14, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
 - 1. REPROGRAMING UNEXPENDED BOND PROCEEDS FOR VHB SCOPE OF WORK AND AWARD TO VHB FOR SPAULDING TURNPIKE CONSTRUCTION OVERSIGHT SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST



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13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – Dover Children’s Center (Dover Holiday Parade)**
- 2. RAFFLE – Dover Rotary Charities**
- 3. RAFFLE – Zebra Crossings**
- 4. ROAD RACE – Zebra Crossings – Moms on the Run**
- 5. TAG – Dover Youth Flag**
- 6. TAG – Seacoast Titans Football and Cheer**
- 7. DOVER PUDDING HILL AQUIFER WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC (B13045) & UNDERWOOD ENGINEERS (B14074)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. SETTING VOTING HOURS FOR THE NOVEMBER 8, 2016 STATE GENERAL ELECTION**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

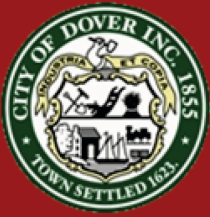
- | | |
|--|---|
| 1. School Board | 11. Pool Advisory Committee |
| 2. Planning Board | 12. Recreation Advisory Board |
| 3. Appointments Committee | 13. Solid Waste Advisory Commission |
| 4. Arena Commission | 14. Transportation Advisory Commission |
| 5. Arts Commission | 15. Joint Building Committee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

B. RESOLUTIONS

- 1. ESTABLISHMENT OF GARRISON ELEMENTARY SCHOOL TRUST FUND**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**
- 16. ADJOURNMENT**



City Manager's Report

City of Dover, New Hampshire

September 28, 2016

Reporting on August 2016



Photo of Henry Law Park, courtesy of Michael Gillis

J. Michael Joyal, Jr.
City Manager



INSIDE THIS REPORT

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

Customer-Focused Service, Integrity, Innovation, Accountability and Stewardship.

City of Dover Leadership Team



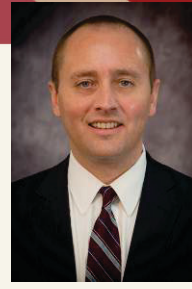
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



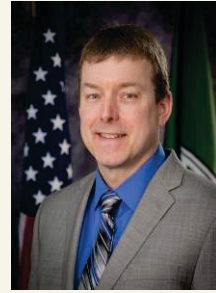
Anthony Colarusso
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



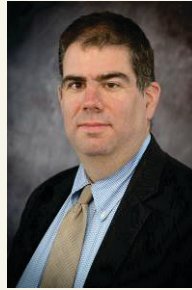
Eric Hagman
Fire & Rescue Chief



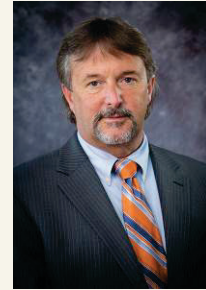
Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City Manager-
Planning Director



Douglas Steele
Deputy City Manager -
Community Services Director



Michael Joyal
City Manager

In August, the City of Dover Community Services Department asked all water users to conserve water during this time of drought. This voluntary conservation request is due to the severe lack of rainfall this spring and summer, and the reduced amount of snowfall. Precipitation levels fall far short of the amount necessary to replenish the underground reservoirs from which the city draws its water.

This voluntary conservation request is the result of consultations with the State of New Hampshire Department of Environmental Services and the Dover Utilities Commission.

Conservation measures suggested by the NHDES and City staff include no outdoor water use except for hand watering of vegetable gardens, flower gardens and new plantings, as well as shutting off automatic irrigation systems.

If drought conditions persist and voluntary conservation measures are not adequate, the Dover Utilities Commission and City staff may recommend the City Council enact mandatory water restrictions.

Water users can learn more about current drought conditions, outdoor water use restrictions, water efficiency tips, and drought guidance at www.des.nh.gov and the Drought Management Program.



During the month of August, the Utilities Crew experienced a major water break in front of 22 Horne Street on a Friday afternoon. The Supervisor, Working Foreman, Inventory Coordinator, two Heavy Equipment Operators, and two Truck Drivers worked until midnight to complete the repair. The six inch cast iron main had a lateral crack. Since it was close to a previous water break, the decision was made to remove and replace the area between and beyond the two breaks for a total of twenty-two (22) feet. This area has seen three significant breaks over the last 10 years. Crews also experienced a gate valve failure causing difficulties shutting the water down in that area. Crews will be replacing the operating nut on the gate valves so a smaller section of main can be shut down in the future.

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

The Utilities crew has been replacing the water services for all homes on Stark Avenue, Woodland Road, Beech Road, Longmeadow Road and South Watson Road. Located on this stretch of Stark Avenue, there are two water mains; one six inch cast iron main installed in 1920 and a ten inch asbestos cement pipe installed in 1960. At the time of installation, city staff did not tie in all the services to the mains. Due to the age of the six inch cast iron main city staff made the decision to also move all current connections to the ten inch water main and the six inch main will be abandoned once all services have been moved.

A hydrant, on Locust Street, was hit by a car. This has been a common occurrence with this hydrant which is located at the entrance to a driveway. One Truck Driver and the Working Foreman replaced the hydrant. Staff have determined that a new location for the hydrant and will move it during the summer of 2017.

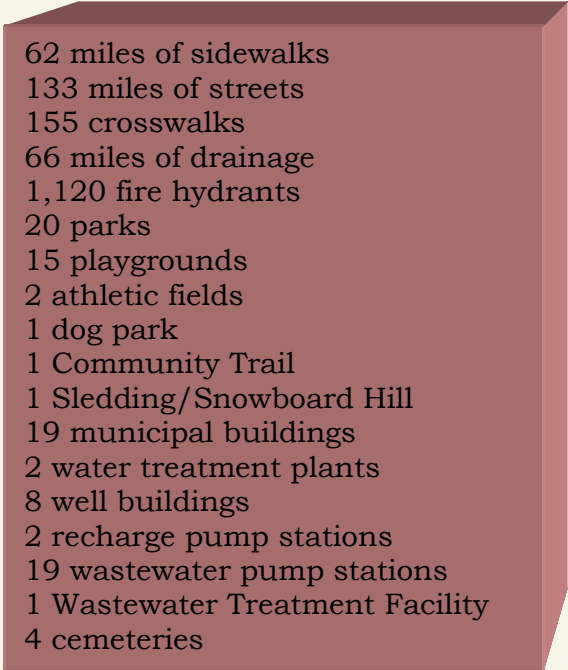
During the month of August, the meter crew had 55 final reading appointments, 49 stopped meter appointments, 5 meter installation appointments, 5 high usage investigation appointments and 4 abatement inspection appointments.

Assistant City Planner Benton continues to facilitate the Transportation Alternatives Program project to expand the Community Trail with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The Planning Department and consultant had a meeting to kick off the feasibility study on August 9. The City Council and NHDOT approved the contract this past spring. The project is currently in the feasibility study phase. Consultants have done their wetland delineation, surveying, and review at different state departments is underway. 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.

The Henry Law Park Improvement project is back on track with construction restarting mid-month. The Gundalow Edward Adams was moved to its place in the park at the end of June. The Community Services Department is continuing the site work and GreatView Landscaping is beginning the walkways. Mitchell and Associates of Portland are the design team and have produced the site plans and is working on the details with the work crews.

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 is at about the halfway point at the end of August and the work is being done by Pine Brook Corporation of Kittery, Maine. The plan was to have the work done in the summer to prepare for a September opening.

Dover Maintains



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

The 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 Great Bay Rowing programs had a great deal of activity on the Cocheco River. They continued summer rowing classes and training sessions for youth through adults. The LWCF grant award of \$150,000 will be combined with other Waterfront development funds to begin the improvements which include a dock for paddle sports. 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.

For the month of August, Administrative staff fielded 13 service calls requesting pothole repairs. Crews repaired 72 potholes, 12 shims and applied 140.85 tons of asphalt on various areas throughout the city.

Brush cutting and brush chipping operations are ongoing. Crews have steadily been working citywide and will continue to do so throughout the summer. Three crew members are working on cutting overgrown brush and hauling it back to the Recycling Center. Although street sweeping operations have been completed, crews have been returning to the downtown area as well as other trouble spot areas, as needed.

A City of Dover contractor repaired cracked pavement on Whittier Street, Glenwood Avenue and Elmview Circle by saw cutting and repaving.



Several crew members removed and replaced three culverts on Varney Road, seven culverts on County Farm Cross Road and one culvert on Sumner Drive. The culverts were rotting out as a result of their age.



A City of Dover contractor removed trees, while the Working Foreman and Maintenance Mechanic installed a silt fence behind Garrison Elementary School. This work was completed in connection with the Garrison School Slope Stabilization Project.

Crews installed a new catch basin, raised five manholes and raised two catch basins on Elmview Circle. This work was done in preparation of the paving of Elmview Circle.

The Facilities, Grounds and Cemeteries handled 12 service calls and 191 work orders in the month of August. Employees attended 3 full burials and 3 ash burials in Pine Hill Cemetery during this month. Three new markers were set in Pine Hill Cemetery, and several monuments were righted.

Seventy-one requests relating to grounds or facility issues were handled by employees, while forty-three pertained to goings on inside public buildings. There were eighteen complaints regarding tree issues and crews removed four trees. Twenty-three work orders regarding moving items or delivering supplies were completed. Four street lights were reported to Eversource for attention, nine keys were issued and seven Dig Safe requests were investigated and marked accordingly.

Fourteen traffic signal complaints were investigated. Two red and one yellow LED balls were changed out. School zone lights were activated and coordinated for the upcoming school year. There are a total of 14 lights for the seven schools in Dover. St. Thomas Aquinas High School is on a state road and those signals are maintained by the State.

Eight sign posts were installed and thirteen signs were replaced or installed. In addition, two posts and sixteen signs were installed related to parking. Twelve signs were made up for the Fire Department, to assist them in identifying the status of certain buildings.



The fields were lined weekly for games and camps being held at Shaw’s Lane. Employees constructed a hexagonal picnic table (pictured left) to go with tables constructed last month for the Henry Law Park renovation. Garrison Hill received some attention, with the brush cutting on the sledding and snowboarding slopes getting underway. Each year Facilities & Grounds assists in preparing the slopes for the winter activities.

During one of the hottest stretches of the month, the compressor for the air conditioning of the Administration offices at the Pierre Bouchard Public Works Facility went down and had to be replaced. Siemens assisted greatly in getting the cool air going again at that facility.

August has been very dry with high temperatures, and while watering is necessary throughout the City, under the current drought conditions, we have asked residents to reduce outside watering and have tried to adhere to this ban on City properties as well. Given that we try to balance and protect our investment in area athletic fields, it is challenging. The slopes at Shaw’s Lane were attended to, helping to keep the growth down through the soccer season.

Seasonal employees assisted in moving more items from the old Police Department to the Recycling Center or for auction, and also moved picnic tables and delivered trash cans for various events in parks this month. Immigrants Park was cleaned up of trash, debris and leaves. Weekly mowing of the public turf areas downtown and other various areas continued.

Facilities, Grounds & Cemeteries employees assisted the sponsors of an art show in the Myrtle Street walkway, abutting the new Police Department with decorative lighting for their event.

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 * Woodbine

Progress in developing a solar project on City property is paused pending another increase in the net metering cap, changes to the City's third-party electric supply contracts, and/or a financial approach that does not rely on net metering. Assistant City Planner Piekut continues to support the Commission in this and other efforts, including the possible adoption of C-PACE (Property Assessed Clean Energy for Commercial buildings), incorporating energy considerations into the site review and building permit process, developing a partnership with the Career and Technical Center, to monitor City buildings energy usage, and writing a new report to replace/update the 2008 Energy Action Plan.

The Stewardship Committee continued to meet to develop the new Stewardship of Resources Chapter of the Master Plan. The Chapter includes a section on energy related concerns and issues.

Planning and Community Development staff, continue the process of planning the City Hall remodel and move to create more efficient work space throughout City Hall since the Police Department relocated to its new facility. The Planning and Community Development Department have been meeting with the other Departments to figure out future space and design needs for each, especially those moving to create the new Customer Service Center on the ground floor. Asbestos Inventory took place on April as part of the process of creating a Customer Service Center on the ground floor. Once the City Hall remodel and move takes place, each Department should have a safer and more functional space, including storage, conference areas, offices, break room, and accessible access. The idea is to make the building more customer friendly by creating a one-stop center for residents to come to visit the City Clerk/Tax Collector's office, Water/Sewer Billing, and Parking Bureau with close available parking and pedestrian friendly entrances. Planning and Community Development staff has been meeting with the design team for the new Customer Service Center.

Regarding the Fire Department, as mentioned in last month's report, the problem with Ambulance 2 intermittently not starting continues. Much staff time, mechanic time, and private vendor time has been spent testing multiple components and chasing the issue. Though industry specialists in July were leaning toward the problem being a malfunctioning high pressure oil pump embedded in the motor, the current guidance is now shifting toward the problem potentially being a faulty motor control wiring harness. Slightly more expensive than the cost to fix a high-pressure oil pump deep in the motor, this repair will cost around \$4000 if all diagnostic efforts continue to point in this direction. All in all, hard to believe in the year of 2016; that a company such as Ford who builds the majority of ambulance chassis that respond across our country, can struggle to find a solution to a problem such as this. As Ambulance 2 has been out of service for the month, the "used" ambulance, which is Ambulance 4, and which was authorized for purchase by the City Council at the conclusion of the fiscal year 17 CIP development process, continues to run in its place.

Gutters were cleaned out at some of the municipal buildings, and low hanging tree branches were pruned back by the Facilities and Grounds Division. Approximately 22 man hours were spent conducting the required monthly fire extinguisher inspections and elevator inspections. 30 hours were allocated to moving unusable items to recycling or auction storage and seven hours were spent making deliveries of supplies to various locations. Employees filled in for others on vacation at the Library and the Recycling Center. Custodians continued the day-to-day cleanup of municipal buildings.

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 * Veterans Community Center Building * Waste Water Treatment Facility*

Emergency Management



During the month of August, the Dover Police Department strictly enforced the Hands Free Law which includes texting while driving. Officers identified 179 violators and issued a total of 153 summonses and 26 warnings. The law has been in effect for more than a year, allowing plenty of time for drivers to adapt and change their habits. Officers will continue the emphasis on strict enforcement of this statute going forward. Strict enforcement of this statute and educating the public are key steps toward changing driver behaviors which will ultimately increase safety.

The Community Response and Enforcement Unit will offer a Citizen Police Academy this fall. This is an opportunity for members of the public to get to know what it's like to be a police officer. The program will start on Thursday, Sept. 22, 2016, and end on Tuesday, Nov. 22, 2016.

The free 10-week program will feature informative instruction from police officers and other specialized law enforcement related personnel who will provide in-depth discussions and demonstrations about their individual area of expertise. Students will receive blocks of instruction on topics such as crime scene investigation, domestic violence, patrol tactics including K9 officer demonstrations, motor vehicle enforcement, use of force and more. The students will also receive a lesson on the history of the Dover Police Department and a tour of the brand new facility.

*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 **87%** of emergency calls in less than 6 minutes.

Type of Calls:	
Priority 1	158
Priority 2	104
Priority 3	525
Priority 4	688
Priority 5	1,562
Less than 6 minutes	92%

Classes will begin on Thursday, September 22, 2016 from 6 to 9 p.m. After this initial class, the rest of the classes will meet on Tuesday nights from 6 to 9 p.m. The majority of the classes will meet in the training room located in the Dover Police Department at 46 Chestnut Street. Two of the classes will require students to meet at other locations within Strafford County.

Participants must be 18 years of age or older and must also pass a background investigation. Anyone with a felony, domestic violence, or violent misdemeanor conviction or is actively on probation or parole will not be selected to participate. Class size is limited and qualified participants will be selected on a first come first served basis. The Dover Police Department Citizen Police Academy is not an accredited course and is for informational purposes only. Graduates of the course will have no law enforcement authority.

Registration materials are available online at the [Dover Police Department's home page](#). Applicants must complete the online application and send in or drop off the signed form to the Dover Police Department.

August was an average month with Fire & Rescue responding to 454 calls for service which is an average of 15 responses per day helping Dover citizens. Eleven of the calls for service were for fires, 289 were for medical emergencies, 15 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 76 were either false or good intent in nature, with the remaining 63 being for non-emergent requests. Of the emergencies, there were 104 times where simultaneous emergencies were occurring with 13 of those times where 3 or more emergencies were occurring at the same time. Interestingly, the busiest day in August for Fire & Rescue was 8/8/16 when there were 21 calls for service, while the slowest day occurred on 8/31/16 with only 7 calls for service.

A new firefighting SOG or suggested operating guidelines as they are called, was implemented and disseminated to the Fire and Rescue shifts concerning uninhabitable or, uninhabitable and dangerous buildings. This is an outcome of improving communication between the Housing Standards Board and emergency services. The City's Housing Standards Board allows for the review tenant and citizen complaints and to assess building safety if necessary. It has representatives from the Planning Department, Fire and Rescue, and the City Health Inspector who meet when necessary based on the number of complaints or issues that are pending. As occasionally there are uninhabitable and dangerous buildings that need action, a policy was put in place to put a marker on buildings to notify firefighters and police staff when a building is structurally unsound or not meeting the regulations of being inhabitable. Structurally unsound buildings ultimately require demolition or repair, though the issue is that legal process to make that happen is a slow one. This SOG provides a warning to City Staff between when the building is deemed uninhabitable and or dangerous and a remedy occurs.

As an example of the range of services Fire & Rescue delivers and must be prepared for, this picture shows the aftermath of a multicar accident on the Spaulding Turnpike in August where one of the cars involved traveled through the heavy and reinforced guardrail resulting in damaged vehicles on both sides of the Spaulding and closing one of the sides. After rendering medical care and transporting those involved to the hospital and making the vehicles safe from fire and leaking fluids, firefighters are shown here using cutting tools to cut up pieces of the broken guardrail that can be moved off the highway so travel can resume. In this picture, one firefighter is cutting while the other two visible are ready to drag off the pieces after the cuts are made.



Fire & Rescue as well as the Dover Police and School District Representatives, participated in the Statewide Point of Distribution Drill held on August 6. The Point of Distribution plan is a nationwide plan and it exists if the need arises, to dispense medications or vaccinations to all area citizens in the event a new flu strain suddenly appears or if some other sudden and dangerous public health threat emerges, requiring the rapid protecting of all citizens. For this drill, stockpiled medications were shipped from FEMA/Homeland Security facilities several states away to a central New Hampshire receiving location. New Hampshire Homeland Security and Emergency Management Staff then redistributed those medications through a team of State Police and National Guard vehicles and staff members, to communities like Dover who would then be one of several Strafford County Point of Distribution sites. Volunteers presented at the Dover High School on that Saturday where they received the simulated vaccination administered by paramedics from several services including Dover Fire & Rescue paramedic firefighters, that arrived just in time through the above-mentioned coordinated network of resources. In addition to the staffing needed on August 6, many Fire & Rescue administrative staff hours were utilized in the preparation for this drill as well as on that Saturday during the drill, and is just an example of the emergency management function that is a major component in modern fire and rescue service delivery.

August also saw the City's primary Emergency Operation Center location move from the North End Fire Station training and community room to the new Dover Police Station's training and community room as technology installs there were finished. The North End Fire Station training and community room is now the alternate or backup Emergency Operations Center location for the City. The purpose of an Emergency Operation Center or EOC is to have a centralized coordinating location for city decision-makers in the event of a long-term high impact emergency. Previous times where Dover's EOC has been activated and staffed by various department heads, include some of the long-duration ice storms in past years. EOC's have extra and redundant information technology infrastructure to facilitate this type of activity. Each of Dover's EOCs have multiple widescreen TV/computer monitors and dispatching communication equipment similar to what is found in the Dover Police Communications Center. This is so in those cases of those ice storms where 100 to 150 calls for service can come in a short amount of time and where the restoration efforts can take days, the efforts of all city departments can be coordinated in one place. This coordination eliminates redundant and wasteful responses and ultimately gets the most appropriate resource to whatever incident in the fastest amount of time. It also provides the means to interface with all utility companies who serve Dover as well as New Hampshire Homeland Security and Emergency Management, who is the gateway to accessing state and federal resources if needed.



The picture on the left shows Dover's Police Chief Tony Colarusso, Police Captain Bill Breault, and City Manager Michael Joyal reviewing the dispatch console that is easily rolled out of the storage closet and put into operation into the EOC.

Long-time Lieutenant/Paramedic Steve Lesniak retired mid-August after serving in Dover for over 26 years. Steve worked up through the ranks and is distinguished as being in the early group of employees who went to paramedic school and who helped shape our paramedic level emergency medical service that all citizens are served by today. Steve also handled executing the ordering of and outfitting of all personnel with their uniforms, with coordination from the purchasing division. Each fire officer has least one area of responsibility with most having several based on the degree of difficulty, and Steve's was uniforms. This left big shoes to fill and necessitated the running of a Lieutenant's promotional process as the last person on the previous promotional list was promoted the month before in July. This promotional process is quite rigorous and consists of a grueling written test, a tactical roll up on a fire engine staffed by role players to a building with smoke coming from it (including a person trapped inside needing rescue), an oral board interview, and several other assessments based exercises. For those who don't know what the term Fire & Rescue Lieutenant means or what the job description is, that individual is a working crew leader/manager that is responsible for managing crews either solely or as a team, at the varied emergency incidents that the agency responds to. Lieutenants are also responsible for maintaining readiness of whatever station, equipment and personnel they are assigned to during their work hours. As each station is slightly different in size & vehicle assignment, a simple generalization is that a Fire Lieutenant manages up to five employees and on any given day, over \$1.5 million in station and equipment. Since the replacement value of one of our highly technical fire engines is approximately \$500,000 a piece, coupled with the risk that our employees manage every day, this results in a high amount of responsibility. That process occurred in August and Fire & Rescue is proud to say that all three employees who participated passed - Eric Anderson, Dale Spainhower, and Sean Croteau. Passing means participants are now placed on what is called a lieutenant's eligibility list making them eligible for promotion should a position open. Since Steven Lesniak retired (shown below, left side photo), and a new eligibility list was established, Dale Spainhower was promoted - congratulations Dale (shown below, right side photo)



The promoting of Dale required that the firefighter position Dale left be filled with a new employee. Similar to maintaining a lieutenant's promotional list, Fire and Rescue strives to have a list of employable people for firefighter/EMT. Fortunately, in this case, one eligible candidate was left on the current list and was available to be hired. Fire & Rescue welcomes Ben Wachowiak as a Firefighter/EMT. Ben grew up in Lee, graduating from Oyster River in 2006. He graduated from Keene State College with a degree in Occupational Safety. He received his Fire and EMT-B certifications in 2015 as a volunteer in Madbury. He has been doing per diem ambulance work in Wells, Maine since January and at American Ambulance this spring. He lives in Madbury with his wife and soon to be 2 year-old son.

Welcome Ben!



With the depletion of the current firefighter list, the process to establish a new list is underway. The original intent was to run the process in September but due to a pile of mounting priorities, that has been pushed into October. To establish a list of future employees who want not just to be a firefighter/EMT, but a firefighter/EMT in Dover that embraces Dover's core values and level of customer service, is quite a process. In addition to having the Firefighter level one and two certifications from the New Hampshire Fire Academy (required under state law), the Emergency Medical Technician certification with advanced or paramedic actually preferred, also having passed within two years the job related CPAT or candidate physical ability test as it is known (also required under state law), Dover Fire & Rescue candidates once offered a position in order to keep that offer - must undergo a review of their criminal background, driving record, the industry standard NFPA 1582 firefighter employment physical (which most departments don't do due to the cost, though Dover does), and a polygraph examination. Candidates must also survive an oral board process and assessment skills center day where everything from technical skills to public interaction is assessed, to earn the offer. It is safe to say when a candidate has gone through all that, Fire & Rescue has probably hired a pretty darn good employee. It doesn't end there though as a new employee is placed on a one-year probation and has that year to achieve a whole notebook full of competency objectives.

It is safe to say hiring is viewed here as serious business and the organization strives to hire the best available. If you achieve being hired at Dover Fire, you are hireable anywhere. Fortunately, because the standards are tough and there is culture of excellence, employees seldom leave before retirement.

August also brought operationally some disappointing news though if the news had been positive, it would've been equivalent to winning the New Hampshire lottery. Fire and Rescue had sought an Assistance to Firefighters Grant to replace approximately \$350,000 worth of 19-year-old, outdated radio communication equipment, that is deployed throughout the fleet of vehicles and to fire personnel, and recently received news that the grant was denied. While attending the Fire Chief convention mid-August in San Antonio, the Fire Chief learned from the Assistance to Firefighters Grant Program Manager that Dover's grant request was denied solely because of the way the grant rules were written about the age of equipment. All requests of this nature were evaluated initially by age and though this radio equipment that Fire and Rescue has is 19 years old and soon to be unsupported spare parts, there were far more requests nationwide for replacement of older equipment than Dover's. Simply put – the money ran out before reaching Dover's application in the pile. The next grant application will open in October and the department also learned that the rules are changing, and that there will be age categories instead of one pool of money. The Assistance to Firefighters Grant Program Manager indicated that will prevent the automatic denial that we experienced this past time, and indicated that any grant application will have a somewhat increased chance of funding in the next round, when compared to a pool of fire departments with similar aged equipment needing replacement. The City has a multi-department radio communication system committee reviewing all of the communication equipment needed by all departments in the City. That committee is tasked with coming up with a long-term plan that will ultimately define citywide needs and place that need in a planned fashion at an appropriate location into the Capital Improvement Program.

COMMUNICATIONS BUREAU	June 2016	July 2016	August 2016	August 2015
Radio	13,187	13,513	13,459	13,750
Phone Calls	8,418	8,158	8,047	8,787
911 Calls	442	433	444	429
Lobby Walk-Ins	445	381	331	406

Special Investigations Bureau (SIB)

During the month of August 2016, 8 registered sex offenders were processed by the Dover Police Department's Special Investigations Bureau. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

During August 2016, SIB detectives investigated a stabbing incident on Sonnett Street in Dover. As a result of the investigation, a Dover man was charged with first degree assault.

Also in August 2016, SIB detectives and Crime Scene Unit personnel investigated several residential burglaries that occurred in the city. These cases remain under investigation.

During August 2016, SIB detectives, working with patrol officers and the Division of Children Youth and Families, conducted an investigation into child neglect. As a result of this investigation, a Dover woman has been charged and steps have been taken to provide for her child's safety.

On August 9, 2016, SIB personnel hosted several Dover High school students who were learning about local law enforcement.

Also in August, SIB personnel also investigated two unattended deaths that occurred in Dover.

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

SIB detectives are responsible for conducting background investigations on dispatcher and police officer applicants. In August 2016, two of these investigations were on-going.

SIB personnel conducted multiple tours of the new police facility for various visitors.

Patrol

During the month of August, the Dover Police Department responded to 3,037 incidents throughout the city. Police officers made a total of 1,562 motor vehicle stops during which they issued a warning or a summons.

During the month of August, patrol officers and members of the CREU combined efforts to increase enforcement of motorists violating the Use of Mobile electronic Devices While Driving statute. The increased enforcement resulted in the detection of 191 violators and the issuance of 162 summonses and 29 warnings.

Additionally, officers conducted daily checks of the Community Trail, the Transportation Center, and the parks. Officers also conducted school zone traffic enforcement at all schools within the city.

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 August. Also in August, Officer Brown and Barco assisted the Strafford County Regional Tactical Operations Unit search a large wooded area in Barrington for a suicidal subject that had discharged a firearm. The subject was found deceased from a self-inflicted gunshot wound.

Animal Control:

Total animal calls for service

83

Handled by Officers

47

Handled by Dispatch

24

Handled by ACO

12

Breakdown of Calls – Officers

Barking dogs	05
Found animals	15
Loose animals	05
Welfare checks	20
Animal Bites	02

Breakdown of Calls – Dispatch

Loose animals	03
Lost animals	12
Found animals	03
Welfare Check	06

Breakdown of Calls – Animal Control Officer

Found animals	02
Animal bites	02
Welfare checks	06
Wildlife	02

Officer Ladisheff also responded to the DOT garage on Indian Brook Drive for a found baby squirrel. The baby had been found on the cement floor of the garage and was dehydrated. This is an indication that the baby has been without its mother. She took the orphaned baby squirrel to rehabilitate. There were 2 other baby squirrels found the next day on the garage floor, so they will be raised together.



The Animal Control Officer received 55 voicemail messages which she followed up on and also followed up on 9 reports that were originally handled by police officers.

ACO Ladisheff also handled two wildlife calls, one of which was an injured porcupine and an orphaned baby gray squirrel. The ACO received a call about an injured Porcupine that had been hit by a car and was still alive on the side of the road. Once there, the ACO was able to access its wounds and determined that it needed medical attention.

ACO Ladisheff took the injured Porcupine to a wildlife veterinarian where it was examined and x-rayed. The Porcupine did not have any broken bones but did have a severe laceration to its hind quarters. The Porcupine had surgery and the laceration was repaired with 10 staples. Because the Porcupine needed constant wound care management, she decided to transfer it to another wildlife rehabilitation facility. The ACO is totally confident that the Porcupine will be released within a few months.

Downtown Liaison Unit (Mounted Patrol)

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.

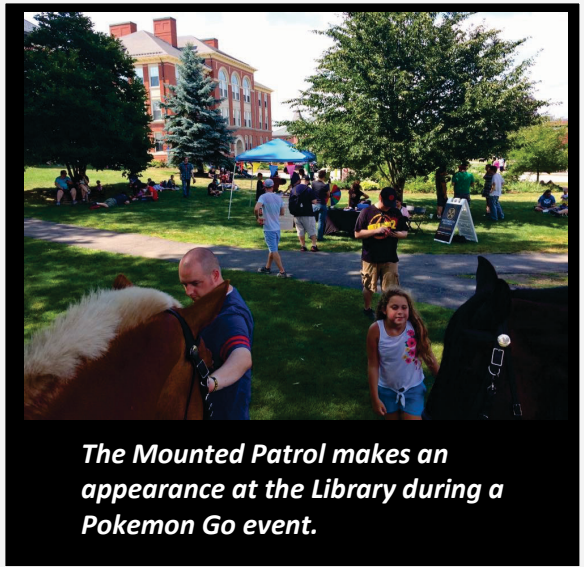
The Mounted Patrol handled the following during the month:

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

Problem Oriented Policing (POP) Officer:

On a continual basis Officer Khalsa fosters community outreach by approaching local businesses, associations and persons and informing them of the POP Unit mission and services. He has been making continuous checks of places with known activity such as St. Charles Cemetery, the Community Trail, train station, and the Library to maintain a presence and approachable atmosphere with the public. He has also been paying particular attention to Henry Law Park and other summertime hot spots of activity

On an ongoing basis, Officer Khalsa has been conducting an analysis of calls for service in an effort to determine locations within the city where calls for service indicate quality of life problems for the area residents. With that analysis, Officer Khalsa will contact landlords, property managers, and residents in an effort to work with them to solve the problems.



The Mounted Patrol makes an appearance at the Library during a Pokemon Go event.



Members of the public interact with the Mounted Unit at Dover's National Night Out.



Each year, the Media Services Division prepares a video and multimedia content for the proposed Capital Improvements Program, which is presented to the Planning Board and City Council during a joint session in October. The video is a visual guide to the projects included in the first year of the six-year plan, and provides an explanation for why projects are included in the proposal, as well as the cost and funding source.

Media Services prepared and distributed several newsletters in August, including the weekly editions of Dover Download, special announcements, and the Nelson Street reconstruction project, which was recently added to the list of available newsletters. Newsletter readership continues to grow, as does the number of available newsletters provided to the public. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics.

In August and September, Dover Votes!, a citywide initiative to inform voters and encourage election participation, provided regular updates and information about special election across all media, including Channel 22, the website, social media and special announcements. These efforts have prompted Dover Listens to inquire about joining the Dover Votes! initiative for future efforts of voter participation and education. Dover High School has also expressed interest in working with the initiative as a way to educate students about local government and elections.

The updated video version of Dover Download continues to air on Channel 22. Recent coverage on Dover Download includes the Dover Maker Faire, Senior Center month, what's new at the library, and various public service announcements.

A new online resource for the Garrison Elementary School renovation project is now live. This web resource was created and is managed by Media Services, with updates provided by the JBC. The new site will include important project information, such as project plans, presentations, committee members, and more. The site can be accessed from both the City and SAU websites, and directly from this link:

<http://www.dover.nh.gov/government/city-operations/public-education/garrison-elementary-school-renovation-project/index.html>

On August 2, Officer Lazos volunteered his time to help organize the NH Special Olympics golf tournament fundraiser at Nippo Lake Golf Club in Barrington.

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 367 Facebook (City of Dover NH Planning) friends and 784 followers on Twitter (@DoverNHPlanning). Topics shared on the Blog (<http://dovernhplanning.tumblr.com/>) include proposed zoning ordinance changes, the work on the Silver Street roundabout, Open Lands and Community Trail projects and events, information about the Community Trail, Transportation and Stewardship chapters of the 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 1,312 fans).

The Department of Planning and Community Development mailed out 94 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

The City Planner continues to be a member of the State of New Hampshire Coastal Risks and Hazards Legislative Committee to review climate issues relative to the Great Bay and Seacoast NH areas.

Planning and Community Development staff continued to update the City website with presentations and reports regarding updates to the Transportation Master Plan, Stewardship chapter of the Master Plan, special projects, such as zoning amendments, and former projects like the Willand Pond water elevation/drainage issues. There are now over 430 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

Planning and Community Development 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. A plan is being developed to have work commence in July and complete before Labor Day to tie up all final elements of the project.

Planning and Community Services staff met with the design engineers for the Silver Street reconstruction project. The meeting was to review the landscaping and stormwater management infrastructure installed. Furthermore, staff discussed the wayfinding developed and the potential expansion of that wayfinding to downtown locations.

In August, Fire and Rescue crews participated in Dover Night Out, visited a Grove Street Block Party, the Dover Housing Authority Bike Parade, the Friday Night Concert's at Henry Law Park, and MDA's annual firefighter boot drive. Dover Night Out held at Henry Law Park, was the City of Dover's participation in the National Night Out nationwide event on August 2, 2016 which is a community-police awareness-raising event held in the United States on the first Tuesday evening every August. In addition to the Police Department who had their various vehicles and representatives there so that community members in a friendly and inviting atmosphere could learn about the services provided, Fire & Rescue did the same. The department's SAFE trailer was operating where children and families could learn what to do if they woke up, to find smoke filling their bedroom during a fire. In the SAFE trailer, a brief educational program is delivered while non-toxic and safe theatrical smoke starts filling the trailer, necessitating the occupants to practice what they learned, which is to crawl low under the smoke to an exit and then to a meeting place outside the home. Additionally, a fire engine was available for residents and children to explore, including a hose and fire target where attendees could get a brief taste of what it is like to hold a firefighter's hose system and discharge water at a fire. Fire & Rescue thanks the Dover Police Department for putting this great event on and making our City's protective services so accessible.

Fire & Rescue also participated in Dover Housing Authority's 27th annual bike parade. Emergency calls willing, Fire & Rescue does its best to honor events like this by sending an in-service vehicle and crew who follows in the parade and then spends time being accessible to share about the services Fire & Rescue provides, including being able to get up close and personal with one of Dover's response vehicles. Fire & Rescue is thankful for the great relationship we have with DHA and for being invited year after year to attend. For more information on this event, go to DHA's September 2016 newsletter.

<http://nebula.wsimg.com/73565a3cb8ffb4653f1d9af04d254449?AccessKeyId=DAD4F68B94F6CA338723&disposition=0&alloworigin=1>.



In an off-duty capacity, Fire & Rescue staff held a fundraising boot drive to support the Muscular Dystrophy Association's mission as taken from their website at <https://www.mda.org/> : "We're fighting to free individuals — and the families who love them — from the harmful effects of muscular dystrophy, ALS and related life-threatening diseases so they can live longer and grow stronger." Many years ago, the International Association of Firefighters, which is the firefighters labor union that both Dover Firefighters and Dover Fire Officers belong to, formed a relationship with MDA. As part of this relationship and typically held in August, Fire Departments across the nation and across New Hampshire hold boot drives and in Dover's case, a voluntary road toll was held at the intersection of Oak Street and Central Avenue. Union members follow all city processes and acquire the required permit to hold the voluntary toll/boot drive, and then on the day of the event – collect the much needed money that funds MDA and its research. This year's boot drive held on August 27 saw Dover Fire union members collect \$8,170 which is the second highest amount raised in the history of Dover's participation, with only a higher amount being collected in 2002 after the 2001 9-11 attacks. Fire & Rescue thanks Rite-Aid Pharmacy at 679 Central Avenue for allowing Fire and Rescue to place a reserve fire engine in their parking lot adjacent to the voluntary toll, where staff members in addition to the toll collection, were accessible by families and children similar to the other outreach events this month, to answer questions about services provided and to showcase the equipment used by our firefighters. A big shout out thanks is due to the many members of our organization who attended off-duty for this worthy cause.



Fire and Rescue crews also maintained a presence in August during the Friday Evening Concerts at Henry Law Park. During events such as this where there can be hundreds of spectators and in some cases upward of a thousand or more 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 there. Lastly and similar to the other events mentioned, Fire and Rescue sent an in service vehicle to a neighborhood block party on Grove Street which was organized by the residents there.

On Tuesday, August 2nd Vicki Hebert and Captain Terlemezian appeared on Open Mic with Mike Pomp. They promoted National Night Out and talked about police and community relations.

On Tuesday August 2nd the Dover Police Department hosted National Night Out in Henry Law Park. The event took place from 4pm to 7pm and was free to the public. National Night Out is a time for community members to meet with police officers, discuss issues, learn what the police do, and unite with the common goal of crime prevention. Over 150 members of the public were able to see some of the specialized equipment and vehicles that the police use to carry out their duties including the crime scene and mobile command vehicles. The Police Department's mounted patrol and K9 officers were at the event and interacting with the public. National Night Out also featured firefighters and fire apparatus from the Dover Fire and Rescue Department. There were over a dozen community organizations on hand to provide literature and other information related to health, safety, and wellness. Information on bike and seatbelt safety, violence prevention, and early childhood education will be available to the public through booths at the event. Various organizations promoting drug prevention, and treatment and recovery organizations were on site providing information and resources. SOS Recovery Community Organization was there distributing free Narcan kits to the public. Thirty-eight individuals left the event with the life-saving opioid overdose reversal medication. National Night Out is an annual community-building campaign that promotes police-community partnerships to make our neighborhoods safer, better places to live. Dover's National Night Out was an opportunity for citizens to meet and engage with their first responders.

During August, Dover Youth to Youth received requests from other youth advocacy programs to travel and train their students. In the first week of August, three members of Youth to Youth traveled to Beloit, Wisconsin and provided a day of advocacy training to over 50 youth advocates from throughout that area. Dover students trained local youth on how to conduct a variety of drug prevention programs, as well as training in key skills surrounding creating media messages and public speaking by youth advocates.



Three Dover Youth to Youth students teach presentation skills to a group of 40 youth advocates in Wisconsin

On August 16th, six members of Dover Youth to Youth traveled to Riverhead, NY on Long Island to provide training to their youth advocates. Y2Y students provided a full day of advocacy skills training to 20 youth from that community. Topics included public speaking, how to deliver drug prevention presentations and developing media messages. The hosting communities covered all of the expenses associated with Dover's participation in the training.



Shown above is the Dover Youth to Youth training team along with the New York student advocates attending the day-long training program.



Pictured left, Chief Colarusso offers a Drug Free Dover Frisbee to a child during National Night Out on August 2, 2016.

Right, Chief Colarusso talks with members of SOS Recovery Community Organization about their efforts to distribute the opioid overdose reversal drug Narcan to the public.



Left, Officer Plummer speaks with members of the public, including Mayor Karen Weston, during National Night Out. Officer Plummer had some of the equipment used by the regional tactical team, including the mobile command van on display during the event.

On August 1, 2016, Chief Colarusso was the keynote speaker at the NAACP meeting in Portsmouth. The topic of discussion was Police and Community relations. Approximately 100 people attended the event.

On August 19th, at the 170th Police Academy Graduation, Chief Colarusso was awarded a Commendation for his work as Chairman of the Police Standards and Training Council.



Officers Lazos, Collis and Sullivan attend to a citizen's car at the Irving/Circle K station on Knox Marsh Road in Dover on Saturday, August 27. These officers teamed up with Dover Green Wave athletes to volunteer their time raising money for the New Hampshire Special Olympics program as part of the statewide Fueling Dreams Day.

The library has 7,974 social media followers: 2,103 on Facebook, 774 on Twitter, 816 on Instagram, 1,263 on Pinterest, and 3,018 subscribers to the library's two e-newsletters. The library website received 17,357 page views during August. The Library posted 80 items on Facebook, 27 on Instagram, 36 on Twitter, and added 57 pins on Pinterest. Staff wrote 5 Blog posts, and sent five press releases to media outlets during August.

Library staff set up a booth, advertising library services and issuing library cards, at the Dover Farmers Market on August 10.

Library staff set up a booth, offering kids' crafts and Pokemon & Minecraft books, at the Children's Museum's Mini Maker Faire on Saturday, August 27.

In August, the City began advertising that the Supervisors of the Checklist will meet in September when supervisors will register new voters, changes of address and names, and make other necessary corrections to the checklist and also that voters cannot change party affiliation during this session.

The City of Dover, along with the towns of Rollinsford, Lee and Madbury, held a Hazardous Waste Collection Day on Saturday, August 27th, at the City's Community Services facility on Mast Road. The goal of Hazardous Waste Collection Day is to allow for the proper disposal of household hazardous materials. Residents of the four communities were able to bring household hazardous waste to Community Services for safe disposal.

Coming soon! The Dover Public Library will become an official Passport Acceptance Facility this fall. Now, along with the Post Office, persons applying for a passport will be able to submit their paperwork, and have it certified and sworn, during all open library hours. After October training upcoming at the National Passport Center, fourteen library staff will be named as Agents for this program. The Dover Public Library will be the first library in New Hampshire to offer this service and we expect it to be popular, especially on nights and weekends when the Post Office is not open. It will also be a source of revenue for the library.



City Programs

Gym

The playgrounds program wrapped up with the last day on August 12th. Staff began taking registrations for the new fall sessions of Shape up with Lisa Interval Toning classes along with Yoga and Zumba®. All classes are held in the McConnell Center Dance Studio. The gym was cleaned and the floor refinished to get ready for the upcoming season. Assistant Recreation Director attended the NHASC (NH Association of Senior Centers) board meeting in Concord, which included a meeting with DHHS Commissioner Meyers.

Pool

The Jenny Thompson outdoor pool has been very busy through the month of August. All swim lessons came to an end, with lessons being very popular throughout the summer. Various groups continued to use the pools for swim practice such as Seacoast Swimming, Oyster River Otters, Great Bay Masters, Cannonball Swim and the Exeter Swim Team. Camp programs used the outdoor pool such as the City of Dover summer camps, Birch Hill Camp, Rollinsford Rec, Somersworth Rec, Kittery Rec, York Rec, Barrington Rec, Tri-Star Gymnastics Camp and The Leach Hockey Camp just to name a few. The summer staff is now departing for school though some will be staying on for the school year. The indoor pool closed on August 22nd to undergo its annual maintenance and will reopen on Tuesday September 6th. The Jenny Thompson Pool will close for the season on Labor Day. Attendance in August includes an average of 300 patrons at the Jenny Thompson Pool every day for Rec Swim as well as 25 Lap swimmers and 30 Masters swim team participants. The indoor pool saw an average of 50 patrons taking advantage of lap swim each day.

Ice Arena

The Dover Arena was in full swing in August with hockey camps, recreational skating, instructional skating, hockey leagues, Camp Kool and Roller Derby. The summer leagues were full as was Camp Kool with over 50 campers every day using the Foster arena and the Jenny Thompson pool. The Seacoast Roller Derby team had their last bout of the season, August 27 and had over 300 attendees. Adult and Youth Stick Practice saw 421 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. Pickleball is offered Tuesday and Friday mornings, and Walking Group tours Dover every Tuesday and Thursday morning, averaging 1.5 miles per day. Members also enjoyed a free round of golf at Rochester Country Club again this month. The center has been enjoying the short but fabulous summer with some great trips, including full buses to Mohegan Sun and through the fabulous Canadian Maritimes. As the center heads into fall, many programs that were on summer hiatus are back and it is expected that the center will be busier than ever! Mystery Lunch: 27 participants



Public Library

During August, borrower's cards were issued to 18 non-residents who became eligible for library cards under the new policy which offers free cards to those who work in, or attend school in, Dover. (Total = 101 since new policy initiated in mid-May.)

The public library borrowed 71 items from the school libraries and sent 1. The public library's System Administrator aided the Dovertet school libraries with 5 Koha system issues during August.

The library's Summer Reading programs for children, teens, and adults, with 916 participants, wound down on August 2 with supper on our lawn and music by T.J. Wheeler. Children (K-5) read for 5,145 hours this summer!

Thirteen more Dover City Directories (1900—1928, approx. 8,500 pages) were sent away to be digitized. These records will be added to the library's existing database, <http://dover.advantage-preservation.com>, which starts with the year 1830.

August program attendance at the library totaled 1,142 at 29 programs which included adult coloring sessions, kids' crafts, the Summer Reading final party, movie showings, book group, Book-A-Librarian appointments, Lego Saturdays, music with benji, Game Night, a Great Bay Estuary program, an author visit, a Snap Circuits session, and several free technology classes for the public.

Dover High School Liaison Officer.

During the month of August due to school not in session, Officer Kennedy, continued his role with the Community Response and Enforcement Unit. He has primarily been assigned to the downtown area on the mountain bike.

During the month of August 2016, Officer Kennedy conducted numerous checks each day of the Community Trail, Transportation lot, parking garage, Henry Law Park, Skate Park, Hancock Street Park, Park Street Park, Bellamy Park, and all areas and streets associated with downtown.

Officer Kennedy also conducted numerous checks of the wooded areas close to the downtown and located several make shift camp sites on City property. The sites were littered with trash and make shift shelters. Officer Kennedy has coordinated with Community Services to clean up these sites and warned or summonsed the occupants accordingly about living on City property.

Officer Kennedy assisted patrol with several calls for service in the downtown area to include disturbances, motor vehicle accidents, and other traffic related calls.

Officer Kennedy met daily with some of the transient population in the downtown area to offer various types of assistance.

Officer Kennedy also participated in several coordinated enforcement efforts with other CREU members to specifically enforce the Use of Mobile Electronic Device While Driving law.

Dover Housing Authority Liaison Officer Program

During the summer months, Officer Plummer routinely has neighborhood children arrive at the substation to spend time with him speaking about daily activities and summer plans. Officer Plummer hands out stickers, coloring books and spends time talking with the children about making good choices.

During the month of August, Officer Plummer had occasion to respond to a disturbance at a residence in the neighborhood involving one of the children who was a regular visitor to the DHA substation. Because of the relationship Officer Plummer had made with the child, he was able to connect with him immediately and convince him to curtail his disruptive behavior. He was also able to use the fact that the child enjoyed visiting with him at the substation as a bargaining tool to prevent further disruptive behavior in the future. Officer Plummer was pleased that this tactic worked well and the child continues to be a regular visitor at the substation.

During the month of August, Officer Plummer participated in National Night Out in Henry Law Park. He spoke with many residents, to include Mayor Weston, about both his role as the Housing Authority Liaison Officer, and his role as a member of the Strafford County Regional Tactical Operations Unit.

Dover Middle School Liaison Officer.

During the month of August, Officer Chris Pieniazek, maintained his transitional role for the summer with the CREU. He handled several traffic enforcement shifts in the downtown area specifically targeting distracted drivers, and assisted numerous times at the Dover Teen Center.

Officer Pieniazek spent the last part of August prepping for the upcoming DARE and PACT curriculum at the Dover Middle School.

As a part of the Dover Police Department's heroin initiative, Officer Pieniazek conducts follow up calls to individuals who overdose within the city in order to offer resources to them. In the month of August, 9 such phone calls were made.

Officer Pieniazek also participated in several coordinated enforcement efforts with other CREU members to specifically enforce the Use of Mobile Electronic Device While Driving law.

Dover Teen Center

The Dover Teen Center calendar for August 2016 consisted of educational and social programming for its youth participants. For the month, the Teen Center saw a total of 267 participants on 21 days of programming, which yielded an average of nearly 13 participants per day. There were 3 new registrations for the Teen Center in August 2016.

Some program highlights for the month included, but were not limited to, the events listed to the right.



Teen Center participants get ready to race at Hilltop Fun Center on August 24, 2016.

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

- TC Trip! – “NH Fisher Cats Baseball Game” (8/3)
- TC Trip! – “Old Orchard Beach” (8/4)
- TC Trip! – “York Beach” (8/11)
- TC Drop-In Day – “TC 80’s Movie Marathon w/Ice Cream Sundaes” (8/12)
- TC Trip! – “White Lake State Park Hike BBQ & Swim” (8/14)
- TC Trip! – “Mini-Golf Adventure” (8/15)
- TC Trip! – “Portland Sea Dogs Baseball Game” (8/17)
- TC Awareness Event – “Beep Kickball w/NH Association for the Blind” (8/19)
- TC Trip! – “Hilltop Fun Center” (8/24)
- TC Annual Trip! – “Clark’s Trading Post” (8/25)
- TC Trip! – “Wallis Sands Beach” (8/29)
- TC Trip! – “Alton Bay Picnic & Swim” (8/30)

Dover Coalition for Youth

In August the Strafford County Public Health Network formed a prevention leadership team. Vicki Hebert has been asked to co-chair the committee which will focus on coordinated drug prevention efforts in Strafford County. The group met 3 times in August and is working on identifying prevention strategies to apply for a state funded grant. The group is also working on developing a prevention roadmap that will explain to the public what effective prevention strategies are and what individuals and communities can do to support prevention.

Dover Court Diversion Committee

The Diversion Committee met on August 4, 2016. As of the end of the month, there is a total of 3 active Diversion cases. Breakdown: 3 cases already in active Diversion Contracts, 0 successful completion and release, 0 new cases heard, 2 cases awaiting the next meeting.

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

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

Dover Youth to Youth:

See City Outreach.

Community Service Program

The Community Service program continued to track three active participants during the month of August of 2016. A total of 8.5 community service hours were completed during the month. One of the participants finished his/her assigned hours.

Capital Improvements Program

Fiscal Years 2016 through 2021

Major Projects – FY2016

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

The projects listed above represent the legitimate equipment and infrastructure needs supporting the diverse requirements of our community. I, as City Manager, have proposed a multi-year capital project schedule and developed a financial plan that will support the City's needs by using varied sources of funding that continue our ongoing need to migrate away from the use of debt. This program proposes to sustain a positive trend of including increased regular, recurring capital maintenance within our annual operating budgets including the ongoing funding and use of capital reserves in order to reach more appropriate levels for a community of our size and character. The CIP document/schedule can be viewed on the City of Dover website.

Project Updates

Street Improvements	Last Update	Current Update
	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.	The bid has been awarded to Pike Industries, Inc. Paving is due to start in August or September.

Tolend Road Reconstruction	Last Update	Current Update
	Awaiting final As-built. Landscaping has been completed.	Awaiting final As-builts.

Newington-Dover NHDOT	Last Update	Current Update
	All of the easements have been acquired. The bids have been received by the State and are being reviewed.	The bids have been reviewed and approved by the State to Severino. Construction should start this fall.

Bridges	Last Update	Current Update
	Whittier Street Bridge- all easements have been acquired. The State of NH and FHW are conducting the final review prior to authorizing the bidding. The General Bridge Repair bids for repairs to the Central Avenue Bridge by First St, Chestnut Street expansion joints and Washington Street bridge water main have been received and are being reviewed.	Whittier Street Bridge – Bidding for a construction contractor is out to bid. General Bridge Repair for repairs to the Central Avenue Bridge by First Street, the Chestnut Street expansion joints and Washington Street have been awarded and repairs on half of the Chestnut Street Bridge is near completion.

Waste Water Treatment Plant Facilities Plan

Last Update

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.

Current Update

Mike Gillis, Dover's Media Coordinator, prepared a video which was a key element of the interview between the National Oceanic and Atmosphere Administration grant reviewers, who were in Michigan, and the New Hampshire applicants, who were at the University of New Hampshire. Several members of the NH team were recorded which was converted into a presentation to explain the purpose of the proposed research and its importance to the end users. The NOAA reviewers complimented us on the professional presentation. We expect to hear if the grant is chosen for funding in August. The WWTP will host a site visit to show off the upgrades that have been in process at the plant during the last 18 months on August 24th. The New England Water Environment Association is sponsoring the visit.

Last Update

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.

Current Update

The remediation system continues to run efficiently with the exception of the excess iron precipitate that periodically needs to be cleaned out of the on-site system piping as well as the sewer force main. The cleaning of the sewer force main by city staff is not always well coordinated with the cleaning of the on-site system which is maintained by a private contractor as city crews are often unavailable due to competing priorities. This lack of coordination has caused the remediation system to be shut down for extended periods of time. In an effort to minimize system downtime we are investigating having the landfill contractor assume responsibility for cleaning the sewer force main.

Richardson Drive

Last Update

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

Current Update

Bid documents and plans have been sent to NHDES for approval and adherence to SRF requirements. Project will go out to bid pending NHDES approval.

Nelson Street Reconstruction

Last Update

Target Construction has begun work on construction project.

Current Update

Target Construction has continued with construction. Work completed this month included, removal of old utilities such as gas lines that conflicted with new utilities; installation of new sewer lines on Atkinson between Nelson Street and Silver Street; installation of new water line on Nelson Street between Belknap and Locust Street.

Leighton Way Pump Station Replacement	Last Update	Current Update
	Scherbon Consolidated, Inc. was selected to complete the project. A pre-construction meeting is scheduled for August 11, 2016.	A preconstruction meeting was held on August 11, 2016. Scherbon Consolidated, Inc. has submitted shop drawings and construction schedules to CMA Engineering for review and approval. Limits of tree removal have been coordinated with the property owners. Work is anticipated to begin on September 13.

Water Facilities Upgrade	Last Update	Current Update
	Contractor has been selected and approved. The preconstruction meeting is scheduled for August 17.	Contractor is mobilizing to all water sites under contract.

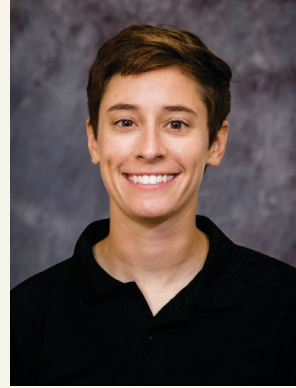
Inflow & Infiltration	Last Update	Current Update
	Project is almost complete, finalizing as-built drawings and tie-card information.	The Beech Road and Longmeadow Road project is complete. Paperwork is being finalizing with NHDES and the consultant.

Traffic Signal Upgrade	Last Update	Current Update
	Continue to work on traffic light software. Signals along Route 108, between Back River Road and Locust Street, are being extensively investigated as part of a traffic impact study of the Route 108 corridor and the Dover High School/Middle School.	Cameras have been placed at Week's Crossing.

Keating / Birchwood Reconstruction	Last Update	Current Update
	Northern Utilities has been replacing gas lines throughout the neighborhood. Design engineering continues to progress.	No Update

Recognition

Dispatcher Laura Kintz comes to the Dover Police Department from Rindge, NH and is a graduate of Keene State College with a degree in Biology. Prior to being hired with Dover PD, Dispatcher Kintz worked for the State of New Hampshire as a Park Manager at Wallis Sands State Park in Rye.



Officer Alison Couch comes to the Dover Police Department from Chelmsford, Massachusetts and is a recent graduate from the University of Massachusetts-Lowell with a degree in Criminal Justice. Prior to being hired by Dover PD, Officer Couch was an auxiliary police officer in Chelmsford, where she served as a squad commander and volunteer fingerprint specialist. She started her training on August 8th and began attending the 171st Police Academy in Concord starting on August 29th. She will graduate on December 16, 2016.



The City of Dover's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2016 has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA).

This is the twelfth consecutive year that GFOA has given the award to the City of Dover.

The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management team. The City's CAFR is reviewed and judged by an impartial panel of three (3) independent reviewers from across the United States. The CAFR is graded based on seventeen (17) reporting categories, and Dover received a Proficient grade for each category.

The Library is grateful to Kennebunk Savings Bank for their donation of \$500 to our Children's Room. The funds will be used for new seating in the Picture Book Nook.

The Library wishes to thank Applebee's, Ninety-Nine, Dos Amigos Burritos, Domino's Pizza, Panera Bread, and Chili's for their food donations for our Summer Reading Program's finale party.

Professional Development

The Assistant City Manager began taking classes as part of the Certified Public Managers program offered by the State of New Hampshire. This program is designed to educate managers and supervisors on management techniques and policies. The coursework for August included Diversity in the Workplace, and in Management styles and theories.

August saw many training sessions occurring for the various members of Fire & Rescue with a few highlights noted here. The shifts continued working with the new Wentworth Douglass Hospital Simulation Manikin's in their Simulation Lab. For a more complete description on this system, check out July's monthly report. This very expensive training system provides computer run manikins that display signs of life, and signs and symptoms of medical emergencies, as well as react to interventions and treatments properly when given by our staff members and in real time. For this month, the simulation patient manikins were having obstetrical emergencies which are life-threatening medical conditions that occur in pregnancy, during labor or delivery, or after labor and delivery. As Fire and Rescue is typically called to a birth in progress or an OB emergency only once a year or once in every couple years, these low frequency - high risk emergencies make training a challenge. Being prepared without these manikins in this case is very difficult for any medical provider, as it is hard to simulate in a real-world fashion, a mother experiencing a delivery emergency. Fire and Rescue is very thankful to have this new capability provided by the City's long supportive partner Wentworth Douglass Hospital.

August also saw the Fire & Rescue shifts revisit providing medical care and other services in a crime scene environment. Fire & Rescue thanks the Dover Police investigative staff, who are certified crime scene technicians, for providing the refresher class on this difficult situation where there are competing objectives. Rapid, much-needed medical care without consideration for the needs of detectives and crime scene technicians, often conflicts with the ability to preserve evidence to the extent that it survives the long judicial review process into the courtroom. This class focused on the ways to preserve evidence without compromising any medical care delivery!

In addition to all of that, daily trainings occurred helping newer employees achieve their first-year mandatory required training objectives, and there's always the constant cycle of skill building more senior employees up through being checked off to operate the many vehicles that Fire & Rescue uses every day to deliver services. Fire & Rescue's Vehicles are all custom-built for the most part and as they are purchased in different years, they are all different slightly in design and in how they operate as both the services delivered and regulatory standards that drive vehicle design are always evolving.

On August 1-5, 2016, ACO Ladisheff attended the New England Animal Control and Humane Academy annual conference.

On August 2-4, 2016, Detective Burt attended Death Investigation in Natural Environment training.

On August 11, 2016, Officer Pieniazek attended training for the First Responder to Critical Incidents.

On August 16, 2016, dispatchers Salantri, Moore, and Cleary attended a two day training called Crisis Negotiation Training for Dispatchers

On August 19, 2016, Sergeant Tarmey attended training on Counter Ambush Tactics for Law Enforcement.

On August 25, 2016, Sergeant Nadeau and Detective Carlson attended training on Improvised Explosive Device Detection and Awareness.

Michael Nadeau, Pump Station Operator II, Patrick Pilewski, Pump Station Operator II, and Jamie Stevens, Pump Station Operator II, attended the 2016 Construction Day sponsored by the New Hampshire Water Works Association. This course was held in Concord, NH.

William Boulanger, Superintendent of Public Works and Utilities, and Doug Steele, Deputy City Manager Community Services, attended the Dover, NH Facility Tour and Technical Presentation sponsored by the New England Water Environment Association. This presentation was held at the City of Dover Wastewater Treatment Plant.

Dave White, City Engineer, attended the 2016 Public Works Expo sponsored by the American Public Works Association. This four day conference was held in Minneapolis, MN.

Gretchen Young, Assistant City Engineer, and William Boulanger, Superintendent of Public Works and Utilities, attended the 2016 Low Impact Development Conference sponsored by the Environmental and Water Resources Institute. This three day conference was held in Portland, ME.

Library staff attended webinars on "What Can Libraries Count? Getting a Grip on Social Media Numbers"; "Web Accessibility 101"; "Authority Control---Cataloguing"; "Make It @ Your Library: Building a Maker Community"; "Graphic Design for Business Professionals"; "Alt+library: Programming for 20s and 30s" and "Fifty Shades of Banned Books" during August.

Administrative Services

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

- The City Manager provided the Council an updated meeting schedule.
- The Manager congratulated the Arts Commission, copying the City Council on the City being awarded a Youth Arts Project Grant of \$4,500 from the NH State Council on the Arts and the National Endowment for the Arts for a Parking Garage Mosaic Tile Project.
- The City Manager advised the City Council that there are now a sufficient number of persons interested in filling the available positions on the TIF Advisory Board.
- The Council was advised by the City Manager about a solicitation letter sent to residents regarding water line services from a private company.
- The City Manager invited interested Council members to attend the NHMA Workshop for City & Town Councilors, Mayors and Aldermen.
- The City Manager forwarded past years City Manager Expectations to the Council to use as a reference in putting together a new set of expectations.
- 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

The City Manager's Assistant worked with various departments on posting for employment vacancies.

Announcements went out for: Custodians-McConnell Center, Building Inspector, Firefighters, Gym Attendants, Arena Attendants, Arena Maintenance Ice Resurfacers, Maintenance Mechanic Meter Backflow, and Clerk of the Works.

The Human Resources Director attended four TimeClock Plus (TCP) related meetings in the month of August. The team has been working hard to get the application configured to have a seamless communication between the TCP software and the City's financial system, Infinite Visions. Other work performed has been setting up employees from the Community Services Department which will serve as test department for this program.

The HR Director has been working with NCR to roll-out the FY2017 Employee Survey. Work in August has been related to determining questions that will appear on the survey, updating postcard and other correspondence to be used throughout the process and providing NCR with an updated list of employee names, mailing addresses, and email addresses to be used throughout the process. We are expected to launch on September 14, 2016 and have results in the latter part of November.

Parking & Traffic

Parking:

At their August meeting, the Parking Commission reviewed the recent change to a 3-hour limit in the Orchard Street parking lot surface spaces. The Parking Manager reported more spaces were available for short term parking as those wanting to park all-day have moved into the garage. They will make their final recommendation at their September meeting. They will also begin their review of the parking program for the FY18 budget during this meeting.

Parking Manager Bill Simons has been assigned to manage the grant the Arts Commission obtained from the NH State Council on the Arts to create wayfinding mosaics in the parking garage. This program will use local artists who will work with children from the Dover Housing Authority's after school program. The children and artist will create five distinct designs to help patrons recall which floor they are on in the parking garage while at the same time adding color and interest. The five designs selected by the Arts Commission are: 1) The Dover Police Mounted Unit, 2) Garrison Hill Tower, 3) Dover City Hall, 4) The Cocheco Mill, and 5) The Gundalow. Final testing was being conducted at the end of August for the Parking Bureau's online violation payment program. An online payment system has been the most requested option for years. Drivers will soon be able to pay their tickets as soon as they are uploaded from the parking officer's handheld computers.

Traffic

The Assistant City Manager continues to advise the JBC/SAU on planning and traffic related issues. In addition to those meetings, planning staff provides technical advice to the Engineer and Architect for the project. Final designs and layouts were approved by the Planning Board May 10.

Planning and Community Development staff continued to interact with Sebago Technics, an engineering firm, reviewing the traffic and congestion on NH Route 108 between Stark Avenue and Mast Road. This stretch of road includes the Middle and High schools as well as the Back River Road intersection. Sebago is working with data provided by the School Department as well as various City Departments to review improvements that might be possible along the stretch of road. On August 1, 2016, staff reviewed data collection and potential solutions to address the congestion that is created along the route.

On August 1, Sgt. Speidel attended a meeting of key officials and stakeholders in connection with the ongoing Route 108 South Corridor Study, which is currently being undertaken by Sebago Technics. The meeting agenda included an overview of data collection efforts, review of existing traffic operations within the corridor, and discussion of potential improvement actions. The work group is expected to meet again in late September.



Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities for several projects during the month of August, including a review of proposed site plans for a commercial/retail expansion at 45 Central Avenue, a commercial project at 14 Central Avenue, and an open space subdivision near Back Road and McKone Lane, and provided technical input on traffic and security concern on behalf of the Police Department.

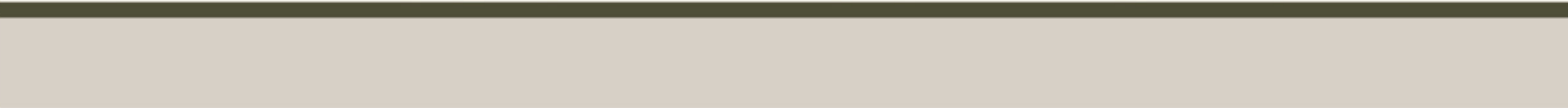
On August 8, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during peak commuting hours under the Dover Police Department “Sustained Traffic Enforcement 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 Sixth Street, Watson Road, Tolend Road, Indian Brook Drive and Weeks Crossing.

The Traffic Bureau assisted New Hampshire Children’s Museum staff in organizing their fourth annual Mini Maker Faire event on August 27 at Henry Law Park. The Traffic Bureau provided an array of equipment to help facilitate this event, including event parking signs, cones, barriers and barricades to help cordon off portions of the park.

The Dover Police Department performed 35 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of August, 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. Dover Police made a total of 14 DWI arrests during the month of August.

The Speed Monitoring and Awareness RADAR trailer was deployed in several different locations during the month of August, including Tolend Road, Back River Road, Spur Road, Middle Road and Sixth Street.

Sgt. Speidel performed 2 child passenger seat inspections during the month of August. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver’s vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group.



Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

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

Seacoast Grower's Association / Chamber of Commerce Farmer's Market, August 3, 10, 17, 24, and 31

Cochecho Arts Festival Friday night concert series, August 5, 12, and 19

National Night Out event at Henry Law Park, August 2

Dover firefighter retirement ceremony at North End station, August 5

Grove Street neighborhood block party, August 6

Saint John Street closure for CS Water and Sewer, August 16

Dover Professional Fire Officers Association's MDA benefit road toll, August 27

Traffic Accident Investigation Team:

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of August. The team participated in 4 hours of training in August.

Fire & Rescue Inspection Services:

Inspection Services continues to be very busy with a total count for inspections in August conducted and permits issued at 654. Here is the Inspection Services activity breakdown for August:

Inspections - Life Safety	63	Inspections - Plumbing/Mechanical	124	Inspections - Woodstove/Fireplace	00
Inspections - Business	05	Inspections - Blasting	0	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	25	Inspections - Health	59	Permits Issued - Building	68
Inspections - Building	124	Inspections - School / Daycare	14	Permits Issued - Certificate of Occupancy	13
Inspections - Electrical	151	Inspections - Oil Burner	01		

The above numbers only capture part of the work of the Fire & Rescue Inspections Division. Other job tasks include plan review for buildings and their systems, the answering of code questions, lot line and setback questions, and participation at technical review meetings where developers of projects and City officials from many departments meet and iron out issue “pre-shovel”.

Continuing from last month when Fire/Rescue and Inspection Services announced long-time inspector Jim Maxfield had been promoted permanently to the role of Building Official. August saw the search underway to fill the Building Inspector position that Jim vacated in the promotion. The position of building inspector was posted and a number of resumes were received from qualified applicants. Interviews are currently being scheduled after the Labor Day holiday in September.

In addition to the Inspection activity mentioned, one residence that had been determined to be uninhabitable and dangerous by the Housing Standards Board, required staff time from the Building Official to move toward a resolution of making that property safe. After some detective work to obtain up to date contact information, the out-of-town owner was reached and a plan is now developing to demolish that building on Boston Harbor Road.



The City Planner continues to be a member of the State of New Hampshire Coastal Risks and Hazards Legislative Committee to review climate issues relative to the Great Bay and Seacoast NH areas.

The Stewardship Committee continued to meet to develop the new Stewardship of Resources Chapter of the Master Plan. The Chapter includes a section on energy related concerns and issues.

In August, the Zoning Administrator addressed enforcement issues regarding motor vehicle junkyards/junkyards, temporary signs, and chickens, reviewed permits for signs, accessory dwelling units, and customary home occupations, provided zoning determinations/verifications and assisted with variance applications, and responded to various inquiries into land use and dimensional regulations.

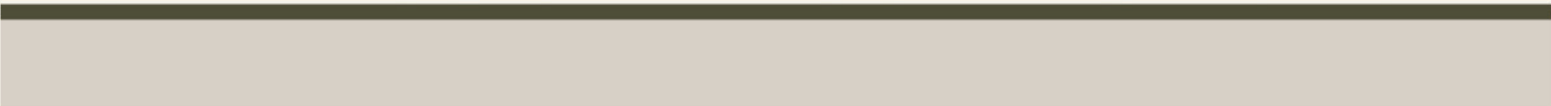
At the request of the Planning Board at their May 24 and July 26 meetings, Assistant City Planner Piekut has worked to further develop sign ordinance amendments that meet the needs of Dover property owners and organizations and maintain constitutional legality while preserving tradition and preventing sign pollution. The Board was updated at the August 23rd meeting and a public hearing is scheduled for September 13.

Planning and Community Development staff developed a rezoning analysis report regarding 447 Sixth Street for the Planning Board and the City Council. This project was prompted by a project Planning and Economic Development staff are working on to look at various areas of the City to rezone to increase commercially zoned property.

Assistant City Planner Benton attended the Transportation Alternatives Program (TAP) pre-application meeting in Concord on August 10 so that the Planning and Community Development staff was eligible to submit an application for another round of TAP funding. The City Council voted at the August 24th meeting to allow the mayor to sign a letter of support for the application and project.

City Planner Bird worked with a wetlands scientist to assist with wetlands delineation for a public walking trail on property owned by the Ezra Green homeowners association. Met on site on August 9th and 25th to walk the trail and review wetland maps in preparation for submitting an application to DES.

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. City Planner Bird met with a reporter from NH Public Radio on August 3rd at the waterfront site on River Street to discuss how climate change is being considered as part of the development of the waterfront. The interview was part of a program that appeared on NHPR in August.



Planning and Community Development staff 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, as well as land and streetscape improvements integration of the site into the larger downtown community was reviewed. Staff is working to bring the term sheet for the sale of the property to the Council later in the summer.

Planning and Community Development staff continued to work with Varney Brook Lands LLC to ensure that elements agreed to in the Pointe Place Development Agreement are being adhered to, and monitored the development and construction of the through road and roundabout. The Agreement was approved by the Council earlier this year, and includes the construction of a multi-use ball field, roadway and streetscape improvements.

Planning and Community Development staff is continuing to work with departments on the annual process of updating the Capital Improvements Program. Work in August included a more advanced review of projects, updating the financial models used for the review and discussing new projects with departments. Work will continue on this project over the course of the summer.

The Stewardship of Resources Master Plan Steering Committee held their fifth and sixth meeting. The committee reviewed materials developed by the consultant and provided feedback concerning remaining elements of the Chapter.

The Planning and Community Development staff developed new application related material for the next round of CDBG applications that will begin in October. Additionally, updates have been made to Accessory Dwelling Unit and sign permit applications.

Planning, Legal and Community Services staff continued to work on revisions to Chapter 152, Streets and Sidewalks. The revisions are focused on improving the application process for using property within the City's Rights of Way, as well as the need to document existing and proposed conditions.

Planning, Legal, Inspections and Community Services staff met to review code enforcements processes and complaints. This was the first of a series of ongoing meetings, where staff will discuss overlap in complaints and determine the lead staff to be a liaison with the complainant and the property in question. These meetings will allow staff from various departments to collaborate better and more efficiently process complaints and violation investigations.

Planning Board

Held and tabled a public hearing at their meeting on August 23 on a proposed amendment to rezone a 16 acre parcel, known as Assessor's Map D, Lot 12, located at 447 Sixth Street and Production Drive from Rural Residential (R-40) to Assembly and Office (I-4) at the request of Dover Business and Industrial Development Authority.

Held a public hearing pursuant to NH RSA 674:4 & 675:6, of the 2016 Transportation Chapter of the Master Plan and then adopted the Chapter at the August 23 meeting.

Discussed options for amending Chapter 170-32 (Signs) and scheduled a public hearing for September 13.

The Planning Board also heard an update on CDBG related activities by Community Development Planner Carpenter on August 23.

Zoning Board

Did not meet.

Planning staff received informal notice that an appeal of the Zoning Board's July 21st decision to approve two variance (Z16-09, 283 Dover Point Road) has been filed in Superior Court.

Technical Review Committee

The Technical Review Committee met and voted that Planning Board review is not required for site changes occurring at 45 Central Ave (Tax Map 17, Lot 76E-1). Met on August 11, 2016 and reviewed a four lot open space subdivision plan for Quantum Real Estate Group, LLC. Proposed at 84 Watson Road (Tax Map C, Lot 50A). On August 25, the Technical Review Committee voted to table a 17 lot open space subdivision plan for Daniel W. Ayer located at Back Road and McKone Land (Tax Map N, Lots 18, 18-4, 18-5, and 19). Also on August 25, the Technical Review Committee, also reviewed and tabled a site plan for 3,000 s.f. drive-up restaurant, and a 13,300 s.f. commercial building with 69 proposed parking spaces at 14 Central Ave (Tax Map 15, Lot 4).

Community Trail Committee

Assistant City Planner Benton staffed a meeting of the CTAC on August 16 at the Dover Transportation Center. The Committee reviewed the progress with the Transportation Alternatives Program grant, Dover obtained to continue the trail. The Committee also discussed outreach and education about the trail at Apple Harvest Day, and the possibility of creating a new logo in the future. Finally, the Committee decided where it would like to see stenciling in the future to help with way-finding.

Conservation Commission

At its regular meeting on August 8th, the Conservation Commission voted to recommend approval of a NHDES Wetlands Permit for James and Karen Duffy at 536 Middle Road for a new dock. Approved expenditures from the Conservation Fund for mowing of the Cassily fields and for a booth at Apple Harvest Day.

Housing Standards Board

Did not meet.

Transportation Advisory Committee

Did not meet.

Energy Commission

All seats on the Energy Commission are now filled. At its regular meeting August 17, the Commission heard staff updates on the solar photovoltaic project and Stewardship Chapter master planning effort. New member Grant Faustino was introduced. Scott Maslansky of the Jordan Institute attended to provide an update on C-PACE progress around the state and in Dover, and Charlie Forcey of the Durham Energy Committee attended to share his group's initiatives. The group has divided work based on a draft outline for an update/replacement of the 2008 Energy Action Plan.

Open Lands Committee

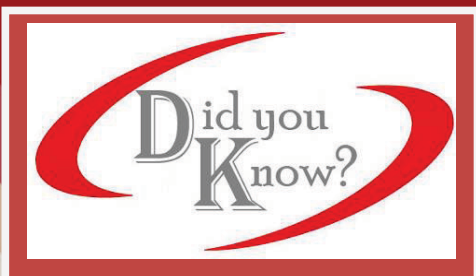
City Planner Bird attended a meeting of the Open Lands Committee on August 18th to provide support to the committee, including discussion about Apple Harvest Day activities and easement monitoring. City Planner Bird attended a site visit on August 4th on a potential conservation easement parcel. Met with landowners and city attorney of a couple of occasions during August to prepare a purchase and sale agreement for a conservation easement.

Downtown Dover TIF Advisory Board

Did not meet.

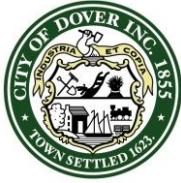
Heritage Commission

Did not meet.



Did you know that you really can understand how City finances work? With fiscal transparency in mind, the City offers a “Budget Revealed” webpage where you can learn about various funds, budgets, where the money comes from and where it goes!

<http://www.dover.nh.gov/government/open-government/budget-revealed/>



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 306
Meeting Date: **Wednesday, September 7, 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 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. THIRD STREET IN-FILL DEVELOPMENT

Assistant City Manager Parker gave an overview of the Term Sheet for the development project to the Council.

Mr. Christopher Berry, Berry Surveying & Engineering, gave an overview of the development plans to the Council.

The Council discussed and asked questions regarding this project and the impact on public parking in the City

B. 2017 – 2018 PROPOSED LEGISLATIVE POLICY POSITIONS

City Manager Joyal gave an overview of the process for review of the proposed legislative policies and the resolution that the Council will be approving at an upcoming Council meeting, which will give the legislature direction.

He went over the list with the Council to get consensus.

Floor Policy Proposal from the Town of Hudson #1 – no position

Floor Policy Proposal from the Town of Hudson #2 – no position

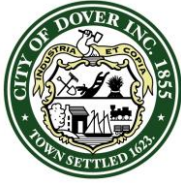
Floor Policy Proposal from the City of Portsmouth #1 – There was consensus of the Council

Floor Policy Proposal from the City of Portsmouth #2 – There was consensus of the Council

Floor Policy Proposal from the City of Portsmouth #3 – There was consensus of the Council

Floor Policy Proposal from the City of Portsmouth #4 – There was consensus of the Council

Floor Policy Proposal from the Towns of Webster and Warner #1 – no position



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 306
Meeting Date: **Wednesday, September 7, 2016**
Meeting Time: **7:00 pm**

Final Policy Recommendations from the New Hampshire Municipal Association (NHMA)

City Manager Joyal gave an overview of the General Administration and Governance Action Policy Recommendations.

Mayor Weston asked the Council which items they would like to pull.

Councilor Gagnon asked to pull Items # 18, page 4; Item #3, page 5; and Item #17, page 11.

City Manager Joyal gave an overview of the items pulled.

The Council consensus was to leave the document as presented.

C. 2017 CITY MANAGER EXPECTATIONS

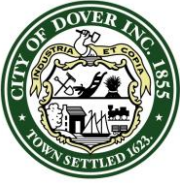
City Manager Joyal gave an overview of the items he suggested to the Council's as expectations for him.

There was Council consensus to review the City Manager's suggested list and have another workshop on October 5, 2016 to discuss any changes.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; 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, September 14, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gagnon, Councilor Greenshields, and Councilor Thibodeaux.

Absent: Councilor Ciotti, Councilor O'Connor, and Councilor Shanahan.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Councilor Greenshields move to add a School Board Report.

Deputy Mayor Carrier move to add "refer to a public hearing on September 28, 2016" to Item #13.B.2.

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

Vote: 5/0.

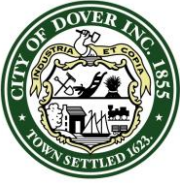
7. PUBLIC HEARINGS

A. APPROPRIATION OF ARENA CAPITAL RESERVE FUNDS AND AWARD OF ADDITIONAL SCOPE OF WORK ON ARENA GLYCOL LEAK WITH DAVIS MECHANICAL SERVICES, INC SPONSORED BY MAYOR WESTON BY REQUEST

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

B. REPROGRAMING UNEXPENDED BOND PROCEEDS FOR VHB SCOPE OF WORK AND AWARD TO VHB FOR SPAULDING TURNPIKE CONSTRUCTION OVERSIGHT SERVICES (CITY COUNCIL VOTE TO OCCUR ON SEPTEMBER 28, 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, September 14, 2016**
Meeting Time: **7:00 pm**

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He gave an overview of construction activities within the City and financial transactions. He spoke about the drought and proactive measures to encourage citizens not to waste water.

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

Vote: 5/0.

10. APPROVAL OF MINUTES

- A. August 24, 2016 – Regular Meeting
- B. August 24, 2016 – Non-Public Session

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

Vote: 5/0.

11. MAYOR'S REPORT

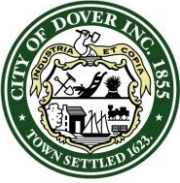
Mayor Weston listed her activities: attended Children's Home cookout, Robbins development has applied for an extension, Joint Building Committee – Garrison Elementary School design, Greater Dover Chamber of Commerce's Government Affairs meeting, Seacoast Magazine highlighted Dover, ribbon cutting for New Hope for Children. She said Marcia Gasses won the Ward 4 City Councilor Municipal Election.

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

Vote: 5/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING
- B. ORDINANCES IN THE 3rd READING



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

1. APPROPRIATION OF ARENA CAPITAL RESERVE FUNDS AND AWARD OF ADDITIONAL SCOPE OF WORK ON ARENA GLYCOL LEAK WITH DAVIS MECHANICAL SERVICES, INC

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gagnon.
Roll Call Vote: 5/0.

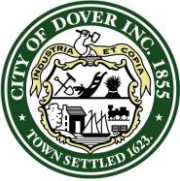
13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cochecho Country Club**
2. **ROAD RACE – Dover High School Unified**
3. **B16003B SIDEWALK IMPROVEMENTS INCREASED SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **B16078 HOUSEHOLD HAZARDOUS WASTE CLEAN UP DAY**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **B17001 SPRUCE LANE DRAINAGE**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B17002 SEGREGATION AND RECYCLING OF CONSTRUCTION DEBRIS**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **B17007 CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

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

Mayor Weston asked the Council if they had items they would like to pull for further discussion. Councilor Thibodeaux pulled Item #13.A.3.

Mayor Weston pulled Item #13.A.6.

Deputy Mayor Carrier pulled to Joint Building Committee – Dover High School and Regional CTC Report.

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

Roll Call Vote: 5/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.3.; seconded by Councilor Thibodeaux.

Roll Call Vote: 5/0.

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

Roll Call Vote: 5/0.

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

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Gagnon. Vote: 5/0.

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

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

Vote: 5/0.

B. RESOLUTIONS

1. NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY CONFERENCE

SPONSORED BY MAYOR WESTON

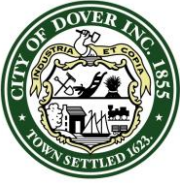
Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.

Councilor Greenshields moved to add “or designee” after City Manager in the last Now, Therefore; seconded by Councilor Thibodeaux.

Vote: 5/0.

Mayor Weston asked for a vote on the amended resolution.

Vote: 5/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 14, 2016**
Meeting Time: **7:00 pm**

**2. SALE OF THIRD STREET PARKING LOT MAP 6 LOT 54A AND ACCEPTANCE OF TERM SHEET FOR LAND DEVELOPMENT AGREEMENT WITH CHANGING PLACES, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 28, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on September 28, 2016; seconded by Councilor Thibodeaux.
Vote: 5/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Mayor Weston said she will be holding a Coffee with the Mayor session on October 8, 2016, 9:00 to 11:00, Police Department Conference Room. Apple Harvest Day is October 1, 2016. She said there will no City Council meeting on September 21, 2016.

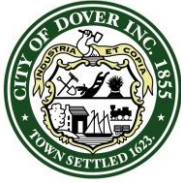
Deputy Mayor Carrier said PC construction also built the UNH Stadium.

Mayor Weston said she and the Deputy Mayor attended the Dover Main Street annual meeting.

City Manager Joyal said the Citizens Leadership Academy will be starting in October.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Gagnon.
Vote: 5/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.08.24 – 119**
Resolution Re: **Reprogramming Unexpended Bond Proceeds for VHB
Scope of Work and Award to VHB for Spaulding
Turnpike Construction Oversight Services**

WHEREAS: The NH Department of Transportation is performing extensive road improvements to the Spaulding Turnpike, US route 4 and NH Route 16 in Dover. The NHDOT has requested assistance from the City of Dover with the proposed road improvements; and

WHEREAS: The state of NH DOT has requested that the city relocate water and sewer utilities in the state right of way as part of the Newington Dover Bridge project. Vanasse Hangen Brustlin, Inc (VHB) is the lead engineer for the NHDOT. The city contracted with (VHB) to expedite the design process and meet the NHDOT timeline for design documents at a cost of \$37,500 which was approved by council 4.10.2013; and

WHEREAS: The design and plans for sewer and water improvement, phasing coordination and coordination with City, NHDOT, NH Bureau of Turnpikes, Comprehensive Environmental Inc, Clough Harbour & Associates and coordination with geotechnical sub-consultants in the evaluation of settlement issues related to compressible soils. Council approved via R2014.02.12 approved VHB's proposal in the amount of \$298,400.00; and

WHEREAS: The city has received a proposal from VHB for construction administration and observation in the amount of \$244,737.00 for the relocation of city water and sewer mains that impact the NHDOT project; and

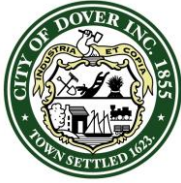
WHEREAS: This resolution is requesting reprogramming unexpended bond proceeds in the amount of \$233,081 and award of purchase order in the amount of \$244,737; and

WHEREAS: Based on completed Sixth Street water main project there are unexpended bond proceeds that can be reprogrammed to other water main projects.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$233,081.00 of unexpended bond proceeds is hereby reprogrammed from Sixth Street Water Main project to Water Main Spaulding Turnpike project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5300.1.300.43320.4757.03536.13	Water Main - Sixth Street	322,731.00	(233,081.00)	89,650.00
5300.1.300.43320.4757.03588.13	Water Main - Spaulding Turnpike	0.00	233,081.00	233,081.00
	Total Available Funding	322,731.00		322,731.00

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#: 12.C.1.

Resolution Number: **R – 2016.08.24 – 119**
Resolution Re: **Reprogramming Unexpended Bond Proceeds for VHB
Scope of Work and Award to VHB for Spaulding
Turnpike Construction Oversight Services**

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 the VHB for construction administration services of the city water and sewer main relocation project in the amount of \$244,737. The City Manager, or designee, is hereby authorized to contract with the State of NH, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03588.13	Water Main - Spaulding Turnpike	233,081	99,788.00
5320.1.300.43250.4757.04554.11	Sewer Main Replacement Design	100,000	68,561.50
5320.1.300.43250.4757.04554.15	Sewer Main Replacement Design	150,000	124,187.00

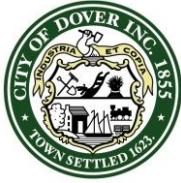
AUTHORIZATION

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#: 12.C.1.

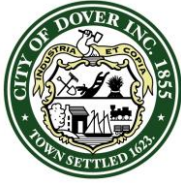
Resolution Number: **R – 2016.08.24 – 119**
Resolution Re: **Reprogramming Unexpended Bond Proceeds for VHB
Scope of Work and Award to VHB for Spaulding
Turnpike Construction Oversight Services**

DOCUMENT HISTORY:

First Reading Date: 08/24/2016	Public Hearing Date: 09/14/2016
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 Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.08.24 – 119**
Resolution Re: **Reprogramming Unexpended Bond Proceeds for VHB
Scope of Work and Award to VHB for Spaulding
Turnpike Construction Oversight Services**

RESOLUTION BACKGROUND MATERIAL:

The NH Department of Transportation is proposing extensive road improvements to the Spaulding Turnpike, US route 4 and NH Route 16 in Dover. The NHDOT has requested assistance from the City of Dover in the review of sewer and water lines in conflict with the proposed road improvements.

The state of NH DOT has requested that the city relocate water and sewer utilities in the state right of way as part of the Newington Dover Bridge project. VHB is the lead engineer for the NHDOT. The City requested a proposal from VHB to expedite the design process and meet the NHDOT timeline for design documents. VHB Inc has completed this scope of services at a cost of \$37,500 to the City of Dover approved by council on 4.10.2013.

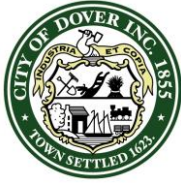
The design and plans for sewer and water improvement, phasing coordination and coordination with City, NHDOT, NH Bureau of Turnpikes, Comprehensive Environmental Inc, Clough Harbour & Associates and coordination with geotechnical sub-consultants in the evaluation of settlement issues related to compressible soils. Council approved via R2014.02.12 approved VHB's proposal in the amount of \$298,400.00.

The city has received a proposal from VHB for construction administration and observation in the amount of \$244,737.00 for the relocation of city water and sewer mains that impact the NHDOT project. This cost is \$99,788 for the water main portion and \$144,949 for the Sewer Main portion.

On December 11, 2011 the Dover City Council approved the FY13-FY18 six-year Capital Improvements Program (CIP), which included an appropriation in FY13 for Sixth Street water main project. The project is completed and there are remaining unexpended bond proceeds that can be utilized on Water Fund capital improvement projects.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Sixth Street Water main project in the FY13 CIP. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Sixth Street project. This resolution reprograms funding from the Sixth Street water main project to Water Main Spaulding Turnpike project. Water main replacements are an approved CIP project, and annually the City CIP contains water main replacement projects.

The amount of \$233,081 is being reprogrammed to fund the \$99,788 Water portion scope of work presented in this resolution. The remaining amount being reprogrammed of \$133,293 is to fund the Water portion scopes of work previously approved by City Council on 4.10.2013 and 2.12.2014 for VHB. The original understanding by the city was that the Water portion of these scopes of work would be reimbursable (funded) by NHDOT as it involved Water main relocation. This is how the project appropriation was reflected in the FY15 CIP adopted by City Council. The city contracted directly with VHB to provide input on the Utility system impacts for the Spaulding Turnpike project and oversee the design work being completed by NHDOT. The City's contracting with VHB has been done to provide for protection of the city's existing utility systems and ensure the relocation work meets the needs and requirements of the City. These type costs are deemed non-participating costs for the project and are required to be paid by the City.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2016.09.14 – 126**
Resolution Re: Sale of Third Street Parking Lot Map 6 Lot 54A and
Acceptance of Term Sheet for Land Development
Agreement with Changing Places, LLC

- WHEREAS: The City of Dover requested proposals B16012 for the mixed use development & revitalization of Third Street for parties interested in purchasing city owned property known as the Third St Parking Lot identified as map 6 lot 54A on the Dover tax maps; and
- WHEREAS: One reply was received and evaluated with recommendation to award to Changing Places LLC. Dover Code 79-11 specifies the procedure to be followed for disposing of city owned real-estate including the ability for exceptions to the procedure in cases of economic development; and
- WHEREAS: City staff has negotiated a Term Sheet for a Land Development Agreement between the City and the proposed buyer, Changing Places, LLC, for the sale and redevelopment of the property. The sale price is \$100,000.00, and the redevelopment of the site is projected to be valued at no less than \$3,000,000.00; and
- WHEREAS: The Term Sheet includes sureties that the property will be developed in a manner consistent with the City's Master Plan, and consistent with a pro-infill development policy endorsed by the Parking Commission, the Dover Business and Industrial Development Authority, and the Planning Board.

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

The City Manager is authorized to enter into a Land Development Agreement with Changing Places, LLC consistent with the Term Sheet negotiated between the City and Changing Places, LLC.

The City Manager is authorized to sell/convey the City property known as the Third St Parking Lot, identified as Map 6 lot 54A on the Dover Tax Map, for the amount of \$100,000.00. A \$10,000.00 deposit shall be received to be applied to purchase. Funds are to be placed in the Dover Downtown TIF special revenue fund, consistent with the adopted TIF plan debt service coverage analysis.

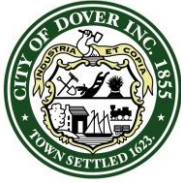
AUTHORIZATION

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.

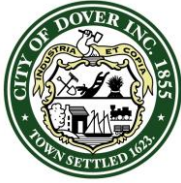
Resolution Number: **R – 2016.09.14 – 126**
Resolution Re: Sale of Third Street Parking Lot Map 6 Lot 54A and
Acceptance of Term Sheet for Land Development
Agreement with Changing Places, LLC

DOCUMENT HISTORY:

First Reading Date: 09/14/2016	Public Hearing Date: 09/28/2016
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 Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor, Sarah Greenshields, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2016.09.14 – 126**
Resolution Re: Sale of Third Street Parking Lot Map 6 Lot 54A and
Acceptance of Term Sheet for Land Development
Agreement with Changing Places, LLC

RESOLUTION BACKGROUND MATERIAL:

In 2015 the City requested proposals for redevelopment of Third Street within the urban core. Bid B16012 was released in September of 2015, in accordance with Chapter 79. One result were received and the City Council authorized staff to negotiate with Changing Places, LLC in October of 2015. Staff negotiated the attached Term Sheet with the buyer over the winter of 2015/Spring 2016. The City Council held a Workshop meeting on the proposed development and Term Sheet on September 7, 2016. A Summary of the proposed Land Development Agreement is also attached.

Award Information:

City Manager recommends that the property be sold to Changing Places, LLC for the amount of \$100,000.

Purchasing Information:

Type:	Sales agreement	Advertised:	Yes
Invitations Mailed:	Email 452 mailed 30	Number of Responses:	1
Warranty:	NA	Terms:	In contract
Work Bonded:	Na	Contract:	Yes
Prices will hold for:	NA	Estimated Delivery:	NA
Recommended Sale to:	Changing Places LLC	Fund:	NA
Other Approvals Required:	NA	References Checked:	NA
Previously Worked for City:	NA	Reason for Council Approval:	Council approval subsequent to a bid solicitation

[B16012 Bid Documents and Vendor List](#)

Summary of Land Development Agreement between the City of Dover and Changing Places, LLC

Purchase Price: \$100,000

Closing Date: On or before January 1, 2017

Deposit: \$10,000.00 (credited towards purchase price at closing)

Due Diligence: Developer to complete by January 1, 2017, at their cost.

Public Improvements: \$60,000.00 minimum expenditure on improvements for public benefit

- New sidewalk on Third Street
- New street trees on Third Street
- Resurface parking lot
- Improve pedestrian flow from parking to Third Street
- Improve landscaping and screening of parking lot/railroad

Surety for City:

- A Performance Mortgage shall be established as a security deposit for failure to commence construction of the improvements
- Financial surety in an amount equal to all construction financing for each phase shall be posted, prior to issuance of a building permit.
- Financial surety for the public improvements monies in an amount equal to 115% of the cost must be provided if work is not complete prior to Certificate of Occupancy.
- Buildings to be complete by April 1, 2018
- Tax Guarantee.
 - Beginning with tax year 2018 \$3,000,000.00 in a Assessed Value must be provided
- If Tax Shortfalls exist, the Developer must make up the shortfall.
- Performance Mortgage shall be in place to secure the tax guarantee
- Re-Conveyance of Project Site should work commence, but not be completed

Other Items:

- The water and sewer investment fees to be paid by Developer
- All impact fees shall be paid on or before the Certificate of Occupancy is granted
- The parcel is to be subdivided, and only area to be developed will be conveyed (aprx. .35 ac)
- The developer shall have the right to purchase, at market rate, 24 parking permits within the Chestnut and Transportation Center lots for tenants.
- The developer shall increase the non-residential components on the site
- The City maintains approximately 30 spaces in the parking lot, within the Parking Management program
- The City will grant a temporary construction easement to the developer over the full Third Street parking lot, during construction.
- The developer will hold abutter meetings before plan submittal, before construction activity begins and prior to issuance of a Building Permit.

TERM SHEET

The City of Dover, New Hampshire (“City”) and Changing Places LLC (the “Developer”) (collectively the “Parties”) intend to enter into a Development Agreement concerning the development of a certain property in Dover, New Hampshire that the Developer intends to purchase from the City, consistent with the terms set forth herein.

1. The Developer seeks to subdivide and purchase a portion of the property known as Map 6, Lot 54A, consisting of approximately .35 acres, more or less, and which front along Third Street and Fourth Street, between Central Avenue and Chestnut Street (the “Project Site”) in Dover, New Hampshire. The Developer intends to develop the Project Site in such a way that it is more likely than not that upon completion, the assessed value of the Project Site will meet or exceed the Guaranteed Tax Assessment Values described in section 8. A more detailed agreement will be signed by the Parties with the terms set forth herein and additional terms as may be necessary and/or customary (the “Development Agreement”).
2. The Developer shall obtain final, unappealable site plan approval for the full build-out of the Project Site, including subdivision of the City Parking Lots by January 1, 2017, unless extended with the written consent of the City which shall not be unreasonably withheld. If such approvals lapse for a period in excess of thirty (30) days, either party may terminate their obligations or the parties may provide for additional time, depending on the circumstances at that time.
3. In the event that the development of the Project Site is approved by the Dover Planning Board, all conditions precedent related to such approval have been satisfied, and all applicable appeal periods have expired, the City shall convey, the Parcel “as-is”, “where-is” and “with all faults” as to its physical condition, under a Quitclaim Deed to the Developer for One Hundred Thousand Dollars \$100,000.00.
4. The Developer agrees to utilize building materials consistent with the neighborhood. Stronger and heavier materials (masonry) may support lighter materials (wood/stucco/fiber cement). Furthermore, the Developer shall construct the buildings to be equal to or less than the height of the adjacent building located on Assessors tax map 6 lot 46, consistent with the plans included in the Response to the RFP, as modified through negotiations.
5. The Developer shall have the right to purchase twenty four (24) parking permits from the City for spaces within the Chestnut Street parking lot or Transportation Center parking lot. with the following guidelines:
 - a. Exclusive spaces
 - i. The Developer shall have the right to purchase sixteen (16) permits in the Chestnut Street lot. These permits will be assigned to fixed spaces, as will be located on the approved site plan.
 - ii. Monthly, the Developer shall be charged the then Required Permit rate in the City’s fee schedule, for each of its sixteen (16) parking spots, which is currently twenty dollars (\$20) per space/month, but may change over time. Payment shall be made monthly, due the 1st of each month, or other agreed upon payment schedule, for each of the parking permits through

- the City of Dover's Parking Bureau office.
- iii. The right to purchase these permits is for twenty five (25) years beginning upon the issuance of the first Certificate of Occupancy for the approved site plan. Certificate of Occupancy shall not be issued until the parking lot upgrades/expansions have been completed, as per the approved Plan. At the end of said period, the Developer shall have the right to renew the right for an additional term of twenty-five (25) years upon the same basic terms and conditions.
 - iv. Written notice of renewal shall be sent by the Developer to the City twelve (12) months prior to the renewal, otherwise said right of renewal shall expire. During the term of this agreement, if the Dover City Council approves the financing/construction of parking infrastructure on the Chestnut Street Parking Lot, including but not limited to a parking deck or structure, the City shall have the right to terminate this agreement, but shall be obligated to provide the Developer sixteen (16) permits within the new infrastructure for the remainder of the term.
 - b. In addition the Developer shall have the right to purchase eight (8) additional permits that may be used in the Transportation Center lot, or Chestnut Street lot. These permits will be floating and are on a first come first serve basis of the total spaces available.
6. Prior to the signing of the Development Agreement, and at Developer's cost, the Developer shall have its engineer design the improvements for the Project Site as well as Public Improvements to the satisfaction of the City.
 - a. Public Improvements shall be equal to or exceed \$60,000.
 - b. Public Improvements shall be provided in the form of resurfacing and striping the remaining Third Street parking lot, relocating any parking management infrastructure located in the Project Site, installing a decorative fence atop the existing retaining wall, replacing/adding sidewalk, street lights, street trees, and on street parking along Third Street, as well as associated landscaping typical of a site plan.
 7. The Developer shall hold meetings with the abutters prior to the Planning Board approval, commencement of construction and the issuance of a building permit. These meetings shall be noticed to the City, and use the same abutter list generated for the site plan submission to the Planning Board. The Developer shall invite the City and provide a copy of the attendance list to the City upon completion of the meeting.
 8. Once developed and the Certificate of Occupancy is issued, the Developer shall guarantee a minimum assessed value of three million dollars (\$3,000,000) for the Project Site for a period of twenty (20) years.
 9. The Developer shall convey to the City a Performance Mortgage or other such surety satisfactory to the City, to secure the Developer's Guaranteed Tax Assessment obligations.
 10. The City shall grant Developer a temporary blanket construction and access easement on, over and across City's property for purposes incidental to the construction of the mixed use project and other improvements on City's property.

11. The Developer shall defend and indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from Developer's exercise of its rights and the performance of its duties and obligations hereunder.
12. The City Manager shall obtain approval to execute a Development Agreement consistent with the terms and conditions in this term sheet. Any terms or conditions in the Development Agreement that represent changes or additions to the terms and conditions in this term sheet shall be subject to the consent and approval of the City, acting by and through its City Manager. Changes or additions considered material by the City Manager, in the City Manager's sole discretion, shall require approval by the City Council.



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 children's center
Federal Tax ID number for Organization: 02-0303815

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Dover Holiday Parade

Contact Person: Melissa Fischetto Day Time Telephone: 603-343-8542

Address: 43 Back River Rd Dover Email: melissafischetto@gmail.com

Date of Event: Nov. 27 2016 Specific Time: 2:30 pm

Location of Event (if parade, attach course description or map): See Attached

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. 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.

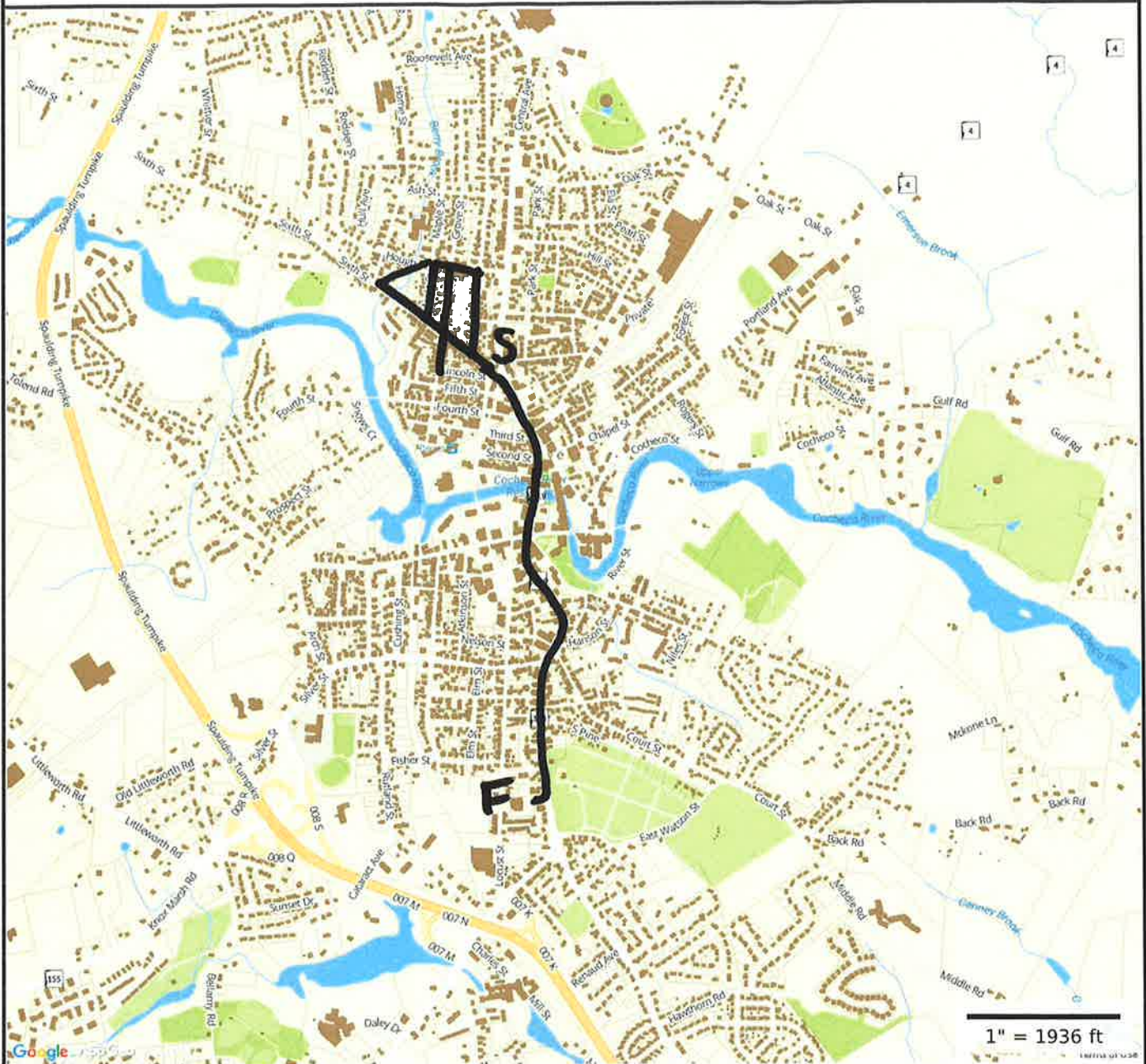
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL per the provisions of RSA 287-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Melissa Fischetto DATE: 9/17/16
(duly authorized)

PRINTED NAME: Melissa Fischetto

Licensing Board Approval (Signature) Date: 9/21/16

Dover Holiday Parade



Staging area
(No Parking) :
Sixth Street
Grove Street
Maple Street
Mount Vernon Street



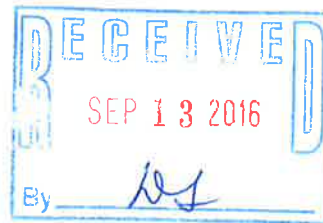
MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

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.

Parcels updated 1/1/2016
Properties updated 09/19/2016

Start:
Chamber of Commerce
(Central/Sixth)

Finish:
CVS Pharmacy
(118 Central Avenue)



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 Rotary (Charities)
Federal Tax ID number for Organization: 02-0517361

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Rotary @ 1000 of Dover supports many local programs
Contact Person: Jim Munro Day Time Telephone: 603-534-1726
Address: 252 Washington St. Email: JIM@MBPRINTANDPROMOTIONS.COM
Purpose of Permit: Fundraising
Date of Event: 9.28 thru 12.7 Specific Time: Noon
Location of Event: Goss Building Broadway, Dover

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

Prize (s) To Be Awarded: 5000.00
Cost of Ticket: 50.00 Date of Drawing: 12.7.16
Place of Drawing: Goss Building, Broadway, Dover

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

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

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

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

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

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

SIGNATURE OF APPLICANT: James F. Munro DATE: 9.13.16
(duly authorized)

PRINTED NAME: JAMES F. MUNRO

Licensing Board Approval (Signature) Date: 9/14/16



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

Check(☒) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: ZEBRA CROSSINGS

Federal Tax ID number for Organization: 80-0456257

Check (☒) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒
(Describe) youth with chronic condition

Contact Person: ASTRID WIELENS Day Time Telephone: 603-312-2052 x1

Address: 61 LOCUST ST. DOVER Email astrid@zebra-crossings.org

Purpose of Permit: Raffle calendar

Date of Event: December 2016 daily Specific Time: 1pm daily

Location of Event: McConnell Center Dover

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

Prize (s) To Be Awarded: 31 PRIZES (ONE EACH DAY IN DECEMBER) - est. value \$1,100 total.

Cost of Ticket: \$10/calendar Date of Drawing: daily drawing December 2016

Place of Drawing: McConnell Center Dover

* 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: _____

DATE: 9/12/16

PRINTED NAME: ASTRID WIELENS

(duly authorized)

Licensing Board Approval _____

Date: 9/21/16



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

Road race ✓ 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: Zebra Crossings - Moms on the Run
Federal Tax ID number for Organization: 80-0456757

Check (✓) Nature of Organization:

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

Name/Description of Event (if applicable): youth with chronic health conditions

Contact Person: Astrid Wilkens Day Time Telephone: 603-312-2052 x1

Address: 61 Lower Street Email: astrid@zebra-crossings.org

Date of Event: 5/14/17 Specific Time: 9:00 am

Location of Event (if parade, attach course description or map): Dover High School - see attached map

*****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: _____

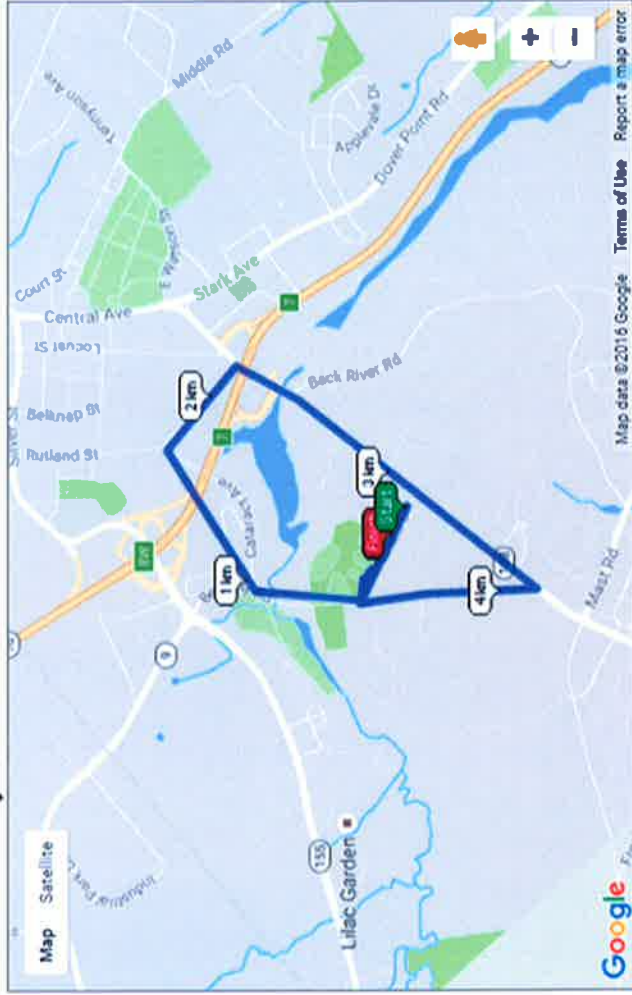
Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy 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: _____ DATE: 9/13/16

PRINTED NAME: Astrid Wilkens (duly authorized)

Licensing Board Approval _____ Date: 9/15/16



Added by Nicole Kurr on 1/12/2007
DISCLAIMER: USATF and the author of this route make no warranties as to the conditions, safety, distance accuracy, or suitability for running of this route. Run at your own risk!

Reviews

Be the first to write a review of this route!

Write your own review and rate this route

Author:

Route rating: unrated

Review:

School on Alumni Drive and continue:
Right onto Bellamy Road, Right onto Cataract Ave, Right onto
Rutland St, Right onto Rte. 108, Right onto Bellamy Road, Right
onto Alumni Drive



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (☒) the type of application:

RAFFLE^A _____, TAG^A ☒, BLOCK PARTY^{**} _____,

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

Organization Name: Dover Youth FLAG

Federal Tax ID number for Organization: 47-4736549

Check (☒) Nature of Organization:

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

(Describe) Dover Youth FLAG Football League

Contact Person: Justin Marasca Day Time Telephone: 603-817-4217

Address: Po Box 2223 Dover, NH 03821 Email: jmarasca@yahoo.com

Purpose of Permit: Fundraising

Date of Event: 10/7-10/8-10/14 Specific Time: 4pm-8pm

Location of Event: _____

*****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: Justin Marasca

DATE: 9/14/16

(duly authorized)

PRINTED NAME: Justin Marasca

Licensing Board Approval

Date: 9/19/16



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

Check(☒) the type of application:

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

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

Organization Name: Seacoast Titans Football and Cheer
Federal Tax ID number for Organization: 02-2636109
Check (☒) Nature of Organization:
Religious_____, Educational_____, Charitable_____, Civic_____, Sports ☒, Veterans_____, Fraternal or Political_____, Other_____
(Describe) cell (534-5353)
Contact Person: Ann Walsh Day Time Telephone: (603) 652-1245
Address: PO Box 1143 Dover NH 03821 Email annjwalsh@yahoo.com
Purpose of Permit: Tagging - fundraising
Date of Event: 10/7/16 & 10/8/16 Specific Time: 10/7 (6pm-8pm) 10/8 (9am-2pm)
Location of Event: Businesses throughout Dover

*******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

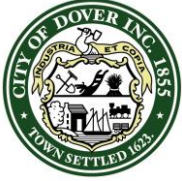
Block Party Location (attach map if more than one street is affected): _____
Police Department Block Party Approval Signature: _____
Printed Name: _____

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: Ann Walsh DATE: _____
(duly authorized)

PRINTED NAME: Ann Walsh

Licensing Board Approval (ATC) Date: 9/8/16



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.09.28 - 127**

Resolution Re: Dover Pudding Hill Aquifer with Emery & Garrett
Groundwater Investigations LLC & Underwood Engineers

WHEREAS: Emery and Garrett Groundwater Investigations LLC Inc (EGGI) was the awarded firm through Sealed Bid B13045 for hydrogeological consulting services exploration and development of replacement groundwater supply. The City has also awarded via sealed bid B14074 the engineering firm of Underwood Engineers for water facilities upgrades; and

WHEREAS: The City received a scope of work and estimated costs totaling \$378,830 from EGGI for the development of artificial recharge basins at the Dover Pudding Hill Aquifer and a scope of work and costs in the amount of \$16,800 for preliminary design services from Underwood Engineers. Due to their vast experience in this field, it is the recommendation to award this project to EGGI and Underwood Engineers in the amounts outlined; and

WHEREAS: Schnitzer Steel (New England Metal Recycling) has committed to reimbursing the City for 100% of these costs; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Emery and Garrett Groundwater Investigations LLC for the development of artificial recharge basins services in the amount not to exceed \$378,830 and a purchase order to Underwood Engineers for preliminary design services in the amount not to exceed \$16,800. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03571.13	CS Water Exploration	47,139.38	28,246.73
5300.1.300.43320.4757.03571.14	CS Water Exploration	98,215.10	98,215.10
5300.1.300.43320.4757.03571.15	CS Water Exploration	95,740.58	95,740.58
5300.1.300.43320.4757.03571.16	CS Water Exploration	100,000.00	100,000.00

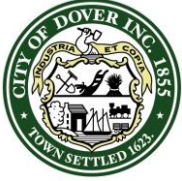
AUTHORIZATION

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.7.

Resolution Number: **R – 2016.09.28 - 127**

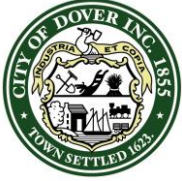
Resolution Re: Dover Pudding Hill Aquifer with Emery & Garrett
Groundwater Investigations LLC & Underwood Engineers

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 Marcia Gasses, 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 – 2016.09.28 - 127**

Resolution Re: Dover Pudding Hill Aquifer with Emery & Garrett
Groundwater Investigations LLC & Underwood Engineers

RESOLUTION BACKGROUND MATERIAL:

In 2012 the City entered an agreement with Schnitzer Steel (New England Metal Recycling) to co-fund a study that would potentially replace the Griffin well, a city production well that has had contaminants emanating from the metal recycling facility. A short time after the initial phases of the study being conducted by Emery and Garrett Groundwater Inc. (EGGI), the State of New Hampshire received a settlement for sites that have been impacted by MTBE. The Griffin well has been impacted by MTBE and the State of NH agreed to fund the remaining phases of work by EGGI to develop a replacement water supply well. Since then all costs associated with establishing a new well have been paid by the State of NH. Both the City and Schnitzer Steel were relieved of all anticipated costs to complete the new well development.

A new well has been developed and permitted by the State of NH Department of Environmental Services (NHDES). At a recent meeting with NHDES, the State declared the development of artificial recharge basins was not eligible for funding under the terms of the MTBE settlement. The City has reached out to Schnitzer Steel to request their agreement to pay the cost to develop the artificial recharge system as it is needed to insure contaminants from their site do not reach the new replacement well in the future.

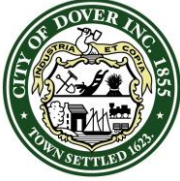
Schnitzer Steel has committed to reimbursing the City for 100% of the costs associated with planning, permitting and building the artificial recharge system. EGGI and Underwood Engineers have provided work scopes and detailed cost estimates to the City which has been shared with Schnitzer Steel.

Task I: Develop scope of work & fee schedule	\$6,570
Task II: Design & construction of temporary recharge basins	\$117,610
Task III: Design & construction of temporary artificial recharge-discharge system	\$40,350
Task IV: Application for temporary groundwater discharge permit	\$11,185
Task V: Installation of water quality monitoring wells and purchase of pumps	\$103,845
Task VI: Pilot testing of artificial recharge system	\$71,005
Task VII: Application for permanent ground water discharge permit	\$13,315
Task VIII: Other- meetings and public hearings	\$14,950
Total Costs for EGGI	\$378,830

Task I: preliminary design Including evaluation, preliminary design & conceptual drawings, meetings, opinion of cost.	\$16,800
Total Cost for Underwood Engineers	\$16,800

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Emery & Garrett Inc & Underwood Engineers	Fund:	CIP
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.09.28 – 128**

Resolution Re: Setting Voting Hours for the November 8, 2016 State
General Election

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover;
and

WHEREAS: The New Hampshire State General Election will be held on November 8, 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 General Election to be held on November 8, 2016.

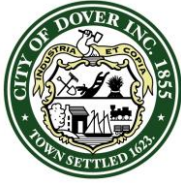
AUTHORIZATION

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.8.

Resolution Number: **R – 2016.09.28 – 128**
Resolution Re: Setting Voting Hours for the November 8, 2016 State
General Election

DOCUMENT HISTORY:

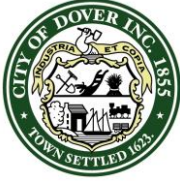
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 06/22/2016	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joseph Nicolella, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor Sarah Greenshields, At Large		
Total Votes:		
Resolution does / does not pass.		

RESOLUTION BACKGROUND MATERIAL:

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.B.1.

Resolution Number: **R – 2016.09.28 – 129**

Resolution Re: Establishment of Garrison Elementary School Trust Fund

WHEREAS: The late George Rivers Family Trust bequeathed funds in the amount of \$5,000.00 to the Garrison Elementary School; and

WHEREAS: On September 12, 2016 the Dover School Board approved a resolution requesting establishment of the Garrison Elementary School Trust Fund; and

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

The City of Dover hereby establishes the Garrison Elementary School Trust Fund, for the purpose of needed equipment or supplies. The fund is established as an expendable trust fund, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the Trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

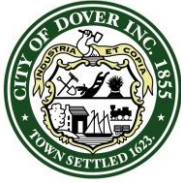
AUTHORIZATION

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.B.1.

Resolution Number: **R – 2016.09.28 – 129**

Resolution Re: Establishment of Garrison Elementary School Trust Fund

DOCUMENT HISTORY:

First Reading Date:

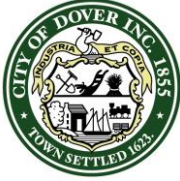
Public Hearing Date:

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 Marcia Gasses, 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 – 2016.09.28 – 129**

Resolution Re: Establishment of Garrison Elementary School Trust Fund

RESOLUTION BACKGROUND MATERIAL:

Upon acceptance of the trust by the City Council, said moneys shall be turned over to the Trustees of Trust Funds, to be held as an expendable trust and invested in common with other funds held in Trust.

The principal, any investment incomes and any additional donations for the trust will be dispersed for the purpose of providing funding for needed equipment or supplies at the Garrison Elementary School. The purchase of any equipment or supplies will be upon request of the Garrison Elementary School to the SAU Business Administrator and SAU purchasing procedures will be utilized for said purchases.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.

The establishment of this trust fund is per the request of the Dover School Board. The September 12, 2016 resolution approved by the Dover School Board is attached to this resolution.

RESOLUTION
RE: GARRISON ELEMENTARY SCHOOL TRUST

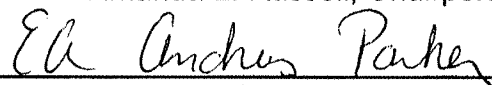
- WHEREAS:** the Dover School Board approved policy KCD, Public Gifts/Donations, and
- WHEREAS:** Garrison Elementary School was named as a beneficiary in the Rivers Family Trust, in the amount of \$5,000.00 for the purpose of needed equipment or supplies at Garrison Elementary School and was accepted at the June 6, 2016 School Board meeting, and
- WHEREAS:** the Dover School Board authorizes the creation of a trust that shall be submitted to the Dover City Council for approval and acceptance of the trust funds. Upon City Council approval, the trust funds will be immediately turned over to the City of Dover, Trustees of Trust Funds, and

NOW, THEREFORE, BE IT RESOLVED the Dover School Board requests the Dover City Council accept the establishment of the Garrison Elementary School Trust and allow the City of Dover to be Trustees of these funds. The principal, any investment income and any new funds to the trust will be disbursed to Garrison Elementary School upon request by the School District Business Administrator. District purchasing procedures will be utilized for any purchase from the trust.

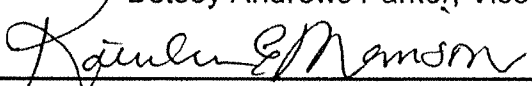
SUBMITTED BY:



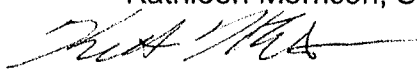
Amanda L. Russell, Chairperson



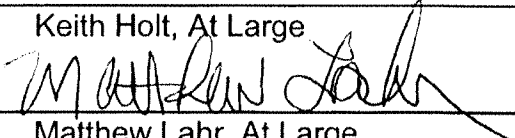
Betsey Andrews Parker, Vice Chairperson



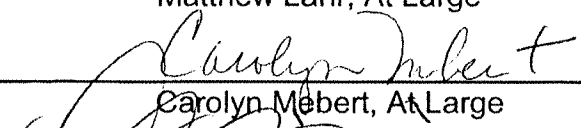
Kathleen Morrison, Secretary



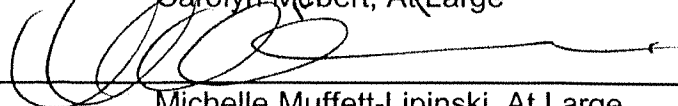
Keith Holt, At Large



Matthew Lahr, At Large



Carolyn Mebert, At Large



Michelle Muffett-Lipinski, At Large

September 12, 2016

THE RIVERS FAMILY TRUST

WHEREAS, I, GEORGE A. RIVERS of West Springfield, in the County of Hampshire and the Commonwealth of Massachusetts, hereinafter called the "Donor" have transferred or may transfer to **GEORGE A. RIVERS** of West Springfield, Massachusetts, as Trustee, hereinafter referred to as "Trustee ", certain properties to be held in trust hereunder;

WHEREAS, the Donor intends to establish a revocable Trust under the terms hereafter set forth, reserving the rights to alter, amend or revoke the Trust, and intends that the Trustee shall act as Trustee hereunder;

NOW, THEREFORE, GEORGE A. RIVERS agrees to hold such property and any and all additional property from time to time in any manner received in trust hereunder, and to manage, invest and reinvest the same and dispose of the income and principal of the trust as set forth;

NOW, THEREFORE, in consideration of the mutual promises contained in the trust agreement, the parties agree as follows:

DURING THE LIFETIME OF THE DONOR

During the lifetime of the Donor, the Trustee may make payment from or apply the income and/or principal of the trust as follows:

A. To or for the benefit of the Donor, in such amounts as he may from time to time direct in writing or as the Trustee determines advisable for the Donor's health, comfort and reasonable enjoyment in life.

B. If the Donor, should at any time in the judgment of the Trustee be unable because of absence, illness or any other reason to direct payments as hereinabove provided, the Trustee may make payment of net income and principal to or for the benefit of the Donor and the Donor's issue in such amounts and in such proportions among them, as the Trustee may determine to be advisable and consistent with the Donor's wishes, for their comfort, support, education and reasonable enjoyment in life. In making this decision, the Trustee may take into consideration other sources of financial support available to them, as well as the obligation and ability of any person to support them. The Trustee is not required to treat the beneficiaries equally. Any income not distributed in any year may be added to principal.

In determining the incapacity of the Donor, the Trustee may rely on a court order or a certificate by a licensed physician that (s) he has examined the Donor and that by reason of age, accident or other illness, the Donor has become incapacitated

and is unable to act in his best interests. The Court order or doctor's certificate may be revoked if a certificate is issued that such person is no longer incapacitated.

AFTER THE DEATH OF THE DONOR

Upon the death of **GEORGE A. RIVERS**, the principal and income of the said Trust shall be managed and invested in accordance with the terms and conditions herein set forth:

A. The Trustee shall dispose of the then remaining principal and undistributed income of this Trust as follows:

3. The sum of **Five Thousand Dollars (\$5,000.00)** shall pass to **Garrison Elementary School** of 50 Garrison Road, Dover, New Hampshire for needed equipment or supplies.

Yob