

City Manager's Report

City of Dover, New Hampshire

October 26, 2016

Reporting on September 2016



Photo of McConnell Center, courtesy of Michael Gillis

J. Michael Joyal, Jr.
City Manager



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

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

City of Dover Leadership Team



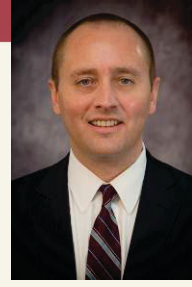
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



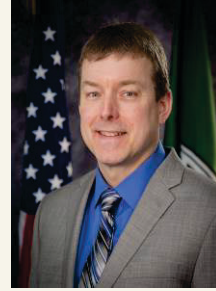
Anthony Colarusso
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



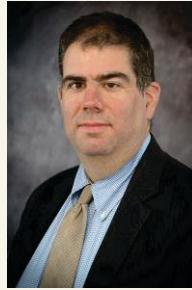
Eric Hagman
Fire & Rescue Chief



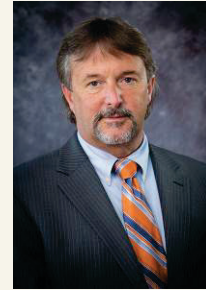
Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City Manager-
Planning Director



Douglas Steele
Deputy City Manager -
Community Services Director



Michael Joyal
City Manager

During the month of September, the Utilities crew has steadily continued to work on the relocation of water services on Stark Avenue. Water services are being moved from the 6" cast iron water main to the 10" asbestos cement water main. The water services from Woodland Road were tied into the 10" asbestos cement water main using an 8" ductile iron water line. At the entrance to Governor Sawyer Lane, a new hydrant was installed. This was to replace the hydrant that was previously tied into the 6" cast iron water main on Stark Avenue.

As a result of a water leak and water running into the building, the Utilities crew was requested to repair the leak at Pacific Mills. The Superintendent of Public Works and Utilities, the Working Foreman, the Inventory Coordinator, two Maintenance Mechanics, two Heavy Equipment Operators and four Truck Drivers started the repair on Sunday afternoon and continued working through the evening, into the Monday afternoon. Crews discovered a ring crack on the 6" cast iron water main. In order to complete the repair, crews had to cut out four side pipes as well as the 8" cast iron main which was feeding all of the pipes. Gate valves were installed on all of the connections to help determine, in the future, where each pipe feeds into the building. The repair of the ring crack reduced water production by 200,000 gallons per day!

Work has begun at the Calderwood Well. While working on the installation of the water main running from Calderwood Well to Covered Bridge Lane, the contractor hit the 16" water main outside of the well house. The Working Foreman, one Heavy Equipment Operator and three Truck Drivers needed to remove the collar from the 16" water main, and complete a spot repair. The contractor also hit a 2" high density polyethylene which was used to service the Minicello lot on Glen Hill Road. This hdpe water line was not listed on any record allowing them to abandon the line.



During the month of September, the meter crew conducted 50 final reading appointments, 14 stopped meter appointments, 7 high usage appointments, and 6 tamper appointments.

Pictured left, Crew members are performing night repair work.

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

Planning, Legal and Community Services staff continued to work on revisions to Chapter 152, Streets and Sidewalks, of the Master Plan. 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, and Building Inspections staff worked to address a request by Interstate Broadband and Transport, LLC to allow the placement of "utility" poles for small cell technology in the public right of way in two locations. The building permits have been denied and a zoning determination was made that the standards of the Telecommunications Facilities ordinance apply.

Planning and Community Development and Community Services staff met with representatives of Dover Main Street to discuss ongoing cleanup efforts in the downtown and adopt a spots. Specifically, investigating the installation of Sidewalk Buttler cigarette receptacles and the need to designate adopt a spot locations on the Community Trail were reviewed.

For the month of September, Public Works Administrative staff fielded 8 service calls requesting pothole repairs. Crews repaired 12 potholes and applied 5.53 tons of asphalt on various areas throughout the city.

A City of Dover contractor has begun the annual catch basin cleanings. Work has started in the North End of Dover and is expected to take a few weeks to complete. One Truck Driver has been assisting the contractor with this work.

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

Approximately 15,966 lbs. of emulsifier was applied filling cracks on streets throughout the city during September.

Culvert replacement work was completed on County Farm Cross Road, Varney Road and Sumner Drive. Crews filled in around the culverts with crushed gravel which were later paved.

Continuous washouts were causing erosion to occur on a side portion of Horne Street. Crews paved this swale to repair the damage the erosion caused.

A new filtering catch basin is being installed on Roosevelt Avenue. This new and innovative catch basin was designed by the University of New Hampshire's Stormwater Center to help with improving the drainage as well as provide water quality treatment for the Berry Brook and the Horne Street area.



As part of the Garrison School Slope Stabilization Project, a City of Dover contractor along with several crew members, have been steadily working along the tree line behind the school. They've established the road to the area, installed a drain line and stabilized the slope. The next item that they will be working on is filling in the surrounding area.

The Facilities, Grounds and Cemeteries Division handled 11 service calls and 163 work orders in the month of September. Employees attended 5 full burials and 3 ash burials in Pine Hill Cemetery during this month. They also installed five markers on various gravesites.

Preparations for Apple Harvest Day on October 1, 2016 were underway throughout the month. Trash runs downtown continued, the moving around of picnic tables from the parks to various areas, tree trimming and delivering supplies for trash collection are some of the tasks associated with this event. Trees are trimmed to allow various food trucks to park closer to them, allowing more room for people to move around. The park is inspected to make sure any trip hazards are minimized and sink holes are filled in. An additional outlet was installed in the Orchard Street parking lot to accommodate a music event planned for Apple Harvest Day.

The planting of the fall flowers in the whiskey barrels, the flag pole island and the horse trough in the upper square lend to creating a fall atmosphere, as well as the accompanying, much needed, rain. Wentworth Greenhouses donates the flowers for the whiskey barrels and the horse trough, while the City sees to all the plantings and purchases the flowers for the flag pole island.

There were thirteen complaints handled regarding tree issues and crews planted 7 trees on City streets and 2 in Pine Hill Cemetery. Brush was cut back around the perimeter of the McConnell Center and Library parking lot. Ten traffic signal complaints were investigated. Signals in the Week's Crossing area weren't being responsive to the needs of the traffic and electric Light Company determined that one of the cameras wasn't "seeing" the traffic flow. Other intersections had gone to flash mode several times during the month. Traffic signals now have controllers and computer run programming that is far more sophisticated than the controllers of the old. A school zone light near St Mary's Academy was struck down and out of service until it was replaced less than a week later. Four street lights were reported to Eversource for attention and two décor lights were reported out.

Eleven signs were replaced or installed throughout the city, with four posts being installed. Three of these were Adopt A Spot signs for volunteers who maintain spaces around the City. Our thanks to Bob Sherwood and the Loyal Order of Moose for their assistance in keeping their assigned areas looking great! Four signs related to parking were addressed this month.

Mowing continued both in Pine Hill Cemetery and out in the public turf areas through the month of September. Soccer fields were lined, a task to be taken over by the school facilities & grounds crew as they are sharing the Shaw's Lane fields while construction is ongoing at the high school site. We appreciate their efforts in maintenance of the fields during this time. Employees worked to locate and remove hives of stinging insects at that site this month, after several reports of children being chased by hornets and wasps. Plumbing fixtures in the toilets at the concession stand were replaced after some of the toilets were found to be running, due to the fixtures hanging up inside the tanks. Running toilets are the number 1 cause of high water bills and under the current conditions, conservation is even more important than usual. Fields are only being watered twice a week in an effort to protect taxpayer's investment in the turf on the athletic fields.

Mulch was delivered for two volunteer groups, one working at the Joe B Parks garden along the Riverwalk and the other for the Day of Caring on September 16th at the McConnell Center. Students from the Alternative School came to clean up the Skateboard Park and one of the flower beds in Henry Law Park this month. These students come periodically to provide community service and we look forward to working with them.

The Henry Law Park Improvement project is back on track with construction ongoing with a spring 2017 projected completion date. The Community Services Department is continuing the site work.

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

The first facilities issue worth mentioning was the unusual situation where Fire and Rescue assisted Facilities and Grounds in repairing the City Hall Clock. This collaborative involved a number of city departments with Police barricading parking spaces the evening before, Fire and Rescue providing the Ladder Platform Truck and operator for a stable work space, Facilities and Grounds as safety spotters and overall project coordination, and the local large building clock repair vendor who actually did the work. This operation was preplanned in advance with all logistical items scheduled days ahead, which allowed Fire and Rescue to provide the Ladder Platform with the Quint which is a combination engine/ladder truck, essentially running in place of the Ladder Truck during this time. If a serious fire had occurred, this repair operation would've been suspended with the Ladder Truck leaving to respond. This is one example of how monthly and probably daily, all city departments work hand-in-hand to achieve what is needed around our community.

As mentioned in last month's report, the problem with Ambulance 2 intermittently not starting continued, though finally, all industry guidance did point toward a faulty motor control wiring harness. Much staff time, mechanic time, and private vendor time has been spent testing multiple components and chasing the issue. This repair was completed at Granite Ford for approximately \$3500. As this repair was completed in the last few days of September, it is too early to report here if the repair is successful at eliminating the intermittent no start problem, and field testing will occur in early October with the vehicle hopefully being placed back in service then. During the time that 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. Going forward in the long-term CIP plan, and based on the daily call volume and mileages that our ambulances put on monthly, Fire and Rescue requests to replace one of the four ambulances it has every two years. Currently and funded through the fiscal year 17 CIP (and mentioned in monthly reports previously), an ambulance is being built at this time for Dover which will replace the 2005 ambulance currently called number 3. If funded in the fiscal year 19 CIP, the 2008 ambulance called number 4 will be replaced then. Similarly, in the fiscal year 21 CIP, the 2009 ambulance currently called number 2 will be replaced with the 2012 ambulance currently called number 1 being replaced through funding in the fiscal year 23 CIP. With this plan in place, each ambulance will spend the first four years in service Frontline responding daily with the latter four years of its life in reserve status for when Frontline ambulances are being repaired, undergoing maintenance work, or when an ambulance is out of town or on an emergency transfer to another region's hospital. It is projected at the time of trade-in, after eight years of service, each of these vehicles will have approximately 100,000 miles on them and the equivalent of another 100,000 miles of engine idle time.

The emergency transfers mentioned above are provided for Wentworth Douglass Hospital and they occur when the hospital's normal vendor is unavailable and patient needs exceed what is currently available at Wentworth and is considered extremely life-threatening. Examples where this may occur include serious brain injuries, trauma injuries and very difficult cardiac issues, and also normally only occur with the additional caveat that a helicopter ambulance or Medflight is unavailable due to poor weather conditions or other emergencies. How the service works operationally, is Fire & Rescue's ambulance responds emergently to the hospital, the patient is transferred to the ambulance, and then the ambulance transports emergently to the appropriate receiving hospital, which could be in: Portland, ME, Lebanon, NH, or normally – Boston, MA. In these situations, additional nursing staff is provided by the hospital to assist the Fire & Rescue ambulance crew in the ambulance. Off-duty Fire & Rescue staff are called in to staff a reserve ambulance put in its place, so the coverage of Dover's daily call volume is seamless and the ambulance billing revenue from the emergency transfer covers the cost of the called in cover staff. Interestingly, this service called Paramedic Inter-Facility Transfer or PIFT is regulated by the New Hampshire Bureau of EMS with its own protocols and requires significant training and additional licensing requirements every two years above and beyond the normal requirements for an emergency medical service. By meeting these additional above and beyond requirements and by providing the service, Fire & Rescue staff maintain a higher level of medical proficiency throughout the organization that benefits all citizens every day by Dover's response vehicles. More information on PIFT and protocols governing ambulance service operations in general can be found in the New Hampshire Bureau of EMS website

<http://www.nh.gov/safety/divisions/fstems/ems/advlifesup/patientcare.html>.

The floors in the McConnell Center received their annual refinishing by Facilities & Grounds employees. Occasionally, there are spots that need further attention, as was the case this year, but the end result of this multi-day task is that the floors look wonderful when they are finished. Thirty-nine other requests relating to grounds or facility issues were handled by employees, while fifty pertained to goings on inside public buildings. AAA Fire Inspection Services came to inspect the fire extinguishers in September and a Facilities & Grounds employee accompanied them for this annual inspection. This task required approximately 20 hours. Monthly elevator inspections were conducted, as well. Filter changes were addressed this month in municipal buildings. Ten work orders regarding moving items or delivering supplies were completed. Nine keys were issued and four Dig Safe requests were investigated and marked accordingly. The Jenny Thompson Outdoor Pool was closed for the season and winterization of the equipment and the pool itself began.

Repairs to the library's 1904 chimney began on September 26 and should take about six weeks. New unit ventilators (3 replacements) were delivered to the Public Library and are awaiting installation by Siemens.

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. 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. The architect and Assistant City Planner Benton met with the different offices moving to the ground floor to recap their needs for a new space. Demolition should occur on the ground floor later this fall with construction over the winter.

Flags were lowered on the fifteenth anniversary of 9/11, in remembrance of lives lost in the terrorist attacks on that fateful day. Flags were also lowered to honor Israel's Shimon Peres, former president and prime minister, who died on September 28th, 2016.

The Arena Locker Room Renovation construction project is almost complete and the hope is to be done at the end of September. The work is being done by Pine Brook Corporation of Kittery, Maine.

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 completed the 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.

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

Fire Stations:

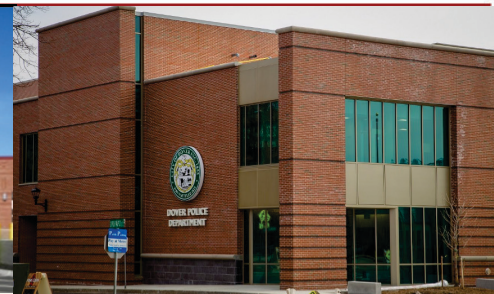
NorthEnd: 262 Sixth Street

Central: 9-11 Broadway

SouthEnd: 25 Durham Road

Police Station:

46 Chestnut Street



September was an average month with Fire & Rescue responding to 442 calls for service which is an average of 15 responses per day helping Dover citizens. Eight of the calls for service were for fires, 254 were for medical emergencies, 15 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 73 were either false or good intent in nature, with the remaining 92 being for non-emergent requests. Of the emergencies, there were 106 times where simultaneous emergencies were occurring with 25 of those times where 3 or more emergencies were occurring at the same time. Interestingly, the busiest day in September for Fire & Rescue was 9/8/16 when there were 25 calls for service, while the slowest day occurred on 9/4/16 with only 4 calls for service.

Emergency Management activities in September saw Fire & Rescue as well as the Dover Police Representatives, prepare for Apple Harvest by participating in a number of planning meetings with the Chamber of Commerce. With tens of thousands of people expected during that day in the downtown, much planning, and re-organization of staffing occurs to provide the safety resources needed for the downtown.

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 **93%** of emergency calls in less than 6 minutes.

Type of Calls:	
Priority 1	136
Priority 2	133
Priority 3	474
Priority 4	717
Priority 5	1,088

Contingencies and plans are put together to handle a fire on a closed street, or a police emergency. Typically for Fire & Rescue, some extra staffing is put on during the festival so in addition to protecting the festival attendees, a presence is maintained in the three stations to handle the normal daily call volume.

Fire and Rescue and Community Service Staff participated in the Governor’s Drought Conference Call where various State Agencies along with the Governor, described the depth of New Hampshire’s drought and the requested activities for communities to take. Fire & Rescue though still having to train with our vehicles which includes hydrant operations and the flowing of water to maintain readiness, has curtailed those trainings to only the most needed while Community Services is reviewing community wide conservation options.

Fire and Rescue monitored one threat which was storm Hermonie for potential impacts to Dover, which is an Emergency Management function and is always on going. Alerts are issued through an EOC alert email distribution group with the purpose of putting Department Heads on alert status while the threat is possible. The alert looks something like this with attached additional information (map) pictured on the next page.

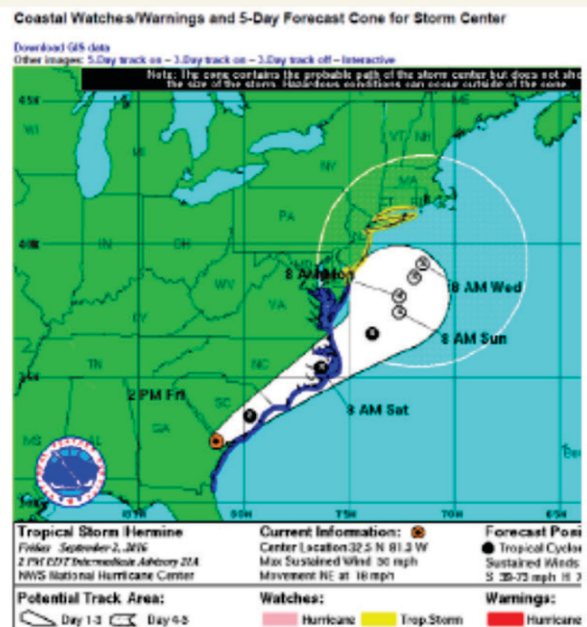
Hagman, Eric

From: Hagman, Eric
Sent: Friday, September 02, 2016 4:01 PM
To: EOC Alert
Cc: McShane, Michael
Subject: EOC Event #1 - 2016 - September Storm Hermine - First Announcement

Hello EOC Alert Staff.

Just letting you know that the Fire & Rescue Staff is monitoring now Tropical Storm Hermonie. It’s progress up the coast has slowed day by day from earlier forecasts, with the latest National Weather Service guidance forecasting an impact around Wednesday - September 7th in New England. If anything changes, you will see another alert issued from Fire & Rescue when needed. The EOC activation level is in the Monitoring Phase where the EOC is not open, but potential risks to Dover are being monitored. Each subsequent alert will give the Event # for the year, what the concern name is, and the dates of when it was first sent out to you and any announcement updates.

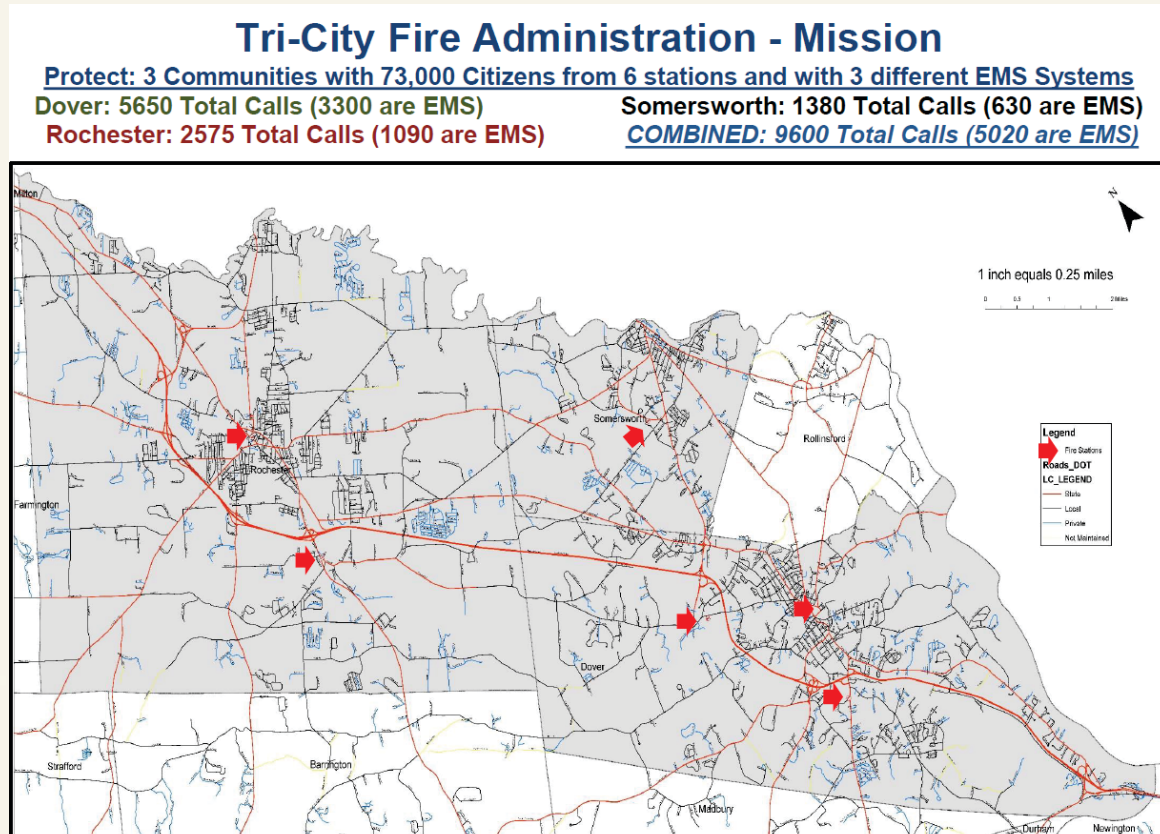
I wish you all a great and uneventful Holiday week-end – Eric Hagman



The first operational project of mention that occurred in September was the participation in the Tri-City Mayor's Committee, which is comprised of the Mayors and several City Councilors and Managers from Dover, Somersworth and Rochester, to see what benefits exist to merge fire department administrations. This involved the three Fire Chief's meeting and categorizing how each department is organized, the services that they provide, and how those services are delivered.

A report was drafted and submitted at one of the September Tri-City Mayor Committee meetings. Interestingly, as it turned out, the three fire departments provide varying levels of services with very different organizational structures. The synopsis from this research was thought a combining in some form could be done with eventual efficiencies and improved services being realized a number of years out... the startup complexity was beyond the capability existing within the three organizations.

The recommendation was for this discussion to proceed; further study was needed by a professional consultant experienced in this issue: to determine all the hurdles, legal complexities, and solutions. If combining in some form were to occur, the area protected would look like this...



Though this concept is still being reviewed by those involved, simpler initiatives like group purchasing might be a better area to focus on at this time.

Fire & Rescue crews also started the annual fire hose testing process. This process driven by NFPA 1962: the Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances...is an annual requirement and involves filling every piece of hose with water at high pressure and then visually inspecting, particularly for separation around couplings. Between each fire engine carrying approximately 2500 feet of hose of various sizes and with spare hose in the stations, there are somewhere between 3 and 4 miles of fire hose to test. Because every piece of fire hose has an important role and can be used at pressures up to 200 PSI during its operation, it must be tested annually to insure its safety and if cared for and tested properly, testing confirms even if the hose is 30 years old, that it is serviceable for the next year. Hoses of various sizes are used to move water for many reasons, with the most important need being the maneuvering of the hose from a pumping fire engine into or near a burning structure to extinguish a fire. Large hoses are used to bring water from a hydrant or pond, down a road and to the fire scene. Fire hose is an interesting engineering challenge as it has to be lightweight and flexible, durable, handle high pressures of 200 PSI, be easy to drag without damage, cleanable, and repairable in the station without an outside vendor.

Each hose typically has three layers and is rubber lined on the innermost layer. It takes a better part of a month and a half to test every piece of hose around other activities and calls for service. The first two photos on the following page show the progression from first water being applied, to near extinguishment at a fire on Locust Street in April and the importance of properly functioning and safe hose. The third photo shows one of Dover's firefighters in the middle of testing to be a pump operator, dragging a yellow 4" diameter supply hose (called "hand jacking" in industry lingo) and hydrant assist valve off of the back of a fire engine, to a hydrant with a "hydrant bag" containing various fittings to connect to the hydrant. Operationally at a fire, the pump operator supplies water from the fire engine's tank first to the attack crew, and then rapidly connects to a hydrant or to another fire engine assigned to the hydrant. The goal is to establish a water supply through a supply hose before the tank water runs out!



Another operational project that has consumed a fair amount of time is absorbing the administrative changes with the High School Career Technical Center Firefighter 1 and EMT programs. This great collaborative allows an area high school student to leave high school with the NH Fire Academy Pro-Board Accredited Certification and the National Registry of EMT's Basic Level certification if they choose to, just like any adult entering the industry to serve people in time of need in the emergency services career field, or have experienced it and learned that the career is not for them without the \$4000+ dollar cost that non-CTC participants would pay elsewhere in traditional delivery systems. This program is in its 7th year of operation with the Firefighter 1 being taught at the North End Fire Station and the EMT Class held at the High School. Fire and Rescue provides the majority of the equipment for the two programs and the two organizations share in maintenance and upgrade costs for the training area at the North End Fire Station. The Firefighter 1 occurs during block 1 of the school schedule when other normal daily activities for Fire & Rescue are occurring and the training area at the North End Station isn't normally scheduled, with the EMT held during Block 2. For the first time in many years, some very significant administrative changes occurred due to cost pressures as funding streams change and as requirements from the State and Federal level, increase. Unfortunately, as with any admittedly needed but extremely sudden organizational change that started at the beginning of the school year this September, there were a number of misunderstandings between Fire & Rescue and the CTC program causing much friction between the two organizations. CTC director Louise Paradise and Fire Chief Eric Hagman have been working collaboratively to navigate these changes which impact the instructor pool, comprised of a number of members of Fire & Rescue and a new part-time school employee. As of this time, the outlook is shifting from increasingly cloudy in weather terms back toward partly sunny, with a number of issues worked through and with work continuing to ensure the future of the program. The photos below show CTC student's at last year's end test at the New Hampshire Fire Academy during the live burn day, doing various job tasks from fire extinguishment to rescuing a "hose victim".





This last darker fire picture below is a rare one to capture as the heat in a training building is normally camera damaging. Hats off to Dover Fire Captain Troy Brown for risking his camera and getting this picture inside that building, showing CTC students extinguishing a fire (the hose stream is hard to see over the heads of the students). Interestingly, visibility in a fire is often worse than pictured here due to the thick dark smoke that is produced during a fire, and Dover Fire & Rescue members have to have the job proficiency level of completing all of these job skills in zero visibility. It also illustrates the challenges of training with live fire. This building at the New Hampshire Fire Academy is specially constructed to withstand repeated training fires and is unique in that the fires are feed by propane, and can be shut off instantly if there is a student emergency.



COMMUNICATIONS BUREAU	July 2016	August 2016	September 2016	September 2015
Radio Transmissions	13,513	13,459	13,386	12,503
Phone Calls	8,158	8,047	8,207	8,605
911 Calls	433	444	417	391
Lobby Walk-Ins	381	331	385	370
Dispatcher Salantri was named Acting Supervisor of the Bureau until the return of Supervisor Barbara Wentworth. Additionally, during the month of September, Dispatcher Laura Kintz continued field training with Dispatcher Salantri. A conditional offer of employment was given to and accepted by Candace Holmberg who will begin field training with Dispatcher Salantri the week of October 9th.				

Special Investigations Bureau (SIB)

During the month of September, eleven 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 September 2016, SIB detectives conducted a sexual assault investigation regarding incidents that occurred over the past year in Dover. As a result of the investigation, a Dover man was arrested and charged with Aggravated Felonious Sexual Assault.

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

SIB detectives investigated the theft of a car and subsequent misuse of stolen credit cards. As a result of the investigation, the vehicle was recovered and a suspect in the theft has been identified, with charges to follow.

SIB detectives, working with patrol officers, conducted an investigation into a missing person report. While the subject has not been located, the investigation has determined the subject is most likely deceased.

On September 20, 2016, Detective Matthew Travaglini conducted a presentation about workplace safety at the Shaheen and Gordon law firm.

Also in September, SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover and the Community Response and Enforcement Unit with multiple operations in Dover.

Patrol

During the month of September, the Dover Police Department responded to 2,552 incidents throughout the city. Police officers made a total of 1,088 motor vehicle stops during which they issued a warning or a summons.

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.



Pictured left, patrol officers along with members of the Dover Fire and Rescue work at the scene of an accident at 2 Westgate Drive after a motorist lost control of a vehicle and struck the apartment building.

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 September.

Additionally, Officer Brown and K9 Barco assisted the patrol officers with a missing person investigation. It is believed that the person committed suicide by jumping off of the General Sullivan Bridge. Officer Brown and K9 Barco tracked from the person's vehicle, which was located in Hilton Park, to the center span of the General Sullivan pedestrian bridge.

Animal Control:

Total animal calls for service

73

Handled by Officers

35

Handled by Dispatch

22

Handled by ACO

16

Breakdown of Calls – Officers

Barking dogs	03
Found animals	11
Loose animals	08
Welfare checks	08
Animal Bites	02
Injured Wildlife	01
Deceased animals	02

Breakdown of Calls – Dispatch

Loose animals	03
Lost animals	10
Found animals	07
Wildlife	02

Breakdown of Calls – Animal Control Officer

Found animals	04
Animal bites	02
Welfare checks	07
Loose animals	01
Lost animal	02

Ace, a Black Lab mix pictured below, was taken to K9 Kaos after being found wandering around Prospect Street. His owner was not from Dover but was in Dover doing construction work on a house in the same area where Ace was found.



The Animal Control Officer received 56 voicemail messages and returned those calls. She followed-up on 10 reports that were originally handled by police officers.

One follow-up was regarding a pregnant dog that had been hit and killed by a car and left in the road. The ACO made numerous calls to other ACOs, police departments, veterinarians, animal shelters and various lost/found pet sites. The ACO wanted to find the dog owner to at least give that owner some type of closure. Unfortunately, the dog was never reclaimed.

The ACO was able to reunite a cat with its owner, after it had been hit by a car. The cat was microchipped so the ACO was able to contact the owner.

The ACO enforced 3 rabies quarantines and transported another to Concord for rabies testing.

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:

55	Public Assists-directions, pedestrian right of way education, etc.
32	Parking Assists
16	Assists for Community Action / homeless
Daily Patrol of Dover Community Trail, Henry Law Park, Skate Park, Maglaras Park, Railroad Yards and Downtown crosswalk enforcement/Parking lot checks.	

Throughout the month, the officers assigned to the Mounted Patrol are continuously exercising and training the horses and training volunteers to assist with the program. They also made an appearance at the OkDoverfest event downtown (pictured right) and at the annual Dover Children’s Home picnic.



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 mission of the Problem Oriented Policing Officer position. In September, Officer Khalsa met with a local business owner to discuss homelessness and vagrancy issues in downtown Dover. He was able to educate the business owner about the problem and the various solutions that the Dover Police Department has been working on ranging from outreach and assistance to private property banning and trespass notices. He is also working with staff and management at several apartment complexes including the workforce housing at 2 Dover Street to address quality of life complaints made by the residents. Officer Khalsa has also made continuous checks of places with known activity such as St. Charles Cemetery, the Community Trail, train station, and the Library to maintain a police presence at those locations. There were three letters generated by the Dover Police Department that were sent to a certain licensed liquor establishment in Dover. Letters are sent as a result of analysis of police reports involving overly intoxicated persons.



City Manager's Report - October 25, 2016



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Each year, the Dover Police Department partners with The United Way and the Seacoast Public Health Network, a program of Lamprey Health Care to support Granite Youth Alliance (GYA). The City provides technical support for the new and existing youth advocacy teams of the Granite Youth Alliance so that they can continue their prevention activities under the Dover Youth to Youth model.

On September 1st, Vicki Hebert met with staff from the Exeter YMCA and the Seacoast Public Health Network to discuss expanding the Granite Youth Alliance into a nontraditional setting. The YMCA is interested in piloting a program in their after school teen center. They are in the early planning stages looking at funding and staffing.

On September 22nd, four members of Dover Youth to Youth presented the first national webinar of this school year. The topic was the Samantha Skunk Program and how to teach youth the public speaking skills needed to deliver that program. The webinars are broadcast from a studio set up at the McConnell Center, and 17 locations from around the country signed on to listen to the training session. This included groups from Oregon, Texas, Alabama, Washington, and Nebraska. This is the third year in a row that Dover Y2Y has produced a series of webinars and 5 separate broadcasts are planned for this 2016-2017 school year.

Four members of Dover Youth to Youth traveled to Buffalo, NY to present a 90-minute workshop at the annual National Prevention Network Conference. This large conference hosts prevention professionals from all over the US. The Dover students presented to a full workshop of well over 100 attendees on the topic of involving youth in drug prevention efforts.



Pictured left, members of Dover Youth to Youth are shown above presenting a workshop at the National Prevention Network Conference in Buffalo, NY in September. The students described their program and how youth use media and policy change to impact their community.

On September 9, 2016, Chief Colarusso met with Magnet Assessors at WDH to support the hospital's efforts to have the nursing staff designated with the "Magnet" level of excellence. The Chief spoke with the assessors about the police department's constant collaboration with the hospital and nursing staff.

On September 26, 2016, Chief Colarusso met with leaders of the Manchester Chapter of the NAACP regarding police and community relations and the NH Blue and You initiative.

In September, Fire and Rescue crews participated in assisting at a bonfire celebrating the start of the new school year for Dover High School, providing in-service ambulance coverage at two high school football games, and similar coverage at two 5K road races. The first being the Horne Street School 5K and the second being the Wentworth Douglass Hospital Seacoast Cancer Center 5K. Fire & Rescue also provided a staff safety training for DF Richard Company with the focus on fire safety and injury prevention.

The bonfire celebrating the start of a new school year was the first in many years at the High School and was a cooperative effort between the High School, the Police Department, and Fire and Rescue. While the Police monitored and managed road traffic, and while Fire and Rescue monitored the properly permitted bonfire, school staff provided a fun rally with music and activities outside of the High School. All in all of those who attended, it seemed to be a great time.

For the Dover High School football games, an in-service ambulance was staged at the football field, providing medical coverage if needed for the players and spectators. Similar to the 5K road races 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.

Under the category of outreach, special projects, Fire and Rescue staff participated in an American Nursing Credentialing Center Magnet Certification interview at Wentworth Douglass Hospital as well as a Department of Education Accreditation Interview at Woodman Park School. Both of these meetings had the same focus where the questions focused on how those organizations and City Department's such as Fire & Rescue and Police, work together. The answers were the same being that we all work together collaboratively toward community goals! Each of those interviewing agencies also had a similar high level goal, organizational excellence. Dover Fire & Rescue wishes both WDH and the Dover School District well with those excellence efforts and hoped for designations.

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 370 Facebook (City of Dover NH Planning) friends and 789 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 1,331 fans).

The Department of Planning and Community Development mailed out 100 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

Planning and Community Development staff met with residents of Sixth Street and Quail Drive to discuss the proposed rezoning of 447 Sixth Street from residential to industrial. The neighborhood meeting, held on September 6th, was an informal opportunity for residents to express concerns and learn more about the proposal with staff, prior to the second public hearing on September 13th.

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 Economic Development staff held a neighborhood meeting regarding the Production Drive rezoning proposal on September 6th.

The Planning Department attended a neighborhood Blasting Meeting for Childs Drive in September.

Planning and Community Development and Community Services staff each presented at the Northern New England Planning Conference on September 8th. City Planner Bird spoke about the City's efforts on the waterfront to address climate adaptation and sea level rise. Assistant City Manager Parker spoke about planning careers and spoke with Deputy City Manager Steele on how Planning and Public Works agencies can work together to accomplish community goals.

Assistant City Manager Parker spoke at Transport New Hampshire's Complete Street conference on September 7th. Dover is a leader in New Hampshire relative to incorporating the philosophies of Complete Streets into its Capital Improvements programming. The session was geared towards showing NH State agencies how the philosophies can be integrated at low to no cost and some of the barriers faced through considerations of Complete Streets.

Media Services prepared and distributed several newsletters in September, including the weekly editions of Dover Download, special announcements, and the Nelson Street reconstruction project. 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.

Dover Votes!, a citywide initiative to inform voters and encourage election participation, continued to provide regular updates and information about the upcoming general election. These PSAs appear across all media, including Channel 22, the website, social media and special announcements.

The updated video version of Dover Download continues to air on Channel 22. Recent coverage on Dover Download includes the gundalow Piscataqua's visit to Dover, upcoming Recreation programs, September is Senior Center month, and various public service announcements. In addition, Media Services produced standalone PSAs on a variety of topics, including the Silver Street roundabout and water conservation.

Media Services continues to manage special project web pages for school construction, including the new high school and Garrison Elementary School renovation project.

Media Services continues to document the construction of the new high school and is preparing a monthly video update on the project, in conjunction with the Joint Building Committee.

Library staff again set up a booth, advertising library services and issuing library cards at the Dover Farmers Market on September 21.

The Children's Librarian participated in Toddlerfest at the Children's Museum of New Hampshire on September 22.

On Labor Day, the Library Director led two historical walking tours of downtown Dover for the members of the Friendship Force who were visiting the City of Dover.

The library co-sponsored, and five library staff formed a team for, Thirsty Moose's "Censorship Trivia" Night during Banned Books Week on September 27. "The Librarians" team won 1st place, beating 22 other competing teams!

Button Up New Hampshire, the popular weatherization workshop series, was held at the Dover Public Library in September. The workshop was sponsored by the Dover Energy Commission. Button Up NH workshops are designed to provide homeowners with information and techniques to help them save money on home energy use. The presentation was conducted by an independent certified energy professional. Participants learned basic building science concepts as well as the basics about air sealing, insulating, and conservation measures that reduce fuel and electricity use.

Theresa Fersch, who hiked the 500-mile Camino de Santiago in 2015, spoke at the Dover Public Library on September 28th. Fersch hiked the entire length from St. Jean Pied-de-Port, France, to Santiago de Compostella, Spain. The Camino pilgrimage has been travelled by pilgrims for over 1,000 years and is said to bring great physical, mental and spiritual growth to all who travel its routes. She provided a brief overview of what a day on the Camino is like as well as a narrative of her own personal experiences along the way.

In light of September 18 – 24 being National Child Passenger Safety Week, the Dover Police Department encouraged all drivers and vehicle occupants to wear safety belts to reduce the chance of serious injury in collisions. This especially included children, who are the most vulnerable and who rely on their caregivers to lead by example. Child Passenger Safety Week is celebrated every year to remind parents and other caregivers of the need to keep children of all ages properly restrained in the seat that meets their weight and height requirements.

In September, road work at Silver Square, just east of the Exit 8 overpass, brought on the new change in traffic patterns from the then current two-way configuration to a roundabout. These traffic pattern changes are now permanent.

There are four approaches to the roundabout:

- Silver Street (headed out of the City)
- Silver Square (181 Silver St.) access driveway
- Silver Street (formerly known as the Silver Street Extension)
- Knox Marsh Road (headed into the City)

Like a traffic circle, all approaches must yield to traffic within the roundabout. All vehicles will enter the roundabout in a single lane, except for Knox Marsh Road, which is two lanes. However, the second lane of Knox Marsh is not a bypass lane and both lanes must yield.

New curbing and final road work, including permanent directional signs, will continue for several weeks.

The City of Dover held their annual public auction of bicycles and surplus equipment in September. The auction took place at the Public Works Facility on Mast road.

The Dover Public Library held two classes in September showing how to use the MapGeo application on the City of Dover website (maps.dover.nh.gov). This application provides a large and varied set of information about the City of Dover, including property information, voting districts, aerial views, trash day, fire hydrants, zoning information and much more.



City Programs

Gym

Shape Up classes with Lisa have resumed – Interval Strength classes on Tuesdays & Thursdays and an additional Saturday class is available. Beginner Yoga session began on Mondays and Wednesdays. Zumba classes are on-going on Sundays & Wednesdays. Sign-ups for pre-season prep basketball programs began on Saturdays in October for middle school students. Sign-ups for all basketball programs begin on October 1st. Men's league sign-ups are on-going for the 18+, 35+ and 50+ basketball leagues. The gym floor was refinished and badminton resumed on Friday evenings. Gym rentals began on Sunday afternoons and will continue through November. Volleyball also continues on Sunday afternoons. Fall field scheduling is ongoing and staff is preparing for the upcoming basketball season.

Pool

The Indoor Pool opened back up after Labor Day weekend after being closed for two weeks for routine maintenance. Early Bird lap swim has been busy with approximately 50-75 swimmers. Rec Swim has been very slow due to the time of year. Swim lessons have been very busy and all lessons are filled to capacity. Seacoast Swim Association has resumed their season and practice at the pool on a daily basis. Birthday parties are starting to get very popular with the cold weather coming. Great Bay Masters resumed practice at the Indoor Pool after a wonderful summer swimming at the Jenny Thompson Pool. The Jenny Thompson pool closed on Labor Day and the winter pool cover has been applied to the pool and the facility is closed until next spring.

Ice Arena

The winter season started out very busy! Dover Youth Hockey started their games and practices and Great Bay Figure Skating has also started their fall and winter season. The arena fall leagues and programs are in full swing with activities for all ages. Adult and Youth Stick Practice: 328

Senior Center

In addition to all ongoing activities, the Senior Center members continue to use 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. September was Senior Center Month, and celebrated with many special events including music, art, and well-being information sessions, plus free Lindt chocolate give-aways all month long. As the Senior Center heads into fall, many programs that were on summer hiatus are back. Mystery Lunch: 27 participants; Senior Advisory Board: 7; Self-Guided Day Trip Committee: 5



Public Library

During September, borrower's cards were issued to 27 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 = 128 since new policy initiated in mid-May.) The public library borrowed 86 items from the school libraries and sent 125. The public library's System Administrator aided the Dovertown school libraries with 10 Koha system issues during September. Library staff began organizing for this year's annual Friends' booksale (begins October 28) by readying genre categories, boxes of materials, making signage, and scheduling set-up and unpacking times with the Friends. Staff began studying the Passport Acceptance Facility Resource Guide, in order to orient themselves for the intensive training coming in October.

September program attendance at the library totaled 884 at 59 programs which included adult coloring sessions, kids' crafts and STEM sessions, movie showings, book groups, Book-A-Librarian appointments, Lego Saturdays, music with benji, Game Night, Paws to Read, an author visit, Censorship Trivia, programs on Labrador, on hiking and outdoor photography, and nine free technology classes for the public.

Dover High School Liaison Officer.

During the month of September 2016, Officer Kennedy assisted the Dover High School with directing afternoon traffic on multiple occasions in front of the school. Officer Kennedy also assisted DHS by monitoring several parking and traffic related issues in many of the parking lots. Officer Kennedy also met with several students in his office to answer questions about the students' future goals. Officer Kennedy met with school officials numerous times to assist with school investigations in determining if criminal activity occurred.

Officer Kennedy coordinated with the Auto Technology & Collision students to have a Dover Police cruiser brought to Dover High School each Thursday to be detailed. During the month of September, the students detailed three cruisers. This program was a large success last school year and should continue throughout this school year.

Officer Kennedy worked with school officials to get the message out to the student body at DHS about the Mobile Use of Electronic Devices While Driving law. A reminder was made for a full week during the morning announcements and the law was covered in length during student advisory sessions. A brief message saying "Don't Text and Drive" was also displayed on the school sign for two weeks.

Officer Kennedy spoke with two Criminal Law classes. The focus of this discussion is to allow the students to ask a police officer anything about the police field and the aim is to help curb some of the myths about police procedure and laws. Other topics covered would be current events involving police in the media.

Dover Housing Authority Liaison Officer Program

During the month of September Officer Plummer has taught several DARE classes to the 4th and 5th graders at the Dover Middle School. Some of the topics covered thus far include responsibility and the dangers of alcohol use to young people.

While walking through the halls at the Dover Middle School, Officer Plummer frequently recognizes and interacts with many of the children from the Dover Housing Neighborhood.

Officer Plummer continues to meet with children and adults in his office in the Dover Housing Authority neighborhood on a daily basis. Many of the children gravitate toward Officer Plummer and enjoy spending time with him in the office to discuss police work as well as general neighborhood issues.

Time spent with the residents in the DHA family neighborhood as well as the elderly housing units allows Officer Plummer to hear very valuable information about life in the Dover Housing Authority and it allows him to help solve problems.

During the month, Officer Plummer has worked with other members of the CREU as well as the NH Attorney General's Drug Task Force on various investigations in the DHA neighborhood.



Officer Plummer teaches a DARE lesson to one of the Dover Middle School's fifth grade classes.

Dover Middle School Liaison Officer.

During the month of September, Officer Pieniazek began teaching DARE to six different fifth grade classes.

Officer Pieniazek assisted the school by facilitating message deliveries to the homes of students who had not been attending school.

On September 7, Officer Pieniazek facilitated a meeting between the Masons and Chief Colarusso so that the Masons could present the Chief with a check for \$1000 toward the DARE program. The funds are the proceeds from the annual DARE breakfast fundraiser put on by the Masons. DARE instructors and fifth grade students were also on hand for the ceremony.

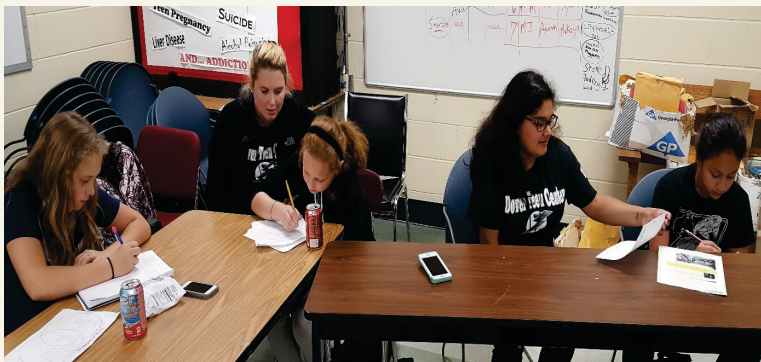


Pictured left, Chief Colarusso receiving the \$1,000 check from the Masons for the DARE program.

Officer Pieniazek attended parent/teacher conferences at the Middle School on September 20th and September 21st. During the event, he was able to interact with several parents to discuss his role in the school.

Dover Teen Center

The Dover Teen Center calendar for September 2016 consisted of educational and social programming for its youth participants. For the month, the teen center saw a total of 619 participants on 19 days of programming, which yielded an average of nearly 33 participants per day.



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

- TC Special Event – “Welcome Back BBQ” (9/9)
- TC Mystery Snack Day – “Franks n’ Beans” (9/13)
- TC Tournament – “8-Ball Billiards” (9/15)
- TC Tournament – “Wii Mario Tournaments” (9/16)
- TC Snack Special – “Pancake Mania” (9/19)
- TC Classic Program – “Bingo Madness” (9/20)
- TC Arts Program – “Craft Day @ TC” (9/21)
- TC Music Program – “Karaoke Jam Party” (9/23)
- TC Tournament – “Ping-Pong” (9/27)
- TC Snack Special – “Pasta-Fest” (9/28)
- TC Movie Matinee – “Captain America: Civil War” (9/29)

There were 21 new registrations for the Teen Center in September 2016.

Pictured left, Teen Center Participants get homework help from a couple of the UNH Interns.

Dover Coalition for Youth

Planning for the 5th Annual Granite Youth Film Festival has started. Vicki Hebert met with new staff at United Way on September 23rd to outline the project and review the timeline. Additionally, GYA students presented during a United Way info session at Sun Life in Portsmouth on September 22nd. The presentation highlighted the youth work being done in the region.

In July, the Police Department began an access to recovery program in partnership with Wentworth Douglass Hospital and SOS Recovery Community Organization. Under the program, anyone seeking help for drug addiction can come to the Dover Police Department or any one of the City's fire stations to ask for help. To date, four different people have accessed a recovery coach through the department's access to recovery program. While the ability to track the outcomes of participants is limited, an update from SOS Recovery was received... "One participant is coming up on a month substance-free after he was helped into a detox facility and then inpatient rehab."

In September, the Police Department was notified that the access to recovery program, being utilized by several police departments in the region, will be recognized at the New Futures Annual Recognition Event on Thursday October 13th with the Nick Halias Law Enforcement Award. The award recognizes law enforcement efforts to address substance abuse issues in communities.

Dover Court Diversion Committee

The Diversion Committee met on September 29, 2016. As of the end of the month, there is a total of 1 active Diversion case. The breakdown is: 1 case already in active Diversion Contracts, 1 successful completion and release, 0 new cases heard, and 2 cases awaiting the next meeting.

Dover Youth to Youth:

In September, ten members of Dover Youth to Youth agreed to appear in a photo shoot for the NH Drug Free Partnership. The Partnership is creating a campaign and needed photos of teens to feature in the media they are creating.

Community Service Program

The Community Service program continued to track five active participants during the month of September of 2016. A total of 11.5 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

	Last Update	Current Update
Street Improvements	The bid has been awarded to Pike Industries, Inc.	The contractor has begun raising structures in the street.

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

	Last Update	Current Update
Newington-Dover NHDOT	All of the easements have been acquired. The bids have been received by the State and are being reviewed.	A preconstruction meeting was held on September 9 th . Mobilization has started. The contractor has begun clearing and grubbing.

	Last Update	Current Update
Bridges	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 – The bids have been received and ED Sweet was the low bidder. The contract will be awarded on the October council meeting. General Bridge Repair- Repairs to the Chestnut Street expansion joints are nearly complete and the bridge will be open in October. The Central Ave Bridge by First St will be delayed until the spring of 2017. The watermain work on the Washington Street Bridge by River St will start in October.

Waste Water Treatment Plant Facilities Plan

Last 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.

Current Update

Dover and Rochester jointly funded the University of New Hampshire to install and maintain one of the Stormwater Coalition's sondes in the lower Cocheco for the entire 2016 monitoring season (April through December). In addition to the continuous sonde data monitoring, monthly grab samples of river water are collected and analyzed. The work will fill a gap in estuary monitoring network as the Cocheco has never been monitored in this comprehensive way that other parts of the estuary have.

Unfortunately we were not successful in being selected for the NOAA grant. Twelve applicants were interviewed and only 6 received funding. We were all disappointed in not being selected, but the effort and cooperation among the participating partners strongly positions the group to apply for other grant funding opportunities as they become available.

Tolend Landfill Remediation

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

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.

Current Update

No update.

Nelson Street Reconstruction

Last 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.

Current Update

Construction work continues. Focus on improvements of water, sewer and drainage.

Leighton Way Pump Station Replacement	Last Update	Current Update
	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.	Tree clearing is complete. Contractor continues to submit shop drawings for approval.

Water Facilities Upgrade	Last Update	Current Update
	Contractor is mobilizing to all water sites under contract.	The office trailer was set up at Lowell Avenue. Lowell Avenue, Smith Well and Cummings Well have been shut down. The raw line has been run from Calderwood Well to Covered Bridge Lane. The line was tested and passed. The contractor is preparing to pour the footings and foundation at Calderwood Well and Campbell Well.

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
	Cameras have been placed at Week's Crossing.	Traffic study on Route 108 continues, signal timing is being adjusted and vehicle trip numbers and times are being reviewed.

Keating / Birchwood Reconstruction	Last Update	Current Update
	No Update	Design engineering continues to progress. A neighborhood meeting is being scheduled in November. Plans will be submitted to DOT and DES for review and comment.

Recognition

Sergeant Speidel was named Dover Main Street's Volunteer of the Year during their September 13, 2016 meeting. Congratulations Sergeant Speidel, on your much deserved award!



Amanda Gourgue, Dover Main Street Program Director, presents Sergeant Speidel with Dover Main Street's "Volunteer of the Year" award.

The Friends of the Library have graciously agreed to spend \$600 for 5,000 refrigerator magnets showing the library's hours of operation and phone numbers. Thank you Friends!

Professional Development

Sergeant Pettingill along with Officers Plummer, Khalsa, and Lazos attended training on Search & Seizure for Mobile Enforcement on September 9, 2016. This training course is required for officers participating in law enforcement initiatives targeting opioid abuse reduction. Topics included basic knowledge on drug interdiction, relevant case law, motor vehicle searches, officer safety, and drug recognition.

On September 12-16, 2016, Detective Burt and Officer Petrin attended Advanced Footwear Impression training. Both officers have received a lot of training in this discipline.

On September 13, 2016, Detective Carlson attended a table top training exercise presented by Simon Malls. The exercise focused on a tactical response to a crisis at the mall.

On September 15, 2016, Detective Mask attended training covering Response to and Investigating Internet Based Threats.

On September 19, 2016, Detectives Pike and Travaglini along with Officers Hurley and Lazos attended training on Insurance Fraud. The training was presented by the National Insurance Crime Bureau (NICB). Course content included and overview of techniques and procedures to work with insurance companies in the investigation of auto thefts, frauds, and other suspicious activity.

Also on September 19, 2016, several officers attended Intoxilyzer recertification.

On September 23, 2016, members of the crime scene unit attended an in-house training session covering various crime scene related topics. The officers that attended the training were Officers Courter, Gaudreault, Lazos, Hurley, Levin, and Turner.

Also on September 23, 2016, Officer Cooper attended crisis negotiator training.

On September 26-28, Sergeant Tarmey attended an advanced police sniper training class.

On September 27-30, 2016, newly hired Dispatcher Laura Kintz attended training for the SPOTS (State Police Online Telecommunications System).

Sgt. Speidel, Officer Lazos, and other active members of the Dover Police Department Accident Investigation Team participated in half-day training on September 21. Training topics included a review of team protocols and callout procedures, formulas and applications, speed and velocity calculations related to a series of hypothetical crash scenarios.

William Boulanger, Superintendent of Public Works and Utilities, and Jason Lavoie, Utilities Foreman, attended the Collection Systems Conference sponsored by the New England Water Environment Association. This conference was held in Boxborough, MA.

Joseph Boucher, Public Works Supervisor, Dean Truax, Streets and Drainage Working Foreman, and Kevin Coakley, Maintenance Mechanic, attended the 3rd Annual Salt Symposium sponsored by the University of New Hampshire's Technology Transfer Center. This course was held in Concord, NH.

Kevin Madden Senior Accountant, Julie Labonte Treasurer, and Finance Director Daniel Lynch attended the New England States Government Finance Officer Association Annual Educational Conference. Topics included Cash Management, Globalization of Governmental Accounting, Overview of Moody's Credit Rating Methodology, Governmental Accounting Standards Board (GASB) Update, Credit Card Data Security and Fraud Prevention, Financial Forecasting, Ethical Administration of Governmental Financial Resources, The Collective Bargaining Agreement Process, Federal 2 CFR 200 Uniform Guidance.

Mark Colonna, Maintenance Specialist, is currently attending the Outdoor Power Equipment Maintenance and Repair course sponsored by the Great Bay Community College. This nine week course is being held at the Advanced Technology and Academic Center located in Rochester, NH.

Keegan Glidden, Truck Driver, Warren Hilton, Truck Driver, Eric Poitras, Truck Driver, and Brent Reardon, Truck Driver, attended the Road Safety 365 course sponsored by the University of New Hampshire Technology Transfer Center. This course was held in Concord, NH.

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.

Planning and Community Development staff attended the Northern New England Chapter of the American Planning Association conference in Portsmouth on September 8 and 9. The focus of the conference was arts in planning and learning about ways in which the arts can be used to spur economic and community development. Staff attended sessions on master planning, integrating arts into traditional planning processes and the new methods of integrating public participation into planning activities. Assistant City Planner Benton and Assistant City Manager Parker were both on the Conference Organizing Group.

City Planner Bird attended a NH Department of Environmental Services sponsored workshop entitled "Conserving Land to Protect Drinking Water" at the Pease Tradeport on September 27th.

Another training worth mentioning, which was taken by the Fire Chief to identify what the organization doesn't know it doesn't know in the realm of emergency medical services, was his attendance in a month long online mediated National Fire Academy Class titled M0564--Challenges for the Future III: Health Care and EMS. This class educated the attendees on community paramedicine, hospital readmission reduction programs, and the 28 never events that hospitals will not get paid for under today's medical landscape. It is forecast that much of what the hospitals are experiencing for health care delivery change, will potentially in ten years or so, be applied to emergency medical services such as the one Dover Fire & Rescue delivers. The information gained will also be used for policy decisions and strategic planning.

Library staff attended webinars on "Coding Clubs", "Grow Your NoveList Usage", "Unlocking Pop Culture to Improve Readers' Advisory", Building Your Romance Collections", "Best Practices of Graphic Design", "Foundations of Typography", and a "Low Vision Workshop". Two staff members attending the NHLA Fall conference in Hooksett on "Practical Solutions for Busy Librarians".

The Finance Director attended a Tax Rate Setting webinar conducted by NH Department of Revenue Administration (DRA).

Utility Billing Office Manager Jamie McCulloch attended a VUE Works software training session held at the Public Works Facility.

Fire Department shifts continued working with the new Wentworth Douglass Hospital Simulation Manikin's in their Simulation Lab. They also started receiving training presentations by staff from SEA3 and Pan AM Railways on the Sea3 Propane Import facility in Newington where Propane is moved between Ships, Rail Cars, Transport Trucks, and the Storage Tank system that is in place there – as a result of Sea3's expansion project. Sea3 is the regional importer of Propane and were a fire event to happen there, would require Dover Fire & Rescue along with a number of other communities, to assist the Newington Fire Department on the initial fire attack. The City Attorneys in Dover and Portsmouth a year ago, petitioned the State of New Hampshire along with other interested parties during SEA3's facility expansion application, for this training and other fire safety measure to be put in place due to the scope of the project. Ultimately, a negotiated settlement was reached, and the fruits of those labors are seen here with the trainings being provided to Dover and other emergency services who will respond to the initial fire attack. Interested in more information, go to <http://www.cityofportsmouth.com/Sea-3.html> and to <http://www.nhsec.nh.gov/projects/2015-01/index.htm> for a description of the multi-year approval process for Sea3's expansion.

Other training events that the Fire & Rescue shifts attended included trauma rounds, an influenza update, and helicopter/medflight operational update provided by Wentworth Douglass Hospital.

Another noteworthy training to mention is where Lieutenant Keith Irwin and Firefighter/Paramedic Pat Moynihan, who are new to the Strafford County Regional Tactical Operations Unit, which is the regional Police Swat Team, attended the week long tactical paramedicine course held at Fort Brag in North Carolina. Dover Fire has 5 paramedic staff members who take on this extra duty or responding with the Strafford County Regional Tactical Operations Unit (SCTROU) for two main objectives: to provide medical care to shot or injured officers and civilians, and to remove them from the hot zone where shooting is occurring, to medical staff waiting out of the hot zone and in a safe area. When there is a Strafford County Regional Tactical Operations Unit call out, these members either when on duty or off duty, are assembled and sent in a Dover ambulance with the unit. To operate in the hot zone of an active shooter, these members have to be trained similarly to any Strafford County Regional Tactical Operations Unit members, and be able to complete their medical treatments while wearing body armor and be familiar with rendering weapons safe. Due to State laws governing who can carry weapons, our staff members do not carry as they are not sworn Police Officers carrying a NH Police Academy Police Officer Certification. Dover Engineer/Paramedic Shawn Croteau and senior SCTROU member also attended this program as a non-paid assistant instructor in the program, moving skill wise from operationalizing these critical skills, toward teaching them.

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 forwarded the decision in the Adequacy Lawsuit to the City Council.
- The City Manager invited the City Council members to attend the NHMA Local Government Officials workshop.
- The City Council received updated parking data from the City Manager.
- The City Manager updated the City Council on where the City Hall renovation currently stands.
- The City Council was provided a report by the City manager, issued by Moody's Investors Services, affirming the positive effect our education adequacy cap ruling has had on the credit outlook for Dover and other NH communities.
- The City Manager updated the Council on changes to the Central Avenue bridge repairs.
- 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's Fiscal Year 2016 financial audit started, with an expected release date of December 31st for the City's Comprehensive Annual Financial Report (CAFR).

The Purchasing Agent and Finance Director, as well as members of the City Clerk/Tax Collection office and Utility Billing office continued to work with the Planning Department personnel relative to the City Hall Customer Service Center Project.

The HR Director and HR Assistant attended the *HealthTrust Health Summit*. The Summit covered such topics as the future of healthcare, mobile technology, building a culture of wellness, provider collaboration, and negotiating and implementing plan changes.

The official launch of the National Employee Survey kicked off on September 14th. Human Resources sent out an email to all employees to give them a "heads up" that the survey would be available soon. During the week of September 19th, postcards were mailed and emails were sent out by NCS to provide details to employees on how to access the survey. Results should be received in the latter part of November.

The Human Resources Strategic Planning Committee held 2 meetings in the month of September. The first meeting was a brainstorming session and the second meeting was to identify and prioritize areas needing improvements and/or enhancements.

Parking:

The Director for the NH Governor's Office of Disability has reached out to Parking Manager Bill Simons to assist with a review of laws/policies related to disabled parking in the state. Issues such as misuse of plates/placards, improving the readability of the placards and evaluating the locations and number of required spaces were discussed. Since Bill is involved not only in the enforcement aspect, but also in the installation and monitoring of disabled parking spaces in public and private locations, he is able to provide an aspect that has not been traditionally received at the state level.

At their September meeting, the Parking Commission voted to make the 3-hour limit in the Orchard Street parking lot surface spaces permanent. The Parking Manager reported more spaces were available for short term parking because people planning to park all-day have moved into the garage. They also continued their review of the parking program for the FY18 budget during this meeting.

At the request of some merchants and Dover Main Street, the Parking Commission voted to recommend that parking be free on Plaid Friday (the day after Thanksgiving) to help counter the marketing of Black Friday at the big box stores. A resolution will be submitted to City Council for their consideration in October.

The Commission also voted to recommend metering the three parking spaces on Broadway near Central Avenue to balance out the parking program in the area. They also voted to recommend that First Street resident permits not be valid in the spaces alongside Earcraft to keep those spaces open for customers of downtown businesses. First Street permit holders who don't find a space on the north side of the street may also park in Transportation Center parking lot or in the new spaces created on the Chestnut Street Bridge (pending Council approval).

The Commission reviewed a request by the Planning Department to install a bike rack inside the parking garage. Concerns were raised about bicycles being operated in the garage's travel lanes and asked the Planning Department to look for some options that could be placed outside the garage but with a roof overhead.

The Arts Commission project to design and 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 is close to beginning. In addition to the \$4,500 grant from the NH Council on the Arts, the Arts Commission has been able to obtain \$500 from Dover Police Charities, \$500 from Kennebunk Savings Bank, \$200 from Shaheen and Gordon, P.A. and have a few more requests out to the community. 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.

The initial reviews of the Parking Bureau's new on-line violation payment program have been positive. In the first few weeks since being available, an average of 45 violations were paid on-line each week. This saves significant time for the Parking Clerk and other positions that are involved in payment processing in City hall. The expected daily deposits are compared each week by the Parking Manager to the actual bank deposits in the Parking Activity Fund. Pictured right is a screen shot of the Dover Police Parking Bureau's payment collection website.



Traffic

Throughout the month of September, Traffic Bureau and Patrol personnel worked to prioritize traffic enforcement in the area of Dover's ten (10) designated school zones, both in the morning and afternoon.

Sgt. Speidel coordinated the logistics of voter parking at four of the six ward polling facilities during the state primary election on September 13. This involved advance deployment and posting of cones, barricades, and signs to promote parking turnover for voters and allow for safe and orderly flow of traffic.

Sgt. Speidel worked closely with SUR Construction and City of Dover Engineering staff to coordinate the installation and new roundabout traffic pattern shift in connection with the Silver Square redevelopment project on the evening of September 15. The roundabout is a permanent change to the traffic pattern which facilitates access to the Silver Square redevelopment project (181 Silver Street) and was incorporated into the planning for the Silver Street reconstruction. Traffic delays continued for several weeks as new curbing and final roadway work was accomplished.

Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities on September 15 for a parking lot resurfacing and expansion project at On Broadway's property.

Sgt. Speidel coordinated all traffic control particulars for the Horne Street Elementary 5K run/walk event on September 18. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters.



Pictured left, participants assume their positions for the start of the annual Horne Street Elementary 5K run/walk event on September 18. This event was part of the Dover Race Series and benefits the Horne Street PTG.

The Dover Police Department performed 36 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of September, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, were funded with a grant from the Office of Highway Safety which was effective through September 30, 2016. Dover Police made a total of 5 DWI arrests during the month of September.

The Speed Monitoring and Awareness RADAR trailer was deployed in several different locations during the month of September, including Spruce Lane, Sixth Street, French Cross Road, Central Avenue, Middle Road and Mast Road.

Sgt. Speidel performed a total of 9 child passenger seat inspections during the month of September. 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.

This included several seat checks performed on the evening of September 21 in partnership with Wentworth-Douglass Hospital. The Police Department's Traffic Bureau has renewed its partnership with WDH, which now has Child Passenger Safety technicians on staff in the Women and Children's Center. On a selected Wednesday evening each month, expectant parents and other caregivers will have access to scheduled, one-on-one, safety inspections of their child seat installation in their vehicles with Sgt. Speidel or a member of WDH nursing staff at the WDH parking garage

The Dover Police Department joined several other law enforcement agencies to provide additional resources in traffic control and security to help the University of New Hampshire Police Department implement its freshmen and upper-classmen move-in plan. Dover officers have also assisted University police throughout the month of September under mutual aid agreement with security for home football and tailgating events as well as weekend night patrols. All personnel costs for Dover officers are reimbursed by the University and the scheduling is coordinated by Sergeant Speidel.

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 September:

Seacoast Grower's Association / Chamber of Commerce Farmer's Market, September 7, 14, 21 and 28

Greek Festival at the Hellenic Center, September 2-3

Cooperative Alliance for Seacoast Transportation (COAST) Safety Roadeo event, September 17

Locust Street closure for ongoing Nelson Street reconstruction project, September 6

Assist to Community Services with oversize load escort from Dover High School to Mast Road facility

Traffic Accident Investigation Team:

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of September. The team participated in joint training session with the Strafford County Regional Technical Accident Reconstruction Team.

Fire & Rescue Inspection Services:

Inspection Services continues to be very busy with a total count for inspections in September conducted and permits issued at 641. Here is the Inspection Services activity breakdown for September:

Inspections - Life Safety	58	Inspections - Plumbing/Mechanical	143	Inspections - Woodstove/Fireplace	01
Inspections - Business	01	Inspections - Blasting	0	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	32	Inspections - Health	40	Permits Issued - Building	41
Inspections - Building	119	Inspections - School / Daycare	24	Permits Issued - Certificate of Occupancy	15
Inspections - Electrical	167	Inspections - Oil Burner	00		

These numbers only capture part of the work. 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, Fire/Rescue and Inspection Services mentioned the open position of Building Inspector was posted and a number of resumes were received from qualified applicants. Interviews were held, an on-site simulated inspection was conducted at a construction site, and references checked. An individual was identified as the best fit and the process continues with hopes that all hurdles will be passed and this person will join the team.

In addition to that and other Inspection activity mentioned, a highlight to mention is the plan review work and on-site inspections that Inspection Services is doing for the new High School project, and for a number of water treatment/well upgrades for Community Services. These projects are absorbed as part of the office overhead with permit fees waived as if fees were collected from the City departments, it would simply be a shell game of moving appropriated monies from a particular budget areas to pay the fees back into the general fund as revenue, for a neutral outcome. For the three year duration of work at the High School, it is estimated that 1.5 million dollars in permit fees would have been charged. For the Water System upgrades, approximately \$50,000 would have been charged with what is known today for project scope. Absorbing this work in this manner is a value added internal service for all City departments.

Planning and Community Development staff attended the September 28th COAST annual meeting. The keynote speaker at the meeting was the Commissioner of NHDOT, who spoke about the diversity of transportation opportunities in NH and the need to reflect all transit options. Planning Staff represent the City on the COAST Board and work with COAST staff to review and improve options for mobility on an ongoing basis.



Planning and Community Development staff attended the Chamber's Government Affairs meeting to review ongoing Master Plan and development activity in Dover. At the September 12th meeting, staff reviewed, specifically, the improvements to Silver Street with the addition of the roundabout, the need for continued improvements to the downtown streetscape, and the recently adopted Transportation Chapter of Dover's Master Plan.

Planning and Community Development staff attended the September 23rd 2017 -2018 NHMA Legislative Conference representing the City Council. This session was designed to receive feedback from communities on which legislative policies NHMA should support if they come forward as part of the upcoming legislative sessions. The City Council voted to endorse various policies at its September 14th City Council meeting.

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 Dover High project. Final designs and layouts were approved by the Planning Board May 10. In addition to the High School project, planning staff has been working with Legal, Recreation and SAU staff to review opportunities at Garrison Elementary. These opportunities include reviewing documents pertaining to the 2004 expansion of Garrison as well as the original development of park and playground amenities in the 1970s.

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.

In September the Energy Commission made progress in drafting a replacement to the 2008 Energy Action Plan, intended to become an annual report. The Commission sponsored a "button up" workshop at the Dover Public Library. Assistant Planner Piekut, with the Assistant Manager and Deputy Mayor Carrier, worked with the Dover High School design team, Eversource, and Ameresco and met twice on site to ensure coordination between construction and the potential solar project. Ameresco reported a scheduled meeting with the PUC to pursue a waiver for Dover to apply for net metering despite being in a third-party electricity supply contract. The next step will include a new or revised contract with Ameresco and filing for an interconnection study by Ameresco. Improvements to the grid infrastructure may be required to accommodate solar generation. Meanwhile DHS construction will move forward with very minor alterations (pole placement) to ensure the building can accommodate a solar array at a later date.

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. The City Council approved the terms of the sale in September and authorized the City Manager to negotiate a final purchase and sales agreement with the developer.

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 ballfield, roadway and streetscape improvements.

Planning and Community Development staff completed its review and presented recommendations to the City Manager regarding the Capital Improvements Program (CIP). The CIP was finalized in September and will be presented to the City Council and Planning Board in early October.

The Planning and Community Development staff finalized new Community Development Block Grant application related material for the next grant round, which will begin in October. Additionally, updates have been made to Accessory Dwelling Unit and sign permit applications.

Assistant City Planner Benton continues to facilitate the Transportation Alternatives Program (TAP) project to expand the Community Trail with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The project is currently wrapping up the feasibility study phase. Consultants have done their wetland delineation, surveying, and review at different state departments. CLD and Assistant City Planner Benton attended the NH Department of Transportation Natural Resources meeting on September 21st and received a favorable response about the project. 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 Planning Department submitted an application for another TAP funding round to improve the sidewalks along Route 108 and Daley Drive, create a paved path along the high school lot, to connect to a better defined trail in Bellamy Park and getting an easement to then connect to the existing trails behind Lilac Garden. The Council voted to support this application at their August 24 meeting. Assistant City Planner Benton is scheduled to present their application to the Strafford County Transportation Advisory Committee in early October.

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. The drafting of the chapter is underway with the guidance of the Steering Committee. The chapter is expected to be completed late in 2016 with Planning Board review and approval in early 2017.

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 prepared for and held a CWDAC meeting on September 20th.

Planning and Community Development staff developed a report to analyze various components of proposed rezoning of land in the City of Dover. This analysis will review environmental, transportation, and utility impacts as well as address tax implications of property which might be rezoned. The analysis was developed in response to Planning Board and abutter questions about the proposed rezoning of 447 Sixth Street, but was designed to be a template for future requested rezoning of land.

Planning and Community Development staff continued to refine a template for Strategic Plans which each department is developing for review by the City Manager. Planning staff is acting as consultants for the various departments as they look at their strengths, and weaknesses in developing issues and challenges facing their department and the City in the years to come. These plans will be used to develop budget priorities and operation directions for the departments and will be key to continuing the efficiency and effectiveness of service delivery in the community.

In September, the Zoning Administrator addressed enforcement issues regarding motor vehicle junkyards/junkyards, temporary signs, abutter encroachment, and a violation of site plan approval (light trespass), 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.

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 Planners Benton and Piekut began a review of the Restricted Industrial (I-1) Zoning District and potential rezoning scenarios.

Planning and Community Development staff monitored and performed site visits of the 10 recipients of the Community Development Block Grant funding. This ongoing monitoring is part of the grant process, which also includes performing environmental reviews of all projects. Planning staff visit the locations of the grant fund use, and evaluates any impacts which the funds might have on the social and natural environment surrounding the proposed use. These reviews are the submitted to HUD as part of the application review process.

Planning Board

At their September 13th meeting, the Planning Board approved 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.

The Planning Board approved a Conditional Use Permit for Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road (Proposal is to install a 12" HDPE culvert and a 20 ft. common driveway with a 1,505 sq. ft. Forested Wetland impact, and a 4,630 sq. ft. Wetland Buffer impact). (P16-22)

The Planning Board also tabled Open Space Subdivision for Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road (4 lots). (P16-23)

The Planning Board approved to recommend the proposed amendments to Chapter 170-32 (Signs), to be in compliance with Reed V. Town of Gilbert, on to City Council. The full text of the amendments is available in Planning Dept. & at www.dover.nh.gov located on the Planning and Community Development webpage.

The Planning Board held a site walk on September 19th regarding Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road.

At their September 27th meeting, the Planning Board approved a Conditional Use Permit for Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road (Proposal is to install a 12" HDPE culvert and a 20 ft. common driveway with a 1,505 sq. ft. Forested Wetland impact, and a 4,630 sq. ft. Wetland Buffer impact). (P16-22)

The Planning Board approved an Open Space Subdivision for Quantum Real Estate Group, LLC (Owner: Michael Rosholt), Assessor's Map C, Lot 50-A, zoned R-40, located at 84 Watson Road (4 lots). (P16-23)

At their September 27th meeting, the Planning Board held a Public Hearing on the Transportation Alternatives Program funded project by CLD Consulting Engineers for Phase III of the Community Trail, to expand the paved section of the trail from Fisher Street to Route 108 and to improve access to the rural section off of Fourth Street. The Community Trail Advisory Committee is invited to hear the update and join the Planning Board's discussion.

Zoning Board

Owner Holgate Limited Partnership, 4-6 Back River Road (Tax Map 16, Lot 14), located in the Medium Density Residential (R-12) District, was granted a variance from Section 170-12.A of the Zoning Ordinance to permit conversion of offices to a two-family dwelling, where two-family dwellings are only permitted by right as part of an open space subdivision or as a conversion of a dwelling existing on or before May 27, 1964.

Owners Adam Livingstone Hart and Sarah K. Hart, 51 Mount Vernon Street (Tax Map 30, Lot 145), located in the Urban Density Multi Residential (RM-U) District, were granted a variance from Section 170-12.B of the Zoning Ordinance to permit a side setback of zero (0) feet for a deck where a setback of three (3) feet is required.

Owner Dean A. Fournier Revocable Living Trust and Applicant Jeanette Gestapo, LLC, 817, 819, and 825 Central Avenue and 3 Ridge Street (Tax Map 37, Lots 8, 9, 10, and 12), located in the Thoroughfare Business (B-3) District were granted a variance from Section 170-12.B of the Zoning Ordinance to permit an abut-a-street setback from Ridge Street of 41.5 feet and 28.2 feet where 50 feet is required.

Technical Review Committee

The Technical Review Committee met and voted that Planning Board review is not required for the site changes (paving) occurring at 120 Broadway (Tax Map 27, Lot 291A).

Conservation Commission

At its regular meeting on September 12th August 8th, the Conservation Commission voted to recommend approval of a NHDES Wetlands Permit and Dover CUP for Quantum Real Estate Group at 84 Watson Road for a common driveway.

Community Trail Committee

Assistant City Planner Benton staffed a meeting of the CTAC on September 20 where they discussed the TAP funded project status, planned for Apple Harvest Day, discussed ways to better promote the trail including a possible new logo, and were invited to the update and public hearing at the Planning Board meeting on September 27. Assistant City Planner Benton and a few members of the Open Lands Committee worked to update the display for the hallway in City Hall as well as to be used at Apple Harvest Day.

Housing Standards Board

Did not meet.

Energy Commission

At its regular meeting September 21, the Commission heard staff updates on the solar photovoltaic project, Stewardship Chapter of the Master Plan, C-PACE, street trees, and the relationship of the Commission to the Capital Improvements Plan, upcoming Community Facilities and Utilities Chapter of the Master Plan, Technical Review Committee, and Energy Code requirements. The group reviewed draft sections of a new Energy Action Plan/Report.

Open Lands Committee

City Planner Bird attended a meeting of the Open Lands Committee on September 22nd to provide support to the committee, including discussion about Apple Harvest Day activities and easement monitoring.

Downtown Dover TIF Advisory Board

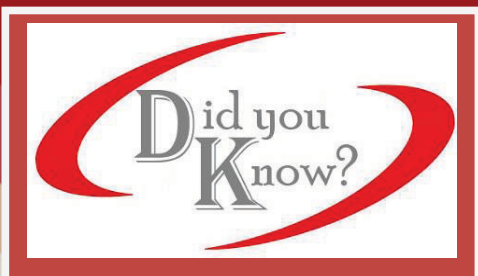
Did not meet.

Heritage Commission

Did not meet.

Transportation Advisory Committee

The TAC met and discussed a temporary truck designation on Bellamy Road; Reviewed crosswalk patterns for the Silver Street roundabout; Took no action on a request for Back River Road parking restriction; Endorsed a parking restriction on George Street



The Presidential and State of New Hampshire General Election will be held on Tuesday, November 8, 2016. Polls in Dover will be open from 8 a.m. to 7 p.m. on Election Day.

**The City of Dover urges you to get out and vote.
YOUR VOTE COUNTS!**