

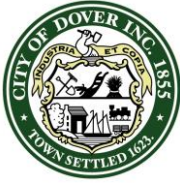
CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, November 9, 2016**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
 - A. SMALL BUSINESS SATURDAY**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. APPROPRIATION OF SETTLEMENT FUNDING RECEIVED FROM STATE OF NH REGARDING CITY OF DOVER CHALLENGE TO CONSTITUTIONALITY OF RSA 198:41 (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. October 19, 2016 - Workshop**
 - B. October 26, 2016 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**
 - 1. CHAPTER 170, SECTION 8 – ZONING MAP (TO BE REMOVED FROM THE TABLE)**
SPONSORED BY MAYOR WESTON BY REQUEST



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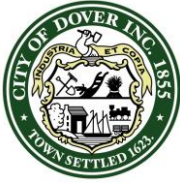
C. RESOLUTIONS

- 1. APPROPRIATION OF SETTLEMENT FUNDING RECEIVED FROM STATE OF NH REGARDING CITY OF DOVER CHALLENGE TO CONSTITUTIONALITY OF RSA 198:41 (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. ADOPTION OF FY2018-2023 CAPITAL IMPROVEMENTS PROGRAM**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Park Street**
- 2. RAFFLE – The Riley Leavitt Memorial Fund, Inc.**
- 3. WALK – Arts in Reach**
- 4. ACCEPTANCE OF STONEWALL DRIVE AS A PUBLIC WAY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B14074 UNDERWOOD ENGINEERS DOVER PUDDING HILL AQUIFER CONSTRUCTION OVERSIGHT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B17009 DOVER PUDDING HILL AQUIFER INTERIM IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. DOVER PUDDING HILL AQUIFER INTERIM IMPROVEMENTS UTILITY WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. JANITORIAL SUPPLIES STATE OF NEW HAMPSHIRE CONTRACT WITH W. B. MASON**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

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COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **ADOPTION OF THE LOCAL EMERGENCY OPERATIONS PLAN (LEOP)**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **THE INDIAN RIDGE AT DOVER, LLC LAND DONATION**
SPONSORED BY MAYOR WESTON BY REQUEST
3. **ESTABLISHMENT OF FISCAL YEAR 2017 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER**
SPONSORED BY MAYOR WESTON
4. **AMENDMENT OF FY2017 FEE SCHEDULE TO ADJUST PARKING PERMIT FEES FOR FOURTH STREET AND COMMUNITY SIGNS PERMIT FEE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 14, 2016)**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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

THE CITY MANAGER'S REPORT

November 9, 2016

***Month Reporting on:
October 2016***

*"November comes
And November goes,
With the last red berries
And the first white snows.*

*With night coming early,
And dawn coming late,
And ice in the bucket
And frost by the gate.*

*The fires burn
And the kettles sing,
And earth sinks to rest
Until next spring."*

— Clyde Watson

**J. Michael Joyal, Jr.
City Manager**



Legal Department

by Anthony Blenkinsop

The Office of General Legal Counsel provides legal support to the City Council, City Manager, city staff and volunteers on boards, commissions and committees of the City of Dover to assist efforts in providing services to our constituents and/or customers. In addition, legal support is also provided to the Dover School Board and Superintendent of Schools.

Right to Know Requests, pursuant to RSA 91-A

→ Rochester, NH – Agenda materials after 09.21.2016 but before 11.03.2016, 4 requests

Assistance to City Departments and/or Offices

City Council: Drafting/review of resolutions and ordinances;

City Manager: Review of documents for signature, 91-A requests; Resolutions; Legal memo Appointment Committee PB member; Right of Way Ordinance drafting

Community Services: Acceptance of City road; Broadway drainage project; Water restrictions

Finance: Discharges and Liens; Tax Deeding questions; Landlord water shutoff issue; Resolution voting record; Bequest to Library

Parking Commission: Chapter 166 changes; Plaid Friday resolution; Legal memo for arts grant

Planning: Junkyard violation; Chapter 170 Ordinance; Reed v. Gilbert analysis

Police: Conference Room Use Agreement; UNH Agreement

Fire & Rescue: Ambulance Services Agreement; Sprinkler system annual inspection; HIPPA documents

School Department: Review of Unitil natural gas service for new high school

Litigation

Clay v. City of Dover: Petitioner's Memorandum of Law received; Reply Brief drafted and filed October 19, 2016; Awaiting Oral Argument

City v. Joel Bernier: Motion for Contempt served upon Berniers; Hearing scheduled for October 20, 2016 continued for 6-8 weeks.

City of Dover v. State of NH: (adequacy lawsuit) Settlement Agreement signed; Settlement proceeds received.

Ventas Realty Limited Partnership v. City: (2014 tax year) Bench Trial rescheduled for late February 2017.

Ventas Realty Limited Partnership v. City: (2015 tax year) City filed Answer to Petition for Abatement

Judd, Hunt v. SELT, City of Dover and Secretary of US Dept of Agriculture: – case voluntarily dismissed in US District Court – case concluded.

City v. Eric Carlson: filed Complaint with the Dover District Court regarding traffic signal accident; Filed Affidavit of Service with Court on September 12, 2016. Default to be issued.

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters.

	Current Month	FY17 YTD	FY16	FY15
Legal Matters/ Questions Handled	15	80	244	276
Document Creation/Review	17	86	267	180
Right to Know Requests Processed	4	22	66	103
Resolutions	5	14	53	54
Ordinances	1	6	29	21

Economic Development

by Dan Barufaldi

Summary:

Economic activity continues to increase in Dover and the region with some scattered indications of slowing growth rates. Most retailers, staffing firms and manufacturers report increased sales and revenues year over year. Dover hotels continue to report very high occupancy rates. Commercial real estate activity is up moderately while residential real estate activity continues to be constrained by inventory. Several local businesses report tight labor supplies, particularly for mid to high end skill sets. Experienced retail clerks and wait staff are also in short supply. Some small Dover restaurants are restricting hours and/or open days due to the unavailability of qualified workers. Availability of entry level employees appears to be further limited due to the opioid crisis in the region. There is

little movement on pricing so far, but some upward pricing pressure is being experienced as firms are raising wages and salaries to retain and attract employees with critical skill sets. Local firms are looking for more of the same going forward.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing improved results versus the previous year sales. Services to the healthcare sector have recently increased as walk-in convenient care centers are being added. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital has recently announced a merger with Mass General that is part of an overall consolidation trend in institutional healthcare. It is expected to expand the range of medical specialties availability to the Dover market. WDH has just announced a new medical practice facility opening up at the Pease Tradeport and is seeking an office and warehouse facility for medical supplies distribution in Dover. UNH is currently seeking 20,000 – 25,000 SF to lease to house programs formerly in the Goth building in Durham. Wages, while up significantly in critical skill areas, remain just above inflation, as do prices. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with the onset of the Affordable Care Act and the challenge of being able to increase pricing to cover the increased cost. Experienced wait staff is at a premium. Overall the sector is optimistic and expecting high single digit growth over the next two quarters and beyond.

Uncertainty regarding the Affordable Care Act, the slowing Chinese economy/ housing bubble, the exit of the UK from the EU, and the economic effects of Middle Eastern wars; the European migrant refugee problem

effect on the European economies continue to produce a prevailing air of caution in this and several other sectors with real local economic effect. Local walk-in healthcare centers are hiring strongly as these in demand skill sets become available.

Predictions for 2016 revenue growth are in the 5%-15% range.

Commercial Real Estate:

Commercial real estate sales activity continued with strong sustained growth locally, and with declining strength in the Boston and Portland markets. Demand locally has remained positive with several local commercial developments, mixed use infill, multifamily and assisted living investment projects coming to fruition. Office leasing continued soft this month. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong, especially for industrial space. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with slow employment growth. A small amount of speculative office construction as part of mixed use building is now being done. Some recent mixed use developments are experiencing difficulty in filling the commercial component while booking the residential component immediately. The lending environment remains highly favorable to borrowers, with historically low interest rates and increasingly looser lending standards. Abundant investment capital continues to flow into commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. The projected end of "quantitative easing" over time is probably going to end in December, but most likely will be limited to 0.25 basis points in the short term. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains at a very healthy pace with local inventory in this category

rising rapidly. The outlook remains cautiously optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady employment growth. Fiscal policy and uncertainty around the business and employment effects of the ACA and Medicaid expansion costs are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction activity. Some major capital spending projects are underway and some about to be announced. Some projects are holding off pending the outcome of the Presidential and Congressional elections. One office/manufacturing building recently available in Enterprise Park has been purchased. The two formerly vacant buildings in the park are now occupied. The former CPI building in Enterprise Park has completed a September close. A firm is currently looking at a potential lease-to-buy arrangement at Enterprise Park for a 35,000SF building. The former DKW building on Industrial Park Dr. is on the market and is attracting interest from a relocation candidate company. The Fosters building at 333 central Ave. was recently sold to a local service provider company for \$1.5 million. The Robbins building downtown now has a signed PSA.

Uncertainty over the outcome of the Presidential election is said to be limiting major moves by large companies in the short term.

(See Local Major Development Projects Section at end of report.)

Residential Real Estate:

Residential real estate markets continue to exhibit strong performance in the Seacoast. Home buyer confidence is up. Completed sales of single family homes increased year-over-year in Q2 and Q3. Low inventory levels locally are still thought to be limiting sales, but appear to be easing somewhat as rising prices are convincing sellers to put homes

on the market before interest rates go up. Median selling prices continue to rise locally and are up 9% year-over-year 2014-2015. Condo sales though somewhat mixed regionally, are up locally as well, as are condo pricing and pending sales. Closed unit sales of both single family homes and condominiums improved very slightly over the past month. Sales and prices are up in the sector. Median sale prices in NH and in Dover increased again in the period. Pending sales suggest the markets for single family houses and condos have finished well in 2015 and will continue to do well throughout 2016 and 2017.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting some sustained strength in sales and improved year over year profits. A few local manufacturers are reporting lower sales than the same period a year ago due to a fall off in export sales brought on by the strong U.S. dollar and the reduction in mining and oil exploration equipment and parts sales caused by the low crude oil prices. One local aerospace provider has seen a fall off in revenues in the short term. Exporters to both Europe and China are concerned with the UK exit from the EU as well as with the macro-economics they're seeing in both markets. Negative results seen so far have been less than anticipated and probably caused more by uncertainty than anything else so far. The Chinese economy has slowed markedly and their investment in infrastructure, often purchased here, is also down significantly. Local manufacturers, for the most part, are experiencing growing sales. The recent EU economic problems and refugee influx from Iraq, Libya, Yemen and Syria, coupled with the economic problems in the Ukraine and Russia and the effects they will cause in world-wide markets and economies are a growing uncertainty and concern. Pickup truck and SUV sales are at an all time high due to the recently lower gasoline prices

have slowed in the last month. Local auto dealers are offering model year end pricing deals to move 2016 models as 2017 models arrive. Future auto sales will be impacted by the price moves in the volatile gasoline markets. Locally we are seeing confidence in auto sales expressed in two large dealership expansion and upgrade investments on Dover Point Road. Firms reporting on inventory levels are split with half citing flat inventory levels and half citing higher levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth are now headed up slightly. Capital investment is up locally. Foreign investment in the US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, and European economies. Aerospace parts manufacturers are reporting a pause in formerly increasing sales. Some major capital spending projects are underway and some about to be announced. A number of other commercial projects are currently underway or about to be underway during this building season. Outlook for the balance of the year remains positive. Very few manufacturing buildings in the 20,000-30,000SF range are available locally. New builds recently include the Rand-Whitney Building (119,000 SF) and the first phase Stonewall Kitchens Building (89,000 SF). Buildings at 44 Venture drive and 111 Venture drive in Enterprise Park are in the process of fit out for new owners. The Silver Square development and roundabout are now well underway and making good progress.

Price pressures remain moderate. Regional manufacturers remain guardedly optimistic. Labor demand has been strong in IT and software. Aerospace, nursing, electronics, engineering, quality assurance tech and legal skills demand remain strong. Most firms in the field have begun to hire with wages beginning to move upward. Qualified workers in many tech skills areas are not available locally and a lack of a comprehensive worker training program locally is beginning to be detrimental to acquiring relocation candidate companies, especially when the local cost of electricity is

folded into the mix. Recent reductions in the NH BPT and EPT are helpful but more is needed in both corporate tax reduction and regulatory relief to reclaim the "NH Advantage".

Retail & Tourism:

Retailers contacted for this period report mixed results for year-over-year store sales ranging from down 1-11% to up 1-8%. Reasons cited include large sales gains in the previous year and the stronger US dollar buying more product for the money if the product was imported. Firms are hiring to replace departing employees and most are reporting difficulty in acquiring replacements locally. Contacts expect only modest gains in sales going forward, mirroring the modest gains expectations for the U.S. economy in the near future.

Restaurants report expected sales increases of 1-2% heading into Q4. Most restaurants did well during the summer season. This was tempered somewhat by people cooking at home in the warm summer and fall weather using their outside grills. Local restaurants are having difficulty hiring wait staff to support desired expansions. The recent gasoline price declines seemed to have bottomed out for the present but so far, have had no discernible effect on retail, hotel and restaurant sales. Our Dover hotels are experiencing an unprecedented high occupancy rate as business travel has increased and we are getting shipyard and Air Force workers electing to get better value for their Fed per diem allowance by staying in and having dinner in Dover. On-line shopping has reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results. Sears, Macys and Target are experiencing declining sales and are doing some store closings and layoffs. Walmart has initiated a multi-million dollar made-in-America program designed to provide several thousand jobs over the next two years. Many retailers are making

infrastructure investments to participate more fully in on-line sales

Bus tours to Dover are fully booked for 2016 and part of 2017, Pricing has remained steady for now, but upward pressure on wage rates for experienced retail clerks and wait staff will eventually force prices to rise.

* NOTE: Non-local content contains excerpts from the Federal Reserve Beige Book-Boston.

Local Major Development Projects:

- First Street Development
- Third Street Development
- McIntosh properties Development: About to break ground.
- Yacht Club Development
- Stonewall Kitchens Development
- Rand-Whitney Development: Ribbon cutting held
- Dover Parking Garage: performing as projected.
- Dover Police Station
- 49,000 SF at 27 production drive leased for manufacturing with a buy option
- Robbins Building has a signed PSA.
- Broadway mixed use development
- Purchase of 44 Venture drive: refit underway.
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments
- Fosters Building sold for \$1.5 million.
- The Old courthouse Building on First and 2nd is being transformed into a mixed use facility.

City of Dover
Bid Solicitation Report
For October 2016

11/1/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services B17013	10/06/2016	11/15/2016	Engineering Consultant for Air Conditioning at Library and City Hall	
Police Q17-009	10/13/2016	10/27/2016	Manual Snow Removal	
Community Services B17018	10/18/2016	11/03/2016	Electrical Contractor	
Community Services B17018	10/18/2016	11/03/2016	High Performance Hot/Cold Patch	

City of Dover
Bid Solicitation Report
For October 2016

11/1/2016

Department Bid Number	Bid Date	Bid Due	Description	PO Notes
Community Services Q17-010	10/20/2016	11/03/2016	Chairs for Public Works Department	
Recreation Q17-013	10/25/2016	11/03/2016	Trees for Henry Law Park	
Recreation Q17-012	10/27/2016	11/07/2016	Basketball T-Shirts	

PO REPORT
10/31/2016

DAC	PO Date	PO No.	Vendor Name	Amount
Recreation	10/31/2016	201704038	CITY OF DOVER-WATER~SEWER DEPT.	\$5,401.05
Public Library	10/17/2016	201703479	PARK STREET FOUNDATION	\$6,118.60
Recreation	10/31/2016	201704037	CITY OF DOVER-WATER~SEWER DEPT.	\$6,373.35
Recreation	10/4/2016	201703073	CADIEUX FLOORING, INC.	\$6,426.00
Community Services Department	10/26/2016	201703864	SHOEM CORP.	\$6,450.00
Police	10/17/2016	201703476	EAGLE POINT GUN / J MORRIS & SON	\$6,611.31
Police	10/26/2016	201703863	EAGLE POINT GUN / J MORRIS & SON	\$7,827.97
Community Services Department	10/4/2016	201703101	SHOEM CORP.	\$8,100.00
Fire and Rescue	10/27/2016	201703898	DENNIS MUNSON PLUMBING HEATING	\$8,648.00
Community Services Department	10/18/2016	201703560	DALE R SPRAGUE CONSTRUCTION CO INC	\$13,152.50
Executive	10/27/2016	201703897	CCMSI	\$13,430.00
Recreation	10/31/2016	201704042	CITY OF DOVER-WATER~SEWER DEPT.	\$14,405.46
Executive	10/26/2016	201703813	ROBERT H. IRWIN MOTORS, INC.	\$15,596.00
Community Services Department	10/12/2016	201703353	ATLANTIC COAST FENCE CO., INC.	\$15,860.00
Community Services Department	10/24/2016	201703690	UNDERWOOD ENGINEERS, INC.	\$16,800.00
Recreation	10/31/2016	201704035	CITY OF DOVER-WATER~SEWER DEPT.	\$16,823.16
Executive	10/6/2016	201703230	SHEEHAN, PHINNEY, BASS & GREEN	\$18,376.17
Community Services Department	10/18/2016	201703556	MITCHELL & ASSOCIATES	\$19,994.00
Community Services Department	10/4/2016	201703100	MACKINNON & SONS EXCAVATING, LLC	\$21,040.00
Executive	10/20/2016	201703647	CCMSI	\$26,000.62
Community Services Department	10/13/2016	201703375	BOBCAT OF NH	\$44,970.00
Planning	10/18/2016	201703566	ENVIROVANTAGE, INC.	\$49,500.00
Community Services Department	10/13/2016	201703376	FREIGHTLINER OF NH, INC.	\$161,404.00
Community Services Department	10/13/2016	201703384	VHB, INC	\$244,737.00
Community Services Department	10/4/2016	201703038	NORTHEAST EARTH MECHANICS, INC.	\$344,820.00
Community Services Department	10/24/2016	201703688	EMERY & GARRETT	\$378,830.00
Community Services Department	10/20/2016	201703652	E.D. SWETT, INC.	\$3,279,229.50

Total Permits Issued: October 2016

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-421	SOJOURN PROPERTY MANAG	503	CENTRAL AVENUE	INT. RENO. OF A COMM. SPACE	C	3	60	15000	175
16-451	121 BROADWAY LLC	121	BROADWAY	CONST. AN ELECTRICAL ROOM	C	26	6	1500	40
16-468	KAPOTHANASIS	11A	WEEKS LANE	CONST. A REPLACEMENT RAMP	C	38	35	21800	245
16-246	CITY OF DOVER	110	GLEN HILL ROAD	CONST. A NEW MUNICIPAL PUMP STATI	M	C	08	850000	0
16-425	CITY OF DOVER	97	LOWELL AVENUE	DEMO WATER TREATMENT STRUCTUR	M	37	40	0	0
16-427	CITY OF DOVER	128	GLEN HILL ROAD	CONST. A 1-STORY ADD. TO EXSTNG ST	M	C	12	106000	0
16-129	HOLGATE L.P.	4-6	BACK RIVER ROAD	INT., RENO. OF APT & CONVERT OFFICE	R	16	14	35000	375
16-264	GARNETT	52	BELKNAP STREET	INTERIOR RENOVATIONS	R	9	32	4000	65
16-307	NOEL	599	TOLEND ROAD	WINDOW REPLACEMENT, NO STRUCTU	R	C-2	R-0	14000	165
16-330	INDIAN RIDGE AT DOVER, LL	125	EMERALD LANE	CONST. A 3 BDRM SFD WITH ATT. GARA	R	F	15	192000	1942
16-340	INDIAN RIDGE AT DOVER LLC	215	EMERALD LANE	CONST. A 3 BDRM SFD W/ATT. 2 CAR G	R	F	15-1	195500	1980
16-349	DEYO	5	APACHE STREET	INSTALL A ROOF MOUNTED SOLAR PA	R	A-1	G	20000	225
16-384	INDIAN RIDGE AT DOVER, LL	166	EMERALD LANE	CONST. A 3 BDRM SFD W/ATT. 2 CAR AT	R	F	15-39	202590	2050
16-389	SKIPPER	183	CENTRAL AVENUE	REPAIR EXISTING FRONT PORCH	R	2	64	17000	195
16-393	LONG	26	BASILS PLACE	INSTALL A ROOF MOUNTD SOLAR PAN	R	I-25	C8	28200	307
16-406	MORRISON	17	MORRISON LANE	FINISH BASEMENT FOR ADD. LIVING AR	R	G	7-10	30306	325
16-418	CHANGING PLACES	155	EMERALD LANE	CONST. A 3 BDRM SFD W/ATT. 2 CAR G	R	F	15-17	198270	2007
16-422	PROLL	118	LOCUST STREET	TO REPAIR WATER DAMAGE	R	9	88	12000	145
16-435	STORMS	11	ATLANTIC AVENUE	CONST. A REAR DORMER	R	25	61A	12000	145
16-437	GRAMMENOS	162	LITTLEWORTH ROAD	INSTALL ROOF MOUNTED SOLAR PANE	R	F-43	21-0	20000	225
16-438	YOUNG	235	DOVER POINT ROAD	DETACHED GREENHOUSE	R	L	71-B	4424	65
16-452	STOCKER	6	SULLIVAN DRIVE	INSTALL A ROOF MOUNTED SOLAR PV	R	D	5-32	14000	165

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-453	KELLEY	22	RABBIT ROAD	CREATE AN ACCESSORY DWELLING UN	R	J-B	Q	0	50
16-454	OLKKOLA	7	SUSANNAHS CROSSING	CONST. A BASEMENT BATHROOM	R	F	23A3	9000	115
16-455	SUNSHINE	43 1/2	FOREST STREET	CONTINUED INT. RENO. OF A SFD	R	24	81	40000	425
16-456	SESSLER	28	SAMUEL HANSON AVENUE	MEMO. INGROUD POOL	R	21	26-35	500	50
16-463	COURTNEY	44	WATERLOO CIRCLE	REPLACE ENTRY DOOR & WINDOW	R	M	76-7	6000	85
16-464	MCGLONE	25	TENNYSON AVENUE	INSTALL REPLACEMENT WINDOWS	R	21	69	3000	55
16-466	RICKER	21	COVERED BRIDGE LANE	CONVERT A SCREENED PORCH TO A 3-	R	C	6-B	25000	275
16-467	H. FRED WESTON	71	HENRY LAW AVENUE	INTERIOR RENOVATIONS AND REPLAC	R	20	25	10246	129
16-471	RIDGESTONE BUILDERS DEV.	8	RED BARN DRIVE	CONST. A 3 BDRM SFD WITH ATT. GARA	R	I	6C-1	240000	2425
16-475	FLAHERTY	6 1/2	WHITTIER STREET	INSTALL NEW SLIDER & RMV INT. WAL	R	36	22D	6000	85
16-495	TERREZZA	163	MOUNT VERNON STREET	REPLACEMENT OF 8 WINDOWS, NO STR	R	29	34	12750	155
16-506	SULLIVAN	24	PREBLE STREET	TO RENOVATE A KITCHEN	R	4	44	19594	225
16-513	STABILE HOMES @ POINTE PL	27	SIERRA DRIVE	CONST. A 3 BDRM SFD W/ATT. 2 CAR G	R	K19	3-12	225000	2275
16-514	STABILE HOMES @ POINTE PL	17	SIERRA DRIVE	CONST. A 3 BDRM SFD W/ATT. 2 CAR G	R	K19	3-7	220000	2225
16-515	STABILE HOMES @ POINTE PL	23	SIERRA DRIVE	CONST. A 3 BDRM SFD W/ATT. 2 CAR G	R	K19	3-10	210000	2125

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 37

Total Construction Value: \$3,020,680.00

Total Fees Collected: \$21,540.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	1	Change of Use	0
Commercial Renovations	4	Commercial	3
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	6
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	7	Single Family Dwellings	4
Renovations Dwelling Unit	21	Accessory Dwelling Unit	1
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	1		
		Total	14

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Old Courthouse	First Street	A	10	0	10		6/14/2016	Site	P16-15	6	20		H	1.1
Hellenic Realty	Washington Street	A	25	0	25		6/14/2016	Site	P16-08	2	4		W	2.75
Yacht Club	Portland Ave	A	19	19	0	12/23/2014	10/14/2014	Site	P14-45	24	104	12/23/2019	H	2.09
Bradley Commons	Central Ave	A	45	0	45	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	4.95
First Street @ Garrison	First Street	A	32	32	0	6/12/2014	2/25/2014	Site	P14-03	6	3	6/12/2019	H	3.52
Field and Foster	Central Ave	A	18	18	0	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	120	0	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Total: Mixed Use			269	189	80									25.74
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Sherman School	School Street	C	48	0	48	9/27/2011	10/26/2010	Site	P10-39	3	10	9/27/2016	H	7.68
Paolini	Clancy Drive	C	12	12	0	1/9/2014	10/22/2013	Site	P13-37	I	12	1/9/2019	G	1.92
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			206	100	106									24.56
Subdivisions:														
Copley	Pear Drive	H	7	0	7		6/14/2016		P16-13	C	2		H	2.59
The Preserve	Isabella Drive	H	13	0	13	6/21/2016	12/14/2015		P15-16	H	14	6/21/2016	W	4.81
Indian Ridge	Emerald Ln	H	49	8	41	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2015	W	18.13
Bellamy Ridge	Red Barn Dr	H	7	3	4	10/13/2015	8/25/2015	10/15/2015	P15-05	I	6-C	10/13/2020	G	2.59
Kelly Brook Meadows	Old Stage Road	H	9	9	0	4/29/2014	3/25/2014	5/9/2014	P14-01	G	36	4/29/2019	W	3.33
Foster's Way	Fosters Dr	H	5	2	3	9/17/2014	12/17/2013	9/17/2014	P13-49	L	89-1	9/17/2019	G	1.85
Kemen	Sixth St	H	1	1	0	4/29/2014	8/27/2013	5/1/2014	P13-43	B	1D	4/29/2019	H	0.37
Child's Subdivision	Childs Dr	H	19	16	3	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.03
Arch St	Fresian Drive	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Labrador Woods	Labrador Dr	H	9	7	2	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	5	4	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.33
Picnic Rock	Back River Rd	H	21	7	14	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	9	1	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	15	0	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	62	10	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
StoneCroft	Carriage Hill Ln	H	11	9	10	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Emerald Woods I & II	Emerald Ln	H	25	25	0	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Total: Single Family			373	247	134									109.89
Elderly:														
Pointe Place	Pointe Place	A	132	58	74		3/22/2016		P16-05	K	19		G	
Pointe Place	Sierra Dr	H	31	12	19	12/21/2015	11/19/2014	4/1/2016	P15-46	K	19	12/21/2021	G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	62	0	7/2/2008	3/13/2007		P06-55	M	4	7/2/2012	G	
Arbor Woods	Cielo Dr	H	61	48	13	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			286	180	106									

TOTAL APPROVED UNITS			1134	716	426									160
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City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) October 31, 2016

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,305,350	117,935	324,538	24.9	980,812	0	980,812	75.1
Expenditures	971,746	77,850	282,447	29.1	689,299	342,997	346,302	35.6
Debt Service								
Principal	291,765	0	0	-	291,765	0	291,765	100.0
Interest	41,839	0	1,828	4.4	40,011	0	40,011	95.6
	0	40,085	40,263	0.0	(40,263)	(342,997)	302,734	-

City of Dover

Expenditures of Major Funds October 31, 2016 (General Fund Includes County, School and Debt Service)

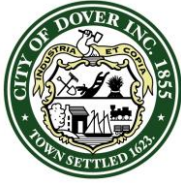
	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 444,459	\$ 3,422	\$ 74,772	17.0%	\$ 369,687	\$ 17,158	\$ 352,529	79.3%
Executive	918,106	50,736	238,289	26.0	679,817	300,017	379,800	41.4
Finance	1,808,151	132,828	591,474	33.0	1,216,677	885,459	331,217	18.3
Planning	661,252	43,161	222,406	34.0	438,846	304,099	134,747	20.4
Misc General Government	1,004,542	20,184	185,476	18.0	819,066	115,995	703,071	70.0
Police	8,537,733	603,919	2,859,269	33.0	5,678,464	3,631,409	2,047,055	24.0
Fire & Rescue	8,610,508	613,274	2,728,977	32.0	5,881,531	3,247,953	2,633,578	30.6
Community Service Public Works	6,968,806	338,697	1,433,512	21.0	5,535,294	2,567,564	2,967,730	42.6
Recreation	2,140,481	130,639	625,866	29.0	1,514,615	666,633	847,983	39.6
Public Library	1,300,849	90,754	388,977	30.0	911,872	602,749	309,123	23.8
Public Welfare	836,183	52,416	210,174	25.0	626,009	135,876	490,133	58.6
Debt Service	12,865,680	-	769,347	6.0	12,096,333	11,643,928	452,404	3.5
Other Financing Sources/Uses	3,521,696	-	345,629	10.0	3,176,068	-	3,176,068	90.2
School	49,542,420	3,592,642	9,780,197	20.0	39,762,223	38,064,078	1,698,146	3.4
Intergovernmental	8,643,721	-	-	0.0	8,643,721	-	8,643,721	100.0
Sub-total : 1000 General Fund	\$ 107,804,587	\$ 5,672,674	\$ 20,454,365	19.0%	\$ 87,350,222	\$ 62,182,917	\$ 25,167,304	23.3%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 25,605	\$ 118,749	14.0%	\$ 731,971	\$ 306,584	\$ 425,388	50.0%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 25,605	\$ 118,749	14.0%	\$ 731,971	\$ 306,584	\$ 425,388	50.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 61,152	\$ 262,773	26.0%	\$ 757,369	\$ 628,169	\$ 129,201	12.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 61,152	\$ 262,773	25.8%	\$ 757,369	\$ 628,169	\$ 129,201	12.7%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 24,882	\$ 104,397	11.0%	\$ 827,531	\$ 596,675	\$ 230,856	24.8%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 24,882	\$ 104,397	11.2%	\$ 827,531	\$ 596,675	\$ 230,856	24.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 29,719	\$ 213,248	35.0%	\$ 403,703	\$ 81,009	\$ 322,695	52.3%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 29,719	\$ 213,248	34.6%	\$ 403,703	\$ 81,009	\$ 322,695	52.3%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 147,063	\$ 1,159,406	22.0%	\$ 3,999,610	\$ 1,237,336	\$ 2,762,274	53.5%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 147,063	\$ 1,159,406	22.5%	\$ 3,999,610	\$ 1,237,336	\$ 2,762,274	53.5%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 211,953	\$ 1,673,703	22.0%	\$ 5,987,711	\$ 1,695,800	\$ 4,291,910	56.0%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 211,953	\$ 1,673,703	21.8%	\$ 5,987,711	\$ 1,695,800	\$ 4,291,910	56.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 50,747	\$ 241,197	18.0%	\$ 1,083,967	\$ 339,084	\$ 744,883	56.2%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 50,747	\$ 241,197	18.2%	\$ 1,083,967	\$ 339,084	\$ 744,883	56.2%
Total : EXPENDITURES	\$ 125,369,923	\$ 6,223,795	\$ 24,227,838	19.3%	\$ 101,142,085	\$ 67,067,573	\$ 34,074,512	27.2%

City of Dover

Revenues of Major Funds October 31, 2016

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 76,972,539	\$ 212,658	\$ 2,084,447	3.0%	\$ 74,888,092	\$ -	\$ 74,888,092	(97.3)%
Licenses & Permits	5,643,130	434,237	2,146,931	38.0	3,496,199	-	3,496,199	62.0
Intergovernmental	2,153,358	3,415	194,648	9.0	1,958,710	-	1,958,710	91.0
Charges for Services	3,624,057	250,696	927,983	26.0	2,696,074	-	2,696,074	74.4
Miscellaneous Revenue	586,851	41,523	307,144	52.0	279,707	-	279,707	47.7
Education	18,302,895	349,920	2,411,451	13.0	15,891,444	-	15,891,444	86.8
Operating Transfers In	426,757	-	-	0.0	426,757	-	426,757	100.0
Other Financing Sources	95,000	-	15,616	16.0	79,384	-	79,384	83.6
Sub-total : 1000 General Fund	\$ 107,804,587	\$ 1,292,449	\$ 8,088,221	8.0%	\$ 99,716,366	\$ -	\$ 99,716,366	92.5%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 17,203	\$ 68,022	35.0%	\$ 127,699	\$ -	\$ 127,699	65.2%
Parking Income	495,000	39,860	175,390	35.0%	319,610	-	319,610	64.6%
Parking Fines	160,000	9,927	47,021	29.0%	112,979	-	112,979	70.6%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 66,990	\$ 290,432	34.0%	\$ 560,288	\$ -	\$ 560,288	65.9%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ -	0.0%	\$ 9,556	\$ -	\$ 9,556	100.0%
Charges for Services	930,000	68,691	318,405	34.0%	611,595	-	611,595	65.8%
Miscellaneous Revenue	0	11	95	0.0	(95)	-	(95)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 68,702	\$ 318,499	34.0%	\$ 624,037	\$ -	\$ 624,037	66.2%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 25,581	\$ 201,801	28.0%	\$ 516,227	\$ -	\$ 516,227	71.9%
Operating Transfers In	209,476	-	44,410	21.0	165,066	-	165,066	78.8
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 25,581	\$ 246,211	27.0%	\$ 681,293	\$ -	\$ 681,293	73.5%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 26,279	\$ 142,421	34.0%	\$ 278,234	\$ -	\$ 278,234	66.1%
Miscellaneous Revenue	15,500	1,387	1,863	0.1	13,637	-	13,637	88.0
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	151,754	-	-	0.0	151,754	-	151,754	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 603,409	\$ 27,666	\$ 144,283	24.0%	\$ 459,126	\$ -	\$ 459,126	76.1%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 240,803	\$ 1,658,079	34.0%	\$ 3,290,112	\$ -	\$ 3,290,112	66.5%
Miscellaneous Revenue	70,500	5,819	48,255	68.0	22,245	-	22,245	31.6
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 246,623	\$ 1,706,334	34.0%	\$ 3,312,357	\$ -	\$ 3,312,357	66.0%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	337,139	2,099,368	32.0	4,406,442	-	4,406,442	67.7
Miscellaneous Revenue	57,000	4,633	19,342	34.0	37,658	-	37,658	66.1
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 341,773	\$ 2,118,710	28.0%	\$ 5,387,690	\$ -	\$ 5,387,690	71.8%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 44,953	\$ 260,386	29.0%	\$ 630,776	\$ -	\$ 630,776	70.8%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	235,524	-	-	0.0	235,524	-	235,524	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,151,686	\$ 44,953	\$ 260,386	23.0%	\$ 891,300	\$ -	\$ 891,300	77.4%
Total : REVENUES	\$ 124,805,533	\$ 2,114,737	\$ 13,173,077	11.0%	\$ 111,632,456	\$ -	\$ 111,632,456	89.4%



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, October 19, 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Greenshields, Councilor Shanahan, and Councilor Thibodeaux. Councilor Gasses arrived at 7:35 pm.

Absent: Councilor O'Connor.

Also Present: City Manager Joyal, General Legal Counsel Blenkinsop, and Deputy City Clerk Mistretta

5. CITIZEN'S FORUM

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

Simon Allie, 66 Stocklan Circle: He spoke about the sign ordinance and asked the Council to pass an amendment that allowed for free speech.

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

6. DISCUSSIONS

A. WATER FACILITY IMPROVEMENTS

City Manager Joyal invited Keith Pratt, Underwood Engineers, to give an overview of the water facility improvements to the Council.

Mr. Pratt gave a PowerPoint presentation to the Council regarding the water facility improvements.

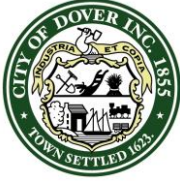
James Emery, Emery & Garrett Groundwater Investigations, LLC, gave a PowerPoint presentation on drought conditions, and a review of Dover's groundwater supply system.

B. ZONING AMENDMENTS

Assistant City Manager Parker gave an overview of Chapter 170, Section 32, Signage, to the Council.

The Council discussed this issue.

Mayor Weston read an email from Councilor O'Connor regarding this issue.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: City Hall, Council Chambers
Meeting Date: **Wednesday, October 19, 2016**
Meeting Time: **7:00 pm**

Assistant City Manager Parker gave an overview of Chapter 170, proposed rezoning of Assessors Map D, Lot 12.

Economic Development Director Barufaldi discussed the advantages with allowing this rezoning.

C. CAPITAL IMPROVEMENTS PROGRAM (CIP)

Mayor Weston asked the Council if they would like to have the CIP discussion at the next City Council Workshop.

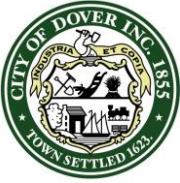
There was consensus from the Council.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 8/0.

PowerPoint presentations have been archived with these minutes.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

Mayor Weston read a proclamation for Arthur Dubois.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier added the Appointments Committee Report, the Joint Building Committee – Dover High School and Regional CTC Report, and Item 13.B. 1. to the Agenda.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 74, SECTION 2 – CEMETERIES

SPONSORED BY MAYOR WESTON BY REQUEST

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

B. CHAPTER 166, SECTIONS 21, 41, 50, 56, 57, and 59 – VEHICLES AND TRAFFIC

SPONSORED BY MAYOR WESTON BY REQUEST

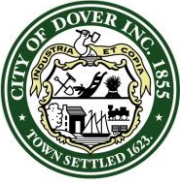
Mayor Weston, seeing no one wishing to speak, closed the Public Hearing.

C. CHAPTER 170, SECTION 8 – ZONING MAP

SPONSORED BY MAYOR WESTON BY REQUEST

Christopher Triconi, 28 Quail Drive: He spoke against the Zoning Map change.

Nevin Brown, 7 Quail Drive: He spoke against the Zoning Map change.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

Emily Rose, 7 Quail Drive: She spoke against the Zoning Map change.

Jacob Banaian, 11 Quail Drive: He spoke against the Zoning Map change.

Brian Frankenfield, 18 Quail Drive: He spoke against the Zoning Map change.

James Civiello, 3 Quail Drive: He spoke against the Zoning Map change.

Scott Johnson, Member of Dover Business and Industrial Development Authority: He spoke in favor of the Zoning Map change. He said he had no personal interest in this proposed ordinance change.

Economic Development Director Daniel Barufaldi, 240 Blackwater Road: He said he deals with facts and not conspiracies. He said change is difficult. He said this property should have been part of the industrial park a long time ago.

Barbara Civiello, 3 Quail Drive: She spoke against the Zoning Map change. She urged the City Council to hold off on their decision.

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

D. CHAPTER 170, SECTION 32 – UPDATING THE DOVER ZONING ORDINANCE SPONSORED BY MAYOR WESTON BY REQUEST

Mark Moeller, Attorney for St. John's United Methodist Church: He spoke about temporary signs for non-profit organizations.

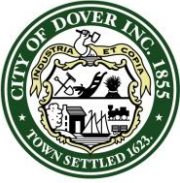
Donna Capern, 1 Mulligan Drive, Member of St. John's United Methodist Church: She spoke against the sign ordinance change for non-profit organizations.

Wendy Alley, 28A Cataract Avenue: She spoke against the sign ordinance change for non-profit organizations. She urged the City Council to vote no on this ordinance change.

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

E. ADOPTION OF FY2018-2023 CAPITAL IMPROVEMENTS PROGRAM (CITY COUNCIL VOTE TO OCCUR ON NOVEMBER 9, 2016) SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

**F. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON NOVEMBER 9, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**G. APPROPRIATION FOR FY2018 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON NOVEMBER 9, 2016)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

8. CITIZEN'S FORUM

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

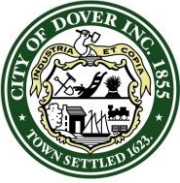
David Sullivan, 6 Meridian Drive: He spoke about the suspension of coaches because they purchased beer after a game on their own personal time in their personal vehicles. He said these individuals are devoted to this sport.

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

Councilor Shanahan moved to suspend the rules to address Item #12. Unfinished Business, #3 and #4 at this point of the meeting; seconded by Councilor Gagnon.
Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 12.A.3.; seconded by Councilor Ciotti.
Assistant City Manager Parker gave an overview of the process and proposed Ordinance change to the Councilor.
Councilor Greenshields moved to table until after the DBIDA meeting; seconded by Councilor O'Connor.
Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 12.A.4.; seconded by Councilor Shanahan.
City Manager Joyal gave an overview on the sign ordinance and why the City needs it.
General Legal Counsel Blenkinsop gave an overview of the Supreme Court decision regarding Reed vs. Town of Gilbert, Arizona, and freedom of speech as it pertains to the signage ordinance.
Assistant City Manager Parker gave an overview of the ordinance change. He said the Planning Board will be reviewing the entire signage section over the next year.
Mayor Weston asked for a joint workshop with the Planning Board.
Deputy Mayor Carrier moved the question.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

Mayor Weston asked for a roll call vote:

Roll Call Vote: 7/2; Passed. Councilors Gasses and Shanahan were opposed.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing today. He said the Public Library will be having their annual book sale on Friday. He said on Saturday, October 29, 2016 there will be a Halloween fundraiser at the Dog Park. He spoke about the upcoming November 8, 2016 General Election. He spoke about the drought conditions, and asked people to continue to conserve.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. **September 14, 2016 – Regular Meeting (reapprove)**
- B. **October 5, 2016 – Workshop Session**
- C. **October 12, 2016 – Regular Meeting**

Deputy Mayor Carrier moved for the approval of the minutes; seconded by Councilor Ciotti.

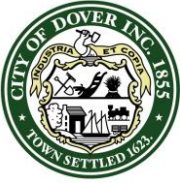
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the Lowell Avenue Treatment Facility Groundbreaking. She talked about Plaid Friday and other seasonal events in the downtown area. She attended the Joint Building Committee for Garrison Elementary School. She attended the candidate forum. Deputy Mayor Carrier talked about the Dover Main Street and businesses Trick or Treat. Councilor Shanahan gave a Spaulding Turnpike update.

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 74, SECTION 2 – CEMETERIES

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Councilor O'Connor moved to amend the first and fourth line of the ordinance to strike "in" before between; seconded by Councilor Thibodeaux.

Vote: 9/0.

Councilor Ciotti moved for the adoption of the resolution as amended; seconded by Councilor Gasses.

Roll Call Vote: 9/0.

2. CHAPTER 166, SECTIONS 21, 41, 50, 56, 57, and 59 – VEHICLES AND TRAFFIC

SPONSORED BY MAYOR WESTON BY REQUEST

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

Roll Call Vote: 9/0.

3. CHAPTER 170, SECTION 8 – ZONING MAP

SPONSORED BY COUNCILOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

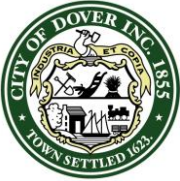
Council suspended the rules to move this up on the agenda to follow the Citizen's Forum.

4. CHAPTER 170, SECTION 32 – UPDATING THE DOVER ZONING ORDINANCE

SPONSORED BY COUNCILOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

Council suspended the rules to move this up on the agenda to follow the Citizen's Forum and Item 12.A.3.

B. ORDINANCES IN THE 3RD READING



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

C. RESOLUTIONS

- 1. APPROPRIATION OF ARENA CAPITAL RESERVE FUNDS AND AWARD OF ADDITIONAL SCOPE OF WORK ON ARENA GLYCOL LEAK WITH DAVIS MECHANICAL SERVICES, INC (REQUIRES 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(POSSIBLE MOTION TO RENEW MOTION TO APPROVE RESOLUTION)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Greenshields.
Councilor Gagnon moved to renew motion; seconded by Councilor O'Connor.
Roll Call Vote: 9/0.
Councilor O'Connor moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 9/0.

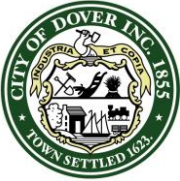
13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. AWARD OF PHASE II B14074 PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. B17014 SNOW PLOWING/HAULING SERVICES FOR CITY STREETS AND PARKING LOTS
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. EXEMPTION OF PLAID FRIDAY (NOVEMBER 25, 2016) FROM METERED HOURS OF OPERATION 166-37
SPONSORED BY MAYOR WESTON BY REQUEST**
- 4. GRAPHIC ART FUNDS – MOSAIC PROJECT DOVER PARKING GARAGE
SPONSORED BY MAYOR WESTON BY REQUEST**

COMMITTEE REPORTS

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



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Gagnon pulled Item 13.A.2.

Deputy Mayor Carrier pulled the Appointments Committee and Joint Building Committee – Dover High School and Regional CTC Reports.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.2.; seconded by Councilor Shanahan. Councilor Gagnon recused himself from the vote.

Roll Call Vote: 8/0. Councilor Gagnon recused.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and made the following recommendations for appointment:

Robert Berry – Utilities Commission – regular member

James Burdin – Planning Board – alternate member

Jeffrey Lapak – Arena Commission – alternate member

Deputy Mayor Carrier moved to accept the appointments; seconded by Councilor Ciotti.

Tristian Donovan – Planning Board - alternate member – on hold for General Legal Counsel review if he can serve on both Planning Board and Conservation Commission.

Councilor O'Connor moved to accept the appointments; seconded by Councilor Greenshields. Vote: 9/0.

Deputy Mayor Carrier discussed the Energy Commission members who wish to change their status:

Cyrus Esmaelli – from regular to alternate

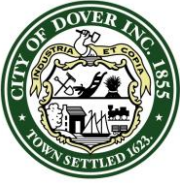
Grant Faustino – from alternate to regular

Deputy Mayor Carrier moved to accept the appointments; seconded by Councilor O'Connor.

Vote: 9/0.

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

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



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, October 26 2016**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 2. APPROPRIATION OF SETTLEMENT FUNDING RECEIVED FROM STATE OF NH REGARDING CITY OF DOVER CHALLENGE TO CONSTITUTIONALITY OF RSA 198:41 (REQUIRES 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 9, 2016) SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on November 9, 2016; seconded by Councilor Gagnon.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

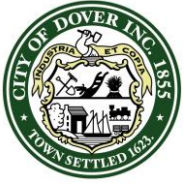
15. COUNCIL MATTERS OF INTEREST

Councilor Greenshields talked about cemeteries ordinance being looked at to allow children and dogs.

Mayor Weston asked the Council to bring in their Code books so the City Clerk can update them.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor O'Connor.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Agenda Item: 12.B.1. Ordinance Number: O – 2016.10.12 – 014 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170 – Zoning Map – Section 8	

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by rezoning a parcel of land from residential to industrial.

2. AMENDMENT

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

“The official Zoning Map of the City of Dover, New Hampshire, dated December 9, 2009, is amended by changing from Rural Residential (R-40) District to Assembly and OFFICE (I-4) District an area of approximately 16 acres located at 447 Sixth Street and Production Drive, consisting of lot D-12.”

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

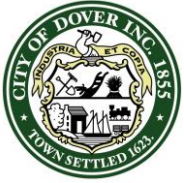
AUTHORIZATION

Approved as to Daniel R. Lynch
Funding: Finance Director

Sponsored Councilor Dennis Ciotti
by: City Council Planning Board
Representative

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item: 12.B.1.

Ordinance Number: **O – 2016.10.12 – 014**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170 – Zoning Map – Section 8

DOCUMENT HISTORY:

First Reading Date: 10/12/2016	Public Hearing Date: 10/26/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:



- ▶ PROPOSED CHANGE .. 1
- ▶ AT A GLANCE 1
- ▶ PURPOSE STATEMENT. 2
- ▶ CONCEPTS 2
- ▶ DIMENSIONAL REGS.... 3
- ▶ STORMWATER REGS ... 3
- ▶ ALLOWED USES 4
- ▶ ENVIRONMENTAL 5
- ▶ INFRASTRUCURE 5
- ▶ BIG PICTURE 6

City of Dover Department of Planning and Community Development

Rezoning Analysis

PROPOSED REZONING OF ASSESSORS MAP D LOT 12

Proposed Change

Background

In January 2016, the Dover City Council set a goal of reviewing the balance between commercial and residential property valuations within the City, and pursuing changes to that balance. Rezoning property is one way to adjust this balance.

Economic Development and Planning staff worked with Dover Business Industrial Development Authority board members to review of the City, assessing various properties within the City for inclusion in a long term rezoning plan of residential land to commercial zoning.

Area Description

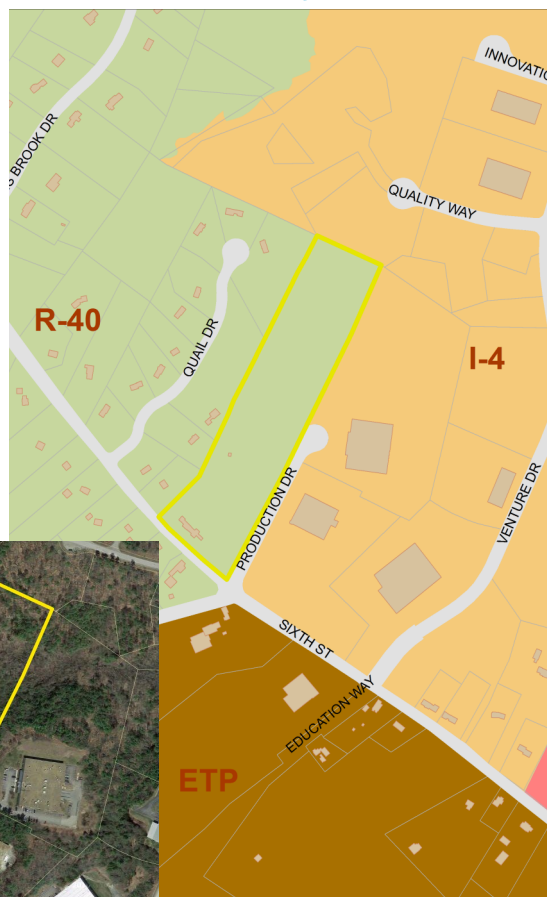
Map D, Lot 12, AKA 447 Sixth Street, is a 16 acre parcel, with an approximate width of 400 feet and depth of 1,650 feet. It is located at the intersection of Sixth Street and Production Drive, and zoned Rural Residential (R-40). It is adjacent to Enterprise Park, which is located within the Office and Assembly (I-4) zone. A wooded swath as well as topographic changes as one goes north on Sixth Street create a

natural buffer between this property and adjacent residential uses on Quail and Reyner's Brook Drives.

Amendment

Currently, the boundary between the R-40 and I-4 districts runs along the north western boundary of Production Drive, and to the north of Map D, Lot 12, shown to the right.

The proposed change relocates this boundary to include Map D, Lot 12 within the I-4 district. This new boundary would be at the north-westerly side of the property. This would create non-residential land on a public road, with access to utilities, so no new roadway would be created. It would exchange 16 acres between the residential and non-residentially zoned land.



AT A GLANCE:

Total Acreage (Land Use):	1.2
Citywide:	15,557
Residential:	8,016
Non-Residential:	3,620
Area of Interest :	16
Current Unit on lot #:	5

Potential Unit # (No zone change):	16
Commercial Development potential	40,000 sf
Public Road Potential? (Y/N):	Y
Open Space Subdivision? (Y/N):	Y
Water (Y/N):	Y
Sewer (Y/N):	Y

Purpose Statements

Purpose statements for each zoning district assist planners and property owners in understanding the spirit and intent of the specific zone. This ensures more efficient and clear use of property.

Rural Residential:

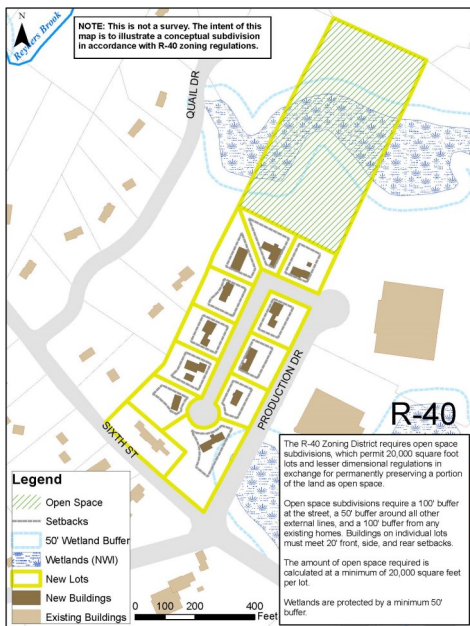
The purpose of this residential district is to provide for conventional single-family neighborhoods in the more rural areas of the city. These areas have larger lot sizes (1+ acres) and the homes are most likely served by on-site septic systems and wells, but there are some portions of the district that have municipal sewer and water. New subdivisions are designed as open space developments with reduced lot sizes allowed in return for the permanent preservation of open space. Agriculture and farming are promoted in this district. Some non-residential uses that are compatible with single-family homes are permitted, including churches, hospitals, elementary schools, high schools and child care facilities.

Assembly and Office:

The purpose of this industrial district is to provide appropriate locations for manufacturing, assembly, fabrication, packaging, distribution, laboratory, testing facility, warehousing, wholesaling, publishing and shipping activities that expand the economic base of the city and provide employment opportunities. These areas are located along major collector roads away from the downtown area. The newest industrial park developed by the city is located in this district. The minimum lot size in this district is five acres, which encourages larger industrial users.

Development Concept Scenarios^{1,2,4}

Rural Residential:



Description.

A residential development, similar in scale and scope to those on Quail Drive is proposed for the property. 11 new single family homes, with a public road, off Production Drive are proposed. Similar to Quail Drive, the average assessed value of the homes is \$328,000.

Tax Impact

Dover's estimated tax rate is \$27.11. This provides tax revenue of approximately \$8,900 per house. A single family home in Dover provides .5 a student into the school system. The cost to educate a child is approximately \$15,000.

A new 1,000 foot public road would be constructed. There would be cost for main-

taining and plowing this roadway and providing other services.

Traffic Impact

The Institute of Transportation Engineers identifies that 1 PM Peak hour vehicle trip per unit is generated for a single family home, resulting in 11 new trips, in the evening.

Abutter Impact

As this would be a major subdivision, it would be required to set aside open space, and have a 50 foot no cut buffer along the perimeter. Street trees would be required.

There is no restriction on lighting or placement of sheds/garages, other than 10 feet off a property line.

Description.

Two manufacturing/office buildings similar to Formax are proposed for the site, each on a five acre lot. The new buildings are placed upon lots fronting on Production Drive with a shared driveway. Similar to Formax, these 18,000 square foot facilities have an assessed value of \$2,626,000.

Tax Impact

Dover's estimated tax rate is \$27.11. This provides tax revenue of approximately \$71,000 per business. In addition the buildings provide 36 jobs to the local economy.

Traffic Impact

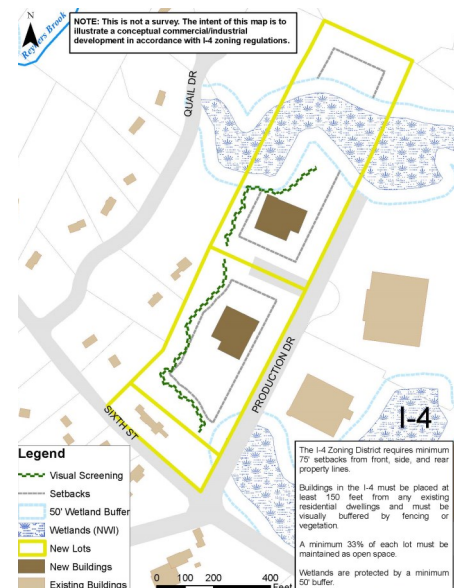
The Institute of Transportation Engineers

identifies that .73 PM Peak hour vehicle trip per 1,000 sq ft of space is generated by a manufacturing facility. This results in 13 vehicle trips per building, in the evening. Trip generation would be more isolated due to shifts and variables such as flextime.

Abutter Impact

The facilities would be required to be located a minimum of 150 feet from any home, with a 75 foot no cut buffer along the perimeter, with additional screening as necessary added for light and noise. 33% of each lot needs to be landscaped.

The businesses would have typical hours of operation. Loading facilities, parking and accessory elements would be screened and sighted away from abutters.



Office and Assembly:

Dimensional Review³

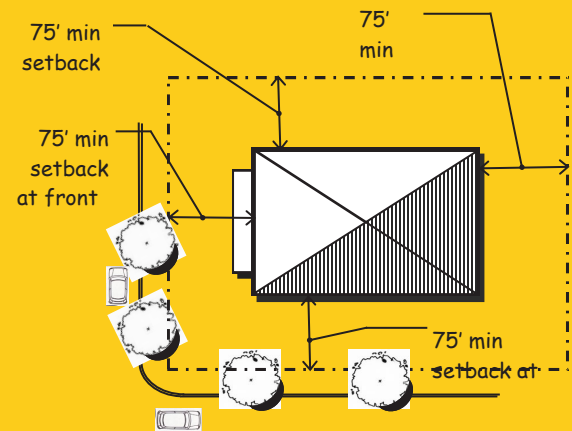
	Rural Residential	Open Space	Office and Assembly	Notes
LOT				
Minimum LOT Size	40,000 sf	20,000 sf	5 acres	R-40 excludes wetlands
Maximum Lot Coverage	10%	10%	33%	R-40 excludes driveway
Minimum Frontage	150 ft	40 ft	400 ft	
PRINCIPAL BUILDING				
Front Setback	40 ft	20 ft	75 ft	
Abut a Street Setback	40 ft	20 ft	75 ft	
Side Setback	25 ft	20 ft	75 ft	
Rear Setback	30 ft	20 ft	75 ft	
Distance to existing structures	N/A	100 ft	150 ft	
OUTBUILDING/ACCESSORY USE				
Front Setback	40 ft	20 ft	75 ft	In I-4, parking setback is 25 ft
Abut a Street Setback	40 ft	20 ft	75 ft	
Side Setback	10 ft	10 ft	10 ft	
Rear Setback	10 ft	10 ft	10 ft	
HEIGHT OF BUILDING				
Principal Building	35 ft max	35 ft max	40 ft max	
Outbuilding	35 ft max	35 ft max	55 ft max	

Mitigating Abutter Impact

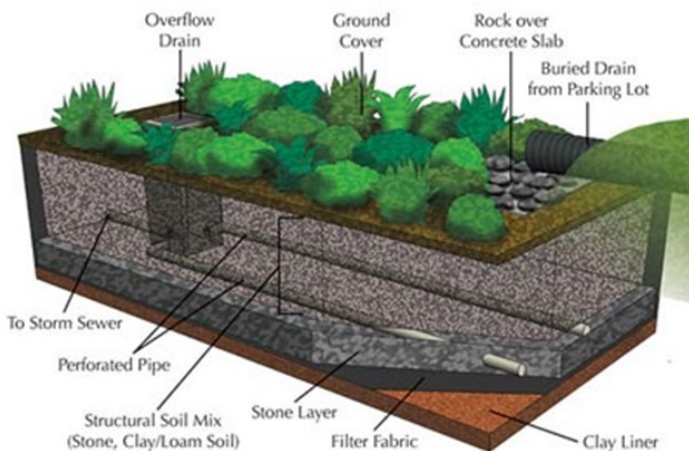
Dover's zoning and site regulations are sensitive to impacts on residential abutters from commercial development. Examples of protections include, retention of existing trees, as a landscape buffer between projects, extensive landscaping and lighting requirements, and requirements that loading facilities, parking and accessory elements be screened and sighted away from abutters. While there is no residential property maintenance regulations, there are requirements for commercial properties, per site plan approval.

During development review, the context of all projects is reviewed, to ensure that impacts are reviewed and mitigated on a site by site basis, understanding that each project and parcel is unique.

I-4 Principal Building Placement



Stormwater Management



Dover leads the state with recently amended regulations related to Stormwater Management, within our Site Plan Regulations. The effects of development whether residential, parking lots, or commercial all impact stormwater management. The regulations manage stormwater runoff, protect water quality and quantity, minimize the contribution of a pollutant for which a water body is impaired to the maximum extent practicable, cause no discharge of runoff to an adjacent property in excess of runoff discharge in the existing developed or undeveloped condition, and encourage the use of low impact development strategies.

For new development, runoff of impervious surfaces, total suspended solids, pollutants, infiltration, water table, and plantings are all considered and regulated. The minimum protections and management standards require that all development comply with EPA Phase II stormwater rules and the City's MS4 permit, existing waters be protected by buffers, and

best management practices are in place, low impact development strategies must be used, the use of salt and other winter maintenance items are also covered to make sure no discharge to receiving waters is possible. To prevent issues such as pollutants entering the water system, flooding, and more new developments must go through the City's stormwater regulations.

Allowed Uses³

Rural Residential (R-40)#

ACCESSORY DWELLING UNIT	
ASSEMBLY HALL	FARM ANIMALS FOR FAMILY USE, for non-commercial purposes, on lots containing a one or two family dwelling*
BED and BREAKFAST	Hospital
CHILD CARE HOME	MANUFACTURED HOUSING
Clinic	OFFICE (Home Occupation)
CONSERVATION LOT	PUBLIC RECREATION
COUNTRY CLUB*	Recreational Camp
DWELLING, SINGLE FAMILY	
EDUCATIONAL INSTITUTION, K-12	
CHILD CARE FACILITY	Raised on Site
EXCAVATION	Veterinary Office, Animal Hospital or KENNEL*
FARM *	WHOLESALE
Public Utility*	
Retail Sale of Agricultural or Farm Products	
Computer and data processing	OFFICE
Establishments for the manufacture assembly*	PUBLISHING FACILITY
Laboratories (scientific, medical chemical)	WAREHOUSING

Common#

Office and Assembly (I-4)#

Rural Residential Uses Permitted by Special Exception*

- ASSISTED LIVING FACILITY
- CONGREGATE CARE FACILITY
- CONTINUING CARE COMMUNITY FACILITY
- EDUCATIONAL INSTITUTION, POST SECONDARY
- ELDERLY ASSISTED CARE HOME
- Helicopter Take Offs & Landings
- JUNKYARD
- MANUFACTURED HOUSING Park
- NURSING HOME

Office and Assembly Uses Permitted by Conditional Use

- SELF-SERVICE STORAGE FACILITY*

* see zoning tables for footnotes.

Uses allowed, which could not be done on this parcel are not shown

WORDS IN ALL CAPS are defined in ordinance

Environmental Review²

Introduction.

Prior to any development of a site, the developer would be required to review and document environmental and topographic constraints that exist on the parcel. This concept review was completed using the City's Geographic Information System Data.

Property Description

The 16 acre parcel is roughly arranged in a rectangular shape, with a width of 400 feet and a depth of 1,650 feet. The parcel is mostly wooded, with a clearing along Sixth Street where the existing structure is located. It has access from both Sixth Street and Production Drive.

Wetlands/Soils

The property appears to have an area of wetlands contained upon it. This

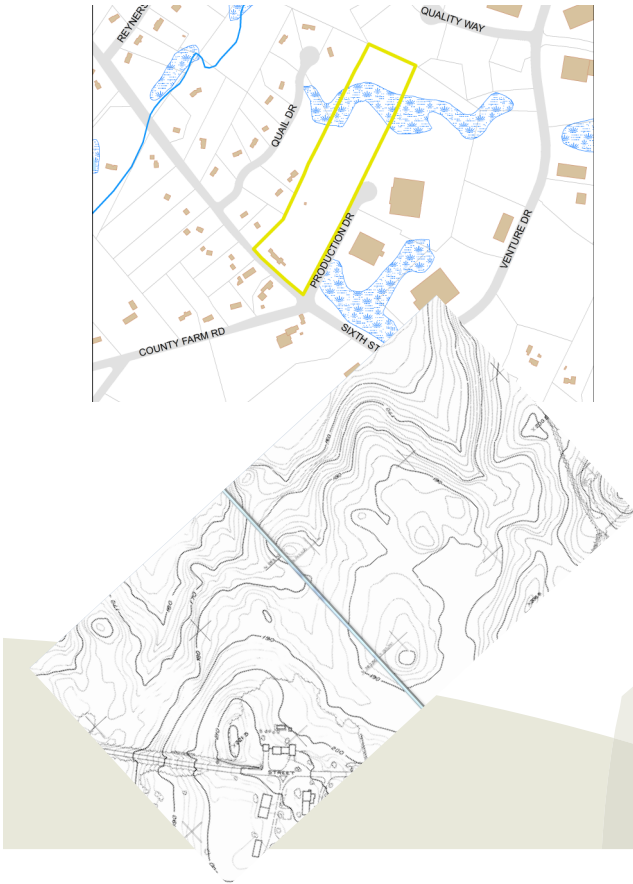
area is located to the rear of the property, which is consistent with soils found on adjacent parcels. An area of hydric soil is close to the Sixth/Production. intersection

Floodplain Development

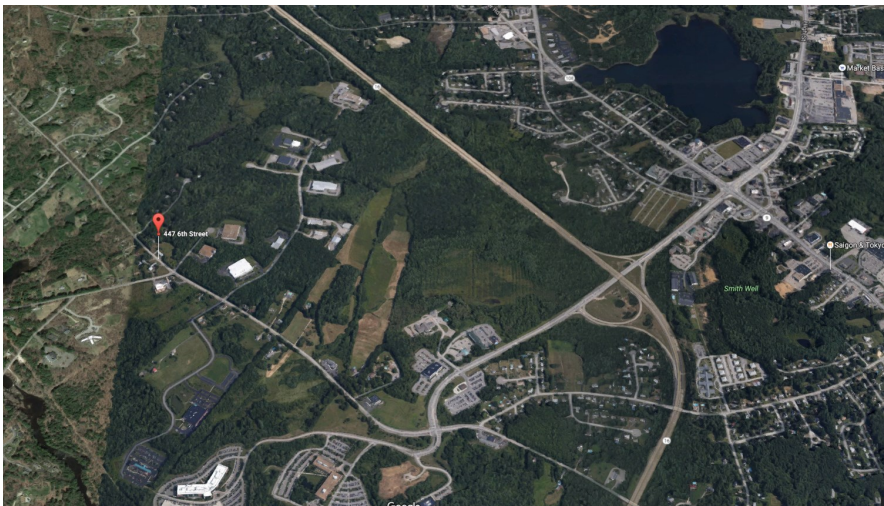
There appear to be no major flooding concerns for the property. A review of the FEMA mapping for the area, indicates that the property is 700 feet from Reyners Brook.

Topography

The parcel is relatively flat with an elevation of approximately 200 feet above sea level at Sixth Street and along Production Drive. The parcel slopes towards Quail Drive and towards the properties within Enterprise Park, which border it on the north of the parcel. The grade slopes to an approximate elevation of 160 feet.



Transportation and Infrastructure²



Introduction

When reviewing the appropriateness of developing a parcel, transportation and utility infrastructure are reviewed to understand development costs.

Transportation Network

As seen above, the subject parcel is within half a mile of NH Route 16, accessible by Exit 9 via Sixth Street. The infrastructure in Sixth Street has been upgraded to accommodate multiple modes of

transit, including freight truck traffic, and mass transit.

Production Drive has been constructed to the standards necessary for industrial operations. The design of the ROW provides plenty of frontage for the subject lot to be subdivided. Due to sight distance onto Sixth

Street, any substantial development would use Production Drive, as the preferred access to Sixth Street, whether a new roadway, or driveway.

Any development of the proposed lot would include a traffic analysis, which would look,

amongst other things, at any improvements necessary to the road network, especially the intersection with Production Drive, County Farm Road and Sixth Street.

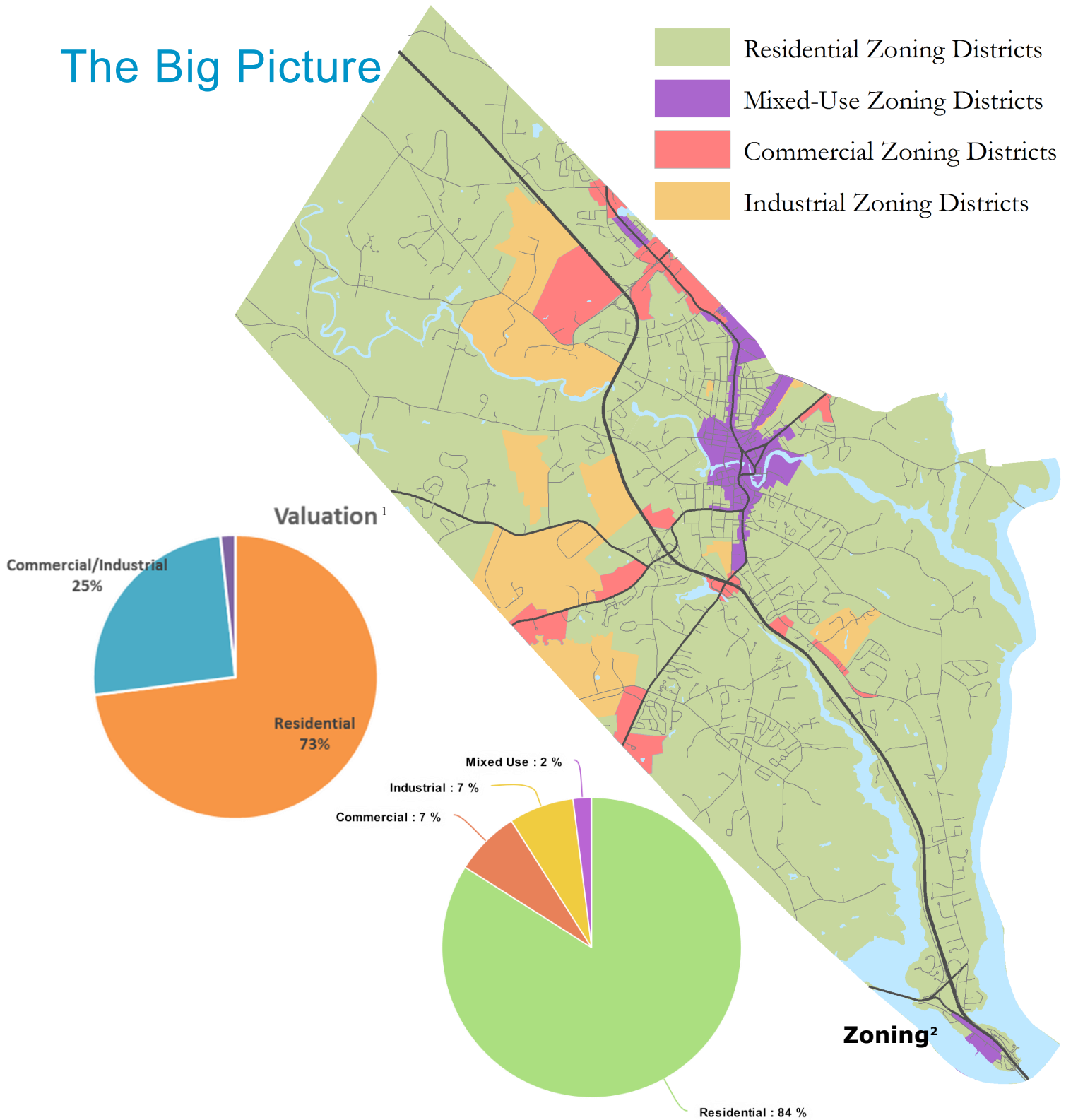
Utilities—Public

A 12 inch municipal water line is located in Sixth Street and an 8 inch line is in Production Drive. Sanitary sewer is located on Production Drive. The existing multi-family dwellings do not tie into either service.

Utilities—Private

Eversource provides electric power to the parcel via service off Sixth Street. Production Drive also has service. Natural Gas and Telecommunications lines are located within the ROW of Production Drive.

The Big Picture



City Council Goal and Objective:

In Dover, after taking office, a new City Council will meet and create goals for its term.

The 2016—2017 Council goals include the following:

“Goal: Implement Long-Term Economic Development

Strategic Objective 3: Identify and rezone appropriate property parcels to spur/enhance commercial development to further balance the commercial-to-residential ratio by five percent in 10 years (measured annually)”

Sources

1 = Tax Assessment Data

2 = Planning Department Land Use Data/Analysis

3 = Chapter 170, Zoning, of the City Code

4 = School District Enrollment Data and FY17 Budget



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.10.26 – 146**

Resolution Re: **Appropriation of Settlement Funding Received from State of NH Regarding City of Dover Challenge to Constitutionality of RSA 198:41**

WHEREAS: In August 2015 the City of Dover filed suit against the State of New Hampshire in Superior Court challenging the constitutionality of RSA 198:41, III(B), regarding the cap placed on annual amounts of Adequate Education State Aid Grant; and,

WHEREAS: In September 2016 the Superior Court granted the City's request for a declaratory ruling that the percentage cap was unconstitutional.

WHEREAS: The City and the State, through the Office of the Attorney General, have resolved the City's claims against the State and the City has received a payment of \$1,404,881.00 in settlement of the case; and,

WHEREAS: The City incurred legal fees in the amount of \$57,083.62 regarding its lawsuit against the State; and

WHEREAS: After reimbursement to the General Fund for legal fees, there is \$1,347,797.00 in unanticipated revenues and according to City Financial Policies use of one-time revenues may be appropriated for contributing towards capital reserve funds; and

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

The City Council hereby appropriates \$1,347,797 in unanticipated revenue, received from the City's suit against the State of New Hampshire, as follows:

Account Number	Description	Budget Balance	Adjustment	Adjusted Balance
1000.2.600.03193.3700.00000.00	Adequate Education - Settlement	0	(1,347,797.00)	(1,347,797.00)
1000.2.600.05251.4918.00000.00	Transfer to Capital Reserve	0	1,347,797.00	1,347,797.00
	Totals	0	0.00	0.00

In accordance with City Charter Provisions C6-6 a **PUBLIC HEARING IS REQUIRED** for this resolution. This resolution must be approved by a 2/3 majority vote of the city council.

AUTHORIZATION

Document Created by: Finance

Document Posted on: November 3, 2016

R-2016.10.26 Appropriation of Settlement Funding from State of NH

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.10.26 – 146**

Resolution Re: **Appropriation of Settlement Funding Received from
State of NH Regarding City of Dover Challenge to
Constitutionality of RSA 198:41**

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 10/26/2016
Approved Date:

Public Hearing Date: 11/09/2016
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.10.26 – 146**

Resolution Re: **Appropriation of Settlement Funding Received from
State of NH Regarding City of Dover Challenge to
Constitutionality of RSA 198:41**

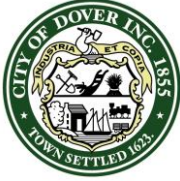
RESOLUTION BACKGROUND MATERIAL:

The City filed suit against the State of New Hampshire to challenge the constitutionality of RSA 198:41, III (B), which places a cap on the annual increase in State Adequate Education Aid.

The City was successful in the lawsuit, which has resulted in the City receiving payment of \$1,404,881.00 from the State of New Hampshire. The City expended \$57,083.62 in legal fees for the lawsuit.

This resolution proposes to appropriate the amount received, less the legal fees incurred, to be placed into the School Facilities capital reserve account. The use of funds within the Capital Reserve would be an item approved by the City Council via the adoption of the City's annual Capital Improvements Program or through adoption of the City's annual operating budget.

Per City Charter the appropriation of funds after adoption of the annual budget requires a public hearing on the resolution, and a 2/3 vote of the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2016.10.12 – 139**

Resolution Re: Adoption of FY2018-FY2023 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2018-2023 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

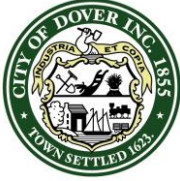
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2016.10.12 – 139**

Resolution Re: Adoption of FY2018-FY2023 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date: 10/12/2016

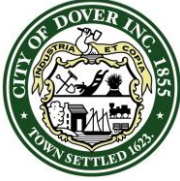
Public Hearing Date: 10/26/2016

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2016.10.12 – 139**

Resolution Re: Adoption of FY2018-FY2023 Capital Improvements Plan

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2018 through FY2023 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2018 – FY2023 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2018-2023

All Projects

BOLD = New Project		* = Multi Category Project		Fiscal Year					Finance Method	
UNDERLINED = Change in Schedule		ITALIC = \$ Change		2018	2019	2020	2021	2022		2023
PROJECT DESCRIPTION		2018	2019	2020	2021	2022	2023	Total		
GENERAL GOVERNMENT										
Transfer to Capital Reserve - Infrastructure & Equip		850,000	850,000	850,000	850,000	850,000	850,000	5,100,000		OB
Transfer to Capital Reserve - Cemetery		125,000	125,000	125,000	125,000	125,000	125,000	750,000		OB
Citywide Building Transducer Replacement		50,000						50,000		RF
City Hall Structural/Safety Improvements		250,000	250,000		250,000			750,000		DF
Cemetery Improvements					550,000			550,000		RF
Chapel Restoration					200,000			200,000		RF
City Hall Boiler Replacement					120,000			120,000		RF
Transportation Center Repairs						30,000		30,000		RF
TOTAL GENERAL GOVT.		1,275,000	1,225,000	975,000	2,095,000	1,005,000	975,000	7,550,000		
POLICE										
Police Cruiser Replacement Program		128,250	128,250	128,250	128,250	128,250	128,250	769,500		RF
Public Safety Communication Upgrade			1,334,490					1,334,490		DF/GR
Records Management/CAD Software Upgrade							273,281	273,281		OB
TOTAL POLICE		128,250	1,462,740	128,250	128,250	128,250	401,531	2,377,271		
FIRE & RESCUE										
Fire Quint/Pumper Replacement		890,000				540,000		1,430,000		DF/RF
Heating Plant Central and South End Stations		65,000						65,000		RF
McConnell Center Generator		317,000						317,000		DF/GR
Ambulance Replacement			240,000		240,000		240,000	720,000		RF
Command/Staff Vehicle Replacement			55,000				55,000	110,000		RF
Front Line Vehicle Corosion Repair			47,500		90,000			137,500		RF
North End Station Traffic Light Improvements							85,000	85,000		RF
Central Station Improvements				90,000				90,000		RF
TOTAL FIRE & RESCUE		1,272,000	342,500	90,000	330,000	540,000	380,000	2,954,500		
COMMUNITY SERVICES - PUBLIC WORKS										
PW Heavy Equipment		200,000	200,000	200,000	293,750	200,000	200,000	1,293,750		RF
General Streets Improvements		1,931,933	2,001,482	2,073,536	2,148,183	2,212,937	2,301,454	12,669,525		OB
General Sidewalk Improvements		104,000	108,160	112,486	116,986	126,532	131,593	699,757		OB
Bridge Improvements		100,000	100,000	100,000	100,000	100,000	100,000	600,000		OB
Drainage System Improvements		150,000	150,000	150,000	150,000	150,000	150,000	900,000		OB
Traffic Signal Upgrades		75,000	75,000	75,000	75,000	75,000	75,000	450,000		OB
Sidewalk - Upper Whittier Street		25,000		250,000				275,000		DF
Street Reconstruction - Roberts Road*		100,000	750,000					850,000		DF
TIP-Community Trail				400,000				400,000		GR
Street Reconstruction - Elm/Summer/Belknap			200,000		2,000,000			2,200,000		DF
Bridge Replacement - County Farm				250,000				250,000		DF
Bridge Replacement - Route 108				250,000				250,000		DF
Street Reconstruction - Atlantic Ave				1,500,000				1,500,000		DF
Street Reconstruction - Court Street				150,000		1,000,000		1,150,000		DF
Central Ave Drainage Work*					75,000		175,000	250,000		DF
Downtown Traffic Efficiency Improvements					750,000			750,000		DF
Street Reconstruction Fifth Street					500,000			500,000		DF
Street Light Upgrades LED			700,000					700,000		DF
Street Reconstruction - Spur Rd*					500,000	500,000		1,000,000		DF
TOTAL COMM SERV - PW		2,685,933	4,284,642	5,511,022	6,708,919	4,364,469	3,133,047	26,688,032		
CULTURE & RECREATION										
Transfer to Capital Reserve - Park/Playground Imprv.		112,500	112,500	112,500	112,500	112,500	112,500	675,000		OB
Park Infrastructure Replace/Maintenance		75,000		75,000	75,000	75,000	75,000	375,000		RF
Arena - Zamboni Replacement		90,000						90,000		RF
Indoor Pool Heating System Repairs			200,000					200,000		RF
Arena - Foster Rink Renovations							75,000	75,000		RF
Park Improvements - Garrison Hill Park			250,000					250,000		RF
Indoor Pool Solarium						150,000		150,000		RF
TOTAL CULTURE & RECREATION		277,500	562,500	187,500	187,500	337,500	262,500	1,815,000		
PUBLIC LIBRARY										
Library Books and Collections		111,415	114,652	117,987	121,422	124,960	128,604	719,040		OB
Air Conditioning Phase 2		300,000						300,000		RF
Replace Slate Roof							450,000	450,000		DF
TOTAL PUBLIC LIBRARY		411,415	114,652	117,987	121,422	124,960	578,604	1,469,040		
TOTAL CITY DEPARTMENTS										
		6,050,098	7,992,034	7,009,759	9,571,091	6,500,179	5,730,682	42,853,843		

Capital Improvements Program - FY2018-2023

All Projects

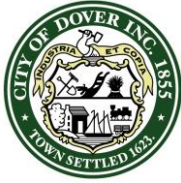
BOLD = New Project

* = Multi Category Project

UNDERLINED = Change in Schedule

ITALIC = \$ Change

PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	Total	Finance Method
EDUCATION								
Transfer to Capital Reserve - Curriculum	45,000	45,000	45,000	45,000	45,000	45,000	270,000	OB
Transfer to Capital Reserve - Facilities	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Transfer to Capital Reserve - Info. Technology	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Curriculum Replacement and Upgrade	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF/OB
Facilities/School Maintenance and Repairs	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB/RF
Information Technology Replacement & Upgrade	125,000	125,000	150,000	125,000	150,000	125,000	800,000	OB
Middle School - Roof Replacement		520,500			500,000		1,020,500	DF
TOTAL EDUCATION	505,000	1,025,500	530,000	505,000	1,030,000	505,000	4,100,500	
TOTAL GENERAL FUND	6,555,098	9,017,534	7,539,759	10,076,091	7,530,179	6,235,682	46,954,343	
SPECIAL REVENUE FUNDS								
SAU Cafeteria Maintenance/Repair/Upgrade	75,000	40,000	40,000	40,000	40,000	40,000	275,000	OB
SAU Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
SAU Athletic Improvements		30,000	30,000	30,000	30,000	30,000	150,000	OB
McConnell Center Trim Repairs/Painting			120,000				120,000	OB
Parking Deck - School Street					2,400,000		2,400,000	DF
TOTAL SPECIAL REVENUE FUNDS	125,000	120,000	240,000	120,000	2,520,000	120,000	3,245,000	
TIF DISTRICT FUNDS								
Cochecho Riverfront Site Preparation	500,000						500,000	DF
Cochecho Riverfront Park Development	300,000			1,112,500			1,412,500	DF
Street/Utility Extension - Waterfront Parcel				2,000,000			2,000,000	DF
Park Improvements - Maglaras Park					1,000,000		1,000,000	DF
Street Reconstruction Henry Law Ave						1,000,000	1,000,000	DF
TOTAL TIF DISTRICT FUNDS	800,000	0	0	3,112,500	1,000,000	1,000,000	5,912,500	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Water Meter Replacement	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000	OB
Water Treatment Plant & Well Equipment	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water System Facilities Upgrade	8,000,000						8,000,000	DF
Water Main Replacement - Oak/Broadway Area*	1,250,000						1,250,000	DF
Water Main Replacement - Elm Street Area*		100,000		725,000			825,000	DF
Water Main Replacement - Spur Road*		100,000					100,000	RF
Water Main Replacement - Central Avenue - Lower*				100,000		150,000	250,000	DF
Water Main Replacement - Central Avenue - Upper*				75,000		175,000	250,000	DF
Water Main Replacement - Fifth St*				125,000			125,000	RF
Water Main Replacement - Littleworth Road				100,000		150,000	250,000	DF
TOTAL WATER FUND	10,330,000	1,280,000	1,080,000	2,205,000	1,080,000	1,555,000	17,530,000	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maint.	75,000	75,000	75,000	75,000	75,000	75,000	450,000	OB
Sewer Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Sewer Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Sewer Main Replacements - City Wide	150,000	150,000	150,000	150,000	150,000	150,000	900,000	RF
Sewer Main Replacement - Oak/Broadway Area*	750,000						750,000	DF
Sewer Main Replacement - Floral Ave		750,000					750,000	DF
Pump Station Upgrade - Piscataqua		150,000					150,000	RF
Pump Station Upgrade - River Street			150,000				150,000	RF
Sewer Jet Truck Replacement*			281,250				281,250	RF
Sewer Inspection Camera				50,000			50,000	OB
TOTAL SEWER FUND	1,830,000	1,980,000	1,511,250	1,130,000	1,080,000	1,080,000	8,611,250	
TOTAL OTHER FUNDS	12,160,000	3,260,000	2,591,250	3,335,000	2,160,000	2,635,000	26,141,250	
TOTAL ALL PROJECTS	19,640,098	12,397,534	10,371,009	16,643,591	13,210,179	9,990,682	82,253,093	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2016.10.12 – 140**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY18 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	Citywide Building Transducer Replacement	\$50,000	General Fund Capital Reserve	Trust
2	Police Cruiser Replacement Program	128,250	General Fund Capital Reserve	Trust
3	Heating Plant Central and South End Stations	65,000	General Fund Capital Reserve	Trust
4	Public Works Heavy Equipment	200,000	General Fund Capital Reserve	Trust
5	Public Library Air Conditioning Phase 2	300,000	General Fund Capital Reserve	Trust
6	Park Infrastructure Replace/Maintenance	50,000	Park Improvements Reserve	Trust
7	Park Infrastructure Replace/Maintenance	25,000	Recreation Facilities Reserve	Trust
8	Arena - Zamboni Replacement	90,000	Arena Improvements Reserve	Trust
9	Water Exploration	100,000	Water Fund Capital Reserve	Trust
10	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
11	Water Main Replacement - City Wide	75,000	Water Fund Capital Reserve	Trust
12	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
13	Inflow/Infiltration Mitigation	300,000	Sewer Fund Capital Reserve	Trust
14	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
15	Sewer Main Replacements - City Wide	150,000	Sewer Fund Capital Reserve	Trust
	Total	<u>\$1,713,250</u>		

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the charter.

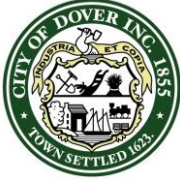
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

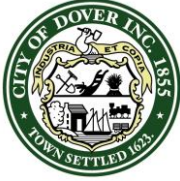
Resolution Number: **R – 2016.10.12 – 140**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program – Non-Debt Financed Projects**

DOCUMENT HISTORY:

First Reading Date: 10/12/2016	Public Hearing Date: 10/26/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2016.10.12 – 140**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program – Non-Debt Financed Projects**

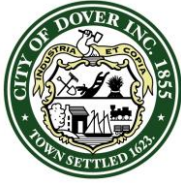
RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates reserve trust funds to finance a portion of the FY18 Capital Improvements Program. In addition, it authorizes the transfer of Reserve Trust Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2017:

Description	Proposed Appropriation	Balance 6/30/2017
Trust Reserve Funds CIP		
General Fund Capital Reserve *	743,250	192,874
Parks Improvements Reserve	50,000	105,597
Recreation Facilities Reserve	25,000	285,161
Arena Improvements Reserve	90,000	126,286
Water Fund Capital Reserve	315,000	2,150,549
Sewer Fund Capital Reserve	<u>\$490,000</u>	579,263
Total	1,713,250	

* The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$850,000 into the reserve is proposed in the CIP FY 2018-2023 to be budgeted during FY2018 as part of the City's Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated with estimated useful lives in excess of the length indicated:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	City Hall Structural/Safety Improvements	750,000	20	Comm Serv - PW	General
2	Fire Quint/Pumper Replacement	890,000	15	Fire & Rescue	General
3	McConnell Center Generator	217,000	10	Fire & Rescue	General
4	Sidewalk - Upper Whittier Street	275,000	20	Comm Serv - PW	General
5	Street Reconstruction - Roberts Road	850,000	20	Comm Serv - PW	General
6	Cochecho Riverfront Site Preparation	500,000	20	Waterfront TIF	TIF District
7	Cochecho Riverfront Park Development	1,412,500	20	Waterfront TIF	TIF District
8	Water System Facilities Upgrade	8,000,000	20	CS - Water	Water
9	Water Main Replacement - Oak/Broadway Area	1,250,000	20	CS - Water	Water
10	Sewer Main Replacement - Oak/Broadway Area	750,000	20	CS - Sewer	Sewer
Total		<u>\$14,894,500</u>			

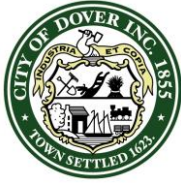
AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2016.10.12 – 141**
Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

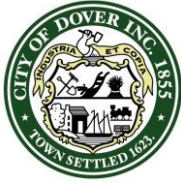
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 10/12/2016	Public Hearing Date: 10/26/2016
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2016.10.12 – 141**
 Resolution Re: **Appropriation For FY2018 Capital Improvements Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2017 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

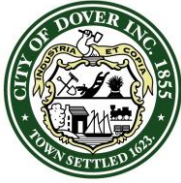
Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2018 Authorization	2,982,000	0	9,250,000	750,000	1,912,500	14,894,500
FY2018 Retirement	3,979,031	2,007,771	1,037,696	1,150,758	0	8,175,256
Net Change	(997,031)	(2,007,771)	8,212,304	(400,758)	1,912,500	6,719,244

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2016 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	36,593,825	90,488,021	9,814,930	0	0	27,441,155	164,337,931
Authorized - Unissued	14,220,004	6,900,000	22,750,000	2,450,000	0	17,798,001	64,118,005
Total Issued & Unissued	50,813,829	97,388,021	32,564,930	2,450,000	0	45,239,156	228,455,936
This Authorization	2,982,000	0	9,250,000	0	0	2,662,500	14,894,500
Grand Total	53,795,829	97,388,021	41,814,930	2,450,000	0	47,901,656	243,350,436
Legal Debt Limit	93,052,012	217,121,361	310,173,373	4,000,000	NA	NA	
Unused Capacity	39,256,183	119,733,340	268,358,443	1,550,000			
Percent Unused	42.2%	55.1%	86.5%	38.7%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.
 DBIDA limits are set by special legislation.
 IP = Industrial Park projects
 IB = Industrial Building projects
 Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2016.10.12 – 141**

Resolution Re: **Appropriation For FY2018 Capital Improvements
Program and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

Item #	Description	Proposed Appropriations	FY2018	FY2019	FY2020	FY2021
1	City Hall Structural/Safety Improvements	750,000	250,000	250,000		250,000
2	Fire Quint/Pumper Replacement	890,000	890,000			
3	McConnell Center Generator	217,000	217,000			
4	Sidewalk - Upper Whittier Street	275,000	25,000		250,000	
5	Street Reconstruction - Roberts Road	850,000	100,000	750,000		
6	Cochecho Riverfront Site Preparation	500,000	500,000			
7	Cochecho Riverfront Park Development	1,412,500	300,000			1,112,500
8	Water System Facilities Upgrade	8,000,000	8,000,000			
9	Water Main Replacement - Oak/Broadway	1,250,000	1,250,000			
10	Sewer Main Replacement - Oak/Broadway	750,000	750,000			
Total		14,894,500	12,282,000	1,000,000	250,000	1,362,500

Financial Policy Considerations

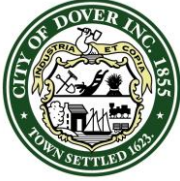
The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2018 and continue through FY2023 as a result of the proposed funding for Water System Facilities Upgrade. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2018 and continue through FY2023.

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY18. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2016.10.12 – 141**
 Resolution Re: **Appropriation For FY2018 Capital Improvements Program and Authorization for Bonding**

CIP Only

Net Change in Property Tax Rates

	2018	2019	2020
City	0.08	0.18	0.27
School	-	0.02	0.02
Total Change	0.08	0.20	0.29

Est Tax Rate	27.48	27.68	27.97
--------------	-------	-------	-------

% Change City	0.74%	1.65%	2.45%
% Change School	0.00%	0.18%	0.18%
% Change Total	0.29%	0.73%	1.05%

Including Prior Year Authorizations

Net Change in Property Tax Rates

	2018	2019	2020
City	0.26	-	(0.01)
School	(0.67)	0.65	0.01
Total Change	(0.41)	0.65	-

Est Tax Rate	26.99	27.64	27.64
--------------	-------	-------	-------

% Change City	2.40%	0.00%	-0.09%
% Change School	-6.10%	6.30%	0.09%
% Change Total	-1.50%	2.41%	0.00%

Rate per \$1,000 of Assessed Value

CIP Only

Net Change in Utility Rates

	2018	2019	2020
Water	0.96	0.95	0.95
Sewer	0.12	0.19	0.19
Total Change	1.08	1.14	1.14

Est Utility Rate	13.94	15.08	16.22
------------------	-------	-------	-------

% Change Water	19.83%	16.38%	16.41%
% Change Sewer	1.50%	2.33%	2.31%
% Change Total	8.40%	8.18%	8.14%

Including Prior Year Authorizations

Net Change in Utility Rates

	2018	2019	2020
Water	1.57	0.28	0.13
Sewer	1.35	(0.22)	(0.13)
Total Change	2.92	0.06	-

Est Utility Rate	15.78	15.84	15.84
------------------	-------	-------	-------

% Change Water	32.44%	4.37%	2.54%
% Change Sewer	16.83%	-2.35%	-1.67%
% Change Total	22.71%	0.38%	0.00%

Rate per 100 Cubic Feet of Water Consumption

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY17 estimated assessed value at \$277,479 with 75 HCF of average water usage.

Impact to Average Single Family Home

Description	Yr1	Yr2	Yr3	Change After 3 Years
CIP Only				
Property Tax	22	55	80	158
Water Fees	72	71	71	215
Sewer Fees	9	14	14	38
Total Avg SFH Impact	103	141	166	410
Including PY Authorizations				
Property Tax	(114)	180	(6)	61
Water Fees	118	21	10	149
Sewer Fees	101	(17)	(10)	75
Total Avg SFH Impact	105	185	(6)	285



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: _____

Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

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

Contact Person: CASEY EYRING Day Time Telephone: 603-491-5397

Address: 49 PARK ST, DOVER NH Email Casey-Eyring@yahoo.com

Purpose of Permit: BLOCK PARTY

Date of Event: Nov 19, 2016 Specific Time: 10AM - 9:00PM

Location of Event: 49-51 PARK ST, DOVER

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): PARK ST (Between H.I. St & Ham St)

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marc Speidel - Traffic Bureau

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

SIGNATURE OF APPLICANT: _____ DATE: 10/8/16

(duly authorized)

PRINTED NAME: CASEY EYRING

Licensing Board Approval _____ Date: 10/19/16

Casey Eyring
49 Park St
Dover, NH 03820

October 8, 2016

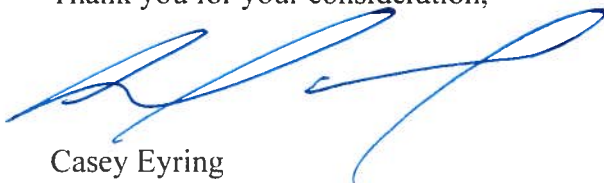
Mr. Joyal
City Manager
City of Dover
288 Central Ave
Dover, NH 03820

Dear Mr. Joyal:

I would like to host a block party on Park Street between Ham Street and Hill Street on Saturday, November 19, 2016. I spoke with Sergeant Speidel from the Dover Police Department Traffic Bureau regarding my permit application, and he suggested that I contact you to request permission to allow consumption of alcohol on Park Street between Ham Street and Hill Street during the event. Would you please permit this?

If you have any questions, you may reach me at 603-491-5397 or ceyring12@gmail.com.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read 'Casey Eyring', with a stylized, flowing script.

Casey Eyring



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

Check(☒) the type of application:

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

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

Organization Name: The Riley Leavitt Memorial Fund, Inc.

Federal Tax ID number for Organization: 01-1075143

Check (☒) Nature of Organization:

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

Contact Person: Gwen Steele Day Time Telephone: 603-970-7118

Address: 12 Gold Post Rd, Dover, NH Email _____

Purpose of Permit: _____

Date of Event: 12/26/2016 Specific Time: 5:00 (Approximately)

Location of Event: Dover Ice Arena

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

Prize (s) To Be Awarded: Gift certificates, sports tickets etc.

Cost of Ticket: approx. \$20- Date of Drawing: 12/26/2016

Place of Drawing: Dover Ice Arena

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Gwen B. Steele DATE: 10/27/2016

(duly authorized)

PRINTED NAME: Gwen B. Steele

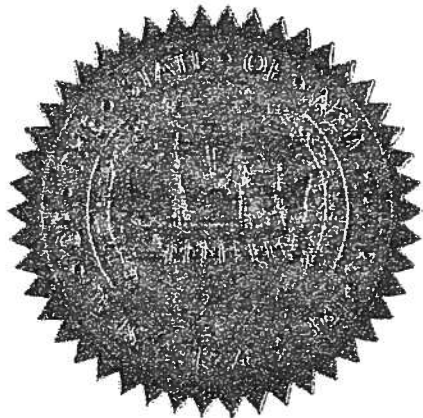
Licensing Board Approval [Signature] Date: 10/27/16

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that The Riley Leavitt Memorial Fund, Inc. is a New Hampshire nonprofit corporation filed January 12, 2016. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 16th day of January, A.D. 2016

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,

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

Organization Name: Arts In Reach
Federal Tax ID number for Organization: 02-0507428

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): ARKWALK

Contact Person: Lauren Garza Day Time Telephone: (203) 681-1152

Address: 119 Belknap St, Dover NH Email: lauren@artsinreach.org

Date of Event: May 13, 2017 Specific Time: 10 Am

Location of Event (if parade, attach course description or map): Start at Henry Law Park
end

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Lauren A. Garza DATE: 9/19/2016

PRINTED NAME: Lauren Garza
(duly authorized)

Licensing Board Approval (Signature) Date: 10/25/16

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AIR WALK 2017

Dover, NH, United States

Lauren98283556

Friends

74 mi route in Dover, NH, United States. This route created by Lauren98283556 on 03/19/2016. maps that Lauren98283556 has done or maps in Dover

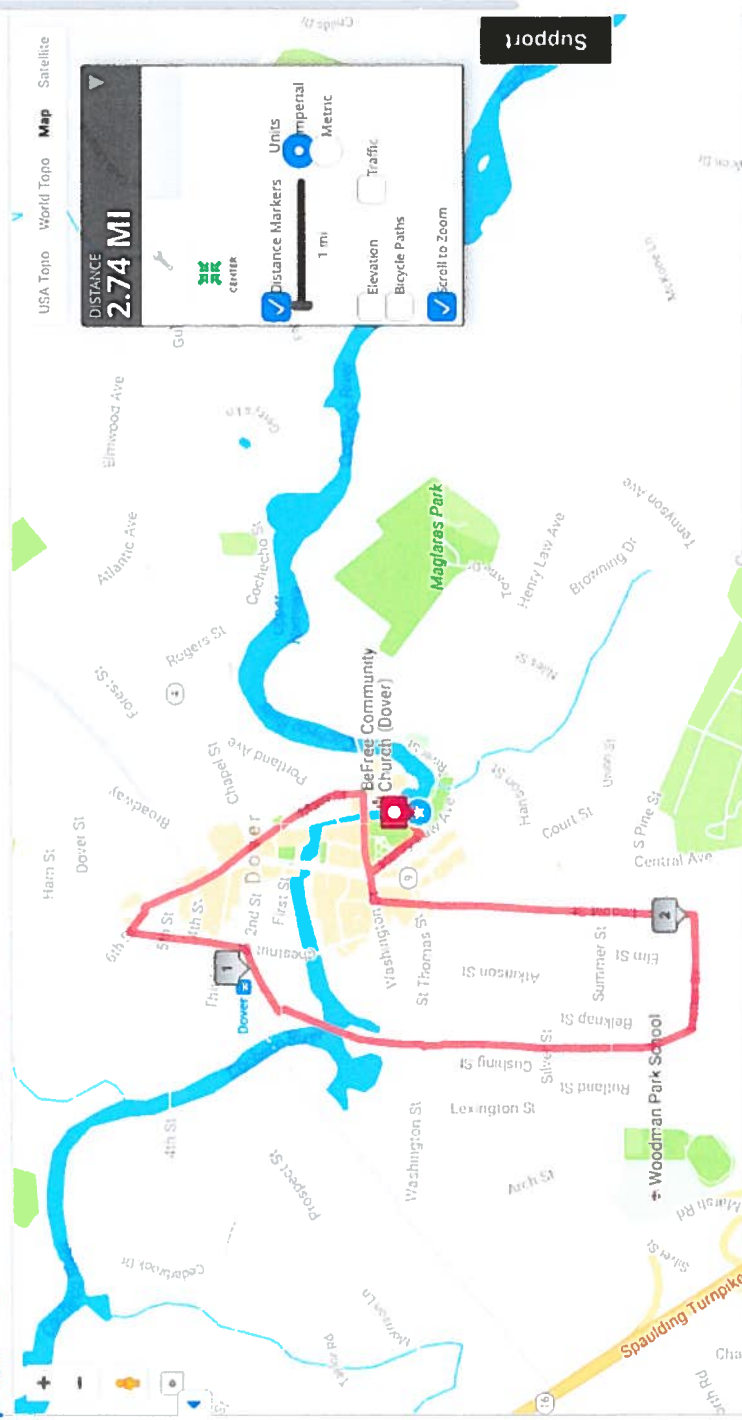
Actions / Notes



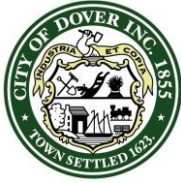
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Support



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2016.11.09 – 147**

Resolution Re: **Acceptance of Stonewall Drive as a Public Way**

WHEREAS: Stonewall Drive is a new road located off of Mast Road, has been constructed pursuant to a land development agreement between the City and the Developer, and is ready for acceptance as a City street; and

WHEREAS: The Engineering Division has reviewed Stonewall Drive and determined that it meets City standards and specifications for street acceptance and has received a maintenance guarantee; and

WHEREAS: Stonewall Drive meets all other criteria for City acceptance, including Planning Board review and title review.

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

Stonewall Drive is accepted as a City Street according to the metes and bounds description, in the Warranty Deed attached to this Resolution. The City Manager shall take any/all necessary steps to finalize acceptance and record necessary documents in the Registry of Deeds.

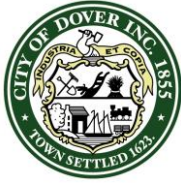
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2016.11.09 – 147**

Resolution Re: **Acceptance of Stonewall Drive as a Public Way**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

A street is created as an official public way in one of 4 ways as follows:

- Highway layout
- Prescription
- Dedication and acceptance
- Deed

Creation of this street as an official highway by dedication and acceptance will be accomplished with this resolution. The vast majority of highways in the modern age are created by dedication and acceptance.

The process is a two-step process. The most common act of dedication is the filing and recording of an approved subdivision plan. The second and final step is a formal vote of acceptance by the City Council.

The City of Dover maintains and provides services for City streets. Only streets meeting City specifications are accepted.

See draft Warranty Deed and Partial Release attached.

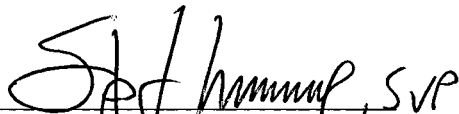
PARTIAL RELEASE

FOR VALUE RECEIVED, **CAMDEN NATIONAL BANK**, holder of (i) a Mortgage, Security Agreement and Financing Statement from **H53 MAST ROAD LLC**, dated July 29, 2015 and recorded in the Strafford County Registry of Deeds at Book 4312, Page 619 (the "Mortgage") and (ii) an Assignment of Leases and Rents from **H53 MAST ROAD LLC** dated July 29, 2015 and recorded in said Registry at Book 4312, Page 637 (the "Assignment"), hereby releases and discharges the premises described in Exhibit A attached hereto from said Mortgage and Assignment.

In all other respects, said Mortgage and Assignment shall remain in full force and effect.

EXECUTED this 20th day of April, 2016.

CAMDEN NATIONAL BANK

By:  SVP

Name: Stephen S. Lawrence

Title: Senior Vice President

EXHIBIT A

The **Proposed 60' Wide R.O.W.** shown on a plan entitled "Amended Subdivision of Land Prepared For H53 Mast Road LLC, Tax Map H. Lot No. 53, Mast Road, City of Dover, County of Strafford, State of New Hampshire," dated April 2, 2015, prepared by McEneaney Survey Associates, Inc., and recorded in the Strafford County Registry of Deeds as **Plan No. 109-063 (the "Plan")**. Said Proposed 60' Wide R.O.W. is more particularly bounded and described as follows:

Beginning at a stone bound found on the northerly side of Mast Road at the southwest corner of the Proposed 60' Wide R.O.W.;

Thence along a curve with a central angle of $87^{\circ} 20' 36''$ and a radius of 30.00 feet, along Parcel H/58, a distance of 45.73 feet, more or less, to a stone bound found;

Thence running North $12^{\circ} 07' 41''$ West, still along Parcel H/58, a distance of 20.69 feet, more or less, to a stone bound found;

Thence along a curve with a central angle of $26^{\circ} 11' 32''$ and a radius of 470.00 feet, still along Parcel H/58, a distance of 214.86 feet, more or less, to a granite bound found;

Thence running North $38^{\circ} 19' 13''$ West, still along Parcel H/58, a distance of 342.74 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $45^{\circ} 42' 07''$ and a radius of 780.00 feet, still along Parcel H/58, a distance of 622.17 feet, more or less, to a granite bound found;

Thence running North $07^{\circ} 22' 54''$ East, still along Parcel H/58, a distance of 110.36 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $85^{\circ} 13' 11''$ and a radius of 35.00 feet, still along Parcel H/58, a distance of 52.06 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $181^{\circ} 43' 58''$ and a radius of 85.00 feet, still along Parcel H/58, a distance of 269.60 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $83^{\circ} 29' 13''$ and a radius of 85.00 feet, along Lot 1, a distance of 123.86 feet, more or less, to a granite bound found;

Thence running South $07^{\circ} 22' 54''$ West, still along Lot 1, a distance of 229.95 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $27^{\circ} 33' 52''$ and a radius of 720.00 feet, still along Lot 1, a distance of 346.38 feet, more or less, to an iron rod to be set;

Thence along a curve with a central angle of $18^{\circ} 08' 15''$ and a radius of 720.00 feet, along Lot 2, a distance of 227.92 feet, more or less, to a granite bound found;

Thence running South $38^{\circ} 19' 13''$ East, still along Lot 2, a distance of 342.74 feet, more or less, to a granite bound to be set;

Thence along a curve with a central angle of $26^{\circ} 11' 32''$ and a radius of 530.00 feet, still along Lot 2, a distance of 242.28 feet, more or less, to a granite bound to be set;

Thence running South $12^{\circ} 07' 41''$ East, still along Lot 2, a distance of 6.45 feet, more or less, to a granite bound to be set;

Thence along a curve with a central angle of $82^{\circ} 54' 24''$ and a radius of 30.00 feet, still along Lot 2, a distance of 43.41 feet, more or less, to a granite bound to be set;

Thence running North $84^{\circ} 57' 55''$ East, still along Lot 2, a distance of 53.74 feet, more or less, to an iron pipe found;

Thence turning and running South $75^{\circ} 12' 54''$ West, along Mast Road, a distance of 168.41 feet, more or less, to the point of beginning.

WARRANTY DEED

H53 MAST ROAD LLC, a New Hampshire limited liability company, with an address of c/o Summit Land Development, 340 Central Avenue, Suite 202, Dover, New Hampshire 03820, for consideration paid, grants to the **CITY OF DOVER**, a municipal corporation, with an address of 288 Central Avenue, Dover, New Hampshire 03820, with warranty covenants,

A certain tract of land, with the improvements thereon, situated in Dover, Strafford County, New Hampshire more particularly described on Exhibit A attached hereto.

This conveyance is subject to the following exceptions:

1. Subject to two rights of way for access to wells in favor of the City of Dover, as recited in the deed from Robert B. Proulx, Virginia S. Clayton, and Nancy P. Kramer to Prue Realty, Inc. dated September 1, 1983 and recorded in the Strafford County Registry of Deeds at Book 1109, Page 700.
2. Rights of the public to use the Proposed 60' Wide R.O.W. shown on Plan No. 109-063 recorded in said Registry.
3. Matters shown on Plan No. 109-009 and Plan No. 109-063 recorded in said Registry.
4. Matters shown on Plan Nos. 110-032 and 110-033 recorded in said Registry.
5. Drainage, Access and Utility Easement dated October 15, 2015 by and between H53 Mast Road, LLC and Mast Road Dover LLC recorded in the Strafford County Registry of Deeds at Book 4333, Page 444; affected by Subordination Agreement from Stonewall Kitchen, LLC dated September 22, 2015 and recorded in said Registry at Book 4333, Page 453.
6. Terms of the Development Agreement dated March 4, 2015 between H53 Mast Road, LLC and the City of Dover, amended by Amendment to Development Agreement dated October 20, 2015 and recorded in said Registry at Book 4336, Page 474.

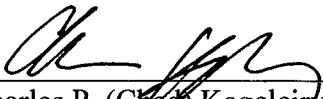
7. Easement Deed from H53 Mast Road LLC to Public Service Company of New Hampshire, d/b/a Eversource Energy, and Northern New England Telephone Operations, LLC, d/b/a FairPoint Communications – NNE, dated March 2, 2016 and recorded in the Strafford County Registry of Deeds at Book 4363, Page 776.

Meaning and intending to describe and to convey a portion of the premises that were conveyed to H53 Mast Road LLC by deed Mast Road Sand & Gravel and Paul Martel dated May 28, 2014 and recorded in the Strafford County Registry of Deeds at Book 4216, Page 317 and the same premises conveyed to H53 Mast Road LLC by deed of the City of Dover dated July 28, 2015 and recorded in said Registry at Book 4312, Page 617.

This conveyance is exempt from transfer tax pursuant to New Hampshire RSA 78-B:2 I.

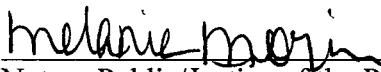
EXECUTED this 3 day of Oct, 2016.

H53 MAST ROAD LLC

By: 
Charles P. (Chad) Kageleiry,
Manager

STATE OF NEW HAMPSHIRE
COUNTY OF Strafford

This instrument was acknowledged before me on this 3 day of October, 2016 by Charles P. (Chad) Kageleiry, as Manager of H53 Mast Road LLC.


Notary Public/Justice of the Peace

My commission expires: **MELANIE MORIN, Notary Public**
My Commission Expires February 6, 2018

AFFIX STAMP OR SEAL

EXHIBIT A

The **Proposed 60' Wide R.O.W.** shown on a plan entitled "Amended Subdivision of Land Prepared For H53 Mast Road LLC, Tax Map H. Lot No. 53, Mast Road, City of Dover, County of Strafford, State of New Hampshire," dated April 2, 2015, prepared by McEneaney Survey Associates, Inc., and recorded in the Strafford County Registry of Deeds as **Plan No. 109-063 (the "Plan")**). Said Proposed 60' Wide R.O.W. is more particularly bounded and described as follows:

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Thence running North $12^{\circ} 07' 41''$ West, still along Parcel H/58, a distance of 20.69 feet, more or less, to a stone bound found;

Thence along a curve with a central angle of $26^{\circ} 11' 32''$ and a radius of 470.00 feet, still along Parcel H/58, a distance of 214.86 feet, more or less, to a granite bound found;

Thence running North $38^{\circ} 19' 13''$ West, still along Parcel H/58, a distance of 342.74 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $45^{\circ} 42' 07''$ and a radius of 780.00 feet, still along Parcel H/58, a distance of 622.17 feet, more or less, to a granite bound found;

Thence running North $07^{\circ} 22' 54''$ East, still along Parcel H/58, a distance of 110.36 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $85^{\circ} 13' 11''$ and a radius of 35.00 feet, still along Parcel H/58, a distance of 52.06 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $181^{\circ} 43' 58''$ and a radius of 85.00 feet, still along Parcel H/58, a distance of 269.60 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $83^{\circ} 29' 13''$ and a radius of 85.00 feet, along Lot 1, a distance of 123.86 feet, more or less, to a granite bound found;

Thence running South $07^{\circ} 22' 54''$ West, still along Lot 1, a distance of 229.95 feet, more or less, to a granite bound found;

Thence along a curve with a central angle of $27^{\circ} 33' 52''$ and a radius of 720.00 feet, still along Lot 1, a distance of 346.38 feet, more or less, to an iron rod to be set;

Thence along a curve with a central angle of $18^{\circ} 08' 15''$ and a radius of 720.00 feet, along Lot 2, a distance of 227.92 feet, more or less, to a granite bound found;

Thence running South $38^{\circ} 19' 13''$ East, still along Lot 2, a distance of 342.74 feet, more or less, to a granite bound to be set;

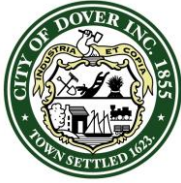
Thence along a curve with a central angle of $26^{\circ} 11' 32''$ and a radius of 530.00 feet, still along Lot 2, a distance of 242.28 feet, more or less, to a granite bound to be set;

Thence running South $12^{\circ} 07' 41''$ East, still along Lot 2, a distance of 6.45 feet, more or less, to a granite bound to be set;

Thence along a curve with a central angle of $82^{\circ} 54' 24''$ and a radius of 30.00 feet, still along Lot 2, a distance of 43.41 feet, more or less, to a granite bound to be set;

Thence running North $84^{\circ} 57' 55''$ East, still along Lot 2, a distance of 53.74 feet, more or less, to an iron pipe found;

Thence turning and running South $75^{\circ} 12' 54''$ West, along Mast Road, a distance of 168.41 feet, more or less, to the point of beginning.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2016.11.09 – 148**

Resolution Re: B14074 Underwood Engineers Dover Pudding Hill Aquifer
Construction Oversight

- WHEREAS: The City has awarded via sealed bid B14074 the engineering firm of Underwood Engineers for water facilities upgrades; and
- WHEREAS: The City received a scope of work and estimated costs totaling \$204,600 for the construction oversite of the Dover Pudding Hill Aquifer improvements from Underwood Engineers; and
- WHEREAS: Funding from the MtBE Remediation Bureau for 73.7% or \$150,790.20 of this work has been approved therefore, the city portion will be the remaining 26.3% or \$53,809.80. It is the recommendation to award the construction oversite to Underwood Engineers as approved by State of New Hampshire Department of Environmental Services and MtBE Remediation Bureau. Underwood Engineers will bill the MtBE Remediation Bureau for their portion of \$150,790.20 and the City of Dover will pay Underwood Engineers directly for the city portion of \$53,809.80.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Underwood Engineers for the construction oversite of the Pudding Hill Aquifer Interim Improvements in the amount not to exceed \$53,809.80. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.07	CS Water Exploration	100,000.00	100,000.00

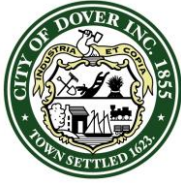
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

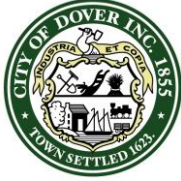
Resolution Number: **R – 2016.11.09 – 148**
Resolution Re: B14074 Underwood Engineers Dover Pudding Hill Aquifer
Construction Oversight

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2016.11.09 – 148**
Resolution Re: B14074 Underwood Engineers Dover Pudding Hill Aquifer
Construction Oversight

RESOLUTION BACKGROUND MATERIAL:

Funding from the MtBE Remediation Bureau for 73.7% or \$150,790.20 for this work has been approved therefore, the city portion will be the remaining 26.3% or \$53,809.80. It is the recommendation to award the construction oversite to Underwood Engineers as approved by State of New Hampshire Department of Environmental Services and MtBE Remediation Bureau. Underwood Engineers will bill the MtBE Remediation Bureau for their portion and the City of Dover for their portion in the amount of \$53,809.80.

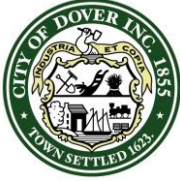
TOTAL COST BREAK OUT IS AS FOLLOWS:

Task IV: Construction Administration Services	\$60,400
Task V: Resident Project Representative Services	\$97,100
Task VI: Start Up Services	\$16,000
Task VII: Operation and Maintenance manual	\$13,000
Task VIII: Record Drawings	\$18,100
Total Costs for EGGI	\$204,600

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Underwood Engineers	Fund:	CIP
Other Approvals Required	Yes NHDES/ MtBE Remediation Bureau	References	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding

[B14074 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2016.11.09 – 149**

Resolution Re: B17009 Dover Pudding Hill Aquifer Interim Improvements

WHEREAS: Sealed Request for Bid B17009 for the Dover Pudding Hill Aquifer Improvement construction was solicited and received on October 20, 2016 at 2:00pm. A prebid conference was conducted on September 6, 2016 at 9:00am; and

WHEREAS: The City received six (6) bids for the scope of work with the low bid being submitted by Severino Trucking Company Inc at a cost totaling \$1,098,400. The city removed the utility cost allowance of \$150,000, that will be paid directly by city, for a net cost of \$948,400.00 to Severino Trucking Co Inc for the construction of the Dover Pudding Hill Aquifer improvements; and

WHEREAS: Funding from the MtBE Remediation Bureau for 73.7% or \$698,970.80 of this work is awaiting final approval and once received the city portion will be the remaining 26.3% or \$249,429.20. It is the recommendation to award the construction portion to Severino Trucking Co Inc in the amount of \$948,400.00 seek reimbursement from MtBE Remediation Bureau in the amount of \$698,970.80.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Severino Trucking Company Inc for the construction of the Pudding Hill Aquifer Interim Improvements at rates provided in conjunction with B17009. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.08	water wellhead protection	100,000.00	100,000.00
5300.1.300.43320.4757.03574.09	water wellhead protection	100,000.00	100,000.00
5300.1.300.43320.4757.03574.10	water wellhead protection	18,581.82	18,581.82
5300.1.300.43320.4757.03574.11	water wellhead protection	906,321.48	906,321.48

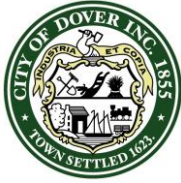
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2016.11.09 – 149**

Resolution Re: B17009 Dover Pudding Hill Aquifer Interim Improvements

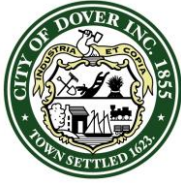
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2016.11.09 – 149**

Resolution Re: B17009 Dover Pudding Hill Aquifer Interim Improvements

RESOLUTION BACKGROUND MATERIAL:

Pudding Hill Aquifer Interim Improvements: Connection of replacement well and connection of new well to existing treatment facilities. Treatment facilities improvements including minor building addition, health and safety upgrades, SCADA and other work required. Construction of approximately 1,450 LF gravel access road, approximately 2,300 LF 12" and 8" DI water mains and approximately 1,450 LF underground utilities.

Bid Information:

Sealed Request for Bid B17009 for the Dover Pudding Hill Aquifer Improvement construction was solicited and received on October 20, 2016 at 2:00pm

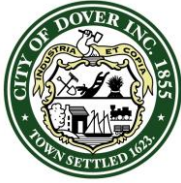
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	385	Number of Responses:	6
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Severino Trucking Company Inc	Fund:	CIP
Other Approvals Required	Yes NHDES/ MtBE Remediation Bureau	References	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17009 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.11.09 – 150**

Resolution Re: Dover Pudding Hill Aquifer Interim Improvements Utility Work

WHEREAS: Sealed Request for Bid B17009 for the Dover Pudding Hill Aquifer Improvement included an allowance of \$150,000 for Utility work; and

WHEREAS: The City generated a change order to the bid to remove the allowance and permit the city to pay Eversource directly in the amount of \$145,659.00 for the utility costs in lieu of paying through the awarded contractor; and

WHEREAS: Funding from the MtBE Remediation Bureau for 73.7% or \$107,350.68 for this work is awaiting final approval and once received the city portion will be the remaining 26.3% or \$38,308.32. It is the recommendation to release payment to Eversource directly for the utility portion in the amount of \$145,659.00 and seek reimbursement from MtBE Remediation Bureau for \$107,350.68.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Eversource for the utility work of the Pudding Hill Aquifer Interim Improvements in the amount of \$145,659.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.07	Water WellHead Protection	100,000.00	46,190.20
5300.1.300.43320.4757.03574.11	Water WellHead Protection	906,321.48	207,350.68

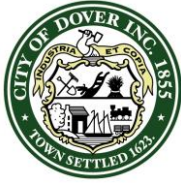
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.11.09 – 150**

Resolution Re: Dover Pudding Hill Aquifer Interim Improvements Utility Work

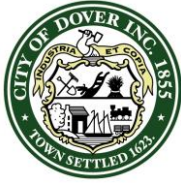
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2016.11.09 – 150**
Resolution Re: Dover Pudding Hill Aquifer Interim Improvements Utility Work

RESOLUTION BACKGROUND MATERIAL:

Pudding Hill Aquifer Interim Improvements: Connection of replacement well and connection of new well to existing treatment facilities. Work consists of construction of three phase line extension including installation of 120' OH 1930' UG feet of wire and one transformer.

Bid Information:

Sealed Request for Bid B17009 for the Dover Pudding Hill Aquifer Improvement construction was solicited and received on October 20, 2016 at 2:00pm

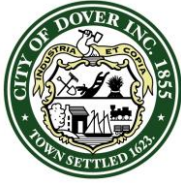
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:		Number of Responses:	
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Eversource	Fund:	CIP
Other Approvals Required	Yes NHDES/ MtBE Remediation Bureau	References	Satisfactory
Previously Worked for City:		Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17009 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.11.09 – 151**

Resolution Re: Janitorial Supplies State of New Hampshire Contract with
W. B. Mason

WHEREAS: The City of Dover along with the City of Concord, in collaboration with the State of NH formed a co-operative purchasing request for a three-year contract for janitorial supplies. Governor and Council awarded to W.B. Mason; and

WHEREAS: The State of NH awarded W.B. Mason a contract #8001966 in February 2016 and W.B. Mason has been working with municipalities to bring on line. After a thorough evaluation of products currently being used and the products offered through this contract, the City of Dover could save between 18.6% to 28.4%. The recommendation is to join the contract with WB Mason for janitorial supplies; and

WHEREAS: The City anticipates expenditures to exceed \$25,000 threshold, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to WB Mason given the rates/discounts provided in conjunction with State of NH Contract #8001966. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4612.xxxx	Operating Supplies	876,000	302,880

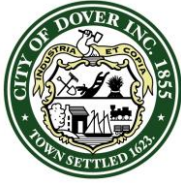
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.11.09 – 151**

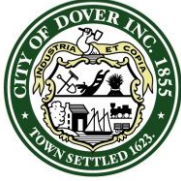
Resolution Re: Janitorial Supplies State of New Hampshire Contract with
W. B. Mason

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2016.11.09 – 151**

Resolution Re: Janitorial Supplies State of New Hampshire Contract with
W. B. Mason

RESOLUTION BACKGROUND MATERIAL:

The City of Dover in collaboration with the State of NH and City of Concord formed a co-operative purchasing request for bid for a three-year contract for janitorial supplies. The city currently utilizes WB Mason so no implementation issues would arise.

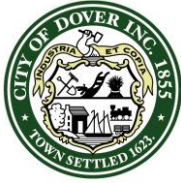
After performing a line by line comparison of products currently being used with the city's existing vendor and the same product with W.B Mason, the city would realize a savings of 18.6%. The city could see a larger savings of 28.4% by switching to an alternate/equal product. This option would be utilized whenever possible.

Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	By State NH	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	January 2018	Estimated Delivery:	As needed
Recommended Award to:	WB Mason	Fund:	Various
Other Approvals Required:	Yes State NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.11.09 – 152**

Resolution Re: **Adoption of the Local Emergency Operations Plan
(LEOP)**

WHEREAS: Emergency response to critical incidents, whether natural or manmade, requires integrated professional management; and

WHEREAS: Unified command of such incidents is recognized as the management model to maximize the public safety response; and

WHEREAS: The Local Emergency Operations Plan, herein referred to as LEOP, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions; and

WHEREAS: Failure to adopt LEOP as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

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

It shall be the public policy of this municipality to adopt the LEOP concept of emergency planning and unified command. It shall further be the policy of this municipality to train public officials responsible for emergency management. Consistent therewith, the attached Dover, NH 2016 LEOP is hereby adopted and shall replace the last LEOP adopted in 2009.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

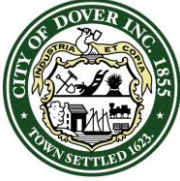
Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2016.11.09 – 152**
Resolution Re: **Adoption of the Local Emergency Operations Plan (LEOP)**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover's ability to respond to critical/emergency incidents, whether natural or manmade, is of vital importance. A Local Emergency Operations Plan is a critical tool in responding to such incidents. Dover's last LEOP was finalized/approved in 2009. City staff has spent considerable time and effort preparing the attached revised and updated 2016 draft.

DOVER, NH

EMERGENCY OPERATIONS PLAN (EOP)

2016



PREPARED BY: CITY OF DOVER, NH &
HUBBARD CONSULTING LLC

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Annex B EOC Guidelines and Checklists

Annex C Shelter Operations

Annex D Hazard Specific Incidents

APPENDICES

Appendix A Acronyms

Appendix B Authorities

Appendix C Resource List

Appendix D NIMS Resolution



NOTICE OF PROMULGATION

The publication of the *City of Dover, NH Local Emergency Operations Plan* represents a concerted effort on part of Local Government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The stated purpose of this Plan and associated supporting documents is to facilitate the delivery of Local government, community and mutual aid resources, and to provide needed assistance and relief to disaster victims and the community, at large. This Plan represents the Community’s best intentions to manage emergencies/disasters within the framework of community-wide cooperation and coordination.

The City of Dover Emergency Plan is adopted effectively this day, the _____ of _____, 2016.

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

City Mayor

City Manager

Emergency Management Director

FOREWARD

The Local Emergency Operations Plan (EOP) establishes a framework for the local government and its partners to provide assistance in an expeditious manner in event of a perceived, potential or actual disaster or emergency. The Local Emergency Management Agency appreciates the continuing cooperation and support from all departments and agencies and from the volunteer and private organizations which have contributed to the local level of preparedness and to the development of this Plan. The Local Emergency Management Agency continually works alongside these entities to address the responsibilities outlined in this EOP, provide a forum for discussion, and an opportunity to participate in planning and exercise activities to help ensure the local prevention, preparedness, response, recovery and mitigation capabilities are effective and efficient.

The purpose of the EOP is to provide strategic and operational guidance aimed at facilitating the delivery of all types of local emergency management assistance to the residents and visitors of the jurisdiction and others with whom there are mutual aid agreements/compacts in place, and to help reduce the consequences of disasters and emergencies. This Plan outlines the planning assumptions, policies, concept of operations, organizational structures and the roles and responsibilities of all those involved in coordinating federal, regional, state and local activities.



RECORD OF REVISION

VERSION #	DATE	SUBJECT AREA	AUTHOR
1-2015	August 2015	WHOLE PLAN	Dover Emergency Committee
1-2016	September 2016	Appendix B	Fire/Police Staff

Chapter 1 INTRODUCTION

Purpose

The Emergency Operations Plan (EOP) establishes policies and procedures, describes strategies, assumptions, objectives, and how this plan supports the five phases of emergency management (Prevention, Mitigation, Preparedness/Protection, Response and Recovery). This EOP follows National Incident Management System (NIMS), Incident Command System (ICS), Emergency Support Function (ESF), and the Department of Homeland Security's (DHS) National Response Framework (NRF).

The EOP establishes interagency and multi-jurisdictional mechanisms for local Government involvement in coordination of incident support activities. This includes coordination structures and processes for disasters or other emergencies requiring:

- Emergency support to residents and visitors;
- Support of other local governments;
- The exercise of direct Local authorities and responsibilities, as appropriate under the law;
- Public and private-sector incident management integration; and
- Coordination, administration, and integration of emergency management plans and programs of Federal and State agencies.

Scope

This is an operations-based Plan that follows NIMS, ICS, and NRF guidelines.

It defines the responsibilities of local agencies, non-governmental organizations (NGOs) and partners from both the public and private sector. In addition, the EOP recognizes and incorporates the various jurisdictional and functional authorities of local departments and agencies, and private-sector organizations during an incident.

The EOP also calls for regularly scheduled exercises and training to identify and enhance the capabilities of local relevant stakeholders when managing with emergency situations.

This Plan does not contain internal inventories of local resources or standard operating procedures (SOPs). Logistics, techniques, methodologies, and implementation strategies are components of organizational standards. Development of these "Standard Operating Procedures" (SOPs) is the responsibility of each individual agency identified within the EOP.

EOP Structure

This Plan is organized to align with the operational structure and makeup of the Local Emergency Operations Center (EOC). This Plan provides general information as well as operational roles and responsibilities for select EOC sections, groups, and ESFs.

The EOP includes the following:

1. Base Plan

The Base Plan describes the structure and processes designed to integrate the efforts and resources of the local government, State, Federal, regional and the private sector and non-governmental organizations (NGOs). The Base Plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and Plan administration and maintenance instructions.

2. Annex A: Emergency Support Functions (ESFs)

The ESFs describe the responsibilities and general concepts for emergency management activities and obligations maintained by each individual function. These responsibilities include reduction of the immediate hazard, saving lives and property, incident stabilization, environmental and economic conservation and restoration of pre-incident conditions.

The Emergency Support Functions are comprised of 15 specific functional areas, they are:

- Transportation (ESF #1)
- Communications and Alerting (ESF #2)
- Public Works & Engineering (ESF #3)
- Firefighting (ESF #4)
- Emergency Management (ESF #5)
- Mass Care, Housing, and Human Services (ESF #6)
- Resource Support (ESF #7)
- Health and Medical (ESF #8)
- Search and Rescue (SAR) (EF #9)
- Hazardous Materials (HAZMAT) (ESF #10)
- Agriculture, Cultural, and Natural Resources (ESF #11)
- Energy (ESF #12)
- Public Safety and Law Enforcement (ESF #13)
- Volunteer and Donation Management (ESF #14)
- Public Information (ESF #15)

3. Annexes B-D:

The Emergency Operations Plan will include a Shelter Annex, Hazard Specific Annex and EOC Guidelines. Some disasters or emergencies require unique approaches to prevention, preparedness, response, recovery and mitigation at some, or all levels. These annexes include specialized guidance, processes and administration to meet the needs based upon the individual characteristics of the incident.

4. Attachments/Appendices

Attachments and Appendices provide additional relevant and/or more detailed supporting information for each section of the EOP. This includes the ESF resource list, glossaries, acronyms, statutory authorities, and other documents.

Phases of Emergency Management

Emergency management operations are carried out within five distinct phases: prevention, mitigation, preparedness, response, and recovery. This EOP primarily considers the response phase, but does address other phases as appropriate.

1. Prevention

Prevention means identifying, deterring or stopping an incident from occurring to protect property and lives.

2. Mitigation

Mitigation includes actions that are taken before an emergency to eliminate or reduce the risk to human life and property from natural, technological and/or civil hazards. The goal of mitigation activities is to lessen the impact of a disaster or emergency and to reduce the costs of response and recovery operations.

3. Preparedness / Protection

Preparedness/Protection actions are pre-emergency activities that attempt to prepare organizations to effectively respond to disasters or emergencies. This phase involves training, exercising, planning, and resource identification and acquisition. When these tactics are effectively created and implemented before an event there may be a reduction in the cascading events of a disaster or emergency.

4. Response

Response actions are taken immediately prior to, during, or directly after a disaster or emergency to save lives, minimize damage to property and enhance the effectiveness of recovery. Response begins when an emergency or disaster is imminent and/or immediately after it occurs.



Figure 1: Phases of Emergency Management

5. Recovery

Recovery includes both short-term and long-term activities. Short-term recovery aims at returning infrastructure systems back to operating standards. Long-term recovery works to return the site to “near normal” conditions after a disaster or emergency. Long-term recovery also includes restoring economic activity and rebuilding community facilities and housing. Long-term recovery can take months or years. In some cases, recovery begins during the response to a disaster or emergency concurrently with response efforts.

Incident Management Activities

1. National Incident Management System (NIMS) / Incident Command System (ICS)

NIMS is the national model for Preparedness, Communications and Information Management, Resource Management, and Command and Management. ICS, established by NIMS, is the model for command, control, and coordination for an emergency response. This system provides a means to coordinate the efforts of individual agencies as they work toward stabilizing the incident, protecting life, property, and the environment. ICS uses principles known to improve efficiency and effectiveness in an emergency response. Due to the possibility of complex events occurring in New Hampshire and the number of agencies and departments with a responsibility to act, the City of Dover utilizes ICS as the operational system to manage disaster and emergency situations.

2. Local Emergency Operations Center (EOC) Activation

- a. Day to day operational response is activated through Police and through Dover Dispatch.
- b. Local, county or state agencies and/or dispatch will notify the EMD that an incident has occurred, or has the potential to occur, that threatens or impacts the City. EMD will gather information for on-going situational awareness and notify ESFs, as appropriate.
- c. EMD, in coordination with local departments, will make the decision to activate the EOC and determine level of activation.
- d. If EOC activation is determined to be necessary, the EMD will notify appropriate ESF agencies of the activation and request designated personnel to report to the EOC or to remain on stand-by.
- e. EOC operational levels are identified as ‘Monitoring’, ‘Partial’ and ‘Full’. These operational levels are discussed in more detail in the EOC Guideline Annex.
- f. WebEOC will be utilized to provide continuous situational awareness.

Emergency Support Functions (ESFs)

ESF #1 – Transportation addresses emergency-related transportation issues that include assessing damage to and restoring and maintaining land, air and water transportation routes during disasters or emergencies in coordination with governmental and private organizations, as required. In addition, ESF #1 supports evacuation and re-entry operations for impacted areas and the transportation of response personnel, materials, goods and services to emergency sites.

ESF #2 – [Communications and Alerting](#) addresses the provision of communication resources and coordination to support local collaboration and information sharing. ESF #2 is also responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration and repair of some communication infrastructure.

ESF #3 – [Public Works and Engineering](#) addresses most engineering concerns that are not related to transportation systems and becomes involved in a wide array of mission types in response and recovery efforts. These missions include inspection and assessment; debris removal management; demolition and stabilization; reconnaissance; emergency repairs; and, temporary and permanent construction.

ESF #4 – [Firefighting](#) addresses fire suppression in rural, urban and wild-land settings that result from naturally-occurring, technological or man-made disasters or emergencies. Local jurisdictions have the responsibility of providing basic fire service protection.

ESF #5 – [Emergency Management](#) addresses the coordination of local incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the EOP; the operation of the EOC; incident action planning; situational awareness and information-sharing; and, provides direction and control over the use of local resources.

ESF #6 – [Mass Care, Housing and Human Services](#) addresses, coordinates and reports on the emergency mass care activities of local and partner NGOs responsible for sheltering, feeding, counseling, temporary housing and related social services and welfare activities required to assist disaster clients. In addition, this ESF is responsible for the safety and well-being of household pets in shelters.

ESF #7 – [Resource Support](#) addresses support to local entities involved in emergency response and recovery. This support includes locating, procuring and issuing resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors.

ESF #8 – [Health and Medical](#) addresses public health and medical services concerns during disaster or other emergencies. Public health concerns include, but are not limited to: assessment and surveillance of health needs of the affected communities; provision of health-related services and supplies; identification of areas where health problems could occur; testing of products for public consumption; and environmental testing. Medical services' concerns include, but are not limited to: logistical support for local health personnel in the field; supply and restocking of health-related equipment and supplies; testing and/or disposal of food, medicine and other related products affected by the disaster/emergency; assistance in assessing potable water and wastewater/solid waste disposal issues and coordination of equipment; assessment of medical needs; provision of medically related services and supplies that support the affected communities; and assistance and support for mass fatality and triage sites.

ESF #9 – [Search and Rescue \(SAR\)](#) addresses the provision of guidance and organization of Local agencies that may be employed during SAR operations, in both urban and rural scenarios. SAR operations include, but are not limited to: the location, recovery and extrication of victims who have become lost or entrapped as a result of a disaster or life-threatening emergency; and includes swift water rescue.

ESF #10 – [Hazardous Materials \(HAZMAT\) Response](#) addresses different types of hazardous materials. In a hazardous materials event, responsibilities include: providing a coordinated local response in accordance with ICS; assisting in the assessment of, response to and recovery from hazardous materials

incidents; ensuring that prompt measures are taken to contain, remove and dispose of spilled hazardous materials; and advising the public, in concert with local agencies, of the situation, potential dangers and protective actions they should take.

ESF #11 – Agriculture, Cultural and Natural Resources addresses concerns regarding agricultural functions during a disaster as well as the effect of an incident upon the natural and cultural resources of the community. These concerns include: assessment and surveillance of agriculture needs within affected areas; provision of agriculture-related services and supplies; identification and application of appropriate agriculture assistance programs; and obtaining and delivering emergency food supplies. In addition, this ESF is responsible for the care and well-being of large animals and livestock during an incident.

ESF #12 – Energy addresses the coordination of utilities and related governmental and private organizations to provide information for local-level assessment, response and recovery operations related to fuel shortages, power outages and capacity shortages that may impact residents. This ESF also provides information on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies.

ESF #13 – Public Safety and Law Enforcement addresses response and recovery activities can include the following: maintaining law and order within legal authority; assisting with the dissemination of alerts, warnings and notifications; coordinating law enforcement activities from command centers and EOC as needed to manage resources and personnel; staffing for traffic control points and other sites; conducting law enforcement investigations; providing evacuation/relocation support; supporting the relocation and temporary detention of persons confined to correctional and/or high risk institutions; and, maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

ESF #14 – Volunteer and Donations Management addresses the support of local jurisdictions in the restoration of communities damaged by a disaster or emergency by coordinating the efficient and effective delivery of donated goods and volunteer services to the impacted areas. This ESF will also be the liaison for those voluntary organizations that provide disaster services within the community, so that capabilities and resources will be effectively integrated with other local, State and federal agencies to meet the needs of the disaster or emergency.

ESF #15 – Public Information addresses support in providing residents with timely and potentially lifesaving information during major disasters or other emergencies. This ESF is also responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, and oversight of public inquiry lines established in or for the support of emergency management activities.

ESF Lead and Support Responsibilities (Table 1-1)

Agency / Organization	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care & Sheltering	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture, Natural Resources	ESF #12 Energy	ESF #13 Public Safety & Law Enforcement	ESF #14 Volunteers & Donations	ESF #15 Public Information
Emergency Management Director	L	S	S		L	S	L	L		S	L	L	S	L	L
Fire Department & Rescue	S	S	S	L	S	S	S	S	L	L		S	S	S	S
Police Department	S	S	S	S	S	S	S	S	L	S		S	L		S
Community Services	S	S	L	S	S		S	S	S	S		S	S		S
Public Safety Dispatch		L		S			S		S	S		S	S		S
City Manager		S			S		S					S			S
Health Officer								L		S					
School Department	S					S	S	S						S	S
Inspection Services			S						S						
Purchasing & Finance							S							S	
Public Welfare						S		S						S	
City Attorney							S								
Recreation Department	S			S		L	S		S					S	
Planning Department					S		S								
Information Technology		S			S		S	S							S
City Clerk							S								
Library														S	

(L) Lead (S) Support

Chapter 2 SITUATION AND PLANNING ASSUMPTIONS

Situation

1. Geography, Climate and Population

The City of Dover is located in seacoast region of New Hampshire near the Maine border and the Atlantic Ocean. The City is about 29 square miles with 2.3 square miles of surface water. The Cocheco watershed comprises over 52%, while the Bellamy watershed comprises about 37%. The Salmon Falls/Piscataqua River watersheds and the Johnson Creek/Oyster River watershed make up the remaining 11%.

There are no mountains or high hills within the city boundary as it lies within a coastal plain. The average elevation is 80 feet. The highest place in the City is Garrison Hill, about 284 feet, on the border with the Town of Rollinsford. From the top of the hill, a bird's-eye view of the city can be obtained.

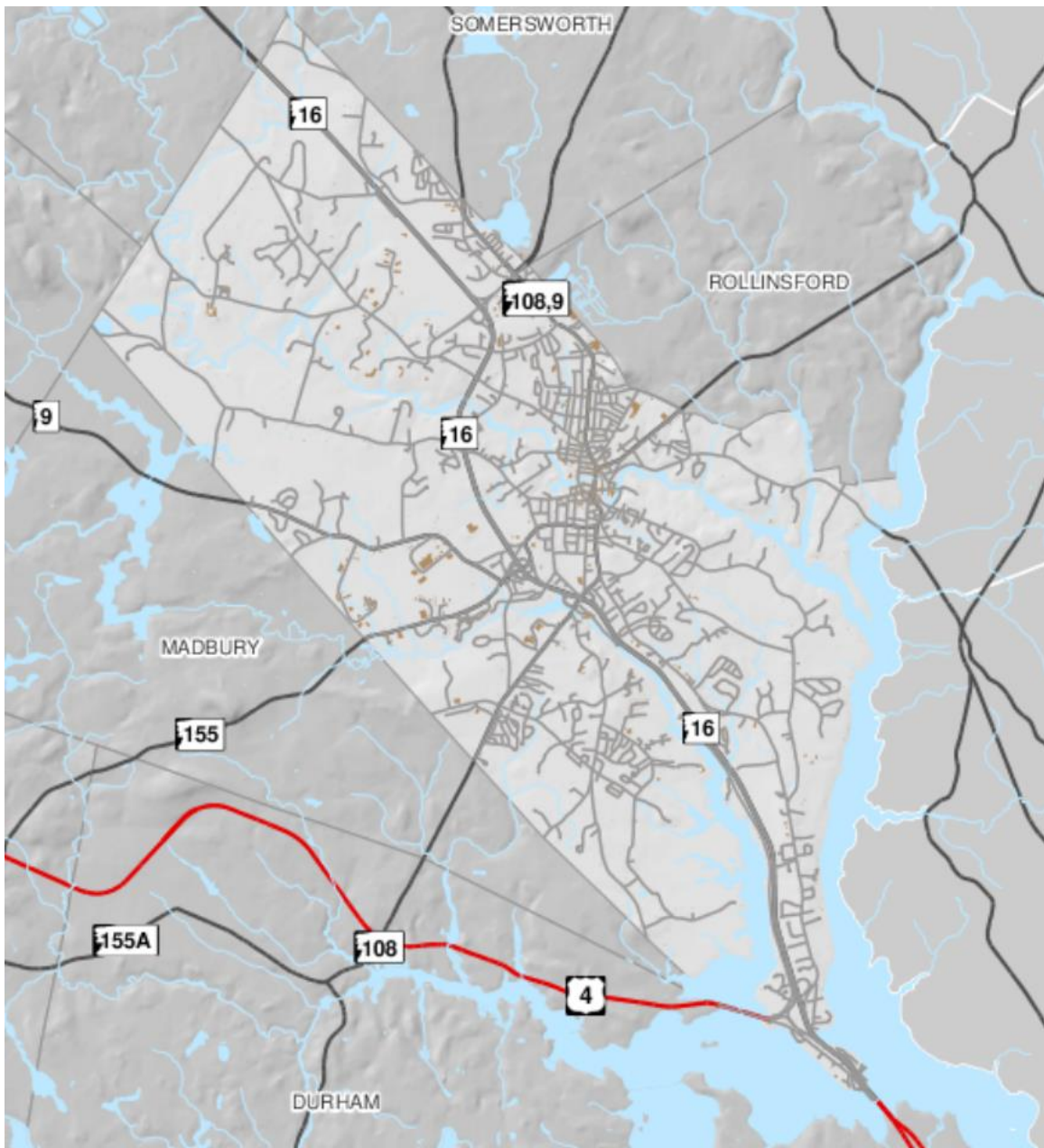
Average January temperature is 22 degrees Fahrenheit and average July temperature is 70 degrees Fahrenheit. The average annual precipitation amount is 46 inches. Based on recent census data there were 30,207 people residing in Dover in 2013. NH Office of State Planning population projections for 2030 are 33,131.

2. Government and Education Systems

The City is governed by a City Council/City Manager form of government. The City operates 3 elementary schools, 1 middle school, and 4 high schools (1 SAU 11 and 3 private). The total enrollment for the public school is approximately 4,000.

3. Transportation and Utility Systems

- a) Air Service: The nearest public use airport is the Hampton Airfield in Hampton and Skyhaven in Rochester. Larger airports are the Portsmouth International at Pease Airport and the Manchester-Boston Regional Airport.
- a) Rail Service: The Pan-Am rail line carries both passenger (Amtrak Downeaster) and freight through the City.
- b) Transportation System: State routes 4, 9, 16, 108 and 155 go through City. Drivers can access the Spaulding Turnpike (exits 6-9) and Interstate 95 (exit 5). An aerial map of the City is included below. Public transportation includes C&J Trailways, FasTrans, COAST and Wildcat.
- c) Utilities: The City of Dover maintains and operates water and sewer services to Railroad and Sprague Turnpike. Electric is transported and distributed by Eversource. Natural gas is supplied by Unitil. A methane gas line runs through the City limits which provides heat and hot water for the University of New Hampshire.



Dover, NH Road System

Hazard Analysis

The following hazard analysis is a summary of the hazard risks for the City of Dover. The EOP committee rated the severity and probability of the hazards that are the prime consideration for the implementation of this EOP.

Natural & Human Caused Hazards	Severity	Probability* In 25 years	Risk Severity x Probability
	Human / Property / Business Loss 1: Minimal 2: Moderate 3: Severe	Likelihood this will occur 1: Low 2: Moderate 3: High	0-3: Low 4-6: Moderate 7-9: High
Flood (Heavy Rains)	2.6	3	7.8
Severe Winter Weather	2.6	3	7.8
Nor'Easters	2.6	3	7.8
Hurricane	2.6	3	7.8
Severe Wind	2.6	3	7.8
Extended Power Outages	2.3	3	6.9
Thunder & Lightning	2.3	3	6.9
Transport Incident (<i>plane, train, etc</i>)	3	2	6
Cyber Attack	3	2	6
Armed Incident (Stand Off)	2	3	6
Hazardous Materials	2	2	4
Public Health	2	2	4
Tornadoes	2	2	4
Mass Casualty (Trauma /Medical)	2	2	4
Armed Attack (assault, sniper)	3	1	3
Haz Mat (Fixed)	3	1	3
Haz Mat (Transport)	3	1	3
Terrorist Attack (WMD)	3	1	3
Erosion & mudslides	1.3	2	2.6
Extreme Heat	1	2	2
Radiological Release	2	1	2
Flood (Dam Breach)	1.6	1	1.6
Radon	1	1	1

Natural & Human Caused Hazards	Severity	Probability* In 25 years	Risk Severity x Probability
	Human / Property / Business Loss 1: Minimal 2: Moderate 3: Severe	Likelihood this will occur 1: Low 2: Moderate 3: High	0-3: Low 4-6: Moderate 7-9 High
Wildfire	1	1	1
Earthquake	1	1	1
Drought	1	1	1
Civil Disorder	1	1	1

Chapter 3 ROLES AND RESPONSIBILITIES

City of Dover

The Local Emergency Management Director (EMD) has the responsibility for the development and implementation of emergency management programs designed to provide for rapid and effective response to an emergency situation. The EMD plans for the protection of life and property within the community. Local department heads and Non-Governmental Organizations (NGOs) work with the EMD during the development of local emergency plans and should be prepared to provide response resources.

State of New Hampshire

The NH Department of Safety and the State Emergency Operations Center (SEOC) is responsible for the following areas:

- The State will modify normal operations and redirect resources to assist and support local governments in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
- Coordinate actions necessary to respond to an emergency and coordinate the links between local governments, neighboring States, Federal response, and the Province of Quebec, Canada.
- Unify the efforts of government, volunteers, and the private sector for a comprehensive approach to reducing the impacts of emergencies/disasters.
- If the situation warrants, the Governor of New Hampshire may declare a State of Emergency and request immediate Federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of State and local government.

Federal Government

The Department of Homeland Security (DHS)/FEMA is responsible for the following areas of planning and operations: (e.g., below).

- Supporting local governments in planning, preparedness, mitigation, response, and recovery operations;
- Coordinating Federal aid for a Presidentially Declared Disaster (PDD) and emergencies by implementing the NRF;

- Coordinating emergency preparedness for the possibility of nuclear power plant accidents, radiation accidents, and attack; and,
- Ensuring continuity of government and coordinating mobilization of resources during national security emergencies.

Private Sector

The roles, responsibilities and participation of the private sector vary based on the type and impact of disaster or emergency. Regardless, as a key element of local economies; private sector recovery and restoration is essential to aid the jurisdictions impacted.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to disasters or other emergencies, regardless of cause. In the case of a catastrophic incident, these private-sector organizations are expected to mobilize and employ the resources necessary and available, in accordance with their plans, to address the consequences of incidents at their own facilities or emergencies for which they are otherwise responsible.

Non-Governmental & Volunteer Organizations

NGOs collaborate with other agencies and organizations, first responders and all levels of government to provide relief services to sustain life, reduce physical and emotional distress and promote recovery of disaster victims when assistance is not available from other sources. Private relief organizations have a two-fold responsibility. The first responsibility is to cooperate and coordinate with government agencies to help ensure broad and thorough coverage of relief. The second, and more important responsibility, is to provide relief not provided by the government on a complementary and supplementary basis.

Primary Responsibilities

The primary responsibilities of the key elected and appointed officials are as follows:

1. Emergency Management Director (EMD)

The EMD or designee oversee and coordinate the local-level planning, preparation, exercise, response and mitigation of terrorist threats, natural and human-caused disasters and other emergencies.

2. Local Chief Executives

The City Council is the City's governing body and sets policies for government and is responsible for the implementation of said policies through the City Manager. The City Manager is responsible for day- to-day operations including supervision of staff.

3. Other Agencies and Departments

Local agency and department/division heads and their staffs develop their own plans, trainings, internal policies and procedures to meet prevention, preparedness, mitigation, response and recovery needs as identified in the EOP. Training is interagency training and accompanied by exercises to develop and maintain necessary capabilities.

4. Emergency Support Function (ESF) Agencies

Each ESF has defined Lead and Support Agencies. The designations denote key roles in the execution of the specified function. Specific responsibilities are articulated in the individual ESF Annexes.

Facilities and Resources

1. Incident Command Post (ICP)

The command function is directed by the Incident Commander (IC) at the Incident Command Post (ICP). The IC is the person in charge at the incident and who must be fully qualified to manage the response. The Incident Command Structure and the EOC function together with the same goals, but function at different levels of responsibility. The Incident Commander is responsible for on-scene response activities, and the EOC is responsible for the entire community-wide response to the event.

2. Local Emergency Operations Center (EOC)

The City of Dover maintains the primary EOC at the new Police Station. The EOC is where department heads, government officials, and volunteer agencies gather to coordinate their response to an emergency event. Officials responsible for responding to major emergencies and disasters assemble to direct and control the jurisdiction's response. The EOC goes into operation when the EMD decides that the situation is serious enough to require a coordinated and other-than-routine response.

3. Alternate Local EOC

The secondary EOC is located at the North End Fire Station.

Chapter 4 CONCEPT OF OPERATIONS

It is a premise of emergency management that all incidents begin locally and initial response is by local jurisdictions. It is only after local emergency response resources are depleted, or local resources do not exist to address a given disaster or emergency, that State emergency response resources and assistance are to be requested by local authorities. Police, fire, EMS, emergency management, public health, public works, environmental agencies and other personnel are often the first to arrive and the last to leave an incident site.

Operational Policies

Protection of life and property and relief of human distress are the primary objectives of the City government in emergency situations.

EMD, Police and Fire officials are expected to assume direct control of the emergency operations of all government and non-government resources that are by law, subject to their authority.

Coordination

Coordination is a broad function involving staff members engaged in both direction and control. Some situations might require an Incident Commander to execute coordinating functions. In times of disasters

or other emergencies, there are several levels of coordination involved with the administration of this Plan. They work through three levels from local, to State, and finally to federal authorities, when required.

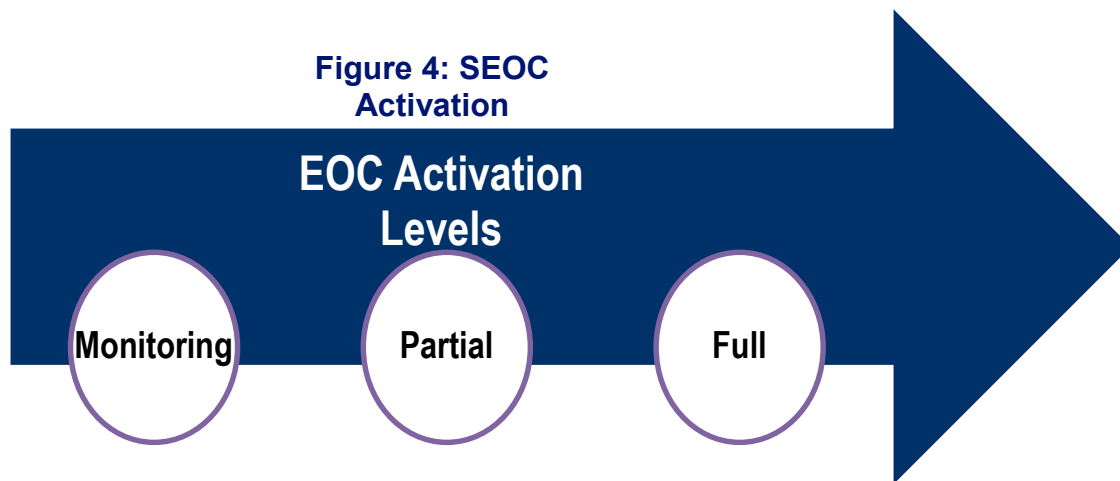
The Local EMD is responsible for maintaining a common operating picture and coordinating local response efforts. Primarily, this role encompasses two areas of coordination. First, the local EMD works with local responders to ensure internal cooperation and functional teamwork in support of the Incident Commander. Secondly, the local EMD arranges for outside assistance when the need arises and/or when requested by the Incident Commander, through mutual aid or through the Area Command structure or the Local EOC.

EOC Activation

Monitoring: The Local EOC not activated. Local Emergency Management Agency is at normal staffing and is monitoring situational awareness on a 24/7 basis.

Partial Activation: The Local EOC partially activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Partial activation staffing will be determined to meet the needs of the situation.

Full Activation: The Local EOC is fully activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Full activation requires 24-hour staffing in order to meet the needs of the situation.



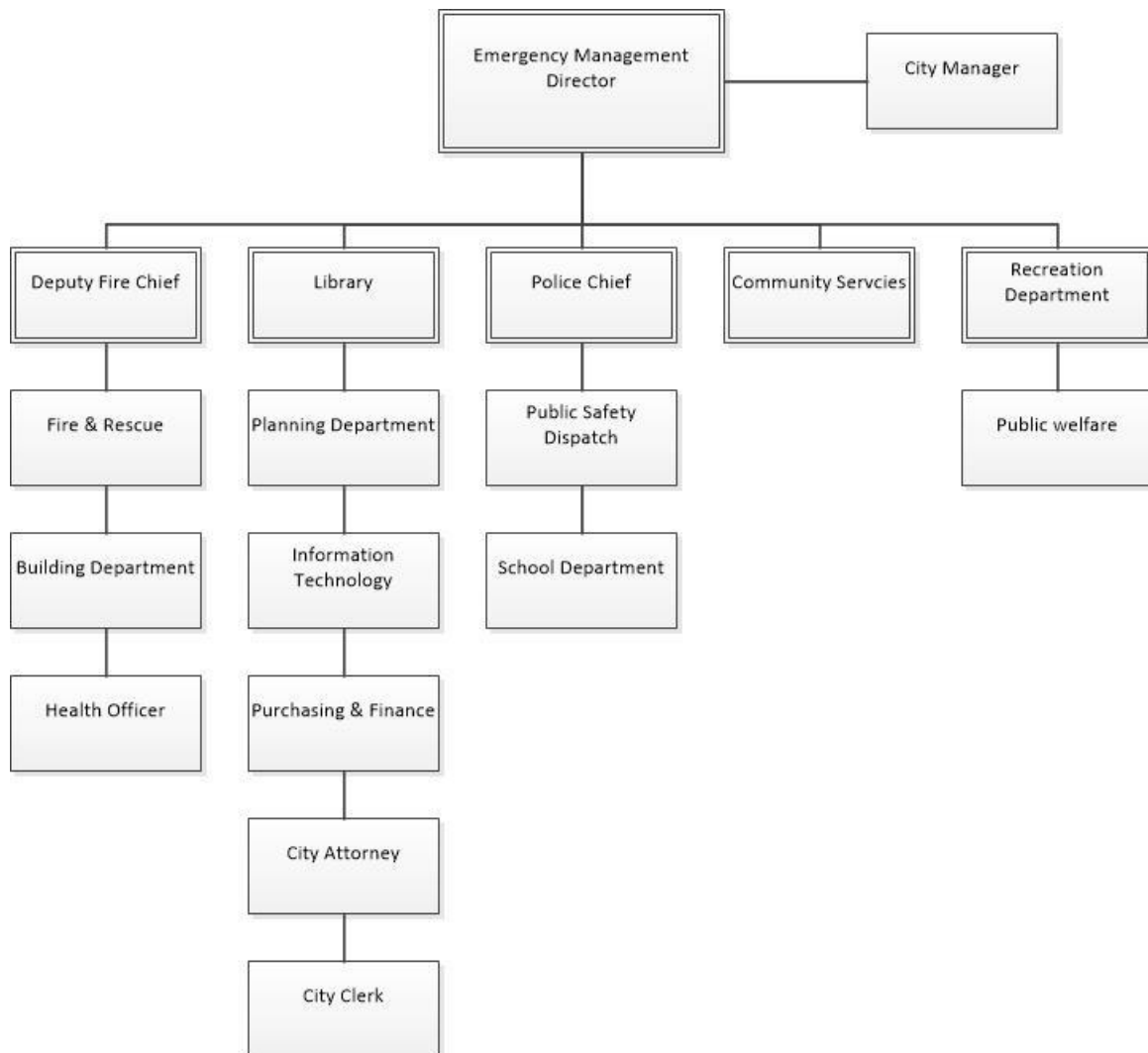
EOC Organization & Responsibilities

The Local EOC provides a central location from which Local government can provide interagency coordination and executive decision-making in support of incident response. The City of Dover EOC is organized in a traditional functional format. The EOC positions include all Lead ESF departments.

Command and Control

Command and Control is comprised of elements that provide direction and control of the emergency situation; ensures the response follows established SOPs/SOGs; and provides for a centralized EOC facility. The EMD or designee is the primary person assigned to the Command and Control Section of the EOC and will ensure the following:

1. Coordinate all emergency response functions in the EOC.
2. Establish and maintain a facility to be used as the EOC for centralized direction, coordination, and control of emergency operation.
3. Develop EOC activation/deactivation SOPs/SOGs, personnel staffing requirements, and functional operating procedures/guides.



EOC ORGANIZATIONAL CHART

Situational Awareness

The EOC utilizes multiple sources for situational awareness, including WebEOC, Information Technology, media outlets, video surveillance, social media, field report.

Chapter 5 CONTINUITY OF GOVERNMENT

The occurrence of a disaster or emergency could impede the ability of local government to function. This section includes a variety of activities designed to ensure the preservation of government, as it exists, and to continue the ability of local government to provide protection and essential services to the public.

Lines of Succession

Per Section C3-5 of the City Charter, “Vacancies occurring in the office of Councilor at any time shall be filled at a special election to be called by the City Council. Said election shall be held no later than 60 days following the creation of the vacancy....” Per Section C5-4 “If the City Manager is determined by a vote of a least six (6) members of the full Council to be temporarily incapacitated or unable to act for any cause or the Council determines that the office has become vacant, an Acting City Manager shall be appointed by a majority vote of the Council and shall serve until such time as the Council shall appoint a new City Manager.”

Police and Fire maintain internal lines of succession, based upon rank. All other departments rely on existing organization charts for lines of succession.

Protection of Government Resources

The major thrust of an emergency operations plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze, and/or destroy the ability of State and local governments to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that the City of Dover establishes and maintains the capability to provide response and recovery functions during emergencies or disasters.

The Emergency Management Director is responsible for developing, maintaining, and exercising a COOP Plan for the City. The EMD is also responsible for ensuring that all departments, agencies, and offices develop, maintain, and exercise a COOP Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.

Chapter 6 TRAINING AND EXERCISES

Training is provided to prepare local emergency response personnel. It is designed to develop the knowledge, skills and abilities required in a disaster or emergency. Basic training that is recommended and provided includes ICS fundamentals and EOP orientation.

Exercises are conducted to evaluate plans and procedures used during actual emergencies and identify the need for Plan modifications and/or additional training. When properly integrated, training and exercising can improve the response and the delivery of emergency/disaster assistance to residents and visitors.

Training

Training is offered to local emergency management personnel in several categories. Each training opportunity is designed for specific disciplines and/or assignments and is delivered in the most convenient manner possible.

Exercises

The City of Dover does not have a formal Exercise Program, but has and will continue to participate in Homeland Security Exercise and Evaluation Program (HSEEP) exercises. Exercises vary in activities and resources. Some require simple preparations and execution, while others may be more complex and require greater efforts and resources. These exercises not only focus on the actions of participating personnel, but they also may reveal gaps in the planning or preparedness aspects of emergency management.

After exercises are completed an After-Action Report (AAR) should be developed that captures observations of exercise evaluators, or the findings of involved agencies and personnel. An AAR makes recommendations for improvements and often includes an Improvement Plan (IP). IPs identify specific corrective actions to be taken, assigns these actions to responsible parties and establishes target dates for action completion. All AAR's for exercises conducted by the City of Dover are kept on file with the Emergency Management Director.

Chapter 7 ADMINISTRATION

Interface with State and Federal

In most situations, requests for Federal assistance will be made through the local EOC to NH Homeland Security and Emergency Management (HSEM) then to DHS/FEMA. When incident requests exceed the capability of the State, with the approval of the Governor, the Command Staff will coordinate activities with the lead federal agency(ies) under the provisions of the National Response Framework (NRF).

Once the local EOC is activated, the EMD will notify the NH State EOC immediately at (800) 852-3792, or via WebEOC. Whenever possible, the EOC should establish contact to the State EOC via WEB-EOC at <http://www.nh.gov/safety/divisions/hsem/>.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease or otherwise for the use of equipment and services will be in accordance with law and procedures. The declaration of a State of Emergency by the Emergency Management Director may suspend selected rules and regulations that impede emergency response and/or recovery operations.

Local, State and International Mutual Aid agreements (EMAC/IEMAC, etc.) may also be activated as the situation warrants.

Expenditures and Record-Keeping

Each agency is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement. This should be in accordance with the established federal program guidelines or standard cost accounting procedures, if the latter is acceptable by the reimbursing federal agency.

During an emergency/disaster local government shall determine, as necessary, which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to emergency operations and recovery activities. Departures from normal methods should be stated in the State of Emergency declarations, or as specified in the EOP and its supporting documents.

Emergency response agencies will include provisions for documenting all disaster related expenditures using accepted accounting procedures. Such accounting documentation will support the City's request for supplemental assistance.

Consumer Protection

The NH Department of Justice (DOJ), Office of the Attorney General (AG), Consumer Protection and Anti-Trust Bureau will monitor emergency activities to provide protection to consumers. Complaints may be initiated by calling the Bureau at (603) 271-3641 or by filing a complaint electronically.

Protection of the Environment

All actions taken pursuant to repair and restoration by a government agency, individual, or private entity will comply with New Hampshire and Federal laws, rules and regulations regarding the environment. Additional requirements may be obtained from the New Hampshire Department of Environmental Services (DES).

Non-discrimination

Discrimination against persons on the basis of age, color, economic status, nationality, race, religion, sex, sexual preference or handicap in the administration of emergency services or disaster relief is prohibited. Complaints of discrimination in emergency operations or disaster relief will be made to the local emergency management organization for investigation and further action.

Emergency Responder Liability

Information concerning emergency responder liability within the State of NH is found in RSA Section 508:17-a *Agents Assisting Certain State Departments: Liability Limited*.

Chapter 8 PLAN DEVELOPMENT AND MAINTENANCE

Development

Each department/agency with emergency management responsibility is responsible for the development and maintenance of appropriate planning documents that address responsibilities assigned in this Plan including, but not be limited to: SOPs, implementing procedures and/or operational guidelines. The EMD will ensure appropriate distribution of the EOP and any changes thereto. Public access to portions of this Plan may be posted on the City's website.

Maintenance

This Plan is a living document and is the principal source of documentation concerning the jurisdictions emergency management activities. Overall coordination of this process will be performed by the Local Emergency Management Director (EMD) or designee.

1. The EMD will authorize and issue changes to this Plan, as necessary and until the Plan is superseded. The Plan will be reviewed annually and be subject to revision annually, unless disasters or other emergencies or other events dictate otherwise.
2. The EMD will be responsible for maintenance of this Plan, including revisions, as required. Authorized representatives may recommend changes and will provide information concerning capability changes that affect their emergency management responsibilities. Users, reviewers and other appropriate individuals may also recommend changes. AARs and similar feedback will be considered in the maintenance and update of the Plan.
3. Lead agencies are responsible for participating in the annual review of the Plan. The Emergency Management Director will coordinate review and revision efforts, and will ensure that the Plan is updated, as necessary, based on lessons learned during actual events, exercises, as well as changes in organization, technology and/or capabilities.
4. Agencies and organizations have the responsibility for maintaining annexes, appendices, SOPs, implementing procedures, job aids, notification lists and resource data to ensure prompt and effective response to emergencies. Agency resource data must be accessible to agency representatives at the Local EOC. These agencies/organizations are also expected to conduct and/or participate in training activities designed to enhance their ability to accomplish their responsibilities, as assigned by this Plan.

Critiques

Following each EOC activation, exercise, etc. in which this ESF has been activated, an After-Action Report (AAR) should be conducted by the Lead Agency with the appropriate Support Agencies. A Corrective Action/Improvement Plan should be developed and incorporated into the ESF response activities when updated. AARs should entail both written and verbal input from all appropriate participants, including field personnel. An evaluation of the IP or critique comments will provide additional opportunity for changes, additions or revisions of the EOP content.



ANNEX A – EMERGENCY SUPPORT FUNCTIONS

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Emergency Support Function #1:**TRANSPORTATION****Lead Agency:**

- Emergency Management Director

Support Agencies:

- Police Department
- Fire Department
- Community Services
- School Department
- Recreation Department

I. INTRODUCTION**A. PURPOSE**

The purpose of Emergency Support Function #1 – Transportation (ESF #1) is to provide the resources (i.e., human, technical, equipment, facility, materials, and supplies) to support emergency transportation needs during an emergency/disaster situation.

B. SCOPE

ESF #1 resources will be provided through requests directly to the local Emergency Operations Center (EOC). Resources may be obtained from local departments, contractors, vendors, suppliers, regional, State and Federal government, and public and private organizations. Resources obtainable by ESF #1 will be used to assist the following:

1. Monitoring, controlling and assessment of the transportation infrastructure.
2. Identifying and repair and restoration of damaged state transportation systems.
3. Coordinating vehicular traffic flow during an emergency situation.
4. Developing, maintaining and coordinating transportation routes for evacuation and surge including access to incident-specific critical sites, such as reception centers, shelter facilities, supply and medical distribution points.
5. Developing emergency refueling and maintenance facilities.
6. Evacuating persons from threatened areas or immediate danger, including those with access and functional needs, livestock, and household pets.
7. Logistical transporting of personnel, equipment, materials and supplies, including the management of transportation staging areas and assets.
8. Prioritizing and initiating emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the transportation infrastructure.
9. Assisting in the design and implementation, as requested, of alternate transportation services (mass transit, etc.). This may occur through use of bus company contracts, emergency medical services ambulances, agreements with air and rail, or other vendor provided support.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

The City of Dover is responsible for the management of transportation needs and will coordinate transportation requirements, excluding state and federal road systems that are not within their authority. The need for immediate restoration of the transportation system for response and recovery activities may exceed local capabilities and State and Federal governmental assistance may be required to supplement efforts.

An evacuation may be recommended when all or any part of the community is affected and may involve all or any portion of the population. A NH Supreme Court ruling on November 6, 2008 reaffirmed that Fire Officials have the right to require evacuations during an emergency. RSA 154:7, II(b) (2002) gives a fire department responding to a "fire, service call, or other emergency" authority to "order any persons to leave any building or place in the vicinity of such scene for the purpose of protecting such persons from injury or remove persons interfering with duties."

Major evacuation routes are:

- State Routes 4, 9, 16, 108, 155 and Spaulding Turnpike
- Interstate 95 (exit 5)

B. PLANNING ASSUMPTIONS

1. Most localized systems and activities will be hampered by damaged transportation infrastructure. There may be a shortage of fuel (NH DOT maintains fuel sites throughout the state).
2. Alternate routes may need to be established to bypass damaged infrastructure.
3. Large number of evacuees may need to be moved out of the impacted area. Specialized transportation/assistance may be needed to evacuate some of the individuals.
4. Evacuation of household pets may be required and will be coordinated with ESF #6 – Mass Care, Housing and Human Services. This effort may require specialized transportation assets.
5. Large numbers of evacuees from an impacted area may need to be accommodated.
6. Area transportation infrastructure/resources may be impacted. The damage may diminish the effectiveness and efficiency of the response and recovery efforts.
7. Temporary routes may need to be established for residents who are allowed to return to an evacuated area for a finite period of time.
8. Fixed or mobile maintenance may be needed for response vehicles.
9. Vehicles, equipment, etc. may need to be towed from evacuation routes.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. The EMD is responsible for coordinating ESF #1 activities in the EOC.
2. Status of committed and uncommitted resources is tracked during activation of the EOC.

3. Unified Command is used to manage assets in the field due to the number and variety of government and private sector organizations that may be involved.
4. The EOC and emergency responders shall meet the needs of Functional Needs Populations. This group includes people who do not have access to or cannot operate a motor vehicle due, but not limited to: disabilities, age, addictions, and legal restrictions. This group also includes, but is not limited to; individuals with developmental, medical, physical, or sensory disabilities, durable medical equipment and service animals. Most non-drivers and people from zero vehicle households can function independently once evacuated to safety. In general, close collaboration and the development of unique strategies to meet the needs of these of transportation dependent people will occur.

IV. ORGANIZATION

1. Operational Facilities/Sites

ESF #1 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously (in-state or in another state through mutual aid). A listing of the teams and facilities through which ESF #1 may have to function follows:

- a. **Evacuation, Sheltering and Staging Areas** – In coordination with other ESFs, developing and maintaining transportation routes for evacuation and surge of populations. Identifying and maintaining routing from staging areas, reception areas, and shelters (human and animal). Identifying and maintaining special routing for special equipment, or other special needs that may occur prior to, during or after an incident.

V. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Ensure ESF #1 Agencies are sufficiently trained and capable of fulfilling responsibilities of ESF #1.
2. Developing, testing, and maintaining manual or automated listings of transportation resources.

B. RESPONSE ACTIVITIES

1. Assigning and scheduling sufficient personnel to cover an activation of the EOC for an extended period of time.
2. Providing updates and briefings for any new personnel reporting for ESF #1 duty.
3. Maintaining and updating WebEOC as appropriate.

C. RECOVERY ACTIVITIES

1. Assigning and scheduling sufficient personnel to assist the EOC during the recovery period.

VI. ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION:

ESF #1 Lead and Support Agencies activities include:

1. Maintaining and updating WebEOC as needed.
2. Accessing available and obtainable transportation resources. The committed and uncommitted status of such resources is continuously tracked during an activation of the EOC.
3. Providing available resources including specialized transportation and personnel, vehicular traffic management and control devices and signage, motor vehicles of all types, repair/service, refueling, parking, storage and staging facilities, mapping and communication capabilities, equipment and personnel for fulfilling ESF missions.
4. Notifying organizations of any pertinent information that may impact the ability of the appropriate ESF to carry out their missions/tasks including traffic flow information, highway/road closure or obstruction information and availability of engineering and fuel availability.

B. EQUIPMENT AND FACILITIES

The following is the transportation equipment and facilities pool from which certain and specific resources from the ESF #1 associated agencies are referenced and assigned. In addition, Appendix C contains a resource listing that includes ESF 1 equipment and resources.

1. Buses of various types and sizes, with drivers.
2. Passenger and utility vans, with and without drivers.
3. Trucks and/or trailers with drivers/operators. Vehicles to transport both light and complicated/heavy equipment/cargo.

VII. REFERENCES

- A. PLANS
None
- B. LISTINGS/MAPS
Traffic lights w/ generator capability
- C. MUTUAL AID AGREEMENTS
None

Emergency Support Function #2:**COMMUNICATIONS****Lead Agencies:**

- Public Safety Dispatch

Support Agencies:

- Emergency Management Director
- Fire Department
- Police Department
- Community Services
- City Manager
- Information Technology

I. INTRODUCTION**A. PURPOSE**

This ESF addresses the provision of communication resources and coordination to support local collaboration and information sharing. ESF #2 is also responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration and repair of some communication infrastructure.

B. SCOPE

The City's emergency function under this ESF consists of personnel and equipment, including local, state, federal, and volunteer resources essential to coordinate and disseminate information before, during, and after an impending or actual emergency.

II. SITUATION AND PLANNING ASSUMPTIONS**A. SITUATION**

Public Safety Dispatch is the hub for dispatching Police, Fire, EMS, Community Services and the EOC. Fire, EMS, Police and Community Services currently maintain radio networks for conducting day-to-day operations. Fire, and Police are equipped with interoperable radios to communicate with all mutual aid entities. There are plans to incorporate the school district into dispatch. The City utilizes the NH 911 Emergency Notification System (ENS) to provide emergency information to the public.

B. PLANNING ASSUMPTIONS

Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, and coordination between the local and State government and response agencies.

III. CONCEPT OF OPERATIONS**A. GENERAL**

ESF-Communications and Alerting manages and coordinates communications and alerting activities during existing or potential emergency conditions, using established communication organizations, processes, and procedures. Primary responsibility for the assessment and determination of communication requirements will rest with the Police Chief or designee along with the appropriate support agencies.

B. NOTIFICATION & ACTIVATION

Methods of alerting the public consist of:

- NH 911 Emergency Notification System
- Cable/TV
- Local Media Outlets
- City Website / Social Media
- Door to Door Notification

C. ORGANIZATION

The Police and Fire Department & Rescue Departments utilize Public Safety Dispatch for dispatching. The Police Department assigns a Communications Specialist to the EOC.

IV. PHASED ACTIVITIES**A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Public Safety Dispatch is responsible for maintaining dispatching capabilities for the Dover Fire and Police, as well as Rollinsford Fire.
2. The EMD will be responsible for maintaining the NH 911 ENS information for the City of Dover.

B. RESPONSE ACTIVITIES

1. Fire, EMS and Police will utilize their dispatching organizations for emergency response communications.
2. The EMD will prepare and activate NH 911 ENS public information messages.
3. Gathering and generating information that will be needed for periodic briefings, situation reports or the development of incident action plans.

C. RECOVERY ACTIVITIES

1. Assigning and scheduling sufficient personnel to assist the EOC during the recovery period.

V. ROLES & RESPONSIBILITIES**A. ACTIVITIES ASSOCIATED WITH FUNCTION:**

1. All ESF #2 lead and support agencies will provide available, trained personnel to serve as ESF #2 representatives in the EOC, as capable.
2. Providing real-time assessment of communication capabilities and infrastructure including damages, outages, repairs, etc.
3. Ensuring accessible communication methods for Functional Needs populations.
4. Public Safety Dispatch will maintain notification procedures and lists for Fire, Police, Community Services and other City Departments.
5. EMD will activate the E911 Emergency Notification System (ENS) as appropriate.
6. IT will support this ESF in disseminating information to emergency response personnel and the general public.
7. EOC to assign a HAM radio operator as necessary.

VI. REFERENCES**A. MUTUAL AID AGREEMENTS**

MOU Strafford County

Emergency Support Function #3:

PUBLIC WORKS AND ENGINEERING

Lead Agency:

- Community Services

Support Agencies:

- Emergency Management Director
- Fire Department
- Police Department
- Inspection Services

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function #3 – Public Works & Engineering (ESF #3) is to utilize the resources (i.e., human, technical, equipment, facility, materials, supplies) of local and state agencies and contractors to provide technical advice, evaluation, engineering services, contracting for emergency repair of dams, water and wastewater treatment facilities, potable water, emergency power, public land, and debris management in order to meet goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities during an emergency/disaster situation.

B. SCOPE

ESF #3 resources will be provided through requests directly to the local Emergency Operations Center. Resources may be obtained from local and state agencies, contractors, vendors, suppliers, and public and private associations or groups. Resources obtainable by ESF #3 will be used to assist with:

1. Identifying obstructions and damage to critical infrastructure and facilities (i.e., roads, bridges, water, electrical, natural gas, sewage, dams, hazardous materials and hazardous waste sites);
2. Repairing and restoring damaged critical infrastructure, facilities and public systems;
3. Facilitating demolition or stabilization of damaged public and private structures to support search and rescue and/or protect the public's health and safety; and
4. Developing and initiating emergency collection, sorting, disposal routes, and disposal sites for debris clearance from public and private property.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

The City of Dover is responsible for the management of public works and engineering needs within City boundaries, excluding state and federal government facilities that are not within their authority. Public Works services are coordinated by the Community Services Department. The City of Dover's Community Services Department is responsible for many of the day-to-day services residents depend on, including streets and roads,

recycling and trash pick-up, City facilities and grounds, wastewater treatment, engineering, environmental management, and fleet services. NH DOT maintains a district shed on Indian Brook Drive (including fuel for all City Departments. The City has one dam (Sawyer Mill Upper Dam) that is classified as high hazard. This dam has an Emergency Action Plan, which is on file with the EMD that includes response actions for imminent dam failure. Private sector entities incorporate their own emergency operations planning and facilities for damage restoration activities.

B. PLANNING ASSUMPTIONS

1. Most localized systems and activities will be hampered by damaged infrastructure and disrupted distribution and communications systems. There may be a shortage of fuel.
2. There may be a need for a significant number of personnel with engineering and construction skills and equipment.

III. CONCEPT OF OPERATIONS

A. GENERAL

This ESF will provide support to the local emergency response efforts following a disaster. Coordination will be maintained between local, state and federal officials as appropriate, in order to maximize efforts. This ESF will work closely with ESF #5, Emergency Management, in order to provide damage assessment information.

B. NOTIFICATION AND REPORTING

1. Notification

- a. Upon determination of an impending or actual incident requiring transportation capabilities, the EMD will request agency representatives to implement ESF activities from the EOC.
- b. WebEOC will be utilized to provide continuous situational awareness.

2. Event Reporting

- a. Lead and support agencies shall compile damage assessments and report to EMD.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Establishing operational needs for restoration of public works services during an emergency. Consulting with developed plans (or begin development of plans), for the distribution/assignment of specialized equipment and personnel.

B. RESPONSE ACTIVITIES

1. Coordinating debris removal, reduction, and disposal operation.
2. Providing for temporary construction of emergency routes necessary for passage of emergency response personnel, construction of firebreaks, etc. as requested.

C. RECOVERY ACTIVITIES:

1. Collect data for reimbursement, such as personnel hours, equipment and material used.

2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION:

1. Local damage assessment team to conduct damage and safety assessment.
2. Coordinate restoration of public infrastructure and utilities (i.e. water/sewer system).
3. Community Services will coordinate transportation activities with the EMD.
4. Provide equipment and personnel to implement public works function.
5. Provide emergency debris clearance to allow access for emergency personnel and equipment.
6. Collect status information and share with the Emergency Management Director such as:
 - a. Status of debris removal
 - b. Status of critical facilities
 - c. Status of emergency access routes
 - d. Unmet needs
 - e. Status of public utility restoration
 - f. Provide back-up power for all City facilities, including wells, pump station and traffic lights
 - g. Providing fleet maintenance

VI. REFERENCES

B. PLANS

None

C. LISTINGS/MAPS

None

D. MUTUAL AID AGREEMENTS

NH Public Works Mutual Aid

Emergency Support Function #4:**FIRE FIGHTING****Lead Agency:**

- Fire Department

Support Agencies:

- Police Department
- Community Services
- Public Safety Dispatch
- Recreation Department
- Inspection Services

I. INTRODUCTION**A. PURPOSE**

To provide a coordinated response of local resources for the mitigation of wildland fires, urban/rural fires, structural fires, and incidents of a magnitude that require the expertise of the firefighting community resulting from a natural, man-made or technological disaster.

II. SITUATION AND PLANNING ASSUMPTIONS**A. SITUATION**

Dover Fire & Rescue is a permanent organization of approximately 56 members headed by a full-time chief and is as well-equipped to perform its assigned functions as any community of comparable size. Dover Fire provides rescue, technical rescue, hazardous materials rescue and emergency services to the community. It is a member of the Community Fire Mutual Aid System, Seacoast Chief Fire Officers Association, and Interstate Emergency Unit Mutual Aid System. North End, Central and South End Stations. The Fire Department maintains Standard Operating Procedures (SOPS) for fire suppression and regularly trains its personnel in those procedures and coordination with other emergency services is standard procedure.

III. CONCEPT OF OPERATIONS**A. GENERAL**

1. The Dover Fire Department & Rescue is the primary agency responsible for local operations to mitigate the effects of urban and wildland incidents in the City.
2. Unified Command will be utilized when possible to manage ESF #4 assets.

B. NOTIFICATION

Upon notification of the Fire Department of an emergency requiring implementation of this EOP, the senior fire officer will request the EMD to activate and coordinate ESF activities from the EOC.

IV. PHASED ACTIVITIES**A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Maintain personnel and equipment in a state of readiness.
2. Monitor weather conditions that contribute to increased fire danger.

3. Develop procedure to protect public from fires, including evacuation strategies.

B. RESPONSE ACTIVITIES

1. Assign and schedule sufficient personnel during activation of this ESF.
2. Assess the situation and report to EOC, to include:
 - a. Impact and type of exposure to the affected population, including probable direction and time of travel of the fire (if wildland or rural);
 - b. Potential impact on human health, welfare, cultural resources, safety and the environment;
 - c. Types, availability, and location of response resources, technical support, and firefighting and cleanup services needed; and,
 - d. Priorities for protecting human health, safety, welfare, resources and environment.
3. Supporting fire investigation and inspections.
4. Assist in evacuation of individuals and animals in impacted areas.
5. Providing support for any Protective Action Requirements (PAR) the incident requires.
6. Providing monitoring of any contaminated areas and consult with appropriate support agencies to provide access and egress control to contaminated areas.

C. RECOVERY ACTIVITIES:

1. Collect data for reimbursement, such as personnel hours, equipment and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION

1. Contain wildland and urban fires.
2. Disburse personnel and equipment.
3. Implement existing operating procedures and mutual aid agreements.
4. Require evacuations per RSA 154:7 II(b).
5. Disseminate emergency warning to the general public.
6. Coordinate emergency transportation routes.
7. Monitor water supply for fire suppression.
8. Inspection of buildings.
9. Provide EMS, Technical Rescue and Hazmat response.
10. Provide inspection, code and enforcement of regulations.

VI. REFERENCES

A. MUTUAL AID AGREEMENTS

Seacoast Chief Fire Officers Mutual Aid District
 Interstate Emergency Unit Mutual Aid System
 Community Mutual Aid Association

Emergency Support Function #5: EMERGENCY MANAGEMENT

Lead Agency:

- Emergency Management Director

Support Agencies:

- Fire Department
- City Manager
- Information Technology
- Police Department
- Planning Department
- Community Services

I. INTRODUCTION

A. PURPOSE

The purpose of this ESF is to compile, analyze, and coordinate the collection of data relevant to injury, death and damage assessment in disaster areas.

B. SCOPE

The scope is the overall coordination and collection of data activities at the local EOC in order to formulate response and recovery actions. However, decision and assignment of resources are not executed in this ESF. The primary role of this ESF is to serve as a clearinghouse of information for all interested parties. It is also responsible for establishing and maintaining the message center and coordinating initial needs and damage assessment activities.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

Dover City officials are responsible for developing, coordinating, and implementing emergency response plans, including the activation of local mutual aid compacts. They are also responsible for the management of resource needs, excluding the instances when the State and/or Federal governments may exercise their respective authorities over issues related to State and/or Federal assets. The impact of an emergency may exceed the capabilities of local jurisdictions and the State, thus requiring assistance from the Emergency Management Assistance Compact (EMAC), International Emergency Assistance Compact (IEMAC), and the federal government to supplement efforts.

B. PLANNING ASSUMPTIONS

1. A significant disaster could severely damage the local area infrastructure.
2. A significant disaster could quickly overwhelm the ability and capabilities of the City to respond effectively, requiring state or federal support.
3. The local EOC is organized in accordance with the National Incident Management System (NIMS).

III. CONCEPT OF OPERATIONS

A. GENERAL

Typically, the activities of ESF- Emergency Management will commence once the local EOC is activated due to an emergency situation. In response to an incident, the following may occur:

1. Emergency responders at all levels of government will initially assess the situation to identify the response actions needed. The assessment will provide:
 - a. Gross assessment of disaster impacts including the identification of the boundaries of the damage areas, type and severity of the damages, including status of vital facilities.
 - b. Provide general assessment of the status of government operations.
 - c. Select or validate, as necessary, the operational status of critical facilities such as staging areas, mobilization centers, etc.
2. The assessment of the incident, if warranted, will be communicated to the EMD and/or EOC where it will be directed to the appropriate operational element needing the information.
3. The various support agencies will gather, disseminate, and transmit data to the primary agency. Emergency Management will collect, summarize, analyze, display, and disseminate critical elements to the operational support of the local EOC. Such elements include but are not limited to:
 - a. Boundaries of the disaster area
 - b. Social/economic/political impacts
 - c. Jurisdictional boundaries
 - d. Status of transportation system
 - e. Status of communications system
4. ESF-Emergency Management will develop situation reports using statistical, narrative, and graphic information from response and recovery operations, which provide an overall description of the situation.

B. NOTIFICATION AND REPORTING

In response to an event that would cause the activation of the local EOC, the EMD would normally initiate notification procedures.

C. ORGANIZATION

The EMD or Deputy EMD is the primary person assigned to the Command and Control Section of the EOC and coordinates City wide emergency response. The EMD will notify the appropriate ESF departments and request designate personnel to report the EOC. Annex B contains EOC guidelines that further define the function of the EOC.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Maintaining, reviewing and updating on a periodic basis, the staff's contact information for all agencies involved in emergency response and EOC activities.
2. Reviewing the After-Action Reports (AAR) and comments from previous incidents to develop and implement remedial strategies, as necessary.
3. Planning the location and use of any potential mobilization sites, staging areas and distribution points

B. RESPONSE ACTIVITIES

1. Activating the appropriate ESFs and agencies that may be required for incident response.
2. Maintaining operational status of the EOC.
3. Assigning personnel to staff the EOC.
4. Establish a briefing schedule (i.e. every 12 hours) and media briefing schedule.
5. Coordinating and documenting initial damage assessment including key resources and critical infrastructure, businesses and individual homes.
6. Working with ESF #15 for public notification activities including activation of the Emergency Notification System (ENS), as appropriate.

C. RECOVERY ACTIVITIES:

1. Coordinating local recovery strategies and activities.
2. Collect data for reimbursement, such as personnel hours, equipment and material used.
3. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION

1. Provide overall coordination of information and planning activities at the EOC.
2. Utilize EOC and ICS forms and checklists.
3. Conduct EOC briefings according to a predetermined schedule.
4. Provide support for all administration, management, prevention, planning, training, preparedness, recovery and mitigation/redevelopment activities associated with the local response.
5. Develop operating procedures, situational awareness reports, Incident Action Plans and Operating Goals to implement Preparedness/Response/Recovery/Mitigation functions.
6. Maintain and update WebEOC as needed.
7. Tracking expenditures, resources, personnel and equipment.

VI. REFERENCES

A. PLANS

Annex B - EOC Operating Guidelines and Checklist

B. RESOURCES

Seacoast Incident Management Team

Emergency Support Function #6:**MASS CARE, HOUSING, AND HUMAN SERVICES****Lead Agency:**

- Recreation Department

Support Agencies:

- Emergency Management Director
- Fire Department
- Police Department
- School Department
- Public Welfare

I. INTRODUCTION**A. PURPOSE**

The purpose of Emergency Support Function #6 – Mass Care, Housing, and Human Services (ESF #6) is to provide and coordinate Mass Care (human and household pet sheltering, feeding, and essential personal needs) during disasters or emergencies. Coordination of local, regional and State resources to meet the basic human needs of mass care, emergency assistance, and human services to populations impacted before, during, and after an emergency situation. ESF #6 includes the provision of sheltering household pets. Mass Care services are provided on a short-term basis and when a more long-term approach is required, activities will move into the Long Term Community Recovery plan.

II. SITUATION AND PLANNING ASSUMPTIONS**A. SITUATION**

1. The City of Dover will establish a temporary local emergency shelter at McConnell Center. If there is power outage, the Dover Middle School. If neither of these facilities are accessible the City will direct people to a shelter in Rochester.
2. Disasters or emergencies requiring activation of ESF #6 are affected by a number of factors to include evacuation displacing large numbers of individuals, families, and household pets, as well as functional needs population groups (e.g. disabled, elderly, and children) who have lost their immediate support. This can include tourists, students, and foreign visitors separated from loved ones by a sudden-impact disaster or emergency necessitating the need to be evacuated from affected areas.
3. In most emergency or disaster situations, there may be a sudden and prolonged need of the public for protection from the effects of the emergency. Sheltering, emergency assistance, short-term housing, mass care and feeding, basic human services and household pet sheltering may be required. Dependent upon the resources immediately available and/or proactive stance of local communities, careful coordination is needed to assure needs are met for the total population affected.

B. PLANNING ASSUMPTIONS

1. The number in need of shelter and mass care services is scalable depending upon the emergency.
2. Emergency situations may require the provision of short-term warming shelters, mobile feeding, etc.
3. All sheltering activity will be recorded and tracked (to the best of their ability) by the ESF #6 representative in the EOC in WebEOC.
4. Approximately 70% of all NH households own a pet. This implies during large-scale disasters, pet ownership may affect the behavior of large segments of the population at risk. During an emergency Volunteer NH Disaster Animal Response Team will work with local municipalities and/or the American Red Cross of NH to coordinate the activation and deactivation of household pet shelters.
5. Through public education, animal owners will know how to prepare themselves and their household pets for an emergency/disaster situation.
6. Service animals will stay with their handlers/owners in the shelter.
7. DHHS will coordinate with Volunteer NH to access support of other NGOs.

III. CONCEPT OF OPERATIONS**A. GENERAL**

1. The City of Dover will carry out emergency mass care of disaster victims. This may be accomplished through established local government organizations such as fire and police departments, health department, social services department, and voluntary organizations such as churches or the local American Red Cross.

B. NOTIFICATION AND ACTIVATION

1. Activation of this ESF #6 will be made by the Emergency Management Director.
2. The EMD will notify the State EOC of local shelter activation through WebEOC.

C. ORGANIZATION**1. Operational Facilities/Sites**

- a. **Reception and Sheltering Areas** – In coordination with other ESFs, identify and maintain routing information to/from reception areas, and shelters. Identify routing for special equipment, or other special needs that may occur prior to, during or after an incident.

IV. PHASED ACTIVITIES**A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Provide shelter training.
2. Plan and prepare notification systems to support this ESF #6.
3. Coordinate with public and private partners on preparedness activities.

B. RESPONSE ACTIVITIES

1. Prepare facilities for sheltering.
2. Coordinate feeding of shelter clients.
3. Provide emergency medical treatment and transportation.
4. Track the status of committed, and uncommitted shelter resources at the local EOC.

C. RECOVERY ACTIVITIES:

1. Coordinate with State and Federal agencies for assistance related to housing, loans and grants for individuals, etc.

2. Collect data for reimbursement, such as personnel hours, equipment and material used.
3. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION:

ESF #6 Lead and Support Agencies activities include:

1. Providing for adequate staffing, maintenance, supply, and equipment support for identified shelters.
2. Coordinating and directing the establishment and operation of mass feeding for impacted populations.
3. Providing resource support for the ESF #6 mission to include, but not limited to: housing and human service activities associated with quarantine and isolation procedures, as required.
4. Assisting in identifying and assessing the requirements for food, feeding, and critical emergency needs of the impacted population.
5. Providing mass feeding.
6. Assistance for clothing and basic essential items.
7. Replacing prescriptions lost in the disaster.
8. Providing Emergency first aid at shelters.
9. Assisting in providing information about federal and other resources available for additional assistance to the impacted population.
10. Providing bed and meal counts (excluding snacks) to the EOC.
11. Providing training to local officials and personnel in shelter management and other related disaster-relief programs and activities.

VI. REFERENCES

A. PLANS, PROCEDURES, ETC.

Annex C Shelter Operations

B. LISTINGS/MAPS

None

C. MOUs/LOAs

None

Emergency Support Function #7:**RESOURCE SUPPORT****Lead Agency:**

- Emergency Management Director

Support Agencies:

- Fire Department
- Police Department
- Community Services
- City Manager
- School Department
- Purchasing and Finance
- City Attorney
- Information Technology
- City Clerk
- Recreation Department
- Planning Department
- Public Safety Dispatch

I. INTRODUCTION**A. PURPOSE**

The purpose of Emergency Support Function #7 – Resource Support (ESF #7) is to provide logistical and resource support to local officials involved in local emergency response and recovery efforts that impacts the City. ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster.

B. SCOPE

ESF #7 provides or coordinates provision of services, equipment, and supplies to support the effective and expedient operations associated with a disaster or an emergency; and for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames.

When activated, resources will be provided through requests made directly to ESF #7 at the local EOC. As a primary course of action, ESF #7 will obtain resources through coordination with other ESFs, agency/state contractors, vendors, and suppliers. Resources may also be obtained from agency-related local, State, regional, national, public and private associations or groups.

II. SITUATION AND PLANNING ASSUMPTIONS**A. SITUATION**

The City of Dover will require such resources as are necessary to maintain essential industries and services, to support key personnel working within these facilities and to provide the citizens, both affected and unaffected by the emergency, with essential survival resources such as food, water, housing, medical care, fire and police protection, etc.

B. PLANNING ASSUMPTIONS

The City of Dover will expend resources at the local and regional (mutual aid) level prior to making a request from the State.

The EMD will maintain inventories and have a working knowledge of the resources readily available within their jurisdictions.

Documenting the time equipment was transferred, rented, leased or otherwise used, will be done by both the donating and receiving agency.

III. CONCEPT OF OPERATIONS**A. GENERAL**

1. All equipment requests and inventories will be made by utilizing NIMS Resource Typing to the greatest extent possible.
2. Mutual aid agreements will be activated and utilized prior to requesting ESF #7 activities from the State.

B. NOTIFICATION AND ACTIVATION

1. In response to an event that would cause for the activation of the local EOC and resource support, the EMD would initiate notification.

IV. PHASED ACTIVITIES**A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Maintaining personnel, listings and resource contacts in a state of readiness appropriate to existing and anticipated emergency conditions.

B. RESPONSE ACTIVITIES

1. Assessing impact and initial reports to identify potential resource needs.
2. Planning for and establishing relief resources to replace or rotate with committed resources for extended operations.
3. Establishing and maintaining a tracking and accounting system for all acquired resources, including management reports.

C. RECOVERY ACTIVITIES:

1. Collect data for reimbursement, such as personnel hours, equipment and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES**A. ACTIVITIES ASSOCIATED WITH FUNCTION**

ESF #6 Lead and Support Agencies activities include:

1. Coordinating requests for additional personnel, equipment and services.
2. Reporting Department resource shortfalls to the EOC.
3. Acquiring private resources as needed and authorizing the expenditures necessary for acquisition.
4. Implement mutual aid resources.
5. When local resources are exhausted resource requests will be reported to the State EOC

VI. REFERENCES

A. LISTINGS

Appendix C Resource List

B. MOUs/LOAs

Interstate Emergency Unit Mutual Aid System

Community Mutual Aid Association

Seacoast Chief Fire Officers Association

Police Department Mutual Aid

Public Works Mutual Aid

City Charter

Emergency Support Function #8: HEALTH AND MEDICAL

Lead Agencies:

- Emergency Management Director
- Health Officer

Support Agencies:

- Fire Department
- Police Department
- Community Services
- School Department
- Public Welfare
- Information Technology

I. INTRODUCTION

A. PURPOSE

The purpose of ESF-Health and Medical Services is to ensure the provision of comprehensive health, medical and/or human services to disaster victims, their families and response personnel and to coordinate the supplementation and support to disrupted or overburdened local health and medical personnel and facilities.

B. SCOPE

ESF #8's responsibilities include, but are not limited to: ensuring and coordinating local and state medical resources to supplement and support disrupted or overburdened local medical service personnel and facilities; to ensure continued provision of safe food and water supplies; to perform deceased identification and mortuary services operations (fatality management); to provide on-going behavioral health needs to victims, clients, and response workers; and relieving personal suffering and trauma, with a recognition of functional needs populations and the unique services they may require.

Activities associated with ESF #8 include (but are not limited to) the following:

- HEALTH AND MEDICAL CARE refers to emergency medical services (including field operations and first responders), resident medical and dental care, doctors, nurses, technicians, pharmaceuticals, supplies, equipment, hospitals, clinics, planning, and operation of facilities and services.
- PUBLIC HEALTH AND SANITATION refers to the services, equipment, and staffing essential to protect the public from communicable diseases and contamination of food and water supplies; development and monitoring of health information; inspection and control of sanitation measures; inspection of individual water supplies; disease vector and epidemic control; immunization; and laboratory testing.
- BEHAVIORAL HEALTH, to include crisis counseling and psychological first aid, refers to the professional personnel, services, and facilities to relieve mental health and/or substance abuse problems caused or aggravated by a disaster or its aftermath.
- DECEASED IDENTIFICATION AND MORTUARY SERVICES refers to the identification, registration, certification, and disposition of human remains.

- Chemical, Biological, Radiological, and Nuclear (CBRN) MONITORING/ACCIDENT ASSESSMENT/PROTECTIVE ACTIONS refers to the monitoring of chemical, biological, radiation and nuclear contamination, assessing the impact upon the population, food, water, and based on findings, making recommendations for protective actions to ensure the public's safety.
- MASS CASUALTY INCIDENT refers to any incident in which emergency medical service resources, such as personnel and equipment are overwhelmed by the number and severity of casualties.
- MASS FATALITY refers to an incident where the number of deaths overwhelms the capabilities of the Chief Medical Examiner's Office and local mortuary providers.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

In most emergency or disaster situations, there may be a sudden and prolonged need of the public for health and medical care. These resources must be temporarily realigned from established programs at the local, regional, or state level to provide such assistance. Careful coordination is required to avoid creating a decrease in care capacity in other areas.

Demand for skilled health professionals is often high in the aftermath of a disaster or emergency, stressing the entire healthcare system from patient transport to hospital-based medical care, and from pharmaceutical services to laboratory testing. Some incidents may also necessitate the need for fatality management.

Additionally, disasters impact populations of all types and with different functional needs. This necessitates a careful approach to ensuring access to health, emotional, and medical care for the "at risk" populations.

B. PLANNING ASSUMPTIONS

1. All emergencies/disasters have a public health related component, and problems related to health and medical can take multiple forms within an incident or be singular in nature.
2. The Chief Medical Examiner (OCME) is the State's Lead agency in a mass fatality incident.
3. The OCME must be contacted prior to the removal of any human remains from an incident scene.
4. During a mass fatality incident the OCME may have insufficient personnel, equipment and storage capacity to handle significant numbers of deceased individuals.
5. Depending upon the type and magnitude of the disaster, the safety of the food and water supply may be jeopardized. Likewise, the lack of sanitation services may pose a threat to the public from a communicable disease perspective.
6. CBRN incidents may require specialized response.
7. In radiological and other CBRN events, the extent of contamination must be defined and monitored, and assessments must be made on the impact to the public, food, water, and agriculture. Furthermore, protective actions (e.g. sheltering in place, evacuation) and decontamination strategies must be identified to ensure the public's safety and well-being. Refer to the City's Radiological Emergency Response Plan.

8. The population of persons with Functional Needs include, but is not limited to, those who are not self-sufficient or do not have or have lost adequate support from caregivers, family, or friends and need assistance with, but not limited to:
 - a. Activities of daily living such as bathing, feeding, going to the toilet, dressing and grooming;
 - b. Managing unstable, chronic, terminal, or contagious health conditions that require special observation and ongoing treatment;
 - c. Managing medications, intravenous (IV) therapy, tube feeding, and/or regular vital signs;
 - d. Medical readings;
 - e. Dialysis, oxygen, and suction administration;
 - f. Managing wounds, catheters, or ostomies; and,
 - g. Operating power-dependent equipment to sustain life.

III. CONCEPT OF OPERATIONS

A. GENERAL

The City of Dover has a responsibility to provide health and medical treatment for casualties caused by a disaster situation and to provide procedures for the handling of fatalities. The City of Dover is a member of the Strafford County Regional Public Health Network (SCRPHN) which is a collaborative of municipal and health and human service agencies in the region. SCRPHN has developed a regional plan to address public health emergencies, called the Regional Public Health Emergency Response Annex. This Plan is on file with the Dover Emergency Management Director.

When a Public Health Emergency has been declared, the Multi-Agency Coordinating Entity (MACE) will ensure each agency within the region provides resource and status information, and will coordinate the efforts of the local EOCs within the region. The local EOCs will be responsible for supporting the MACE in coordination, communications, resource dispatching and tracking, information collection, analysis and dissemination. In a public health emergency the local EOC and the MACE will maintain communication links and the MACE will maintain communications with the State EOC. The primary MACE location is the Rochester Fire Department. Requests to activate the MACE are made through the Rochester Communications Center at 603-330-7128.

B. NOTIFICATION AND ACTIVATION

1. This ESF is activated by the Emergency Management Director and/or the Health Officer. The EMD will notify appropriate departments and agencies.
2. As identified the MACE Annex of the SCRPHN Public Health Emergency Response Annex, activation of the MACE is triggered when:
 - a. More than one City is involved in a public health incident
 - b. City has incident and calls for assistance
 - c. State contacts region to open POD, ACS, NEHC
 - d. Threat outside region likely to affect our region
 - e. A regional shelter has been requested
3. The MACE is activated by calling the Rochester Communications Center.

C. ORGANIZATION

The SCRPHN serves as the Multi-Agency Coordination Entity (MACE) and coordinates local and regional resources during large-scale public health emergencies within the Strafford County Region.

IV. PHASED ACTIVITIES**A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Participate in preparedness activities with SCRPHN.

B. RESPONSE ACTIVITIES

1. Staff the Emergency Operations Center as appropriate to the needs of the emergency.
2. Enlist the support of local health officer, public health network, human service agencies and where appropriate state and federal agencies.
3. Where mutual aid or compacts exist, notify counterparts in neighboring towns and initiate any request for assistance that may be necessary.
4. Initiate the States Disaster Behavioral Health Response Team if appropriate.
5. If there is a public health emergency, the Dover EOC will communicate with and submit resources requests to the regional Multi Agency Coordination Entity.

C. RECOVERY ACTIVITIES:

1. Collect data for reimbursement, such as personnel hours, equipment and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

1. Coordinate public health emergencies with the MACE.
2. Provide emergency medical treatment functions.
3. Coordinate emergency public health and medical functions.
4. Assess the medical capabilities on hand.
5. Establish medical procedures for evacuees at the shelter(s).
6. Provide situational reports containing the number, type and severity of casualties to the EMD.
7. Perform all administrative and operational functions of the EMS Service.
8. Coordinate medical assistance with Wentworth-Douglass Hospital and other area Hospitals, if necessary.
9. Coordinate special population support.
10. Make requests for medical assistance, equipment, supplies and health manpower, as appropriate through the MACE.
11. Liaison with the state Health & Human Services department.

VI. REFERENCES

A. PLANS

Strafford County Region Public Health Network (SCRPHN) Public Health Emergency Response Annex is on file with the EMD.

B. MOUs/LOAs

None

Emergency Support Function #9:**SEARCH AND RESCUE****Lead Agencies:**

- Police Department
- Fire Department

Support Agencies:

- Public Safety Dispatch
- Community Services
- Inspection Services
- Recreation Department

I. INTRODUCTION**A. PURPOSE**

The purpose of Emergency Support Function #9 – Search and Rescue (ESF #9) is to provide assistance in the coordination and effective utilization of all available resources in the conduct of Search and Rescue (SAR), to include swift water and flood operations during an emergency/disaster situation.

B. SCOPE

Search and Rescue consists of two components:

- Rural and/or Wildland Search and Rescue activities include, but are not limited to emergency incidents involving missing persons, the recovery of victims, locating boats lost in or around inland and coastal waters, water rescue, swift water, flood recovery, locating individuals lost in forest or wildlands, locating downed aircraft, extrication, if necessary, and providing first-aid treatment to victims.
- Urban/Structure Search and Rescue is the process of locating, extricating, recovery, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by an emergency or hazardous event when they cannot remove themselves. Additionally, this may include swift water and flood recovery.

II. SITUATION AND PLANNING ASSUMPTIONS**A. SITUATION**

Search and Rescue (SAR) accounts for lost or trapped humans and household pets. The wide range of and easy access to outdoor recreational activities in the State and the large number of people who participate in those activities results in a significant number of people becoming lost and/or injured or killed every year. In addition, use of civil aircraft within the State continues to increase. The wildland – urban interface situation, which has greatly affected the fire services, has also impacted SAR. People become lost in wildland and suburban areas only a few minutes travel from their home. Additionally, weather related incidents often result in SAR as individuals are stranded, stuck or displaced by the effects of ice, snow, and other types of scenarios.

In addition, most structures in New Hampshire are not built to withstand the effects of major disasters including large, urban fires, seismic activities, building collapses due to heavy snowfall and flooding. Collapsing structures endanger individuals who are unable to escape, trapping them within the confines of the debris.

SAR operations are primarily initiated by local jurisdictions in accordance with local plans. NH Fish and Game has authority to "conduct search and rescue operations in woodlands and inland waters and to provide security at the sites thereof, and to enforce recovery of expenses under RSA 206:26-bb" according to NH RSA 206:26. Requests for additional resources, including special skills, expertise, or equipment are coordinated through requests to the State.

B. PLANNING ASSUMPTIONS

1. SAR missions will continue to increase as the population, recreational opportunities, and the wildland/urban interface continues to grow.
2. Missing persons are at risk from the elements or trapped in dangerous situations/structures and need to be located as soon as possible.
3. Some SAR activities will result as a request from and coordination with ESF #4 – Firefighting.
4. The various types and venues of search and rescue operations require the expertise, personnel and equipment of a variety of different agencies.
5. SAR missions may be required in incidents that occur quickly or develop over a period of time.

III. CONCEPT OF OPERATIONS

A. GENERAL

ESF-Search and Rescue, manages and coordinates the response of local search and rescue resources in response to any incident involving search and rescue operations. These include, but are not limited to, aircraft, collapsed buildings, urban, water and woodlands incidents. NH Fish and Game has authority to "conduct search and rescue operations in woodlands and inland waters and to provide security at the sites thereof, and to enforce recovery of expenses under RSA 206:26-bb" according to NH RSA 206:26.

B. NOTIFICATION AND ACTIVATION

In response to an event that would cause the activation of the local EOC, the EMD request would normally initiate notification procedures.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Maintain SAR resource contact information.

B. RESPONSE ACTIVITIES

1. Coordinate search and rescue operations.
2. Request activation of specialized mutual aid teams (i.e. Swiftwater, Urban SAR, etc.).
3. Collect and maintain situational information (i.e. Number of victims, unmet needs, allocated and requested SAR resources, etc.).

C. RECOVERY ACTIVITIES:

1. Collect data for reimbursement, such as personnel hours, equipment and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.
3. When it is determined that the emergency conditions have stabilized or are improving, the EMD shall determine the requirements to sustain the recovery efforts. Factors to be considered, but not limited to, are:
 - Identify specific areas that would sustain recovery efforts
 - Mobilization needs for resources, personnel and equipment.
 - Determine the coordination capabilities between local, state and federal officials to initiate recovery efforts.

V. ROLES & RESPONSIBILITIES

1. Advise dispatch to notify NH Fish and Game of SAR events.
2. Coordinate and provide collapsed building rescue.
3. Provide investigative services in missing persons cases.
4. Provide direction and control at the EOC.
5. Provide personnel, equipment and technical assistance.
6. Provide medical assistance in search missions.
7. Coordinate volunteers i.e. CERT and MRC.

VI. REFERENCES**A. PLANS**

None

B. MOUs/LOAs

Seacoast Chief Fire Officers Mutual Aid District

Police Mutual Aid Agreements with surrounding communities

Seacoast Emergency Response

Strafford County Regional Technical Operations Unit

Emergency Support Function #10: HAZARDOUS MATERIALS

Lead Agency:

- Fire Department

Support Agencies:

- Emergency Management Director
- Police Department
- Community Services
- Public Safety Dispatch
- Health Officer

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function #10 – Hazardous Materials (ESF #10) is to provide local support in response to, and management of, an actual or potential release of hazardous materials, and oil spills from a natural, manmade, technological disaster, or a terrorist event. ESF #10 also promotes coordination between federal, state and local governments and the private sector during a hazardous material incident.

B. SCOPE

The local scope under this function shall include actions taken through the application of equipment, and technical expertise to control and contain HazMat incidents during response and recovery. The regional scope includes the Seacoast Technical Assistance Response Team (START) in containment of HazMat incidents. The N.H. Dept. of Safety, Division of Fire Safety (DFS) is the State Lead Agency for ESF #10, but it is recognized that, the Department of Environmental Services (DES) has significant responsibilities, expertise and resources and upon concurrence with DFS may assume the responsibilities of the Lead Agency. Pursuant to its authority under RSA 146-A:4, for incidents involving oil spills that threaten surface water or groundwater, DES will serve as the Lead Agency with respect to cleanup operations. ESF #10 also has significant responsibility in incidents involving radiological materials. Certain strategies, activities and responsibilities for these types of events are outlined in the local Radiological Emergency Response Plan (RERP).

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

The City of Dover is host to major State and Federal roadways and railways which pose a major threat because of the volume and variety of hazardous materials being transported over them.

For purposes of this appendix, the following definitions apply:

- “Hazardous Materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP. Hazardous materials include chemical, biological, radiological, nuclear or explosive substances, whether accidentally or intentionally released

- “Oil” means petroleum products and their by-products of any kind, and in any form including, but not limited to, petroleum, fuel, sludge, crude, oil refuse or oil mixed with wastes and all other liquid hydrocarbons regardless of specific gravity and which are used as motor fuel, lubricating oil, or any oil used for heating or processing. The term "oil" shall not include natural gas, liquefied petroleum gas or synthetic natural gas regardless of derivation or source; (RSA 146-A:2).

B. PLANNING ASSUMPTIONS

1. Local government has the responsibility for the protection and well-being of its residents and visitors. However, owners and operators are responsible for response, containment and cleanup. Consequently, local governments, through the designated response agencies, will respond to hazardous material incidents of all types and sizes; make initial assessments as to the severity/magnitude of the situation; and take appropriate first responder protection measures to prevent loss of life, minimize injuries, and property damage.
2. ESF #10 will utilize established HAZMAT organizations, processes, and procedures.

III. CONCEPT OF OPERATIONS

A. GENERAL

Unified Command will be used to manage ESF #10 assets in the field due to the number and variety of government and private sector organizations that may be involved.

B. NOTIFICATION AND ACTIVATION

The Fire Department will initiate activation of this ESF.

1. Upon notification of an incident, the Dover Fire Department will be requested to activate and coordinate ESF Hazardous Materials.
2. The Fire Department will implement existing operating guidelines, mutual aid agreements, vendor contracts, and notifications as outlined within existing protocols.
3. Deployment of personnel and resources will take place in accordance with established mobilization guidelines.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Preparing an inventory of existing threats using Superfund Amendments and Re-Authorization Act (SARA) Title III, Tier II information.
2. Maintaining personnel and equipment in a state of readiness.
3. Assuring response personnel obtain appropriate training.
4. Based upon hazardous conditions, conducting hazardous materials incident prevention and safety education activities for the public.

B. RESPONSE ACTIVITIES

1. A Fire Department designee will locate at the local EOC as soon as possible after notification.
2. Assisting in evacuation of individuals and animals in impacted area
3. Providing personal protective equipment recommendations, as the incident requires.

4. Determine initial and ongoing activities through established intelligence gathering procedures.
5. Ensure that communications interoperability is established and maintained with local command and control, primary agencies, support agencies, regional HazMat teams, state and federal counterparts, and others as deemed necessary according to existing procedures.

C. RECOVERY ACTIVITIES:

1. Initiation of recovery operations will occur when feasibly possible and will follow prescribed HazMat response operation protocols.
2. Collect data for reimbursement, such as personnel hours, equipment and material used.
3. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

1. Ensure the use of National Incident Management System (NIMS) and Incident Command System (ICS) during all HazMat incidents.
2. Coordinate with ESF-Transportation and ESF-Public Works and Engineering, during HazMat scenarios involving transportation incidents.
3. Monitor contamination of water and sewer systems.
4. Coordinate the provision of site security and access control during HazMat operations.
5. Provide and assist in the evacuation of areas impacted by HazMat incidents.
6. Ensure the health and safety of emergency responders and volunteers.
7. Disseminate recommendations for personal protective actions.
8. Collect and maintain the following ESF status information and coordinate with ESF-Information and Planning to ensure inclusion into the Situation Report (SITREP):
 - a. Status of local and regional HazMat response activities (i.e., containment, cleanup and disposal).
 - b. Status of evacuation or Shelter-in-Place orders and personal protective actions.
 - c. Staffing and resource capabilities and shortfalls.
 - d. Unmet needs (staff, equipment, etc.)
 - e. Allocation of HazMat resources.
 - f. Status of operation facilities (i.e. staging areas, fixed/mobile command posts)
 - g. Plume modeling information.
 - h. Coordinate with ESF-Health and Medical Services the health and safety of response personnel.

VI. REFERENCES

A. PLANS

City of Dover Radiological Emergency Response Plan

B. MOUs/LOAs

Seacoast Technical Assistance Response Team (START)

Seacoast Chief Fire Officers Mutual Aid District

Interstate Emergency Unit Fire Mutual Aid System

Emergency Support Function #11:

AGRICULTURE, CULTURAL AND NATURAL RESOURCES

Lead Agency:

- EMD

Support Agencies:

- None

The purpose of Emergency Support Function #11 – Agriculture, Natural and Cultural Resources (ESF #11) is to support State and local authorities' efforts to respond to incidents caused by all-hazards, including: providing evacuation of livestock, controlling and eradicating outbreaks of highly contagious or economically devastating animal or zoonotic diseases (i.e. transmitted between animals and people); coordinating with ESF #6 – Mass Care, Housing and Human Services and ESF #8 – Health and Medical to ensure the safety and security of the commercial food supply; protecting natural and cultural resources; and providing for the safety, of livestock during an emergency.

The City of Dover does not include ESF 11 in its Emergency Operations Plan, due to the lack of risk. If the need arises, the Emergency Management Director will coordinate with the State Department of Agriculture.

Emergency Support Function #12:**ENERGY****Lead Agency:**

- Emergency Management Director

Support Agencies:

- Fire Department
- Police Department
- Community Services
- Public Safety Dispatch
- City Manager

I. INTRODUCTION**A. PURPOSE**

The purpose of Emergency Support Function #12 – Energy (ESF #12) is to provide a coordinated response in the restoration of energy services, support emergency response and recovery efforts, and normalize community functions in a disaster area. Support includes, but is not limited to, assessing energy and non-energy utility system damages as well as supplies and requirements to restore such systems and obtaining information on deliverable fuels, supplies and infrastructure.

B. SCOPE

ESF #12's primary responsibility is to closely coordinate with regulated fuel (electric, natural gas) utilities and non-regulated, deliverable fuels such as fuel oil, propane gas, kerosene, and transportation fuel utilities operating in the state to ensure the integrity of energy supply systems are maintained during emergency situations; that any damages incurred are repaired; and that services are restored in an efficient and expedient manner.

II. SITUATION AND PLANNING ASSUMPTIONS**A. SITUATION**

Damage to an energy system may have a rippling effect on supplies, distribution, or other transmission systems. ESF #12 oversight includes the transporting, generating, transmitting, conserving, building, and maintenance of energy system components.

B. PLANNING ASSUMPTIONS

1. The occurrence of a major disaster could destroy or damage portions of the state's energy and non-energy systems as well as interfere with energy supplies.
2. Widespread and prolonged electric power failures have occurred in past major disasters and may lead to public and private infrastructure impacts that could severely compromise public safety and jeopardize lives.
3. The transportation, media and telecommunications infrastructure may be impacted.
4. The private sector normally takes the lead in the rapid restoration of infrastructure related services after an event. Appropriate entities of the private sector are integrated into ESF #12 planning and decision-making processes.

5. Owners and operators of private, and public utilities systems shall be responsible for the maintenance and activation of emergency response plans for appropriate allocation of resources (personnel, equipment and services) to maintain or restore utility service under their control.

III. CONCEPT OF OPERATIONS

A. GENERAL

This ESF, following a disaster and once activated, will assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration.

B. NOTIFICATION AND ACTIVATION

Upon determination by the EMD of an impending or actual Energy incident requiring evacuation capabilities or posing a significant threat to the City of Dover, the EMD will request agency representatives to activate from the EOC.

C. ORGANIZATION

This ESF will coordinate closely with local, state, federal and private utility and fuel industry officials to establish priorities to repair damaged facilities, and to coordinate the provision of temporary, alternate or interim sources of emergency fuel and power.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Monitoring weather and hazardous conditions that contribute to increased danger to the public health and safety.
2. Developing and maintaining a database of locations and contact information for ESF #12 resources.

B. RESPONSE ACTIVITIES

1. Assessing the situation, as requested, to include:
 - a. Impact of incident upon energy system damages and requirements for restoration;
 - b. Energy supply and demand;
 - c. Response and recovery needs of impacted systems;
 - d. Plans to assist federal, state, local and private sector officials in establishment of priorities to repair damage to infrastructure; and,
 - e. Restoration priorities and schedules established. 5Identify activities for this ESF in this stage of emergency management.
2. Providing safety information for the public in coordination with PIO.

C. RECOVERY ACTIVITIES:

1. Collect data for reimbursement, such as personnel hours, equipment and material used.
2. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

1. Determine the energy status of affected areas.
2. Determine possible energy needs for response.
3. EMD to coordinate the energy needs and status for the City.
4. Prioritize resource requests and allocations.

5. Determine priority restoration for critical facilities
6. Provide for the safety of personnel.
7. Provide back-up power and communications.

VI. REFERENCES

A. PLANS/LISTS

Get list of and access for webcams in city & schools.

Add well locations and account #s (include priority of phone lines for SCATA.

B. MOUs/LOAs

None

Emergency Support Function #13: PUBLIC SAFETY AND LAW ENFORCEMENT

Lead Agency:

- Police Department

Support Agencies:

- Public Safety Dispatch
- Fire Department
- Community Services
- Emergency Management Director

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function #13 – Public Safety and Law Enforcement (ESF #13) is to establish procedures for the command, control and coordination of all State law enforcement personnel and equipment to support local law enforcement agencies and state activities during emergencies.

B. SCOPE

Local law enforcement officials are responsible for enforcement of laws, traffic control, investigation of crimes, and other public safety activities within their jurisdictions. State assets which may be committed are primarily those of the Department of Public Safety, Division of State Police, Office of the Fire Marshal, Marine Patrol, Department of Resources and Economic Development (DRED), Department of Fish & Game, Office and the Department of Corrections, NH State Liquor Commission with support from several other state departments/agencies. Upon request, the N.H. National Guard may also accept some security activities.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

The Dover Police Department has approximately 55 members. The Police Chief serves full-time and is the operational and administrative head of the department. It is as well-equipped as any community of comparable size. The Police Department has Standard Operating Procedures (SOPS) for normal operations in all areas of law enforcement and it may give mutual aid assistance to neighboring communities or receive assistance from those communities, the Strafford County Sheriff's Department and/or New Hampshire State Police. The Police Station has emergency back-up power.

When an emergency situation is anticipated or occurs, the Public Safety Dispatch will dispatch sworn personnel from the Dover Police Department to the affected area to establish mutual aid liaisons and respond to the incident. Those personnel will coordinate any requests for additional law enforcement resources (local, county or State) from within the affected area).

B. PLANNING ASSUMPTIONS

The Dover Police Department and support agencies will coordinate with all supporting departments/agencies, municipalities, districts, mutual aid compacts and state and federal organizations who may support ESF #13 to ensure operational readiness prior to, during or after an incident, emergency, or disaster. The emergency may require HAZMAT, Search & Rescue, investigations and other specialized responses that may rely upon assistance from ESF #13.

III. CONCEPT OF OPERATIONS**A. GENERAL**

The Chief of Police is responsible for law enforcement activities within the City of Dover and will retain incident command and control. Some incidents may require Unified Command with the Dover Fire Department. When state law enforcement personnel and equipment are committed, a member of the NH State Police (NHSP) will be assigned to coordinate state activities with the local law enforcement officer in charge.

B. NOTIFICATION AND ACTIVATION

Upon notification of an impending emergency, the Police Chief or his designee may authorize the following functions:

- Begin call-up of off-duty police personnel
- Notify the City Manager and the Emergency Management Director of the state of readiness and request outside assistance, if necessary
- Report to the EOC when directed by the Emergency Management Director
- Disburse personnel and equipment to strategic locations or in concert with EOC decisions.

IV. PHASED ACTIVITIES**A. PREVENTION/PREPAREDNESS ACTIVITIES**

1. Provide trained personnel.
2. Establish operational protocols and procedures for law enforcement and security services.

B. RESPONSE ACTIVITIES

1. Assessing the situation, as requested, to include:
 - a. Potential impact on human health, welfare, cultural resources, safety and the environment;
 - b. Types, availability, and location of response resources, technical support, and firefighting and cleanup services needed; and,
 - c. Priorities for protecting human health, safety, welfare, resources, environment.
2. Supporting requests for investigations and inspections as needed.
3. Assisting in evacuation of individuals and animals in impacted areas.
4. Providing public safety and law enforcement information for the public in coordination with PIO/JIC.
5. Assisting, as requested, to help provide temporary access/egress and security of critical facilities/key resources (as requested) and emergency routes as necessary for passage of emergency response personnel and evacuees or surge populations.
6. Assisting with security for response personnel, as requested.

C. RECOVERY ACTIVITIES:

- D. Collect data for reimbursement, such as personnel hours, equipment and material used.
- E. Identify and track any lost or damaged equipment and record any personnel injuries or equipment accidents.

V. ROLES & RESPONSIBILITIES

- 1. Provide necessary law enforcement services.
- 2. Provide emergency crowd and traffic control.
- 3. Assist in public warning and alerting procedures.
- 4. Activate law enforcement mutual aid.
- 5. Activate Strafford County Tactical Operations Unit (SCTOU)

VI. REFERENCES

A. MOUs/LOAs

The Police Department maintains mutual aid agreements with all contiguous towns, Strafford County Sheriff's Department, NH State Police and Strafford County Tactical Operations Unit.

Emergency Support Function #14: VOLUNTEERS AND DONATIONS

Lead Agency:

- Emergency Management Director

Support Agencies:

- Fire Department
- School Department
- Purchasing and Finance
- Recreation Department
- Library
- Public Welfare

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function #14 – Volunteer and Donations Management (ESF #14) is to facilitate and coordinate communication and activities of volunteers and voluntary agencies responding to a declared state emergency, and to describe the processes used to ensure the most efficient and effective recruitment and use of unaffiliated volunteers, unaffiliated organizations and unsolicited donated goods, services and monies to support organizations prior to, during and after incidents/emergencies requiring a state response. The primary function of the agencies associated with ESF #14 is to coordinate the provision of donated resources to meet the needs of the impacted area during a state response.

B. SCOPE

ESF #14 provides the coordination and delivery of volunteer efforts, organizations and donations by facilitating the expeditious delivery of donated goods, services and funding available within the network of New Hampshire Voluntary Organizations Active in Disaster (NHVOAD) agencies.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

A significant natural or man-made event beyond the capability of local jurisdictions to respond may result in an impact on local manpower and resources necessitating an organized recruitment effort, and/or an overwhelming public response that may require an organized utilization and coordination of volunteers and donations. Preplanned volunteer and donations management strategies will reduce problems associated with spontaneous, unaffiliated volunteer response, identifying sources for specialized volunteer needs and assist in the coordination of offers of unsolicited goods and services.

The City of Dover should coordinate with voluntary agencies, community and faith-based organizations, volunteer centers, and private-sector entities through local Citizen Corps Councils and local or Community Voluntary Organizations Active in Disasters (VOADs) to

participate in preparedness activities, including planning, establishing appropriate roles and responsibilities, training, and exercising. A primary responsibility is coordinating local resources and establishing a structure responsible for receiving, recruiting, tasking, training and employing the full range of goods and services that may be donated and/or required during an emergency.

B. PLANNING ASSUMPTIONS

1. Once emergency conditions are known, individuals and relief organizations from inside and outside the impacted area will begin to collect materials, funds and supplies to assist the devastated area.
2. Individuals and organizations will feel compelled to go to or donate to the area with offers of assistance. Similarly, the impact of the emergency will be such that current resources are overwhelmed and services will be sought from outside sources. When these situations occur, a need for an organized response is imperative. Multiple collection and distribution/staging areas may be required.
3. Non-useful and unwanted donations should be expected. These items would include but are not limited to; unsorted or dirty clothing, used mattresses, highly perishable or outdated food products and worn out or cast-off items. To prevent an overabundance of these items, coordination through Volunteer NH is essential. In the event that these items need to be disposed of, the State of NH will assist in the provision for proper disposal.
4. Local volunteer resources will experience a deficit in some, if not all areas. This will necessitate state and possibly federal assistance.

III. CONCEPT OF OPERATIONS

A. GENERAL

A coordinating group comprised of the Recreation Department, School representatives, voluntary organizations and State agencies will be activated to facilitate the provision of volunteers and donations based on assessed needs.

B. NOTIFICATION AND ACTIVATION

Upon determination by the EMD of an impending or actual incident requiring the use of volunteers or donations, the EMD will request agency representatives to report to the EOC.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Identify processes for volunteer recruitment, donation receipt, tracking and acknowledgement.
2. Identify prospective staging areas for volunteers and donations.

B. RESPONSE ACTIVITIES

1. Determine volunteers and donation needs and available resources
2. Maintaining accurate records of all volunteers utilized.
3. Maintain log of volunteer and donation actions.

C. RECOVERY ACTIVITIES:

1. Once recovery efforts have been initiated, this ESF will assist, coordinate, and facilitate volunteer and donation needs. Those requirements would include but are not limited to personnel and donated items.

V. ROLES & RESPONSIBILITIES

1. Conduct just-in-time training for volunteers.
2. Manage a system to log, track and assign volunteers.
3. Coordinate with the EMD to request/delegate volunteer resources.
4. Ensure the sanitation of donated items.
5. Credential volunteers, as required.
6. Community Emergency Response Team (CERT) is activated through Strafford County Dispatch.

VI. REFERENCES

A. MOUs/LOAs

None

Emergency Support Function #15:**PUBLIC INFORMATION****Lead Agency:**

- Emergency Management Director

Support Agencies:

- Fire Department
- Police Department
- Community Services
- Public Safety Dispatch
- City Manager
- Health Officer
- School Department
- Information Technology

I. INTRODUCTION**A. PURPOSE**

The purpose of Emergency Support Function #15 - Public Information (ESF #15) is to disseminate information on emergencies to the general public through the media. It is concerned with information in which local governments have requested State assistance, to coordinate, prepare and disseminate all emergency-related information through the media and other communication vehicles, including through public information lines established in support of the emergency.

ESF #15 must develop and implement strategies:

- Instilling confidence in the community that all levels of government are working in partnership to restore essential services and help individuals begin to put their lives back together;
- Working with the media to promote a positive understanding of federal, state and local response, recovery and mitigation programs;
- Providing all target markets with equal access to timely and accurate information about disaster response, recovery and mitigation programs;
- Managing expectations so that disaster victims have a clear understanding of all disaster response, recovery and mitigation services available to them; and
- Supporting local efforts to reach disaster victims with specific program information.

B. SCOPE

ESF #15 is responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, establishment of a Joint Information System and Center and oversight of public inquiry lines established in or for the support of emergency management activities.

Support includes, but is not limited to: serving as the official spokesperson (when designated) concerning emergency management activities and involvement in emergency response and recovery operations; serving as the primary point of contact for the media and public; overseeing the Joint Information System (JIS), including the Joint Information Center (JIC); and coordinating community relations/outreach efforts as part of the City's emergency preparedness, response and recovery operations.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

During a disaster or emergency, the means of dispersing public information to affected populations may be severely affected by overwhelming demand and/or damage to local media or infrastructure caused by a disaster. State assistance may be required to supply critical information. In addition, information circulated by others may often be vague, erroneous, or contradictory. The public will demand information in order to evaluate their situation, make appropriate plans for response and to lessen the anxiety that may occur. The development and dissemination of appropriate information is not only important for affected populations but also those outside the impacted area seeking information on loved ones possibly involved in the incident or to determine ways in which they may help.

B. PLANNING ASSUMPTIONS

1. The public needs timely and accurate information for protection of life and property during preparedness for, response to and recovery from a disaster or emergency situation.
2. The level of preparedness will affect the public's perception of the emergency or disaster. Tourists will feel particularly vulnerable if they are unaware of the hazards or planned responses of the area.
3. The event may require numerous responding agencies to provide instructions and information. A comprehensive and collaborative approach to information sharing is vital.
4. The State may start or engage a current public information system to augment or enhance local capabilities or when requested by a local agency. A joint information system (JIS) may be initiated by the state to report on the State's preparedness, response, recovery and/or mitigation activities.
5. Preservation of life and property may hinge upon instructions and directions given by authorized State officials.
6. Establishing and maintaining an effective rumor control mechanism will help clarify emergency information to the public.
7. Some events can bring many reporters, photographers, and camera crews into the area which will create a heavy demand upon the emergency public information organization. All emergency workers should be instructed to refer inquiries to public information staff.
8. The public will utilize various venues to gather information including internet and social media outlets.
9. Some incidents will attract interest from government officials and other VIPs. A coordinated approach to meeting the needs of the VIPs and the responding agencies can best be accomplished by scheduling visits through the Joint Information Center. Detail any planning assumptions specific to this ESF.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Public Information will be coordinated through the Emergency Management Director at the EOC. If a Joint Information Center is established, public information will be provided through that facility.
2. Agencies involved in the response should assign one lead representative to coordinate information from their agency with other PIO members.
3. Public information and messaging should be made available to all populations, including those with functional or specialized needs. Alternate strategies will need to be developed to ensure these populations receive the most current and critical information in a timely manner.

B. NOTIFICATION AND ACTIVATION

The target audience for emergency public information messages consists of people directly affected by the emergency. First priority should be given to providing information needed immediately for the protection of life and property, such as evacuation routes and sources of emergency assistance. But more general information regarding what is going on and what is being done to remedy the situation also needs to be provided to the public via the news media.

IV. PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. Provide Public Information Officer training and materials for PIO candidates.
2. Identify available methods of communication to all populations.
3. Explore information strategies including internet and social media.
4. Maintain a list of media contacts.
5. Prepare pre-scripted materials

B. RESPONSE ACTIVITIES

1. EMD activate public warning systems through the State Emergency Notification System (ENS) and local media outlets, social media and Dover Alert.
2. During public health emergencies, coordinate with the MACE to establish a Joint Information Center.

C. RECOVERY ACTIVITIES:

1. Continue to coordinate PIO activities with support and partner agencies as necessary.

V. ROLES & RESPONSIBILITIES

1. Provide trained personnel to serve as representatives at the EOC and for the PIO role.
2. Prepare news releases to be approved by EMD and other involved agencies.
3. Implement public information messaging for all populations utilizing available City, regional and state resources.
4. Support in the development of situation reports.
5. Provide subject matter experts as needed.
6. Schedule media briefings, and identify an appropriate location for media briefings.

VI. REFERENCES

A. LISTINGS

Media Contact in Appendix C Resource List

B. MOUs/LOAs

AR6-6 Communications Policy



Annex B
Emergency Operations Center
Guidelines and Checklists

INTRODUCTION 1

EOC OPERATIONAL LEVEL 1

EOC ACTIVATION PROCEDURES 2

EOC BRIEFING GUIDELINES 7

CHRONOLOGICAL EVENT LOG 8

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INTRODUCTION

This Annex outlines the sequence of steps for activating the EOC, depending on the threat. Note that many steps will apply whenever you decide to activate the EOC, regardless of the nature of the threat. What will vary from situation to situation will be the number of persons involved and the functions activated.

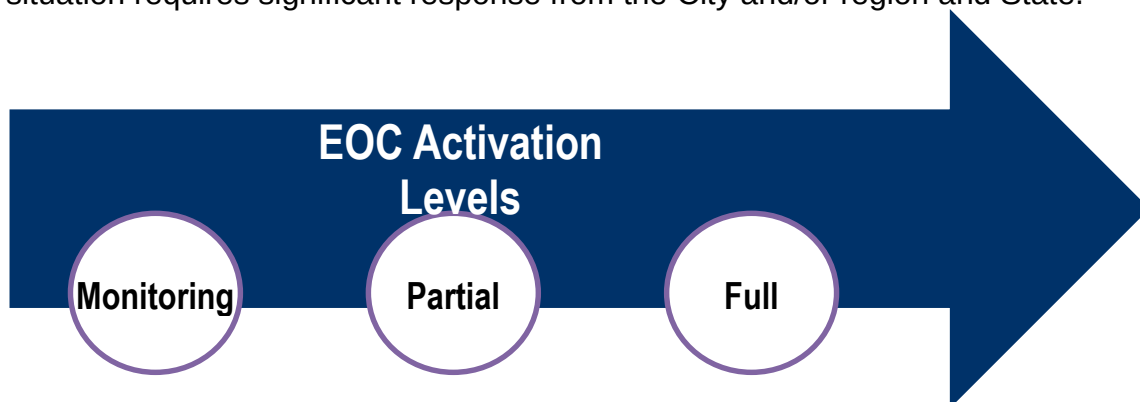
One of the first tasks in any emergency is to quickly assess the situation to determine if its size or severity warrants activating the EOC. The EOC goes into operation when the appropriate officials decide that the situation is serious enough to require a coordinated and other-than-routine response. Obviously, the EOC does not become operational for all emergencies.

EOC OPERATIONAL LEVEL

MONITORING: The Local EOC not activated. Local Emergency Management Agency is at normal staffing and is monitoring situational awareness on a 24/7 basis.

PARTIAL: The Local EOC is partially activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Partial activation staffing will be determined to meet the needs of the situation. Triggered by highly probable hazardous conditions and a strong potential for property damage or loss of life. This situation requires, or is likely to require response from the City or has the potential to result in a significant loss of life, property damage or the disruption of critical infrastructure.

FULL: The Local EOC is fully activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Full activation requires 24-hour staffing in order to meet the needs of the situation. Triggered by highly hazardous conditions and a strong potential for property damage or loss of life. This situation requires significant response from the City and/or region and State.



EOC ACTIVATION PROCEDURES

a. Alert EOC personnel

See Appendix C (Resource List) for Contact Information of EOC Personnel.

b. Activate communications equipment

Test communications equipment:

- ☐ Local Dispatch
- ☐ Strafford County Dispatch Center
- ☐ Telephones
- ☐ Computer / Internet
- ☐ Backup generator

c. Enact the message flow system (recording messages)

It is important to have an effective message system that allows for a disciplined flow of incoming and outgoing messages. This system is a method that ensures the following, at a minimum:

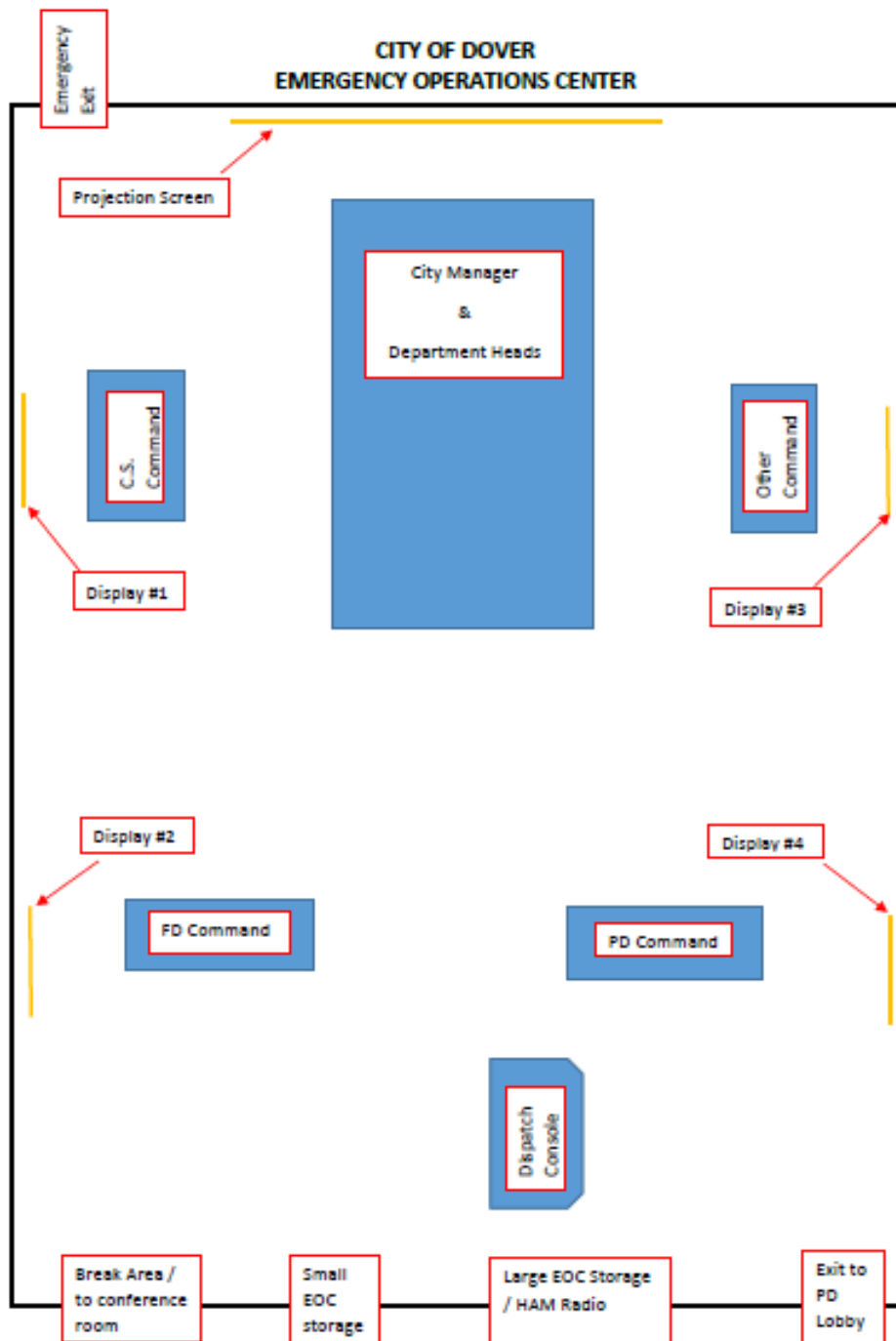
- ☐ Exact and detailed recording of an incoming message
- ☐ Directing this message to the EOC staff person best suited to respond
- ☐ Coordinating the decision to allocate resources
- ☐ Allocating the resources or requesting additional ones
- ☐ Recording the action(s) taken
- ☐ Notifying the sender of the message of the action taken
- ☐ Ideally, an operations officer routes the completed incoming messages to the appropriate staff person and makes sure each incoming message gets the attention it needs.
- ☐ Identify a “runner” if needed.

d. EOC Setup

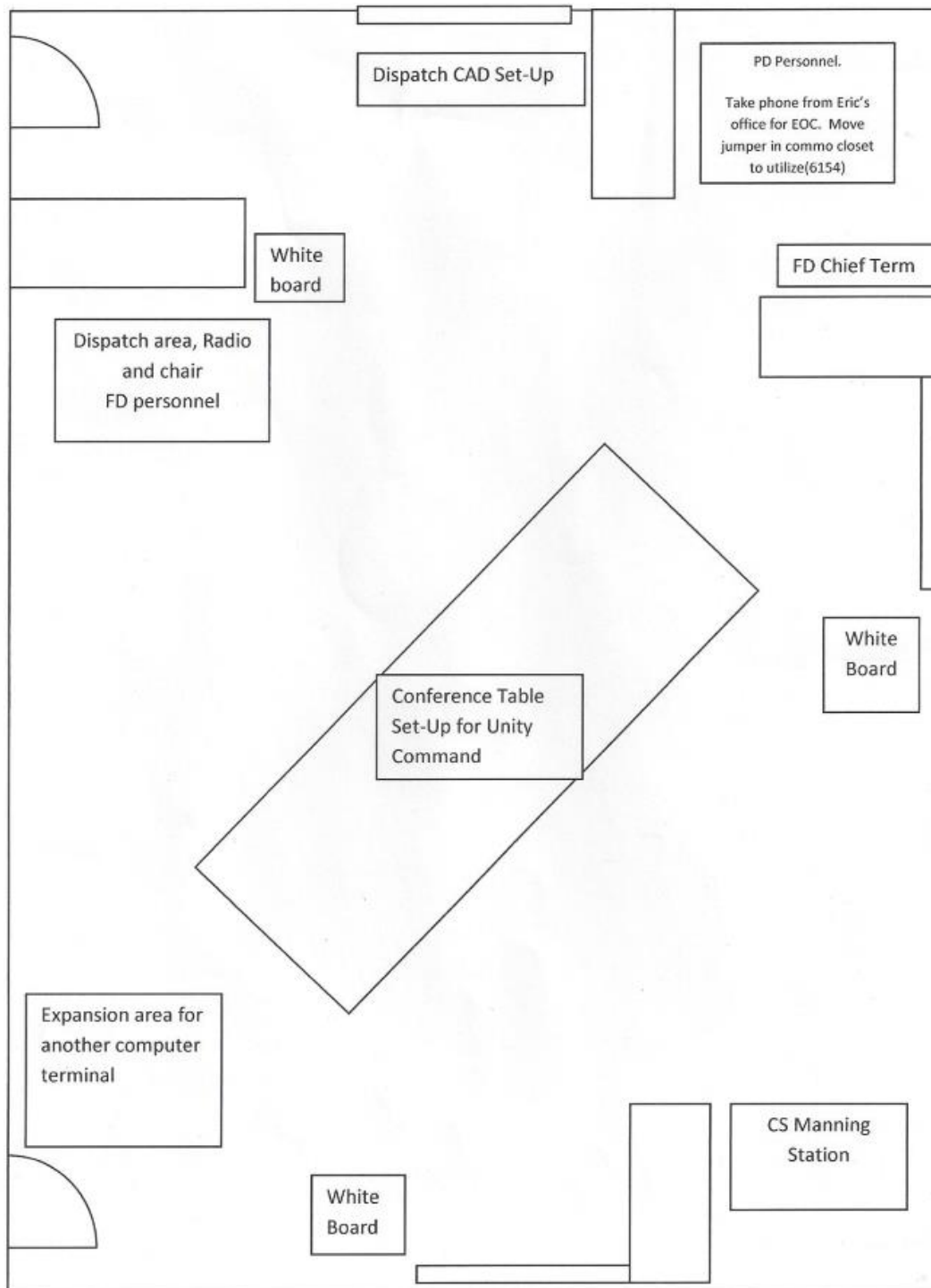
When possible, maps should be available and already posted at the Emergency Operations Center. The following diagram shows the typical set up of the Primary EOC located at The Police Station.

- Dispatch has the Dispatching Console to track all incoming incidents and times.
- The primary response departments (Police, Fire, and CS) will connect/utilize via laptops to one of the EOC Screens.

- EMD and other decision makers will utilize the screens to be aware of responding assets GIS Locations..
- Conference tables will be set up in the center of the room for Unified Command.
- The EOC can be adjusted for the size of the emergency and works stations adjusted as appropriate.



The Secondary EOC at the North End Fire Station will run similarly if the Primary is unavailable, and the following diagram shows the suggested layout of the Secondary EOC which is slightly different from the Primary EOC due to room size constraints and different technologies that are installed.



e. **Logs & status boards**

Maintain the following:

- ☐ Chronological Event Logs
- ☐ Status Boards (shelter locations, # occupants, roads impassable, locations without power, etc)

f. **Prepare a shift schedule**

If the EOC is to operate for any length of time, make sure the personnel in the EOC have the needed breaks and their active time does not exceed a reasonable span of time. While it is impossible to set a schedule of breaks, it is critical that staff working under intense pressure take regular breaks to maintain their sharpness. You may have to encourage some over-zealous staff that are caught up in the excitement to take a break. Do not hesitate to do so if it looks like fatigue is setting in.

If it seems that the operation will extend beyond one day, you will need a second shift to relieve the first shift. Specify the length of the shift and the names of everyone who is to serve and on which shift.

g. **Announce the briefing schedule**

It is important to announce and post the briefing schedule as soon as the EOC activates. Briefings should occur on a regular basis such as when shifts change, when there is a sudden change in events, or before making a major decision or releasing potentially disturbing information to the public or the media. A suggested EOC briefing outline is included in this Annex.

The local news media also needs a briefing schedule so that they know when to expect a report from the EOC. A media schedule will provide them with important information and help keep the media from interfering with EOC operations.

h. Provide staff necessities

If you know the EOC will be in operation for some time, make sure you have appropriate food, beverages, housekeeping provisions, and basic medical supplies.

Depending on your situation, you should make arrangements with caterers or other community food sources used to preparing meals for large groups. While you can stockpile drinks and housekeeping and medical supplies, fresh food poses a different challenge.

i. EOC Security

In order to carry out an effective response to an emergency or disaster, the EOC must function without interference from those who are not part of the emergency management team.

As soon as the EOC goes into emergency status, implement a check-in procedure. Ensure everyone entering the EOC signs in an Attendance Log Sheet.

The EOC should have a security person on duty. Each member of the EOC staff should have identification so that security knows whom to admit.

EOC BRIEFING GUIDELINES

1. Situation Assessment:
 - Present and future situation
 - Current operations (Local and State EOC)
2. Objectives:
 - Short Term
 - Operational Period
 - Execution of Objectives with timelines
3. Logistics:
 - Determine needs
4. Communications
5. Safety
6. Chain of Command
7. Briefing from each Section Chief / Department Head
8. Time/Date/Location of next briefing



CHRONOLOGICAL EVENT LOG

Position:	
Name:	
Date:	Location:
Time	Activity

EMERGENCY OPERATIONS PLAN ACTIVATION FORM

Dover, NH

WHEREAS, the Emergency Management Director does find that the (Blizzard, Flood, Hurricane, Storm, etc.) emergency currently affecting the City of Dover requires the activation of the Emergency Operations Plan, and subsequently the Emergency Operations Center;

NOW, THEREFORE, it is hereby declared and ordered that the Emergency Operations Plan of the City of Dover is now activated, and all personnel ordered to perform in accordance with the appropriate Emergency Support Functions.

IT IS FURTHER DECLARED AND ORDERED that a copy of this action be forwarded to the NH Homeland Security Emergency Management.

Dated

Time

Signature of EMD

INCIDENT MANAGEMENT TEAM AUTHORIZATION FORM

DELEGATION OF AUTHORITY
for

_____ Incident

To:

From:

Effective _____ hours on _____ through _____ or until directed otherwise you are hereby delegated authority for management of the resources, costs, and the rehabilitation directly associated with this incident. This includes all of the resources of the City of Dover and those assigned to the disaster from other jurisdictions.

Your Incident Management Team will work within all legal statutes and current policy of the responsible agencies, the broad direction provided at your in-briefing, and in the attached Leaders Letter of Intent.

Name/Title

Name/Title

Date

Date

EOC PERSONNEL CHECKLISTS

Emergency Management Director

EOC Checklist

Action	Time
Consult with key departments to determine the extent of Emergency Operations Center activation (i.e. Partial of Full and what staff should report to the EOC).	
Ensure EOC is properly set up and ready for operations (see Pg. 3 of this Annex).	
Initiate Chronological Event Log (file all event records in the EOC Event Log)	
Assign a scribe to record major events and control messaging in and out of the EOC.	
Set up and maintain status board and maps in the EOC	
Contact the State EOC via WebEOC or 271-2231 or 800-852-3792 to notify HSEM of the EOC activation and status of situation.	
Track expenses (i.e. personnel time, supplies, equipment, etc.)	
Notify appropriate City personnel of activation of Emergency Support Functions and to stand by for further instructions.	
Based on current status reports, establish initial strategic objectives for the event.	
Monitor general staff activities to ensure that all appropriate actions are being taken.	
In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.	
Make arrangement to feed emergency workers if the duration of the event requires.	
Conduct periodic briefing for EOC Staff.	
Establish a schedule for 24-hour EOC staffing.	



Report activities and make resource requests in WebEOC.

Review ESF sections that are, or may be, activated.

Prepare for notice of escalation or reduction of operational level.

Upon termination of the event, provide a copy of all emergency event related documentation. Notify the State EOC of demobilization. Prepare information for the After Action Report.

Fire / EMS Department

EOC Checklist

Action	Time
Receive notification that the EOC has been activated and confirm receipt of notice to the EMD.	
Proceed to the Dover EOC, or assign the next available high ranking officer.	
Track events in the Chronological Event Log.	
Assess availability of personnel and equipment.	
Refer to specific Fire Department <i>Standard Operating Guidelines (SOGs)</i>	
Track expenses (i.e. personnel time, supplies, equipment, etc.)	
Assign personnel to the following positions (if available):	
<i>Radio:</i> Assign an individual to monitor radio.	
<i>EOC Communications:</i> Assign an individual as EOC Dispatcher to monitor and operate the EOC Communications and keep record of all transmissions.	
<i>Telephone:</i> Assign individual to answer phone. Information request from citizens should be referred to the Public Information Officer. All other communications should be directed to the EMD. (Maintain a log of phone calls and times)	
Inventory emergency response equipment and personnel. Notify the EMD of any deficiencies.	
If required to leave the Dover EOC, appoint the next available officer to staff the EOC. Inform the EMD of this change.	
Refer to ESF sections in the EOP for responsibilities related to the Fire Department	
Stand by for notice of escalation or reduction of operational level.	
Upon termination of the event, provide a copy of all emergency event related documentation. Demobilize personnel. Prepare information for the After Action Report.	

Police Department

EOC Checklist

Action	Time
Receive notification that the EOC has been activated and confirm receipt of notice to the EMD.	
Proceed to the Dover EOC, or assign the next available high ranking officer.	
Establish security at the Dover EOC, as necessary.	
Assign an individual as EOC Dispatcher to monitor and operate the EOC Communications and keep record of all transmissions.	
Track expenses (i.e. personnel time, supplies, equipment, etc.)	
Track events in the Chronological Event Log.	
Notify additional Police Department personnel as required to report to the Dover EOC.	
Assess availability of personnel and equipment.	
Review Traffic Control Points along with available personnel and resources. Report shortages to the EMD.	
If evacuation is recommended, dispatch available personnel to designated traffic control points.	
Inventory emergency response equipment and personnel. Notify the EMD of any deficiencies.	
If required to leave the Dover EOC, appoint the next available person in the line of succession to staff the EOC. Notify the EMD of this change.	
Refer to ESF sections in the EOP for responsibilities related to the Police Department.	
Stand by for notice of escalation or reduction of operational level.	
Upon termination of the event, provide a copy of all emergency event related documentation. Demobilize personnel. Prepare information for the After Action Report.	

Community Services Director

EOC Checklist

Action	Time
Receive notification that the EOC has been activated and confirm receipt of notice to the EMD.	
Proceed to the Dover EOC, or assign the next available high ranking officer.	
Track events in the Chronological Event Log.	
Track expenses (i.e. personnel time, supplies, equipment, etc.)	
Provide current status of local evacuation routes and assess the impact of current and forecasted weather conditions, and report findings to the EMD.	
Notify additional personnel or contractors, as required to assist operations as needed.	
Provide personnel and/or equipment, as required for emergency maintenance of evacuation routes, transportation, etc.	
Provide traffic control devices as requested by the Police Department.	
Inventory emergency response equipment. Notify the EMD of any deficiencies.	
If required to leave the Dover EOC, appoint the next available officer to staff the EOC. Inform the EMD of this change.	
Refer to ESF sections in the EOP for responsibilities related to Public Works.	
For listing of equipment and up-to-date list of participating Public Works Mutual Aid towns visit the website: http://www.t2.unh.edu/ma/	
Stand by for notice of escalation or reduction of operational level.	
Upon termination of the event, provide a copy of all emergency event related documentation.	

City Manager

EOC Checklist

Action	Time
Receive notification that the EOC has been activated and confirm receipt of notice to the EMD.	
Proceed to the Dover EOC, as requested by the EMD.	
Act as Public Information Officer (PIO), when requested by the EMD.	
Initiate Chronological Event Log.	
Coordinate with the EMD to obtain event status.	
Track expenses (i.e. personnel time, supplies, equipment, etc.)	
Conduct a staff meeting (via phone if needed) with other town officials. Request input from each department relative to their readiness to respond to the event.	
Coordinate with Purchasing and Finance Director to procure funds and resources necessary to implement response activities.	
If required to leave the Dover EOC, appoint the next available representative to staff the EOC. Inform the EMD of this change.	
Refer to ESF sections in the EOP for responsibilities related to the City Manager.	
Stand by for notice of escalation or reduction of operational level.	
Upon termination of the event, provide a copy of all emergency event related documentation. Demobilize personnel. Prepare information for the After Action Report.	

Health Officer

EOC Checklist

Action	Time
Receive notification that the EOC has been activated and confirm receipt of notice to the EMD.	
Proceed to the Dover EOC, or assign the next available high ranking officer.	
Track events in the Chronological Event Log.	
Track expenses (i.e. personnel time, supplies, equipment, etc.)	
Establish communications with the MACE, as the situation warrants. MACE location is the Rochester Fire Department. Requests to activate the MACE are through Rochester Communication Center.	
If requested by the MACE or NH Department of Health and Human Services (DHHS), act as a liaison in public health matters between the City and state agencies.	
If requested by the MACE or NH Office of Community and Public Health (OCPH), act as a liaison in radiation-related public health matters between the City and state agencies.	
Provide assistance and guidance to the EMD and other department heads in health-related areas.	
In conjunction with the Fire Chief, ensure that emergency workers do not exceed state exposure Protective Action Guides.	
If required to leave the Dover EOC, appoint the next available officer to staff the EOC. Inform the EMD of this change.	
Refer to ESF sections in the EOP for responsibilities related to the Health Officer.	
Stand by for notice of escalation or reduction of operational level.	
Upon termination of the event, provide a copy of all emergency event related documentation. Demobilize personnel. Prepare information for the After Action Report.	

Public Information Officer (PIO)

EOC Checklist

Action	Time
Obtain briefing from EMD or Incident Commander: Determine current status of the event Determine point of contact for the media Determine current media presence	_____
Assess the need for special alert and warning efforts. Include functional needs populations (i.e. hearing impaired, non-English speaking population, etc).	_____
Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement: Sample Initial Information Summary We are aware that an <i>[accident/incident]</i> involving <i>[type of incident]</i> occurred at approximately <i>[time]</i> , in the vicinity of <i>[general location]</i> . <i>[Agency personnel]</i> are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at <i>[location]</i> , and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.	_____
Arrange for necessary work space, materials, telephones, and staff.	_____
Establish contact with local and national media representatives, as appropriate.	_____
Establish location of Information Center for media and public away from Command Post.	_____
Establish schedule for news briefings.	_____
Obtain approval for information release from Incident Commander or EMD.	_____
Release news to media, and post information in Command Post, local EOC and other appropriate locations.	_____
Respond to special requests for information.	_____
Confirm the process for the release of information concerning incident-related injuries or deaths.	_____



Annex C

Shelter Operations

INTRODUCTION 1

ACTIVATION 1

SHELTER LOCATION 1

PERSONNEL AND EQUIPMENT 1

MEDICAL POLICY 2

FOOD AND WATER 2

ANIMAL SHELTER 2

RESPONSIBILITIES AND CONTACT INFO:.....2



INTRODUCTION

Natural disasters and human caused events often require the establishment of an emergency shelter to provide mass care and shelter to affected residents. Shelter can be of a temporary nature, requiring a limited shelter staff and resources, providing a place for warming and charging of electronics. Other emergencies may require long term (days to weeks) mass care and shelter with extensive local/regional resources required. In New Hampshire, communities are faced with preparing for a small scale local shelter, to a large scale/long term regional shelter; and all off this with the assumption that American Red Cross may, or may not, be able to support the local/regional shelter. The City of Dover is planning for all of the above scenarios. This Shelter Annex identifies the accommodations of both local and regional shelters, operated by local/regional personnel and the American Red Cross.

ACTIVATION

Activation of this ESF#6 will be made through a local request from the Dover EOC. When the City of Dover is anticipating an emergency incident that could result in the need for shelter activation, the EMD with support from EOC staff will develop a preliminary plan for shelter activation and assess sheltering needs based on the incident's impact. The EMD will identify the need for a regional shelter. The Dover EOC will contact the appropriate agencies to assist in shelter operations.

SHELTER LOCATION

The City will establish a local shelter at the Dover Middle School, Woodman Park School or the McConnell Center (no generator). These facilities could be utilized for 24 hour overnight shelter or as a daytime warming/cooling/charging shelter. In the City partners with the City of Rochester for regional shelter. _____ shelter is pet friendly.

PERSONNEL AND EQUIPMENT

Shelter staff for the local shelter will be provided by American Red Cross, if available, or personnel from the regional towns and/or Strafford County CERT. Currently, there is no operational plan that specifically identifies a shelter staffing plan.

For daytime warming/cooling/charging shelters, the City of Dover will provide personnel. Personnel would likely come from City and School non-essential personnel, and Strafford County CERT. Currently, there are no City personnel

with Shelter specific training. However, it is the intent of the City to identify personnel to be trained to operate a shelter.

Shelter equipment for the local shelter will be provided through the _____, or American Red Cross, if available. The City of Rochester is responsible for providing equipment for the regional shelter in Rochester.

MEDICAL POLICY

Medical care, beyond basic first aid, is not a requirement at shelters. Those with acute medical needs or requiring skilled nursing care can be transferred to a nursing facility (this requires pre-planning/MOUs) or, if they are receiving care at home (e.g. daily visits to change wound dressing, check IVs, etc.) their care provider should continue care at shelter since the shelter is the patient's temporary home. Basic first aid will be provided at the shelter.

FOOD AND WATER

Food and water will be provided as designated by EMD. Dover School District will provide support in the preparation of the supply of food. The NH Chapter of the American Red Cross, as requested, will provide food and water for the regional shelter and/or the local shelter.

ANIMAL SHELTER

The local shelter at the Dover Middle School has the ability to accommodate pets. _____?_____ will manage the pet shelter operations. The NH Disaster Animal Response Team (DART) has personnel, supplies, training, and procedures to set up animal shelters co-located with general population shelters. This Team has a strong core group of volunteers (some vets, vet techs, and support personnel) but capacity can be limited if they are being requested across the whole state. They are willing to work with communities to develop pet shelters and train personnel. DART assistance is requested through State EOC; however this resource is limited and will likely not be available to Dover in a widespread event.

RESPONSIBILITIES AND CONTACT INFO:

City of Dover: Support local and/or regional shelter operations. Provide resources and personnel as available. Serve as the local point of contact for: coordinating shelter functions; monitoring the emergency shelter needs; and collaborating with public and private partners to activate and operate a local/regional shelter.

School District: Provide shelter facilities and resources to support shelter operations.

NH Red Cross: Assist in emergency planning, preparedness and response. Can offer training prior to an event (shelter management, shelter operations, etc.) and can provide material and human resources during events. Capacity to provide human resources (shelter managers) is limited at present time. Red Cross assistance can be requested through State EOC, ESF-6 desk when the EOC is open. For more information contact Ian Dyar, Regional Emergency Services Director, (603) 225-6697 x212,

NH Dept. of Health and Human Services Emergency Services Unit: Lead agency for ESF 6 (Mass Care) and ESF 8 (Health & Medical), whose role is to support locals. During an emergency they can provide materials resources (such as cots, wheelchairs, cribs, etc.) and can dispatch some personnel such as NH Disaster Behavioral Health Response Team (DBHRT) and ESAR-VHP (see below). Also serves as clearing house for NH Red Cross. They are currently vetting local shelter guidance document for local EMDs. To request assistance contact State EOC, ESF6 or ESF8 desk or make request through WebEOC. For more information: Rick Cricenti, ESU Director, (603)568-4281, Rick.Cricenti@dhhs.state.nh.us.

Division of Public Health Services: Can provide guidance regarding food safety/handling/inspection at shelters. If communicable disease outbreak is suspected at shelter, DPHS can also send public health nurses to address the situation. Request assistance through State EOC, ESF 8 desk/WebEOC. *For more information: Neil Twitchell, Administrator, (603) 271-5194, NTwitchell@dhhs.state.nh.us.*

Strafford County Regional Public Health Network: The public health region's role is to support local communities, especially with functional needs support services. PHN equipment and supplies (in trailers) are available for use during emergencies as long as community returns or replaces it. The region is able to provide regional situational awareness and coordination through the MACE and also has MOUs for medical staff, some medical equipment/MOUs, and transportation. Contact the Public Health Coordinator directly for requesting MACE activation. *For more information: contact Dave Hutchinson at 516-2542 or email dhutchinson@readystrafford.org.*

Strafford County CERT: Trains and manages medical and non-medical volunteers to support local communities during emergencies. Provides on-going training on a variety of topics. In most cases, others (city/town employees, civic groups, faith groups, others) are welcome to attend any training that interests them for free. Capacity during emergencies improves when there is some advance notice and volunteers can prepare/make arrangements. Many medical volunteers are EMTs for local fire departments so medical volunteers are usually working other jobs during emergency. *Request CERT volunteers through the Strafford County Regional Public Health Network.*

Disaster Animal Response Team (DART): Has personnel, supplies, training, and procedures to set up animal shelters co-located with general population shelters. DART has a core group of volunteers (some vets, vet techs, and support personnel) but capacity can be limited if they are being requested across the whole state and is willing to work with communities to develop pet shelters and train personnel. DART assistance is requested through State EOC.

8. FUNCTIONAL NEEDS SUPPORT SERVICES (FNSS):

FNSS are “services that allow an individual to maintain independence in a general shelter” and are required through legislation. The City of Dover will strive to make local emergency shelters fully accessible to functional needs populations. See the Strafford County Public Health Emergency Response Annex for resources on Functional Needs. (http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)

9. RESOURCES *(in addition to agencies listed above):*

Forms: American Red Cross has shelter assessment form, intake forms, medical evaluation forms, shelter staff job sheets, etc. Contact the regional ARC for access to these forms. Dover has adapted some forms and are found at the end of this Annex.

Planning Documents: NH Shelter Guidance - Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA. http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf).

Training: Local communities can request trainings or participate in pre-scheduled training through the following agencies. Medical Reserve Corps (MRC), NH DART (animal training); NH DBHRT (behavioral health training); (Personal Preparedness, CERT Training, other topics); and American Red Cross Shelter Management, Shelter Operations).

Legislation: (Stafford Act, Post Katrina Emergency Management Reform Act, Civil Rights Laws, Pets Evacuation & Transportation Standards Act) requires integration and equal opportunity in emergency services and activities. This includes functional needs support services and pets. Eligibility for reimbursement requires planning for these services.

Material Resources: Public Health Network (PHN) equipment/supplies are available to local communities. Contact PHN or MACE to request materials. American Red Cross and NH DHHS have a variety of supplies available (cots/cribs, comfort kits, water, cribs, medical equipment, etc.) that can be requested through the State EOC.

Attachment 1
Shelter Job Action Sheets

Shelter Manager

Radio Call Sign: *Dover (or location specific) Shelter Manager*

Supervised by: EOC

Subordinates: Shelter workers, medical workers, food service workers, custodians, volunteers, security, mental health professionals, pet professionals, all other professionals and organizations

Function: Oversees all functions of the shelter.

Duties:

- ❑ Communicate with EOC and shelter workers
- ❑ Develop staffing plan for long-term shelter operations
- ❑ Set up shelter as directed
- ❑ Provide administrative support for shelter
- ❑ Coordinate feeding, sleeping, medical and all other functions of the shelter
- ❑ Facilitate needs of shelter residents and workers to ensure safe and efficient operations
- ❑ Ensures all documentation and forms are completed and turned in
- ❑ Provides accurate counts of residents and workers needing food service to ensure adequate food for all
- ❑ Supervise demobilization of facility for return to owners
- ❑ Ensure shelter forms (in Appendix 2 of this Annex) are completed

Unit Leader

Radio Call Sign: *Assigned by Shelter Manager*
Function (i.e. Medical Group Leader, Food Services Leader, Transportation Leader, Guest Registration Leader)

Supervised by: Shelter Manager

Subordinates: Shelter Workers

Function: To oversee a unit assignment as assigned by Shelter Manager

Duties:

- ❑ Coordinate activities of unit
- ❑ Report unmet needs to shelter manager
- ❑ Anticipate upcoming needs for next operational period
- ❑ Assign and delegate tasks to subordinates as necessary
- ❑ Gives progress reports to shelter manager/shelter works as tasks are completed

Use:

Transportation Unit

Medical Unit

Guest Services Unit

Pet Care Unit

Food Service Unit

Facility Management Unit

Any other unit specific function as designated by shelter manager

Medical Services

Radio Call Sign: ***Dover (or location specific) Medical Services***

Supervised by: Shelter Manager

Subordinates: Assists as necessary

Function: To provide medical assistance to the residents

Duties:

- ❑ Assess residents and workers and triage people and transfer to alternate facility as necessary
- ❑ Notifies Shelter Manager if an ambulance is necessary for transport
- ❑ Notifies Shelter Manager of residents who are currently under the care of the VNA
- ❑ Arrange for hazardous medical waste disposal
- ❑ Request additional medical resources as necessary

Shelter Worker

Radio Call Sign: *Assigned by Unit Leader*
 -Transportation
 -Food Services
 -Guest Services
 -Medical Services Etc.
 -Pets

Supervised by: Shelter Manager or Unit Leader

Subordinates: Assists as necessary

Function: To provide support/assistance in any function of the shelter as designated by the Shelter Manager or Unit Leader

Duties:

As designated, any and all duties as assigned by the Shelter Manager or Unit Leader

Attachment 2 Shelter Operation Forms

Shelter Opening Checklist

Incident: _____
 Shelter Name: _____
 City, State: _____
 Phone Number: _____
 Time: _____

EOC Contact:	Phone Number:			
Police Contact:	Phone Number:			
AREAS TO REVIEW	YES	NO	NA	COMMENTS
Indoor and outdoor walking surfaces are free of tripping, slipping or falling hazards.				
Paths to indoor and outdoor exits are relatively straight and clear or obstructions.				
Emergency Exits are properly identified and secured.				
There are two exits from every room/floor.				
There is an emergency evacuation plan and identified meeting area.				
Are there any site specific hazards (chemicals, machinery)? Describe:				
Facility is clean, neat and orderly.				
The following systems are in good working order:				
Electrical				
Water				
Sewage System				
HVAC, if necessary				
Generator Fuel Level				
Fire extinguishers and smoke detectors are present, inspected and properly serviced.				
Is there automatic emergency lighting for egress routes, stairs and restrooms?				
First aid kits are readily available and stocked. Location:				
AEDS are readily available. Location:				
Will occupants be notified that an emergency evacuation is necessary by PA or alarm?				
ANY DAMAGE OR ADDITIONAL COMMENTS				

1

General Shelter Rules

The following are general Shelter Rules that will be enforced to protect all evacuees.

Please check at your shelter for additional rules that may apply.

Occupants are required to sign in before being officially admitted to any shelter.

Occupants are responsible for their belongings.

Valuables should be locked in cars, or kept with the evacuees at all times.

The shelter is not responsible for lost, stolen or damaged items.

No alcohol or illegal drugs are permitted in the shelter. Smoking is allowed in designated outside areas only.

Parents are responsible for controlling the actions and whereabouts of their children.

Children cannot be left unattended.

Noise levels should be kept to a minimum during all hours of the day.

Quiet hours are observed between 10:00 p.m. and 7:00 a.m.

Assistance in keeping the shelter neat and orderly will be greatly appreciated.

If you are required by law to register with local or federal government or if you have a restraining order you may not be permitted.

Volunteer/Staff Sign-In/Out

Incident: _____

Shelter Name: _____

City, State: _____

Date	Name	Volunteer Organization that You represent	Time In	Time Out



Resident Sign-In/Out

Incident: _____
Shelter Name _____
City, State: _____

Date	Name	Time In	Time Out

Incident:		Date:	
Shelter Name:		City, State:	

Family Name (Last Name)				Total Family Members Register: Total family members sheltered: Total Pets sheltered:		
Address: City, State, Zip:				Primary Language: If primary language is not English, please list any family members who speak English.		
Home Phone:				Other Phone:		
INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, additional page)						
Name (Last, First)	Age	Gender (M/F)	Rm/Cot#	Arrival Date	Departure Date	Relocation Address & phone
Emergency Contact: Relationship:				Phone 1: Phone 2:		
Address:				City/State/Zip		

Are you required by law to register with any state or local government agency for any reason? If yes, please notify the shelter manager.	YES	NO
---	-----	----

Do you need any medicine, equipment or other items for daily living?	YES	NO	If yes, refer to medical staff.	
Does anyone come into your home and assist with medications or other medical needs?	YES	NO	If yes, please list the name of the agency:	
Do you use a service animal? Is the animal with you?	YES	NO	If Yes, complete pet registration form. If No, go to next question.	
Do you wear prescription glasses?	YES	NO	If Yes, ask next question.	

Do you have your glasses with you?	YES	NO	If No, notify shelter manager.	
If under the age of 18, do you have family member or responsible person with you?	YES		If No, notify shelter manager. If Yes, locate parent or guardian.	
Do you have any severe environmental, food or medication allergies?	YES	NO	If Yes, notify shelter manager.	
Name:			Age:	
Shelter Name:			Date/Time:	

ASSISTANCE AND SUPPORT INFORMATION	CIRCLE		ACTION STEPS	COMMENTS
Have you been hospitalized or under the care of a physician in the past month?	YES	NO	If Yes, list reasons.	
Do you have a condition that requires any special equipment/supplies? (Epipen, diabetes supplies, respirator, oxygen, dialysis, etc)	YES	NO	If Yes, list and notify shelter manager.	
MEDICATIONS	CIRCLE		ACTION STEPS	COMMENTS
Do you take any medication(s) regularly?	YES	NO	If No, skip next (3) questions.	
When did you last take your medication?	YES	NO	Date/Time	
When are you due for your next dose?	YES	NO	Date/Time	
Do you have the medications with you?	YES	NO	If No, identify medications and notify shelter manager.	
ACTIVITIES OF DAILY LIVING	CIRCLE		ACTION STEPS	COMMENTS
Do you rely on a mobility device such as a cane, walker, wheelchair or transfer board?	YES	NO	If No, skip next question. If Yes, list.	
Do you have the device/equipment with you?	YES	NO	If No, notify the shelter manager.	
Do you need help getting dressed?	YES	NO	If Yes, explain.	
Do you need assistance using the bathroom?	YES	NO	If Yes, explain.	
Do you need help bathing?	YES	NO	If Yes, explain.	
Do you need help eating? Cutting food?	YES	NO	If Yes, explain.	
Do you have a family member, friend or caregiver with you to help with these activities?	YES	NO	If no, do you have a home health agency that usually comes to your home? List the name of the agency	
NUTRITION	CIRCLE		ACTION STEPS	COMMENTS
Do you wear dentures?	YES	NO	If Yes, ask next question. If No, skip the next (2) questions.	
Do you have them with you?	YES	NO	If No, notify shelter manager.	
Are you on any special diet?	YES	NO	If yes, list special diet and notify shelter manager.	

EMERGENCY OPERATIONS PLAN (EOP) - DOVER, NH



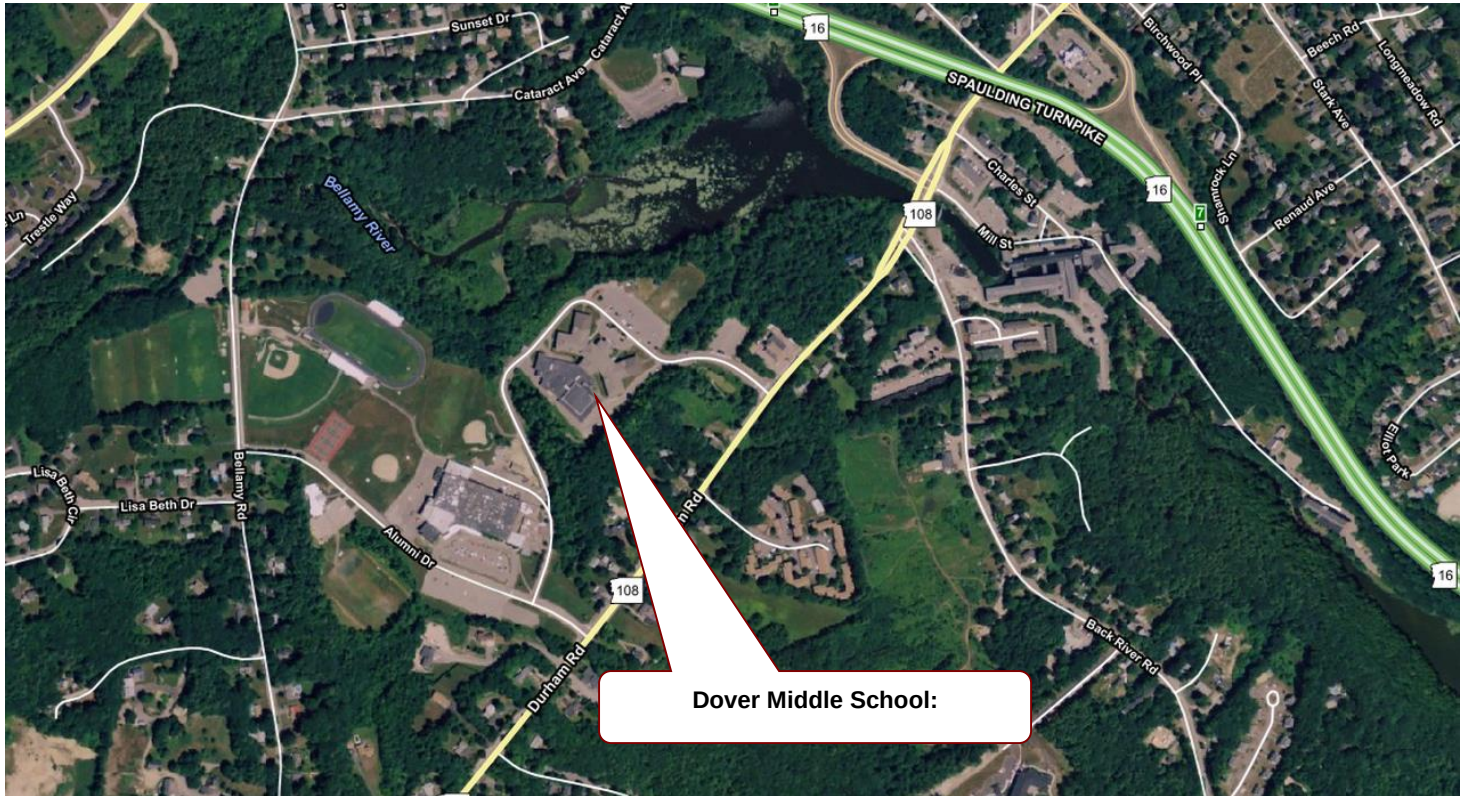
ENVIRONMENTAL HEALTH ASSESSMENT FORM FOR SHELTERS For Rapid Assessment of Shelter Conditions during Disasters



I. ASSESSING AGENCY DATA		90 Immediate Needs Identified: ☐ Yes ☐ No	
1 Agency / Organization Name _____			
2 Assessor Name/Title _____			
3 Phone _____	4 Email or Other Contact _____		
II. FACILITY TYPE, NAME AND CENSUS DATA			
5 Shelter Type ☐ Community/Recovery ☐ Special Needs ☐ Other _____		6 ARC Facility ☐ Yes ☐ No ☐ Unk/NA	
7 ARC Code _____			
8 Date Shelter Opened ____/____/____ (mm/dd/yr)		9 Date Assessed ____/____/____ (mm/dd/yr)	
10 Time Assessed ____:____:____ am ☐ pm			
11 Reason for Assessment ☐ Preoperational ☐ Initial ☐ Routine ☐ Other _____			
12 Location Name and Description _____			
13 Street Address _____			
14 City / County _____		15 State ____ 16 Zip Code _____	
17 Latitude/Longitude _____			
18 Facility Contact / Title _____			
19 Facility Type ☐ School ☐ Arena/Convention center ☐ Other _____			
20 Phone _____		21 Fax _____	
22 E-mail or Other Contact _____			
23 Current Census _____		24 Estimated Capacity _____	
25 Number of Residents _____		26 Number of Staff / Volunteers _____	
III. FACILITY		VIII. SOLID WASTE GENERATED	
27 Structural damage ☐ Yes ☐ No ☐ Unk/NA		66 Adequate number of collection receptacles ☐ Yes ☐ No ☐ Unk/NA	
28 Security / law enforcement available ☐ Yes ☐ No ☐ Unk/NA		67 Appropriate separation ☐ Yes ☐ No ☐ Unk/NA	
29 Water system operational ☐ Yes ☐ No ☐ Unk/NA		68 Appropriate disposal ☐ Yes ☐ No ☐ Unk/NA	
30 Hot water available ☐ Yes ☐ No ☐ Unk/NA		69 Appropriate storage ☐ Yes ☐ No ☐ Unk/NA	
31 HVAC system operational ☐ Yes ☐ No ☐ Unk/NA		70 Timely removal ☐ Yes ☐ No ☐ Unk/NA	
32 Adequate ventilation ☐ Yes ☐ No ☐ Unk/NA		71 Types ☐ Solid ☐ Hazardous ☐ Medical ☐ Unk/NA	
33 Adequate space per person ☐ Yes ☐ No ☐ Unk/NA		IX. CHILDCARE AREA	
34 Free of injury / occupational hazards ☐ Yes ☐ No ☐ Unk/NA		72 Clean diaper-changing facilities ☐ Yes ☐ No ☐ Unk/NA	
35 Free of pest / vector issues ☐ Yes ☐ No ☐ Unk/NA		73 Hand-washing facilities available ☐ Yes ☐ No ☐ Unk/NA	
36 Acceptable level of cleanliness ☐ Yes ☐ No ☐ Unk/NA		74 Adequate toy hygiene ☐ Yes ☐ No ☐ Unk/NA	
37 Electrical grid system operational ☐ Yes ☐ No ☐ Unk/NA		75 Safe toys ☐ Yes ☐ No ☐ Unk/NA	
38 Generator in use, 39 If yes, Type _____ ☐ Yes ☐ No ☐ Unk/NA		76 Clean food/bottle preparation area ☐ Yes ☐ No ☐ Unk/NA	
40 Indoor temperature _____ °F ☐ Unk/NA		77 Adequate child/caregiver ratio ☐ Yes ☐ No ☐ Unk/NA	
IV. FOOD		78 Acceptable level of cleanliness ☐ Yes ☐ No ☐ Unk/NA	
41 Preparation on site ☐ Yes ☐ No ☐ Unk/NA		X. SLEEPING AREA	
42 Served on site ☐ Yes ☐ No ☐ Unk/NA		79 Adequate number of cots/beds/mats ☐ Yes ☐ No ☐ Unk/NA	
43 Safe food source ☐ Yes ☐ No ☐ Unk/NA		80 Adequate supply of bedding ☐ Yes ☐ No ☐ Unk/NA	
44 Adequate supply ☐ Yes ☐ No ☐ Unk/NA		81 Bedding changed regularly ☐ Yes ☐ No ☐ Unk/NA	
45 Appropriate storage ☐ Yes ☐ No ☐ Unk/NA		82 Adequate spacing ☐ Yes ☐ No ☐ Unk/NA	
46 Appropriate temperatures ☐ Yes ☐ No ☐ Unk/NA		83 Acceptable level of cleanliness ☐ Yes ☐ No ☐ Unk/NA	
47 Hand-washing facilities available ☐ Yes ☐ No ☐ Unk/NA		XI. COMPANION ANIMALS	
48 Safe food handling ☐ Yes ☐ No ☐ Unk/NA		84 Companion animals present ☐ Yes ☐ No ☐ Unk/NA	
49 Dishwashing facilities available ☐ Yes ☐ No ☐ Unk/NA		85 Animal care available ☐ Yes ☐ No ☐ Unk/NA	
50 Clean kitchen area ☐ Yes ☐ No ☐ Unk/NA		86 Designated animal area ☐ Yes ☐ No ☐ Unk/NA	
V. DRINKING WATER AND ICE		87 Acceptable level of cleanliness ☐ Yes ☐ No ☐ Unk/NA	
51 Adequate water supply ☐ Yes ☐ No ☐ Unk/NA		XII. OTHER CONSIDERATIONS	
52 Adequate ice supply ☐ Yes ☐ No ☐ Unk/NA		88 Handicap accessibility ☐ Yes ☐ No ☐ Unk/NA	
53 Safe water source ☐ Yes ☐ No ☐ Unk/NA		89 Designated smoking areas ☐ Yes ☐ No ☐ Unk/NA	
54 Safe ice source ☐ Yes ☐ No ☐ Unk/NA		XIII. COMMENTS (List Critical Needs on Immediate Needs Sheet)	
VI. HEALTH / MEDICAL			
55 Reported outbreaks, unusual illness / injuries ☐ Yes ☐ No ☐ Unk/NA			
56 Medical care services on site ☐ Yes ☐ No ☐ Unk/NA			
57 Counseling services available ☐ Yes ☐ No ☐ Unk/NA			
VII. SANITATION			
58 Adequate laundry services ☐ Yes ☐ No ☐ Unk/NA			
59 Adequate number of toilets ☐ Yes ☐ No ☐ Unk/NA			
60 Adequate number of showers ☐ Yes ☐ No ☐ Unk/NA			
61 Adequate number of hand-washing stations ☐ Yes ☐ No ☐ Unk/NA			
62 Hand-washing supplies available ☐ Yes ☐ No ☐ Unk/NA			
63 Toilet supplies available ☐ Yes ☐ No ☐ Unk/NA			
64 Acceptable level of cleanliness ☐ Yes ☐ No ☐ Unk/NA			
65 Sewage system type ☐ Community ☐ On site ☐ Portable ☐ Unk/NA			

Attachment 3 Maps of Shelter Facility

Locus Maps



Attachment 4 Shelter Agreement MOU

At the time of completion of this Plan, the Dover Emergency Management Director is coordinating with SAU #11 to develop an MOU for shelter operations.



Annex D
Hazard Specific Incidents

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MULTIPLE VEHICLE ACCIDENT

SITUATION

As there are main east-west and north-south thoroughfares, substantial volumes of traffic utilize roadways within the City that could significantly impede City traffic should they become impassable.

RESPONSIBILITIES (may consist of but not limited to)

Police Department

- ☐ Initial response and assessment
- ☐ Interior and outer perimeter control
- ☐ Traffic rerouting
- ☐ Notifies and coordinates state law enforcement agencies
- ☐ Investigation of collision and/or fatalities
- ☐ Notifies Emergency Management Director

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Command and control of scene
- ☐ Extrication and rescue
- ☐ Implement Mass Casualty Plan
- ☐ Fire Control
- ☐ Hazardous Materials Response
- ☐ Notifies and coordinates regional and state agencies regarding hazardous materials

Community Services Director

- ☐ Assist with equipment and personnel
- ☐ Assist police with road closure
- ☐ Provide containment materials for spills if requested
- ☐ Provide sand/salt of roadway if requested
- ☐ Assist with post clean-up and opening of roadway if requested

HAZARDOUS MATERIALS

SITUATION

Hazardous materials may be released in an uncontrolled fashion endangering either personnel or the environment. A hazard can be in the form of solid, liquid, or gaseous contaminants.

RESPONSIBILITIES (may consist of but not limited too)

Fire Department

- ☐ Initial response and assessment
- ☐ Command and control of the scene
- ☐ Implementation of department standard operating procedures (SOPs)
- ☐ Recommend protective actions to be taken
- ☐ Notify Emergency Management Director
- ☐ Coordination of mutual aid response
- ☐ Coordination of state and federal agencies in mitigating the release
- ☐ Initiate investigation of the release, in coordination with local and state police.
- ☐ Request assistance from the Health Officer, Emergency Management Director and Planning Department

Police Department

- ☐ Initial response and assessment with Fire Dept.
- ☐ Establish perimeter security
- ☐ Establish on scene security
- ☐ Coordination of mutual aid response of law enforcement agencies
- ☐ Coordination of state police response when applicable
- ☐ Conduct criminal investigation if appropriate
- ☐ Implementation of department standard operating procedures (SOPs)

Community Services Director

- ☐ Assist with personnel and equipment
- ☐ Provide containment materials for spills if requested
- ☐ Assist police with road closure if necessary
- ☐ Assist with opening of roadway if requested

Emergency Management Director

- ☐ Staff EOC as necessary
- ☐ Assists fire and police as requested
- ☐ Assists in long term planning strategies

EARTHQUAKE

SITUATION

The City is within an area prone to seismic activity. Most activity is of a minor nature yet the potential exists for a significant event.

RESPONSIBILITIES (may consist of but not limited too)

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Command and control of the scene
- ☐ Search and rescue of affected property
- ☐ Collapsed building rescue
- ☐ Implementation of Mass Casualty Plan
- ☐ Hazardous Materials Response
- ☐ Assist with evacuation

Police Department

- ☐ Initial response and assessment
- ☐ Assist in providing emergency information to residents
- ☐ Establish perimeter control
- ☐ Establish security of affected areas
- ☐ Recommend public restrictions to the City Manager (curfew)

Community Services Director

- ☐ Inspect and assess the municipal infrastructure
- ☐ Assist the fire department with equipment and personnel
- ☐ Inspect and assess structural stability of buildings, bridges and dams in conjunction with the Building Inspector.

City Manager

- ☐ Initiates Emergency Public Information System
- ☐ Request and assist with state and federal agencies as required
- ☐ Authorizes public restrictions (curfew)

Emergency Management Director

- ☐ Staffs EOC as necessary
- ☐ Determine the stability of temporary shelters with the Planning Department.
- ☐ Coordinate American Red Cross Services
- ☐ Coordinates the set-up of temporary shelters
- ☐ Tracks the deployment of personnel and equipment
- ☐ Coordinates state and federal agencies and resources

HURRICANES

SITUATION

As an eastern seaboard community, the City is susceptible to high winds and torrential rains associated with hurricanes. The nature of many structures (un-reinforced masonry, wooden, mobile homes) as well as the nature of flood plains creates the potential for severe damage.

RESPONSIBILITIES *(may consist of but not limited too)*

A. At a Hurricane “Advisory”

Emergency Management Director

- ☐ Assess the availability of department head personnel
- ☐ Discuss standby plans with department heads.

B. At a Hurricane “Watch”

Fire Department/EMS

- ☐ Review general operating guidelines and determine availability to recall additional personnel
- ☐ Review vehicle/equipment resource status (fuel, pumps, tarps, saws)

Police Department

- ☐ Determine availability to recall additional personnel per department standard operating procedures
- ☐ Review vehicle/equipment resource status (fuel, protective clothing)

Community Services Director

- ☐ Review general operating guidelines and determine availability to recall additional personnel
- ☐ Review vehicle/equipment resource status (fuel pumps, tarps, saws)
- ☐ Monitor weather and advise Emergency Management Director of Hurricane Watch

City Manager

- ☐ Review all departments personnel availability status
- ☐ Initiates Emergency Alert System and issues statement to the media on the City's plans as needed

Emergency Management Director

- ☐ Monitor Hurricane behavior
- ☐ Consider activation of the EOC

C. At a Hurricane “Warning”

Fire Department

- ☐ Staff the EOC
- ☐ Assemble available equipment
- ☐ Prepare department facilities for high winds and loss of power

- ☐ Assist the Community Services Director as necessary
- ☐ Respond to emergencies
- ☐ Assist in the setup of shelters

Police Department

- ☐ Recall additional personnel, as necessary
- ☐ Staff the EOC
- ☐ Assemble available equipment
- ☐ Prepare department facilities for high winds and loss of power
- ☐ Assist the Community Services Director as directed by the Emergency Management Director
- ☐ Provide security to severely damaged areas
- ☐ Monitor traffic conditions and determine alternative routes where required

Community Services Director

- ☐ Recall additional personnel, as necessary
- ☐ Staff the EOC
- ☐ Assemble available equipment
- ☐ Prepare department facilities for high winds and loss of power
- ☐ Anticipate flood and wind damage conditions
- ☐ Maintain roadway passage
- ☐ Obtain additional equipment as directed by the Emergency Management Director
- ☐ Assist in blockading roadways due to hazardous conditions
- ☐ Inspect and assess structural stability of buildings, bridges and dams in conjunction with the Planning Department

City Manager

- ☐ Advise City residents through the Emergency Public Information System
- ☐ Request state and federal assistance
- ☐ Authorize procurement of additional equipment as necessary

Health Officer

- ☐ Monitor safety of food, water and sanitation services provided at shelters

School Department/s

- ☐ Open school for shelter
- ☐ Identify availability of food, water and sanitation services
- ☐ Identify available personnel to assist with shelter operations
- ☐ Coordinate with Police Department on security concerns
- ☐ Coordinate with the EMD on shelter needs

Emergency Management Director

- ☐ Open temporary shelters if required.
- ☐ Contact school/shelter to begin shelter procedures
- ☐ Assemble all available equipment lists and track deployment of equipment
- ☐ Monitor hurricane movement and storm status
- ☐ Coordinate American Red Cross Services and temporary shelters
- ☐ Review special needs facilities and personnel lists for distinct considerations (medical supplies, special transportation)
- ☐ Prepare informational bulletins for release through Public Information Officer
- ☐ Monitor utility services and coordinates activities
- ☐ Staff EOC as necessary
- ☐ Coordinate emergency transportation with bus companies

TORNADO

SITUATION

Shifting weather patterns could result in severe weather affecting the City through a “watch” issued by the National Weather Service or a “warning” involving an actual sighting in the area. Destruction from a tornado could be severe as several higher populated areas are dominated by wooden structures.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Search and rescue
- ☐ Collapsed building rescue
- ☐ Implement Mass Casualty Plan

Police Department

- ☐ Provide security to severely damaged areas
- ☐ Provide traffic control
- ☐ Assist fire & Community Services departments

Community Services Director

- ☐ Prepare personnel and equipment upon notification of a tornado “warning”
- ☐ Maintain roadway passage
- ☐ Inspect and assess structural stability of buildings, bridges and dams in conjunction with the Building Inspector/Fire Prevention
- ☐ Assist police department in traffic control
- ☐ Monitor weather and advise Emergency Management Director of Tornado Watch

City Manager

- ☐ Initiates Emergency Alert System and issues statement to the media
- ☐ Solicits state and/or federal resources as required

Emergency Management Director

- ☐ Authorizes opening of emergency shelters
- ☐ Assembles all available equipment lists and track deployment of equipment
- ☐ Monitors tornado movement and storm status
- ☐ Coordinates American Red Cross Services and temporary shelters
- ☐ Review special needs facilities and personnel lists for distinct considerations (medical supplies, special transportation)
- ☐ Prepare informational bulletins for release through Emergency Alert System
- ☐ Monitor utility services and coordinates activities
- ☐ Staffs EOC as necessary
- ☐ Coordinates emergency transportation with bus companies

DOWNED AIRCRAFT

SITUATION

With the close proximity of surrounding airports, the potential exists for general aviation aircraft to affect the City in an accident as a result of an in-flight emergency or plane crash.

RESPONSIBILITIES (may consist of but not limited to)

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Command and control of the scene
- ☐ Fire control
- ☐ Rescue operations
- ☐ Hazardous materials response
- ☐ Initiate Mass Casualty Plan
- ☐ Request mutual aid

Police Department

- ☐ Initial response and assessment
- ☐ Perimeter control
- ☐ Assist fire department
- ☐ Provide scene security
- ☐ Assist in any evacuations
- ☐ Coordinate investigation with state and federal agencies

Community Services Director

- ☐ Assist with equipment and personnel
- ☐ Provide temporary facilities for debris storage

City Manager

- ☐ Initiate Emergency Alert System if required, and issues statements to the media with additional personnel as needed
- ☐ Solicit state and/or federal assistance if required

Emergency Management Director

- ☐ Staff EOC if required
- ☐ Prepare information for release by City Manager/PIO.
- ☐ Coordinate the needs of the emergency responders
- ☐ Establish temporary morgues in cooperation with Health Officer
- ☐ Coordinates American Red Cross activities if required
 - a. Coordinates the needs for the un-injured
 - b. Coordinates the needs of the families

FLOODING

SITUATION

With pre-identified flood plain areas, the City is vulnerable to flooding resulting in restricted travel ways and possible evacuation.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Command and control of the scene
- ☐ Water rescue
- ☐ Evacuation of flooded areas
- ☐ Assist with damaged buildings
- ☐ Evaluate hazardous materials storage for impact
- ☐ Assist with notification of residents
- ☐ Oversee the evacuation of residents

Police Department

- ☐ Initial response and assessment
- ☐ Assist with notification of residents
- ☐ Establish perimeter security of evacuated or flooded areas
- ☐ Evacuation of flooded areas
- ☐ Establish traffic rerouting
- ☐ Provide scene security
- ☐ Blockade roadways

Community Services Director

- ☐ Assess road and bridge conditions
- ☐ Monitor river elevations and dams
- ☐ Monitor erosion and roadway stability
- ☐ Maintain storm drain system
- ☐ Assist with heavy equipment
- ☐ Fill/disperse sandbags
- ☐ Assist Police Department in blocking of roads.

City Manager

- ☐ Initiate Emergency Alert System and issues statement to the media
- ☐ Solicit state and/or federal assistance if required

Emergency Management Director

- ☐ Staff EOC if required
- ☐ Assemble all available equipment lists and track deployment of equipment
- ☐ Track the deployment of personnel working the emergency
- ☐ Coordinate the need for emergency transportation
- ☐ Open temporary shelters if required.

Health Department

- ☐ Providing flood contamination assessment
- ☐ Food and health safety inspection

EXPLOSIONS

SITUATION

A detonation of any origin resulting in personal injuries, structural damage or the interruption of services.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Command and control of the scene
- ☐ Fire control
- ☐ Rescue
- ☐ Stabilize structures
- ☐ Emergency medical services/Mass Casualty Plan
- ☐ Coordinate outside agency response
- ☐ Initiate origin and cause investigation of incident to determine if intentional

Police Department

- ☐ Initial response and assessment
- ☐ Interior and outer perimeter control
- ☐ Traffic rerouting
- ☐ Assist with evacuation
- ☐ Assist Fire Department
- ☐ Provide scene security
- ☐ Contact State Police Explosives Division
- ☐ Coordinate investigation of the incident with cooperation of the Fire Department and State Fire Marshall's office if intentional

City Manager

- ☐ Issues public statement to the media as needed
- ☐ Solicit state and/or federal assistance if required

Emergency Management Director

- ☐ Staff EOC if required
- ☐ Coordinates American Red Cross activities if required
 - a. Coordinates the needs for the un-injured
 - b. Coordinates the needs of the families
 - c. Coordinates the needs of the emergency responders
 - d. Establishes temporary morgues if needed

SNOW/ICE STORM

SITUATION

The City may experience an unusually severe storm for which the residents are prohibited from travel for essentials such as food or medical care or experience prolonged services outages resulting in the need for coordinated assistance.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department/EMS

- ☐ Monitor weather conditions
- ☐ Notify the Emergency Management Director
- ☐ Implement storm coverage standard operating procedures
- ☐ Assemble available equipment and check operation.
- ☐ Prepare generators for use
- ☐ Ensure all vehicles are fueled prior to the storm
- ☐ Place 4WD units into service, if available

Police Department

- ☐ Evaluate parking ban requirements
- ☐ Evaluate personnel status. Call back off duty personnel as needed
- ☐ Patrol and search for abandoned vehicles/hazards
- ☐ Place 4WD units into service, if available
- ☐ Ensure all vehicles are fueled prior to the storm

Community Services Director

- ☐ Initial response and assessment of the storm
- ☐ Keep Emergency Management Director informed of conditions
- ☐ Work to maintain clear/sanded roadways for emergency vehicle access
- ☐ Assist with barricading roadways in coordination with Police

Emergency Management Director

- ☐ Staff EOC as necessary
- ☐ Assist Fire, Police and DPW as necessary
- ☐ Provide informational bulletins to the City Manager
- ☐ Coordinates American Red Cross services
- ☐ Open temporary shelters
- ☐ Track deployment of personnel and equipment
- ☐ Determine special needs for the community
- ☐ Request/coordinate state and federal assistance
- ☐ Assess the requirements for fuel, food, and water

PROLONGED SERVICE OUTAGE

SITUATION

The potential exists for essential services to be interrupted for long periods of time. Essential services are defined as: electric, potable water, natural gas, vehicle fuel shortages.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department/EMS

- ☐ Assist the Emergency Management Director with personnel and equipment
- ☐ Call back off duty personnel if required

Police Department

- ☐ Increase patrol services and visibility
- ☐ Call back off duty personnel if required
- ☐ Assist the Emergency Management Director with personnel and equipment

Community Services Director

- ☐ Assist the Emergency Management Director with personnel and equipment
- ☐ Coordinate utility restoration service

City Manager

- ☐ Request state/federal assistance
- ☐ Release public information bulletins

Emergency Management Director

- ☐ Determine the extent of the emergency
- ☐ Coordinate American Red Cross services if required
- ☐ Open temporary shelters if required.
- ☐ Review special needs facilities and personnel lists for distinct consideration
- ☐ Develop a restoration priorities plan
- ☐ Track progress of restoration
- ☐ Coordinate state/federal resources

Health Officer

- ☐ Monitor safety of food, water and sanitation services provided at shelters

CIVIL DISTURBANCE

SITUATION

A public gathering of people at one location could result in civil disorder or riot over a multitude of issues and could become well organized in a matter of a few hours or spontaneously.

RESPONSIBILITIES *(may consist of but not limited to)*

Police Department

- ☐ Initial response and assessment
- ☐ Command and control of the incident
- ☐ Notify the Emergency Management Director
- ☐ Determine crowd control equipment needs and their locations
- ☐ Determine protective measures for facilities and personnel
- ☐ Establish inner and outer perimeter control
- ☐ Anticipate traffic reroute patterns and coordinate with the Community Services Director
- ☐ Initiate criminal investigation
- ☐ Determine suitable facility for mass confinement if necessary
- ☐ Coordinate mutual aid law enforcement agencies
- ☐ Recommend public restrictions to the City Manager (curfew)
- ☐ Establish scene security

Fire Department/EMS

- ☐ Initial response and assessment in coordination with the Police Department
- ☐ Call back off duty personnel as needed
- ☐ Extinguish fires under the protection of the Police Department
- ☐ Provide medical assistance to the injured
- ☐ Assist the Police Department as requested

Community Services Director

- ☐ Provide crowd control equipment at locations determined by the Police
- ☐ Assist in traffic reroute
- ☐ Assist with equipment and personnel as required
- ☐ Conduct post incident clean-up for return to public use

City Manager

- ☐ Advise the affected businesses of anticipated events and response actions
- ☐ Request state/federal resources
- ☐ Authorize public restrictions

Emergency Management Director

- ☐ Staff the EOC as required
- ☐ Prepare and release informational bulletins for the public
- ☐ Assist the Police Department
- ☐ Assist in notifying the public of authorized restrictions
- ☐ Coordinate state/federal agencies
- ☐ Track deployment of personnel and equipment

CONFLAGRATION

SITUATION

An unplanned ignition of structures, vehicles, land or property of significant magnitude. The community has numerous large structures, tracts of woodlands and property which could affect normal operations of the community and tax its resources should they become involved in fire.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department/EMS

- ☐ Initial response and assessment
- ☐ Command and control of the incident
- ☐ Rescue trapped occupants
- ☐ Coordinate utility service requirements
- ☐ Protect exposures
- ☐ Control the fire
- ☐ Determine severity of fire threat
- ☐ Establish perimeters for forest fires
- ☐ Treat and transport injured
- ☐ Conduct fire investigations
- ☐ Assess evacuation needs if necessary

Police Department

- ☐ Initial response and assessment
- ☐ Establish and maintain a security perimeter control
- ☐ Assist the Fire Department in evacuations
- ☐ Conduct criminal investigations in coordination with the State Fire Marshall's Office.

Community Services Director

- ☐ Support Fire Department with equipment and supplies
- ☐ Conduct post incident clean-up for return to public use

City Manager

- ☐ Consider activating the Alert System
- ☐ Provide support to the Fire Department

Emergency Management Director

- ☐ Staff the EOC as required
- ☐ Coordinate set-up of temporary shelters
- ☐ Track the deployment of personnel and equipment.
- ☐ Provide for shelter/food for emergency responders

NUCLEAR INCIDENT

SITUATION

The potential exists for a nuclear incident/accident in the region, either by a hostile attack utilizing nuclear weapons or the Seabrook Nuclear Power Plant.

RESPONSIBILITIES *(may consist of but not limited to)*

Follow the Dover RERP (Radiological Emergency Response Plan)

TERRORIST ACTIVITY

SITUATION

The deliberate destruction or damage to services, facilities, roadways, railways, or functions could occur at anytime with or without notice and may take place in phases with the potential for additional targets.

RESPONSIBILITIES *(may consist of but not limited to)*

Fire Department

- ☐ Initial response and assessment
- ☐ Command and control of the incident/unified with Police Department
- ☐ Control fires
- ☐ Search and rescue operations
- ☐ Hazardous materials response
- ☐ Initiate Mass Casualty Plan
- ☐ Evacuate area if required

Police Department

- ☐ Initial response and assessment
- ☐ Command and control of the incident/unified with the Fire Department
- ☐ Notify the Emergency Management Director
- ☐ Investigate for further threat
- ☐ Evaluate other potential targets
- ☐ Assist in evacuation if required
- ☐ Coordinate mutual aid law enforcement agencies
- ☐ Conduct criminal investigations
- ☐ Provide facilities for long term investigation

Community Services Director

- ☐ Work to monitor and maintain roadway passage
- ☐ Assist departments with personnel and equipment

City Manager

- ☐ Prepare and release public information announcements

Emergency Management Director

- ☐ Staff the EOC as required
- ☐ Coordinate American Red Cross activities
- ☐ Open temporary shelters
- ☐ Request/coordinate state and federal agencies
- ☐ Track the deployment of personnel and equipment
- ☐ Develop strategic plan for the incident
- ☐ Coordinate evacuation process as required

APPENDIX A – ACRONYMS

Acronym	Definition
AAR	After Action Report
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
AG	Office of Attorney General
ARES	Amateur Radio Emergency Service
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
CY	Calendar Year
DES	NH Department of Environmental Services
DHS	Department of Homeland Security (Federal)
DOJ	Department of Justice (Federal)
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMD	Emergency Management Director
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPZ	Emergency Planning Zone
ERP	Emergency Response Plan
ESF	Emergency Support Function

Acronym	Definition
FEMA	Federal Emergency Management Agency
FOG	Field Operating Guide
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
HSEM	Homeland Security and Emergency Management (NH)
IA	Individual Assistance
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IEMAC	International Emergency Management Assistance Compact
IAEM	International Association of Emergency Managers
IND	Improvised Nuclear Device
IP	Improvement Plan
IT	Information Technology
JIC	Joint Information Center
EOP	Local Emergency Operations Plan
LOA	Letter of Agreement
MAC	Mission Assignment Coordinator
MACC	Multi-Agency Coordination Center
MOU	Memorandum of Understanding
NFIP	National Flood Insurance Program
NGO	Non-governmental Organizations
NIMS	National Incident Management System
NOC	National Operations Center
NRC	Nuclear Regulatory Commission

Acronym	Definition
NRF	National Response Framework
PA	Public Assistance
PDD	Presidential Disaster Declaration
POC	Point of Contact
RSA	Revised Statutes Annotated
SAR	Search and Rescue
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction

APPENDIX B – AUTHORITIES

EMERGENCY MANAGEMENT STATUTES

21-P: 34 Purpose. The emergency management powers are conferred upon the governor and upon other executive heads of governing bodies of the state; the creation of local organizations for emergency management in the political subdivisions of the state is authorized

21-P: 35 Definitions.

"Emergency management" means the preparation for and the carrying out of all emergency functions resulting from the occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, windstorm, wave actions, technological incidents, oil or chemical spill, or water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, or riot.

"Local organization for emergency management" means an organization created in accordance with the provisions of this subdivision by state, county, or local authority to perform local emergency management functions.

"State of emergency" means that condition, situation, or set of circumstances deemed to be so extremely hazardous or dangerous to life or property that it is necessary and essential to invoke, require, or utilize extraordinary measures, actions, and procedures to lessen or mitigate possible harm.

21-P: 39 Local Organization for Emergency Management.

I. Each political subdivision of the state shall establish a local organization for emergency management in accordance with the state emergency management plan and program. Each local organization for emergency management shall have a **local director who shall be appointed and removed by the board of selectmen** who shall have direct responsibility for the emergency management. The appointing authority **may appoint one of its own members** or any other citizen or official to act as local director and shall notify the state director in writing of such appointment.

II. **Until a local director has been appointed, the chief elected official shall be directly responsible for the organization, administration, and operation of such local organization for emergency management.**

III. In carrying out the provisions of this subdivision, each political subdivision in which any disaster as described in RSA 21-P: 35, V occurs may enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. **Each political subdivision may exercise the powers vested under this section in the light of the exigencies of the extreme emergency situation without regard to**

time-consuming procedures and formalities prescribed by law, excepting mandatory constitutional requirements, pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation and expenditure of public funds.

21-P: 41 Immunity and Exemption.

I. Neither the state nor any of its political subdivisions nor any agency of the state or political subdivision, nor any private corporations, organizations, or agencies, nor **any emergency management worker** complying with or reasonably attempting to comply with this subdivision, or any order or rule adopted or regulation promulgated pursuant to the provisions of this subdivision, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state, **shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity.** The provisions of this section shall not affect the right of any person to receive benefits to which he or she would otherwise be entitled under this subdivision, under the workers' compensation law, or under any retirement law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

II. Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency management worker who shall, in the course of performing his or her duties as such, practice such professional, mechanical, or other skill during an emergency.

III. As used in this section the term "**emergency management worker**" **includes any full or part-time paid, volunteer, or auxiliary employee of this state**, other states, territories, possessions, the District of Columbia, the federal government, any neighboring country, or of any political subdivision of such entities, or of any corporation, agency or organization, public or private, performing emergency management services at any place in this state subject to the order or control of, or pursuant to a request of, the state government or any of its political subdivisions.

21-P: 47 Penalty. If any person violates or attempts to violate any order, rule, or regulation made pursuant to this subdivision, such person shall be guilty of a misdemeanor.



APPENDIX C – RESOURCE LIST

RESOURCE INVENTORY LISTING						
ESF 13 LAW ENFORCEMENT and SECURITY						
STATE POLICE						
NAME	TITLE/ADDRESS	BUSINESS	OTHER	CELL	E-MAIL	TEXT (Y/N)
State Police		(800) 525-5555				
COUNTY SHERIFF						
NAME	TITLE/ADDRESS	BUSINESS	OTHER	CELL	E-MAIL	TEXT (Y/N)
Strafford County Sheriff		742-4960				
Rockingham County Sherrif		679-2225				
LOCAL POLICE						
NAME	TITLE/ADDRESS	BUSINESS	OTHER	CELL	E-MAIL	TEXT (Y/N)
Rochester PD		330-7127				
Somersworth PD		692-3131				
Durham PD		868-2324				
Barrington PD		664-7679				
Rollinsford PD		742-8549				
Portsmouth PD		427-1500				
Newington PD		431-5461				
SWAT TEAM						
NAME	TITLE/ADDRESS	BUSINESS	OTHER	CELL	E-MAIL	TEXT (Y/N)
Strafford County Reional Tactical Ops Unit		330-7127				
CANINE RESCUE						
NAME	TITLE/ADDRESS	BUSINESS	OTHER	CELL	E-MAIL	TEXT (Y/N)
Dover PD - Keefe		742-4646		Dover PD - Keefe		
Dover PD - Brown		742-4646		Dover PD - Brown		
Rochester PD		330-7127		Rochester PD		
Straffrod County SO		742-4960		Straffrod County SO		
NH State Police		271-3636		NH State Police		
Note: The NH Tactical Response Team Resource Guide (2015) is on file with Police Dispatch						

APPENDIX D – NIMS Resolution

NIMS Resolution

Adoption of the National Incident Management System

It is hereby resolved by the City of Dover, New Hampshire that:

WHEREAS; Emergency response to critical incidents, whether natural or manmade, requires integrated professional management, and

WHEREAS; Unified command of such incidents is recognized as the management model to maximize the public safety response, and

WHEREAS; The National Incident Management System, herein referred to as NIMS, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions, and

WHEREAS; Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

THEREFORE; It shall be the public policy of this municipality to Adopt the NIMS concept of emergency planning and unified command. It shall further be the policy of this municipality to train public officials responsible for emergency management.

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

Councilor

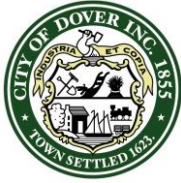
Councilor

City Mayor

City Manager

Emergency Management Director

Adopted, this day of _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.11.09 – 153**

Resolution Re: **The Indian Ridge At Dover, LLC Land Donation**

WHEREAS: Indian Ridge At Dover, LLC owns a parcel of land located on Emerald Lane, Dover, NH, Tax Map F, Lot 15-24, known as the “Tot Lot” as is shown on a set of plans entitled “Subdivision Plan, Indian Ridge, Emerald Lane, Dover, NH” recorded at the Strafford County Registry of Deeds as Plan 110-74; and

WHEREAS: Indian Ridge At Dover, LLC has made improvements to the parcel in the form of the installation of playground equipment and is interested in donating this parcel of land to the City of Dover along with the installed playground equipment consistent with its subdivision approval in 2014; and

WHEREAS: There are no conditions imposed on the City associated with the proposed donation.

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

That the City accepts the donation from Indian Ridge At Dover, LLC of the parcel of land located on Emerald Lane, Dover, NH, Tax Map F, Lot 15-24 known as the “Tot Lot” as is shown on a set of plans entitled “Subdivision Plan, Indian Ridge, Emerald Lane, Dover, NH” recorded at the Strafford County Registry of Deeds as Plan 110-74.

The City Manager, or designee, is authorized to accept a Warranty Deed from Indian Ridge At Dover LLC for the parcel and improvements and record said Deed in the Strafford County Registry of Deeds.

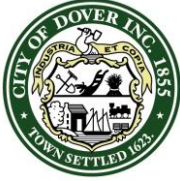
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2016.11.09 – 153**
Resolution Re: **The Indian Ridge At Dover, LLC Land Donation**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

As part of the Emerald Lane Subdivision in 2014 there was a requirement that a tot lot with installed playground equipment be dedicated to the City. The developer, Indian Ridge At Dover LLC, has completed construction of the Tot Lot and is ready to donate it to the City.

See draft Warranty Deed attached hereto.

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, That Indian Ridge At Dover, LLC, a New Hampshire Limited Liability Company, having a mailing address of 42J Dover Point Road, Dover, New Hampshire 03820, for no consideration paid, does hereby grant to the City of Dover, a New Hampshire Municipality having a mailing address of 288 Central Avenue, Dover, New Hampshire 03820

with Warranty Covenants, the following described premises:

Off of Emerald Lane:

A certain tract or parcel of land known as the "Tot Lot" and is shown on a set of plans known as "Indian Ridge" and more particularly shown on a "Subdivision Plan, Indian Ridge, Emerald Lane, Dover, NH" being recorded at the Strafford County Registry of Deeds as Plan 110-74.

Beginning at an iron bound set with I/D Cap along the easterly sideline of Emerald Lane at the southeast corner of Tax Map F, Lot 15-24 as shown on the plan;

Thence running along Tax Map F, Lot 15-24, N46°35'04"E a distance of sixty-two and seventy-six hundredths feet (62.76') to an iron bound set with I/D Cap at the edge of the open space known as Map F Lot 15-OPN as shown on the plan;

Thence turning and running along the boundary of the open space S 00° 38' 40" E a distance of forty-four and ninety-eight hundredths feet (44.98') to an iron bound set with I/D Cap;

Thence running along the boundary line of the open space S 13° 09' 25" E a distance of fourteen and twenty-one hundredths feet (14.21') to an iron bound set with I/D Cap;

Thence turning and running along the boundary line of the open space S 57° 21' 21" W a distance of thirty feet (30.00') to an iron bound set with I/D Cap at the easterly sideline of Emerald Lane;

Thence turning and running along the easterly sideline of Emerald Lane N 32° 38' 39" W a distance of seven and ten hundredths feet (7.10') to a granite bound set;

Thence running along the easterly sideline of Emerald Lane on a curve to the left with a radius of one hundred seventy-five feet (175.00') a distance of thirty-two and ninety hundredths feet (32.90') to the point of beginning;

Containing 0.044 acres or 1,921 square feet, more or less, along with installed playground equipment improvements.

Subject to any conditions and restrictions as shown on the above referenced plan and plan set. Subject to any and all easements as described in a Deed of Warranty in Strafford County Registry of Deeds at Book 4350, Page 139 as they may apply.

Subject to the municipal use of Emerald Lane as a private roadway until such time as the City of Dover accepts Emerald Lane as a public way or roadway system.

Meaning and intending to describe and convey a portion of the premises conveyed to Indian Ridge At Dover, LLC, by Warranty deed of Jeffrey White and Darlene White to the grantors dated December 31, 2015 and recorded at the Strafford County Registry of Deeds at Book 4350, Page 139.

Signed this _____ day of _____, 2016.

Indian Ridge At Dover, LLC

Witness

By: _____
Member
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

This instrument was acknowledged before me on _____, 2016, by _____, Member of Indian Ridge At Dover, LLC on behalf of said Limited Liability Company.

Notary Public/ Justice of the Peace
My Commission Expires:

Accepted by the Dover City Council on November 9, 2016



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2016.11.09 – 154**

Resolution Re: Establishment of FY 2017 Expectations by Mayor and City Council for City Manager

- WHEREAS: Well thought out and clearly defined expectations by the Mayor and City Council for the City Manager will aid in the establishment of an effective Council-Manager relationship; and
- WHEREAS: An effective Council-Manager relationship will support the further prosperity and growth of the Dover community; and
- WHEREAS: The Dover City Council and City Manager are committed to efficiently and effectively meeting the increasingly complex and diverse needs of the Dover citizens; and
- WHEREAS: The Dover City Council and City Manager have proactively discussed ongoing expectations and priorities for the coming year.

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

The Mayor and City Council establish the attached list of ongoing expectations for the City Manager during the ensuing fiscal year.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

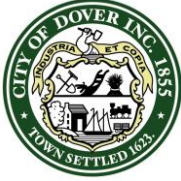
Sponsored by: Mayor Karen Weston

Approved as to Legal Form
and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2016.11.09 – 154 Resolution Re: Establishment of FY 2017 Expectations by Mayor and City Council for City Manager		

DOCUMENT HISTORY:

First Reading Date: _____ Approved Date: _____	Public Hearing Date: _____ Effective Date: _____
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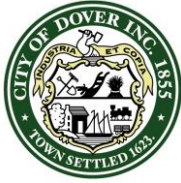
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The following expectations are established for the City Manager for FY2017 and are intended to be evaluated during the City Manager's annual performance evaluation.

1. Customer-Focused Outcomes: Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable.
2. Product & Process Outcomes: Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available.
3. Leadership & Governance Outcomes: Effectively continue to communicate with the community at large through various means, support citizen engagement in local governance and community forums, and provide leadership in the implementation of the Stewardship of Resources chapter of the City's Master Plan
4. Financial & Benchmark Outcomes: Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year.
5. Workforce-Focused Outcomes: Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.11.09 – 155**
Resolution Re: **Amendment of FY2017 Fee Schedule to Adjust Parking Permit Fees for Fourth Street and Community Signs Permit Fee**

WHEREAS: The City Council adopted the FY2017 City of Dover Fee Schedule on May 4, 2016, and;

WHEREAS: The City regulates Parking permits for on-street parking, and;

WHEREAS: The City regulates the placement of temporary signs and community signs within the City, and

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

That the City Council authorizes changes to the Police Department section of the approved FY 2017 Fee Schedule, p. 9, to reflect adding fee change, as follows:

SERVICES	CURRENT FEE	PROPOSED FEE
Parking Monthly Permit Fee		
Fourth Street	\$0.00	\$30.00 Business

That the City Council authorizes changes to the Planning Department section of the approved FY 2017 Fee Schedule, p. 7, to reflect adding fee change, as follows:

SERVICES	CURRENT FEE	PROPOSED FEE
Planning – Community Signs		
Permit Fee per Display Period	\$0.00	\$5.00 per display period

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

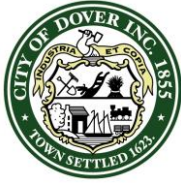
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2016.11.09 – 155**
Resolution Re: **Amendment of FY2017 Fee Schedule to Adjust Parking Permit Fees for Fourth Street and Community Signs Permit Fee**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

On October 26, 2016 the City Council adopted an update to the City of Dover Zoning Ordinance. Chapter 170-32, Article X, *Signs and Fences*, was updated and established the regulation of Community signs. This resolution establishes the permit fee for Community signs.

The Parking Commission, at the October 2016 meeting, voted to recommend that business permits be made available for Fourth Street between Central Avenue and Chestnut Street to accommodate anticipated needs due to development of the Third Street parking lot. The recommended Monthly Permit fee is \$30.00, which is consistent with the established Third Street Lot business permit fee.