



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 25, 2017**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
- 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. January 4, 2017 – Workshop**
 - B. January 11, 2017 – Regular Meeting**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

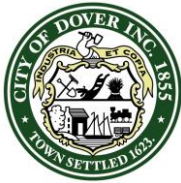
- A. ORDINANCES IN THE 2ND READING**
- B. ORDINANCES IN THE 3RD READING**
- C. RESOLUTIONS**

- 1. APPROPRIATION FOR FISCAL YEAR 2018 PUBLIC SAFETY COMMUNICATION
UPGRADE AND AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. ROAD RACE – Saint Mary Academy**



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2. B16013B DESIGN BUILD OF CUSTOMER SERVICE CENTER

SPONSORED BY MAYOR WESTON BY REQUEST

3. PURCHASE OF 2017 MODEL YEAR VEHICLES - STATE OF NH BID

SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. AUTHORIZATION FOR THE PURCHASE OF A CONSERVATION EASEMENT BY THE CITY OF DOVER CONSERVATION COMMISSION

SPONSORED BY MAYOR WESTON BY REQUEST

2. APPROPRIATIONS OF GENERAL FUND CAPITAL RESERVE FUNDS AND AWARD OF BID RFP03-17 LED STREET LIGHTING IMPROVEMENTS

(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 8, 2017)

SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

City of Dover

City Manager's Report

January 25, 2017



Reporting on December 2016

J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

City of Dover's Municipal Leadership Team



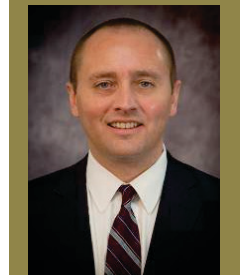
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



Eric Hagman
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City Manager -
Planning Director



Douglas Steele
Deputy City Manager -
Community Services Director

Report Highlights

Section 1:
Customer-Focused
Outcomes.....02

Section 2:
Product & Process
Outcomes.....07

Section 3:
Leadership & Governance
Outcomes15

Section 4:
Financial & Benchmark
Outcomes.....21

Section 5:
Workforce-Focused
Outcomes.....25

Customer-Focused Outcomes

1

"Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable."

Emergency Management Communications

Radio Transmissions
11,095

Phone Calls
7,452

911 calls received
411

Assisted people in the lobby
341

Police Alarms Received
98

Police Alarms Cancelled prior to arrival
24

The City Manager forwarded the existing Cable Franchise Agreement with Comcast to the City Council; next steps are to solicit public input.

Also sent to Council was an Award of Bid Resolution to be placed on the next agenda for the HVAC Design Services for the library and City Hall.

The City Manager

forwarded an email to the Council from Representative Henle including presentations on the NH Tax Shift Plan.

An updated City Council meeting schedule was provided to the Council as well.

Water production has been holding steady at 2.1 to 1.9 Million Gallons per Day (MGD) for the month. Production is projected to

stay around 2.0 MGD through spring. This is being monitored by the DUC.

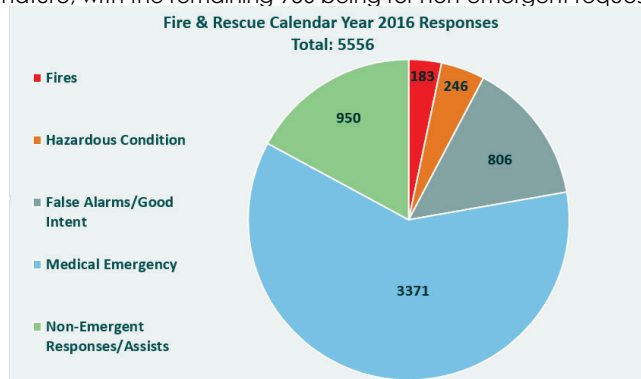
The Facilities, Grounds and Cemeteries Division handled 26 service calls and 223 work orders in the month of December. One hundred and nine of the work orders were reporting street light outages.

Facilities employees attended 9 full burials, 2 ash burials, set one marker, and raised another in Pine Hill Cemetery during December.

Responsiveness & Measurables

December was the busiest month for Fire & Rescue in Calendar Year 2016, with Fire & Rescue responding to 508 calls for service which is just over an average of 16 responses per day helping Dover citizens. In addition to this, Fire & Rescue conducted 64 Holiday Safety Spot Inspections in our community's businesses for a total activity level of 572 incidents. 11 of the calls for service were for fires, 298 were for medical emergencies, 19 were for other hazardous situations requiring emergent intervention, 82 were either false or good intent in nature, with the remaining 162 being for non-emergent requests (including the Holiday Safety Spot Inspections which will be explained later in this report). Of the emergencies, there were 111 times where simultaneous emergencies were occurring, and 15 of those times where 3 or more emergencies were occurring at the same time. The busiest day in December for Fire & Rescue was Wednesday, 12/21/2016 when there were 32 calls for service while the slowest day of the month was Tuesday 12/20/16 with only 7 calls for service occurring.

Looking at Fire & Rescue's activity level for calendar year 2016, Fire & Rescue responded to 5556 calls for service which is just over an average of 15 responses per day helping Dover citizens. 183 of the calls for service were for fires which is a fire of some type every other day on average, 3371 were for medical emergencies (over 9 per day), 246 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 806 were either false or good intent in nature, with the remaining 950 being for non-emergent requests.



Statistically speaking for calendar year 2016, there were seven EOC alert events and one emergency EOC activation during a sudden rainstorm that dumped 3 inches of rain in an hour during one fall evening.

During the month of December, the meter crew conducted 9 stopped meter appointments, 11 turn off appointments, 33 final reading appointments and 113 backflow test appointments.

Twenty-six work orders relating to assorted issues in municipal buildings were handled. Ten work orders pertaining to deliveries were completed. Ten signs were attended to, changed out, remounted or had bent posts replaced.

The Facilities, Grounds and Cemeteries Division handled 26 service calls and 223 work orders in the month of December. One hundred and nine of the work orders were reporting street light outages.

Facilities, Grounds & Cemeteries employees spent twenty-five hours removing a considerable amount of brush, vines and growth that caused concern near the Woodman Park playground area earlier this year. Sixty-three other work requests relating to grounds or facility issues received attention.

Employees are working on inputting all requests for HVAC service into the work order system. Part of this meant the collection of locations for various panels, which was completed this month. Air filters were changed at the indoor pool, Public Works Facility, and in City Hall.

In December, DNTV-22 televised live, rebroadcast and made available online 10 public meetings.



Christmas Story time



Concert Minako & Audrey

December library circulation totaled 21,409. 12,162 adult, 6,764 children's, 1,814 Overdrive and Advantage audiobooks & eBooks downloaded, and 669 Hoopla items downloaded.

There were 103 new library patrons registered in December, bringing the total active cardholders to 16,674. Nine of these new patrons were non-resident Dover workers or students which is now up to 180 in that category.

Dover Public Library museum passes were borrowed 100 times.

34 new patrons registered for downloadable audiobooks/ eBooks for a total of 4,397 and 33 registered for Hoopla, totaling 743.

Library Internet and PC uses by the public totaled 1,157, plus 3,579 via Wi-Fi, plus 53 Chromebook loans. The

Early Literacy Station was used 263 times by children.

Average Internet use per day was 169.

109 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.

The Dover Teen Center calendar for December 2016 consisted of educational and social programming for its youth participants. For the month, the Teen Center saw a total of 546 participants on 18 days of programming, which yielded an average of just over 30 participants per day.

There were 4 new registrations at the Dover Teen Center as well.

During the month of December, the Dover Police Department responded to 2,229 incidents throughout the city. Police officers made a total of 878 motor vehicle stops during which they issued a warning or a summons.

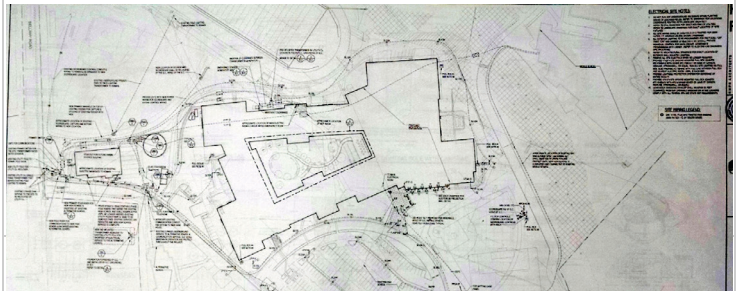
Dover Mounted Patrol handled:
37 public assists
23 parking assists
05 assists to community action/homeless

Inspections - Life Safety	33
Inspections - Business	55
Inspections - Sprinkler/Alarm	16
Inspections - Building	61
Inspections - Electrical	93
Inspections - Plumbing/Mechanical	145
Inspections - Blasting	0
Inspections - Health	42
Inspections - School / Daycare	10
Inspections - Oil Burner	1
Inspections - Woodstove/Fireplace	1
Permits Issued - Blasting	0
Permits Issued - Building	41
Permits Issued - Certificate of Occupancy	15
Total for December	513
Inspections - Life Safety	633
Inspections - Business	150
Inspections - Sprinkler/Alarm	367
Inspections - Building	1314
Inspections - Electrical	1490
Inspections - Plumbing/Mechanical	1587
Inspections - Blasting	1
Inspections - Health	527
Inspections - School / Daycare	138
Inspections - Oil Burner	12
Inspections - Woodstove/Fireplace	7
Permits Issued - Blasting	12
Permits Issued - Building	523
Permits Issued - Certificate of Occupancy	122
Total for 2016	6883

Inspection Services continued to be very busy with a total count for inspections in December conducted and permits issued at 513. (top left chart) December's new construction activity value was \$17,328,272!

For calendar year 2016, Inspection Services had a total count for inspections and permits issued of 6883. (bottom left chart)

The calendar year 2016 total new construction activity value was \$58,563,734 which does not include the New High School construction cost of \$87 million approximately. The photo below is one piece of one building plan that Inspections had to review for code compliance for the New High School build.



Dover Teen Center program offerings in December:

Arts In Action Programs – "Art w/Brian Cartier" (2)
 Snack Special – "Spaghetti Fest"
 Arts In Action Programs – "Guitar/Music Sessions" (3)
 Snack Special – "Pancakes"
 Special Event – "Intern Appreciation @ Dover Bowl"
 Special Holiday Event – "Holiday Crafts Day"
 Trip! – "UNH Women's Basketball Game"
 Special Holiday Event – "11th Annual Holiday Party"
 Winter Holiday Vacation Event – "80's Movie Marathon Day"
 Winter Holiday Vacation Trip! – "Dover Bowl"
 Winter Holiday Vacation Trip! – "Fox Run Mall"



December was the first full month of comparable data for the Dover Parking Garage usage compared to the prior year. Monthly business permit counts were up 18% with 232 permits being purchased for December 2016 versus 196 for December 2015. Total short term meter users were also up 38%. In December of 2015, there was an average of 99 short term users in the garage each day, whose average stay was 1 hour and 19 minutes. This December, the average number of daily users was 138, with the average stay being 2 hours and 3 minutes (a 54% increase in time stayed). Part of this increase can be contributed to the City experiencing a snowier December this year; as the garage is a very popular location for drivers to park when it snows. That increase was probably dimmed by the closing of the nearby Chop Shop for renovations for much of the month.

Sgt. Speidel performed a total of 5 child passenger seat inspections during the month of December. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

The Dover Police Department performed 30 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of December, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, are funded with a grant from the Office of Highway Safety which is effective through September 2017. Dover Police made a total of 11 DWI arrests during the month of December.

The Dover Police Department performed 8 man-hours of targeted distracted driving patrols during the month of December, in addition to regular duty patrols performed by the Traffic Bureau Patrol Officer and other patrol personnel. These distracted driving patrols are funded with a grant from the Office of Highway Safety which is effective through September 2017. During the 8 man-hours of targeted patrols, a total of 20 traffic stops were made resulting in 11 summonses (primarily for violations of the mobile electronic device hands free law) and 9 warnings for various traffic offenses. In the month of December, Dover officers issued a total of 25 summonses and 18 warnings for violations of the mobile electronic device law.

Total of Animal Calls for Service: 45

Police handled 21

Dispatch handled 10

Animal Control Officer handled 14

Breakdown of calls by Officers:

Barking Dog	4
Welfare checks	7
Found animals	4
Loose animals	3
Animal Bites	1
Injured wildlife	1
Dog waste complaint	1

Breakdown of calls for Dispatch:

Welfare Checks	1
Lost Animals	8
Deceased Animals	1

Breakdown for ACO:

Found Dog	1
Welfare Check	6
Loose Animals	5
Dog Bite	1
Lost Dog	1

The Animal Control Officer received 27 voicemail messages and returned those calls. She followed-up on 5 reports that were originally handled by police officers. Two of those follow-ups were rabies quarantine enforcements

"Customers may forget

what you said but they'll

never forget how you

made them feel."

Unknown Author

The following is a general description of the Police Priority Response System.

PRIORITY 1: IMMEDIATE

RESPONSE: Crimes "in progress"; injury accidents; alarms.

PRIORITY 2: RAPID

RESPONSE: Crimes or incidents that are not "in-progress" but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

PRIORITY 3: TIMELY

RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE:

Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

PRIORITY 5: MOTOR VEHICLE STOPS.

Priority 1: 174

Priority 2: 102

Priority 3: 396

Priority 4: 679

Priority 5: 878

The Dover Police Department responded to **83%** of emergency calls in less than 6 minutes.

Early Bird swim seems to be the largest attended swim sessions at the Dover Indoor Pool, with as many as 45 swimmers every morning. Hydrofitness usually has 15-20 attendees and the Great Bay Masters program has 25-30 swimmers. High school swimming is in full swing with Dover High, St. Thomas, Spaulding and Berwick Academy using the pool on a daily basis. Oyster River uses the facility during vacation and early release days. Seacoast Swimming has also used the facility over the past month. Overall, there is an average of 75-90 lap/recreation swimmers per day with as many as 250-300 swim team members each day during the week.

Three birthday parties were held at the Indoor Pool during December.

There were 311 participants at the Adult and Youth Stick Practice session at the Dover Ice Arena. Four birthday parties were held there as well.

Participants at the Senior Center included 27 seniors at the Mystery Lunch, 5 at the Self-Guided Day Trip and 54 at the holiday party.

2

"Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available."

Product & Process Outcomes

Public library attendance at **58** December programs: 10 story times = 161 children; 181 crafts made at craft session; 7 movies shown to 61 people; 4 Lego Saturdays =70 participants; 1 Langdon Place outreach visit = 5; 1 Game Night = 25 board game players; 1 Book-A-Librarian appointment; 5 Music with benji programs =176 attendees; 3 adult coloring programs = 7; 2 Technology classes = 4 students; 2 Book

groups = 20 readers; Paws to Read session = 6 kids reading to Murphy the dog; Snap Circuit program by DHS Robotics Club had 6 participants; 2 soldering programs = 18; Star Wars Mania event = 125; Holiday workshop for kids = 53; 5 Hour of Code sessions 56 participants of all ages; Head Start visit by Children's Librarian =44; 6 Homemade Holidays crafts for adults = 41; Cookbook author program = 15;

Christmas piano concert by Minako Merritt & Audrey Craft = 60; exam proctoring 1= 1,126 persons who attended a program or event at the Library during December.



It Is All About Service

244 people answered a short "How to You Use the Library" Survey that was posted online and on social media. 75% of respondents said the librarians were "extremely helpful", 9% said "somewhat helpful", and 14% said they have never asked a librarian for help!

Library staff began a promotion event called "Read-alikes" in December to encourage use of similar books from the stacks when a bestseller is not available to borrow. This program will encourage people to use the database NovelList, from whom the library received a \$1000 grant for this effort. In December, 200+ "Read-alikes" were checked out from the stack areas where older books are shelved.

The Utilities Division experienced two damaged fire hydrants while pumping hydrants. Both damaged due to car accidents where repaired/replaced.

There were three calls for water leaks. All three were located on the property owner's side.

Hydrant pumping was completed during the month. Throughout the winter, staff will continue to check on older hydrants.

As part of the widening of the Spaulding Turnpike, crews tapped the water mains next to the Spaulding Turnpike within the City of Dover easement.

Crews responded to six service calls regarding sewer backups. None of these were on the city side.

Approximately 1,100 tons of salt was delivered to the Public Works facility which crews added to the salt shed.

Mailboxes damaged by plows were repaired or replaced. Temporary boxes will be replaced with permanent boxes in the spring.

The residential sand/salt

Library crafts

pile, located in the Shaw's Lane ball field lot, was restocked and several of the bins in the downtown were also refilled.

Roads were pretreated with a brine solution prior to twelve winter events, applying a total of approximately 12,000 gallons.

Crews sanded and salted the roadways and sidewalks as needed, often having to return after cold temperatures resulted in icy, slippery conditions.

Julie Labonte, City Treasurer, continues to work with members of the Recreation Department and City IT Department to implement acceptance of credit cards for payment at City recreation facilities for programs and services.

Due to the complexity of the design and build of the New High School, and all state agencies that have oversight, a code coordination meeting was held at the North End Fire Station in December between the HMFH architectural design team, members of the joint building committee, and Inspection Services. This meeting clarified workflow and statutory responsibilities. With all players involved being able to discuss the complicated code design issues, designs are being finalized with most cost issues identified. As the bulk of the Fiscal Year 18 Capital Improvement Plan was approved, which includes funding to replace Fire and Rescue's heavy vehicle known as Engine 4, (which is what in the fire service industry calls a Quint). This is a combination fire engine and ladder truck built into one unit. Members of Fire and Rescue met in December with one vendor of that style vehicle to review the features offered and design criteria. Engine 4 is nearly 20 years old with over 185,000 miles and over 15,175 engine hours and simply put, Engine 4 is tired. There are many objectives that Fire and Rescue are trying to achieve with this purchase. The first is a longer aerial ladder reach improving from the 55-foot reach that is on Engine 4 today to as close to or exceeding 100 feet in length if possible so that the vehicle can double as a complete ladder truck when this organization's ladder platform known as Truck One is out for repair. The second is so the vehicle purchased can be counted as an additional full aerial ladder credit during our next Insurance Services Organization (ISO) review in five years (which was a deficiency noted in the last review in 2012). As this vehicle will hopefully be in operation for 20 years, the possibility also	exists looking long-term that the City may grow upward enough over time in height that two operational ladder trucks may be needed to be staffed on any given day. Discussions will continue with this vendor over design parameters while Fire and Rescue looks for other vendors who can provide a similar vehicle with the same capabilities. It is expected that the design phase will take several months before an RFP/bid document is released, with the bid solicitation process to take a month, followed by the bid award and then most likely, a 12-month build process. This places the arrival of Engine 4's replacement in the vicinity of June of 2018 if all these phases stay on track. Staff members conducted an after action review of the response on December 10th to the unfortunate double shooting event that occurred on Three River's Farm Road. During this emergency, Police staff members brought that department's armored Bearcat vehicle to the scene and in addition to the many other needed job tasks to control the highly volatile and emergency scene, took a Fire & Rescue paramedic to the yard of the home where the shooting occurred and where an individual was trapped in the 10-degree weather inside a car. The team of police officers and the Fire and Rescue paramedic, were able to get that individual into the Bearcat and transport him out of danger to waiting Fire and Rescue staff members in a safe zone on Gulf Road, where he was treated for multiple gunshots and hypothermia and then transported to Wentworth Douglass Hospital. This hopefully once in a career event, illustrated how important it is to have the regional special teams that exist, such as the Stafford	County Tactical Response and Operations Unit. In addition to this after action review, this incident was reviewed during Wentworth Douglass Hospital's trauma rounds in December so that medically, any lessons learned could be incorporated system wide. After action reviews for police and fire incidents are a best practice, industry system improvement method. The Community Service program, which falls under the Police Department, continued to track six active participants during the month of December of 2016. A total of 7.5 community service hours were completed during the month. None of the participants finished his/her assigned hours. There are a total of 4 active Diversion cases. Two cases already in active Diversion Contracts and 2 cases awaiting the next meeting. During the month of December 2016, Officer Kennedy, Dover High School Liaison Officer, assisted the Dover High School with directing afternoon traffic on multiple occasions in front of the school. Officer Kennedy also assisted Dover High School by monitoring several parking and traffic related issues in many of the parking lots. Officer Kennedy also met with several students in his office to answer questions about the students' future goals. Officer Kennedy met with school officials numerous times to assist with school investigations in determining if criminal activity occurred. Officer Kennedy coordinated with the Auto Technology & Collision students to have a Dover Police Cruiser brought to Dover High School each Thursday to be detailed.	During the month of December, the students detailed three cruisers. This program was a large success last school year and should continue throughout this school year. So far this year, the students have taken great pride in this program and the quality of work has reflected that. Officer Kennedy has coordinated with the instructor to purchase the class pizza at an upcoming date.  One of the Dover Police Department's unmarked police cruisers shines after being detailed by the Dover High School's auto Technology and Collision students. Street crews patched potholes throughout the city. Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season. Wooden stakes were placed on the benches downtown so that the sidewalk tractor is able to avoid them when clearing snow. A washout was repaired on Toffree Lane. The washout was located at the end of a drainage culvert. City crews restabilized the area with approximately six tons of Rip Rap (ledge). The block structures holding the frame around three manholes had crumbled and needed to be replaced on Spruce Drive, Whittier Street and Central Avenue at Charles Street.
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Engine 4 in Lee, NH - September 2010



E4 Replacement - Similar To This

"The difference between "try" and "triumph" is just a little "umph."

During the month of December 2016, there were two letters generated by the Dover Police Department sent to certain licensed liquor establishments in Dover. These letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined that an overly intoxicated person had been over-served, a letter is sent from the Police Department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

Officer Plummer completed his 2nd year teaching the DARE program at the Dover Middle School.

Part of Officer Plummer's job is to work closely with Dover Housing Authority (DHA) staff regarding trespass complaints involving non-residents who are either living in DHA housing in violation of a lease agreement or visiting residents after being banned. Officer Plummer was involved in several of those investigations

during the month.

He is also charged with determining if there is drug activity taking place in the neighborhoods managed by the DHA. As a result, he has been working very closely with the Strafford County Drug Task Force.

Officer Kennedy, Dover High Liaison Officer, spoke with six Health classes during their "drug block" of instruction. Officer Kennedy has worked with the teachers to co-instruct this block. The focus is to engage the students in critical thinking about current drug issues and getting them to articulate their thoughts about why the trends are the way they are and be able to explain why and how they would help to solve them. The goal is to continue and build upon this each semester.

Officer Kennedy is continuing to work with the Career Technical Center staff about designing a basic Citizens Police Academy program offered to the junior class. The class will be geared toward students interested in learning more about law enforcement to gain an understanding of what the police do and why as well as those interested in a career in law enforcement.

Officer Pieniazek assisted with traffic outside of the school at the beginning and at the end of the school day.

During the month of December, Officer Pieniazek completed teaching the DARE program to six different homeroom classes. With that, all DARE classes for the fifth grade have been finished during the first half of the school year. In addition to teaching six DARE classes, Officer Pieniazek coordinates the entire DARE program.

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

Also during the month, Patrol Officers conducted checks of the Community Trail, the Transportation Center, area parks. They conducted school zone traffic enforcement in each of the school zones in the city as well as very frequent checks of the parking garage due to concerns of loitering raised by neighboring residents.

Officer Khalsa has been working very closely with the Strafford County Drug Task Force as well as the DEA and the NH State Police Narcotics Investigation Unit in order to identify persons and locations involved in the local drug trade. This involved extensive surveillance and intelligence gathering through both observation and speaking with residents.

On a continual basis Officer Khalsa fosters community outreach by approaching local businesses, associations and persons and informing them of the POP Unit mission and services. Officer Khalsa has also made continuous checks of places with known activity such as St. Charles Cemetery, the Community Trail, train station, and the Library to maintain a police presence at those locations.

During the month, Officer Khalsa continued to work with Alliance Asset Management regarding Woodbury Mills at 2 Dover Street. This partnership began several months ago to address quality of life issues that the residents were experiencing. By working with the management company, Officer Khalsa has been able to assist in the eviction of problem residents and the banning from the property of non-residents that have caused problems. This includes one additional person during the month of December.

Analysis of the calls for service at 2 Dover Street since the implementation of several safety protocols to control who comes and goes from the building has revealed that progress has been made. The types of calls have shifted from trespass and noise disturbances to domestic disturbances and reports of a tenant suffering from mental health issues-issues that involve individual tenants or units. Officer Khalsa will continue to work closely with the management and residents in an effort to continue to reduce the calls for service at 2 Dover Street.

Officer Khalsa also spoke with Chinburg Builders relating to safety and prevention measures due to an increase in thefts and burglaries in the mill buildings downtown to include, 1 Washington Street, 100 Main Street and 353 Central Avenue. Officer Khalsa was able to make an arrest in one of the burglaries. He will continue to work with Chinbug Builders to discuss additional safety and security measures such as adding cameras, key card systems and regular foot patrols in the buildings.

The Parking Commission recommended that the Orchard Street service road (the alley behind Harvey's) be posted as an active loading zone. This will better meet the actual use and needs of the tenants and businesses. This change was supported by all adjacent property owners and business owners. Loading zones are designated by the Chief of Police. They also voted to recommend that the city return to marking individual parking spaces to increase parking capacity in the downtown versus the parking bays now in use in most areas.

During the month of December 2016, 7 registered sex offenders were processed by the Dover Police Department's Special Investigations Bureau. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

The Animal Control Officer also picked up a Mallard Duck with an injured leg. The duck was transferred to a wildlife rehabilitation facility to heal.



This is Diesel who escaped from his owner's yard but was quickly recovered by the Animal Control Officer and returned to his owner.

Sgt. Speidel and Officer Lazos assisted the Dover Fire and Rescue Department with its annual Toy Bank distribution on December 17, helping to provide traffic control to ensure pedestrian safety and posting signs and cones to facilitate smooth traffic flow at the former Robbins Auto Parts property.

"The Problem Oriented

Police Officer position was created in order to address quality of life related issues and many residents of neighborhoods and apartment complexes are reporting that drug use and sales close to where they live is affecting their quality of life."

The Police Department Investigated a shooting on Three Rivers Farm Road that left one man dead and another injured. The case has been referred to the New Hampshire Attorney General's Office to determine if any charges will be filed.

They also investigated several burglaries that occurred in one of mill building complexes in downtown Dover. As a result of the investigation, a Dover man was arrested on multiple charges.

The PD assisted the New Hampshire Liquor Commission's Division of Enforcement in investigating an accident that occurred at a restaurant in Dover that left two people injured. While it appears no criminal offense occurred, the Liquor Commission will determine if the restaurant violated any administrative rules or regulations.

Investigators conducted follow-up investigation after patrol officers arrested a Dover man for stealing from cars. As a result of this investigation, additional charges are anticipated.

Detective Timothy Burt assisted Wentworth-Douglas Hospital with fingerprinting numerous employees.

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

They also investigated one unattended death, which appears to have been the result of a drug overdose.

The Information Technology Division arranged a web meeting with VSI, Card Connect and Recreation staff to review the impact of adding credit card processing to their operations.

On December 30, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during peak commuting hours under the Dover Police Department "Sustained Traffic Enforcement Program" (STEP) grant which provides federal funding to reimburse the agency's personnel costs.

Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving.

Targeted locations on that date included Sixth Street, Central Avenue and the Miracle Mile area, Indian Brook Drive, Watson Road and Old Rochester Road.

The Dover Police Department's two K9 teams consist of Officer Keefe with his partner Grinko and Officer Brown and his partner Barco. Each team conducted 20 hours of training during the month of December.

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of December. The team did participate in a 4 hour training session. During this training, the team practiced scene mapping with the total station machine and participated in a review of mathematical formulas used to estimate speeds.

The Information Technology Division ordered six additional wireless access points per department request. These access points will aid the McConnell Center Public Welfare, Indoor Pool, North End Fire Admin, South End Fire Apparatus Bay, FGC Chapel, and Fleet Services.

At the Indoor Pool, December saw an end to weekly Tuesday/Thursday swim lessons session as well as Friday afternoon Homeschool swim lessons. Both will begin again after the New Year. The indoor pool continues to host High School swim meets and the season will come to an end after the state meet the weekend of February 12th. After which, the pool schedule will change to accommodate more Rec Swim time.

The winter season makes for a busy skating month at the Dover Ice Arena. Recreational Public skates are very busy with lots of skating fun for adults and youth skaters. The arena offers recreational skates Sunday through Friday and offers Rock Night for younger skaters on Saturday. Rock Night was held only one Saturday this month. All of the high school teams have started practices and games. The Dover Arena hosts high school games for Dover High School, Marshwood High School, St Thomas High School, York High School and Berwick Academy. Many of these schools have both girl and boy teams and JV hockey teams. Santa and Mrs Claus visited the Dover Arena on Sunday, December 11 and there was lots of excitement with holiday songs and holiday stories. Finally, to top off a very busy month, the Great Bay Figure Skating Club holiday show was held on Saturday, December 10.

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. The ukulele group, Silver Strummers, performed signature holiday music at several different venues. Also held was the annual holiday party complete with a visit from Santa and Mrs. Claus, gift exchange and caroling!

The lease of the Butler Building on River St. has allowed access to the Cocheco River for Great Bay Rowing and the UNH Crew Program. This month the Great Bay Rowing programs had a great deal of activity on the Cocheco River. UNH Crew was in full swing with their teams working towards a fall season wrap up later in the month. The LWCF grant award of \$150,000 will be combined with other Waterfront development funds to begin the improvements which include a dock for paddle sports. The CWDAC Board is working with the architectural firm Urban Studios, to create concept plans and eventually will submit the permit applications for the docks and site work. The Dock permit application is on track to be in the hands of the state officials by January.

There was a heating system breakdown in the McConnell Center and a quick response was needed to restore the heat to the building while more extensive repairs were completed. The building operations and tenant activities were not impacted due to the coordinated efforts of City staff and contractors.

The Indoor Pool had to make schedule adjustments to the upcoming swimming lessons in order to be able to offer a full slate of lesson options. During the scheduling process it was determined that due to staff shortages there would be less options available to registrants if the original plan was implemented so the change was made to better serve the customers.

City Planner Bird worked with two Community Services staff to pick up the wooden boardwalk sections constructed by the Dover High School Building Trades students and delivered them to the Ezra Green trail site on December 9th. Staff worked with Ezra Green homeowners to carry the sections out onto the trail to cross the wetland area.

The Warming Shelter opened at the McConnell Center for those in need on 12/15 due to frigid temperatures.

The Assistant City Manager continues to advise the JBC/SAU on planning and traffic related issues. In addition to those meetings, planning staff provides technical advice to the Engineer and Architect for the project. Final designs and layouts were approved by the Planning Board May 10. In addition to the High School project, planning staff has been working with Legal, Recreation and SAU staff to review opportunities at Garrison Elementary. These opportunities include reviewing documents pertaining to the 2004 expansion of Garrison as well as the original development of park and playground amenities in the 1970s.

In December, the Energy Commission continued work on an updated Energy Report (the first since 2008). They continue to formulate a plan to use the EPA's Energy Star Portfolio Manager to assess energy use/efficiency in City buildings.

Planning Board:

- Heard a Citizen's request to propose rezoning residential and industrial land off Littleworth Road to all industrial.
- Approved a lot line adjustment between Varney Lands LLC and the City on Pointe Place
- Approved an extension request for a subdivision off Piscataqua Road for Patricia Seaford

Zoning Board:

- Approved a minimum lot size variance for a lot off of Pointe Place
- Dismissed an appeal of an administrative decision regarding 42 Shore Lane because it was determined to be untimely

Open Lands Committee:

- City Planner Bird attended a meeting of the Open Lands Committee on December 15th to provide support to the committee, including discussions about easement monitoring and a pending conservation easement project.
- On December 13th City Planner Bird conducted an easement monitoring visit with a volunteer from the OLC on the Bagdon property.
- Reviewed the responses to the Natural Resource Consultants RFP with the Purchasing Agent on December 28th.

Technical Review Committee:

- A Site Review for Jeannette Gestapo, LLC, to construct a 15,000 s.f. commercial building with 47 parking spaces within the 25,500 s.f. paved area. (P16-37)
- A Site Review for 6 Grove Street Residences, LLC, to develop a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and 36 residential units on the 2nd – 5th floors with 44 parking spaces within the 13,806.70 s.f. paved area. (P16-31)

Conservation Commission:

- Voted to recommend approval of a NHDES Wetlands Permit and Conditional Use Permit for the City at 31 River Street to impact a 3,600 s.f. wetlands.
- Voted to recommend approval of a NHDES Wetlands Permit for the City at 31 River Street to install a new public paddle sports dock in the Cochecho River.

Community Trail Committee:

- Met and discussed the TAP application and progress made on the current extension of the trail. It also discussed the Harry Potter Alliance Clean-up Day, Chamber of Commerce's Branding Workshops, how to promote the trail and work with other committees to implement the master plan, Community Trail website, TrailFinder website

Energy Commission:

- At its regular meeting December 21, the Energy Commission heard staff updates on the solar photovoltaic project with Ameresco, Inc. and obstacles to adopting C-PACE around the state, and discussed implementation of the EPA Energy Star Portfolio Manager, the drafting of an Energy Action Plan, and updates regarding the Seacoast Energy Hub.
- Assistant City Planner Piekut presented to the City Council on behalf of the Energy Commission December 7 with an update on the City's agreement with Ameresco, Inc. regarding potential solar installation on City properties.

Did Not meet:

Housing Standards Board

Downtown Dover TIF Advisory Board

Heritage Commission

Transportation Advisory Commission

Fire extinguisher and alarm inspections were conducted through NORRIS, as well as the monthly inspections completed by City employees. Elevator inspections were conducted. RB Allen worked on the fire panel at the Public works Facility and Overhead Door worked on the entrance door

to the warm storage area, replacing the loop controller. A beam detector failed in the auditorium at City Hall, we are waiting for the replacement to be installed by Norris.

Heat was lost in City Hall twice during a cold snap and once at the McConnell

Center. Employees on site reported cool conditions and personnel responded accordingly. The remainder of sand barrels and ice melt containers were delivered and filled as needed.

Facilities & Grounds employees continued to work on prepping the basement of City Hall for the asbestos abatement removal project by removing lighting fixtures that will be replaced with new LED fixtures, and also removing smoke and heat detectors from the suspended ceiling.

Flags were lowered on December 7th, commemorating those lost in the attack on Pearl Harbor in 1941. Flags were, again, lowered to honor the service of **John Herschel Glenn Jr.** (July 18, 1921 – December 8, 2016), who was an American aviator, engineer, astronaut, and United States Senator from Ohio. He was the first American to orbit the earth and also, at 77 years of age, the oldest person to go into space.

The asbestos abatement preparation began in December for the ground floor, customer service center, renovation, and is on hold for wiring to be removed and cleaned up. The abatement should continue and finish in January.

Leadership & Governance Outcomes

3

"Effectively continue to communicate with the community at large through various means and support citizen engagement in local governance and community forums."



150 people recently attended the Star Wars Mania event held at the public library!



Senator David Watters stands with staff from Hope on Haven Hill at their table at Recovery Day.



Dover Youth to Youth students provided a presentation to parents in the Police Department's PACT parent training program.



Youth to Youth students presenting to the employees of Federal Savings Bank in Dover about the opioid crisis and the steps Dover Y2Y has taken to address it.

Through the shared Dovernet Library System, DPL made 78 loans to Dover schools and borrowed 57 items from the schools. Items are delivered/returned by school courier 2X/week.

The library's System Administrator aided school librarians with four Koha ILS issues this month.

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept.

sent 162 volumes to other libraries and borrowed 85 from other libraries for Dover's patrons.

The library has 3,191 subscribers to its two monthly e-newsletters.

Library staff posted 236 items to its various social media platforms in December. Staff also wrote five press releases and distributed them to news/media outlets.

Children's Librarian Patty Falconer visited the Dover Head Start classroom and did a story time for 44 kids there.

For great safety information provided by the Fire Department, visit:

http://www.nfpa.org/~media/files/public-education/resources/safety-tip-sheets/winter_holiday_safety.pdf?la=en or

<http://www.safety-services-company.com/topic/uncategorized/safety-for-businesses-this-holiday-season-safety-tips-on-choosing-and-using-christmas-lights/>

On December 1 and 5, 2016, a team of seven Y2Y members provided a presentation on underage drinking and the influences teens receive in the media relating to drinking. The presentation was a part of the Police Department's PACT training program for the parents of fifth graders.

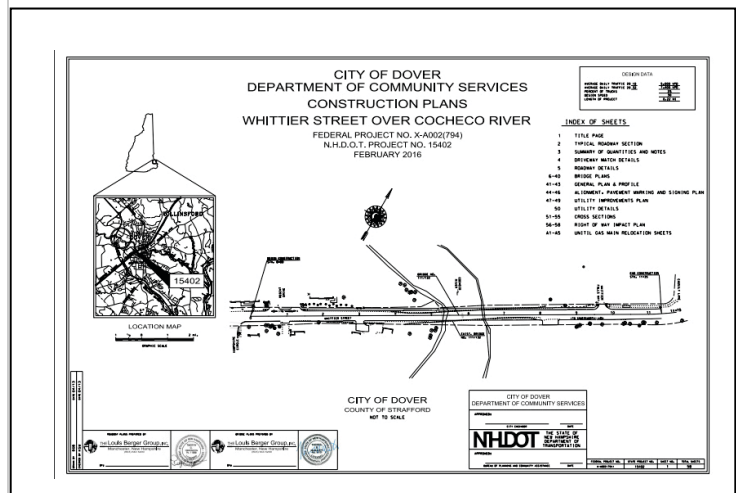
On December 1, 2016, members of Dover Y2Y provided two presentations on Youth empowerment to the employees of the Velcro Corporation at the request of the Greater Seacoast United Way. Different members of Y2Y provided two similar presentations to the staff at Dover's Federal Savings Bank on December 8th.

The annual Santa's Castle event was held on December 10, 11 and 23, 2016. Each night over 30 Y2Y students dressed up as elves and various characters as kids were brought through a series of Christmas themed rooms that culminates in a visit with Santa. This was the 10th annual event and hundreds of kids and their families attended.

December saw Fire and Rescue crews add into their daily routine, Holiday Safety Spot Inspections in Dover's businesses. This program has been in place for many years and it is basically a simple safety check where in-service crews between emergencies, stop by our local businesses during the holiday season and check to make sure with the increased sales stock and holiday decorations that exits are not blocked, that exits are functioning after recent snows, and that the degree of holiday decorations are not unsafe. Simple issues are corrected on the spot collaboratively between the crew and the business owner with more complicated issues being escalated up to the Inspection Services for follow-up.

In addition to all of that, one neighborhood blasting meeting was held at the North End Fire Station in response to the need to blast during the Whittier Street bridge replacement project to remove some ledge where the new bridge foundation abutments will be built.

Blasting permits are a crossover of responsibility between the Planning Department and their site review regulations, Inspection Services, and Fire & Rescue per City Code 109. These regulations are actually at least 5 times more stringent than the State of NH regulations found at SAF-C 1607.05 and SAF-C 1625.04. One of the pillars of the regulations is the requirement for the blasting company to hold a neighborhood meeting where our residents can meet the blasting company and get any questions answered before the permit issued. Pre-blast surveys are required to be offered to residents within a certain range of the blasting site per the State regulations and per Dover's regulations. Dover Fire & Rescue recommend if you are within the distance to be offered a pre-blast survey – take it! This survey, at the expense of the blasting company, records the condition of your home before blasting starts and should any damage occur which is very unusual statistically speaking, you have factual data to work with. Blasting companies are required to measure and record the seismic activity from their blasts and keep that data for six months. SAF-C 1625.04 defines the vibration limits and blasters have to stay within those seismic boundaries. All and all due to those regulations, and others which prohibit storing of explosives on site, the blasting industry has for the most part become very safe and predictable. Representatives from the Planning Department, Inspection Services, Fire & Rescue, as well as the blasting company, attended this meeting with approximately 20 residents and neighbors from the Whittier Street bridge area.



For more information on the Whittier Street Bridge project: http://www.dover.nh.gov/Assets/government/city-operations/2document/community-services/current-projects/Whittier-Street-Bridge/Whittier%20Bridge%20Dover%2015402_PSE%20Plans_Bid.pdf

Fire and Rescue also worked with the City media services staff on a DoverNet TV Public Safety Announcement encouraging citizens to adopt the fire hydrant that is closest to the house to ensure after each winter storm, that it is shoveled out and accessible if there is a fire on that street. With hundreds and hundreds of hydrants in the city, this is a daunting task that can take Community Services and Fire and Rescue staff days to complete after a snow storm.



A Dover Firefighter starting the hookup to a hydrant during the River Street Fire, 11/2011

Captain Breault and Assistant Chief Haas of the Dover Fire Department facilitated an emergency preparedness table top exercise for all Dover public school administrators as well as members of the School Administrative Unit.

Fire and Rescue staff from all levels of the organization with countless hours in an off-duty capacity, assisted with the Dover Toy Bank program for needy Dover families. Similar to past years, this year was no exception with over 180 needy families being assisted and with most having more than one child. This has been a long-standing partnership between Fire and Rescue and City Welfare with the City Welfare Office coordinating the need request while Fire and Rescue coordinates the toy donations and wrapping with assistance from numerous community organizations. A thank you is due to all those organizations that came and wrapped an hour here and an hour there. Additionally – A very special thank you goes out to community member Stan Robbins, who has provided at no cost for many years, the location for toy storage and toy wrapping within the old Robbins Auto-Parts Store and warehouse on Washington Street within the block between Locust and Walnut streets. Fire and Rescue really can't thank Stan Robbins enough for this immeasurable donation.

On Saturday, December 10, 2016, the Dover Coalition for Youth hosted its third annual Recovery Day. The event took place at the McConnell Center and was filled with drug prevention, treatment and recovery resources. Several community members attended the event and were connected to resources necessary to take the next steps towards their own recovery or to assist a loved one with getting the help they need. Others came just to find out more information about the heroin and opioid crisis that has been taking such a heavy toll on our communities.

In addition to the resource fair consisting of nearly two dozen organizations, recovery coaches were available on site to assist those looking to find resources ranging from individual/group counseling to residential treatment programs. A variety of meetings and trainings were offered throughout the event. The schedule included recovery speakers, an ALL Recovery meeting, Narcan training with free kits distributed and a family support group meeting.

On December 8th Captain Terlemezian appeared on WTSN during a new morning commute segment to talk about the upcoming Recovery Day and other PD prevention, treatment and recovery efforts.

On December 8th and 9th Vicki Hebert spoke in all six of the Dover High School health classes taking place this semester. She shared information on the opioid epidemic as well as the Police Department and Coalition efforts to address the problem. She also coordinated recovery speakers to share their personal stories about addiction with the students.

Throughout the month of December, Officer Plummer assisted with Christmas food baskets for DHA families. Officer Plummer helped fill the baskets with other DHA staff and several young DHA residents on the day before the baskets were delivered. Officer Plummer then helped the police department deliver the food baskets to the residents. While delivering baskets Officer Plummer had the opportunity to speak with multiple residents he was delivering food baskets to. They all were extremely thankful for everything DHA and the Dover Police Department do for them.



Hydrant Water Flowing at River Street Fire, 11/2011

Look for this PSA (left) to air in early January! On a normal day without snow, our fire engines carry just enough water so that a hose line can be placed in operation on the fire while the fire engine operator or another fire engine hooks quickly up to a hydrant for additional water. Add in a couple of minutes hunting for a hydrant buried within a snow and ice drift, and this already risky operation becomes extremely dangerous to anyone trapped in a fire and to the firefighters who are attempting to put out the fire and make any needed rescues. Any help from our citizens either clearing hydrants of snow or preventing them from being buried in the first place, is always greatly appreciated.

On December 1 and 5, 2016, Officer Pieniazek coordinated and taught the Police and Community Together program (PACT) to 5th grade parents. Response to this program has been solid this year with nearly one third of the fifth grade students being represented by one or more of their parents.

On December 13th, Officer Pieniazek attended a holiday concert put on by 5th grade students. The kids enjoyed having Officer Pieniazek at their concert

During the month of December, Officer Pieniazek contacted 4

individuals who had overdosed on opiate drugs in order to offer them assistance and resources that may assist them in recovery.

Also during the month, the officers and horses from the Mounted Patrol unit participated in several Christmas related events including the City's Tree Lighting ceremony, The Festival of Trees, the Santa Stroll, Santa's visit to Downtown Dover and a luncheon at Maple Suites.

The Parking Manager has been assisting Community Services with troubleshooting areas with illegal driveways that extend into the public right-of-way or over sidewalks that interfere with snow plowing during storms. By setting up meetings with the landowners and tenants to discuss the issue and identifying alternative locations for their tenants to park, Community Services is better able to clear the roads in front of the properties.



Officers Joe Caproni and Michelle Murch of the Dover Police Department's Mounted Patrol attend a Christmas Luncheon at Maple Suites.



Rasa, one of the horses from the Dover Police Mounted Patrol, checks in on a couple of dogs in a car in Downtown Dover during the month of December.

Captain Breault was a guest lecturer for two Criminal Law classes at Dover High School on December 21st. Captain Breault provided an overview of a homicide investigation and specifically spoke about how the Fourth Amendment right to unreasonable search and seizure and the Fifth Amendment right to counsel applies.



Chief Colarusso (right) speaks during a forum on race relations at UNH on December 21, 2016 (photo courtesy of Foster's Daily Democrat).

On December 21, 2016, Chief Colarusso was a panelist for an event at UNH on race relations sponsored by the justice studies department. In addition to Chief Colarusso, the panel included Juan Cofield, president of the New England Area NAACP; Donna Brown of Wadleigh, Starr & Peters law firm in Manchester; and Andrew Smith, coordinator of the NH State Disproportionate Minority Contact.

Daniel Lynch, Finance Director, and members of the Finance Department reviewed the City's Software system with the Town of Barrington. The Town of Barrington is in the process of replacing their accounting software system.

Daniel Lynch, Finance Director, followed up with the Town of Northwood relative to how Dover implemented a TIF District and established the necessary financial reports

to monitor financial condition of the TIF District. Media Services prepared and distributed several newsletters in December, including the weekly editions of Dover Download, special announcements, and updates from the Cochecho Waterfront Development Advisory Committee. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics.



Officer Bryon Lynch poses while loading a food basket into his cruiser during the annual Christmas basket delivery.

On December 17, 2016, all members of the Special Investigations Bureau participated in the Dover Police Charities Christmas Basket Program. This annual food basket delivery program, which the police department has been doing since the 1960's, is coordinated by members of the Special Investigations Unit along with Ann Clark, the department's personnel assistant. The police department also receives valuable assistance from the Dover Housing Authority. During the weeks leading up to the delivery, food donations are collected by police department staff and stored at the Dover Housing Authority Maintenance Garage.

The baskets were delivered on December 17, 2016 to needy families throughout the City. Leftover baskets were delivered to area group homes and food pantries.

Media Services produced several new public service announcements, including a new series of video and online initiatives about drought management. This series of PSAs includes three videos which are airing on Channels 22 and 95, and online, as well as being distributed via social media. This campaign focuses on the importance of drought awareness during the winter months, and tips for residents on water conservation at a time when the drought isn't in the news. However, Dover remains in a state of severe drought.

Media Services produced new PSAs about Fire and Rescue's "Adopt a Hydrant" program, which encourages homeowners and businesses to help keep snow clear from the city's fire hydrants. This campaign includes video and online spots, as well as a social media presence.

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

Media Services continues to document the construction of the new high school, including timelapse and aerial footage of the progress. Media Services is working with the Clerk of the Works, construction officials and the Joint Building Committee to prepare monthly updates on the project, which will air soon on Channel 22 and be available for on-demand viewing online at the new high school project page.

Planning and Community Development staff met with residents of Spur Road to better understand concerns they have relative to the Spaulding Turnpike expansion project and potential relocation of the Dover toll structure. Planning and Community Development staff continued to interact with Sebago Technics, an engineering firm, reviewing the traffic and congestion on NH Route 108 between Stark Avenue and Mast Road. This stretch of road includes the Middle and High schools as well as the Back River Road intersection. Sebago is working with data provided by the School Department as well as various City Departments to review improvements that might be possible along the stretch of road. A final report will be submitted in January and the staff and DHS JBC will review and comment. Planning and Community Development staff continued to assist the Cochecho	Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. City Planner Bird prepared for a CWDAC meeting on December 20th. City Planner Bird prepared for and attended a site visit on the waterfront with state and federal permitting agency staff on December 2nd to discuss various permitting issues. Staff worked with a consultant to compile the community survey results to solicit opinions about the public park. There were 749 people that completed the survey. Received four responses to the Excavation Contractor RFQ on December 15th and met with other city staff to review the proposals on December 29th and decided to set up interviews with all four of the respondents. Planning and Community Development staff continued to work with the potential purchaser of the Third Street parking lot. The work was to review the architecture and	massing of the building proposed for the site, as well as land and streetscape improvements integration of the site into the larger downtown community was reviewed. The City Council approved the terms of the sale in September and authorized the City Manager to negotiate a final purchase and sales agreement with the developer. A final draft of the proposed Stewardship of Resources Chapter of the Master Plan was made available for public review and comment. The Chapter will be reviewed for possible adoption by the Planning Board in January. The Recycling Center staff announced that it was now collecting Christmas Trees. The Public Works Division sent out notice for residents to help with snow removal by keeping right-of-ways clear of all objects. The City's right-of-way is typically 50 feet, and extends 12 to 14 feet beyond the edge of pavement.	
The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 385 Facebook (City of Dover NH Planning) friends and 799 followers on Twitter @DoverNHPlanning). The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,356 fans). The Department of Planning and Community Development mailed out 57 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download. The Dover Police Department sent notice out in December reminding residents to lock their vehicles, following recent reports of thefts. The Stewardship of Resources Steering Committee announced that it has prepared a draft chapter of the Master Plan and is now seeking public feedback.			

Financial & Benchmark Outcomes

4

"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."

Water Rate: \$4.87
Sewer Rate: \$8.02

FY2017 Total Tax Rate: \$26.69

- City: \$10.40
- School: \$10.59
- State Education: \$2.39
- County: \$2.91

Tax Year = April 1 to March 31
Taxes Due in December & June

Patron donations to the Dover Public Library in December totaled \$830.

The bid for engineering the library's new air conditioning system was awarded to Harriman of Auburn, ME for \$31,100. This was funded in this year's CIP. For cost efficiencies and economies of scale, the design work will be combined with Harriman's work on the City Hall ground floor Customer Service Center project.

Between Fire and Rescue and Inspection Services, Ambulance billing revenue is behind somewhat on revenue while Inspection Services revenue is ahead of projections. A meeting has been scheduled in mid-January between both the Finance Director, Fire Chief, and Comstar who is the City's contracted ambulance billing service, to discuss billing trends and see if there are areas for improved performance to

raise the percentage collected as compared to what is billed.

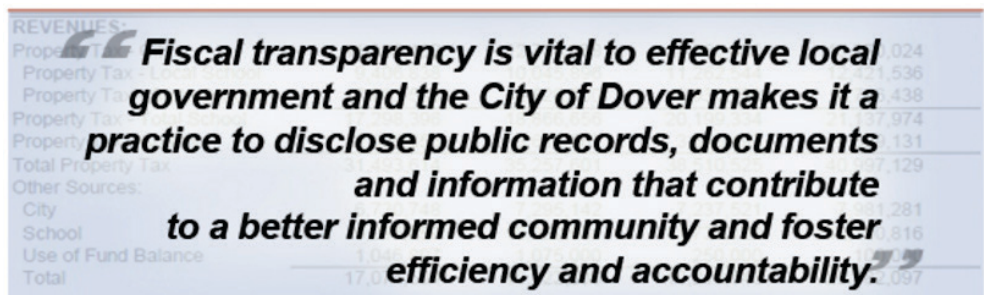
The Henry Law Park Improvement Project funding is a combination of City Capital Improvement funds and private donations. This month we received another donation to the project in the amount of \$25,000 to assist in the final construction elements and public amenities. The donor will be recognized as part of the opening ceremonies of the park in the spring.

It was noticed in December that Fire and Rescue's Engine 7, approximately nine years old, has a cracked water tank. This vehicle is still usable as there is a crack in the top of the 1000-gallon tank and isn't to the degree where water is unable to be held within it. The water tank in Engine 7 is constructed of impact-resistant polypropylene and is easily fixed the manufacturer within a day or two. It is hoped the repair representative will be

able to visit Dover sometime in January and it is thought that the repair will be covered under warranty. Though the tank fix itself only takes a day or two, the total process is expected to take a week as the removal of equipment and access panels and then the return of all of that after the fix, take several days. It was also noticed that Engine 8's cab body crack, on the watch list, has deteriorated to the point where it needs repair.

It is expected that sometime in January, word will come from New England Fire Apparatus that there is a slot open in their repair facility. At that point, Engine 8 will be stripped of all equipment and sent down for the two-month repair process. Fire and Rescue is cautiously optimistic with this outcome with the results yet to be determined due to bureaucratic finger pointing between manufacturers.

Finance Director and Purchasing Agent have been working with Community Services department to review active Water and Sewer Capital Improvement projects to appropriately revise NH DES Drinking Water Revolving Fund Loan projects and Clean Water Revolving Fund Loan projects.



The City has just received notice that NHDES will fund 100%, leak detection of 125 miles of the city's water distribution system. The 2017 survey will locate a pipe that is leaking in the distribution system which will allow utilities staff to make repairs. This procedure will reduce water loss in the system which is vital during drought conditions, and will also reduce daily water production which will reduce operational costs.

The Information Technology Director met with Dave Murray & Tyler of Siemens regarding their proposal for sending alerts from building management systems. IT will pay for overall client system upgrade.

Planning and Community Development staff represented the City at meetings with COAST. These meetings were to discuss possible changes to the funding formula used to allocate costs to communities by the regional transit service. The current formula was developed over 10 years ago and the COAST Board wanted to review options for adjustment.

The Parking Commission continued to review the request of the Indoor Pool Committee to meter their parking lot. Many of the spaces are being used by downtown employees since it is difficult to track if the vehicles belong to people using the pool, the park or going to the Children's Museum. Income from the lot would be dedicated to improvements of the Henry Law Avenue Park.

FISCAL TRANSPARENCY IS ESSENTIAL TO EFFECTIVE GOVERNMENT

Snow Management Summary Report												
FY17												
<u>Date</u>	<u>Condition</u>	<u>Approximate Accumulation inches</u>	<u>Total O/T hrs</u>	<u>Total O/T Cost</u>	<u>Contractor Cost</u>	<u>Salt Ton</u>	<u>Salt Cost</u>	<u>Salt/ Sand Yard</u>	<u>Sand Cost</u>	<u>Salt Brine</u>	<u>Brine Cost</u>	<u>Total Storm Cost</u>
12/5/2016	Wet snow	2	85.9	\$2,705.32	\$490.00	142	\$7,721.96	192	\$2,448.00	2880	\$230.40	\$13,595.68
12/7/2016	Icy roads	0	3.3	\$109.76	\$0.00	63.5	\$3,453.13	9	\$114.75	0	\$0.00	\$3,677.64
12/11/2016	Wet snow/Freezin g Rain	3	170.01	\$5,516.87	\$548.70	207	\$11,256.66	94	\$1,198.50		\$0.00	\$18,520.73
12/12/2016	Icy roads	0	42.23	\$1,413.34	\$1,085.00	58	\$3,154.04	75	\$956.25		\$0.00	\$6,608.63
12/15/2016	Wet snow	0.5	29.4	\$855.23	\$0.00	16	\$870.08	94.5	\$1,204.88		\$0.00	\$2,930.19
12/17/2016	Snow	5.5	496.2	\$15,705.85	\$2,013.60	148	\$8,048.24	265.5	\$3,385.13		\$0.00	\$29,152.82
12/18/2016	Wet snow	0.5	101.6	\$3,534.09	\$350.00	26	\$1,413.88	95.5	\$1,217.63		\$0.00	\$6,515.60
12/22/2016	Wet snow	2	76.8	\$2,498.50	\$530.00	263.5	\$14,329.13	68.5	\$873.38		\$0.00	\$18,231.01
12/24/2016	Icy roads	0	69.6	\$2,140.21	\$0.00	3	\$163.14	160.5	\$2,046.38		\$0.00	\$4,349.73
12/26/2016	Icy roads	0	46.7	\$1,415.86	\$560.00	74.5	\$4,051.31	32.5	\$414.38		\$0.00	\$6,441.55
12/29/2016	Wet snow	8	506.8	\$16,280.07	\$2,879.60	231	\$12,561.78	265	\$3,378.75	1920	\$153.60	\$35,253.80
1/1/2017	Icy roads	0	80.8	\$2,479.57	\$420.00	68.5	\$3,725.03	28.5	\$363.38		\$0.00	\$6,987.98
1/2/2017	Icy roads	0	19.5	\$752.81	\$0.00	0	\$0.00	10.5	\$133.88		\$0.00	\$886.69
							\$0.00		\$0.00		\$0.00	\$0.00
							\$70,748.38		\$17,735.25		\$384.00	\$153,152.01

FY 2017

Capital

Improvement

Projects

**Street
Improvements**

Last Update:
The contractor has finished for the winter.

New Update:
The contractor has finished for the winter.

**Tolend Road
Reconstruction**

Last Update:
Awaiting final As-builts.

New Update:
No update

**Newington-Dover
NHDOT**

Last Update:
The work has started on the Spaulding turnpike and will progress over the next three years.

New Update:
The work has started on the Spaulding turnpike and will progress over the next three years.

Bridges

Last Update:
Whittier Street Bridge – contractor has done the tree removal, closed bridge, removed bridge railing and asphalt. Repairs to the Chestnut Street expansion joints are complete. Central Ave Bridge by First St delayed until spring of 2017. The water main work on the Washington Street Bridge by River St has started.

New Update: Whittier Street Bridge – the contractor is constructing a temporary pipe bridge for the gas main. The contractor is preparing the deck for removal. General Bridge Repair for repairs to the Chestnut Street expansion joints are complete. The Central Ave Bridge by First St will be delayed until the spring of 2017. The watermain work on the Washington Street Bridge by River St has been completed.

**Water Facilities
Upgrade**

Last Update:
Contractor working inside clear well to split into quarters. New pipeline from the clear well to Lowell Avenue is completed. Test pits have been completed. All of the foundations are completed at Calderwood Well and Campbell Well. Propane tanks have been installed. Backfilling is continuing around the propane tanks and building.

New Update:
No update.

**Nelson Street
Reconstruction**

Last Update:
Nelson Street was reconstructed with new base materials, and was paved in late November. Atkinson was temporarily paved for the winter.

New Update:
The contractor focused on winter cleanup during December.

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last Update: A second Neighborhood Meeting with residents, city staff and the design engineers. Residents reviewed drawings , gave input near their properties. Resident, city staff, and state review comments provided to the design engineers for final modifications. Plans are anticipated to go out to bid in early January.	New Update: Plans are anticipated to go out to bid in January.	Last Update: Bill Boulanger was trained on the new traffic light software. New Update: No update.
	Tolend Landfill Remediation		Richardson Drive
	Last Update: The EPA is preparing a Five Year Review of the Tolend Road Landfill remedy performance that will be issued in 2017. The PRP consultants have been preparing monitoring data specifically collected for the report and will provide the data to EPA for inclusion in the review report.	New Update: The remediation system continues to run efficiently with the exception of the excess iron precipitate that periodically needs to be cleaned out of the on-site system piping as well as the sewer force main.	Last Update: NHDES has approved the project, and the project will go out to bid on December 5 th . A mandatory pre-bid meeting is scheduled for December 19 th for any contractors interested in doing the work. New Update: Project went out to bid on December 5 th . A mandatory pre-bid meeting was held on December 19 th . Bids are due back on January 16 th .
	Leighton Way Pump Station Replacement	Wastewater Treatment Facilities Plan	
	Last Update: The existing sewer pump station was taken off line and removed. Currently being serviced using a bi-pass system into the manhole in Leighton Way. The wet well for the new station was excavated and installed. Work on the new building is anticipated to begin in December. New Update: Pumps have been installed.	Last Update: The upgrade construction at the wastewater plant for the past two years is nearing completion. The nitrogen removal process that went online last August performed exceptionally well last fall.	New Update: The NPDES permit is pending since the issuance of the draft permit language. Dover and the Coalition continue to collect water quality data & meeting with NHDES, PREP, and EPA to update them on sampling results. Total nitrogen levels in the estuary have continued to drop as Rochester and Dover implemented nitrogen reductions in their wastewater treatment plant effluent.

5

"Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community."

Workforce-Focused Outcomes

During the month of December, the Human Resources Division recruited for the Library Assistant position. The Library Director is currently reviewing application submittals.

In addition to the above, various City divisions on-boarded their seasonal part-time employees for the winter months.

During the month of December, there was one

new hire in Recreation and four separations. Two separations were from Recreation, one from library and one from the Wastewater Treatment Facility.

Volunteers brought books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents.

The Friends of the Library granted a \$1,000 Tuition Reimbursement for staff member Emily Fortin after completion of her last class for her Master's degree in Library Science.

A vacancy for a part-time Library Assistant I (4.5 hours/week on Sunday afternoons) resulted in 141 applications for the position.

Professional Development

A staff member attended a program at Primex on "Emotional Intelligence" and a webinar entitled "NovelList Inspiration".

William Boulanger, Superintendent of Public Works and Utilities, and Jason Lavoie, Utilities Foreman, attended the Subsurface Designers and Installers Training course sponsored by the New Hampshire Water Works Association. This course was held at the Pease Tradeport in Portsmouth, NH.

The focus of Fire and Rescue training efforts in the month of December centered on several initiatives. Crews were trained on some new blood glucose metering equipment and procedures. Blood glucose or blood sugar monitoring is done several times a day on our ambulances, making it a frequent event.

The Fire Department continued training on and testing a new video Laryngoscope. This was described in detail in last

month's report. One of the shifts testing the device did use it during an emergency where the patient was not breathing. The breathing tube was inserted easily with the insertion recorded on video. The video was shown to the emergency room staff on arrival at the hospital and attached as an electronic file addendum to the patient care report that is required by the State of New Hampshire. As the first report is that the device worked in the field in the manner promised by the sales representatives, the department has placed this device as a priority for purchase in the draft fiscal year 18 budget.

The department also continued with its visits to St. Charles Church, to practice many of the firefighting skill sets that cannot be done without damage, and the department also finished up with training the shifts on the new decontamination and sanitizing sprayer which was reported in more detail

last month. Its purchase and training was most fortuitous as at the end of December, the Norovirus was reported as present in several of Dover's nursing facilities where crews have been responding on medical emergencies. The Norovirus is one of many illnesses transmitted through person-to-person contact, that this system is proven to eliminate. This sprayer in addition to readying our ambulances for the next response will hopefully keep our crews from catching the Norovirus.



This picture shows what the decontamination and sanitizing sprayer looks like.

On December 1, 2016, Sergeant Tarmey and Officers Yerardi and Collis attended a class that covered Crisis & Trauma in Police Work.

On December 5, 2016, Captains Terlemezian and Breault attended a regional briefing on the 21st Century Policing Report. The report was compiled by a committee of professionals from law enforcement and other disciplines that were appointed by President Obama. The briefing covered several of the main topics of the report by the committee members themselves.

On December 5, 2016, Officer Kennedy attended training covering background investigations. The training is required by the Police Standards and Training Council in order to conduct background investigations before hiring a police officer.

On December 7, 2016, Officer Pieniazek attended training on Conducting Physical Fitness Testing. A certification is required for officers to conduct physical fitness testing of other officers for both hiring and for in-service physical fitness requirements.

On December 14, 2016, Sergeant Pettingill attended training on Directed Law Enforcement Operational Planning. This training included aspects of planning for operations ranging from directed patrols for a particular traffic violation on a certain area to planning and execution of search and arrest warrants.

On December 14, 2016, Officer Cooper and Detective Carlson along with Steve Pappajohn and Stephanie Retrosi attended training on Youth Mental Health First Aid. The training, which was held at the Dover Police Department, was facilitated by Community Partners and focused on identifying the signs of and intervening when youth are in a mental health crisis.

On December 15, 2016, Detectives Carlson, Mask, and Travaglini along with Officer Cooper attended training by the NH Attorney General's Office on Medicaid Fraud Control. That training, which took place at the Dover Police Department and was open to area law enforcement, included investigative techniques for investigation of Medicaid Fraud.

Sergeants Nadeau and Collopy and Officer Hurley attended a 40-hour course on Pedestrian and Bicycle Crash Investigation during the week of December 5. The course addresses special dynamics involved in pedestrian and bicycle crashes, including reaction time, victim injury analysis, and environmental factors. The Dover Police Department hosted this training class, and it was attended by law enforcement officers from around the country and taught by adjunct instructors from the University of North Florida's Institute of Police Technology and Management. These officers are members of the Dover Police Department's Collision Investigation Team. By hosting the training course, Dover PD received substantial savings because our officers attended the class at no cost.

On December 15, 2016, Officers Sullivan and Plummer attended training called Dealing with Emotionally Disturbed Persons. This training includes signs and symptoms of various mental illnesses and tactics to handle incidents involving persons suffering from them.

On December 12, Officer Lazos attended a train-the-trainer course at the New Hampshire Police Standards facility on the topic of Work Zone Traffic Control for Law Enforcement. Officer Lazos joins Sgt. Speidel as an instructor/trainer to conduct a federally-mandated traffic control course for fellow officers. The course covers essential elements of the Manual of Uniform Traffic Control Devices pertaining to temporary traffic control, and is required for any State-funded project or for work on any State-owned highway.

Sgt. Speidel facilitated in-service training in RADAR and LIDAR principles and practices with recently hired patrol officer Alison Couch.

During the week of December 26, 2016 Sgt. Speidel coordinated in-service training for all field personnel on the topic of legal and procedural changes affecting DWI arrest processing, implied consent, and impaired driver breath testing which take effect on January 1, 2017.

On December 13, 2016, Det. Matthew Travaglini provided safety training to staff at Garrison Women's Health Center.

Vickie Blackden, Jr. Accountant and Kim Nunan, Finance and Purchasing Executive Secretary attended an intermediate Excel class, provided by the Dover Public Library Staff.

Jean Tsouramanis, Payroll Administrator, participated in an Infinite Visions release webinar on - December 6th, 2016

Daniel Lynch, Finance Director, participated in a Debt Post Issuance Compliance Webinar provided by the PFM Group.

Janet Gray, Account Clerk II, and Caitlyn Hassen, Account Clerk II, both in the City Clerk/Tax Collection Office, have successfully completed their probationary periods. Caitlyn and Janet are wonderful additions to the City Clerk/Tax Collection Office.

Officer Alison Couch graduated from the 171st NH Police Academy on December 16, 2016. Officer Couch received the academic award for the class for having the best test scores throughout the four month academy. As part of the award, she received a \$5,000 scholarship to use toward a Master's degree from Granite State College.



Officer Alison Couch with Captain Terlemezian and Sergeant Collopy after she graduated from the NH Police Standards and Training Academy.

The Dover Chamber of Commerce announced that Police Chief, Anthony Colarusso, was named Citizen of the Year.

Letters of support highlight his communication style as personable, direct, honest and inspiring of trust. He is a true leader, with an outgoing positive attitude and deals with his constituents in a fair, honest and transparent way. He balances a friendly and approachable demeanor with steadfast leadership.

Congratulations Chief Colarusso!

Human Resources Division began negotiations with 6 of the 7 unions in the month of December.

The City Manager's Assistant submitted and provided assistance on 6 new Workers' Compensation claims during December.

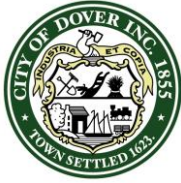
The Indoor Pool staffing levels have been lower than we traditionally experience due to normal turnover and a tougher recruitment process. All applicants must be Red Cross Certified Lifeguards and hopefully Swimming Instructors as well. This year it has been harder to find applicants with those credentials so we have had to constantly advertise for openings. Thankfully over the past month we have received several applications from qualified individuals so we hopefully will be back at full staff soon.

Four City of Dover Employees (3 IT, 1 Fire & Rescue) attend UNH class, Mobile Mapping for GIS Data Collection on January 9, 2016.

IT & Deputy IT Director renewed their CJIS certification, valid through January 2019.

The Assistant City Manager continued taking classes as part of the Certified Public Managers program offered by the State of New Hampshire. This program is designed to educate managers and supervisors on management techniques and policies. December was the midterm paper and exam.

On December 15, Community Development Planner Carpenter attended HUD information management training in Boston.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 4, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor 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 and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. GREAT BAY WATER QUALITY MONITORING

City Manager Joyal introduced Environmental Projects Manager Dean Peschel and invited him to speak to the Council regarding the Great Bay Water Quality Monitoring.

Mr. Peschel said there would be three presentations: the first being by the Piscataqua River Estuary Partnership with Mr. Kallie Matso and Ms. Abigail Lyon.

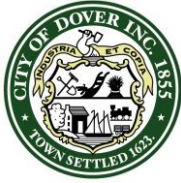
Mr. Matso gave an overview of the Great Bay water quality monitoring to the Council.

City Manager Joyal talked about the City's continued role in this project.

Mr. Peschel spoke about the research being done and how the City's investments has helped the estuaries' nitrogen levels.

B. WASTEWATER TREATMENT PLANT UPGRADE UPDATE

Mr. Ray Vermette gave an overview to the Council on the Wastewater Treatment Plant upgrades and how the nitrogen levels have been reduced by 76%. He spoke about the catch basin project the City is looking into to reuse the refuse collected.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, January 4, 2017**
Meeting Time: **7:00 pm**

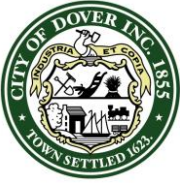
C. MS4 STORM WATER PERMIT UPDATE

Mr. Peschel gave an overview of the new requirements for MS4 Storm Water Permit process and how it could affect the City.

City Manager Joyal talked about the City's involvement with these three projects. He said it will be in the budget and asked the Council's support.

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan 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

6. APPROVAL OF AGENDA

Councilor O'Connor moved to pull from the agenda Item 13.C.1.

Councilor Ciotti moved to add the Planning Board Report.

Councilor Shanahan moved to add the Arts Commission Report.

Deputy Mayor Carrier moved to add the Joint Building Committee – Dover High School and Regional Career Technical Center Report.

Deputy Mayor Carrier moved to substitute as a whole Item #7.A.

Councilor Gagnon moved to approve the agenda as amended; seconded by Councilor Shanahan.

Vote: 9/0.

7. PUBLIC HEARINGS

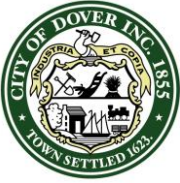
A. APPROPRIATION FOR FY 2018 PUBLIC SAFETY COMMUNICATION UPGRADE AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL, WITH VOTE TO OCCUR ON JANUARY 25, 2017) SPONSORED BY MAYOR WESTON BY REQUEST

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.

Richard Hebbard, 97 Spruce Lane: He spoke about the rules for Rights of Way. He said it's an easement and not a City property.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2017**
Meeting Time: **7:00 pm**

Catherine Cheney, 9 Snow's Court: She spoke about resolutions and ordinances, and urged the Council to sponsor items on the agenda

Theodore Anglace, 23 Wallace Drive: He spoke about Item #13.C.1. and said he felt the final control by the City Council was weakened. He spoke about the DBIDA meeting and the Waterfront TIF and how it works. He also talked about the newspaper article regarding the tax cap. He thanked the City Manager for improvement to Treeno.

Mary Hebbard, 97 Spruce Lane: She spoke about Item 13.A.4. and her concerns with natural resources search, unknown costs, and trespassing on citizens' property. She said the only reason to inventory this is to control it. She urged the Council to vote no on the resolution.

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

9. CITY MANAGER'S REPORT

- A. December 28, 2016
- B. January 11, 2017

City Manager Joyal submitted two reports in writing. He said funds were tracking as anticipated and answered Councilors' questions.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. December 7, 2016 – Workshop
- B. December 14, 2016 – Regular Meeting

Deputy Mayor Carrier moved for the approval of the minutes; seconded by Councilor Shanahan.
Vote: 9/0.

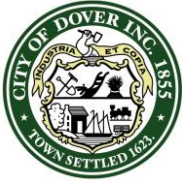
11. MAYOR'S REPORT

Mayor Weston gave an overview of events she and Councilors attended.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Gagnon.
Vote: 9/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING
- B. ORDINANCES IN THE 3RD READING
- C. RESOLUTIONS



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 11, 2017**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – St. Mary Academy**
2. **RAFFLE – St. Thomas Aquinas High School**
3. **ROAD TOLL – ACS Relay for Life Rochester, NH**
4. **B17020 NATURAL RESOURCE CONSULTING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

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

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

Councilor O'Connor pulled Item 13.A.4.

Deputy Mayor Carrier pulled the Joint Building Committee – Dover High School and Regional Career Technical Center Report.

Councilor Ciotti pulled the Planning Board Report.

Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.4.; seconded by Councilor O'Connor.

City Manager Joyal gave an overview of the resolution to the Council.

Roll Call Vote: 9/0.

Councilor Ciotti gave an overview of the Planning Board Report to the Council.

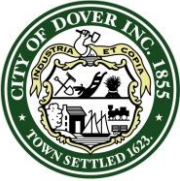
Deputy Mayor Carrier moved to accept the Planning Board Report; seconded by Councilor Thibodeaux.

Vote: 9/0.

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.

Councilor Greenshields moved to accept the Arts Commission 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, January 11, 2017**
Meeting Time: **7:00 pm**

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

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional Career Technical Center Report; seconded by Councilor Greenshields.

Vote: 9/0.

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 79, CITY PROPERTY – SECTION 11 – DISPOSING OF CITY OWNED REAL ESTATE
(TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 25, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST**

Agenda item was pulled.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Gasses spoke about Conservation projects.

Councilor Thibodeaux said she will be having a Coffee with a Councilor session on Saturday, January 14, 2017. She also spoke about the MLK Day remembrance.

Councilor Shanahan spoke about the Communication Upgrade and the grant that will defray the costs. He asked citizens to contact him to discuss rezoning proposal.

Councilor Ciotti said the rezoning is a plan and not actual projects.

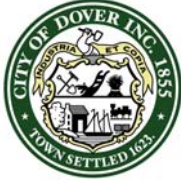
Deputy Mayor Carrier said there should be a place in City Hall for the citizens to meet with a Council.

Mayor Weston listed upcoming boards and commissions meeting dates.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.12.14 - 170**
Resolution Re: **Appropriation For FY 2018 Public Safety
Communication Upgrade 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	Public Safety Communications Upgrade	1,334,490	15	Police	General
	Total	<u>1,334,490</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.

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.

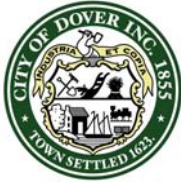
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

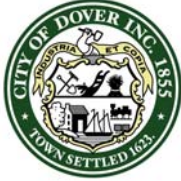
Resolution Number: **R – 2016.12.14 - 170**
Resolution Re: **Appropriation For FY 2018 Public Safety
Communication Upgrade and Authorization for
Bonding**

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#: 12.C.1.

Resolution Number: **R – 2016.12.14 - 170**
 Resolution Re: **Appropriation For FY 2018 Public Safety
 Communication Upgrade and Authorization for
 Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a project approved by the City Council for FY2018 Capital Improvements Program. The Public Safety Communication Upgrade project was approved in the Capital Improvements Program as a FY2018 project and to be financed by debt and through the sale of bonds. This resolution authorizes the sale of bonds to finance the project.

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
Proposed						
Authorization	1,334,490					1,334,490
FY2018 Prior						
Authorizations	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	337,459	(2,007,771)	8,212,304	(400,758)	1,912,500	8,053,734

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	17,202,004	6,900,000	32,000,000	2,450,000	0	20,460,501	79,012,505
Total Issued & Unissued	53,795,829	97,388,021	41,814,930	2,450,000	0	47,901,656	243,350,436
This Authorization	1,334,490	0	0	0	0	0	1,334,490
Grand Total	55,130,319	97,388,021	41,814,930	2,450,000	0	47,901,656	244,684,926
Legal Debt Limit	93,052,012	217,121,361	310,173,373	4,000,000	NA	NA	
Unused Capacity	37,921,693	119,733,340	268,358,443	1,550,000			
Percent Unused	40.8%	55.1%	86.5%	38.7%			

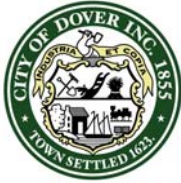
Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

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

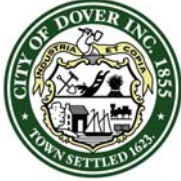
Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.12.14 - 170**
 Resolution Re: **Appropriation For FY 2018 Public Safety
 Communication Upgrade and Authorization for
 Bonding**

Rate Impacts

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

Proposed Authorization Only			
Net Change in Property Tax Rates			
	2018	2019	2020
City	0.05	0.05	0.05
School	-	-	-
Total Change	0.05	0.05	0.05
Estimated Tax Rate	26.34	26.39	26.44
% Change City	0.50%	0.48%	0.48%
% Change School	0.00%	0.00%	0.00%
% Change Total	0.20%	0.19%	0.19%
Including Prior Year Authorizations			
Net Change in Property Tax Rates			
	2018	2019	2020
City	0.31	0.05	0.04
School	(0.67)	0.65	0.01
Total Change	(0.36)	0.70	0.05
Estimated Tax Rate	25.93	26.63	26.68
% Change City	1.90%	0.48%	0.48%
% Change School	-6.10%	6.30%	0.09%
% Change Total	-1.37%	2.70%	0.19%
Rate per \$1,000 of Assessed Property Value			



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2016.12.14 - 170**
Resolution Re: **Appropriation For FY 2018 Public Safety
Communication Upgrade and Authorization for
Bonding**

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 property taxes, based on the FY17 estimated assessed value at \$275,840.

Impact to Average Single Family Home

Description	Yr1	Yr2	Yr3	Change After 3 Years
Proposed Project Only				
Property Tax	14	14	14	41
Total Avg SFH Impact	14	14	14	41
Including PY Authorizations				
Property Tax	(99)	193	14	108
Total Avg SFH Impact	(99)	193	14	108



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE** ✓, ROAD TOLL***, (5K Race)

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

Organization Name: Saint Mary Academy
Federal Tax ID number for Organization: _____

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): SMA 5K

Contact Person: Beth Evans Day Time Telephone: 742-3299

Address: 222 Central Ave Email: bevanse@stmaryacademy.org

Date of Event: 4/8/17 Specific Time: 9:00 am

Location of Event (if parade, attach course description or map): race course included.

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Mark Seidel 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: Beth Evans DATE: 12/19/16

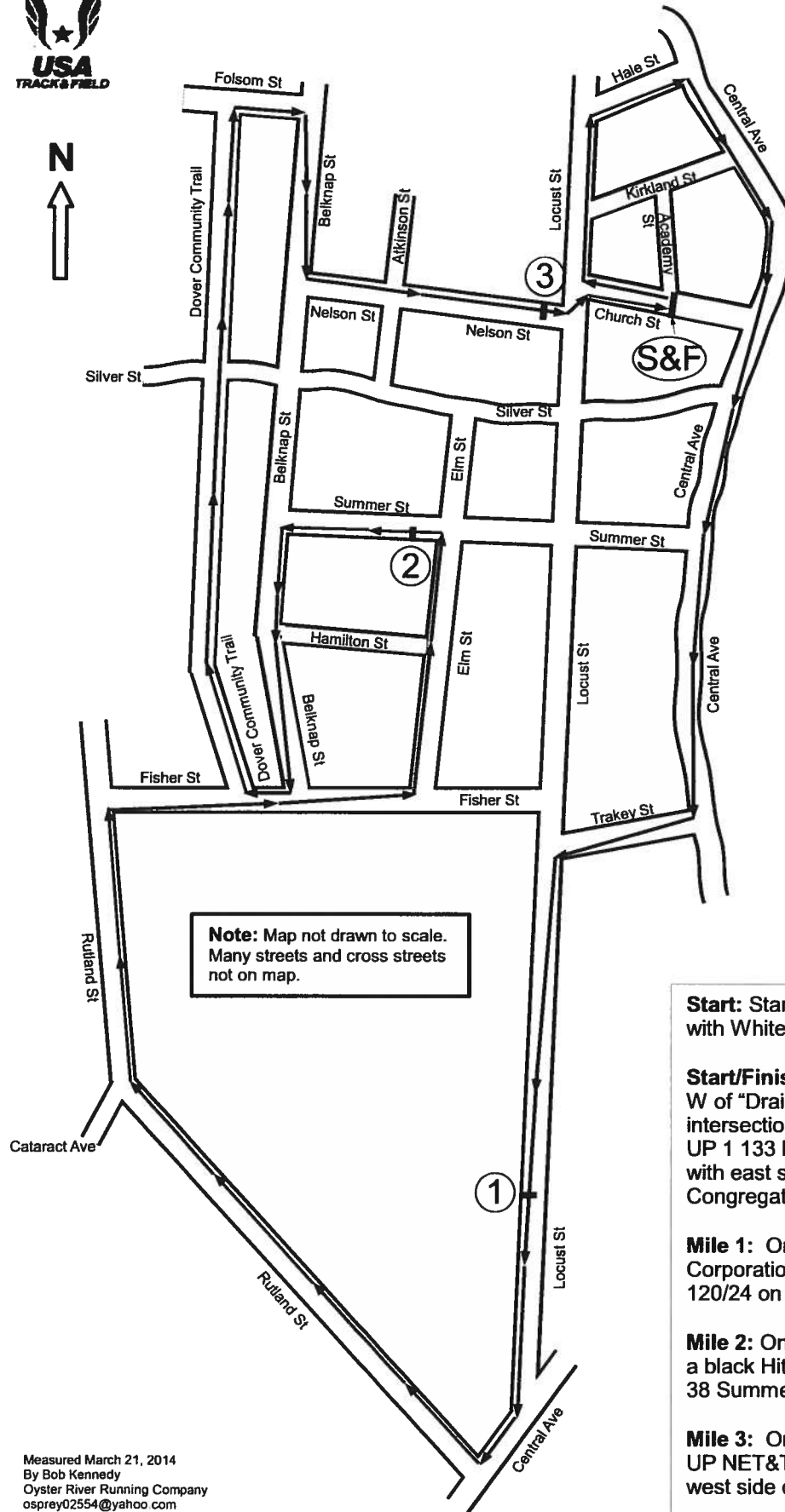
PRINTED NAME: Beth Evans (duly authorized)

Licensing Board Approval: (Signature) Date: 1/5/17

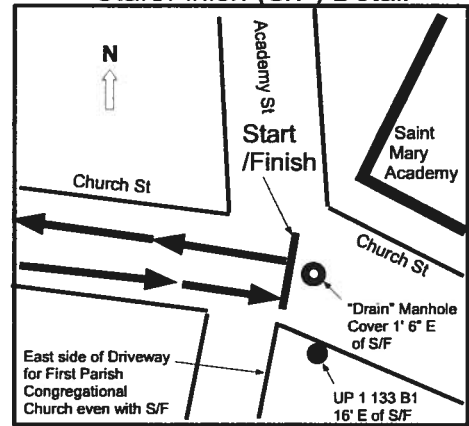


SMA 5K

Dover, New Hampshire



Start/Finish (S/F) Detail



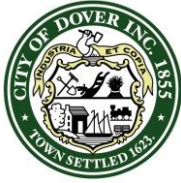
Start: Start/Finish, and all mile markers are marked with White Paint (UP = Utility Pole).

Start/Finish: In center of Church St 1 ft 6 inches W of "Drain" Manhole Cover in east side of intersection of Academy and Church Sts, 16 ft W of UP 1 133 B1 on south side of Church St, and even with east side of driveway for the First Parish Congregational Church.

Mile 1: On west side of Locust St in front of VXI Corporation at 271 Locust, and 54 ft S of UP FP 120/24 on same side.

Mile 2: On south side of Summer St even with a black Hitching Post and the west side of 38 Summer St.

Mile 3: On north side of Nelson St 5 ft 3 inches E of UP NET&TCo 6 PSC 49 2, and about even with west side of 5 Nelson St.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2017.01.25 – 002**
Resolution Re: B16013B Design Build of Customer Service Center

- WHEREAS: Sealed Request for Qualifications #B16013B were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall. Eleven responses were received and ranked by city personnel; and
- WHEREAS: A short list of three qualified vendors was selected and interviews were conducted on January 19, 2016. The committee selected Martini Northern to begin negotiating scope of work and costs; and
- WHEREAS: During negotiations a letter of intent was executed for preliminary design services in the amount of \$18,000. To determine costs for the construction phase, final design services and bid documents are required and an amount of \$30,000 has been requested by Martini Northern, bringing total costs over a \$25,000 threshold, thereby requiring council approval; and
- WHEREAS: Martini Northern will utilize the bid documents to determine the Guaranteed Maximum Price (GMP) and a multiplier of 4% of the final (GMP) of the construction value would be utilized. Once the (GMP) is in place the City will negotiate the terms and conditions of the agreement consistent with this amount.

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 Martini Northern for design build services at rates provided in conjunction with RFQ B16013B. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4014.1.180.41941.4745.01106.14	City Hall Customer Service Center	500,000	474,000

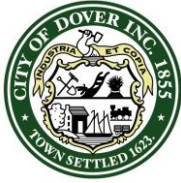
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved for Legal Compliance: Anthony I. Blenkinsop
General Legal Counsel

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2017.01.25 – 002**

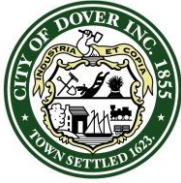
Resolution Re: B16013B Design Build of Customer Service Center

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.2.

Resolution Number: **R – 2017.01.25 – 002**
Resolution Re: B16013B Design Build of Customer Service Center

RESOLUTION BACKGROUND MATERIAL:

The City of Dover invited qualified architectural and construction firms to submit their qualifications for consideration to provide architectural designs, remodeling cost estimates and construction services for a new customer service center on the ground floor of City Hall with a Locust Street entrance. The City is looking to retain an architect/contractor team to design and build the customer service center, to coordinate the internal and external access, and to manage the remodeling/construction. The new customer service center will hold the Tax Collector/City Clerk (City Clerk), Water and Sewer Billing, and Parking Bureau offices. Then once those offices have moved, the first and second floor of City Hall will shuffle offices to create more efficient work space. Minor remodeling may be required on the 1st floor of City Hall.

This space for the new customer service center was completed in 1935 and is approximately 14,000 square feet. Deficiencies in the existing include: substandard HVAC system, unresolved problems with ventilation, mold, leaking gray water pipes and electrical issues.

Bid Information:

Sealed request for qualifications B16013B were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall. The evaluating committee selected a firm and scope of work and costs negotiations began with this firm. The City was unable to reach an agreement and moved negotiations to Martini Northern.

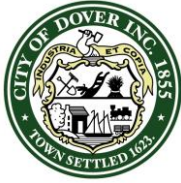
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	601	Number of Responses:	11
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	
Recommended Award to:	Martini Northern	Fund:	City Hall Customer Service Center
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16013B Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2017.01.25 – 003**

Resolution Re: Purchase of 2017 Model Year Vehicles - State of NH Bid

- WHEREAS: The sealed request for bid #1929-17 was solicited by the State of NH in August 2016 for pricing of various 2017 model year vehicles; and
- WHEREAS: The City would like to make purchases off this State bid utilizing the low bidders for various vehicles as needed and using available appropriations; and
- WHEREAS: Per 3-37B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the City Manager, waive bidding procedures when purchasing through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

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

The purchasing agent is hereby authorized to issue purchase orders to various vendors for the purchase of various 2017 vehicles at costs that correspond with rates provided in State of New Hampshire bid #1929-17. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4017.1.210.42120.4742.02152.17	CIP Light Vehicles	128,250	107,788
3216.1.210.42160.4742.00000.00	Police Special Details Light Vehicles	80,000	80,000

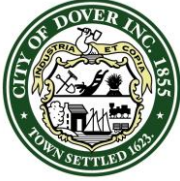
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R - 2017.01.25 – 003**

Resolution Re: Purchase of 2017 Model Year Vehicles - State of NH Bid

DOCUMENT HISTORY:

First Reading Date:

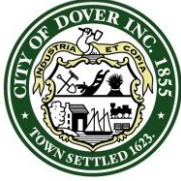
Public Hearing Date:

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.3.

Resolution Number: **R - 2017.01.25 – 003**

Resolution Re: Purchase of 2017 Model Year Vehicles - State of NH Bid

RESOLUTION BACKGROUND MATERIAL:

The sealed request for Sealed Bid 1929-17 was solicited by the State of NH in August 2016 for pricing of various 2017 model year vehicles. The City would like to make purchases off this State bid utilizing the low bidders for various vehicles as needed and using available appropriations.

At this time the City would like to purchase the following vehicles utilizing low bidder.

2017 Ford Police Interceptor Patrol AWD Utility base amounts of \$26,018 plus options of \$2,294 totaling \$28,312 each - total for four **(4)** Interceptors of \$113,248.00 with Robert H Irwin Motors.

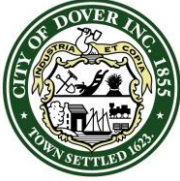
Bid Information:

State of NH bid 1927-16 Per 3-37B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the purchasing agent may, with approval of the City Manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
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 received	Estimated Delivery:	As needed
Recommended Award to:	Various vendors low bids	Fund:	CIP
Other Approvals Required:	Approved by State NH	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval

[B17036 2017 State of NH Vehicles](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

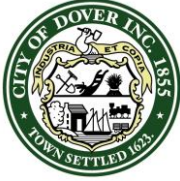
Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.01.25 – 004**
Resolution Re: **Authorization for the Purchase of a Conservation Easement by the City of Dover Conservation Commission**

- WHEREAS: RSA 36-A:4, I authorizes the Conservation Commission to acquire in the name of the City, by purchase, the fee simple or lesser interest in land within the boundaries of the municipality, subject to the approval of the City Council; and
- WHEREAS: Brian Stern is the owner of two parcels of property totaling 48.87 acres located at 201 Tolend Road, identified as Tax Map E, Lot 47 and Tax Map E, Lot 47-1 (the “Stern Parcel”); and
- WHEREAS: Paula Forbes is the owner of a parcel of property totaling 17.07 acres located at Pacific Drive, known as Tax Map E, Lot 49A (the “Forbes Parcel”); and
- WHEREAS: The Stern Parcel and the Forbes Parcel abut one another, as well as other conservation land, and both have frontage along the Cochecho River; and
- WHEREAS: Subject to the approval of the Dover City Council, the City of Dover has a purchase and sales agreement dated September 12, 2016, as amended dated December 14, 2016, with Brian Stern and Paula Forbes for the purchase of a conservation easement over a portion of both the Stern Parcel and Forbes Parcel in two distinct phases, Phase I and Phase II; and
- WHEREAS: Pursuant to the purchase and sales agreement, the Phase I conservation easement over the Stern Parcel would total 17.6 +/- acres and the Phase I conservation easement over the Forbes Parcel would total 8.9 +/- acres, for a total of 26.5 +/- conserved acres; both Phase I conservations easements would include property along the Cochecho River and permit limited public access. The total purchase price of the Phase I conservation easements is \$ 531,875.00.
- WHEREAS: Pursuant to the purchase and sales agreement, the parties may, but are not required to, enter into a separate subsequent Phase II conservation easement. The purchase price of the Phase II conservation easement would be \$ 388,125.00, with a 4% increase each year beginning March 31, 2017; the Phase II rights may be terminated by either party, but otherwise must be exercised within 3 years of the closing on the Phase I easement.

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

- A. That the purchase and sales agreement between the City and Brian Stern and Paula Forbes regarding the purchase of conservation easements over portions of the Stern parcel and the Forbes parcel is approved; and
- B. That consistent with the purchase and sales agreement, the City Manager or designee shall negotiate and, if agreement on such terms are reached, finalize Phase I conservation easements; and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.01.25 – 004**
Resolution Re: **Authorization for the Purchase of a Conservation Easement by the City of Dover Conservation Commission**

- C. That the City Manager and the Conservation Commission are authorized to expend \$531,875.00 from the Conservation Fund to purchase the Phase I easements and to expend additional funds from the Conservation Fund not to exceed \$15,000.00 to pay necessary costs for the purchase of the Phase I easements, including, but not limited to recording fees, title research, title policy, surveyed easement plan(s), legal work, placement of boundary markers, and easement monitoring; and
- D. That the Dover City Manager is authorized to sign all closing documents pertaining to the above-described transfers; and
- E. That separate City Council authorization shall be required to expend funds for the purchase of the Phase II easements if/when necessary.

Financing

Account	Description	Appropriation	Balance
3290.1.180.46100.4710.00000	Conservation Fund Land	652,895.38	652,895.38

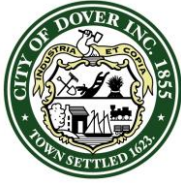
AUTHORIZATION

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 – 2017.01.25 – 004**
Resolution Re: **Authorization for the Purchase of a Conservation Easement by the City of Dover Conservation Commission**

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:

SEE ATTACHED PURCHASE AND SALES AGREEMENT, AS AMENDED, WITH MAP ATTACHED THEREIN.

FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT

THIS AMENDMENT TO PURCHASE AND SALE AGREEMENT (the "Amendment") is dated as of 12/14/16, 2016 and is made by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a body corporate and politic, and a political subdivision of the State of New Hampshire (the "City") and **BRIAN STERN and PAULA FORBES**, as individuals, ("Stern" and "Forbes" individually; collectively the "Property Owners").

RECITALS

The City and the Property Owners are parties to a Purchase and Sale Agreement dated September 12, 2016 (the "Agreement").

Pursuant to Section 6.08 of the Agreement, the Agreement may be amended by written supplement, executed by both the City and the Property Owners.

NOW THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the receipt and adequacy of which is hereby acknowledged by the parties hereto, the City and the Property Owners agree to amend the Agreement as follows, with all other provisions of the Agreement remaining unchanged and in full force and effect:

Section 2.01 of the Agreement is amended to read as follows:

Section 2.01 City Council Approval Required.

This Agreement is contingent upon the City obtaining necessary municipal authorizations to approve and conduct this Easement Purchase and Sale. The City shall make best efforts to conduct a meeting and/or special meeting of the Conservation Commission followed by a meeting of the City Council both within one hundred and thirty-five (135) days of the execution of this Agreement in order to obtain approval for the purchase from both entities. **THIS AGREEMENT IS CONTINGENT UPON THE APPROVAL OF THE DOVER CITY COUNCIL.** The failure or refusal of the Council to approve this Purchase and Sale Agreement shall mean that such Agreement is null and void and of no force or effect.

Section 4.01 of the Agreement is amended to read as follows:

Section 4.01 Acquisition Terms; Purchase Price

Upon satisfaction of the conditions set forth in this Article IV the City shall purchase and the Property Owners shall convey a conservation easement (the "Phase 1 Easement") over a certain portion of the Property containing 26.5 +/- acres, as approximately shown on the map attached hereto as **Exhibit "A-1."** The exact boundaries of the Phase 1 Easement to be agreed to by the Parties during the survey process in order to proportionally allocate open space land between Phase 1 and Phase 2. The total purchase price for the Phase 1 Easement is \$531,875.00 (the "Phase 1 Purchase Price"), to be paid at the Closing via a bank or certified checks. The existing City

Conservation Fund and any additional amounts accrued therein prior to closing are committed up to \$531,875.00 for the purchase of the Phase 1 Easement. The Phase 1 Purchase Price shall be paid as follows: \$389,332.50 to Stern; \$142,542.50 to Forbes. In addition, the City shall be responsible for all costs reasonably related to this transaction, including title search, survey, placement of boundary markers, closing document preparation, and recording.

The conservation easement deed(s) from the Property Owners to the City shall include certain conservation restrictions and other provisions as negotiated in good faith between the Property Owners and the City prior to the Closing. Not limiting the generality of the foregoing, the conservation easement deed(s) shall protect the Phase 1 Easement area consistent with the provisions and intent of RSA 477:45-47 and provide for limited public access. Should, despite their best reasonable efforts, the Parties be unable to come to agreement on the terms of the conservation easement deed by January 31, 2017, either party may terminate this Agreement by written notice to the other.

Section 4.02 of the Agreement is amended to read as follows:

Section 4.02 Conservation Easement Survey and Plan

Within ninety (90) days of the approval of the Agreement by the Dover City Council, but no later than five (5) days before the Closing Date, the Property Owners shall have a conservation easement survey conducted and conservation easement plan prepared by a New Hampshire licensed land surveyor of their choosing, subject to the written approval of the City, which shall not be unreasonably withheld. A description of the Phase 1 Easement suitable for the deeds to transfer the easement rights shall also be provided. The costs of said survey work to be paid by the Property Owners, with the City reimbursing the Property Owners 100% of the cost at the Closing consistent with Section 4.01. The plan and deed description shall delineate the Phase 1 Easement, consistent with what is approximately shown on Exhibit "A-1," as agreed to by the parties, and the plan shall be suitable for recording in the Strafford County Registry of Deeds. The plan shall be recorded by the City in the Strafford County Registry of Deeds within ten (10) days of the Closing on the Phase 1 Easement. The surveyor shall set boundary markers on the Property delineating the Phase 1 Easement boundaries prior to the Closing.

Section 4.03 of the Agreement is amended to read as follows:

Section 4.03 Closing Date and Location.

The closing date for the conveyance of the Phase 1 Easement shall be at a date/time mutually agreed to by the parties, but in any event no later than February 14, 2017, TIME BEING OF THE ESSENCE (the "Closing Date"). If the City is not in default of its obligations under this Agreement and is diligently performing all of its duties and obligations hereunder, the Closing Date may be extended in 30-day segments to a date mutually agreeable to the parties, not to exceed ninety (90) days. The Closing shall take place at City Hall in Dover, New Hampshire unless otherwise agreed to by the parties.

Section 5.01 of the Agreement is amended to read as follows:

Section 5.01 Acquisition Terms; Purchase Price

Upon satisfaction of the conditions set forth in this Article V, the City shall purchase and the Property Owners shall convey, a conservation easement (the "Phase 2 Easement") over a certain portion of the Property containing 17.7 +/- acres, as approximately shown on the map attached hereto as **Exhibit "A-1."** The total purchase price for the Phase 2 Easement is \$388,125.00 (the "Phase 2 Purchase Price"), to be paid from the City's Conservation Fund at the Closing via a bank or certified check. The percentage of the Phase 2 Easement purchase price payable to Stern shall be 73.2% and the percentage payable to Forbes shall be 26.8%. The Phase 2 Purchase Price shall increase annually by 4% on each anniversary of March 31, 2016, until this Agreement is terminated or satisfied. In addition, the City shall be responsible for all costs reasonably related to this transaction, including title search, survey, placement of boundary markers, closing document preparation, and recording.

The conservation easement deed from the Property Owners to the City shall include certain conservation restrictions and other provisions as negotiated in good faith between the Property Owners and the City prior to the Closing on the Phase 2 Easement. Not limiting the generality of the foregoing, the conservation easement deed(s) shall protect the Phase 2 Easement area consistent with the provisions and intent of RSA 477:45-47 and provide for limited public access. The Parties shall utilize the finalized Conservation Easement Deed for the Phase 1 Easement as the starting point for negotiations.

Section 5.02 of the Agreement shall be amended to read as follows:

Section 5.02 Conservation Easement Survey and Plan

At least ninety (90) days prior to the Phase 2 Closing Date as described in Section 5.03, the Property Owners shall have a conservation easement survey conducted of the Phase 2 Easement area and conservation easement plan prepared by a New Hampshire licensed land surveyor of their choosing, subject to the written approval of the City, which shall not be unreasonably withheld. A description of the Phase 2 Easement suitable for the deeds to transfer the easement rights shall also be provided. The costs of said work to be paid by the Property Owners, with the City reimbursing the Property Owners 100% of the cost at the Closing on the Phase 2 Easement consistent with Section 5.01. The plan shall delineate the Phase 2 Easement, consistent with what is approximately shown on Exhibit "A-1," as agreed to by the parties, and be suitable for recording in the Strafford County Registry of Deeds. The plan shall be recorded by the City in the Strafford County Registry of Deeds within ten (10) days of the Closing on the Phase 2 Easement. The surveyor shall set boundary markers on the Property delineating the Phase 2 Easement boundaries prior to the Closing.

[Signature Page follows]

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

CITY OF DOVER, NEW HAMPSHIRE

Steven Bird Steven Bird
Witness (sign and print)

By:

Name: J. Michael Joyal, Jr

Title: City Manager

Brian Stern

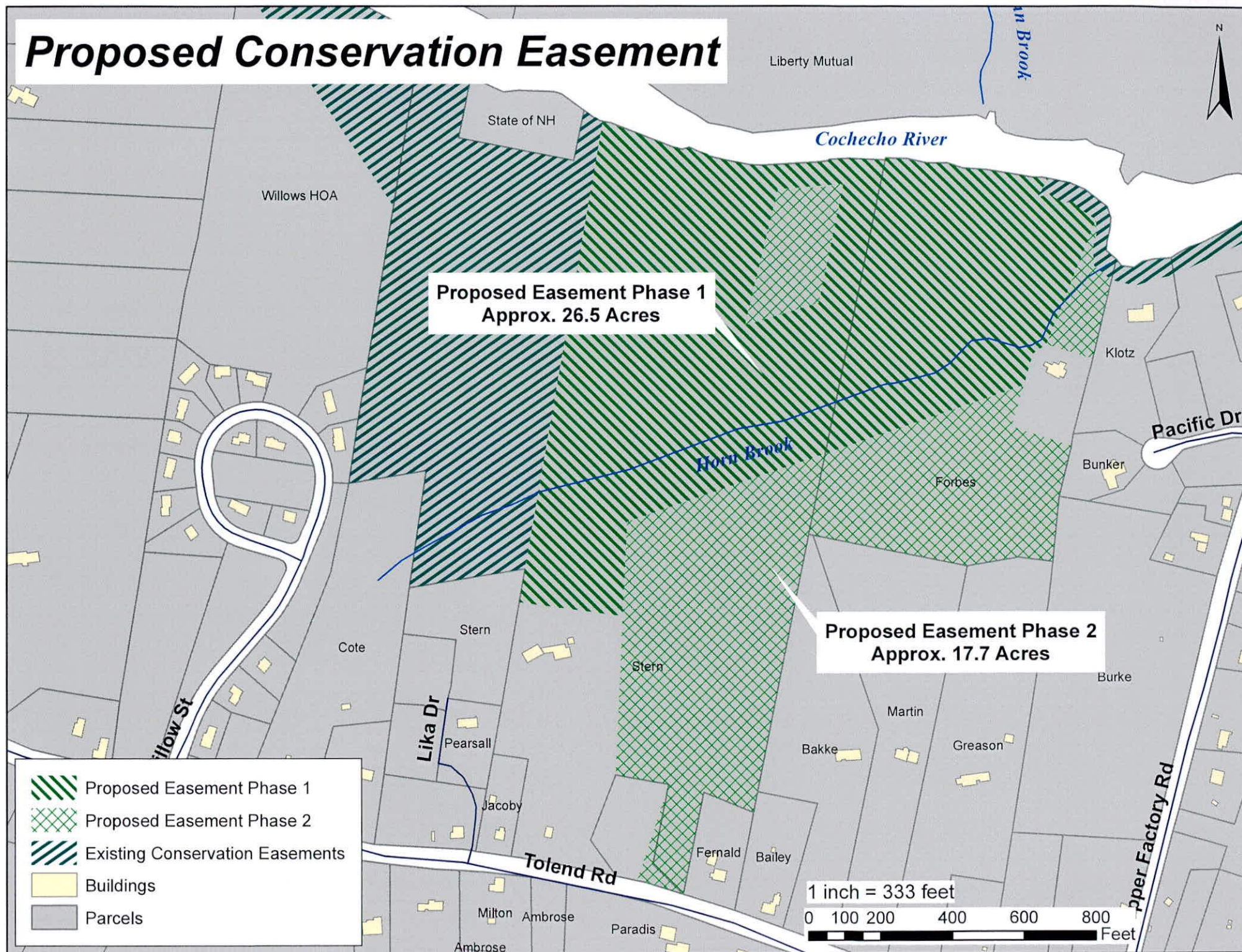
By:

Jean Glidden Jean Glidden
Witness (sign and print)

Paula Forbes

Jean Glidden Jean Glidden By: Paula Forbes 12/15/16

Proposed Conservation Easement



PURCHASE AND SALE AGREEMENT

by and between

CITY OF DOVER, NEW HAMPSHIRE

and

BRIAN STERN & PAULA FORBES

Conservation Easement(s)

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (the "Agreement") is dated as of 9/12/16, 2016 and is made by and between **CITY OF DOVER, NEW HAMPSHIRE**, a body corporate and politic, and a political subdivision of the State of New Hampshire (the "City") and **BRIAN STERN and PAULA FORBES**, as individuals, ("Stern" or "Forbes" individually; collectively the "Property Owners").

RECITALS

The Property Owners each individually own abutting parcels of undeveloped property (collectively, the "Property"). Stern owns two parcels, the first parcel identified as Map E, Lot 47, said property consisting of 47.80 acres, more or less, located at 201 Tolend Road, Dover, New Hampshire and the second parcel identified as Map E, Lot 47-1, said property consisting of 1.07 acres, more or less, located on Tolend Road, Dover, New Hampshire (the "Stern Parcels"). Forbes owns the parcel identified as Map E, Lot 49A, said property consisting of 17.07 acres, more or less, located near Pacific Drive, Dover, New Hampshire (the "Forbes Parcel").

The Property Owners and the City wish to enter into an agreement pursuant to which the Property Owners shall convey to the City a conservation easement(s) over certain portions of the Property as set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the receipt and adequacy of which is hereby acknowledged by both parties hereto, the City and the Property Owners agree, as follows:

ARTICLE I

DEFINITIONS

The following terms shall have the meanings ascribed to them in this Article I for purposes of this Purchase and Sale Agreement. Unless otherwise defined below, capitalized terms used herein shall have the meaning as set forth in this Agreement.

"Property Owner" or "Property Owners" means Brian Stern, an individual, of 201 Tolend Road, Dover, New Hampshire, 03820, and Paula Forbes, and individual, of 23 Pacific Drive, Dover, New Hampshire, 03820, and their successors and assigns, where the context of this Purchase and Sale Agreement permits.

"City" means the City of Dover, New Hampshire having an address of 288 Central Avenue, Dover, New Hampshire 03820.

"City Council" means the City Council for the City of Dover.

"City Manager" means the City Manager for the City of Dover.

"Person" means an individual, a corporation, a limited liability company, a partnership, a limited liability partnership, an association, a joint stock company, a joint venture, a trust, an unincorporated organization or a government or any agency or political subdivision thereof.

"Property" means Map E, Lots 47, 47-1 and 49A, consisting of 65.94 acres, more or less, located off of Tolend Road and near Pacific Drive, Dover, New Hampshire.

"Purchase and Sale Agreement" or "Agreement" means this Purchase and Sale Agreement, by and between the City and the Property Owners, as amended or supplemented from time to time.

"Purchase Price" shall have the meaning set forth in Sections 4.01 and 5.01 of this Purchase and Sale Agreement.

ARTICLE II

CONDITION PRECEDENT

Section 2.01 City Council Approval Required.

This Agreement is contingent upon the City obtaining necessary municipal authorizations to approve and conduct this Easement Purchase and Sale. The City shall make best efforts to conduct a meeting and/or special meeting of the Conservation Commission followed by a meeting of the City Council both within sixty (60) days of the execution of this Agreement in order to obtain approval for the purchase from both entities. **THIS AGREEMENT IS CONTINGENT UPON THE APPROVAL OF THE DOVER CITY COUNCIL.** The failure or refusal of the Council to approve this Purchase and Sale Agreement shall mean that such Agreement is null and void and of no force or effect.

ARTICLE III

REPRESENTATIONS, WARRANTIES AND COVENANTS

Section 3.01 Representations, Covenants and Warranties of the Property Owners.

The Property Owners represent, warrant and covenant for the benefit of the City as follows:

(a) *Organization.* The Property Owners are individuals who have the power and authority to own and/or convey the Property or an interest therein.

(b) *Authority.* The Property Owners have the power and authority to enter into and to perform their obligations under this Purchase and Sale Agreement both individually and collectively, and have taken all action necessary to cause this Purchase and Sale Agreement to be executed and delivered, and this Purchase and Sale Agreement has been duly and validly executed and delivered by the Property Owners.

(c) *Binding Obligation.* This Purchase and Sale Agreement is a legal, valid and binding obligation of the Property Owners, both collectively and individually, and is enforceable against the Property Owners, both collectively and individually, in accordance with its terms, subject to bankruptcy and other equitable principles.

(d) *No Conflict.* The execution and delivery by the Property Owners of this Purchase and Sale Agreement and compliance with the provisions hereof, do not and will not in any material respect conflict with or constitute on the part of the Property Owners a breach or default under any agreement or instrument to which it is a party or by which it is bound. Notwithstanding the foregoing, the Forbes Parcel is subject to a mortgage for which Forbes shall provide the City a duly executed and authorized partial release or subordination agreement prior to the Closing(s) on the easement(s).

(e) *Litigation.* As of the date of this Purchase and Sale Agreement, there is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, government agency, public board or body, pending or, to the best of its knowledge, threatened by or against the Property Owners: (i) in any way contesting or affecting the validity of this Purchase and Sale Agreement or the consummation of the transactions contemplated hereby; or (ii) which would have a material adverse effect upon the financial condition of the Property Owners or their ability to perform their obligations under this Purchase and Sale Agreement.

(f) *Compliance with Laws.* The Property Owners shall not, with knowledge, commit, suffer or permit any act to be done in, upon the Property in violation of any law, ordinance, rule, regulation or order of any governmental authority or any covenant, condition or restriction now or hereafter affecting the Property.

Section 3.02 Representations of the City.

The City represents and warrants to the Property Owners as follows:

(a) *Organization.* The City is a body corporate and politic and a political subdivision of the State of New Hampshire and has the full legal right, power and authority to enter into this Purchase and Sale Agreement, and to carry out and consummate the transactions on its part.

(b) *Authority.* Upon execution of this Purchase and Sale Agreement by the City Manager, the City, by all necessary official action of the City, shall have duly authorized and approved the adoption, execution and delivery by the City of, and the performance by the City of the obligations on its part contained in this Purchase and Sale Agreement, such authorizations and approvals shall be in full force and effect and shall not have been amended, modified or rescinded, and this Purchase and Sale Agreement shall have been duly executed and delivered and is enforceable against the City, subject to bankruptcy and other equitable principles.

(c) *Litigation.* There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, government agency, public board or body, pending or, to

the best of its knowledge, threatened by or against the City: (i) in any way contesting or affecting the validity of this Purchase and Sale Agreement or the consummation of the transactions contemplated hereby; or (ii) in any way affecting the timely construction of the Project.

(d) *Proceeding with One Property Owner.* If either Stern or Forbes lawfully terminates his/her participation in this Agreement, or defaults on his/her performance of the terms of this Agreement, the City shall proceed with the other Property Owner on a pro rata basis.

Section 3.03 No Implied Approvals by City.

Nothing contained in this Purchase and Sale Agreement shall constitute, be deemed to constitute or imply that the City Council, or any City board, department, office, or agency, officer, or employee of the City approves, authorizes, or consents to any action or activity within or required for the Property Owners' intended use of the Property, whether now or in the future, including any land use approval, requirements for the provision of public utilities or services, or any administrative, judicial, quasi-judicial, or legislative action, unless and until such respective authorizations, approvals or consents are duly and properly issued by the City Council, and/or its respective board, department, office, agency, officer or employee.

Section 3.04 No Waiver of Ordinances, Rules or Regulations.

Nothing herein shall be construed as affecting the City's or the Property Owner's rights or duties to perform their respective obligations and fulfill their respective responsibilities under any zoning ordinances, use regulations, building codes, or subdivision requirements, or any other laws, regulations, rules, codes or statutes relating to the Property Owners' intended use of or improvements for the Property.

ARTICLE IV

CITY'S ACQUISITION OF CONSERVATION EASEMENT: PHASE 1

Section 4.01 Acquisition Terms; Purchase Price

Upon satisfaction of the conditions set forth in this Article IV the City shall purchase and the Property Owners shall convey a conservation easement (the "Phase 1 Easement") over a certain portion of the Property containing 26.9 +/- acres, as approximately shown on the map attached hereto as **Exhibit "A."** The exact boundaries of the Phase 1 Easement to be agreed to by the Parties during the survey process in order to proportionally allocate open space land between Phase 1 and Phase 2. The total purchase price for the Phase 1 Easement is \$531,875.00 (the "Phase 1 Purchase Price"), to be paid at the Closing via a bank or certified checks. The existing City Conservation Fund and any additional amounts accrued therein prior to closing are committed up to \$531,875.00 for the purchase of the Phase 1 Easement. The Phase 1 Purchase Price shall be paid as follows: \$389,332.50 to Stern; \$142,542.50 to Forbes. In addition, the City shall be responsible for all costs reasonably related to this transaction, including title search, survey, placement of boundary markers, closing document preparation, and recording.

The conservation easement deed(s) from the Property Owners to the City shall include certain conservation restrictions and other provisions as negotiated in good faith between the Property Owners and the City prior to the Closing. Not limiting the generality of the foregoing, the conservation easement deed(s) shall protect the Phase 1 Easement area consistent with the provisions and intent of RSA 477:45-47 and provide for limited public access. Should, despite their best reasonable efforts, the Parties be unable to come to agreement on the terms of the conservation easement deed by December 15, 2016, either party may terminate this Agreement by written notice to the other.

Section 4.02 Conservation Easement Survey and Plan

Within ninety (90) days of the execution of this Purchase and Sales Agreement the Property Owners shall have a conservation easement survey conducted and conservation easement plan prepared by a New Hampshire licensed land surveyor of their choosing, subject to the written approval of the City, which shall not be unreasonably withheld. A description of the Phase 1 Easement suitable for the deeds to transfer the easement rights shall also be provided. The costs of said survey work to be paid by the Property Owners, with the City reimbursing the Property Owners 100% of the cost at the Closing consistent with Section 4.01. The plan and deed description shall delineate the Phase 1 Easement, consistent with what is approximately shown on Exhibit "A," as agreed to by the parties, and the plan shall be suitable for recording in the Strafford County Registry of Deeds. The plan shall be recorded by the City in the Strafford County Registry of Deeds within ten (10) days of the Closing on the Phase 1 Easement. The surveyor shall set boundary markers on the Property delineating the Phase 1 Easement boundaries prior to the Closing.

Section 4.03 Closing Date and Location.

The closing date for the conveyance of the Phase 1 Easement shall be at a date/time mutually agreed to by the parties and shall occur within sixty (60) days following the completion of the conservation easement survey and plan, but in any event no later than January 31, 2017, TIME BEING OF THE ESSENCE (the "Closing Date"). If the City is not in default of its obligations under this Agreement and is diligently performing all of its duties and obligations hereunder, the Closing Date may be extended in 30-day segments to a date mutually agreeable to the parties, not to exceed ninety (90) days. The Closing shall take place at City Hall in Dover, New Hampshire unless otherwise agreed to by the parties.

Section 4.04 Other Closing Terms and Conditions.

(a) *Transfer Tax.* The City shall be responsible for the payment of any and all transfer tax in connection with the conveyance of the Phase 1 Easement to the City.

(b) *Title.* If the City determines that there are any matters of title affecting the Property which shall prevent or impede the City from acquiring the Phase 1 Easement, the City shall provide written notice to the Property Owners, within thirty (30) days following the execution of this Purchase and Sale Agreement by the parties, TIME BEING OF THE ESSENCE, of the specific title matter(s) and the proposed resolution of the matter(s). Thereafter, the Property

Owners shall have a reasonable period of time, not to exceed sixty (60) days, to cure such matter(s). If the Closing Date must be extended to accommodate the 60-day period for curing such title matter(s), the parties agree to extend the Closing Date for a period of fifteen (15) days beyond the expiration of the 60-day period for curing title. No payment for the extension of the Closing Date, based on title matters which the Property Owners must cure, shall be required. If the Property Owners elect not to undertake such cure or fail to effect a cure within such time period, then the City may elect to purchase the Phase 1 Easement with no reduction in the Purchase Price, otherwise this Purchase and Sale Agreement shall terminate. The Property Owners shall convey the Phase 1 Easement subject to all matters of title as of the expiration of the period for reviewing title, subject to any matters which the Property Owners satisfactorily cure. Notwithstanding the foregoing, pursuant to Section 3.01 (d) any existing mortgage on the Forbes Parcel shall be subordinated to the easement, or partially released as to the easement, prior to closing.

(c) *Risk of Loss.* Until the Closing, the Property Owners shall bear all risk of loss to the Property, and all costs and liabilities arising from the ownership of the Property.

ARTICLE V

CITY'S ACQUISITION OF CONSERVATION EASEMENT: PHASE 2

Section 5.01 Acquisition Terms; Purchase Price

Upon satisfaction of the conditions set forth in this Article V, the City shall purchase and the Property Owners shall convey, a conservation easement (the "Phase 2 Easement") over a certain portion of the Property containing 17.3 +/- acres, as approximately shown on the map attached hereto as **Exhibit "A."** The total purchase price for the Phase 2 Easement is \$388,125.00 (the "Phase 2 Purchase Price"), to be paid from the City's Conservation Fund at the Closing via a bank or certified check. The percentage of the Phase 2 Easement purchase price payable to Stern shall be 73.2% and the percentage payable to Forbes shall be 26.8%. The Phase 2 Purchase Price shall increase annually by 4% on each anniversary of March 31, 2016, until this Agreement is terminated or satisfied. In addition, the City shall be responsible for all costs reasonably related to this transaction, including title search, survey, placement of boundary markers, closing document preparation, and recording.

The conservation easement deed from the Property Owners to the City shall include certain conservation restrictions and other provisions as negotiated in good faith between the Property Owners and the City prior to the Closing on the Phase 2 Easement. Not limiting the generality of the foregoing, the conservation easement deed(s) shall protect the Phase 2 Easement area consistent with the provisions and intent of RSA 477:45-47 and provide for limited public access. The Parties shall utilize the finalized Conservation Easement Deed for the Phase 1 Easement as the starting point for negotiations.

Section 5.02 Conservation Easement Survey and Plan

At least ninety (90) days prior to the Phase 2 Closing Date as described in Section 5.03, the Property Owners shall have a conservation easement survey conducted of the Phase 2

Easement area and conservation easement plan prepared by a New Hampshire licensed land surveyor of their choosing, subject to the written approval of the City, which shall not be unreasonably withheld. A description of the Phase 2 Easement suitable for the deeds to transfer the easement rights shall also be provided. The costs of said work to be paid by the Property Owners, with the City reimbursing the Property Owners 100% of the cost at the Closing on the Phase 2 Easement consistent with Section 5.01. The plan shall delineate the Phase 2 Easement, consistent with what is approximately shown on Exhibit "A," as agreed to by the parties, and be suitable for recording in the Strafford County Registry of Deeds. The plan shall be recorded by the City in the Strafford County Registry of Deeds within ten (10) days of the Closing on the Phase 2 Easement. The surveyor shall set boundary markers on the Property delineating the Phase 2 Easement boundaries prior to the Closing.

Section 5.03 Closing Date and Location.

The closing date for the conveyance of the Phase 2 Easement shall be at a date/time mutually agreed to by the parties and shall occur no later than three (3) years following the Closing on the Phase 1 Easement (the "Phase 2 Closing Date"). If the City is not in default of its obligations under this Agreement and is diligently performing all of its duties and obligations hereunder, the Phase 2 Closing Date may be extended in 30-day segments to a date mutually agreeable to the parties, not to exceed ninety (90) days. The Closing shall take place at City Hall in Dover, New Hampshire unless otherwise agreed to by the parties.

Section 5.04 Right to Terminate.

At any time during the three (3) year period set forth in Section 5.03 either Party has the right to terminate this Purchase and Sale Agreement for any reason or no reason at all, without penalty or further obligation.

Section 5.05 Other Closing Terms and Conditions.

(a) *Transfer Tax.* The City shall be responsible for the payment of any and all transfer tax in connection with the conveyance of the Phase 2 Easement to the City.

(b) *Title.* If the City determines that there are any matters of title affecting the Property which shall prevent or impede the City from acquiring the Phase 2 Easement, the City shall provide written notice to the Property Owners, at least ninety (90) days before the Phase 2 Closing Date, of the specific title matter(s) and the proposed resolution of the matter(s). Thereafter, the Property Owners shall have a reasonable period of time, not to exceed sixty (60) days, to cure such matter(s). If the Property Owners elect not to undertake such cure or fail to effect a cure within such time period, then the City may elect to purchase the Phase 2 Easement with no reduction in the Purchase Price, otherwise this Purchase and Sale Agreement shall terminate. The Property Owners shall convey the Phase 2 Easement subject to all matters of title as of the expiration of the period for reviewing title, subject to any matters which the Property Owners satisfactorily cure. Notwithstanding the foregoing, pursuant to Section 3.01 (d) any existing mortgage on the Forbes Parcel shall be subordinated to the easement, or partially released as to the easement, prior to closing.

(c) *Risk of Loss.* Until the Closing, the Property Owners shall bear all risk of loss to the Property, and all costs and liabilities arising from the ownership of the Property.

ARTICLE VI

MISCELLANEOUS

Section 6.01 Agreement Termination.

In instances throughout this Purchase and Sale Agreement where a right of termination of this Agreement is provided, and unless otherwise stated in this Purchase and Sale Agreement, termination must be accomplished by a writing provided by one party to the other party within the deadlines set forth in the Purchase and Sale Agreement. Upon any such termination, neither party shall have any further rights or obligations hereunder except those obligations that expressly survive such termination.

Section 6.02 Notices.

Any notice, payment or instrument required or permitted by this Purchase and Sale Agreement to be given or delivered to either party shall be deemed to have been received when personally delivered or transmitted by telecopy or facsimile transmission (which shall be immediately confirmed by telephone and shall be followed by mailing an original of the same within 24 hours after such transmission) or 72 hours following deposit of the same in any United States Post Office, registered or certified mail, postage prepaid, addressed as follows:

City: City Manager
City of Dover, New Hampshire
City Hall
288 Central Avenue
Dover, New Hampshire 03820-4169

With a copy to: General Legal Counsel
City of Dover, New Hampshire
City Hall
288 Central Avenue
Dover, New Hampshire 03820-4169

Property Owners: Brian Stern
201 Tolend Road
Dover, New Hampshire 03820-4169

Paula Forbes
23 Pacific Drive
Dover, New Hampshire 03820-4169

Each party may change its address or addresses for delivery of notice by delivering written notice of such change of address to the other party.

Section 6.03 Severability.

If any part of this Purchase and Sale Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Purchase and Sale Agreement shall be given effect to the fullest extent possible.

Section 6.04 Successors and Assigns.

This Purchase and Sale Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. Assignment of this Agreement by the Property Owners shall not be permitted without the prior written notice to the City. In connection with any such notice to the City, the City may require the assignee's express assumption of all obligations of the Property Owners hereunder. In any event, any such assignment of this Agreement shall be in writing, shall clearly identify the scope of the rights and obligations assigned and shall not be effective until assignee has expressly assumed such rights and obligations.

Section 6.05 Waiver.

Failure by a party to insist upon the strict performance of any of the provisions of this Purchase and Sale Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Purchase and Sale Agreement thereafter.

Section 6.06 Merger.

No other agreement, statement or promise made by any party or any employee, officer or agent of any party with respect to any matters covered hereby that is not in writing and signed by all the parties to this Purchase and Sale Agreement shall be binding.

Section 6.07 Parties in Interest.

Nothing in this Purchase and Sale Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the City and the Property Owners any rights, remedies or claims under or by reason of this Purchase and Sale Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Purchase and Sale Agreement contained by or on behalf of the City or the Property Owners shall be for the sole and exclusive benefit of the City and the Property Owners.

Section 6.08 Amendment.

This Purchase and Sale Agreement may be amended, from time to time, by written

supplement hereto and executed by both the City and the Property Owners.

Section 6.09 Time is Of the Essence.

The parties acknowledge that TIME IS OF THE ESSENCE in the timely performance of such duties and obligations under this Agreement.

Section 6.10 Force Majeure.

In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reasons of strikes, lockouts, inability to procure materials, loss of utility services, restrictive governmental laws or regulations, riots insurrection, war, acts of God, or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Agreement, then performance of any such act shall be extended for a period equivalent to the period of such delay.

Section 6.11 Counterparts.

This Purchase and Sale Agreement may be executed in counterparts, each of which shall be deemed an original.

Section 6.12 Effective Date.

This Purchase and Sale Agreement shall be effective as of the date of this Purchase and Sale Agreement.

Section 6.13 Default.

In the event of a default by a party, and unless otherwise specified in this Purchase and Sale Agreement, the non-defaulting party shall have any and all rights and remedies under this Agreement, at law or in equity, including the right of specific performance.

Section 6.14 Broker.

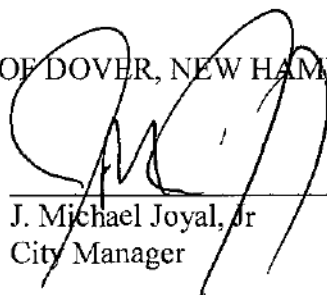
Neither party has employed the services of a broker, finder or other person in connection with the transactions contemplated pursuant to this Purchase and Sale Agreement, and each party agrees to indemnify and hold the other harmless on account of any loss, expense, liability or damage, including reasonable attorney's fees, incurred by reason of its breach of this paragraph.

[Signature Page follows]

IN WITNESS WHEREOF, the parties have executed this Purchase and Sale Agreement as of the day and year first above written.

CITY OF DOVER, NEW HAMPSHIRE

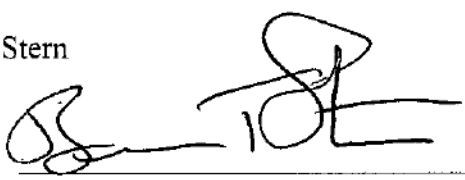
Steven Bird Steven Bird
Witness (sign and print)

By: 
Name: J. Michael Joyal, Jr.
Title: City Manager

9/12/16

Brian Stern

Steven Bird Steven Bird
Witness (sign and print)

By: 

Paula Forbes

Tracy Smith Tracy Smith
Witness (sign and print)

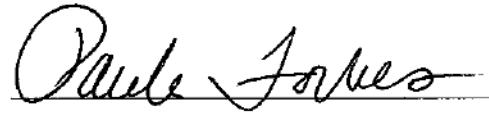
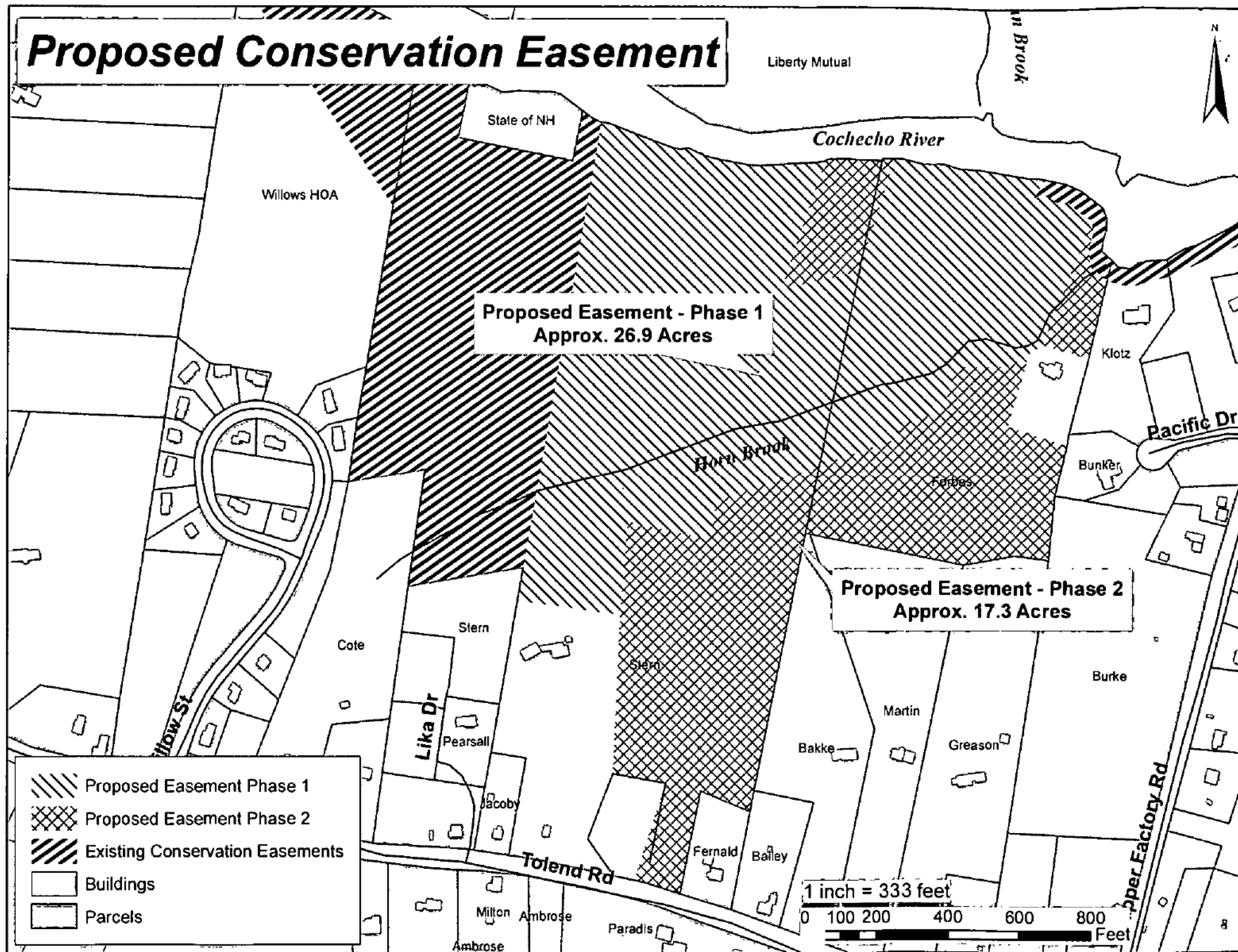
By: 

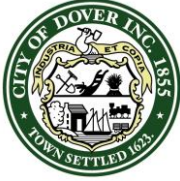
Exhibit A

Easement Map

(See attached)

Proposed Conservation Easement





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.01.25 – 005**

Resolution Re: Appropriations of General Fund Capital Reserve Funds and
Award of Bid RFP03-17 LED Street Lighting Improvements

WHEREAS: The City of Portsmouth along with the City of Dover formed a co-operative purchasing request for proposal for LED Street Lighting Improvements. A prebid meeting was held on 9/13/16 at the Portsmouth Public Works Building with representatives from eleven different firms along with Portsmouth and Dover staff in attendance; and

WHEREAS: Request for Proposals were received on 9/22/16 with six firms responding with varying rates and products. After a thorough evaluation of products and costs by both municipalities, there was a unanimous vote to conduct an interview with Affinity LED Lighting which was held on 11/10/16; and

WHEREAS: On 11/21/16 City of Dover met again with Affinity LED Lighting at its Dover production facility and discussions included Eversource incentives for \$100,000 and smart control pilot programs. It is the recommendation to award to Affinity LED Lighting; and

WHEREAS: The City Council desires to make public improvements for street lighting and to finance these improvements with a transfer from General Fund Reserve Trust Funds and acceptance of \$100,000 grant/rebate/incentives from Eversource.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital outlay is 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 Fund in the amount listed below:

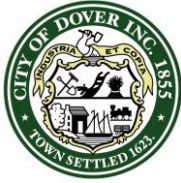
Item	Description	Appropriation
1	LED Street Light Improvements	\$485,000.00
	Source of Funds	
	Transfer from General Fund Reserve	\$385,000.00
	Eversource Grant / Rebate	\$100,000.00

NOTE: In accordance with City Charter C6-6 this resolution requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

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 Affinity Lighting of Dover NH in the amount not to exceed \$560,000 for LED Street Lighting Improvements at rates provided in conjunction with RFP 03-17. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.01.25 – 005**
Resolution Re: Appropriations of General Fund Capital Reserve Funds and
Award of Bid RFP03-17 LED Street Lighting Improvements

Financing

Account	Description	Appropriation	Balance
4018.1.300.43160.4730.00000.18	CIP Improvments other than Buildi	485,000	485,000
1000.1.300.43160.46xx.00000	CS Street lights	332,720	75,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

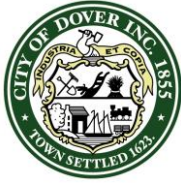
Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.01.25 – 005**

Resolution Re: Appropriations of General Fund Capital Reserve Funds and
Award of Bid RFP03-17 LED Street Lighting Improvements

RESOLUTION BACKGROUND MATERIAL:

The City of Portsmouth along with the City of Dover formed a co-operative purchasing request for proposal for LED Street Lighting Services. The City's requested proposals for turnkey services relating to LED streetlights. The firm selected for this project will perform the following project related services. These shall include, but are not limited to; project management, GIS asset confirmation and tracking, utility interface, layout and lighting installation

This resolution appropriates reserve trust funds to finance a FY18 Capital Improvements – LED Street Lighting Improvements. In addition, it authorizes the transfer of Reserve Trust Fund moneys for this purpose.

The following table reflects the amount to be appropriated from the Reserve fund and the estimated balance as of 6/30/2017:

Description	Proposed Appropriation	Balance 6/30/2017
Trust Reserve Funds CIP		
General Fund Capital Reserve	\$385,000	385,000
Total	<u>\$385,000</u>	

Eversource has estimated annual street light savings of \$128,000 per year. Based on this information the estimated payback period on this investment in energy improvements is three years and seven months.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	By City of Portsmouth	Number of Responses:	6
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	As needed
Recommended Award to:	Affinity LED Lighting	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Portsmouth RFP03-17 Results](#)