



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 22, 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**
 - A. REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17021 RICHARDSON DRIVE RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL, VOTE TO OCCUR ON MARCH 8, 2017) SPONSORED BY MAYOR WESTON BY REQUEST**
 - B. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2018 CDBG ENTITLEMENT FUNDS SPONSORED BY MAYOR WESTON BY REQUEST**
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. February 1, 2017 – Workshop Session**
 - B. February 8, 2017 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**



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C. RESOLUTIONS

- 1. PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND TRI-CITY COVENANT CHURCH
(TO BE REMOVED FROM TABLE)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2018 CDBG ENTITLEMENT FUNDS
SPONSORED BY MAYOR WESTON BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Greater Dover Chamber of Commerce (Arts Festival)**
- 2. BLOCK PARTY – Greater Dover Chamber of Commerce (Children's Arts Festival)**
- 3. BLOCK PARTY – Greater Dover Chamber of Commerce (Farmer's Market)**
- 4. BLOCK PARTY – Greater Dover Chamber of Commerce (Apple Harvest Day)**
- 5. PARADE – Greater Dover Chamber of Commerce (Apple Harvest Day)**
- 6. RAFFLE – Cocheco Valley Humane Society**
- 7. ROAD RACE – Red's Road Race – Community Partners**
- 8. ROAD RACE – Triangle Club of Dover**
- 9. ROAD TOLL – American Cancer Society – Relay for Life of Rochester**
- 10. WALK – American Cancer Society – Making Strides Against Breast Cancer**

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

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

Resolution Number: **R – 2017.02.08 - 010**

Resolution Re: Reprogram Unexpended CIP Appropriations and Award of
B17021 Richardson Drive Reconstruction Project

WHEREAS: A Sealed Request for Bid B17021 was issued and received for the Richardson Drive Reconstruction Project on January 17, 2017 at 2:00pm. A mandatory pre-bid meeting was conducted on December 19, 2016 at 10:00am with fifteen firms attending, along with representatives from the New Hampshire Department of Environmental Services (NHDES); and

WHEREAS: Eight replies were received and evaluated by city personnel and city hired Engineering Consultant. The low bid and offer deemed most advantageous to the City was submitted by John H. Lyman of Gilford NH for a base bid amount of \$2,205,811.00 and Alt bid amounts totaling \$265,550 for total of \$2,471,361.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following available CIP unexpended appropriations are hereby reprogrammed from completed Sewer, Water, and Public Works projects to the Richardson Drive Reconstruction project for corresponding components of the project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
SEWER PORTION:				
5320.1.300.43250.4757.04549.09	Sewer - Oak Hill/Redden	993.94	(993.94)	0.00
5320.1.300.43250.4757.04549.10	Sewer - Oak Hill/Redden City Wide Sewer Main	276,609.58	(276,609.58)	0.00
5320.1.300.43250.4757.04554.15	Replacement City Wide Sewer Main	47,799.50	(47,799.50)	0.00
5320.1.300.43250.4757.04554.16	Replacement City Wide Sewer Main	150,000.00	(150,000.00)	0.00
5320.1.300.43250.4757.04530.17	Replacement	91,000.00	(42,012.95)	48,987.05
5320.1.300.43250.4757.04558.09	Sewer Main - Richardson Drive	0.00	993.94	993.94
5320.1.300.43250.4757.04558.10	Sewer Main - Richardson Drive	0.00	276,609.58	276,609.58
5320.1.300.43250.4757.04558.15	Sewer Main - Richardson Drive	0.00	47,799.50	47,799.50
5320.1.300.43250.4757.04558.16	Sewer Main - Richardson Drive	0.00	150,000.00	150,000.00
5320.1.300.43250.4757.04558.17	Sewer Main - Richardson Drive	0.00	42,012.95	42,012.95
	Total Available Funding	566,403.02	0.00	566,403.02
WATER PORTION:				
5300.1.300.43320.4757.03536.13	Water Main - Sixth Street	89,649.72	(89,649.72)	0.00
5300.1.300.43320.4757.03589.17	Water Main - Piscataqua/Drew Rd	2,200,000.00	(228,049.21)	1,971,950.79
5300.1.300.43320.4757.03590.13	Water Main - Richardson Drive	0.00	89,649.72	89,649.72
5300.1.300.43320.4757.03590.17	Water Main - Richardson Drive	0.00	228,049.21	228,049.21
	Total Available Funding	2,289,649.72	0.00	2,289,649.72



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STREET/DRAINAGE PORTION:

4009.1.300.43112.4715.03105.09	Retaining Wall - Henry Law Park	150,000.00	(150,000.00)	0.00
4014.1.300.43121.4751.03142.14	Tolend Road Reconstruction	611,757.42	(118,328.73)	493,428.69
4010.1.300.43121.4751.03175.10	Silver Street Reconstruction	135,683.80	(135,683.80)	0.00
4015.1.300.43121.4751.03175.15	Silver Street Reconstruction	61,673.99	(61,673.99)	0.00
4009.1.300.43121.4751.03164.09	Richardson Drive Reconstruction	0.00	150,000.00	150,000.00
4014.1.300.43121.4751.03164.14	Richardson Drive Reconstruction	0.00	118,328.73	118,328.73
4010.1.300.43121.4751.03164.10	Richardson Drive Reconstruction	0.00	135,683.80	135,683.80
4015.1.300.43121.4751.03164.15	Richardson Drive Reconstruction	0.00	61,673.99	61,673.99
Total Available Funding		959,115.21	0.00	959,115.21

AND, FURTHER BE IT RESOLVED:

The Purchasing Agent is hereby authorized to issue a Purchase Order to John H. Lyman of Gilford NH for the reconstruction of Richardson Drive at rates provided in B17021. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement 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
4016.1.300.43121.4751.03164.16	Streets Richardson Dr	550,000.00	428,332.88
4009.1.300.43121.4751.03164.09	Streets Richardson Dr	150,000.00	150,000.00
4010.1.300.43121.4751.03164.10	Streets Richardson Dr	135,683.80	135,683.80
4014.1.300.43121.4751.03164.14	Streets Richardson Dr	118,328.73	118,328.73
4015.1.300.43121.4751.03164.15	Streets Richardson Dr	61,673.99	61,673.99
5320.1.300.43250.4757.04558.09	Sewer Richardson Dr	993.94	993.94
5320.1.300.43250.4757.04558.10	Sewer Richardson Dr	276,609.58	276,609.58
5320.1.300.43250.4757.04558.15	Sewer Richardson Dr	47,799.50	47,799.50
5320.1.300.43250.4757.04558.16	Sewer Richardson Dr	700,000.00	636,750.00
5320.1.300.43250.4757.04558.17	Sewer Richardson Dr	42,012.95	42,012.95
5300.1.300.43320.4757.03590.13	Water Richardson Dr	89,649.72	89,649.72
5300.1.300.43320.4757.03590.17	Water Richardson Dr	268,049.21	268,049.21

AND, FURTHER BE IT RESOLVED:

The Purchasing Agent is hereby authorized to issue a Purchase Order to John H. Lyman of Gilford NH in the amount of \$265,550 for alt 1 and alt 2 of the bid response for the connection of residents of Richardson Drive to the newly installed water and sewer infrastructure at rates provided in B17021. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.



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B17021 Richardson Drive Reconstruction Project

The amount of this authorization shall be limited so as not to exceed the alt bid amounts.
Said amounts to be reimbursed to City of Dover by Richardson Drive property owners.

NOTE: This resolution reprograms unexpended CIP appropriations financed through bond proceeds and Sewer Fund capital reserve and therefore in accordance with City Charter C6-6 requires a duly advertised public hearing, a 2/3 favorable vote of all members for passage, and the vote deferred until at least three (3) days after the public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 02/08/2017	Public Hearing Date: 02/22/2017
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.		



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RESOLUTION BACKGROUND MATERIAL:

The Dover City Council approved appropriations for these various CIP projects in the CIPs for Fiscal Years 2009 through 2017.

The Oak Hill/Redden Sewer project (FY09 and FY10 CIP) is completed, leaving unexpended bond proceeds available to be reprogrammed to the Sewer portion of the Richardson Drive project. The amounts in City Wide General Sewer Main Replacement (FY15, FY16, and FY17 CIP) are available Sewer capital reserve CIP appropriations and are being reprogrammed to the Sewer portion of the Richardson Drive project.

The Sixth Street Water Main project (FY13 CIP) is completed, leaving unexpended bond proceeds available to be reprogrammed to the Water portion of the Richardson Drive project. The amount in Piscataqua/Drew Roads Water Main project (FY17 CIP) is available Water Fund bonding authorization and is being reprogrammed to the Water portion of the Richardson Drive project.

The Tolend Road reconstruction project (FY14 CIP) is completed, leaving unexpended bond proceeds available to be reprogrammed to the Street/Drainage portion of the Richardson Drive project. The amounts in Silver Street reconstruction project (FY10 and FY15 CIP) are available unexpended bond proceeds and are being reprogrammed to the Street/Drainage portion of the Richardson Drive project. The Retaining Wall Henry Law Park project (FY09 CIP) has not been undertaken by the City at this time, however, the City has unexpended bond proceeds for this project. For debt issuance compliance reasons (IRS arbitrage and rebate restrictions) it is in the City's best interest to reprogram these bond proceeds to the Richardson Drive project.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriations for these various Sewer, Water, and Street/Drainage projects in earlier CIPs. This resolution does not authorize an increase in the indebtedness of the City. The Richardson Drive reconstruction project is an approved CIP project.

Sealed Bids were requested for the construction of: Richardson Drive and Old Stage Road including the installation of 2,950 linear feet of 8-inch sewer main, forty-eight (48) 4-inch sewer services, nineteen (19) sewer manholes, forty-seven (47) ¾-inch copper water services, 520 linear feet of 8-inch ductile iron water mains, five (5) new hydrants, 1,750 linear feet of 12-inch storm drain pipe, fifteen (15) catch basins, and eight (8) drain manholes. The project also includes the reconstruction of the paved surfaces within the public right of way to remove 14,000 square yards of pavement.

Final award of contract is pending approval by NH DES as they are providing \$1.1MM from the Clean Water State Revolving Fund Program, which includes 5% debt forgiveness for all sewer related work and 20% debt forgiveness for all stormwater improvements.

As part of the request for bid, the City requested costs for the abandonment of individual subsurface disposal system (ALT 1) and installation of individual sewer service line from city ROW up to single residence buildings (ALT 2). Costs came in totaling \$265,550. The City will pay John H Lyman for these services and will set up agreements with individual residents for reimbursement to the City.



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B17021 Richardson Drive Reconstruction Project

Bid Information:

A Sealed Request for Bid B17021 was issued and received for the redevelopment of Richardson Dr on January 17, 2017 @ 2:00pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	441	Number of Responses:	8
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Award to:	John H. Lyman	Fund:	CIP/NH Loan Fund
Other Approvals Required:	State of NH DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 requiring Council approval

[B17021 Bid Documents and Vendor Lists](#)

City of Dover

City Manager's Report

February 22, 2017



Reporting on January 2017



J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

City of Dover's Municipal Leadership Team



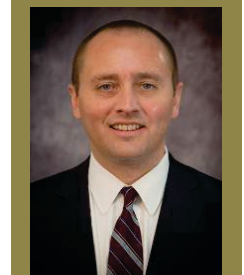
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



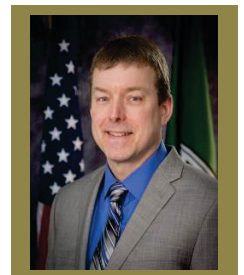
Anthony Colarusso
Police Chief



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
Outcomes18

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

Section 5:
Workforce-Focused
Outcomes.....26

Customer-Focused Outcomes

1

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

The City Manager reached out to the House Executive Departments and Administration relative to HB254, Assessing Standards Board Membership Change and the implications of this bill.

The City Manager advised the City Council that the Final Draft of the NH MS4 Permit was issued.

https://www3.epa.gov/regional/nepdes/stormwater/MS4_NH.html

The City Manager emailed the House Science,

Technology and Energy Committee, as well as the City Council, his concerns regarding HB324.

Manager Joyal provided detailed information to the City Council on the calculation of non-resident library fees and retired Strafford County service members.

An invitation from the Open Lands Committee was forwarded by the City Manager, inviting the Council to attend an overview of the Dover NH Bird Feeder Project.

An update on Spur Road and the construction vehicle damage taking place due to the State DOT project was sent to the City Council by the City Manager.

An overview of the sealed bid process relative to the sale of city property at Floral Avenue was given to the Council by the City Manager.

Responsiveness & Measurables

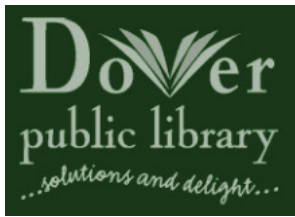
The City Manager briefed the City Council that Dover, as a member participant in the Northeast Resource Recovery Association, that our municipality and others benefit by having the ability to aggregate and market our recyclables for reuse. In doing so, not only is our community able to realize competitive pricing for items we collect through our recycling center but also ensure that they are reused in a sustainable and environmentally beneficial manner. The information below highlights the volume of materials our municipality has recycled for reuse during calendar year 2016 along with the environmental equivalents of reduced greenhouse gas emissions. This program is one of the many activities our community supports in fulfilling our Master Plan's stewardship objectives.

Recyclable Material	Amount Recycled In 2016	Environmental Impact! Here is <u>only one</u> benefit of recycling materials rather than manufacturing products from virgin resources
Electronics	132,997 lbs.	Conserved enough energy to power 17. houses for one year!
Scrap Metal	232.8 gross tons	Conserved 651,750 pounds of iron ore!
Steel Cans	9.6 gross tons	Conserved enough energy to run a 60 watt light bulb for 557,388 hours!
Tires	62.6 tons	Conserved 41.3 barrels of oil!

Recycling uses much less energy than making products from virgin resources, and using less energy means fewer greenhouse gases emitted into the atmosphere!

By recycling the materials above, Dover has avoided about 1,341 tons of carbon dioxide emissions. This is the equivalent of removing 285 passenger cars from the road for an entire year.





In January, Library circulation totaled 24,322.



12,704 Adult



8,878 Children



2,005 Audiobooks & EBooks downloaded



735 Hoopla media items downloaded

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

14,693 people visited the library during January, an average of 525 per day; the library was open 28 days.

143 new library patrons registered at the library. The total number of active cardholders is 16,651. Sixteen of these new patrons were non-resident Dover workers or students which now totals 196 in that category!

Sixty five free library programs were offered at the library with 1,293 patrons attending.

Museum passes were borrowed 87 times at the library.

The library executed 23 U.S. passports as a new Passport Acceptance Facility.

34 new patrons registered for downloadable audiobooks/eBooks (total = 4,438) and 34 registered for Hoopla (total = 777).

Internet and PC uses by the public totaled 1,392 on library workstations, plus 3,260 via Wi-Fi, with 68 Chromebook loans. The Early Literacy Station was used 318 times by children. Average Internet use per day was 166.

The library website was hit by 5,389 visitors in 8,867 sessions.

Opioid Issue

2015 Overdoses: 70 total – 12 of them fatal

2016 Overdoses: 64 total – 12 of them fatal

January 2016: 6 Overdoses, 1 fatal

January 2017: 1 Overdose

Wentworth
Douglass Hospital
Narcan
administration for
patients originating
in Dover:

2014 = 33
2015 = 56
2016 = 72

On January 11, 2017, Sergeant Pettingill, the CREU Unit Supervisor, appeared before the Grand Jury of the US District Court of New Hampshire in order to present a case for indictment. The case stemmed from a motor vehicle stop initiated by an officer assigned to the Community Response and Enforcement Unit on September 20, 2016, in which the suspect was found to be illegally in possession of a handgun magazine loaded with ammunition. The subsequent investigation led to the recovery of a quantity of illegal drugs, as well as a firearm with an obliterated serial number.

Sergeant Pettingill continues to serve as a part time supervisor for the Strafford County Drug Task Force. In that capacity, he assisted the Strafford County Drug Task Force with two "Granite Hammer Operations" during the month of January. These operations resulted in three controlled purchases of controlled drugs, four arrests and the recovery of various user amounts of the controlled drugs

heroin/fentanyl. These operations are ongoing based on grant funding provided by the State of New Hampshire to the Strafford County Drug Task Force, in order to assist with the enforcement of opioid related drug investigations.

As a part of the Dover Police Department's initiative to combat heroin and other opioid abuse within the City, Officer Pieniazek contacts anyone who has an overdose to offer them any assistance possible. In the month of January, Officer Pieniazek made 5 such telephone calls.

Other initiatives to combat the Opioid crisis are found further along in this report.

Inspections - Life Safety	67
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	24
Permits Issued - Certificate of Occupancy	6
Total for December	413

As a side note, the above numbers do not capture the number of meetings, hours of plan review, and other activity that Inspections does each and every day!

Emergency Management Communications

Radio Transmissions
9,854

Phone Calls
6,950

911 calls received
384

Assisted people in the lobby
357

Police Alarms Received
101

Police Alarms Cancelled prior to arrival
21

December was the first full month of comparable data for 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 attributed 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.

During the month of January, the Dover Police Department responded to 2,589 incidents throughout the city. Police officers made a total of 1,273 motor vehicle stops during which they issued a warning or a summons.

The Facilities, Grounds and Cemeteries handled 9 service calls (of which 3 were tests) and 191 work orders in the month of January. In Pine Hill Cemetery, employees attended 4 full burials and 1 ash burial.

During the month of December, the Highway Division was kept busy with winter storm operations. Roads were pretreated with a brine solution prior to ten winter events, applying a total of approximately 8,640 gallons. All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Crews sanded and salted the roadways and sidewalks as needed, often having to return after cold temperatures resulted in icy, slippery conditions. The residential sand/salt pile, located in the Shaw's Lane ball field lot, was restocked with approximately 34 yards of mix. Several of the bins in the downtown were also refilled. Employees continued to mix sand and salt for upcoming storms and another order was placed for several more loads of salt. Approximately 1,836 tons of salt was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed utilizing a loader. Two Truck Drivers continued to patch potholes throughout the city.

Dover Mounted Patrol handled:

28 public assists
19 parking assists
09 assists to community action/homeless

The Legal Department serves the community regarding Right to Know requests. Our Customer-Focused Outcomes are in providing the requesting party with responsive documents in a timely and efficient manner. For the month of January, the Legal Department handled eight Right-to-Know requests and responded to all of them in a timely manner.

The Dover Police Department performed 20 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of January, 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 6 DWI arrests during the month of January.

The Dover Police Department performed 12 man-hours of targeted distracted driving patrols during the month of January, in addition to regular duty patrols performed by the Traffic 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 12 man-hours of targeted patrols, a total of 35 traffic stops were made resulting in 20 summonses for violations of the mobile electronic device hands free law, 9 warnings for the hands free law, and several summonses and warnings for various other traffic offenses. In the month of January, Dover officers issued a total of 84 summonses and 34 warnings for violations of the mobile electronic device law.

January was a slightly slow month on average in the Fire Department, which is unusual in the winter. This is most likely because though Dover did have storms, none were incredibly noteworthy. There were 430 calls for service which is just under 15 responses per day helping Dover citizens. 9 of the calls for service were for fires, 260 were for medical emergencies, 22 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 59 were either false or good intent in nature, with the remaining 80 being for non-emergent requests. Of the emergencies, there were 76 times where simultaneous emergencies were occurring with 11 of those times where 3 or more emergencies were occurring at the same time. Normally, the monthly average for multiple simultaneous emergencies is in the vicinity of 90 times with the three or more at the same time situation between 15 and 20 times a month. The busiest day in January for Fire & Rescue was January 9th with 23 requests for service while the slowest day of the month was January 1st with only 5 calls for service which has not been seen in a long while, and not expected at all.

Public Works administrative staff fielded 29 service call requesting pothole repairs. Two Truck Drivers repaired 266 potholes and applied 27 tons of asphalt on various areas throughout the city. Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season.

The block structures holding the frame around three manholes and two catch basins had crumbled and needed to be replaced by Public Works crews.

Total of Animal Calls for Service: 37

Police handled 16

Dispatch handled 15

Animal Control Officer handled 06

Breakdown of calls by Officers:

Welfare checks 05
Found animals 07
Loose animals 04

Breakdown of calls for Dispatch:

Welfare Checks 02
Lost Animals 07
Deceased Animals 03
Loose dogs 03

Breakdown for ACO:

Welfare Check 03
Loose Animals 01
Dog Bite 01
Dog Waste Complaint 01

The Animal Control Officer received 35 voicemail messages and returned those calls. She followed-up on 4 reports that were originally handled by police officers.

Pictured below is Brooklyn. He had been loose without his Dover dog license and was not microchipped. As a result, he was transported to K9 Kaos where he was later picked up by his owner.



"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:	170
Priority 2:	91
Priority 3:	396
Priority 4:	659
Priority 5:	1,273

The Dover Police Department responded to **86%** of emergency calls in less than 6 minutes.

The Utilities Division experienced 4 water leaks during the month of January. The first leak was on Central Avenue and was located utilizing the new meter reading system. It was discovered that the meter had been running non-stop. After further investigation with the owner, crews found a split pipe in the building. One Heavy Equipment Operator, one Maintenance Mechanic and two Truck Drivers had to dig out the curb box in order to shut off the water.

The second leak was on Green Street. Water had been pouring into a private residence through a two inch cable conduit. Crews traced the conduit to a home on Washington Street where they discovered a leak on the city side. The Utilities Foreman, one Heavy Equipment Operator, two Maintenance Mechanics and two Truck Drivers completed a spot repair. In the spring, crews will return to replace the water service, the sidewalk and the street.

The third leak was discovered on Birch Drive. This was a pinhole leak, in the copper piping, on the city side. A spot repair was completed and the service will be replaced in the spring. The fourth leak was discovered on Sunset Drive and was located on the property owner's side.

Crews responded to one sewer backup call on Austin Drive. This was on the property owner's side.

During the month of January, the meter crew conducted 10 stopped meter appointments, 29 final reading appointments and 100 backflow test appointments.

Customer-Focused Service: We engage our customers, with a focus on listening to and supporting their needs, anticipating and delivering high quality services and ensuring their satisfaction.

Media Services produced several new public service announcements, including spots on proper snow removal, online assistance with Treneo, and Fire and Rescue's "Adopt a Hydrant" program, which encourages homeowners and businesses to help keep snow clear from the city's fire hydrants.

Welfare is now able to see new clients within 3-4 working days. This delay is mostly so that the client has time to gather needed information and documents. In January, DNTV-22 televised live, rebroadcast and made available online 13 public meetings and 8 special productions.

Through various meetings, the Welfare Department works with and keeps a number of local organizations informed of what we are doing and how we can better work together.

Snow Management Summary Report FY17

Date	Condition	Approx. Inches	Total OIT hrs	Total OIT Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Yard	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
12/9/2016	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/Freezing Rain	3	170.01	\$5,516.87	\$548.70	207	\$11,256.66	94	\$1,188.50	0	\$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	\$0.00	\$6,608.63
12/15/2016	Wet snow	0.5	29.4	\$955.23	\$0.00	16	\$870.08	94.5	\$1,204.88	0	\$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	\$0.00	\$29,162.82
12/18/2016	Wet snow	0.5	101.6	\$3,534.09	\$350.00	26	\$1,413.88	95.5	\$1,217.63	0	\$0.00	\$6,515.60
12/20/2016	Pickup	0	56.2	\$235.07	\$0.00	0	\$0.00	5	\$63.75	0	\$0.00	\$359.82
12/22/2016	Wet snow	2	76.8	\$2,488.50	\$530.00	263.5	\$14,329.13	68.5	\$873.38	0	\$0.00	\$18,231.01
12/23/2016	Pickup	0	29.9	\$988.25	\$0.00	0	\$0.00	7	\$89.25	0	\$0.00	\$1,077.50
12/24/2016	icy roads	0	69.6	\$2,140.21	\$0.00	3	\$163.14	160.5	\$2,046.38	0	\$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	\$0.00	\$6,441.55
12/29/2016	Wet snow	8	506.8	\$16,280.07	\$2,579.80	231	\$12,561.78	265	\$3,378.75	1920	\$153.60	\$34,954.00
1/1/2017	icy roads	0	80.8	\$2,749.57	\$1,105.00	68.5	\$3,725.03	28.5	\$363.38	0	\$0.00	\$7,672.98
1/2/2017	icy roads	0	19.5	\$752.81	\$0.00	0	\$0.00	10.5	\$133.88	0	\$0.00	\$886.69
1/3/2017	icy roads	0	29.63	\$1,575.10	\$70.00	55	\$2,990.90	30	\$382.50	0	\$0.00	\$5,018.50
1/3/2017	Pickup	0	92.74	\$2,645.39	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$2,645.39
1/5/2017	Pickup	0	20.65	\$531.68	\$0.00	0	\$0.00	5	\$63.75	0	\$0.00	\$595.43
1/6/2017	icy roads	0	28.55	\$953.40	\$70.00	118.75	\$6,457.63	11.5	\$146.63	0	\$0.00	\$7,627.65
1/7/2017	Snow	2.5	313.12	\$10,265.79	\$1,337.80	291.75	\$15,865.37	145	\$1,848.75	0	\$0.00	\$29,317.71
1/11/2017	icy roads	0	37.93	\$1,223.06	\$0.00	26	\$1,413.88	65	\$828.75	0	\$0.00	\$3,465.69
1/12/2017	icy roads	0	4	\$126.72	\$0.00	0	\$0.00	38.5	\$490.88	0	\$0.00	\$617.60
1/17/2017	Snow	3.5	296.12	\$9,729.10	\$1,515.00	286	\$15,552.68	223.5	\$2,849.63	3840	\$307.20	\$30,053.61
1/17/2016	School Dept					16	\$870.08					\$870.08
1/19/2017	icy roads	0	37.6	\$1,240.79	\$630.00	121.75	\$6,620.77	15	\$191.25	0	\$0.00	\$8,682.81
1/23/2017	Snow	3	252.42	\$7,976.46	\$1,882.60	311.5	\$16,939.37	124.5	\$1,587.38	4800	\$384.00	\$28,769.81
1/26/2017	Pickup	0	82.13	\$2,653.00	\$0.00	6	\$326.28	0	\$0.00	0	\$0.00	\$2,979.28
2/1/2017	Snow	2.5	110.52	\$1,276.66	\$875.00	264.5	\$14,383.51	28	\$357.00	3840	\$307.20	\$17,199.37
2/7/2017	Snow	4	523.87	\$16,811.88	\$1,422.90	123	\$6,688.74	476	\$6,069.00	4800	\$384.00	\$31,376.52
2/9/2017	Snow	10.5	552.62	\$17,624.52	\$1,376.40	90	\$4,894.20	333	\$4,245.75	0	\$0.00	\$28,140.87
2/11/2017	Snow	2	212.2	\$6,347.23	\$0.00	20	\$1,087.60	83.5	\$1,064.63	0	\$0.00	\$8,499.46
2/12/2017	Snow	12	748.48	\$24,392.95	\$2,092.50	53	\$2,882.14	88.5	\$1,128.38	0	\$0.00	\$30,495.57
		61.5	\$5,157.52	\$162,064.13	\$20,634.30	\$3,084.25	\$167,721.52	\$3,070.00	\$39,142.50	\$1,766.40	\$391,328.85	

Product & Process Outcomes

2

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

Library attendance at 65 January programs:

20 story times 314
Craft session = 100
7 movies = 82
3 Lego Saturdays = 115
2 Langdon Place visits = 9
Game Night = 22
Book-A-Librarian = 2
4 Music with benji = 231
4 coloring programs = 14
8 Technology classes = 31
2 Book groups = 16
Paws to Read = 8

Makerspace grand opening = 75
Head Start visit = 48
Passports = 23
Take Apart program = 53
Maybell & Slim Pickins concert = 90
Arctic canoeing = 33
Homelessness program = 14
Teen Advisory Board = 8
Library tour, 5 = 1,293.



Pictures above are from the Take Apart Program.

It Is All About Service

The Library's new Teen Advisory Board (TAB) met for the first time in January. They will advise staff about what types of collections and programs they think the library should offer.



The Library began a subscription to Flipster for digital magazine downloads. There are 13 magazines available thus far: Bon Appetit, Country Living, Digital Photo, Discover, GQ, HGTV Magazine, Interweave Knits, Kiplinger's Personal Finance, Newsweek, Old House Journal, PC World, Us Weekly, and Yoga Journal.

The Dover Retail Committee was formed with local merchants and this group will sustain ongoing downtown merchant serving activities. Meeting monthly, the DRC is actively engaged in making the First Fridays program work.

Home Town Holiday Weekend produced by DBIDA and Dover Main Street involving 17 downtown merchants with extended evening hours was highly successful bringing a few thousand shoppers to Dover and many thousands of dollars. This success is now being expanded to a First Friday monthly event, the first of which will be an Art Walk with merchants displaying local art of all types and selling their own products in the process. PR and media programs are underway to get regional shoppers/ art lovers to Dover.

Media Services continues to document the construction of the new high school, including time-lapse 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.

On January 30, 2017, Sergeant Pettingill participated in a meeting with the City Attorney and representatives from Dover Community Services regarding ongoing issues involving residents failing to comply with regulations pertaining to the proper placement and disposal of household garbage and recycling. A coordinated plan for monitoring the trash and recycling has been implemented.

During the month of January, Dover Housing Authority Liaison Officer Plummer spoke with a family member of an elderly resident of Waldron Towers. The family member had concerns about the security of Waldron Towers and the safety inside the building. Officer Plummer was able to spend time speaking with the resident about the measures both the Dover Police Department and Dover Housing Authority take to insure that the residents are safe inside the building.

During the month of January, DHA Liaison Officer Plummer received multiple reports of criminal activity that was taking place on DHA property. Officer Plummer reviewed all the reports and advised Director Krans of the resident reports. Officer Plummer determined that plain clothes surveillance and enforcement would be the best way to address some of the criminal activity. Initial plain clothes patrols by Officer Plummer, with the assistance of the Problem Oriented Police Officer, Officer Khalsa, have been successful.

Officer Plummer was also contacted by a resident in DHA family housing that was having behavioral problems with her child and wanted to see if Officer Plummer could assist with it. The resident wanted to bring her child by to speak with Officer Plummer to try and make the child understand how important it is to behave. Officer Plummer recommended that the mother bring the child by a couple of times so Officer Plummer could meet the child and create a bond prior to addressing the behavior issues. This intervention is ongoing and has worked well so far.

During the month of January 2017, DHS Liaison Officer Kennedy assisted the Dover High School with directing afternoon traffic on multiple occasions in front of the school. Officer Kennedy also assisted DHS by monitoring several parking and traffic related issues in many of the parking lots.

Officer Kennedy met with school officials numerous times to assist with school investigations to determine if criminal activity occurred. Most of this activity is usually centered on potential bullying matters.

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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. So far this year, the students have taken great pride in this program and the quality of work has reflected that.

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.

Officer Kennedy received information from school officials about a rumor of a potential upcoming underage drinking party. Officer Kennedy contacted the parents of the student in question and determined that one parent resides in the City of Somersworth NH. Officer Kennedy also alerted Somersworth Police of the potential party.

Officer Kennedy makes frequent checks around the school ensuring doors are secure and in operable condition. Officer Kennedy also makes frequent checks of the new Dover High School construction site and communicates with construction officials about any potential issues.

Officer Kennedy has started to coordinate with school officials to address the School Safety Committee at an upcoming meeting. Officer Kennedy is seeking to work with the school district to adopt new procedures specific to active shooter response incidents within the Dover Public Schools. Officer Kennedy has a specific

background in this field and is trying to ensure that Dover schools are following the best possible response options and to align with government recommendations.



Above, DHS Liaison Officer Kennedy assists the day porter moving tables.

During the month, DMS Resource Officer Pieniazek assisted with traffic outside of the school at the beginning and at the end of the school day.



Above, Officer Pieniazek assists staff at the end of the school day ensuring the students safely come outside and get on the school bus.

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

Officer Pieniazek assisted the guidance department in speaking to all of the 8th grade boys in regards to the ramifications of sending sexually explicit messages to others, otherwise known as "sexting." On January 9th, Officer Pieniazek assisted the guidance department once again by speaking to all of the 8th grade girls regarding the same topic.

Officer Pieniazek, along with Sergeant Pettingill, met with a group of boy scouts at the Dover Police Department to provide information on what the police do within their community. There was also a specific conversation in regards to various safety tips for the boys. Subsequently, the boy scouts were allowed to ask questions and then were provided a tour of the new police facility along with their parents.

On January 20th, Officer Pieniazek spent time with a 5th grade boy and his mother outside of the school as the boy refused to come to school. The parent explained that the boy had a disagreement with a fellow student the day before. Officer Pieniazek assisted the guidance department in speaking to the boy and figuring out a plan for the day, and ultimately walked the boy to class.

During the month of January, Officer Pieniazek hosted the lunch program entitled, "Fine Dining with Dover's Finest." This program allows 6th grade students the opportunity to sign up to have lunch with Officer Pieniazek in his office which gives them time to have time to get to know Officer Pieniazek in a small setting. During the month of January, 5 students took part in this program. When he is not hosting students for lunch in his office, Officer Pieniazek spends most of the lunch periods in the cafeteria and gym for recess. During this time Officer Pieniazek socializes with the students and often plays games with them at recess.

During the month of January, Officer Pieniazek helped facilitate the order of 3 school yearbooks for students who could not afford them. After the need was identified, Officer Pieniazek requested and received the funds from the Dover Police Charities.

Teen Center

The Dover Teen Center calendar for January 2017 consisted of educational and social programming for its youth participants. For the month, the Teen Center saw a total of 587 participants on 21 days of programming, which yielded an average of just under 28 participants per day. Some program highlights for the month of January 2017 included, but were not limited to the following:

TC Tournament – “9-Ball Billiards” (1/4)
 TC Trip! – “UNH Men’s Basketball Game” (1/5)
 TC Special Program – “Arts & Crafts Fun Day” (1/9)
 TC Trip! – “UNH Men’s Ice Hockey Game” (1/12)
 TC Snack Special – “Pasta Madness” (1/18)
 TC Tournament – “Air Hockey” (1/25)
 TC Special Event – “Youth Art Gallery Night” (1/27)
 TC Snack Special – “MYO Trail Mix” (1/30)
 TC Arts in Action Program – “Junk-2-Funk Music Enrichment Workshop” (1/31)

There were 6 new Teen Center registrations during the month.

Teen Center participants pose with UNH Mascot Gnarlz during the UNH Basketball game.

Junk 2 Funk creator Jeff Erwin introduces himself and his program to the Teen Center participants. This music enrichment workshop is part of the Teen Center’s Arts in Action initiative.



"Be the reason someone smiles today."

The last vestiges of the holiday season were removed, with the Fire Department assisting with the removal of the garland at City Hall to storage and the dismantling of the Christmas tree in Rotary Park. The strings of lights on the Silver Street décor light poles were removed by Holiday Lighting Committee volunteers, Mr. & Mrs. Jonathan Burns. City employees unplugged other lights around the downtown area.

The daily survey of street lights throughout the City was concluded, resulting in the creation of thirty-five additional work orders reporting street light outages to Eversource. Two other issues regarding streetlights were addressed and six décor lights required attention. Efforts are underway to change high pressure sodium streetlights over to LED lighting. The City is working with Eversource and Affinity Lighting to make this a reality. Lighting in City Hall has been surveyed for the changeover to LED lighting as well.

Twenty-seven other work requests relating to grounds or facility issues received attention. Trees were trimmed in Pine Hill Cemetery and along the fences bordering the cemetery. Facilities, Grounds & Cemeteries employees removed a considerable amount of brush, vines and growth near the Long Hill Park dog park area and along the fence. Seven other tree issues received attention; concerns ranged from wanting trees removed to the replanting of trees in the spring. Eversource arborist Ian Farley reviewed a tree clearing project scheduled for this spring that involves removal of several trees in the City ROW.

The Diversion Committee met twice in January. As of the end of the month, there were a total of 5 active Diversion cases.

- 3 cases already in active Diversion Contracts
- 1 successful completion and release
- 2 new cases heard during the month
- 1 case awaiting the next meeting.

During the month of January 2017, 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.

During January, Officer Pieniazek worked with the owners of Dos Amigos Burritos and Kendall Pond Pizza to bring them on board the Drug Free ID program. Each graduate of the DARE program receives an ID, which they can use at local businesses and obtain discounts.

Within the month of January, Officer Pieniazek began preparations for the PACT program culmination event on February 1. At this event, the parents that completed the program, along with their children, are get dinner and the students receive various Dover Police clothing and a Drug Free ID card.

On an ongoing basis, Officer Khalsa continues fostering 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, Transportation Center, and the Dover Public Library to maintain a deterrent presence. Officer Khalsa has also been paying particular attention to Henry Law Park and other hot spots of activity.

On a daily basis, the Mounted Unit patrols the Dover Community Trail, Henry Law Park, the Skate Park, Maglaras Park, railroad yards and the Downtown including crosswalk enforcement and parking lot checks.

During the month of January Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give the officers and the public a sense of being part of the community together and helps to develop trust in the police. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses.

The Mounted Unit coordinated with an Occupational Therapist during the month to meet an elderly resident who is new to Dover. Budd, as seen in the photo to the top right, will be 90 years old this spring and spent most of his recent years in Maine. Budd didn't know anyone in Dover and his therapist thought it might be nice to introduce him to the officers he would see riding by his new place daily. He was so happy with the meeting he hopes to come volunteer for the mounted unit in the spring.

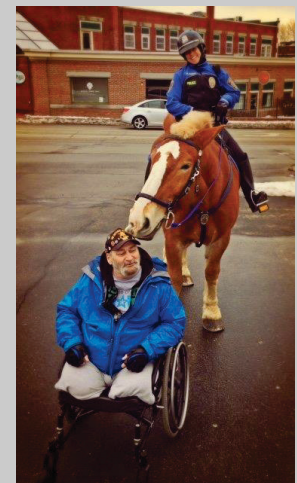
The Mounted Unit spent an afternoon checking on several sites known to be typically populated by transients. The officers were concerned about the welfare of these subjects due to the extreme cold weather overnight. The officers offer access to shelter and other services such as treatment programs and food services.

The officers have been distributing Hannaford gift cards that were donated to the Dover Police Charities during the recent Caring and Sharing food drive. During the month, the officers gave a card to a person that they know to be struggling to turn his life around. The card will be used to purchase formula for an infant child.

During the month, the officers came upon a gentleman who works in the downtown who appeared to be experiencing a medical situation. Officer Caproni called an ambulance and ambulance to transport him to the hospital. His wife later contacted Captain Terlemezian grateful for the help and inquiring about volunteering with the horses.



Meeting up with new resident of Dover, Budd.



Above, CJ showing his appreciation to local veteran Mr. Talon.

Officer Khalsa has continued to monitor calls for service at 2 Dover Street, which has been the subject of several quality of life problems. The Dover Police Department has helped implement several procedures to help reduce calls for service and increase the quality of life for tenants in the building, as described in December 2016 Monthly report. In January, Officer Khalsa met with Toby Watterson of Alliance Management and discussed the continued positive progress in the building.

Officer Khalsa met with Chinburg Properties about an ongoing issue with juvenile delinquency in the three downtown buildings they own. There has been a pattern of juveniles coming into the buildings and stealing, disrupting businesses and causing damage to the property.

Officer Khalsa was able to identify a group of 6 juveniles who had damaged property and had been causing numerous disturbances in the businesses. Officer Khalsa spoke with the juveniles and their parents and then coordinated with Chinburg Properties to have the juveniles participate in reconciliatory action in lieu of arrest. The group went to the buildings under the supervision of Chinburg staff and repaired walls and cleaned up messes. They also went to the owners of the disturbed businesses and apologized directly to the affected persons. Officer Khalsa then conducted follow up interviews with the parents and some of juveniles and it was agreed that this alternative to arrests worked well for all parties.

Officer Khalsa met with the Dover Adult Learning Center staff regarding the Police Department's role and authority in situations involving discriminatory behavior towards their immigrant population by members of the general public. The director of the Dove Adult Learning Center became concerned with anecdotal evidence of hostile and discriminatory actions against her student body since the presidential election and she wanted to know how the Police Department could assist in that situation. Officer Khalsa suggested to the staff that he was available to meet at any time and would gladly meet with concerned students to assure them that the Police Department would vigorously investigate or assist them and their students with any such situation.



At their January meeting, the Parking Commission voted to support the request by the Indoor Pool Advisory 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, park or going to the Children's Museum. Income from the lot would be dedicated to improvements of the Henry Law Avenue Park. There would be a 4 hour limit at a rate of \$1, per the Indoor Pool Advisory Committee's request. At the February Parking Commission meeting, the Parking Manager will provide final cost sharing projections for the use of the meters, enforcement and maintenance of the meters. The net proceeds from the meter income would be transferred to a dedicated account for improvements to Henry Law Park.

Also at their February meeting, the Parking Commission will consider a request by the Arts Commission to relocate the dedication plaque that is currently next to the elevator on the first floor. The wall space the dedication plaque is currently in was slated for Arts Commission mural project which should be completed in the coming months. The Parking Manager has obtained estimates for moving the plaque.

The coming months will again prove challenging to the parking system as two major projects begin. First, is the required repairs to the Central Avenue Bridge which will remove 39 parking spaces for up to three months in the core of the downtown area. This project was delayed from last fall when it would have extended into the holiday shopping period. Parking Manager Bill Simons is currently discussing a lease of the parking lot behind Oriental Delight with the property owner to alleviate some of the strain on the parking capacity. He will also be working the merchants in the area to promote use of the parking garage during this time.

Second, is the closing and in-fill development of the Third Street parking lot. Bill Simons will be working closely with the merchants in the area to promote alternative and proximate parking for their customers. The lease of a second privately owned parking lot in this area will also be sought.

The on-line parking violation program has proved very popular, with over 1,000 violations being paid on-line since its inception in mid-October. By going to www.drivingdover.com, vehicle owners can conveniently pay any recent and even older violations.



Officer Lazos directs traffic at the intersection of Chestnut and Washington Streets during a temporary power outage on January 19.

On Friday, January 13, 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 Old Rochester Road, Indian Brook Drive, the Miracle Mile area, and Knox Marsh Road.

Sgt. Speidel performed a total of 12 child passenger seat inspections during the month of January. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

This included a number of seat checks performed on the evening of January 18 in partnership with Wentworth-Douglass Hospital. Because of winter weather conditions, the Dover Fire Department has graciously allowed the use of a

garage bay at the Liberty North End fire station. Sgt. Speidel partners on a monthly basis with trained staff of the WDH Women and Children's Center to provide a full evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles. This program is normally held on the third Wednesday evening of the month, and is held in the WDH parking garage except during winter months.

The Dover Police Department's Traffic Accident Investigation Team was not called out during the month of January.

Heating issues were addressed in various buildings and thirty-nine work orders relating to assorted issues in municipal buildings were handled. Leaking plumbing fixtures, replacement of lighting fixtures, bulbs and ballasts, sand barrels and ice melt containers were filled as needed throughout the month. Some hours were spent at the South Side and Central Fire stations replacing ballasts and bulbs in the apparatus bays, with work at the North end station ongoing.

During the month of January 2017, 12 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.

In January, detectives and Crime Scene Unit personnel completed their investigation into a shooting on Three Rivers Farm Road that left one man dead and another injured in December 2016. The case has been referred to the New Hampshire Attorney General's Office to determine if any charges will be filed.

Also in January 2017, detectives and Crime Scene Unit personnel completed the investigation into several burglaries that occurred in one of mill building complexes in downtown Dover in late December 2016. As a result of the investigation, a Dover man was charged with multiple counts of burglary.

Detectives investigated eight separate unattended deaths. Although this is a large number of unattended deaths in a month, none of them were suicides, overdoses, accidents, or homicides.

Additionally in January 2017, detectives conducted follow-up investigation regarding a significant assault that occurred outside a downtown bar in late December. That investigation is on-going.

Also in January detectives investigated after a Durham man was injured in a fall from a railroad bridge in Dover. At this point, it does not appear that a crime occurred in relation to this incident.

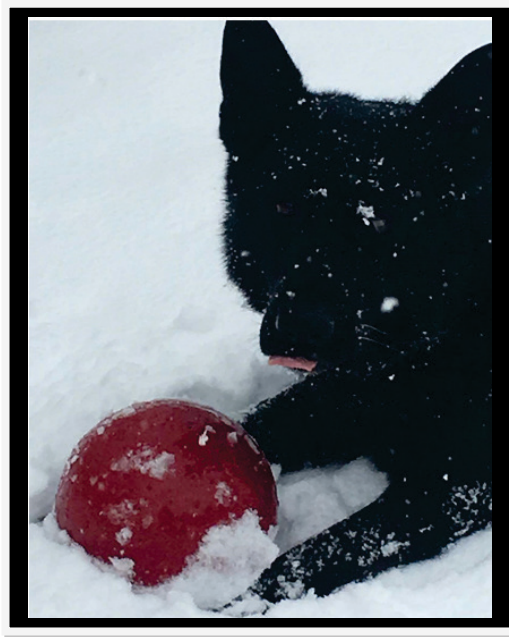
During the month, detectives conducted a background investigation on a candidate for a public safety dispatcher position.

The Dover Police Department Traffic Bureau is coordinating a series of targeted patrols to address school bus violations throughout the City. Of particular concern are locations along the DMS and DHS bus routes, where older students cross the street to or from their discharge point. Dover officers patrol in both marked and unmarked cruisers to monitor various bus routes and enforcement violations of NH RSA 265:54.



A Dover Police cruiser monitors the Dover Middle School D06 bus route on upper Sixth Street on January 30 while passengers are discharged.

In January, after a 7 year career with the Dover Police Department, K9 Grinko has retired from active duty. Grinko will enjoy his retirement as the family pet of his handler, Detective Tim Keefe and the Keefe family.



Grinko trying to settle into retirement.

Fourteen deliveries of supplies and ice melt and removing items to the Recycling Center kept Facilities & Grounds employees busy on several days. Five keys were issued and four Dig Safe requests were investigated.

Maintenance on 16 signs and installation of three posts was completed. The men assisted the Parking Bureau in moving some meters around and addressed nine concerns regarding parking signs.

Fifteen traffic signal complaints were investigated, mostly involving the Week's Crossing intersection at Indian Brook Drive and Central Avenue, either in the morning or late in the afternoon. Traffic signal posts were struck by vehicles at Glenwood and Central Avenue, Mill Street and Central Avenue, both requiring attention from the Electric Light Company. City employees worked on pedestrian crossing light issues in four locations this month.

Facilities & Grounds employees assisted with sand and salt operations during four weather events in January, with daily inspections of walkways around City Buildings to assist with foot traffic and slippery conditions. Employees conducted service on string trimmers and lawn mowers this month. The winter months are the ideal time to thoroughly examine the summer use equipment and get everything ready for spring. Only six more weeks of winter!



In January, Officer Matt Brown and K9 Barco received a K9 bullet proof /stab resistant vest provided by Vesting America's Police K-9's through contributions from the area veterinary community.

During the month, Officer Brown and Barco participated in 20 hours of training.

Planning Board:	Technical Review Committee:	Community Trail Committee:
- Two meetings: Elected a new Chair (Kirt Schuman) and Vice Chair (Gina Cruikshank) - Approved a minor subdivision for Varney Lands LLC on Pointe Place - Heard CDBG applications - Approved the CDBG Action Plan - Approved a lot line adjustment for Brian Stern, on Tolend Road - Held a public hearing and recommended the City Council approve rezoning land on Littleworth Road	Site Review for Okad of Dover, LLC, Assessor's Map 37, Lots 35, 36, 37 & 38 zoned B-3, located at 824, 826, 828 Central Avenue and 8 Glenwood Avenue. (Proposal is to develop a 7,000 sq. ft restaurant and 21,247 sq. ft. of retail service including a 2,072 s.f. bank with a total of 141 parking spaces within the 88,262 sq. ft. paved area.) (P16-39)	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, and Whittier Street Bridge Detour.
Zoning Board: Approved a variance for a freestanding sign on Chestnut Street	Transportation Advisory Commission: - Re-elected Mayor Weston as chair - Received an update on the Silver Street roundabout and signage at Sixth Street and Quail Dr - Reviewed correspondence from the Parking Commission to the City Manager	Energy Commission: At its regular meeting in January, 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.
Open Lands Committee: City Planner Bird attended a meeting of the Open Lands Committee on January 15th to provide support to the committee, including discussions about easement monitoring and a pending conservation easement project.		

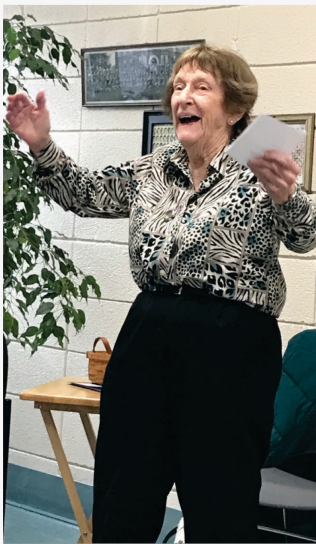
Did Not meet:

Housing Standards Board
Conservation Commission
Downtown Dover TIF Advisory Board
Heritage Commission

	Often, a month seems to have a theme for issues or responses and January of 2017 can be summed up as the month of the unusual. Fire and Rescue, Inspection Services, and Community Services spent considerable time during the month around other priorities working to find the source of the oil smell that was intermittent and would normally show up during or after a rain or snow storms, in the area of Twombly Street. The odor would enter the basement of one home in particular and also be found in the storm drain system outside the house. An oil sheen would also be visible in that storm drain when this was happening. Though Fire and Rescue air-quality meters showed the odor to not be at a harmful level, it was understandably most annoying to the home owner. Both organizations spent considerable time on and off between other priorities, searching for the leak and asking property owners along the storm drain systems in the Pierce St., Preble St., and Twombly Street area that were	known to use heating oil, to allow entry into their homes and businesses to look for the leak. Finally, in late January with the help of New Hampshire Department of Environmental Services, the source of the leak was found to be occurring in the basement between the heating oil tank and the heating system of a home on Preble Street. In this older home and like in many older homes, the practice back 50 years ago was to bury the copper fuel line in the basement floor. This practice is no longer allowed in the building codes because when a leak does occur, the homeowner can't always see that a leak is occurring. The code now requires the fuel line to run above the floor and in most new homes, you can see the sheathed fuel line attached to the floor as it runs between the tank in the heating system. New Hampshire DES was instrumental in finding this leak because interestingly, their rules for entry onto a single family property are broader than for Fire and Rescue or Community Service, whom must see the code violation,	leak, or emergency occurring from a public way (if it has not been called in by the property owner). In this case while walking around the outside property of home, an oil odor was observed in the area of a basement door that was left partway open. In clear view from the doorway, it was obvious there was heating oil on the basement floor. The New Hampshire DES representative immediately shut off the valve on the oil tank and the property owner was contacted. Representatives from Community Service and New Hampshire DES traced the storm drains down to where the water discharged into the Cocheco River, where collection booms were placed, while Fire and Rescue double checked the safety of the basement and if the leak posed a flammability hazard.
	Integrity: <i>We conduct ourselves at all times in a manner that is ethical, legal and professional, with the highest degree of honesty, respect and fairness.</i>		
	It is expected in early February that the basement will be excavated and all contaminated soil removed by Cyn Environmental. Inspections will be conducted at the end of the project to ensure success by both Inspection Services and NH DES!	Fire and Rescue, along with Community Services, inspected a portion of the class 6 section of Old Garrison Road to assess if emergency vehicles could pass to reach the residences on that portion of the road should in emergency happen. Class 6 roads are normally not maintained by a community though if people live on them and the class 6 section become impassable, a community under the State of NH RSA's can fix the road to a	minimal standard for the purpose of emergency services response and charge those who live there for the repair work. It was found at that point in time on the day of the inspection, that the road though muddy - was still passable. (pictured left)
Planning and Community Development staff attended various Strafford Regional Planning Commission meetings. Assistant Planner Piekut was named to the Commissions Regional Impact Committee, and attended two of their meetings.			



Pictured above and below, members of the Dover Community Senior Center join with members of the Readers Theater Group "Senior Moments" in a performance on January 31st.



January was a busy month for project process and work toward improving service delivery. An initial discussion was held between Wentworth Douglass Hospital and Fire and Rescue over the possibility of jointly establishing a trial community paramedicine program in Dover. Though normally found in larger cities and typically in the western part of the United States, the concept of community paramedicine is working its way into emergency medical systems as a way to keep chronically ill people healthier and reduce emergency transports and hospital admissions. Several general things are needed for a program which includes a good data system to know which specific population in a community to target the focused efforts as that varies from community to community, a funding stream, a good partnership between the emergency medical service and the local hospital, and a well-trained paramedic level service. During those discussions, Wentworth Douglass Hospital's data identified that Dover has a significant number of heart failure patients that enter Wentworth Douglass Hospital typically through the Emergency Department and Urgent Cares which is then followed by an admission into the hospital for several days, with this happening for each patient in the target population every several weeks or at the very least monthly. This repeated series of admissions in to the hospital is a significant impact to those patients as if admissions can be prevented due to better health, those patient's quality of life would be better along with programs such as this meeting the ultimate goal of preventing the need for a medical system instead of simply routinely treating the symptoms. Funding was discussed and it appears that several grants or rebates from several Insurance Companies which are incentives to reduce system usage, may be available to pay for the program. How the program might work is daily on weekdays, a list of patients that need to be visited may come from the hospital who are then visited in the home by a staff member of Fire and Rescue to see if there is a need for any assistance with medication delivery or other procedures that are within the scope of paramedics. Visiting nurse's currently do some of those things and others that are outside the scope of paramedics though the medical system is realizing that paramedics with emergency experience are better suited to differentiate if a series of medical symptoms is an emergency or if there are interventions that can happen in the home reducing the need to go to the emergency department or be admitted to the hospital. More work is needed and both Wentworth Douglass Hospital and Fire and Rescue pledged to continue working on the concept to see if a community paramedicine program can be developed.

All basketball programs continued on Saturdays at the Garrison Elementary School Gymnasium and the Woodman Park School Gymnasium. Fifth and Sixth graders continued games on Saturdays at the McConnell Center, and continued practices during the week at all the elementary schools. Other teams also continued playing their games at the McConnell Center on nights and weekdays. Badminton continues to be popular on Friday nights. New sessions of Interval Toning, Yoga, and Zumba® all began in January. Sessions run every 6 weeks for each program. Spring Sports Sign-up flyers were made and were distributed via email by the schools. Spring Sports Sign-ups will be held in February.

Through the month of January, the Indoor Pool had its fair share of High School swimmers. Between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School swim teams, the pool hosts as many as 250 extra swimmers per day. Seacoast Swimming continues their normal training schedule using about 20 hours of pool time every week. Hydrofitness continues with approximately 15-20 attendants. The Indoor Pool schedule will have the return of Recreational Swim in mid-February after the State High School Swim Meet on February 11th and 12th. Adult Lap swimming remains the most popular time period with around 75-100 members visiting every day. The Dover Indoor Pool also hosted a high school swim meet during the month of January which was a great success for the teams involved. Great Bay Masters continues to use the facility bringing in about 100 swimmers per week. There were three birthday parties held at the pool in January.

January is one of the busiest months at the Dover Ice Arena with all hockey leagues, high school teams and recreational programs in full swing. Some Saturdays the arena hosts 5 high school games with youth hockey games mixed in and Rock Night ending the evening. That makes for a busy day and fun for many guests. Great Bay Figure Skating Club continues to hold learn to skate lessons for all ages every Saturday morning. Attendance at Adult and Youth Stick Practice was 361 and 4 birthday parties were held.

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. This month the Senior Center welcomed the Readers' Theater group, "Senior Moments," as they led an acting clinic and put on a show for friends and family and had 35 participants. Seniors also enjoyed a day trip to the Garrison Players' "Things My Mother Taught Me."

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. The report will be provided in February and reviewed with SAU and JBC staff.

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 January 17th. The Park subcommittee reviewed results from the community survey about recreation features on the parcel. Staff also reviewed the four responses to the Excavation Contractor RFQ, and held interviews to select a preferred proposal.

Planning and Community Development staff updated the Development Agreement for the Third Street parcel, based upon the approved term sheet and the submission by the Developer for the site. A final agreement should be in place in February and a site plan forwarded to the City Council in March.

The removal of excess wiring from the ground floor of City Hall where the customer service center will be created began. The abatement should continue and finish in January. Planning and Community Development Staff also met with vendors regarding the HVAC and LED lighting, as well as the general contractor and architect. Colors for walls, material for floors and ceiling panel grids were all reviewed.

Community Development Planner Carpenter met with curtain CDBG grant recipients to review the status of their current year's projects.

The proposed Stewardship of Resources Chapter of the Master Plan was presented to the Planning Board and other land use boards, during the annual Land Use group meeting. All Boards and Commissions met together to review current projects and areas of overlap.

Assistant City Planner Benton continues to facilitate the Transportation Alternatives Program (TAP) project to expand the Community Trail with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The project Feasibility Study has been approved by NH Department of Transportation after review. The project is still on schedule to be fully completed by the end of 2018. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street.

Beginning in January, Media Services began working with a small group of Dover High School students interested in media production. Media Services is providing training and equipment to the students, who will help create additional content for Channels 22 and 95, as well as online viewing. These productions will include school functions and sporting events. The high school does not currently offer a formal or extracurricular media production program. With the construction of a new high school, and the inclusion of a studio, Media Services will continue to work with the school to structure a media production program, including management and training.

On the last day of January, while the demolition of the St. Charles Church property was occurring, a portion of the rear wall of the church unfortunately fell across the property line and heavily damaged an abutters garage and a vehicle inside that garage. Though the demolition plan met the requirements of the State of New Hampshire Building Code and Dover's ordinances, it shows the unexpected can happen. Further demolition was stopped by Inspection Services until a new demolition plan, with additional safeguards and review by a structural engineer can be submitted by the demolition contractor for review by Inspection Services.



Also in January, Fire and Rescue was called to South Berwick, Maine to assist with what is called a non-emergent lift assist, as the ambulance service which has the contract to cover South Berwick being York Ambulance, was committed on another incident. At face value, this would be considered mutual aid which is where one community helps another when their own services are depleted on other incidents. On the arrival by Dover's ambulance crew, they found an individual that needed more than the two people on Dover's ambulance to safely lift this individual back on to their feet. Interestingly, the crew learned that the police officer who was on scene, was forbidden by town policies to assist in the lift, so that officer did not help Dover's crew. On top of that, as the South Berwick Fire Department had been requested by Dover when dispatched on the lift assist, Dover Fire and Rescue learned as a policy decision by the town administration of South Berwick, that the South Berwick Fire Department is also prohibited from assisting on lift assist calls. With no other help available other than calling for a fire engine from Dover or from a closer surrounding community to South Berwick such as Rollinsford or Berwick, our crew ultimately found a way to get that person back on their feet at some risk to their selves. In reviewing this incident with the South Berwick Town Administrator, it appears Dover Fire and Rescue's impression of what mutual aid is all about differs considerably from what the South Berwick leadership feels mutual aid is all about. Because of those differences, Fire and Rescue has taken the unprecedented practice of refusing in the future, assisting South Berwick with non-emergent incidents unless either all of their services are committed on another incident or unless some employee of South Berwick's emergency services is empowered to help Dover's crews on those type of incidents.

Fire & Rescue occasionally highlights a noteworthy incident and this month's incident occurred at the railroad bridge over the Cocheco River near the Dover Transportation Center and shown here.

Somehow, a male around 20 years of age climbed over a protective railing from the railroad bed to the outside of the bridge and either fell from the area of this beam in the photo, or jumped the approximately 50 feet to the ice below. The individual suffered extensive injuries including head and brain trauma, internal lacerations and bleeding, and multiple fractures all over his body.



It is fortunate that a passerby called for Fire & Rescue to check "someone crawling on the ice below" and that the ice did not break dumping the injured into the frigid water. Crews found this individual and utilized their ice rescue skills and equipment to remove him from the ice to land, which was then followed by packaging him into a special "Stokes" Stretcher which is designed to be carried by upwards of six people. Crews then carried him up the steep embankment and over the railroad bed to the waiting ambulance in the Transportation Center parking lot. This was all done while coordinating with Amtrak and Pan Am Railways to hold all train traffic while crews crossed the railroad bed with their equipment and ultimately the fallen man, and while off-duty personnel were called into the stations in case another incident occurred. There in the ambulance, all the fracture management and trauma management skills were applied by our advanced medical providers culminating with the arrival of the injured to the waiting surgical trauma team at the hospital emergency department, which had been notified earlier from the ice by radio during the initial rescue efforts. After stabilization at Wentworth Douglass Hospital, this individual was rapidly transferred to Massachusetts General Hospital for additional surgeries and high level trauma care not available here in Dover. Often after our crews help people and pass them on to the hospital team, nothing more is heard about their outcomes. The Chief had the pleasure recently of talking with the injured's family just a few days ago, within a day of when he for the first time after a week of being unresponsive, had awoken to speak and start recognizing his family. He had no recollection of the incident which isn't unusual from a major trauma such as this, so many questions remain unanswered. The good news is with his awakening; his prognosis has suddenly turned positive, from grim. This incident illustrates the many layers of training and systems that can go into saving someone's life, as our thoughts are with the injured and his family during the estimated year long road of recovery.

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."



Kerry Norton of Hope on Haven Hill and Vicki Hebert (right) conduct training on the Stigma of Addiction to staff from Wentworth Douglass Hospital's birthing unit.

In January, the Open Lands Committee announced they were hosting a snowshoeing hike under the full moon!

Community Services announced that special attention will be given to the downtown by clearing snow. This is done at 1:00 am to avoid disturbances.

Community Services also announced that a portion of Fourth Street would be closed for emergency utility work.

The Dover City Clerk's office announced it will be unable to process motor vehicle registrations from Friday, Feb. 17 to Tuesday, Feb. 21, 2017 while the state installs a new computer system. The new system is expected to be online beginning Wednesday, Feb. 22, and registrations will resume at that time. The installation of the new system, known as VISION, by the New Hampshire Division of Motor Vehicles will affect vehicle registration processing statewide during this time. Motorists registering a new vehicle, with a temporary plate, or renewing a

registration are asked to be mindful of the interruption in service, as the City Clerk's office will be unable to process motor vehicle registrations while the installation is under way

Monthly economic development and business retention presentations made at the Greater Dover Chamber of Commerce Government Affairs Committee resulting in enhanced community leader and legislator awareness of the City of Dover projects, trends, needs and help requested.

Through the shared Dovertet Library System, DPL made 94 loans to Dover schools and borrowed 111 items from the schools. Items are delivered/returned by school courier twice per week.

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

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan department sent 233 volumes

to other libraries and borrowed 108 from other libraries for Dover patrons.

The library has 3,218 subscribers to its two monthly e-newsletters.

Library staff posted 165 items to its various social media platforms in January.

Library staff also wrote six press releases and distributed them to news/media outlets.

The library has 2,220 Facebook followers, 1,314 Pinterest followers, 943 Instagram

followers, and 815 Twitter followers.

The library blog was viewed 167 times in January.

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.

Children's Librarian Patty Falconer visited the Dover Head Start classroom and did a story time for 48 kids there.

Vicki conducted a 2-hour long training for the birth center staff at Wentworth-Douglass Hospital on Stigma and Addiction. The training reviews the current opioid crisis by looking at data and identifies factors that contributed toward creating the epidemic. Information on the science of addiction was provided followed by a discussion of the language we

use when talking about individuals using heroin or other opioids. The training concludes with a personal story of a mother who was in active addiction during her pregnancy and struggled to get treatment. Medical recommendations and community resources were also be shared to help staff care for their patients. (picture left)

Coalition Coordinator Vicki Hebert and Melissa Silvey of ONE Voice for Strafford County met with the Greater Dover Chamber of Commerce to discuss working together to provide information to local businesses about the opioid epidemic. The groups are partnering to hold a business and legislative breakfast on Friday April 7th at Wentworth-Douglass Hospital.

Act as if what you do makes a difference. It does. ~William James

It's winter and there's snow on the ground, but that doesn't mean it's time to forget the drought.

Dover and southern New Hampshire experienced an extreme drought over the last several months, leading to voluntary water restrictions and requests for water conservation in Dover. Drought conditions in Dover were recently changed from extreme to severe, thanks to recent snow and rainfall. However, it's important to remember that Dover and most of southern New Hampshire still remains in a severe drought, even in the winter. Precipitation levels are still short of the amount necessary to replenish the underground reservoirs from which the city draws its water.

For more information about the drought in Dover and southern New Hampshire, including up-to-date drought conditions, visit the state's Department of Environmental Services [online resource here](#).

For information on what you can do, check out this video produced by our Media Services Division:
<https://youtu.be/mISGrQkIBsU>



In January, a group of six Youth to Youth students traveled to the Cooperative Middle School in Stratham to present to the school staff an overview of the Youth to Youth model and how it can be used in their school.

On January 23 and 27, a team of Dover Y2Y students traveled to Westbrook, Maine and conducted 2 days of training for their youth advocates. Training topics included presentation skills, legislation and advocacy training as well as how to create media. (picture below)



Dover Youth to Youth hosted a Day of Action where Dover students and members of other Youth to Youth groups from Rochester, Somersworth and Seabrook, banded together to spend the day taking action against substance abuse. The day started off with a short presentation about advocacy during the civil rights movement, followed by a presentation by State Senator David Watters about upcoming legislation. During the remainder of the day the 30 students conducted sticker shock, recorded four radio PSAs, and tested stores at the Fox Run Mall to see if they would sell marijuana themed merchandise to middle school kids. The students also went to a grocery store and bought a week's worth of groceries and delivered them to Hope on Haven Hill, a residential facility for mothers and mothers-to-be who are in recovery from addiction.

Students from Youth to Youth participated in teaching parents in the Police Department's PACT parent training program. On each of the 3 nights the students gave a short presentation about their program to the parents and then participated in Freeze Action Theater. In this training, parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation you might have with your child about drugs. As the Youth to Youth students replicated each mock situation playing the roles of teens and "parents", a moderator paused the action and challenged those in the audience to consider how they might best respond to the situation.

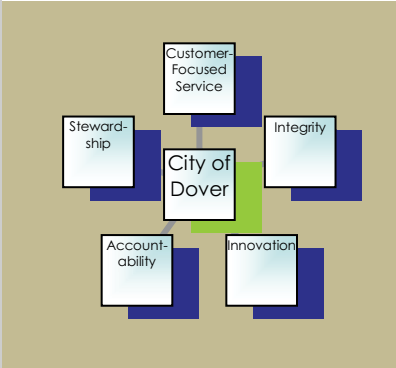
Youth to Youth provided a major assembly this month on underage drinking for Dover Middle School students. On January 11th Y2Y members conducted three sessions of the **"8 Things"** underage drinking presentation, covering the entire 7th grade class of approximately 300 students. The presentation is a high energy, multi-media assembly with a strong message on the key risks associated with underage drinking. (picture below)



Two teams of Youth to Youth students provided Samantha Skunk Medicine Safety presentations to all of the kindergarten classes at Woodman Park School. Each team taught two classes at once so that all of the students in that grade received the presentation.

The TRUTH About Tobacco program was provided to the entire Garrison School 4th grade during January. Each of the 4 classrooms received a one-hour presentation on tobacco advertising and consequences provided by Youth to Youth during the week of January 23rd.

In January, DHA Liaison Officer Plummer spent time speaking with an intern from the Seymour Osman Community Center who has expressed interest in joining the Dover Police after he finishes college.		
DHS Liaison Officer Kennedy also met with four students in his office to answer questions about the students' future goals. Students will often have questions specific to Police Department hiring requirements or they are seeking information on how to prepare for a career in law enforcement. Officer Kennedy will often have other students seeking information about specific family matters. Officer Kennedy was contacted by three parents this month to discuss "on-going" behavioral issues with their child. The issues range from their child refusing to come to school, general defiance from house rules, potential concerns for drug use, and the circle of friends they are keeping.	On January 4th, 9th and 11th, DMS Resource Officer Pieniazek coordinated and taught the Police and Community Together program (PACT) to 5th grade parents. This marked the completion of this years' PACT program which was attended by 20% of the 5th grade parents from Dover Middle School. On January 15, 2017, Captain Terlemezian spoke during the annual Martin Luther King, Jr. event at Wentworth Douglass-Hospital. The event, called "A Celebration of Martin Luther King, Jr. Diversity – Courage – Challenges" was very well attended. Captain Terlemezian served as a panelist alongside Sandra Pontoh and Larry McGhee. The panelists discussed issues ranging from diversity in the seacoast region to immigration and racial issues to police use of force.	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. The Assistant City Manager appeared on the Reporters File on WOKQ to discuss the rezoning proposal on Littleworth Road. Additionally, the Assistant Manager appeared on WTSNs Open Mike to discuss the next steps for the proposal, after the Planning Board approved the request.

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 mailed out 27 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 Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,356 fans). 	Media Services prepared and distributed several newsletters in January, 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. The Information Technology Division is currently working on providing additional public wireless APs and are scheduled for installation this month.
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Financial & Benchmark Outcomes



"Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year."

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 library in January totaled \$100. The Friends of Library donated \$1,775 for tuition reimbursement, a program speaker, and cardholder pouches for the Children's Room.

Passport executions will provide a new source of revenue for the library. At \$25 per application, the library received \$575 in new revenue during January.

Three unit ventilators (blowers/heaters) were successfully replaced in the addition and in the Children's Room at the library. Sprinkler head repairs and new dry pipe valve were installed. Engineers from Harriman toured the building in order to design the library's new air conditioning system. A new piano is being donated to the library and the Friends will pay for moving expenses and initial tuning.



At the library, the Children's Room had a Grand Opening for its new Makerspace on Saturday, January 21. The STEM toys were made possible, in part, by a grant from Walmart in Somersworth.

Accountability: We promote openness and transparency in our operations ensuring that we are accountable for our actions at all times.

Emergency Management activities in January focused on working to obtain some grant funding for part of the McConnell Center Emergency Power Generator project, some equipment for a new nationwide initiative on protecting emergency workers during uncontrolled and active shooting situations, as well as the monitoring of two storms.

Also in January, Fire and Rescue has been waiting for when New Hampshire Homeland Security and Emergency Management was ready to apply for the appropriate grant that hopefully will yield \$100,000 toward the purchase and installation of an emergency power generator McConnell Center. The McConnell Center is written into a number of emergency management plans as the primary shelter for Dover as it has plenty of sheltering space, a kitchen that could be utilized to feed people, the Senior Center and the City's Media Center which is used to communicate messages to citizens in a time of emergency.

These monies would be combined with an additional approximately \$217,000 that the City Council ultimately approved to be available in the Fiscal Year 18 Capital Improvements Plan. Fortunately, NH HSEM closed out a number of other grants and issues and the word came it was time to file. The Fire and Rescue administration met with the local NH HSEM representative and the grant has been filed and submitted and is currently being reviewed at the federal level. What we are told is next from the local NH HSEM representative is the official word of federal approval, which will then be followed by a completed grant application that will need procedurally to go before the City Council for an official acceptance. The only stipulation is this work be completed by the end of September 2017. Most portions of the project have been identified after a number of meetings between the generator vendor, Martineau Electric, who will install the generator and complete the electrical work utilizing the city's electrical services bid that was

just recently approved, with Community Services assisting with the installation of the generator pad. The initial forecast is to order the generator just after time of official grant approval as with the 16-week lead time, that places arrival in June. Between grant approval and the generator arrival, most site work is expected to be completed with electrical installation work between the generator pad and into the building started then as well, and finished during the summer. All in all, it is exciting that this capability that will protect Dover's infrastructure and its citizens is moving forward!

REVENUES	
Property	324
Property	536
Property	438
Property	374
Property	131
Total P	139
Other Sources	
City	281
School	919
Use of Fund Balance	
Total	1,277

Fiscal transparency is vital to effective local government and the City of Dover makes it a practice to disclose public records, documents and information that contribute to a better informed community and foster efficiency and accountability.

Also in January, meeting and conference calls have been held on improving the data download between Dover's NFIRS system and the New Hampshire State Fire Marshal's Office, as well as on the ability to draw out information useful at the local level. NFIRS stands for the National Fire Incident Reporting System with participation by Dover Fire and Rescue as a federal requirement so that data is captured from every fire service response not just from within Dover, but throughout the nation. Data is ultimately submitted to the New Hampshire Fire Marshal's office and then moved on as a state package to the federal level. Accurate data is a major foundation for system improvement and a requirement of accreditation which is one of the long-term goals at Fire and Rescue. As seen with Dover's Police Department which has been accredited for a number of years, the accreditation process improves professionalism and performance and Fire and Rescue is looking to match the Police Department's extremely noteworthy achievement at some point. NFIRS data is used to determine grant funding opportunities and steer the nation's fire service toward mitigating where the data indicates our country's major safety problems are. Though this agency has been submitting data for years, our current system is cumbersome and outdated and does not provide an easy way to view data at the local level. It is hoped that one of two things will happen from this work which is to either improve the current system, or identify other products that will meet this need. Want to know more about NFIRS, feel free to go to <https://nfirs.fema.gov/> which describes this federal requirement.

In the area of ambulance billing, the City's Finance Director and Fire Chief met with the president of the current ambulance billing service Comstar to discuss collections performance. Comstar's position is that two issues seem to be impacting a plateauing of collectible money. One is an increase in the number of ambulance transports that are Medicare or Medicaid related. Medicare and Medicaid have fixed and lower rates than most insurance companies so when the percentage of transports goes higher in this category, the amount that can be collected as compared to other sources, though guaranteed, is capped regardless of what the rates billed for actual costs are. There has been also an increase in patients transported who are insured on high deductible plans, and often, many of those plans do not cover ambulance service transport. If someone is struggling to pay the rent or mortgage, an ambulance bill will be placed at the bottom of the list to be paid even if the unpaid bill is reported to a collection or credit reporting agency. One thing that came out of the discussion is the ability to access a better tier of reports from Comstar than previously, so these are being accessed and reviewed for areas to improve billing efficiency. As mentioned last month, other vendors are being identified in hopes of either finding a service that will deliver a higher amount of the collectible revenue, or to vet out that Comstar's performance is meeting industry standards.

FISCAL TRANSPARENCY IS ESSENTIAL TO EFFECTIVE GOVERNMENT

Continuing the discussion from last month when it was noticed that Fire and Rescue's Engine 7 which is approximately nine years old, had a cracked water tank, the repair vendor came and fixed the cracks located on the top of the 1000-gallon water tank. The water tank in Engine 7 and like inside most modern fire apparatus, is constructed of impact-resistant polypropylene. The process required having our fire and rescue crews between incidents, remove access panels from the top of the fire engine where the hose is normally stored, to allow the vendor with special tools access to weld the cracks shut. Afterwards, the vehicle's access panels were reassembled, all hose returned, and Engine 7 was placed back to service. This repair was completed under warranty fortunately.

6 year-old Engine 8 in January was also transported to its dealer which is New England Fire Apparatus in Connecticut, for a number of repair items. Engine 8, as reported last month, has had several cracks in the cab that had been on a watch list for repair. Interestingly before this repair could be initiated, the entire instrument cluster in the dash failed. This cluster provides everything from vehicle speed, to engine diagnostics, exhaust regeneration system monitoring, safety system monitoring, and all stop engine warning lights. The cost of the dashboard instrument cluster from the chassis manufacturer Spartan is approximately \$2000 to replace and of course, was initially denied as a warranty claim. Since the vehicle could not legally or safely be driven to the dealer for repair, National Wrecker Service was used to flatbed the vehicle to the dealer. After some advocacy discussions by Fire and Rescue's administration with New England Fire Apparatus's leadership, New England Fire Apparatus petitioned Spartan and we have just received word that the replacement dashboard instrument cluster will be supplied at no charge.

The photos below show the warranty work on the cab cracks and on some corrosion in other locations on the body, being repaired. Though New England Fire Apparatus is now stepping up more in its attempts to get work covered under warranty, these are the reasons that Fire and Rescue are working to identify apparatus manufacturers that control more of the supply chain and provide better warranty service.



City of Dover
Bid Solicitation Report
For January 2017

Department Bid Number	Bid Date	Bid Due	Description
Community Services B17033	01/04/2017	01/26/2017	Plumbing and Heating Services
Community Services B17034	01/11/2017	02/02/2017	Construction Equipment Rental
Community Services Q17-016	01/11/2017	02/02/2017	Masonry Supplies
Community Services B17035	01/11/2017	02/02/2017	Sand and Gravel
Recreation Q17-015	01/17/2017	02/09/2017	Youth/Adult Practice Hockey Jerseys
Recreation B17031	01/17/2017	02/09/2017	Arena Concession food and snacks
Fire B17032	01/20/2017	02/15/2017	Fire Inspection Services

Some explorations also occurred in January, with the concept of group purchasing by area ambulance services for some medical supplies in conjunction with Wentworth-Douglass Hospital. Interestingly Henry Shien, the vendor that has the city bid for medicinal supplies that Fire and Rescue uses, appears quite competitive. Discussions are still continuing on trying to identify any items, if supplied through the hospital, would be advantageous for all involved.

City and SAU administration met to discuss initiative to automate presentation of expenditure and budget data on City website. Various vendor software products will be evaluated by the City to determine most effective product.

The FY2016 Comprehensive Annual Financial Report (CAFR) was provided to the City Council as well as the FY2016 City Financial Policies score card.

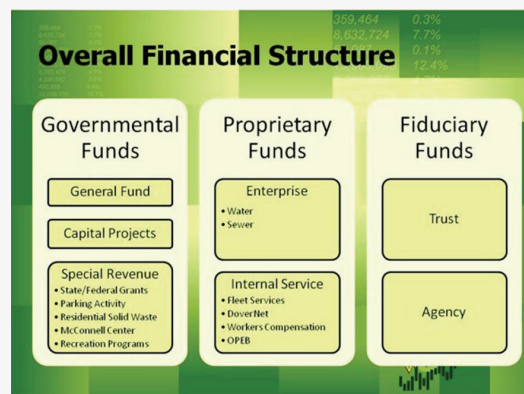
The Dover Trustees of the Trust Funds reviewed investment portfolio results with the investment advisor at Citizens Bank to ensure compliance with investment policy documents.

January Purchase Orders in excess of \$5,000.

January 2017 PO Report				
DAC	PO Date	PO No.	Vendor Name	Amount
Recreation	1/19/2017	201706271	FOXTOURS	\$5,450.00
City Finance Office	1/4/2017	201705826	PRIMEK-P/C GROUP	\$6,240.00
Police	1/3/2017	201705734	SYMMETRY TILE WORKS	\$6,420.00
Executive	1/4/2017	201705827	SHEEHAN, PHINNEY, BASS & GREEN	\$6,470.82
Police	1/23/2017	201706328	KONE, INC.	\$6,480.00
Executive	1/25/2017	201706445	DRUMMOND WOODSUM	\$6,540.09
Community Services Department	1/5/2017	201705849	WELLS TUDOR, LLC.	\$6,592.00
Community Services Department	1/19/2017	201706278	SIEMENS INDUSTRY, INC.	\$6,755.00
Community Services Department	1/24/2017	201706400	UNIVAR USA, INC.	\$8,022.00
Community Services Department	1/9/2017	201705920	HALL & ASSOCIATES, PLLC	\$8,085.19
Executive	1/11/2017	201706057	CCMSI	\$8,490.22
Executive	1/11/2017	201706058	SOUTHERN COMPUTER WAREHOUSE	\$9,781.99
Fire and Rescue	1/26/2017	201706504	NEW ENGLAND EMS INSTITUTE D/B/A	\$9,845.00
Executive	1/4/2017	201705828	STATE OF NH-DEPT OF LABOR	\$10,544.03
Community Services Department	1/4/2017	201705780	IRVING OIL MARKETING, INC.	\$11,182.81
Recreation	1/19/2017	201706277	SIEMENS INDUSTRY, INC.	\$13,507.00
Police	1/23/2017	201706327	QUEUES ENFORTH DEVELOPMENT, INC.	\$23,316.00
Police	1/30/2017	201706549	ROBERT H. IRWIN MOTORS, INC.	\$113,248.00
Community Services Department	1/24/2017	201706396	DOVER LANDFILL REMEDIAL ACTION TRUST	\$343,104.52

The radio system committee managed by Police Captain Bill Breault, met with the local New Hampshire Homeland Security and Emergency Management representative in January and identified several potential grant source areas that may assist with funding the comprehensive project to upgrade Police, Fire, and Community Service communications that was approved by the City Council in January to be included in the Fiscal Year

18 Capital Improvements Plan. Work on these grant applications will be continuing.



FY 2017

Capital

Improvement

Projects

Street Improvements	Tolend Road Reconstruction	Newington-Dover NHDOT
Last Update: The contractor has finished for the winter. New Update: The contractor has finished for the winter.	Last Update: Awaiting final As-builts. New Update: No update	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. The contractor has started installing the sewer along the Turnpike from the toll booths southward. The contractor has also installed a portion of watermain along the turnpike from Belanger to Pearson.
Bridges		
Last Update: Whittier Street Bridge- all easements have been acquired. The State of NH and FHW are conducting the final review prior to authorizing the bidding. The General Bridge Repair bids for repairs to the Central Avenue Bridge by First St, Chestnut Street expansion joints and Washington Street bridge water main have been received and are being reviewed.	New Update: The contractor has constructed a temporary pipe bridge for the gas main. Unitil has installed a temporary gas main off the Whittier St. bridge. The contractor has removed the bridge deck. 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		Nelson Street Reconstruction
Last Update: Contractor is working inside of the clear well to split it into quarters. New pipeline from the clear well to Lowell Avenue has been completed. Test pits have been completed for the expansion of the building. 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: Work is continuing inside the old clear well, to split the tank into sections to support recycling of the backwash water when the plant is completed The mason is installing the interior and the exterior block walls for Calderwood Well and Campbell Well.	Last Update: The contractor focused on winter cleanup during December. New Update: Winter shutdown.

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last Update: Plans are anticipated to go out to bid in January.	New Update: Plans have been reviewed by NHDES for SRF funding, and final adjustments are underway. Plans are anticipated to go out to bid in mid February.	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: 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 . New Update: The low-bidder has been identified. We will be seeking Council approval in February/March to move forward with construction.
	Leighton Way Pump Station Replacement	Wastewater Treatment Facilities Plan	
	Last Update: Pumps have been installed. New Update: Contractor continues to work on interior components including the generator, electrical system, and SCADA.	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.



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

Workforce-Focused Outcomes

The Library Director was featured in an article/cover story about providing library services in a digital age in the January issue of "Dover Radar".

Staff member attended a webinar entitled "Keeping up with Teens" about TAB groups.

There were eleven (11) contract negotiation sessions conducted with City of Dover's various unions in the month of January.

The HR Director and HR Assistant attended a Wellness Coordinator meeting on January 12th. The meeting provided Wellness Coordinators with updates on important topics relating to health and wellness and the programs the City has that support them. They also provided an opportunity to hear about a variety of wellness initiatives / challenges that communities across the state of New Hampshire are doing to encourage healthy behavior in their employees.

HealthTrust provided the group with updates relating to their organization that affect Dover. Discussions took place to determine a rough draft timeline of wellness initiatives and challenges that the Healthcare Committee will sponsor in 2017.

DBIDA/ BizEDConnect intern programs with Great Bay Community College and UNH are now underway to train needed skill set development for Dover businesses. It is also being renewed with the Dover high school once the current administration changes and openness to the program exists.

Professional Development

During the month of January, the Strafford County Tactical Operations Unit had training twice. Officer Plummer is currently assigned to the team as a tactical operator and one of the team's training coordinators. One of Officer Plummer's assignments as a training coordinator is to set up training and make sure all the needs for a successful training are in place prior to the training day.

During the month of January, several officers were recertified to test breath alcohol with the Intoxilyzer 5000 machine. This includes Officers Gebers, Pieniazek, Kennedy, Courter, Dunne, Mitrushi, Brown, Khalsa, and Letendre.

On January 30, 2017, Officer Glowacki attended training on Tactical-Peak Performance Recovery. The training included bringing peak performance and recovery to many areas of the officers' lives, including their nutrition, hydration, relaxation, rest, physical training, mental training, and injury prevention.

Sgt. Speidel completed several sessions of in-service training for field personnel on the topic of legal and procedural changes affecting DWI arrest processing, implied consent, and impaired driver breath testing which took effect on January 1, 2017.

On January 26, Officers Lazos, Gaudreault, Hurley, Petrin, Turner, Courter, and Detective Burt attended an eight hour course on the topic of detecting evidence using forensic light sources. The course was facilitated by a representative of Spex Forensics. The course was hosted at the Dover Police Department and was open to police evidence technicians from around the region.

Vicki Hebert attended a training sponsored by the Governor's Commission Treatment and Recovery Taskforces about the Statewide Addiction Crisis Line/Regional Access Point Services Information Session on Thursday, January 26, 2017. The training provided an overview of new programs the state offers to help individuals with a substance use disorder navigate treatment and recovery resources.

On January 11th and 18th Vicki Hebert attended a 2-part webinar on Providing Effective Technical Assistance: Working with New Hampshire Businesses and Other Workplace.

Also in January, classes by the New Hampshire Department of Environmental Services were given. In addition to all the areas that New Hampshire DES has authority over, one of the most significant areas affecting Dover is the protection of the Great Bay waterway system and the Piscataqua and Bellamy Rivers if and oil spill was to happen at either of the Newington or Portsmouth distribution terminals coupled with an incoming tide. New Hampshire DES has in place a whole series of plans and staged equipment including buoys installed in those waterways where thousands of feet of oil collection booms can be attached and deployed. If this event was to actually happen, Fire and Rescue would be assisting in a number of ways, as well as responding to citizen concerns about any oil that was washing up on shore on their property.



In January, the Dover Police Department hired a new dispatcher, Kristopher Spinney. Dispatcher Spinney, pictured right, is originally from the seacoast Maine and NH area and graduated high school from R.W. Traip Academy in Kittery. After high school, he went on to receive his Associate's Degree in Criminal Justice from York County Community College. For the past 4 years, Dispatcher Spinney has been working security for the Shaw's Supermarket Distribution Center in Wells, Maine. He currently lives in Kittery.

He began his training during the week of January 15, 2017.



Dispatcher Spinney

Sharon Sirois, Superintendent of Facilities, Grounds and Cemeteries, attended an Operators Training Session sponsored by the New Hampshire Water Works Association. This meeting was held at the Portsmouth Water Treatment Plant located in Portsmouth, NH.

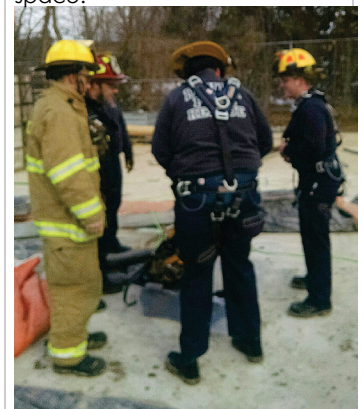
Matt Cochran, Truck Driver, and Gordon Couch, Maintenance Mechanic, attended the Drinking Water System Operator Basics Course sponsored by the New Hampshire Water Works Association. This thirteen week course is being held in Concord, NH. At the end of the thirteen weeks, he will be qualified to test for a Distribution Operator I license.

William Boulanger, Superintendent of Public Works and Utilities, Tom Chapman, Pump Station Operator III, Michael Nadeau, Pump Station Operator II, Patrick Pilewski, Pump Station Operator II and Doug Steele, Deputy City Manager Community Services attended the New England Water Works Association/New Hampshire Water Works Association Joint Monthly Meeting. This meeting was held at the Pease Tradeport.

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. January included a review of interview skills and processes. A second class reviewed options for conflict resolution in the workplace.

As mentioned in previous reports, training is always occurring at Fire and Rescue and the needs vary based on what is happening in the city at any particular time. The first of a few highlights for January relates to what our partner Community Services is doing. As Community Service has embarked on a number of upgrade projects for the water delivery system, this has increased the potential for emergency incidents within what is called confined spaces. Site visits occurred for our fire and rescue shifts at Lowell Avenue with discussions on how to complete rescues if needed there. There are two types of confined spaces which are those that do not require a permit and those that do. The Lowell Avenue project for example, has a large vault style area that will ultimately be three tanks used to backwash part of the filtering system for the Lowell Avenue water treatment plant. More on this project can be found at <http://www.fosters.com/news/20161018/dover-begins-175m-in-water-upgrades>. This is an example of a confined space that does not require a permit because though it has limited entry and exit points, it is large enough to enter perform work, and is not designed for continuous occupancy, it does not have a hazard currently that can harm such as chemical filled atmosphere. The primary issue in confined spaces no matter what the type, is that if someone gets hurt inside, those spaces often require special skills and

abilities to rescue the injured and historically, there is a high degree of rescuer injuries in the space - particularly when they do not have the special training needed to do so. In the first picture below, fire and rescue staff members are practicing donning entry harnesses that they would wear during a rescue in the confined space as the harness would allow them to be lifted out of the space or facilitate being dragged from the space if they became injured. The second photo below shows a staff member climbing down into the confined space while the third shows a warm air heater blowing air into that space.





January, 2017

Name	Years of Service
Falconer, Patricia M	1
Glowacki, Nicholas D	1
Fournier, Amber	6
Peters, David	6
Plummer, Christopher R	6
Retrosi, Stephanie W	7
Michaud, Matthew L	8
Carlson, Oake D	11
Daudelin, Susan M	11
Carmichael, John R	13
Plante, Marc A	16
Keefe, Timothy J	17
Haas, Paul W	19
Lindh, David C	23
Bannon, Gary S	27

Separations of Employment:

7 = All Recreation, 1 of the 7 was a retirement

New Hires:

3 = 1 - CS/WWTP, 1 - Police, 1 - Recreation

The Indoor Pool staffing levels have been lower than we traditionally experience due to normal turnover and a tougher recruitment process. We have begun using an on line recruitment tool this month under the direction of the Human Resources Office. We have already received several more applicants to review in just a short time.

Stewardship: We service as trusted stewards of the public's financial, environmental, social and physical resources seeking to responsibly utilize, conserve and sustain for current and future generations.



Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-400	THE HOUSING PARTNERSHIP	577	CENTRAL AVENUE	DEMOLISH & REMOVE ST. CHARLES CH C		27	2,3,4,	200000	50
16-533	FMX, LLC	1	EDUCATION WAY	REMODEL TO CONST. TWO STORAGE A C		E-31		40000	425
16-579	H53 MAST ROAD, LLC	17	STONEWALL DRIVE	INSTALL RACK STORAGE TROUGHOUT C		H	53	611000	6135
16-584	HYNES	280	CENTRAL AVENUE	RENOVA. & ALTER EXISTING SPACE FO C		9	114-1	20000	225
16-586	CONIFER COMMONS, LLC	66	OLD ROCHESTER ROAD	CONST. A RAMP	C	A	9	2500	55
16-596	ERGAS	51	WEBB PLACE	CONST. 2ND FLR EGRESS CORRIDOR	C	D	2	32000	345
16-554	CITY OF DOVER	11	LOWELL AVENUE	CONST. OF MUNICIPAL WATER FILTRAT M		37	40	1500000	0
16-311	ARMSTRONG	3	SURREY RUN	INT. RENOVATIONS	R	I-20	I-3	8000	105
16-482	COUGHLIN	10	HIDDEN VALLEY DRIVE	CONST. A ONE STORY DETACHED GAR	R	I-94	C-10	17000	195
16-565	TIMNIK LLC	99	SIXTH STREET	DEMO. OF A TWO STORY REAR STRUCT R		35	57-0	2000	50
16-567	LULEK	211	DURHAM ROAD	INT. RENOVATIOSN OF A SINGLE FAMIL R		H	4-N	15000	175
16-568	LAHUE	89	LITTLEWORTH ROAD	CONST. A 1-STORY ADD. ON EXSTNG F	R	F	31	65000	675
16-571	CARENO	589	TOLEND ROAD	CONST. A 1 STORY TWO CAR DETACHE	R	C	21-T	17000	195
16-575	CABRAL	6	DOVER NECK ROAD	REMODEL AN EXISTING BATHROOM	R	M	90A2	22000	245
16-587	10 MCKENNA STREET, LLC	10	MCKENNA STREET	INTERIOR RENO. OF A SFD	R	I-1	L-0	40000	425
16-589	WRIGHT	180	COLUMBUS AVENUE	INSTALL A ROOFTOP SOLAR PANEL AR	R	6	30-A	40000	425
16-592	LAWRENCE	127B	SILVER STREET	INSTALL AN EGRESS PLATFORM & REP	R	10	168-6	10000	125
16-593	R. LOCKE	116	STARK AVENUE	CONST. A OUTSIDE SET OF STAIRS TO 2	R	17	122	5000	75
16-594	ADAMS	7	CEDARBROOK DRIVE	RENO. A SFD INSIDE AND OUT	R	32	64	40000	425
16-595	COPLEY PROPERTIES, LLC	11	PEAR DRIVE	CONST. A 3 BDRM SFD WITH 2 CAR ATT	R	C	2-3	175000	1775
16-597	PARSONS	99	BACK RIVER ROAD	USE EXSING LL AS AN ACCESSORY DW	R	I	48-G	20000	225
17-001	CARRIER	22	HILL STREET	INT. & EXT. RENOVATIONS OF A SFD	R	27	212	60000	625

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-008	ROBERT HAFLINGER	167	MOUNT VERNON STREET	STRUCTURAL REPAIRS TO FLR SYSTEM	R	29	32-0	18000	205
17-010	ESTATE OF MARGUERITE PAT	9	CLOVERDALE CIRCLE	REMOVAL OF MANUFACTURED HOME	R	1-22	0-135	2600	50

Total Permits Issued: 24

Total Construction Value: \$2,962,100.00

Total Fees Collected: \$13,230.00

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

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Old Courthouse	First Street	A	10	0	10		6/14/2016	Site	P16-15	6	20		H	1.1
Yacht Club	Portland Ave	A	19	19	0	12/23/2014	10/14/2014	Site	P14-45	24	104	12/23/2019	H	2.09
Bradley Commons	Central Ave	A	45	0	45	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	4.95
First Street @ Garrison	First Street	A	32	32	0	6/12/2014	2/25/2014	Site	P14-03	6	3	6/12/2019	H	3.52
Field and Foster	Central Ave	A	18	18	0	2/11/2014	11/12/2013	2/13/2014	P13-60	3	42	2/11/2019	H	1.98
Cochecho Falls Mills	Central Ave	A	120	120	0	12/20/2011	11/28/2011	Site	P11-60	3	3	12/20/2015	H	13.2
Total: Mixed Use			244	189	55									25.74
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
First Rate Realty	Silver/Central	A	16	16	0	9/24/2013	6/25/2013	Site	P13-20	12	28	9/24/2018	W	1.76
Paolini	Clancy Drive	C	12	12	0	1/9/2014	10/22/2013	Site	P13-37	I	12	1/9/2019	G	1.92
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			158	100	58									16.88
Subdivisions:														
Copley	Pear Drive	H	7	0	7	8/16/2016	6/14/2016	9/1/2016	P16-13	C	2	8/16/2021	H	2.59
The Preserve	Isabella Drive	H	13	0	13	6/21/2016	12/14/2015	8/30/2016	P15-16	H	14	6/21/2021	W	4.81
Indian Ridge	Emerald Ln	H	49	10	39	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2020	W	18.13
Bellamy Ridge	Red Barn Dr	H	7	3	4	10/13/2015	8/25/2015	10/15/2015	P15-05	I	6-C	10/13/2020	G	2.59
Kelly Brook Meadows	Old Stage Road	H	9	9	0	4/29/2014	3/25/2014	5/9/2014	P14-01	G	36	4/29/2019	W	3.33
Foster's Way	Fosters Dr	H	5	2	3	9/17/2014	12/17/2013	9/17/2014	P13-49	L	89-1	9/17/2019	G	1.85
Kemen	Sixth St	H	1	1	0	4/29/2014	8/27/2013	5/1/2014	P13-43	B	1D	4/29/2019	H	0.37
Child's Subdivision	Childs Dr	H	19	15	4	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.03
Arch St	Fresian Drive	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Labrador Woods	Labrador Dr	H	9	8	1	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.33
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.7
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.92
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	5	4	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.33
Picnic Rock	Back River Rd	H	21	8	13	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.77
Schooner Landing	Schooner Dr	H	10	9	1	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	3.7
Pacific Landing	Pacific/Nye	H	15	15	0	2/8/2007	7/25/2006	2/8/2007	P05-72	E	49	2/18/2011	W	5.55
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	62	10	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	26.64
StoneCroft	Carriage Hill Ln	H	11	9	10	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	4.07
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.84
Emerald Woods I & II	Emerald Ln	H	25	25	0	12/6/2004	9/28/2004	12/10/2004	P02-01	F	27	12/6/2008	W	9.25
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.48
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.66
Total: Single Family			373	250	131									109.89
Elderly:														
Pointe Place	Pointe Place	A	132	58	74	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Sierra Dr	H	31	12	19	12/21/2015	11/19/2014	4/1/2016	P15-46	K	19	12/21/2021	G	
The Village at Thornwood	Jacqueline Dr/Sonia Dr	H	62	62	0	7/2/2008	3/13/2007	Site	P06-55	M	4	7/2/2012	G	
Arbor Woods	Cielo Dr	H	61	48	13	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			286	180	106									
TOTAL APPROVED UNITS			1061	719	350									153

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2017

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,305,350	183,416	763,324	58.5	542,027	0	542,027	41.5
Expenditures	971,746	54,356	522,300	53.8	449,446	242,233	207,213	21.3
Debt Service								
Principal	291,765	0	25,245	8.7	266,520	0	266,520	91.3
Interest	41,839	0	1,447	3.5	40,393	0	40,393	96.5
	0	129,059	214,332	0.0	(214,332)	(242,233)	27,901	-

City of Dover

Expenditures of Major Funds

January 31, 2017

(General Fund Includes County, School and Debt Service)

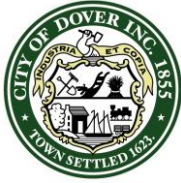
	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 444,459	\$ 18,108	\$ 186,662	42.0%	\$ 257,797	\$ 153,803	\$ 103,994	23.4%
Executive	918,106	75,637	585,731	64.0	332,375	201,205	131,170	14.3
Finance	1,808,151	126,745	1,051,550	58.0	756,601	562,263	194,339	10.7
Planning	661,252	44,280	377,459	57.0	283,793	196,925	86,868	13.1
Misc General Government	1,135,262	31,042	306,593	27.0	828,669	106,723	721,946	63.6
Police	8,537,733	661,228	4,983,991	58.0	3,553,742	2,296,815	1,256,927	14.7
Fire & Rescue	8,610,508	699,411	5,092,389	59.0	3,518,120	1,992,114	1,526,005	17.7
Community Service Public Works	6,968,806	478,952	2,854,961	41.0	4,113,845	1,753,662	2,360,183	33.9
Recreation	2,140,481	131,357	1,143,050	53.0	997,431	446,241	551,189	25.8
Public Library	1,300,849	93,262	709,274	55.0	591,575	386,518	205,057	15.8
Public Welfare	836,183	64,166	390,512	47.0	445,671	93,743	351,928	42.1
Debt Service	12,865,680	1,202,745	2,448,134	19.0	10,417,546	11,338,613	(921,067)	(7.2)
Other Financing Sources/Uses	3,521,696	990,210	1,681,467	48.0	1,840,230	-	1,840,230	52.3
School	50,890,217	3,430,224	23,257,880	46.0	27,632,337	25,274,696	2,357,641	4.6
Intergovernmental	8,513,779	-	8,513,779	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 8,047,367	\$ 53,583,431	49.1%	\$ 55,569,731	\$ 44,803,321	\$ 10,766,410	9.9%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 34,534	\$ 241,488	28.0%	\$ 609,232	\$ 233,042	\$ 376,189	44.2%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 34,534	\$ 241,488	28.4%	\$ 609,232	\$ 233,042	\$ 376,189	44.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 63,211	\$ 484,292	47.0%	\$ 471,630	\$ 411,345	\$ 124,506	12.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 63,211	\$ 484,292	47.5%	\$ 471,630	\$ 411,345	\$ 124,506	12.2%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 47,295	\$ 238,241	26.0%	\$ 693,687	\$ 528,549	\$ 165,138	17.7%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 47,295	\$ 238,241	25.6%	\$ 693,687	\$ 528,549	\$ 165,138	17.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 29,792	\$ 302,111	49.0%	\$ 314,840	\$ 56,555	\$ 258,285	41.9%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 29,792	\$ 302,111	49.0%	\$ 314,840	\$ 56,555	\$ 258,285	41.9%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 769,675	\$ 2,799,423	54.0%	\$ 2,359,593	\$ 862,046	\$ 1,497,546	29.0%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 769,675	\$ 2,799,423	54.3%	\$ 2,359,593	\$ 862,046	\$ 1,497,546	29.0%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 930,974	\$ 3,861,725	50.0%	\$ 3,799,688	\$ 1,178,014	\$ 2,621,674	34.2%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 930,974	\$ 3,861,725	50.4%	\$ 3,799,688	\$ 1,178,014	\$ 2,621,674	34.2%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 88,161	\$ 464,332	35.0%	\$ 860,832	\$ 241,152	\$ 619,680	46.8%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 88,161	\$ 464,332	35.0%	\$ 860,832	\$ 241,152	\$ 619,680	46.8%
Total : EXPENDITURES	\$ 126,718,498	\$ 10,011,008	\$ 61,975,044	48.9%	\$ 64,679,233	\$ 48,314,025	\$ 16,429,429	13.0%

City of Dover

Revenues of Major Funds January 31, 2017

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 76,917,115	\$ 918,259	\$ 39,614,376	52.0%	\$ 37,302,739	\$ -	\$ 37,302,739	(48.5)%
Licenses & Permits	5,893,130	594,955	3,722,421	63.0	2,170,709	(628)	2,171,337	36.8
Intergovernmental	2,209,560	213	1,940,512	88.0	269,048	-	269,048	12.2
Charges for Services	3,374,057	349,006	2,198,447	65.0	1,175,610	-	1,175,610	34.8
Miscellaneous Revenue	586,851	46,549	569,998	97.0	16,853	-	16,853	2.9
Education	19,650,692	4,216,709	11,244,563	57.0	8,406,129	-	8,406,129	42.8
Operating Transfers In	426,757	-	-	0.0	426,757	-	426,757	100.0
Other Financing Sources	95,000	-	15,616	16.0	79,384	-	79,384	83.6
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 6,125,691	\$ 59,305,933	54.0%	\$ 49,847,229	\$ (628)	\$ 49,847,857	45.7%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 21,650	\$ 121,704	62.0%	\$ 74,016	\$ -	\$ 74,016	37.8%
Parking Income	495,000	32,332	296,665	60.0%	198,335	-	198,335	40.1%
Parking Fines	160,000	17,188	91,327	57.0%	68,673	-	68,673	42.9%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 71,170	\$ 509,696	60.0%	\$ 341,024	\$ -	\$ 341,024	40.1%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 4,159	44.0%	\$ 5,397	\$ -	\$ 5,397	56.5%
Charges for Services	930,000	107,983	593,012	64.0%	336,988	-	336,988	36.2%
Miscellaneous Revenue	0	20	239	0.0	(239)	-	(239)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 108,003	\$ 597,410	63.0%	\$ 345,126	\$ -	\$ 345,126	36.6%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 59,613	\$ 411,370	57.0%	\$ 306,658	\$ -	\$ 306,658	42.7%
Operating Transfers In	209,476	9,943	84,184	40.0	125,292	-	125,292	59.8
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 69,556	\$ 495,554	53.0%	\$ 431,950	\$ -	\$ 431,950	46.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 25,484	\$ 246,513	59.0%	\$ 174,142	\$ -	\$ 174,142	41.4%
Miscellaneous Revenue	15,500	1,160	4,314	0.3	11,186	-	11,186	72.2
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	151,754	-	-	0.0	151,754	-	151,754	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 603,409	\$ 26,644	\$ 250,827	42.0%	\$ 352,582	\$ -	\$ 352,582	58.4%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 202,001	\$ 2,001,500	40.0%	\$ 2,946,691	\$ -	\$ 2,946,691	59.6%
Miscellaneous Revenue	70,500	(5,913)	72,577	103.0	(2,077)	-	(2,077)	(2.9)
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 196,088	\$ 2,074,078	41.0%	\$ 2,944,613	\$ -	\$ 2,944,613	58.7%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	306,856	2,545,434	39.0	3,960,376	-	3,960,376	60.9
Miscellaneous Revenue	57,000	2,563	28,535	50.0	28,465	-	28,465	49.9
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 309,420	\$ 2,573,968	34.0%	\$ 4,932,432	\$ -	\$ 4,932,432	65.7%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 44,993	\$ 475,238	53.0%	\$ 415,924	\$ -	\$ 415,924	46.7%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	#DIV/0!
Other Financing Sources	235,524	-	-	0.0	235,524	-	235,524	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,151,686	\$ 44,993	\$ 475,238	41.0%	\$ 676,448	\$ -	\$ 676,448	58.7%
Total : REVENUES	\$ 126,154,108	\$ 6,951,564	\$ 66,282,704	53.0%	\$ 59,871,404	\$ (628)	\$ 59,872,032	47.5%



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 1, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gagnon 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. 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

6. DISCUSSIONS

A. LEGISLATIVE BRIEFING

New Hampshire Senator David Watters spoke to the Council about the New Hampshire Legislative session. He said he felt it was the best delegation he has seen in his 10 years in the Senate.

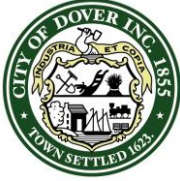
New Hampshire Representative Peter Bixby, District 17, spoke to the Council about his work with the Environment and Agriculture Committee.

New Hampshire Representative Thomas Southworth, District 20, spoke to the Council about his work with the Ways and Means Committee.

New Hampshire Representative Hamilton "Dick" Krans, District 14, spoke to the Council about his work with the Labor, Industrial and Rehabilitative Services Committee.

New Hampshire Representative Isaac Epstein, District 13, spoke to the Council about his work on the Election Law Committee.

New Hampshire Representative Linn Opderbecke, District 15, spoke to the Council about his work on the Criminal Justice and Public Safety Committee.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 1, 2017**
Meeting Time: **7:00 pm**

New Hampshire Representative Kenneth Vincent, District 17, spoke to the Council about his work on the Science, Technology and Energy Committee.

New Hampshire Representative Peter Schmidt, District 19, spoke to the Council about his work on the Executive Departments and Administration Committee.

The Council discussed the 2017-2018 Legislative Requests for Dover Delegation handout.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 9/0.

Handout has been archived with the minutes.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Greenshields

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the agenda; seconded by Councilor Gagnon.
Vote: 8/0.

7. PUBLIC HEARINGS

A. 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) 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 to the Council about right of ways.

Mary Hebbard, 97 Spruce Lane: She spoke in opposition of the proposed sports park.

Ann Wilson, 15 Sandra's Run: She spoke in opposition of the proposed sports park.

Erin MacIntire, 43 Sandra's Run: She spoke in opposition of the proposed sports park.

Theodore Anglace, 23 Wallace Drive: He spoke against the proposed rezoning.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2017**
Meeting Time: **7:00 pm**

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He discussed the snow removal budget and the use of materials. He notified the Council that he appointed Noreen Biel to the Dover Housing Authority Board to fill out the remainder of the term of a commissioner who resigned. He gave an overview of several development projects in the City.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. January 25, 2017 – Regular Meeting

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

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attended the past two weeks. She said the Dover Business and Industrial Development Authority (DBIDA) has been looking a prospective business developments. She met with New Hampshire Representative Carol Shea-Porter to discuss concerns regarding the MS4, EPA, Education and other unfunded mandates. She said they will meet again and asked the Council to contact her if they had items they would like her to bring to Representative Shea-Porter.

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

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **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)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2017**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Greater Dover Chamber of Commerce (Henry Law Park)**
2. **RAFFLE – Greater Dover Chamber of Commerce (Wentworth-Douglass Hospital)**
3. **B15066 CONSULTING SERVICES RICHARDSON DRIVE ADDITIONAL SCOPE**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **B17033 PLUMBING CONTRACTOR**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND TRI-CITY COVENANT CHURCH**
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 to adopt the Consent Calendar; seconded by Councilor Shanahan. Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Thibodeaux pulled item #13.A.5.

Councilor Shanahan requested to give a verbal report on the Arts Commission.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.5.; seconded by Councilor Thibodeaux.

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

General Legal Counsel Blenkinsop gave an overview of the process for considering payment in lieu of taxes for religious properties.

Councilor O'Connor moved to table the resolution until the Council receives additional information from the City Assessor; seconded by Councilor Shanahan.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2017**
Meeting Time: **7:00 pm**

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Arts Commission Report; seconded by Councilor O'Connor.
Vote: 8/0.

B. RESOLUTIONS

1. B17025 VETERANS MEMORIAL

SPONSORED BY MAYOR WESTON AND COUNCILOR O'CONNOR

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Roll Call Vote: 8/0.

2. REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17021 RICHARDSON DRIVE RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2017) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on February 22, 2017; seconded by Councilor O'Connor.
Vote: 8/0.

3. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2018 CDBG ENTITLEMENT FUNDS (TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 22, 2017) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on February 22, 2017; seconded by Councilor Ciotti.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 170, SECTION 8 – ZONING MAP (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 8, 2017) SPONSORED BY COUNCILOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

Councilor Ciotti moved to refer to a public hearing on March 8, 2017, seconded by Councilor O'Connor.
Vote: 8/0.

Mayor Weston asked Assistant Manager Parker for several items to help clarify for the March 1, 2017 workshop.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 8, 2017**
Meeting Time: **7:00 pm**

14. COUNCIL CORRESPONDENCE

- A. Letter from xfinity dated January 23, 2017.**
- B. Letter from Dover Planning Board dated February 2, 2017.**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor O'Connor.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux said she will be holding her Coffee with a Councilor this weekend.
Mayor Weston talked about the correspondence the Council has been getting regarding St. Charles Church and asked them to contact the Arch Diocese.

16. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn; seconded by Councilor Shanahan.
Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.02.08 – 008**

Resolution Re: Payment in Lieu of Property Tax Agreement Between the City of Dover and Tri-City Covenant Church

WHEREAS: The City of Dover and Tri-City Covenant Church desire to enter into a Payment in Lieu of Property Tax Agreement; and

WHEREAS: Tri-City Covenant Church is a nonprofit religious institution and is exempt under Section 501(c)(3) of the Internal Revenue Code and its income is not taxable; and

WHEREAS: Tri-City Covenant Church is the owner of property located at 18 French Cross Road in Dover on which it operates a daycare center/pre-school (the “Property”); and

WHEREAS: Tri-City Covenant Church has requested that the Property and the improvements thereon be exempt from taxation by the City; and

WHEREAS: The Tri-City Covenant Church is willing to make a payment in lieu of taxes regarding the Property, and the City of Dover is willing to authorize an exemption from taxation and accept an annual payment in lieu of taxes based on the sum equal to the annual assessed value of the Property times the City portion of the annual tax rate, as more fully set forth in an Agreement between Tri-City Covenant Church and the City.

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

The City Manager is hereby authorized to sign the Payment in Lieu of Property Tax Agreement between the City of Dover and Tri-City Covenant Church.

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#: 12.C.1.

Resolution Number: **R – 2017.02.08 – 008**
Resolution Re: Payment in Lieu of Property Tax Agreement Between the
City of Dover and Tri-City Covenant Church

DOCUMENT HISTORY:

First Reading Date: 02/08/2017
Approved Date:

Public Hearing Date: 02/22/2017
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 Payment in Lieu of Property Tax Agreement between the City of Dover and Tri-City Covenant Church.

PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT
BETWEEN THE CITY OF DOVER AND TRI-CITY COVENANT CHURCH

This Agreement is made as of this _____ day of _____, 2017, pursuant to NH RSA 72:23-n by and between Tri-City Covenant Church (TCC), a religious nonprofit organization under the laws of the State of New Hampshire, having a principle place of business at 150 West High Street, Somersworth, New Hampshire 03878, and the CITY OF DOVER, a municipal corporation established under the laws of the State of New Hampshire (the “City”), having a place of business at 288 Central Avenue, Dover, New Hampshire 03820.

RECITALS

- A. TCC is a New Hampshire nonprofit religious institution.
- B. TCC is exempt under Section 501(c) (3) of the Internal Revenue Code and its income is not taxable by the United States of America.
- C. TCC is the owner of a parcel of property being located at 18 French Cross Road in Dover, County of Strafford, New Hampshire, (Dover Parcel ID: F0012-D00001) (the “Property”) on which it operates a religiously-based daycare center/pre-school (the “Current Usage of the Property”).
- D. TCC has requested the City to determine that the Property and the improvements be exempt from taxation by the City.
- E. Subject to the terms of this Agreement, TCC is willing to make a payment in lieu of taxes.
- F. The City is willing to authorize an exemption to TCC from taxation and accept a payment in lieu of taxes by TCC as set forth in, and conditioned upon, this Agreement.

WHEREFORE, based upon the mutual covenants and promises contained herein, and for other good and valuable consideration which the parties acknowledge, TCC and the City agree as follows:

1. *Tax Exempt Status.* The City agrees and grants to TCC that the Property and all improvements located thereon, are currently exempt from taxation under the provisions of RSA chapter 72, based upon its Current Usage of the Property.
2. *Payment in Lieu of Taxes.*
 - (a) While exempt from taxation under the provisions of RSA chapter 72, the City shall assess the Property as developed real estate and TCC shall pay, in lieu of taxes, the sum equal to the annual assessed value of the property times the City portion of the annual tax rate.
 - (b) Subject to the terms of this Agreement, commencing April 1, 2016, the City shall assess the Property and the improvements thereon, in accordance with assessments of other properties within the City. TCC shall annually pay, in lieu of taxes, the sum equal to the annual assessed value of the property times the City portion of the annual tax rate.
 - (c) Nothing in this Agreement shall prevent TCC from challenging the assessment of the real estate or the improvements in accordance with applicable law.
 - (d) If the method of calculating the City's tax under RSA chapter 72 is changed, the parties agree to enter into good faith negotiations to amend this Agreement.
 - (e) TCC agrees to a deed restriction binding any nonprofit tax-exempt purchaser of the Property to this Agreement.

3. *Lease of Property by TCC to Nonexempt Person or Entity.* In the event that all or a portion of the Property is leased by TCC to a person or entity which is not exempt from taxation, such person or entity shall pay taxes on such portion determined by multiplying the tax derived from application of the full tax rate to the assessed value of the Property by a fraction, the numerator of which shall be total square footage of the building on the property (including the tenant's portion of common areas, if any) leased to such person or entity, and the denominator of which shall be to the total square footage of the building on the Property. In any tax year in which this paragraph is applicable due to the leasing of all or a portion of the Property, TCC's payment to the City under this Agreement shall be reduced by the City portion of taxes paid by the tenant to the City pursuant to this paragraph.
4. *Termination.* In the event the Property is sold or disposed of by TCC, then the terms and conditions of this Agreement shall terminate on the date of execution of such sale or disposition. In the event the Current Usage of the Property is altered and/or ceases, the City may terminate this Agreement at its discretion.
5. *Binding Effect.* This Agreement constitutes the binding agreement of the City and TCC, their respective successors and assigns. This Agreement cannot be modified except by an instrument in writing agreed to by the parties.
6. *Representation of Authority.*
 - (a) TCC represents and warrants that this Agreement is binding upon execution of this Agreement by its director after vote of the Board of Directors of TCC.
 - (b) The City represents and warrants that this Agreement is binding upon execution by the City Manager of the City.

7. *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of New Hampshire. The parties consent to the jurisdiction of the Strafford County Superior Court to resolve any dispute hereunder.

8. *Entire Agreement.* This Agreement constitutes the entire agreement of the City and TCC with regard to the tax-exempt status of TCC and payment in lieu of taxes.

Authorization for the City Manager to enter into this Agreement was given by the City Council on _____.

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

CITY OF DOVER

Witness

By: _____
J. Michael Joyal, Jr.
City Manager
Duly Authorized

STATE OF NEW HAMPSHIRE
Strafford, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2017 by J. Michael Joyal, Jr., City Manager for the City of Dover, New Hampshire, on behalf of the City.

Notary Public
My Commission Expires:

TRI-CITY COVENANT CHURCH

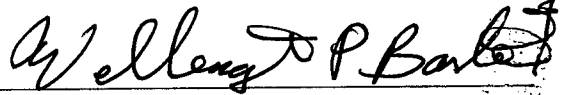
Claudette Lewis

Witness

By: ME
Paul Edgar
Title Administrator
Duly Authorized

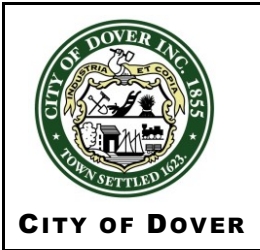
STATE OF NEW HAMPSHIRE
Merrimack, ss.

The foregoing instrument was acknowledged before me this 25th day of January, 2017 by Paul Edgar, Administrator (Title) of Tri-City Covenant Church, a New Hampshire corporation, on behalf of the corporation.



Notary Public
My Commission Expires:

Wellington P. Bartels III
Justice of the Peace
State of New Hampshire
My Commission Expires May 18, 2021



CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.02.08 – 011**
 Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2018 CDBG Entitlement Funds

- WHEREAS: The City of Dover will have available funds for appropriation from the FY 2018 CDBG Entitlement year, including program income; and
- WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Action Plan" which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of low and moderate income residents of Dover; and
- WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and
- WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FY18 Community Development Block Grant funds.

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

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

Note: To be referred to public hearing and vote on February 22, 2017.

Financing		
Estimated Revenue		
Account	Description	Appropriation
2100.1.180.46311.3311.06311.17.000.000.R30	Federal Grant	\$268,665.00
2100.1.180.46311.3421.06311.17.000.000.R40	School Street Parking Income	\$4,260.00
2120.1.180.46323.3933.00000.00.000.000.R90	Housing Partnership Loan Income	\$15,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP Revolving Loan Income	\$15,864.17
	Unexpended FY16 Action Plan Allocations	\$7,299.28
TOTAL		\$311,088.45



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.02.08 – 011**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2018 CDBG Entitlement Funds

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.18.000.000.800	AIDS Response	\$6,800.00
2100.1.180.46348.4835.06333.18.000.000.800	Community Partners	\$5,800.00
2100.1.180.46348.4835.06377.18.000.000.800	Cross Roads House	\$8,317.00
2100.1.180.46348.4835.06360.18.000.000.800	Dover Welfare	\$6,600.00
2100.1.180.46348.4835.06361.18.000.000.800	HAVEN (A Safe Place)	\$3,000.00
2100.1.180.46348.4835.06380.18.000.000.800	Homeless Center for Strafford County	\$6,500.00
2100.1.180.46348.4835.06342.18.000.000.800	My Friend's Place	\$10,400.00
2100.1.180.46323.4835.06335.18.000.000.800	CAP (Weatherization)	\$25,000.00
2100.1.180.46341.4835.063xx.18.000.000.800	Annie E Woodman Institute	\$47,425.00
xxxx.x.xxx.xxxxx.xxxx.xxxxx.xx.xxx.xxx.xxx	City Hall ADA	\$68,236.28
2125.1.180.00000.1715.xxxxx.18.000.000.800	DELP Income returned to loan pool	\$15,864.17
2100.1.180.46311.6311.xxxxx.18.000.000.800	CDBG Administration	\$62,217.00
2100.1.180.46525.6621.xxxxx.18.000.000.800	DELP Administration	\$30,063.00
2100.1.180.46348.4110.06314.18.000.000.100	Public Service ADC	\$5,303.00
2100.1.180.46341.4110.06314.18.000.000.100	Public Facilities ADC	\$2,366.00
2100.1.180.46323.4110.06314.18.000.000.100	Weatherization ADC	\$7,197.00
TOTAL		\$311,088.45

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.02.08 – 011**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2018 CDBG Entitlement Funds

DOCUMENT HISTORY:

First Reading Date: 02/08/2017	Public Hearing Date: 02/22/2017
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 - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.02.08 – 011**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2018 CDBG Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

Following is a brief synopsis of Dover's Community Development Block Grant Program, the Goal and Objectives of the Community Development Program, the available funds for this year's Action Plan and description of the agencies, organizations and Planning Department's use of requested funds.

The City of Dover is an Entitlement Community. As such, the City receives CDBG funds directly from HUD rather than applying through the State. To help determine how the funds should be allocated, the City developed a 5-year Consolidated Plan. The Plan was built with guidance from the community and serves as a road map for CDBG funding allocations. The Plan includes a ranking (low, medium, high) of the objectives listed in the Plan. Dover is entering year 3 of the Plan.

To be eligible for CDBG funding, proposed activities must comply with the Goal, and at least one of the Objectives, found in Dover's Consolidated Plan. Additionally, the activities must achieve one of HUD's 3 National Objectives: 1) Low income benefit, 2) Elimination of slums or blight, 3) Urgent need. The Planning Board acts in a citizens' advisory capacity in reviewing proposals to be included in the Action Plan (one year use of funds) and how the funds should be allocated. Their review process includes a public hearing and a recommendation to the City Council.

The City Council's review of the Action Plan includes a public hearing which provides applicants, and others, an opportunity to comment on the proposed expenditures before the Council votes on the Final Action Plan. Once approved by the Council, there is a 30-day comment period during which time anyone can submit comments on the Action Plan. At the end of that time frame, all comments received are included with the Action Plan and forwarded to HUD for their review and approval. HUD has 45 days to perform their review.

Dover's anticipated FFY17 CDBG grant amount is \$268,665.00. There is also \$35,124.17 in anticipated program income. Lastly, due to changes in HUD accounting policies, recipient's unexpended funds from the most recently completed fiscal year can no longer be automatically rolled over to the next year but rather must be added to the total funding pool for the next Action Plan. This year that amount equals \$7,299.28. Combined, these sources create a funding pool of \$311,088.45 for this Action Plan.

Under the Public Services category, Dover received seven applications for a total of \$76,618.20. Pursuant to a HUD required funding formula, this year's maximum funding amount allowed for this category is \$47,417.00. The Planning Board has recommended providing the maximum amount allowable and that the funds be disbursed among the seven applications.

Under the Public Facilities category, Dover received two applications for a total of \$72,425.00. After accounting for the Public Services, Administrative and Economic Development categories, the Planning Board has recommended providing the remaining \$140,661.28 to the two applications received and a City Hall ADA project.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.02.08 – 011**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2018 CDBG Entitlement Funds

CDBG PROGRAM DESCRIPTION

Applicant/Requested Funding Amount/Planning Board Recommended Funding Amount

Public Services

Aids Response Seacoast

Requested Funding: \$15,000

Planning Board Recommended Funding: \$6,800

Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Community Partners

Requested Funding: \$9,000

Planning Board Recommended Funding: \$5,800

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Requested Funding: \$12,000

Planning Board Recommended Funding: \$8,317

Funding to provide emergency shelter and supportive services to homeless families and individuals.

Dover Welfare

Requested Funding: \$8,500

Planning Board Recommended Funding: \$6,600

Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.

HAVEN (A Safe Place)

Requested Funding: \$5,000

Planning Board Recommended Funding: \$3,000

Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County

Requested Funding: \$11,118.20

Planning Board Recommended Funding: \$6,500

Funding to help support the overall operations of an emergency shelter for homeless women and families.

My Friend's Place

Requested Funding: \$16,000

Planning Board Recommended Funding: \$10,400

Funds will be used for overall operations of the year round emergency homeless shelter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.02.08 – 011**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2018 CDBG Entitlement Funds

Public Facilities

Community Action Partnership of Strafford County

Requested Funding: \$25,000

Planning Board Recommended Funding: \$25,000

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

Annie E Woodman Institute

Requested Funding: \$47,425

Planning Board Recommended Funding: \$47,425

Funding to provide ADA compliant external access to the main floor of three buildings and to upgrade an existing bathroom to ADA standards.

City Hall ADA

Requested Funding: \$68,236.28

Planning Board Recommended Funding: \$68,236.28

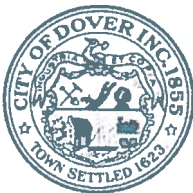
Funding for ADA compliance projects including improvements to signage, sidewalks and main floor bathrooms.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED PLAN GOAL STATEMENT

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific Objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To weatherize and improve the older housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominately by low and very low income persons.
4. To provide increased employment opportunities for low and very low income persons, with a focus on access to transportation.
5. Removal of architectural barriers to allow increased handicapped accessibility.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave

Email: ryan@dovernham.org

Purpose of Permit: Cochecho Arts Festival Show in the Park shows

Date of Event: Wednesday 7/12-8/16 Specific Time: 4PM-9PM

Location of Event: upper Henry Law Park / Rotary Stage / 5 parking spots on Henry Law Ave

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____

Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel

Traffic Bureau

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

SIGNATURE OF APPLICANT: Ryan Queenan

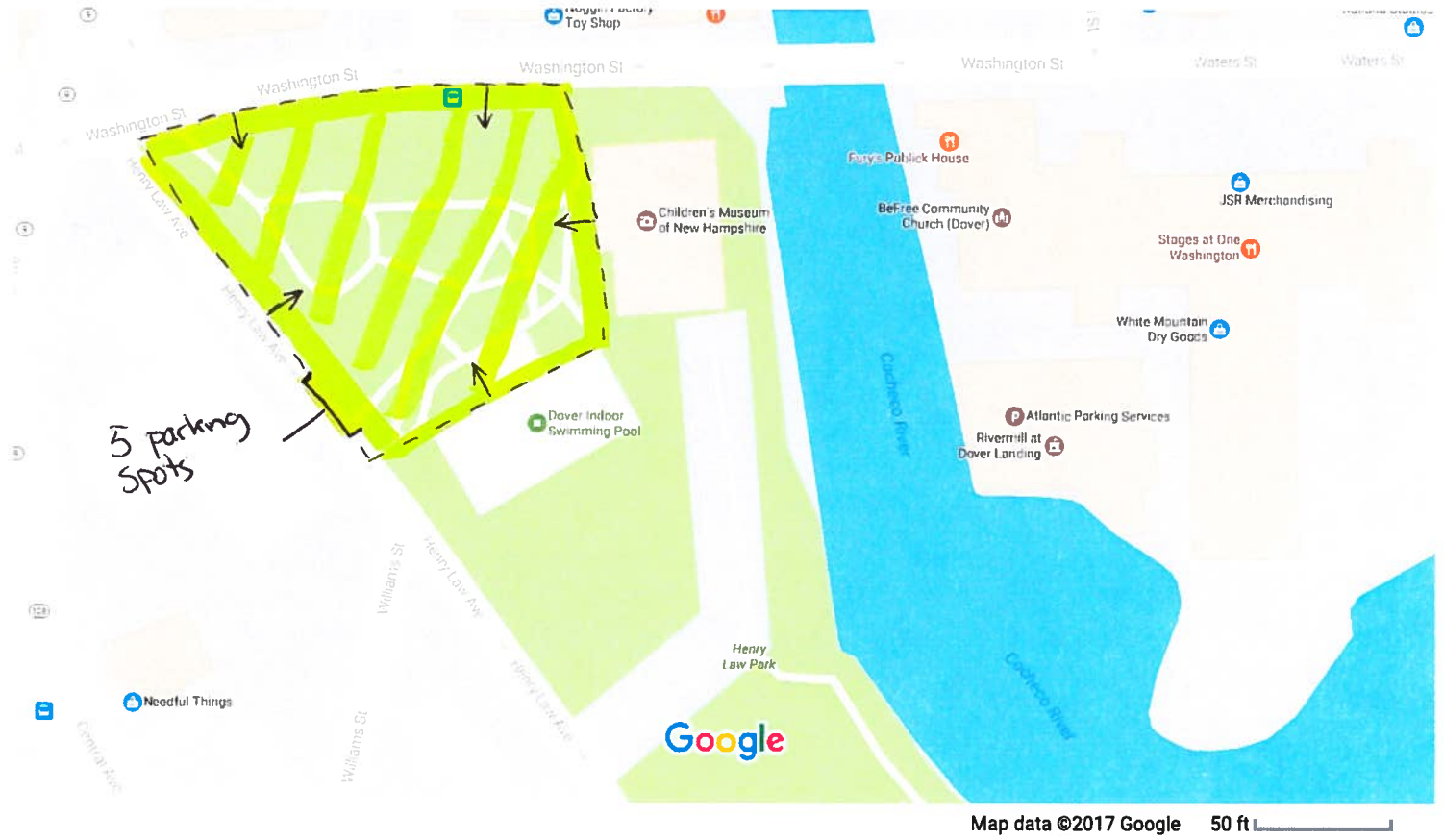
DATE: 1/12/17

(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval [Signature]

Date: 2/2/17





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

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave Email Ryan@dovernham.org

Purpose of Permit: Cocheco Arts Festival Childrens Show

Date of Event: Tuesdays 7/11- 8/15/17 Specific Time: 9AM-12PM

Location of Event: Upper Henry Law Park / Rotary Stage / 3 parking spots on Henry Law Ave

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): See attached (Henry Law Park)

Police Department Block Party Approval Signature: _____

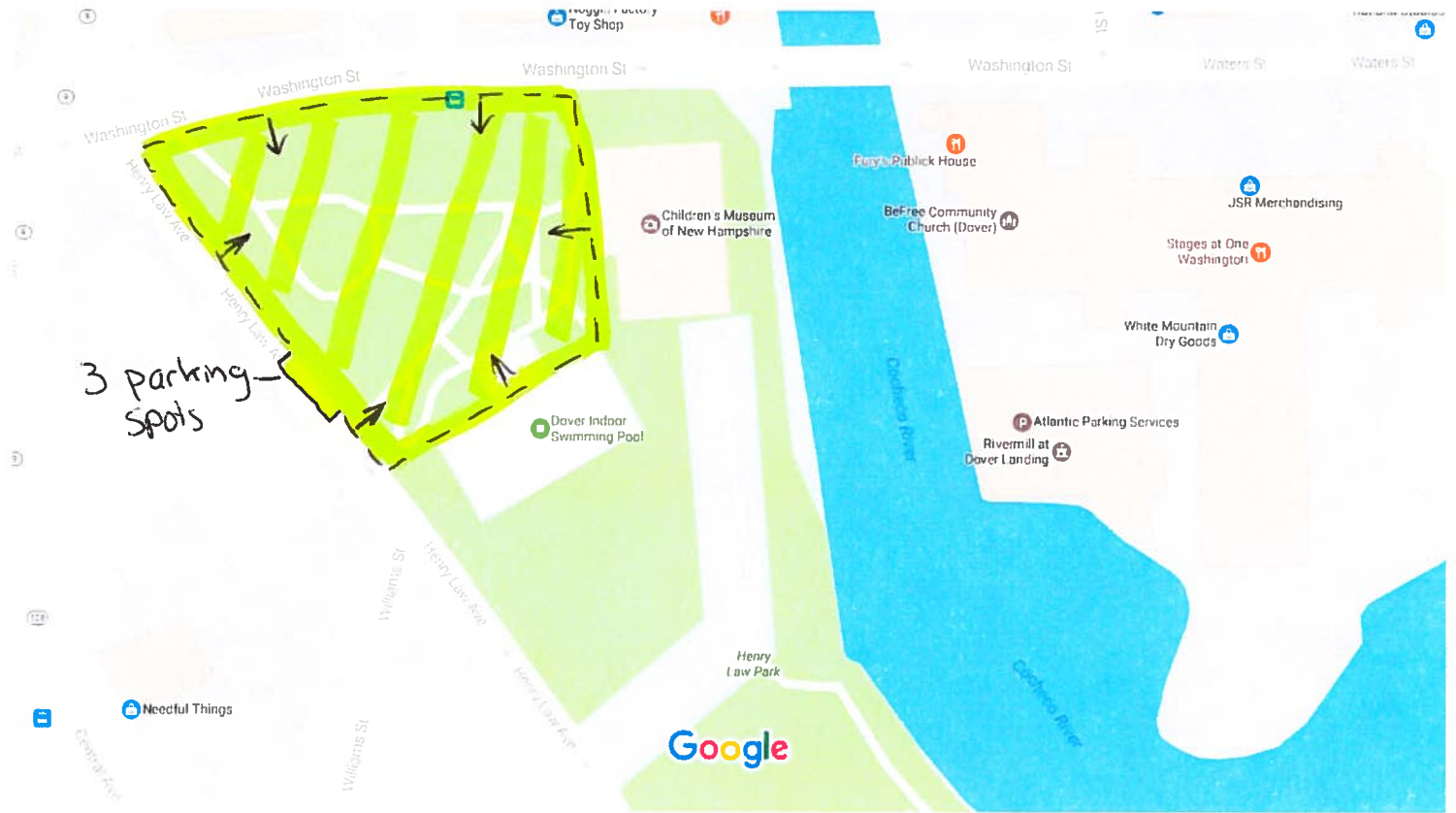
Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Ryan Queenan DATE: 1/12/17
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval (APC) Date: 2/2/17



Map data ©2017 Google 50 ft



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

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave Email ryan@dovernham.org

Purpose of Permit: Closure of 6th street section for weekly Farmers Markets

Date of Event: Wednesday 6/7-10/4 Specific Time: 1:15 PM - 6:30 PM

Location of Event: see attached map

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Ryan Queenan DATE: 1/12/17
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval (APD) Date: 2/2/17





PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave Email: ryen@dovernh.org

Purpose of Permit: 33rd Annual Apple Harvest Day

Date of Event: 10/7/17 Specific Time: 5AM-5PM

Location of Event: see attached map

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Ryan DATE: 1/12/17
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval (Signature) Date: 2/2/17



Map data ©2017 Google 200 ft



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** ☐ ,

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

Organization Name: Greater Dover Chamber of Commerce
Federal Tax ID number for Organization: 02-0127246

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): 9th Annual Apple Harvest Day SK

Contact Person: Ryan Queenan Day Time Telephone: 603-742-2218

Address: 550 Central Ave Email: ryan@dovern-h.org

Date of Event: 10/7/17 Specific Time: 8:30 AM

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

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

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

Police Department Parade Route Approval Signature: [Signature]

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 1/12/17
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval [Signature] Date: 2/2/17

Apple Harvest Day 5k Run/Walk

DOVER, NH

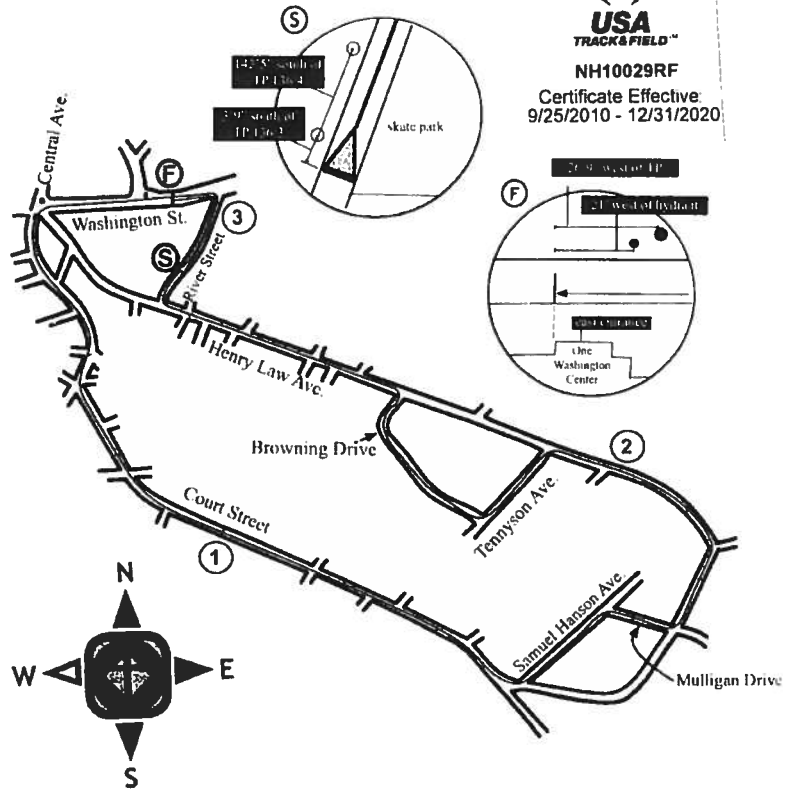
Start: The race starts by heading north on River Street in Dover, NH. The start line is located 3 feet 9 inches south of telephone pole 136/3 and 142 feet 5 inches south of telephone pole 136/4. The starting line is marked by a dark letter 'S' and an arrow pointing north with a red line marking the start. Three P-K nails were hammered into the start line.

Mile One: is located on Court Street and is 73 feet 6 inches southeast of telephone pole 142/16 and 36 feet 6 inches northwest of telephone pole 142/15. Mile one is marked in red paint with the number 1M.

Mile Two: is located on Henry Law Avenue and is 157 feet southeast of telephone pole 166/38/138/38 and 84 feet 5 inches northwest of telephone pole 133/40. Mile two is marked in red paint with the number 2M.

Mile Three: is located on River Street and is 15 feet 10 inches south of telephone pole 136/6 and 125 feet 10 inches north of telephone pole 1_6 (numbers have fallen off). Mile three is marked in red paint with the number 3M.

Finish: is located on Washington Street in front of One Washington Center. The Finish Line is set as if a continuous line were drawn starting with the northmost side of the eastern entrance 'tower' (see picture). It is also located 21 feet west of fire hydrant #2846 and 26'9" west of telephone pole 4/11 on the north side of street. The finish line is marked with the letter "F" with an arrow pointing west and a red painted line. The line has three P-K nails embedded into the pavement.



Certified Course



NH10029RF

Certificate Effective:
9/25/2010 - 12/31/2020

Measured by Dave Abbett [dave.abbett@gmail.com] on September 25, 2010



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

Check (☒) the type of application:

RAFFLE* ☒ TAG* _____ BLOCK PARTY** _____

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

Organization Name: Cocheco Valley Humane Society
Federal Tax ID number for Organization: 22-2561784

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) nonprofit that provides shelter & medical care to homeless animals
Contact Person: Deborah Shelton Day Time Telephone: 603-953-3847
Address: 262 Country Farm Rd Dover Email devdirector@cvtsonline.org
Purpose of Permit: Raffle basket at Margarita's Niche event
Date of Event: March 18, 2017 Specific Time: 12 pm - 11 pm (lunch + dinner)
Location of Event: Margarita's Restaurant in Dover

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

Prize (s) To Be Awarded: Basket containing a variety of items
Cost of Ticket: \$1 or 6 for \$5 Date of Drawing: March 16 at 9 am
Place of Drawing: Cocheco Valley Humane Society

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287:4, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Deborah H. Shelton DATE: 2/2/17

(duly authorized)

PRINTED NAME: Deborah H. Shelton, Development Director

Licensing Board Approval Date: 2/3/17



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



Race
PARADE** ☒, ROAD TOLL*** _____

Check(☒) the type of application:

COI attached.
(MES)

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

Organization Name: Red's Road Race - Community Partners
Federal Tax ID number for Organization: 02-0366120

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Road Race

Contact Person: Christine Kozlowski Day Time Telephone: (603) 953-5022

Address: 62 Watson Rd Dover, NH 03828 Email: C.Kozlowski@dover.k12nh.us

Date of Event: Sunday, April 9th Specific Time: 9:30 - 11:30 (Race starts @ 10:00am)

Location of Event (if parade, attach course description or map): Running Map attached
walking route attached

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

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

Police Department Parade Route Approval Signature: [Signature]
Printed Name: Sgt. Marn Speidel DPD Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

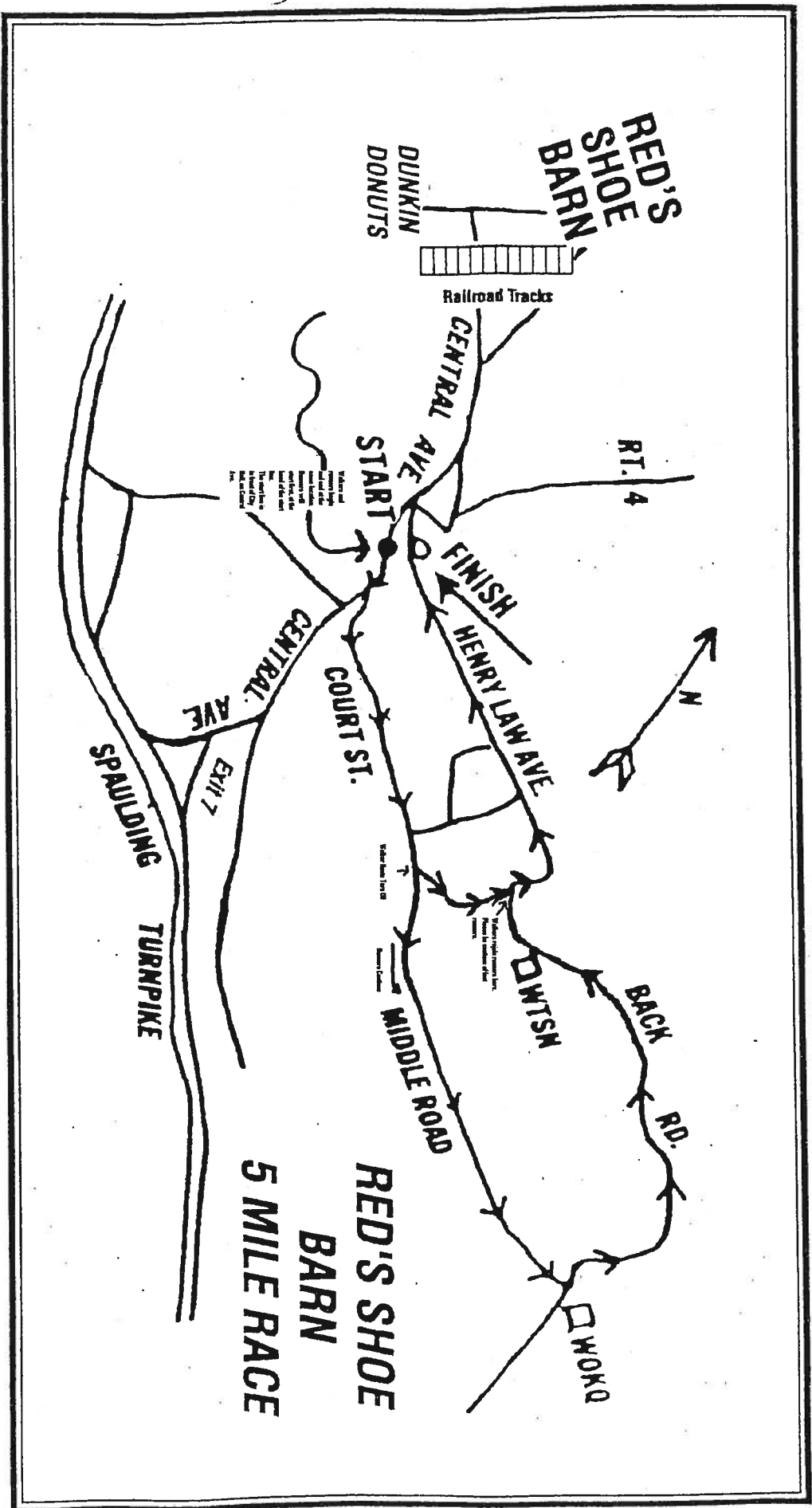
Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 1/20/17
(duly authorized)

PRINTED NAME: Christine Kozlowski

Licensing Board Approval [Signature] Date: 2/2/17



Red's Race Walking Route

- The walking route goes up Central on to Court St.
- From Court St, Walkers then take a right in to the cemetery at entrance #4.
- Walkers walk thru cemetery (there is a specific course in the cemetery), meandering toward S. Pine St.
- Walkers take a left on to S. Pine St. to Central Ave.
- Then, a right on to Central, then another right down Hanson St. to Henry Law.. then finally, a left on Henry Law to finish.



COI required
Requested by email
11/4/16 (MES)

PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,
(Foot race on Dover road)

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

Organization Name: Triangle Club of Dover 120 Broadway, Dover, NH 03820
Federal Tax ID number for Organization: 22-2533853

Check(☒) Nature of Organization:

Religious____, Educational____, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____

Name/Description of Event (if applicable): PTH Annual Spirit of Recovery 5K Run/Walk

Contact Person: John GARRITY Day Time Telephone: 603-686-3395

Address: 97 Halls Mill Rd Newfields 03856 Email: jg11222002@yahoo.com

Date of Event: Sunday May 21, 2017 Specific Time: 10 AM

Location of Event (if parade, attach course description or map): Liberty Mutual Insurance Progress
see attached

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

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

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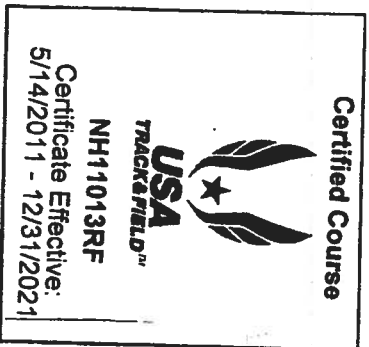
SIGNATURE OF APPLICANT: John H Garity DATE: 1/11/17

PRINTED NAME: JOHN H GARRITY
(duly authorized)

Licensing Board Approval (Signature) Date: 2/3/17

Spirit of Recovery 5k

Dover, NH



Start: The race starts on Liberty Way heading east. The Start Line is located on the south side of the road directly across from a light pole and 22 feet 6 inches west of the stop sign and 40 feet 1 inch west of a perpendicular line drawn from fire hydrant 86 located in entryway to parking lot; it is also 140 feet 1 inch east of storm drain on Liberty Way. The start is marked with a dark red "S" and arrow pointing toward line; 3 p-k nails are embedded in the painted start line.

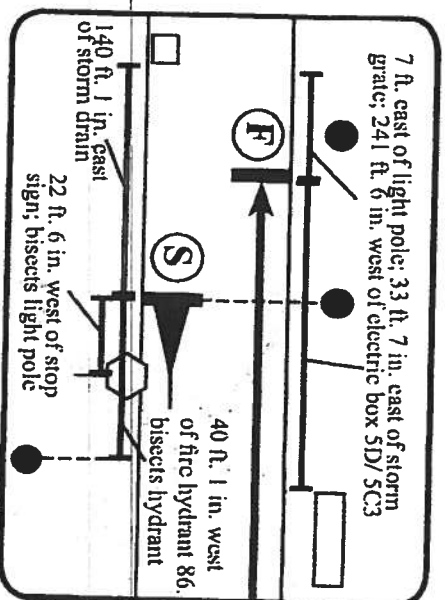
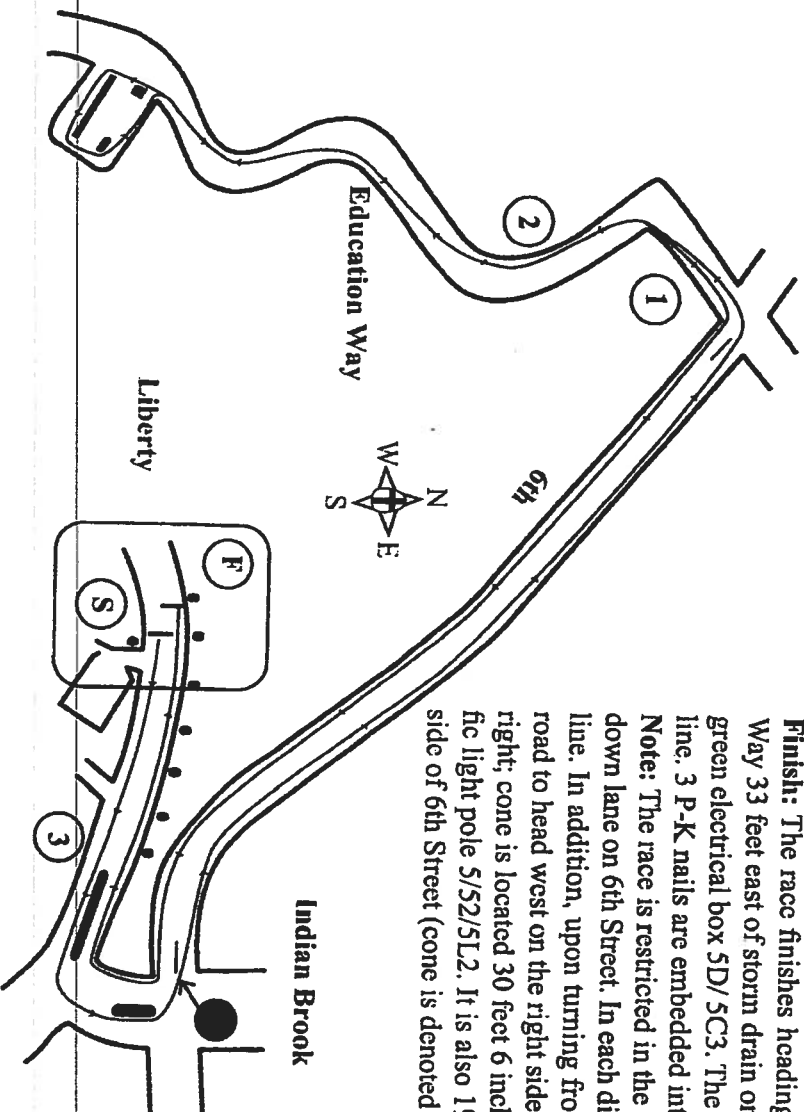
Mile 1: is located on Education Way on the left side of the road heading southwest. It is marked with a white painted M1. The mile marker is located 26 ft. 7 in. northeast of light pole #3 and 36 ft. 6 in. southwest of south corner of storm grate and 91 ft. 5 in. southwest of light pole #4.

Mile 2: is located on Education Way on the right side of the road heading northwest. It is marked with a white painted M2. The mile marker is located 65 ft. 4 in. southeast of light pole #8, 50 ft. 10 in. northwest of light pole #6 and 126 ft. 6 in. northwest of fire hydrant 2846.

Mile 3: is located on the right side of Liberty Way heading west. It is marked with a dark red painted M3. The mile marker is located 15 ft. 3 in. east of the fifth light pole beginning with the light pole 7 feet east of finish line. It is also 111 ft. 5 in. west of the next light pole (sixth from starting light pole 7 ft. west of the finish).

Finish: The race finishes heading west on Liberty Way. The Finish Line is located on Liberty Way 33 feet east of storm drain on Liberty Way and 241 feet 6 inches west of the corner of large green electrical box 5D/5C3. The finish is marked with a dark red "F" and arrow pointing toward line. 3 P-K nails are embedded into the painted start line.

Note: The race is restricted in the following manner-the runners are required to run in the breakdown lane on 6th Street. In each direction they must travel remaining right of the breakdown lane road to head west on the right side of the road. A cone will be placed where runners must remain right; cone is located 30 feet 6 inches south of north side walk and 41 feet 8 inches south of traffic light pole 5/52/5L2. It is also 19 feet 9 inches east of telephone pole 50T located on the north side of 6th Street (cone is denoted as a "C" in a circle on the map).





1/31/17: Discussed COI
requirement (or waiver)
MES

PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** _____, ROAD TOLL*** ☒

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

Organization Name: AMERICAN CANCER Society Relay For Life of Rochester
Federal Tax ID number for Organization: 13-1788491

Check(☒) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
Name/Description of Event (if applicable): RAISE AWARENESS and funds for the fight against CANCER
Contact Person: DALNA JENNE Day Time Telephone: 603 833-7403
Address: 53 LIMOSTONE LANE ROCHESTER NH Email dewirgo74@aol.com
Date of Event: JUNE 10 Specific Time: 9AM-2PM
Location of Event (if parade, attach course description or map): INTERSECTION of OAK and CENTRAL

*****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: _____ 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: Central Avenue and Oak Street
Police Department Road Toll Approval Signature: _____
Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: DATE: 1/23/17
(duly authorized)

PRINTED NAME: DALNA JENNE

Licensing Board Approval Date: 2/3/17



1/24/17: COI required.
Emailed applicant.
MES

PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** ☐ ,

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

Organization Name: American Caner Society - Making Strides Against Breast Cancer

Federal Tax ID number for Organization: 13-7788491

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Making Strides Against Breast Cancer Walk at Henry Law Park

Contact Person: Linda DiNoto Day Time Telephone: 603-548-2804

Address: 2 Commerce Drive, Suite 110 Email Linda.DiNoto@cancer.org

Date of Event: October 29, 2017 Specific Time: Registration is at 9:00am Walk at 11:am

Location of Event (if parade, attach course description or map): MSABC is a walk

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

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

Police Department Parade Route Approval Signature: [Signature]

Printed Name: Sgt. Marn Spedel 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: _____

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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: Linda DiNoto DATE: 1/12/2017

(duly authorized)

PRINTED NAME: Linda DiNoto

Licensing Board Approval [Signature] Date: 2/3/17

