



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.03.08 – 017**
Resolution Re: **Advanced Refunding for City of Dover November 15, 2008 and April 15, 2010 General Obligation Bonds and Authorization to Issue Refunding Bonds**

WHEREAS: The City of Dover issued \$9,970,000 of General Obligation Bonds on November 15, 2008 to finance public improvements and the City of Dover issued \$12,799,000 of General Obligation Bonds on April 15, 2010 to finance public improvements; and

WHEREAS: The City, through financial advisors Public Financial Management, has identified favorable market conditions and estimates that an advanced refunding of the two bonds would result in significant budgetary savings for the City of Dover; and

WHEREAS: The City Council desires to authorize the issuance of refunding bonds for the purpose of refinancing certain outstanding bonds of the City in order to achieve debt service savings on account of previously issued bonds of the City; and

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

In accordance with the City Charter and the New Hampshire Municipal Finance Act (RSA Chapter 33) and any other enabling authority, hereby authorize the issuance and sale of general obligation refunding bonds of the City of Dover in a principal amount not to exceed \$10,000,000 required for the purpose of paying the principal and interest of and any redemption premium on outstanding City of Dover November 15, 2008 and April 15, 2010 General Obligation Bonds in order to achieve debt service savings. The full faith and credit of the City is hereby pledged for the principal and interest on said refunding bonds. The refunding bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the refunding bonds. Any premium received by the City as a result of issuing General Obligation Refunding Bonds will be appropriated to fund the cost of issuance and underwriter fees.

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

The City Manager and City Treasurer, if deemed most advantageous to the City and to achieve savings on cost of issuance, may solicit direct purchase of the General Obligation Refunding Bonds through an RFP process with regional banks.

NOTE: This resolution requires a Public Hearing and the public hearing must be duly advertised in a local newspaper 7 days prior to the public hearing. A 2/3 favorable vote of all members of the City Council is required for passage with the vote deferred until at least three (3) days after public hearing.



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2008 and April 15, 2010 General Obligation Bonds and
Authorization to Issue Refunding Bonds**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



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Resolution Number: **R – 2017.03.08 – 017**
Resolution Re: **Advanced Refunding for City of Dover November 15, 2008 and April 15, 2010 General Obligation Bonds and Authorization to Issue Refunding Bonds**

RESOLUTION BACKGROUND MATERIAL:

On November 15, 2008 the City of Dover issued \$9,970,000 in General Obligation Bonds to finance public capital improvements. The City also issued \$12,799,000 in General Obligation Bonds on April 15, 2010 to finance public capital improvements.

Public Financial Management, the financial advisors that coordinate our bond sales, provided calculations for the advanced refunding of the 2008 and 2010 bonds. By moving now to refund these bonds and therefore benefit from current low market rates, the General, Water and Sewer Funds can realize a total estimated savings of \$434,963 over the next 13 years. The annual savings in debt service is estimated at approximately \$33,000 through the remaining life of the bonds.

In accordance with NH RSA 33:3-d *Refunding Bonds*, a municipality may authorize the issuance of refunding bonds in order to pay all or part of any issue of bonds called or to be called for redemption. The authorization and issuance of refunding bonds shall be subject to the same requirements and provisions of RSA 33:8-a.

In accordance with City Charter C6-14, the City Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the city and the issuance of bonds of the city and may pledge the full faith, credit and resources of the city for the payment of the obligation created thereby.

The City will incur costs, such as credit ratings and bond counsel fees, to issue the bonds. The issuance of the refunding bonds may result in the City receiving a bond premium. Any portion of the bond premium received by the City will be appropriated to fund all or a portion of the cost of issuance and underwriter fees.

Since the issuance of the refunding bonds should be at a Par amount of \$10,000,000 or less, the refunding bonds could be offered as bank qualified. This may provide the City with an opportunity to save on issuance costs and directly solicit regional banks through an RFP process for the sale of the refunding bonds.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

Resolution Number: **R – 2017.03.08 – 018**
Resolution Re: Dover LED Public Works Lighting Upgrade (B15021) and
Authorization for Financing

WHEREAS: A sealed Request for Proposal #B15021 was issued and received for qualified firms to provide and install LED lighting at the Dover Arena with the option to include other city buildings in the future should it be advantageous for the city to do so. A prebid meeting was conducted on December 2, 2014 and proposals were received on January 6, 2015 at 11:00am; and

WHEREAS: Eight vendors submitted proposals and the City selected the three top qualified firms to interview on February 5, 2015. The proposal deemed most advantageous was submitted by Affinity LED Lighting of Dover NH and award was made via council resolution R-2015.03.11; and

WHEREAS: Affinity LED Lighting has submitted a proposal to the City for LED lighting upgrades to the Public Works Building in the amount of \$57,703.00 and is eligible for net rebates totaling \$6,914.50. This will result in the amount of \$50,788.50 being financed. The proposal was sent to PSNH d/b/a/ Eversource Energy and funding is available through their Smart Start Revolving Fund program for the City's Public Works building LED Lighting Upgrade.

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

The City Manager, or designee, is hereby authorized to finalize contract language with the PSNH d/b/a Eversource Energy, consistent with the Purchase Agreement authorized herein, for the City Manager's signature.

AND FURTHER BE IT RESOLVED:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the Smart Start Revolving Fund Program is hereby authorized for financing the City's Public Works LED Lighting Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the Smart Start Revolving Fund Program and obtain a loan through the program for the Public Works LED Lighting Upgrade project.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

Resolution Number: **R – 2017.03.08 – 018**
Resolution Re: Dover LED Public Works Lighting Upgrade (B15021) and
Authorization for Financing

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.

Resolution Number: **R – 2017.03.08 – 018**
Resolution Re: Dover LED Public Works Lighting Upgrade (B15021) and
Authorization for Financing

RESOLUTION BACKGROUND MATERIAL:

The City solicited requests for proposals for qualified vendors to provide and install LED lighting upgrades to the Dover Arena. Firms were asked to provide details in the proposal of a full lighting audit, utility rebate process, and detailed payback proposal. The city used the Dover Ice Arena as the initial test site with potential to include several other city buildings that could benefit from this service that may be incorporated in the future to the selected vendor. Vendors were instructed that it is probable that the economic success of these projects will depend on funding sources. These funds may derive from a variety of sources including rebates, and renewable energy credits.

Affinity LED Lighting proposal offered a program funded by PSNH d/b/a Eversource Energy where they pay 100% of cost to the selected vendor 50% down and 50% upon completion of the project. The city would then pay back the amount through a monthly invoice. The Efficiency Loan payback would show a separate line on the monthly invoice. The estimated monthly savings is \$1,295.66 with monthly payback charge of \$1,269.71 yielding net positive of \$25.95 monthly.

The Dover Public Works Facility LED Lighting Upgrade is eligible for Smart Start funding. The upgrade project is estimated to cost \$57,703.00 and is eligible for net rebates totaling \$6,914.50. This will result in the amount of \$50,788.50 being financed. In accordance with the NH Municipal Finance Act (RSA Chapter 33), the Purchase Agreement with Eversource Energy and related participation in Smart Start Program is deemed long term debt. The City has determined utilization of the Smart Start Program is most advantageous to the City of Dover and has utilized in the Arena, Indoor Pool and McConnell Center already

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

	General
Description	Fund
FY18 City Prior Authorizations	4,316,490
This Authorization	50,788
FY18 Debt Retirement	3,979,031
Net Change	388,247

Rate Impacts

The financing of \$50,788.50 through the Smart Start Program over a 40-month period is estimated to cost \$1,269.71 per month, or \$15,236.52 for FY2018. This is estimated to have less than a \$0.01 tax rate impact. This impact is forecasted to be offset by savings in electrical costs for the Indoor Pool. Therefore, there is estimated to be no actual tax impact.

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2016 and this authorization, against the legal debt limits. Legal debt limit for the City General Fund is based on 3.0% of equalized assessed value.



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Agenda Item#: 7.B.

Resolution Number: **R – 2017.03.08 – 018**

Resolution Re: Dover LED Public Works Lighting Upgrade (B15021) and
Authorization for Financing

Description	General Fund
Debt Outstanding	36,593,825
Authorized - Unissued	18,536,494
Total Issued & Unissued	55,130,319
This Authorization	50,788
Grant Total	55,181,107
Legal Debt Limit	93,052,012
Unused Capacity	37,870,905
Percent Unused	40.70%

Purchasing Information:

Type:	Contract	Advertised:	
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Competed	Estimated Delivery:	As needed
Recommended Award to:	Affinity LED Lighting of Dover NH	Fund:	PSNH / Eversource Efficiency Loan Fund
Other Approvals Required:	Yes PSNH d/b/a Eversource Energy	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B15021 Bid Documents and Vendor List](#)



**PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE D/B/A EVERSOURCE
ENERGY**
Smart Start Program
Purchase Agreement

Customer Name: City of Dover

Agreement Date: 02/23/2017

Mailing Address: 217 Mast Road, Dover NH 03820

Telephone: (603) 516-6450

Facility(ies): Department of Public Works

Occupancy: X Owner Renter

Customer will own Smart Start measure(s): X Yes No

1. SMART START MEASURE(S) PURCHASED, COST & ESTIMATED SAVINGS

See Appendix I for costs, rebates, estimated savings and project financing payment options.

2. INFORMATION ACCURACY

Customer has made every effort to provide Public Service Company of New Hampshire d/b/a Eversource Energy ("Eversource") with accurate information about the participating building to enable Eversource to assess the energy efficiency of Customer's premises and equipment. Customer acknowledges that the accuracy of Eversource's savings estimates depends on the accuracy of information Customer provided to Eversource.

3. CUSTOMER RESPONSIBILITIES

- 3.1 Make consecutive monthly payments of: **See Appendix I** to Eversource until all payments have been made or Customer no longer has an account with Eversource.
- 3.2 Notify Eversource if any of the above measures stop working. Eversource will only pay for repair costs if Customer notifies Eversource and allows Eversource to verify measure failure and authorize the repair. Customer will allow Eversource to inspect the measure(s) to verify measure failure and that failure is not due to customer damage. If Eversource does not inspect the measure and arrange for its repair within 10 business days, Customer's obligation to make monthly payments will cease. However, if Eversource does not arrange for repairs because of Customer's failure to provide reasonable access as noted in Section 5.7 below, Customer's monthly payment obligation will continue.

After any warranty payments are applied, if Eversource has any repair costs that were not reimbursed, Eversource may increase the number of remaining payments to recover all of its costs for repairs, including its cost for administration. Alternatively, Customer may repair measures at Customer's expense and, if applicable, will be entitled to any reimbursement from existing warranties.
- 3.3 Maintain the installed Smart Start measure(s) in place for at least as long as there are payments due under this Agreement unless otherwise agreed to by Eversource. If Customer will own the measure(s), the Customer is also responsible for any required maintenance and for costs incurred from failure to properly maintain the measure(s).
- 3.4 Be responsible for costs associated with Customer damage.
- 3.5 Notwithstanding Customer's responsibility for costs associated with Customer damage or responsibility for maintaining measures, Eversource may repair a measure that is not working (and seek compensation from

Customer or owner as appropriate), and recover any costs that were not reimbursed after warranty payments are applied by increasing the number of payments.

- 3.6 Make a good faith effort to participate in Eversource follow-up surveys that are part of evaluating program effectiveness following the installation of the Smart Start measure(s).
- 3.7 When the Customer is the owner of the premises, the Customer shall make all the remaining payments upon closing their electric account or disclose the Smart Start monthly payment obligation to the next customer. The attached disclosure form should be used to disclose the Smart Start obligation to the successor customer. Failure to disclose will constitute permission by the Customer for the next customer to break a lease or purchase agreement for the premises within five business days of applying for electric service. A signed copy of the disclosure form will constitute proof of disclosure. Make sure to save a copy for your protection.

4. CUSTOMER AUTHORIZES EVERSOURCE TO:

- 4.1 Assign the Smart Start Tariff to this location which shall remain in full force until the final Smart Start payment has been paid unless earlier terminated by mutual agreement of Eversource and the customer at this location.
- 4.2 Be its exclusive Agent to coordinate and facilitate the installation of the Smart Start measure(s) listed above and related work including arranging for servicing or replacement if any of the Smart Start measures fail prior to the Customer making the final payment. Notwithstanding the above, Customer may repair measures at Customer's own expense as described in Section 3.2.
- 4.3 Enter into the Contractor Installation Agreement with the Contractor on behalf of the Customer for the purpose of installing the Smart Start measure(s) and related work. The Customer understands that an Independent Contractor-Customer relationship has been created by virtue of the Contractor Installation Agreement and that the Contractor is not an Employee or Agent of Eversource. Eversource will not be liable for personal injury or property damage caused by Contractor or Contractor's agents or employees.
- 4.4 Enter into change orders with Contractor on behalf of the Customer so long as the change orders do not increase the Customer's monthly payment amount under the terms of this Agreement. Customer understands that any change order that increases Customer's monthly payment amount under this Agreement must be agreed to in writing by Customer, Eversource, and the Contractor.
- 4.5 Issue checks on behalf of the Customer as payment to the Contractor upon satisfactory progress and/or completion of the work pursuant to the terms of the Contractor Installation Agreement. The Customer understands Eversource is not a guarantor of the work performed by the Contractor and that the Contractor is solely responsible for the installation of the Smart Start measure(s). Eversource is also not a guarantor of products and this Agreement does limit or increase Customer's rights regarding manufacturers, vendors and contractors.
- 4.6 Obtain insurance (e.g., fire) or authorize its agent to obtain insurance on the premises sufficient to ensure Eversource or its financing agent recovers all costs associated with measure installation. Any insurance costs are included in the measure costs noted above.

5. AGREEMENT DURATION, TERMINATION AND MISCELLANEOUS PROVISIONS

- 5.1 This Agreement shall remain in full force and effect until the final Smart Start payment has been made, Customer closes the account at this location or the Agreement is terminated by mutual consent of the parties.
- 5.2 No Smart Start payments will be due to Eversource until these premises are occupied but no later than three months after the completion of the work.
- 5.3 If the Customer breaches any of the terms of this Agreement, Customer shall reimburse Eversource for all costs incurred for these Smart Start measures. Such costs include but are not limited to all costs for measures, installation, repair or replacement, administration, litigation, product subsidy, and interest.

- 5.4 At Customer's request, Eversource may terminate this Agreement. Customer must pay all costs Eversource incurred for these Smart Start measures.
- 5.5 No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties to this Agreement.
- 5.6 Notice from one party to the other under this Agreement shall be deemed to have been properly delivered if forwarded by First Class Mail to Customer or Eversource addresses noted on this page.
- 5.7 Eversource maintains a right of inspection and access for repair, upon reasonable notice and during normal business hours, of the Smart Start measure(s) installed pursuant to this Agreement for the duration of this Agreement.
- 5.8 The provisions of this Agreement shall benefit and bind the successors and assigns of Customer and Eversource. If any of this Agreement shall be held invalid or ineffective in whole or in part, such determination shall not be deemed to invalidate any of the remaining portions of this Agreement. This Agreement is governed by New Hampshire law.

City/Town/School District

Public Service Company of New Hampshire
d/b/a Eversource Energy

By: _____
(Print Name)

By: _____
Thomas R. Belair

By: _____
(Signature)

Date: _____

Date: _____

MUNICIPAL/SCHOOL DISTRICT ADDENDUM TO
SMART START PURCHASE AGREEMENT

- A. Payments: City/Town/School District represents that it reasonably believes that funds can be obtained that are sufficient to make all payments during the term of this Smart Start Purchase Agreement and agrees that it will do all things lawfully within its power to obtain and maintain funds from which the payments may be made, including making provisions for such payments to the extent necessary in each annual budget submitted to the City Council/Town Meeting/School District Meeting for the purpose of obtaining funding; using its bona fide best efforts to have such portion of the budget approved. It is the City's/Town's/School District's intention to make payment for the full term of this Agreement if funds are legally available to do so. If appropriated funds are less than are required to perform this Agreement the parties will negotiate to determine a level of Smart Start Monthly Payments which will allow City/Town/School District to continue its obligation to pay for the Smart Start Measures within a mutually acceptable period of time.

Termination on Account of Nonappropriation of Funds: If the parties are unable to negotiate a level of Smart Start Monthly Payments that can be made within available appropriated funds, this Agreement may be terminated only if the following conditions are met that:

- (i) funds were not appropriated for any fiscal period during the term of this Agreement in an amount at least equal to the payments due during that fiscal period for the Smart Start Monthly Payments;
- (ii) written notice of nonappropriation of funds was given to Eversource within thirty (30) days of the adoption of the final budget for that fiscal period;
- (iii) City/Town/School District has exhausted all funds legally available for all payments due under the Agreement; and
- (iv) City/Town/School District acted in good faith and properly and in a timely manner requested sufficient funds to satisfy the obligations due under this Agreement and it diligently pursued and exercised all reasonable efforts to obtain such funds from the governing body that controls such appropriations;

The City's/Town's/School District's legal counsel must certify in writing that all of the above steps were taken. Upon satisfaction of these conditions and counsel's letter verifying same, this Agreement shall be terminated as of the first day of the fiscal period for which sufficient funds were not appropriated; provided, however, that Eversource's rights under the laws of the State of New Hampshire and Eversource's tariff and the Rules and Regulations of the Public Utilities Commission, survive the termination of this Agreement, including, but not limited to, pursuit of damages in a court of competent jurisdiction, the repossession of the installed Smart Start measures at City's/Town's/School District's expense and termination of service for nonpayment at the Customer location where the Smart Start Measures were installed.

- B. Cancellation: Subject to payment of all amounts due upon expiration or termination of this Agreement, City/Town/School District may cancel this Agreement by providing Eversource written notice to that effect not later than Sixty (60) days before the effective date of the expiration or termination.

WHEREFORE Eversource and the City/Town/School District have duly executed this Addendum to the Smart Start Payment Agreement on the date written below.

City/Town/School District

Public Service Company of New Hampshire d/b/a Eversource Energy

By: _____
(Print Name)

By: _____
Thomas R. Belair

By: _____
(Signature)

Date: _____

Date: _____

Public Service Company of New Hampshire d/b/a Eversource

SMART START Program - Customer Purchase Agreement: APPENDIX I

Project Financing Summary / Repayment Option Approval

Prepared for: **City of Dover**

Date Prepared: **02/23/2017**

Facility: **DPW**

Eversource Account #: **56632841078**

Description: **Lighting Upgrades**

Vendor: **Affinity LED Lighting**

COST / REBATE INFO	...NO Financing Pay Outright	...with Eversource Financing	Difference
Project Cost (from proposal):	\$57,703.00	\$57,703.00	
Eversource Rebate: *	- \$10,370.00	- \$9,333.00	\$1,037.00
Net Project Cost:	= \$47,333.00	= \$48,370.00	
SMART START Program Charge: ** (one time charge of 5%)	+ N/A	+ \$2,418.50	+ \$2,418.50
Total Project Cost:	= \$47,333.00 (outright cost)	= \$50,788.50 (amount financed)	\$3,455.50 ("cost" to finance)

ESTIMATED SAVINGS INFO ***

Estimated Annual Bill Savings: **\$15,547.98**

Estimated Monthly Bill Savings: \$1,295.66

75% of Est. Monthly Svgs: \$971.75

25% of Est. Monthly Svgs: \$323.91

Eversource Rate: **G**
Rates in effect as of: 01/01/2017

Est. kWh Savings: **94,168**

Est. KW Savings: **20**

Months w/ KW Svgs: **12**

PAYMENT INFO ****

Payment Option 1 - Keep 25% of the Est. Monthly Bill Savings as immediate Cash Flow. Use 75% to repay Eversource.

Payment Option 2 - Use 100% of the Est. Monthly Bill Savings to repay Eversource. (Shorter Repayment Term)

Initial Choice	Consecutive Payments of (Delivery Charge)	x	Repayment Term (Months)	=	Total Payments	Estimated Monthly Cash Flow ***
☐ Payment Option 1 (Use 75% Keep 25%)	\$976.70	x	52	=	\$50,788.40	\$318.96
☐ Payment Option 2 (Use 100%)	\$1,269.71	x	40	=	\$50,788.40	\$25.95

SIGNATURE / APPROVAL

By signing below I authorize the repayment schedule (Payment Option), chosen above, as initialed in the box next to the Option chosen.

By: _____ By: _____ Date: _____
print name signature

* Rebates for Projects that are financed through the SMART START Program are subject to a 10% reduction.

** The SMART START Program Charge is a one time charge accessed at 5% of the Net Project Cost.

*** All Bill Savings and Cash Flow figures are estimates only and are not guaranteed nor implied.

**** Due to the requirement for the Repayment Term to be a whole number in months the Repayment Delivery Charge may not exactly equal 75% or 100% of the savings.

Commercial & Industrial Retrofit



EVERSOURCE

2016 Lighting Rebate

Side ID 848291005-00

Section A: CUSTOMER INFORMATION

Customer Name City Of Dover NH	Electric Account Number 56632841078	Rate 6	Application Number N17045
Facility Address 271 Mast Road	City Dover	State NH	Zip Code 03820
Service Location Identification Public Works Building		Email d.steele@dover.nh.gov	
Mailing Address (if different from above)	City Dover	State NH	Zip Code 03820
Contact Person/Title Douglas W. Steele II/Director	Telephone Number 603.516.6450	Incorporated? (Check one.) ☐ Yes ☐ No ☒ Exempt	
Please Assign Payment to Contractor Customer Signature:	Additional Information Smart Start	Rebate Payment Preference (Check one.) ☐ Check ☐ Bill Credit ☒ Pay Contractor	

Section B: CONTRACTOR INFORMATION

Contractor Name Affinity LED Lighting	Contact Person/Title (Print) John Branagan /PM	Contact Person Signature	
Mailing Address 133 Islington Street	City Portsmouth	State NH	Zip Code 03801
Email jb@affinityledlight.com	Telephone Number 603-475-1564	Additional Information jb@affinityledlight.com	
		Incorporated? (Check one.) ☐ Yes ☐ No ☐ Exempt	

Section C: DOCUMENT APPROVALS

PRE-INSTALLATION INSPECTION

Utility Signature	Date
-------------------	------

PRE-APPROVAL OFFER

Technical Review - Utility Signature	Date
Utility Signature	Date 2/23/17
Amount of Rebate Offer (\$) 9,333 (adjusted)	Offer Valid Through: 10/1/17

By signing and dating below, customer accepts this rebate offer and agrees to the Utility Terms and Conditions available from your Utility. Pursuant to a Commission order, customers also agree that the utility alone may capture all kW and kWh savings and any ISO-NE capacity payments resulting from this energy efficiency project. This agreement is contingent upon continued approval and authorization by the Commission to recover said amounts from the System Benefits Charge. The rebate, in conjunction with all other sources of funding, cannot exceed the total project cost.

Customer Signature:	Date:
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POST-INSTALLATION INSPECTION

Utility Signature	Date	Total Project Cost (\$)	Amount of Rebate (\$)
Customer Signature	Date		

MANAGEMENT APPROVAL

Utility Signature	Date
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City of Dover

City Manager's Report

March 22, 2017



Reporting on February 2017



J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

City of Dover's Municipal Leadership Team



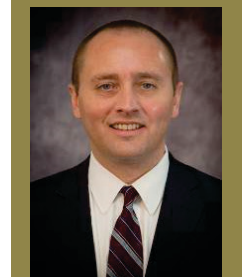
Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



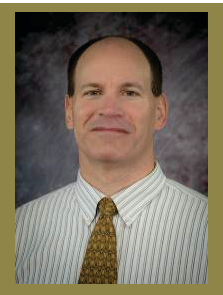
Susan Daudelin
Human Resources
Director



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

Section 2:

Product & Process
Outcomes

Section 3:

Leadership & Governance
Outcomes

Section 4:

Financial & Benchmark
Outcomes

Section 5:

Workforce-Focused
Outcomes



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

Customer-Focused Outcomes

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

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

Officer Pieniazek met with a particular student on numerous occasions who had been disciplined for their behavior several times through the month. Officer Pieniazek worked with the student to help discuss conflict resolutions and positive behavior.

From time to time the Mounted Unit is called upon to play a different role not on the horses. During the month of February, Dover saw significant snowfall which lead to accidents and power outages in the downtown area. The shift commander called upon the mounted unit to erect barricades at intersections without power and to block off roadways so that power could be reestablished.

Officer Khalsa has continued to monitor calls for service at 2 Dover Street, which has been the subject of several quality of life problems. He also has

continued contact with previously established community relationships to include Chinburg Properties, Rutland Manor Apartments, the Dover Public Library and the McConnell Center.

During the month, Officer Khalsa assisted the New Hampshire State Police Major Crimes Unit with the execution of a search warrant at 38 Cushing Street. The search warrant was the result of an on-going homicide investigation being conducted by NH State Police.

Responsiveness & Measurables

February was a normal or average month for Dover Fire & Rescue with 421 calls for service which is 15 responses per day helping Dover citizens. Eight of the calls for service were for fires, 242 were for medical emergencies, 28 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 70 were either false or good intent in nature, with the remaining 73 being for non-emergent requests. Of the emergencies, there were 115 times where simultaneous emergencies were occurring with 14 of those times where 3 or more emergencies were occurring at the same time. This was an unusual distribution of the simultaneous emergencies which were 20 percent above normal. The busiest day in February for Fire & Rescue was February 16th with 32 requests for service while the slowest day of the month was February 1st with only 5 calls for service.

During the month of February 2017, there was one letter 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.

Sergeant Pettingill, the CREU Supervisor continues to serve as a part-time supervisor for the Strafford County Drug Task Force. The CREU Supervisor assisted the Strafford County Drug Task Force with five "Granite Hammer Operations" during the month of February. These operations resulted in the execution of two drug related search warrants at two different residential properties, the arrests of three suspects on drug related charges, multiple controlled purchases, and the recovery of various quantities of controlled drugs.

During the month of February, Officer Plummer checked in with multiple 5th, 6th, and 7th grade students that live on Dover Housing Authority property. Officer Plummer inquired as to how they were doing in school and socially. Officer Plummer spoke with one male who explained that he keeps getting in trouble at school. Officer Plummer spent time speaking with the student about ways to stay out of trouble while at school. The student stated that these tips may help him stay out of trouble so he can do better in school.

In February, Officer Khalsa made four juvenile arrests related to a criminal mischief incident that occurred inside of the Chinburg Apartment building located at 1 Main Street. This was a lengthy investigation which required reviewing of surveillance footage and then follow-up interviews with the suspects.



Pictured left, Officer Plummer helps shovel out a car for one of the Dover Housing Authority employees.

Dover Mounted Patrol handled:

40 public assists
37 parking assists
05 assists to community action/homeless

Officer Plummer spoke to a resident at Dover Housing Authority (DHA) multiple times addressing complaints she had about another resident. Officer Plummer addressed the complaints with a criminal investigation but found there was no evidence that a crime was being committed. In attempt to make the quality of life better for the resident, Officer Plummer worked with DHA staff and it was determined that there was an illegal resident that was causing the problems. As a result, that person was banned from DHA property.

During the month of February, there were a number of large snow storms. During one of these snow storms, Officer Plummer located a DHA employee whose car was stuck in a DHA parking lot. Due to DHA maintenance staff being extremely busy with snow removal, Officer Plummer assisted the employee by shoveling their vehicle out and assisting in pushing the vehicle out.

During the month of February, Officer Plummer met with DHA Director Krans to speak about the upcoming renovation of DHA properties. Director Krans gave Officer Plummer a brief overview of how the renovations would occur. Officer Plummer and Director Krans spoke about security concerns for DHA will under construction and about ways to combat criminal activity during construction.

During the month of February, Officer Plummer responded to an assault involving a male and female. Officer Plummer was able to identify the suspect, obtain witness statements, and ultimately make an arrest even without the victim cooperating due to his extensive knowledge of the neighborhood and his relationship with the residents.

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

Officer Kennedy also met with 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 of house rules, potential concerns for drug use, and the circle of friends they are keeping.

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

Inspections - Life Safety	36
Inspections - Business	05
Inspections - Sprinkler/Alarm	05
Inspections - Building	76
Inspections - Electrical	91
Inspections - Plumbing/Mechanical	96
Inspections - Blasting	00
Inspections - Health	42
Inspections - School / Daycare	04
Inspections - Oil Burner	02
Inspections - Woodstove/Fireplace	00
Permits Issued - Blasting	01
Permits Issued - Building	31
Permits Issued - Certificate of Occupancy	08
Total for December	397

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
9,883

Phone Calls
6,931

911 calls received
348

Assisted people in the lobby
309

Police Alarms Received
88

Police Alarms Cancelled prior to arrival
18

February was a very challenging month for the Parking Bureau due to the frequent snow storms. Once the Community Service trucks have completed clearing the roads, the Parking Bureau employees begin to cut lanes from the parking spaces to the sidewalks each time.

During the month of February 2017, the Dover Police Department responded to 2,013 incidents throughout the city. Police officers made a total of 782 motor vehicle stops during which they issued a warning or a summons.

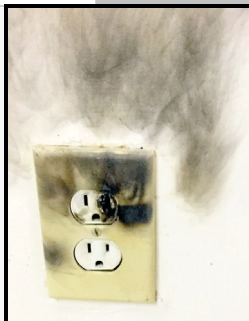
In February, Officer Matt Brown and K9 Barco assisted patrol officers in attempting to locate a missing subject with significant mental health issues. The subject was subsequently located.

Members of the Accident Reconstruction Team investigated a collision between a bicyclist and motor vehicle that occurred on February 2, 2017 on Littleworth Road.

The Facilities, Grounds and Cemeteries handled 9 service calls and 124 work orders in the month of February. In Pine Hill Cemetery, employees attended 3 full burials.

Also in February, the benefits of the integration of Inspection Services years ago into Fire and Rescue were illustrated during a small fire event in one of Dover's longtime staple businesses. During the early evening dinner sales time on Saturday, February 4th - Fire and Rescue was called to Dustin's Market when the cord and outlet used to power a floor drying fan experienced a short circuit which ignited those items, with the fire spreading to boxes containing food items on a nearby table. While a quick thinking employee called Fire and Rescue, another employee grabbed one of the code required fire extinguishers that Inspection Services also reviews for serviceability during the annual health inspection and fire inspections, and extinguished the fire before it could spread to other items in the store, as our fire apparatus arrived. This limited the damage as you see in the photos below, to a degree far smaller than it could have been. (Pictures below.)

Unfortunately, because the fire extinguisher powder traveled in the air throughout much of the store, much of the uncovered food items had to be thrown out. The Health Inspector was called to the scene by the fire crews, who then provided guidance to the management of Dustin's Market on the cleanup process. The Health Inspector also made himself available after hours on Sunday to inspect the cleanup, which allowed Dustin's to resume business with very little lost time or service interruption. This event shows the value of the State Fire Code, which mandates safety items like fire extinguishers, in businesses. It also illustrates the integration benefits of Inspection Services into Fire and Rescue with Inspection Services who through the inspection processes, verify the serviceability of code required safety items. This piece is then followed ultimately by the emergency response component, including quick access to inspection staff through established systems, who will make themselves available after hours for the benefit of Dover's citizens and property owners. All in all, a close call with a good outcome due to this system of community risk reduction practices.



During the month of February 2017, eight registered sex offenders were processed by the Dover Police Department's Special Investigations Bureau (SIB). 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.

Throughout February 2017 Special Investigations Bureau and Crime Scene Unit personnel assisted the New Hampshire State Police's Major Crime Unit with the investigation of a double homicide in Farmington, New Hampshire. The NHSP Major Crimes Unit ultimately arrested a Dover man for that crime.

In February 2017, SIB detectives conducted follow-up investigation into an assault that occurred during the late night hours in the downtown area. As a result of the investigation, a Barrington man was arrested and charged with Second Degree Assault, which is a felony.

In February 2017, SIB detectives conducted follow-up investigation into an incident that occurred at the 7th Circuit Court in Dover. As a result of the investigation, a Rochester man was charged with Endangering the Welfare of a Child.

SIB detectives investigated a motor vehicle crash involving a car and bicycle on Littleworth Road that left a Dover man seriously injured.

In February 2017, SIB detectives were assisting workers from the Department of Children Youth and Families on a welfare check in Dover. During this check, detectives arrested a Lee man for violating a restraining order.

Detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover, they assisted the DPD's Community Response and Enforcement Unit with multiple operations in Dover and they investigated three untimely deaths in Dover. Detectives also conducted a background investigation on an applicant for a Parking Enforcement Officer position during the month.

Total of Animal Calls for Service: 37

Police handled 16
Dispatch handled 07
Animal Control Officer handled 14

Breakdown for Officers	
Welfare Checks	04
Found Animals	03
Loose Animals	04
Dog Bite	01
Injured Animals	03
Deceased Animal	01
Breakdown for Dispatch	
Lost Animals	04
Found Animals	03
Breakdown for ACO	
Welfare Check	05
Loose Animals	04
Found Animals	04
Dog Waste Complaint	01



Stray cat after being warmed up!

The ACO received 23 voicemail messages in which she returned those calls. She also followed up on two reports originally handled by police officers.

The ACO responded to a call on February 14th regarding a cat that had fallen into the icy waters of the Cocheco River in the area behind Blue Latitudes. The cat was approximately 25 feet down huddled on a rock. The temperature on this date was approximately 32 degrees with a falling temperature to 10 degrees for the evening hours.

The ACO contacted the fire department for assistance but that rescue attempt was unsuccessful.

Ultimately, the cat was rescued by a good Samaritan. The ACO took the cat to Central Park Vet Clinic in Somersworth where he was treated for hypothermia. If the cat had not been found, he would have died. (picture left)

The ACO received a call from a distressed woman who asked for help in getting her sick dog up some stairs to get him to a vet.

The caller stated that she had called a number of people but nobody could help her. ACO Ladisheff arrived at the home, but unfortunately, her 9 year old dog, Rocco, had passed away. Seeing as the dog was a 130 lb. Rottweiler, the ACO requested help from the fire department to move the dog for the 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:	146
Priority 2:	76
Priority 3:	411
Priority 4:	598
Priority 5:	782

The Dover Police Department responded to **88%** of emergency calls in less than 6 minutes.

During the month of February, the library executed 27 U.S. passports as a new Passport Acceptance Facility.

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

12,639 people visited the library during February, an average of 506 per day (open 25 days).

In preparation for snow/ice events crews mixed approximately 4,800 gallons of brine. This solution is made out of water and solar salt which is prepared prior to storm events. Brine can be applied to roadways up to seven days in advance of inclement weather. This application helps keep roads ice free for a longer period of time prior to plowing. Crews have also been working on outfitting an additional truck with a brine tank to increase the street miles they are able to cover prior to a storm.

Facilities & Grounds employees participated in sanding, salting and snow removal operations. This took a considerable number of work days due to the volume of snowfall experienced in February. Traffic boxes had to be cleared for access, pedestrian crossing buttons throughout the City needed to have access to them cleared and one ped button needed replacement. Due to a motor vehicles accident, a generator was deployed to run the Central and Washington Street intersection for the overnight. Eleven work orders pertaining to traffic signals were addressed, with some addressing the access to the ped buttons, others regarding the signals being on flash throughout the storms. Some high winds brought calls for broken tree limbs to be removed.

February library circulation totaled 22,545. This included 11,751 adult; 8,219 children's, 1,813 audiobooks & eBooks downloaded, and 762 Hoopla media items downloaded.

122 new library patrons registered this month! Total active cardholders is 16,637. Twelve of these new patrons were non-resident Dover workers or students which brings the total in that category to 208.

Museum passes which are provided by the library were borrowed 113 times.

A total of 50 free programs were offered at the Dover Public Library in February! 1,130 people attended these free programs.

The circulation desks filled 1,257 patron hold requests.

43 new patrons registered for downloadable audiobooks/ eBooks, totalling 4,481, and 43 registered for Hoopla for a total of 820.

Internet and PC uses by the public totaled 1,074 on library workstations, plus 2,937 via Wi-Fi, plus 73 Chromebook loans. Early Literacy Station was used 282 times by children. Average Internet use per day was 160.

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.*

Officer Kennedy met with a parent who was concerned for her safety due to her juvenile son's increased violent behavior at home. Officer Kennedy had a lengthy conversation with the parent and provided several options to improve her safety at home.

Officer Kennedy had also met with a female juvenile student who had questions about her current living situation with her parents as they wanted to relocate to another state.

After each storm, public works crews carefully remove all salt/sand from the spreaders and power wash each truck.

Crews also continue to replace or repair resident mailboxes hit by plows or pushed up snow during winter events.

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.

Program and facility usage and attendance at all of the Recreation facilities, McConnell Center, Dover Indoor Pool and the Dover Ice Arena are at seasonal highs this month with most programs running at full capacity.

The Arena ran the Bay State Girls Hockey Tournament this month which had 550 participants who came and stayed in area hotels for the weekend making a significant impact on the area economy.

During the month of February, crews repaired 333 potholes by applying 13.95 tons of hot asphalt and approximately 15 tons of cold patch on various areas throughout the city.

Crews received 971.3 tons of salt and utilizing a loader mixed approximately one third of this material with sand to prepare for inclement weather.

Crews attended to 6 snow events plowing approximately 39.5 inches of snow working 2,582.9 over time hours. Crews also worked 5 snow pickups removing snow from the downtown area, up as far as Pine Hill Cemetery and out towards Washington Street around the Post Office. Crews worked 318 overtime hours removing snow during February.

2

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



Marek Bennett leads a group of Teen Center kids during a comic book workshop over February Vacation as part of the Dover Teen Center's Arts in Action program.

Product & Process Outcomes

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. This program continues to be a success and is mutually beneficial to the students and the police department.

Officer Kennedy met with officials from the Career Technical Center (CTC) to discuss and plan the curriculum for the upcoming Junior Citizens Police Academy. Officer Kennedy presented the school officials with the materials and the school will help Officer Kennedy recruit for the program.

During the month of January, Officer Pieniazek began a 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. This program allows students time to have time to get to know Officer Pieniazek in a small setting. During the month of February, 23 students took part in this program.

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 197 volumes to other libraries and borrowed 81 from other libraries for Dover patrons.

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 February, Officer Pieniazek made 1 such telephone call.

Planning and Community Development staff testified before the NH Senate Transportation Committee relative to SB134 which seeks to allow NHDOT to provide all electronic toll facilities on the Spaulding Turnpike, on February 14th.

It Is All About Service

Program highlights at the Teen Center this month included the following:

Movie Afternoon – "Secret Life of Pets" (2/3)
Snack Special – "Hot Chocolate Bar w/Toppings & Flavors" (2/8)
Tournament – "9-Ball Billiards" (2/4)
Arts & Crafts Day – "Valentine's Crafts" (2/13)
Trip! – "UNH Men's Basketball Game (2/15)
Snack Special – "Pancake Mania" (2/16)
Classic Program – "Mega Bingo" (2/17)
Challenge – "Jenga Tournament" (2/21)
Trip! – "UNH Women's Basketball Game" (2/23)

February vacation week at the Teen Center consisted of the following offerings:

Movie Fun Day
Funsport Arcade Trip
Comic Book Workshop
Fox Run Mall Trip
TC Fun Day

There were 4 new Teen Center registrations in February.

The Community Service program continued to track two active participants during the month of February 2017. A total of 4 community service hours were completed during the month. None of the participants finished his/her assigned hours.

As of the end of the month, there were a total of 5 active Diversion cases handled by the Diversion Committee.

- ◆ 5 cases already in active Diversion Contracts
- ◆ 0 successful completion and release
- ◆ 0 new cases heard during the month
- ◆ 2 cases awaiting the next meeting.

At their February meeting, the Parking Commission voted to support the request by Arts Commission to move the dedication plaque in the parking garage to accommodate the mural project they are doing with the children at the Dover Housing Authority. They also continued the discussions on cost sharing with the Recreation Department on the metering of the Indoor Pool parking lot.

The Parking Commission also supported the leasing of the parking lot behind Oriental Delight during the period that the Central Avenue bridge repairs are being conducted. The lot will be a continuation of the on-street parking regulations using the meter that is at the entrance.

On Friday, February 17, 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 Indian Brook Drive, Central Avenue and Oak Street, and Portland Avenue.

Emergency Management activities in February focused on working toward lining up all pieces of the McConnell Center Emergency Power Generator project mentioned in January's report, and the monitoring of four storms, with two that had large snowfalls. As initially reported in January, work continued in February on a possible partnership between the Wentworth Douglass Hospital and Fire and Rescue on a community paramedicine initiative. Wentworth Douglass Hospital employee Angela McCann, who is one of the hospital team members tasked with determining the feasibility of the program from the hospital point of view, rode with Fire and Rescue one day and on a number of emergency calls for service, to get an idea of our capabilities and quality of our staff. The quality and capabilities of Dover Fire and Rescue withstood the test and the feasibility study continues. It is unknown as of yet if the funding issues can be worked out within our current healthcare system or if any changes by the newly elected Republican government to that system, would eliminate the benefits of a community paramedicine program. Look for future updates on this subject in the months to come. Sgt. Speidel performed a total of 7 child passenger seat inspections during the month of February. 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 February 15 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 performed 30 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of February, 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 4 DWI arrests during the month of February. During the month, the Dover Police Department Traffic and Patrol Bureaus continued a series of targeted patrols to address school bus violations throughout the City, with particular focus on high-volume roadways and problematic locations identified by First Student administrators. Dover officers patrol in both marked and unmarked cruisers to monitor various bus routes and enforcement violations.  A Dover Police cruiser monitors the Woodman Park School D18 bus route on Littleworth Road.	The Dover Toy Bank moved from the Old Robbins Building on Washington Street to the Chinburg Mills property at 383 Central Avenue. As plans develop to revitalize the old Robbins property, the generous donation by Stan Robbins of free space had to end. A big thank you goes out to Stan Robbins for that incredible support! Santa's Elves were fortunate to find another generous benefactor... Eric Chinburg, who is allowing the elves to set up shop in the Cohecho Falls Millworks. Thank you Chinburg Properties for providing this much needed toy bank aid! The elves got together after a retiree breakfast at the North End Fire Station on February 5th, packed all of the workshop toys being stored for the next Christmas season, and moved the entire workshop to its new home. Sgt. Speidel attended construction conferences during the month of February, including the Saint Charles Church demolition site to devise a traffic control plan, and the Whittier Street bridge construction site to discuss pre-blast procedures, and the Central Avenue bridge project, to discuss traffic and parking impacts. The Assistant City Manager continues to advise the JBC/SAU on planning and traffic related issues. In addition to the High School project, planning staff has been working with Legal, Recreation and SAU staff to review opportunities at Garrison Elementary. In January, staff communicated with and met with staff from DRED to review the limitations in place on the site, due to the use of Land Water Conservation Fund in the 1970s. The Energy Commission continued work on an updated Energy Report (the first since 2008). They continue to formulate a plan to use the EPA's Energy Star Portfolio Manager to assess energy use/efficiency in City buildings.	Planning and Community Development staff continued to assist the Cohecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. No CWDAC meeting was held in February. Staff worked with Severino Trucking to develop a scope of services for the bluff excavation. Staff solicited quotes from qualified consultants to prepare an archaeological assessment of the site as part of permitting requirements. A change order for the phase 2 contract was discussed with Union Studio. The Park subcommittee of the Cohecho Waterfront Development Committee, 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. The Site Plan for the project will be reviewed by the Planning Board in March with a closing expected before the end of the fiscal year. The Henry Law Park Improvement project is on track with construction ongoing with a June 2017 projected completion date. Site work has halted for the winter but planning is underway for the final construction steps. The Recreation Director met with the Dover Rotary Club to present an opportunity to support the Henry Law Park Improvement Project. Follow up meetings are scheduled for March.
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Toward the end of February, demolition of the St. Charles Church resumed which had been halted in January by Inspection Services after part of the rear wall of the church fell in an unplanned way onto an abutter's garage. The revised plan coordinated between Inspection Services, Fire and Rescue, and the Police Department, included the shift to using this high overhead crane to take manageable bites of the building versus pushing walls over which is the more traditional method demolition.



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



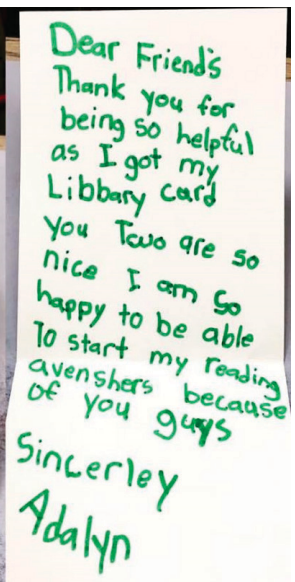
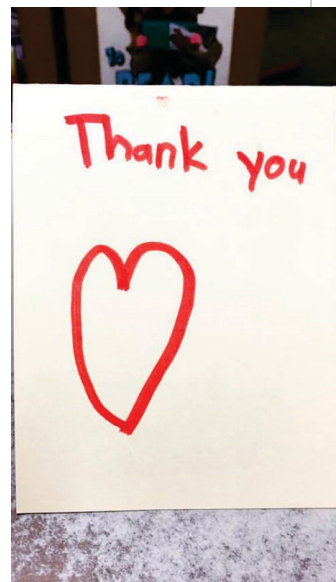
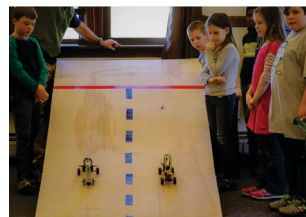
The ballet program at the library.

Basketball for grades K-4 wrapped up on 2/25/2017. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week. Games ended for this league with a day of playoffs at DHS on 2/11/17. All-star teams were formed for both girls and boys. The girls and boys competed in the Rollinsford/Somersworth "Frosty" Tournament and the Farmington 500 tournament over February vacation.

These teams will compete in local tournaments during March as well including Deerfield, Rochester and Marshwood. The 7th & 8th grade basketball teams finished out their seasons. Recreation's High School boys teams entered the second half of their schedules, and will wrap up with playoffs in March. All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March.

"Be the reason someone smiles today."

Attendance at 50 February library programs: 12 story times 216; craft session 112; 7 movies 78; 4 Lego Saturdays 142; Langdon Place visit 4; Game Night 23; Book-A-Librarian appointments 4; 2 Music with benji 114; 3 coloring programs 7; 5 Technology classes 18; 2 Book groups 24; Paws to Read 11; Library tour/tutorial 12; Passports 27; Elephant & Piggy party 86; K'Nex program 12; Ballet program 31; Soil health 23; Reiki author 24; Mentalist 46; Fish & Game dog program 60; Friends program 56 = 1,130. (see pictures below)



Recreation has begun the process of field scheduling for spring sports. We had the first day of Spring Sports sign-ups on Saturday, February 11th. The last week of Spring Sports Sign-ups will be the week of March 6th at the McConnell Center. Many leagues now utilize on-line registrations. Badminton continued on Friday nights in February. February vacation saw an increase in youth open gym times.

The Information Technology Division has configured credit card reader machines for the Recreation Department. Seven reader machines will be deployed.

The IT Division obtained mile marker and bridge information from NH DOT and has incorporated the information into a GIS map for the Fire Department, Public Eye.

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.

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

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.

The removal of excess wiring from the ground floor of City Hall, where the customer service center will be created, was completed in February. The abatement resumed on February 27th. Once the abatement is completed, wiring in the other part of the ground floor will be removed. Planning and Community Development Staff also met with vendors regarding the HVAC and LED lighting, as well as the general contractor and architect. Staff is expecting HVAC drawings the first week of March for City Hall. Then the General Contractor will go out to bid for sub-consultants and get the City a guaranteed maximum price to go to Council in late March. Colors for walls, material for floors and ceiling panel grids were all reviewed.

Community Development Planner Carpenter began environmental reviews that are required for certain CDBG funded activities. This work will reduce the time delay between the approval the Council granted for the Action Plan February 22nd, and the implementation of the activities in the plan, as of July 1, 2017.

Assistant Planner Piekut, Community Development Planner Carpenter, and Asset Management Administrator Kathleen Meyers met regarding data management for Geographic Information Systems data received from recent Master Planning consultants.

At the Dover Indoor Pool, high school swimming came to an end in the middle of February. All of the teams represented their schools with pride and we are extremely proud of all of the teams and their performances! With High School Swimming coming to an end afternoon rec swim has opened back up to the public.

Adult Lap Swim has seen a range of 75-100 people a day, depending on the day of the week and the weather.

Hydrofitness continues to draw in a great crowd with as many as 15-20 patrons at each class.

Great Bay Masters has as many as 35 swimmers at the the busy practices and the program is running very well. Winter swim lessons are ongoing, Seacoast Swimming continues to use the pool and will continue through mid-March.

Pool Rentals have been heavy this month with 4 parties using the facility during the weekends.

In February, the Zoning Administrator addressed new and ongoing enforcement issues regarding signs, setbacks, junkyards, wetlands violations, and an illegal road, reviewed permits for signs (permanent, temporary, and community), accessory dwelling units, and customary home occupations, and responded to various inquiries into land use and dimensional regulations.

Planning and Community Services staff met with staff from Strafford Regional Planning Commission regarding Dover's projects in the NH Department of Transportation's 10 year plan as well as Dover's projects in the regional Comprehensive Economic Development Strategy.

Assistant Planners Benton and Piekut continued their review of the Restricted Industrial (I-1) Zoning District and potential rezoning scenarios and presented a recommendation to the Planning Board in February. The Planning Board then tabled the item so that a workshop on the subject could be scheduled.

All planners reviewed potential amendments to the Rural Restricted Industrial (I-2) Zoning District and presented a recommendation to the Planning Board in February. The Planning Board then tabled the item so that a workshop on the subject could be scheduled.

City Planner Bird attended a meeting, along with other City staff, on February 15th at the Public Library to discuss the new MS-4 requirements with representatives of the EPA.

February is another busy month at the Dover Ice Arena. This is the last month for most of the high school teams and other hockey league events at the arena. Most Wednesdays and Saturdays are filled with high school hockey games and some Saturdays the arena host 5 high school hockey games. As time permits, around the hockey games, the arena holds usual recreational skates and stick practices which continue to be busy. The highlight of the month is the New England Bay State girl's hockey tournament. This hockey tournament was full once again with 32 girls hockey teams from all over New England participating, one of the largest events in Dover. Over 550 girls were in town with their families for three days, not only playing hockey, but also enjoying the Dover community. There were two birthday parties hosted at the arena this month.

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. February's snow made things a bit difficult but seniors are looking forward to spring. The Senior Center celebrated Valentine's Day with a dinner date for 25 at Granite Steak and Grill and a performance by the Whatever Four Barbershop Quartet.

Planning Board:

Technical Review Committee:

- Approved a minor lot line adjustment between Gulf Road, 2A & 8 County Club Estates Drive
- Accepted and tabled a Site Plan Review and two Conditional Use Permits for a mixed use project on Central and Glenwood
- Adopted the 2016 Stewardship of Resources Chapter of the Master Plan

2nd meeting:

- Approved a Conditional Use Permit and Site Plan for Summit Land Development located at Pointe Place for a new memory care facility
- Approved a subdivision for Summit Land on Pointe Place, creating one new lot
- Discussed and tabled bylaw changes
- Discussed and tabled possible amendments to the I-1 and I-2 Districts

Community Trail:

- Met and discussed the TAP application and progress made on the current extension of the trail. It also discussed creating a video advertising the trail, adopt-a-spot program, and Phase IV of the trail expansion.

- Site Review for Changing Places, LLC, Assessor's Map 6, Lot 54-A, zoned CBD, located at Third Street. (Proposal is for a 32,534 s.f. mixed use development with a total of 75 parking spaces within the 27,984 sq. ft. paved area.) (P17-02)
- Site Review for Changing Places, LLC, Assessor's Map 30, Lot 19, zoned I-1, located at 44 Maple Street. (Proposal is to construct 15,360 s.f. and 5,400 s.f. multi-family residential buildings with 12 units total with 20 parking spaces within the 10,685 s.f. paved area.) (P17-03)
- Site Review for 6 Grove Street Residences, LLC, Assessor's Map 31, Lot 14, zoned CBD (Transit Oriented Overlay), located at 6 Grove Street. (Proposal is to develop a 9,060.51 s.f. mixed use building with commercial space on the 1st floor and a total of 36 residential units on the 2nd – 5th floors with 44 parking spaces within the 13,806.70 s.f. paved area.) [Previously heard on December 15, 2016]. (P16-31)

2nd meeting:

- Site Review for Summit Land Development (Owner: Varney Brook Lands, LLC), Assessor's Map K, Lot 19-6, zoned ETP (RCM Overlay District), located at Pointe Place. (Proposal is for a 38,800 s.f. new memory care residential

- development with a total of 55 parking spaces within the 40,140 sq. ft. paved area.) (P17-05)
- Site Review for Joseph Allis, Assessor's Map 23, Lot 11, zoned CBD, located at 111A Main Street. (Proposal is to develop a 4,800 s.f. mixed use building with 3 commercial space units on the 1st floor and 6 total residential units amongst the 2nd – 4th floors with 44 parking spaces within the 10,347 s.f. paved area.) (P17-07)

3rd meeting:

- Site Review for Joseph Allis, Assessor's Map 23, Lot 11, zoned CBD, located at 111A Main Street. (Proposal is to develop a 4,800 s.f. mixed use building with 3 commercial space units on the 1st floor and 6 total residential units amongst the 2nd – 4th floors with 44 parking spaces within the 10,347 s.f. paved area.) (P17-07)

4th meeting:

- Site Review for Cocheco Valley Humane Society (Owner: Strafford County c/o City of Dover), Assessor's Map B, Lot 20, zoned R-40, located at 259 County Farm Road. (Proposal is to develop an 11,000 s.f. Animal Shelter/Services with 32 parking spaces within the 22,671 s.f. paved area.) (P17-13)

5th meeting:

- Amendment to a previously approved Site Plan for R&P Singh LLC, (Owner: Aranosian Oil Co., Inc.), Assessor's Map 15, Lot 71, zoned B-5, located at 52 Central Avenue. (Proposal is to add a drive-thru service window). (P08-09A)
- Site Review for Changing Places, LLC, Assessor's Map 24, Lots 98, 99, 100, zoned CBD, located at 15, 19, & 21 Mechanic Street. (Proposal is to develop a mixed use commercial/residential /flex space building with a 26,805 s.f. total building area and 24 parking spaces within the 7,267 s.f. paved area.) (P17-11)
- Site Review for Craig Jewett & Bradford Dawn Real Estate, LLC, Assessor's Map D, Lot 16F, zoned B-4, located at 383 Sixth Street. (Proposal is to develop a 6,000 s.f. Children's Day Care Facility with 37 parking spaces within the 14,500 s.f. paved area.) (P15-12A)

Conservation Commission: - Endorsed a CUP application for Summit Land Development on Pointe Place for a wetland buffer impact - Endorsed a NHDES Wetlands Permit for Samuel and Jane Pollard at 33B Boston Harbor Road for a new dock and replacement of a timber retaining wall - Endorsed a NHDES Wetlands Application and two CUP applications for Okad of Dover, LLC at Central Avenue and Glenwood Avenue for impacts to wetlands, wetland buffers and impervious cover - Recommended approval of a request from NH Fish & Game to treat invasive species on city parcel Open Lands Committee: - City Planner Bird attended a meeting of the Open Lands Committee on February 16th to provide support to the committee, including discussions about easement monitoring and a pending conservation easement project. - City Planner Bird assisted in organizing and attended the snowshoe walk along the Community Trail on February 11th - Assisted the City Attorney with the preparations for holding the closing on February 16th for the Stern/Forbes conservation easements.	<u>Did Not meet:</u> Zoning Board Housing Standards Board Energy Commission Downtown Dover TIF Advisory Board Heritage Commission Transportation Advisory Commission	The lease of the Butler Building on River St. has allowed access to the Cocheco River for Great Bay Rowing and the UNH Crew Program. This month the Great Bay Rowing programs had a great deal of activity in the building with youth and adult training on the schedule. The CWDAC Board is working with the architectural firm Urban Studios, to finalize the dock plans and has submitted the permit applications for the docks and site work. The Dock permit application is on track to be hopefully approved by the spring. The Garrison Hill Sledding and Snowboard area has been very busy in the month of February with several substantial snow storms to build up the base. Warmer weather at the end of the month did impact the conditions however.	The weather this month with several significant snow storms hitting the area, created a challenge to keep all of the facilities open for the normal schedule of events. Recreation staff worked very hard along with the Community Services Department to keep the parking lots and walkways clear for the majority of the storm events. There was one day of shutdown for all facilities but the remainder of the month we operated at the capacities dictated by our schedules to accommodate our patrons. At the Jenny Thompson Outdoor Pool, debris was removed from the four filters and the sand for the filters was screened, as it is every winter. A pump and motor were replaced for the filters as well. While it is early yet, it is nice to be thinking about swimming rather than shoveling.
	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>		
	The topic of the month is lights. Street lights, lights in buildings, lights on buildings, in parking lots, décor lights, all of which needed attention. Another round of the daily survey of street lights throughout the City was begun, resulting in 4 outages reported by citizens and 11 more reported by employees to Eversource. One high light was repaired by employees. A décor light pole that rusted at the base on Central Ave was replaced	and seven other décor lights were repaired or bulbs were replaced. The floodlights on the crossing at Back River Rd and Garrison Rd were replaced. The wiring was also inspected while there with the bucket truck. Many lights were replaced in various municipal buildings and some are ongoing.	

3

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

Leadership & Governance Outcomes

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.

Fire and Rescue assisted Wentworth Douglass Hospital with a babysitting class, with discussions on safety, injury management, and calling 911.

On February 23, 2017, the Coalition and Police Department supported SOS Recovery Community Organization with a public information session by hosting it at the Police Department. The event provided an overview of what the organization is and the services that would be offered at a Dover location scheduled to open in early April. Community members were given the opportunity to ask questions about the new center. On February 15, 2017, Vicki Hebert 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 is 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 will also be shared to better help staff care for their patients.

The Coalition is working with ONE Voice for Stafford County to plan the 2017 Stafford County Addiction Summit. The day-long training will take place at Wentworth-Douglass Hospital on Friday April 7th and provide individuals with information on the opioid epidemic and how they can play a role in impacting the problem.

On February 8th the Partnership for a Drug Free NH launched the Speak Up NH Campaign. The campaign is designed to help people recognize, accept and speak up that addiction is a medical disease and is treatable, removing the

stigma that prevents so many from getting help. Vicki attended the campaign launch at the statehouse and has helped shared the campaign materials at various community events.



Vicki Hebert (3rd from right) stands with Gov. Sununu and members of the Partnership for a Drug-Free NH Board of Directors after the Speak Up NH Campaign launch.



Pictured above, on February 22nd, Dover Youth to Youth students presented *Samantha Skunk Loves her Os* to the entire Garrison School 2nd grade. Almost 100 students received this presentation about the importance of lung health, exercise and not smoking anything.

The **TRUTH About Tobacco** program was provided to the entire Horne Street School 4th grade during February. Each of the 5 classrooms received a one-hour presentation on tobacco advertising and the consequences tobacco use. These classes were taught by Youth to Youth during the week of February 20th.



Two members of Y2Y speaking about smoking before a classroom of 4th graders at Horne Street School.

During the month of February, Officer Plummer spoke with the Somersworth Police Department administration about a neighborhood watch program. Officer Plummer was able to supply Somersworth PD with booklets and handouts explaining what a neighborhood watch program is and how it works.

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

With February being a more traditional stormy month than some others recently, Fire and Rescue with coordination of city media staff, communicated several safety messages through the Dover download and other social media avenues. One of the most important messages communicated was asking citizens who are physically able, to adopt the closest hydrant to their home or business and see that it gets shoveled immediately after the storm. Though Fire and Rescue and Community Service staff members always go out after major storms to clear hydrants, with hundreds and hundreds throughout the community, it is a days long, labor-intensive process that sets other priorities on the back burner. City media staff also played repeatedly on DoverNet TV, the recently redone adopt-a-hydrant Public Safety announcement. The photos below taken at one of Dover's apartment complexes after one of February's storms, illustrate the challenges faced by Fire and Rescue crews with narrowed streets due to snow banks, and how hydrants get buried and must be uncovered. For those unfamiliar with how fire attack operations occur, each fire engine has some amount of water - generally, between 500 gallons and 1000 gallons. On arrival at a fire, crews will start applying water using the water in the fire engine tanks while another crew locates the nearest hydrant and connects supply hoses between it and the fire engine. The idea is that water flow from a hydrant is established before the water tank in the fire engine runs out, which occurs somewhere within 2 to 5 minutes of first water flow depending on the amount of water flow needed and the tank size on the first arriving fire engine. On a normal day without snow, the timeline to do this is very tight. Add in the snow and buried hydrants, the already dangerous job of firefighting becomes even more dangerous.



Over the last year and mentioned in previous reports, the new tablet application called Public Eye which merges GIS mapping information with dispatch information, has become part of Fire and Rescue's response system. Hydrant location information has been loaded into the system and on the screen of the tablet during the emergency response, crews can see where the closest hydrants in relation to the emergency are and in the case of winter operations – where their vehicle is in relation to where the hydrant is buried in the snow. This makes the search for hydrants when a fire is occurring, when they are completely buried in snowbanks, much faster. The picture above was taken by the firefighter whose legs are visible, with the tablet from Engine 9.

On February 23 and 24, 2017, Officer Pieniazek taught lessons to a total of four seventh grade classrooms on accident reconstruction. The class provided an overview of what the police department's accident reconstruction team does including how the team members use math to calculate speeds. The students were then provided problems to work on. The purpose of the presentation was to have an interesting class for students, and to provide them real world applications to some of the math concepts they are learning in school.

On February 10, 2017, Detective Matthew Travaglini provided safety training to staff at the Strafford County Superior Court.

On February 20, 2017, Detective Matthew Travaglini provided safety training to staff at Garrison City Child Care.

On February 28, 2017, Det. Edward Pike participated in a panel discussion on crime victims for a Criminal Law class at the University of New England in Biddeford, Maine.

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 library has 3,255 subscribers to its two monthly e-newsletters.

Library staff posted 144 items to its various social media platforms in February. Staff also wrote eight press releases and distributed them to news/media outlets.

The library has 2,164 Facebook followers, 1323 Pinterest followers, 962 Instagram followers, and 828 Twitter followers.

Seven library staff members toured My Friend's Place facilities and also spoke with director Susan Ford about what services the library provides that occupants could use and what the library might look at adding in the future to help that population.

The Community Development Planner prepared an alternative funding formula for the CDBG Action Plan in order to account for changes in the anticipated HUD grant award and responded to questions about the Action Plan at a City Council Public Hearing.

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 February 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 sense of being part of the community together. Officer Caproni and Murch can get a real sense of the community's needs and concerns 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 around and that is not only from children or horse lovers.

The Mounted Unit coordinated with Animal Control Officer Ladisheff on an investigation concerning a residence along the community trail. The community trail is one of the patrol areas that the mounted unit is responsible for. The mounted officers attempt to be involved in any issues or concerns that residents along the trail have and attempt to quickly resolve the issues to help promote a positive image of the Dover Community Trail. Officer Caproni also attends monthly meetings involving the Community Trail board and citizens in which he acts as a liaison for the police department.

The Mounted Unit spent February meeting hundreds and hundreds of families from all over New England during February vacation weeks. People travel from all over to visit the Children's Museum. The horses and officers make daily stops to the museum which draws people outside to meet CJ and Rasa. This year was even busier for the Mounted Unit because of the mild weather during those weeks. The Unit recently received a new order of TRADING CARDS which were purchase from local business MG Print and Promotions. These cards are a huge hit with kids and adults. A nice leave behind from their time spent getting to know the officers.

The Officers were given Hannaford gift cards to distribute to individuals in need. The Officers came upon a subject they have known for quite some time and who has always struggled to make ends meet. This individual has battled addiction and has many health related issues. The card will be used to purchase food for this individual.



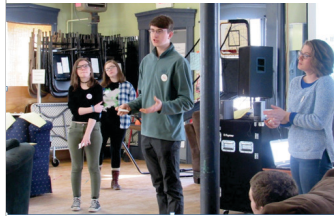
The Mounted Unit hosted a paddock ride during the month. The police department donates paddock rides throughout the year to different fundraisers. This particular paddock ride winner came all the way from Massachusetts to claim his winnings. Alex was 11-years-old (picture below) and has taken riding lessons in the past. He never had the chance to ride a horse as big as CJ until then. Alex and CJ became fast friends and enjoyed their time spent together. Alex went home happy with a bunch of pictures, memories and a Dover Mounted Patrol T-shirt.



"You must be the change you wish to see in the world."

- Mahatma Ghandi

Pictured below, a group of eight Youth to Youth students traveled to the Cooperative Middle School in Stratham to present two sessions – one to the 6th grade and one to the entire 7th grade. The middle school there is starting a Youth to Youth program and they are using the Dover students to demonstrate how the program operates and show them what a Youth 2 Youth group can accomplish.



On February 10 and 11th, a team of Dover Y2Y students traveled to Burlington, VT and conducted 2 days of training for their youth advocates (pictured above). Training topics included Presentation Skills, Working with the Press, and teaching their students to perform Dover Y2Y's alcohol presentation called "Eight Things".

On February 14th four members from Dover Youth 2 Youth provided a webinar (pictured below) on using Counter-Advertising to counter the messages and advertising of the alcohol industry. Ten locations from around the country tuned into the presentation, including prevention organizations in Texas, Colorado, NY, Wyoming, Ohio and Vermont.



Also this month, members of Youth to Youth testified on pending marijuana legislation in the NH House of Representatives. Three members of Y2Y along with 10 other high school students from Epping and Somersworth went to the State House where the Y2Y members testified against HB 656, which if passed would legalize marijuana in NH.



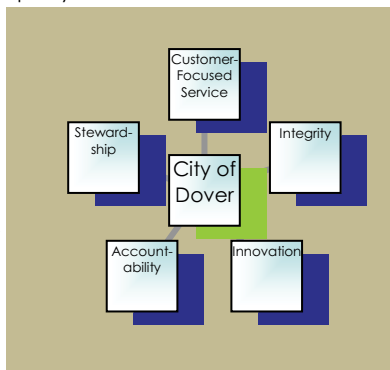
WBYY recently assisted Dover Youth to Youth in recording 4 radio PSAs during the MLK Day of Action. Two spots were related to opioid addiction resources and two related to E-cigarette use and consequences. These 4 PSAs were played extensively in February on WBYY and WTSN, including a purchased set of plays.

Officer Pieniazek coordinated and ran the PACT culmination event. At this event, the families of those who completed the program were invited for refreshments. Additionally, they received sweatshirts, t-shirts and their child's drug free ID.

On February 4th, Officer Pieniazek worked at the Dover Ice Arena for, "Rock Night." Many DMS students attend, allowing Officer Pieniazek another opportunity to get to know the students.

On February 15th, Officer Pieniazek attended a meeting with Officer Kennedy, police department staff and a representative from New Hampshire Listens. The intent of the meeting was to discuss the roles and responsibilities of School Resource Officers and a public forum.

Officer Pieniazek helped coordinate an ice cream party. Students who displayed positive behavior throughout the month were awarded tickets by staff, which allowed them an invitation to the party.



The Dover Community Senior Center announced a trip to the Museum of Fine Arts in Boston on Thursday, May 11, 2017.

The trip includes admission to the Museum of Fine Arts; a one-hour, docent-led tour, "Highlights of the Museum of Fine Arts;" and deluxe coach transportation and driver gratuity. The cost of the trip is \$65 per Senior Center member or \$70 for nonmembers. Comfortable shoes are encouraged. The Museum of Fine Arts is one of the most comprehensive art museums in the world, encompassing nearly 500,000 works of art. More than one million visitors each year visit to experience art from ancient Egyptian to contemporary, special exhibitions, and innovative educational programs. The bus will depart at 9 a.m. from the Dover Ice Arena Park & Ride on Portland Avenue, and leave Boston at 5 p.m.

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 February 1, 2017, Sgt. Speidel was invited by the Dover Postmaster to give a presentation with question and answer session on distracted driving and other traffic topics to Dover's rural route carriers, City postal carriers, and mail handlers at the Dover post office.

If you are looking to catch up on various meetings happening in Dover, check them out here:

<https://dovernh.viebit.com/>

In case you haven't seen enough snow, here's time-lapse footage of this week's storm, spanning from the afternoon on Monday, March 13, before the storm started, to this morning, after the blizzard had passed. Community Services crews continue to clear snow from the city's 135 miles of streets and 35 miles of sidewalks.

Other important videos concerning Dover can be seen here:

https://www.facebook.com/pg/cityofdovernh/videos/?ref=page_internal

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 402 Facebook (City of Dover NH Planning) friends and 821 followers on Twitter @DoverNHPlanning.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail, now with 1,409 fans.

The Department of Planning and Community Development mailed out 51 New Homeowner letters. These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

Planning and Community Development staff attended a neighborhood meeting with the abutters to the redevelopment of the corner of Glenwood and Central Avenues.

The Assistant City Manager appeared on a panel discussing the impact of economic development on a community. This panel was before the 2017 class of Leadership Seacoast, a non-profit civic engagement organization.

Planning and Community Development staff continued to update the City website with presentations and reports regarding updates to the Stewardship chapter of the Master Plan, Community Trail, and general demographic information. There are now over 430 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

Financial & Benchmark Outcomes

4

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

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

FY2017 Total Tax Rate: \$26.69

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

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

Dover Business and Industrial Development Authority's (DBIDA) 3 Year budget has been finalized with the Board and submitted to the City Manager. Mid-fiscal year financial assessments on projects has been reviewed and DBIDA is finishing the fiscal year on budget.

Per the DBIDA Director, Future years will necessitate some budget growth over the next 3 years. This is in the process of being closely analyzed and tested.

Memorial donations to the library in February totaled \$245. The Friends of Library paid for program expenses totaling \$575 for speaker fees, plus contributed \$350 for moving expenses for a new (for us) baby grand piano, donated by Tony McManus.

Passport executions are providing a new source of revenue for the library. At \$25 per application, the library received \$675 in revenue during February.

Vestibule sprinkler repairs were completed at the public library in February.

A Harriman structural engineer inspected the attic space at the library for its capacity and strength to hold the weight of the new A/C equipment.

The HVAC system maintenance and automation bids were reviewed this month and the best value for the City was determined to be to continue with the current vendor Siemens Systems.

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

Mid-February, the new ambulance arrived that was purchased for approximately \$200,000 from funding approved in the fiscal year 17 Capital Improvements Plan. It was purchased through Dealer Sugarloaf Vehicles/Specialty Vehicles Inc. out of Wilton, Maine and manufactured by PL Custom located in Manasquan, New Jersey. It is pictured here just after it backed inside the North End Fire Station for the first time, after a team comprised of Deputy Chief Michael "Micky" Drouin, Firefighter, Paramedic Shawn Croteau, and Department Mechanic and retired Fire Captain David Duquette visited the factory in New Jersey for an acceptance inspection. Shown in the photo here is Captain Chris Jacques talking with Dealer Sugarloaf Vehicles owner Ron Morin and his daughter.

It is forecast when this ambulance retires in 8 years, that it will have served 4 years of its life front line and 4 years in reserve. It will have most likely responded to approximately 10,000 calls for service over those 8 years, and it will have driven in the vicinity of



110,000 miles with engine hours equivalent to at least double that from the vehicle's operation time on emergency scenes. The patient care box is also built to a higher standard than Fire and Rescue has purchased in recent years, and can be remounted on a new chassis if the current cab is damaged in a front facing collision. The patient care box was painted to match the Ford factory color. You will notice the paint color is a lighter-brighter red than the bulk of the rest of the fleet of vehicles Fire and Rescue has. Ford now offers only two red

colors on their truck chassis' and this is the darker of the two.

Fire and Rescue didn't see the value in spending an additional \$6000 to repaint the cab, and match the rest of the fleet, so a lighter-brighter red it is!



FISCAL TRANSPARENCY IS ESSENTIAL TO EFFECTIVE GOVERNMENT

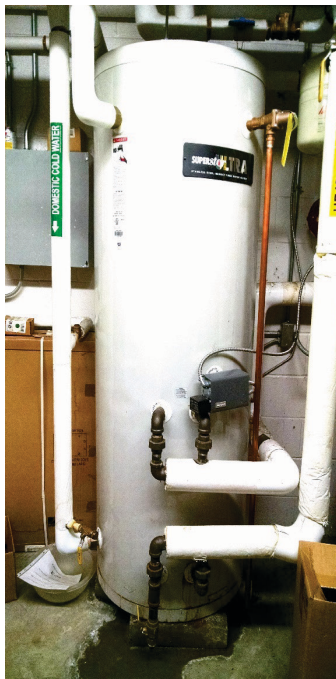
Purchasing Office Bid Solicitations

Department	Bid Number	Bid Date	Description of Bid
Community Services	B17038	02.16.2017	Hot Bituminous Paving (Asphalt) Laid in Place

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

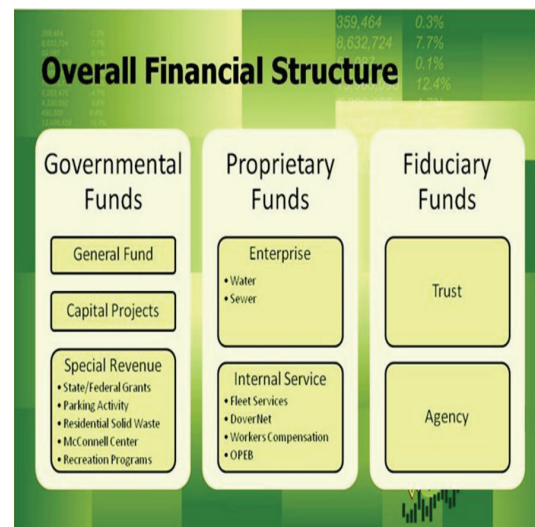
PO Report February 2017				
	PO Date	PO No.	Vendor Name	Amount
DAC	2/6/2017	201706761	IRVING OIL MARKETING, INC.	\$5,001.01
Police	2/6/2017	201706807	CARDCONNECT, LLC.	\$5,154.00
Recreation	2/6/2017	201706805	CCMSI	\$6,019.62
Executive	2/23/2017	201707260	SHEEHAN, PHINNEY, BASS & GREEN	\$6,660.00
Planning	2/1/2017	201706661	HOWARD SYSTEMS, LLC.	\$8,160.00
Community Services Department	2/6/2017	201706826	IRVING OIL MARKETING, INC.	\$9,572.38
Police	2/15/2017	201707066	WAYNE CHALOUXS CUSTOM	\$10,328.91
Planning	2/15/2017	201707070	BRUTON & BERUBE, PLLC	\$11,000.38
Community Services Department	2/1/2017	201706690	NORTHERN N.E. PASSENGER RAIL	\$13,619.00
Community Services Department	2/21/2017	201707151	WOODARD & CURRAN INC.	\$20,000.00
Community Services Department	2/28/2017	201707363	HI-WAY SAFETY SYSTEMS,INC	\$38,610.00
Recreation	2/28/2017	201707306	A YANKEE LINE, INC.	\$38,674.10
City Finance Office	2/22/2017	201707229	HARRIMAN ASSOCIATES	\$49,100.00
Community Services Department	2/28/2017	201707362	HI-WAY SAFETY SYSTEMS,INC	\$61,454.70
Community Services Department	2/15/2017	201707048	WASTEZERO, INC.	\$100,000.00
Planning	2/8/2017	201706930	PAULA P. FORBES	\$142,542.50
Planning	2/8/2017	201706931	BRIAN T. STERN	\$389,332.50
Executive	2/28/2017	201707308	BEULAH M. ELDRIDGE, TRUSTEE &	\$752,000.00

In February, the scheduled replacement of the leaking North End Station's 115 Gallon hot water tank which is indirectly heated from the building's heating boilers, was replaced by Dennis Munson Plumbing and Heating within city bid parameters for \$8640.



The Planning Department received the exciting news that they are one of the recipients of the next round of TAP funds for the application submitted this past fall. The project is proposing to continue the trail from the future trailhead at Route 108 and Rutland Street to the Middle School and High School, paving a new walk way along the school fields into Bellamy Park, then behind the multi-family housing units and terminating this phase at Route 155.

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.



FY 2017

Capital

Improvement

Projects

Street Improvements	Tolend Road Reconstruction	Newington-Dover NHDOT
Last Update: The contractor has begun raising structures in the street. New Update: The contractor will resume paving operations in April.	Last Update: Awaiting final As-builts. New Update: No update	Last Update: A preconstruction meeting was held on September 9th. Mobilization has started. The contractor has begun clearing and grubbing. New Update: The contractor continues to work on the sewer along the Turnpike from the toll booths Southward. The contractor has also installed pipe for temporary water and sewer crossing the turnpike by the DMV and Wentworth Terrace.
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: Whittier Street Bridge – the contractor has removed the bridge and is working on the southern abutment. 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: 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.	New Update: Inside the clearwell at Lowell Avenue, all of the concrete partitions have been completed. Crews have been stripping the forms out and installing piping. Work will begin on the exterior over the next eight months. The new additions and buildings have been constructed at Campbell and Calderwood Wells. Interior work has begun on both buildings.	Last Update: Winter shutdown, New Update: Winter shutdown continued, looking to have project startup on March 15th.

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last 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.	New Update: Plans were put out to bid and a mandatory pre-bid meeting was held on February 28th. Bids are due back on March 14 th .	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: The low-bidder has been identified. We will be seeking Council approval in February/March to move forward with construction. New Update: Council review scheduled for March 8th.
	Leighton Way Pump Station Replacement	Wastewater Treatment Facilities Plan	
	Last Update: Contractor continues to work on interior components including the generator, electrical system, and SCADA. New Update: No Update.	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.

Workforce-Focused Outcomes



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

Approximately three dozen enthusiastic volunteers were recruited to help with the transcription of Dover's historical record books covering the years 1657—1807.



**Employee
Name &
Years of
Service**

Hassen, Caitlyn M	1
Cochran, Matthew P	1
Hawthorne, Beth	2
Roesch, Benjamin E	2
Couch, Gordon C	2
McCassey, Holly S	3
Landry, Brian D	3
Hunter, Karen N	4
Crowley, Lisa B	4
Barufaldi, Daniel J	8
Letendre, Ronald A	10
Lilyestrom, Benjamin D	11
Turner, Gregory A	11
Hudick, Jeffrey	14
Vermette, Claire I	15
Wolcott, Kenneth A	15
Poitras, Eric K	15
Camire, David R	17
O'Brien, Michael J	18



New Hires

1 = CS
3 = Rec



Separations

1 = CS
1 = Rec

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.

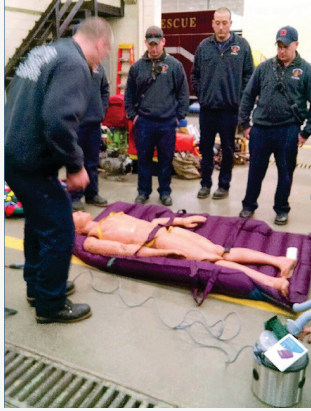
February's focus centered on the New Ambulance and on Bariatric equipment for the ambulances. Classes were started on the four shifts focusing on the new emission's and control mechanism that came with the Ford motor and cab/chassis package for the new Ambulance. This ambulance has an exhaust system that requires DEF to be added to the vehicle through a separate tank. DEF or Diesel Emissions Fluid in case you were wondering what that is and what it is used for, is a substance that is injected into the exhaust system of the vehicle which then turns NOx or Nitrogen based Oxides into harmless nitrogen gas and water which is present in the air we breathe. Without that conversion, the Nitrogen Oxide that is a by-product of the motor's combustion process, is a key component to atmospheric smog and acid rain. DEF is a 32.5% solution of urea.

The four fire shifts also started driving the ambulance through an obstacle course based on national standards, to get familiar with the handling characteristics and differences in wheelbase and turning radius as because they are

purchased years apart, there are always differences from one vehicle to another. One specific difference is that this is the first vehicle in the fleet with a liquid spring rear suspension that levels the vehicle and improves overall handling and ride for the patient in the patient care box, by leveling the vehicle when one side is higher than the other due to the grade on the road. For more information on this liquid spring system, go to <http://liquidspring.com/ems/>. A big thank you is also due to both property owner Robert Decolmarcher and the Restoration Church Pastoral Team, for allowing Fire and Rescue to use their parking lot at 80 Rutland Street around the Church's needs.

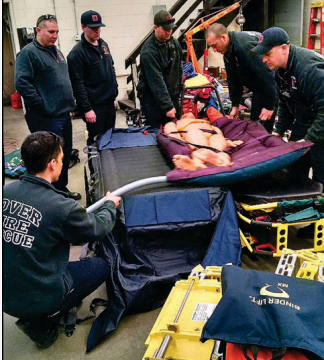
The four shifts also started revisiting the regional Bariatric equipment that Dover Fire and Rescue maintains for the region, and policies surrounding the use of that equipment. The reason for the review is because it has been a couple of years since it arrived at Fire and Rescue, and because all of the equipment to be discussed next, can be installed in the new Ambulance when needed. Bariatric is "relating to or specializing in the treatment of obesity". In Dover, there is not

a specific definition of what qualifies as obese. Operationally at Fire and Rescue, obese is considered above what a crew of five personnel can handle as that is the normal response for a complicated medical emergency and which gets assigned one ambulance with two personnel and one fire engine with three personnel. Generally, a crew of five can handle a patient that weighs up to 500 pounds in weight and that is not an uncommon occurrence, where each person lifts approximately 100 pounds in a coordinated manner with the other team members. Anecdotally, staff members here at Fire and Rescue can remember treating someone that weighed almost 800 pounds and as you know from watching various reality television shows, there are patients that can weigh in the vicinity of 1200 pounds. No matter what the weight and with all social issues aside, each person has the right in an emergency to proper care and treatment. So how does a normal size team of care providers lift a patient that weighs approximately 1000 pounds, who is unconscious, off of a floor after a fall? The first step is rolling the patient onto a HoverMatt and inflating it. In the first photo below, the manikin



which is the simulated patient, has been rolled onto the HoverMatt which it is being inflated with a small air pump.

After it inflates, a cushion of air is pushed out of the bottom to allow it to float. The HoverMatt is then placed in a deflated HoverJack which then using the same air pump, lifts the patient to the height of an ambulance stretcher, with the Bariatric ambulance stretcher being specially designed to support up to 1200 pounds (twice the normal design load of a typical stretcher). The transfer from the inflated HoverJack to the Bariatric Stretcher is in process in the second photo. Then, a winch is locked to a mount in the floor inside the ambulance and plugged into an electrical port which powers it, and the stretcher is pulled up ramps that are attached to the floor of the ambulance as well. This is shown in the third photo.



This all allows a normal size crew, to treat a Bariatric patient. The equipment pictured here and which was one of the focuses of February, was provided through a NH Bureau of EMS program which provided typically, one set per county or designated response area, with the stipulation that the host community respond with it when requested by other area communities. In the two years the equipment has been at Dover Fire and Rescue, it has been requested once by another agency. As policy, the equipment is stored in the one of the fire stations and when requested either by a Dover crew, or an outside community - someone is

detailed to respond and get it. The space to store the equipment were it to be stored on an ambulance, would require Fire and Rescue to purchase a bigger patient care box for the extra compartmentation, which would require a heavy truck chassis like seen in this last photo from the PL Custom website.

With only a call for service every few years for this equipment, cost wise, the current system seems to be the most effective overall for Dover and the Seacoast Region. Big City's or regions with greater populations than Dover will often have one "Bariatric ambulance" in their system that handles these types of calls for service.

From February 13-16, Officer Lazos attended a 32 hours course on the topic of Conducting Unexplained Child Death Investigations in Portsmouth. The course was provided by the National Criminal Justice Training Center of Fax Valley Technical College. Officer Lazos was selected to attend this course as a member of the agency's Crime Scene Unit.

On February 15, 2017, Teen Center Director Steve Pappajohn attended training on the topic of Logic Models in Substance Misuse Prevention. This training is another step toward his prevention certification.

Officer Kennedy recently achieved his status as a National Trainer for the ALiCE Training Institute (ATI), that teaches active shooter response to K-12 schools, Higher Education, Business Industry, Healthcare, and House of Worship. Officer Kennedy is seeking to implement these strategies in the Dover School District.

All sworn officers participated in the agency's annual defensive tactics and use of force practical training during the month of February.

Employees, from all departments attended a proper minutes-taking class for boards and commissions. This class was instructed by City Attorney Anthony Blenkinsop.

The Children's Librarian completed required online training for the Family Place Library grant. She also attended a webinar entitled "Communication in the Youth Services Department".

A librarian completed Level 8 of the Harry Potter Alliance training.

Kathleen Meyers and Allen Arbeau attended a State of NH LEAN white belt process training.

Annie Dove attended a 2-day Federal GIS Conference hosted by ESRI.

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. February included a review of communication skills.



FY2017 Snow Management Summary Report

		Approximate				Salt/				Total		
		Accumulation	Total O/T	Total O/T	Contractor			Sand	Sand	Salt	Brine	Storm
Date	Condition	Inches	hrs	Cost	Cost	Salt Ton	Salt Cost	Yard	Cost	Brine	Cost	Cost
12/5/2016	Wet snow	2	85.9	\$2,705.32	\$490.00	142	\$7,721.96	192	\$2,448.00	2880	\$230.40	\$13,595.68
12/7/2016	Icy roads	0	3.3	\$109.76	\$0.00	63.5	\$3,453.13	9	\$114.75	0	\$0.00	\$3,677.64
12/11/2016	Wet snow/Freezing Rain	3	170.01	\$5,516.87	\$548.70	207	\$11,256.66	94	\$1,198.50	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	\$855.23	\$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	\$29,152.82
12/18/2016	Wet snow	0.5	101.6	\$3,534.09	\$350.00	26	\$1,413.88	95.5	\$1,217.63	0	\$0.00	\$6,515.60
12/20/2016	Snow removal	0	56.2	\$295.07	\$0.00	0	\$0.00	5	\$63.75	0	\$0.00	\$358.82
12/22/2016	Wet snow	2	76.8	\$2,498.50	\$530.00	263.5	\$14,329.13	68.5	\$873.38	0	\$0.00	\$18,231.01
12/26/2016	Snow removal	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	\$2,479.57	\$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	Snow removal	0	92.74	\$2,645.39	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$2,645.39
1/5/2017	Snow removal	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	\$1,615.00	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	Snow removal	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	\$2,472.90	124.5	\$6,770.31	476	\$6,069.00	4800	\$384.00	\$32,508.09
2/9/2017	Snow	10.5	552.62	\$17,624.52	\$3,036.40	90	\$4,894.20	333	\$4,245.75	0	\$0.00	\$29,800.87
2/11/2017	Snow	2	212.2	\$6,347.23	\$140.00	20	\$1,087.60	83.5	\$1,064.63	0	\$0.00	\$8,639.46
2/12/2017	Snow	12	748.48	\$24,392.55	\$3,602.50	53.75	\$2,922.93	88.5	\$1,128.38	0	\$0.00	\$32,046.35
2-15/16-17	Snow	8.5	381.22	\$11,574.32	\$5,751.23	80.5	\$4,377.59	286	\$3,646.50	0	\$0.00	\$25,349.64
2/15/2020	Snow removal	0	0	\$0.00	\$13,305.00	0	\$0.00	0	\$0.00	0	\$0.00	\$13,305.00
2/17/2017	Snow removal	0	123.5	\$4,265.19	\$8,178.00	0	\$0.00	0	\$0.00	0	\$0.00	\$12,443.19
2/18/2017	Snow removal	0	119.6	\$3,932.09	\$5,643.00	0	\$0.00	0	\$0.00	0	\$0.00	\$9,575.09
2/22/2017	Snow removal	0	41.78	\$1,471.64	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,471.64
2/23/2017	Snow removal	0	33.27	\$1,097.20	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,097.20
		70	\$5,856.89	\$184,404.57	\$44,050.53	\$3,167.00	\$172,221.46	\$3,356.00	\$42,789.00		\$1,766.40	\$459,052.96

Total Permits Issued: February 2017

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-433	WASHINGTON STREET MILLS,	1	WASHINGTON STREET	UNITS 5017 & 5008, MOVE DEMISING W	C	23	14	20000	225
16-457	DEMERS	20	THIRD STREET	CONST. ADD. ONTO STAGE AREA	C	6	37	8000	105
16-481	KOGLIN	44A	DOVER POINT ROAD	INT. RENO./ALTER. OF A DENTAL OFFIC	C	K	24B6	45000	925
16-498	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	int. reno. new Behavioral Health Suite	C	37	1	450000	4525
16-509	VARNEY BROOK LANDS, INC.	2	POINTE PLACE	FOUR STORY MIXED USE STRUCTURE	C	K	19-5	7200000	72025
17-006	ANNUNCIATION GREEK ORTH	219	LONG HILL ROAD	CONVERT. STRGE RM TO CHNGNG RM	C	A	18-D-	10000	125
17-016	BRASSERIE 83	83	MAIN STREET	INT. RENOVATIONS FOR NEW RESTAUR	C	3	31	90000	925
17-019	CITY OF DOVER	275	MAST ROAD	ALTER & CONST. ADD. TO AN EXSITING I	H	58		30000	0
17-027	CHURCHHILL MEDICAL	87	VENTURE DRIVE	TO CONST. AN INT. RM IN AN EXISTING I	D	14-4		24000	265
16-167	HERON BAY PARTNERS, LLC	44-46	CIELO DRIVE	CONST. A TWO FAMILY DWELLING	R	H	44-46	340000	3425
16-243	KENYON	15	HORNE STREET	CONVERT. ATTIC TO LIVING AREA	R	30	9	15000	175
16-286	LOCY	185	SPUR ROAD	CONST. A COVERED ENTRY	R	L-47	C-1	5000	75
16-442	Heron Bay Partners	48-50	CIELO DRIVE	CONST. A TWO FAMILY DWELLING	R	H	44-46	340000	3425
16-528	D.R. LEMIEUX BUILDERS, INC.	53	SPUR ROAD	PERMIT RENEWAL OF B15-133	R	L	14N	22000	295
16-544	WADE	25	SCHOONER DRIVE	FINISH BASEMENT W/A BATHRM FOR A R	M	96A6		15000	175
16-583	KNOX MARSH DEVELOPMENT	15	CHANDLER WAY	CONST. A 3 BDRM SFD W/UNFNISHD BS	R	H	22-1	180000	1825
17-002	HEATON	1	SALEM AVENUE	CREATE 2ND FLR BTHRM, INSTALL GA	R	K	17G1	25000	275
17-003	MCINTIRE	43	SANDRAS RUN	FINISH PART OF BSMNT FOR ADD. LIVI	R	G	24J15	15000	175
17-004	LASANTE	55	BELKNAP STREET	CREATE 1/2 BATHRM W/LAUNDRY	R	I	92	4050	65
17-007	BECKER	93	SPRUCE LANE	REPLACE EXISTING BACK DECK & SIDE	R	I	81-F	6000	85
17-009	AFZAL	21	OLIVE MEADOW LANE	FINISH BASEMENT FOR ADD. LIVING AR	R	A	45A2-	20000	225
17-011	JENSENS INC.	9	CLOVERDALE CIRCLE	INSTALL A DBLE WIDE MNFACTURED SF	R	J-22	O-135	90000	925

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-012	BERK	64	GRANDVIEW DRIVE	INT. RENO. OF A MASTER BATH	R	F	43-20	40000	425
170-13	TEDESCHI	5	ROSE STREET	INT. RENOVATIONS OF A SFD	R	27	287	30000	325
17-015	LANE	2	FAIRWAY DRIVE	INT. RENO. OF KITCHEN & BATHRM	R	N	R4-Q	40000	425
17-018	LONG	11	FAIRVIEW AVENUE	INSTALL ROOF MOUNTED SOLAR PV A	R	25	19-0-0	46000	485
17-020	HILDRETH	5	CULLEN BAY ROAD	RENOV. INTERIOR OF A SFD	R	M-9	A-1	100000	1025
17-022	MCGRATY	5	WINGATE LANE	INT. RENO. OF A SFD	R	I	5-3	92800	955
17-023	HAFLINGER	167	MOUNT VERNON STREET	TRENOVATE KITCHEN	R	29	32	22000	245
17-024	LEDUC	7	NORTHAM DRIVE	FNSH BSMNT FOR ADD. LIVING AREA	R	36	15-G	10000	125
17-035	THIBODEAU	12	AUSTIN DRIVE	RENO. KITCHEN/BATH & REMODEL SFD	R	I	79-2	27000	295

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 31

Total Construction Value: \$9,361,850.00

Total Fees Collected: \$94,570.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	0
Commercial Renovations	7	Commercial	3
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	2	Two Family Dwelling	0
Multi-Family Dwelling Units	54	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	1	Multi-Family Dwelling Units	0
Single Family Dwelling	2	Single Family Dwellings	5
Renovations Dwelling Unit	17	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	15

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
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
Total: Mixed Use			55	0	55									4.95
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
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			130	72	58									13.2
Subdivisions:														
Copley	Pear Drive	H	7	3	4	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
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
Child's Subdivision	Childs Dr	H	19	16	3	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	7.03
Arch St	Fresian Drive	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	4.07
Labrador Woods	Labrador Dr	H	9	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
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
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			323	204	127									91.39
Elderly:														
Pointe Place	Pointe Place	A	132	116	16	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Sierra Dr	H	31	14	17	12/21/2015	11/19/2014	4/1/2016	P15-46	K	19	12/21/2021	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			224	178	46									
TOTAL APPROVED UNITS			732	454	286									110

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 28, 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	157,374	920,697	70.5	384,653	0	384,653	29.5
Expenditures	971,746	117,368	642,369	66.1	329,377	172,362	157,016	16.2
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	40,006	251,637	0.0	(251,637)	(172,362)	(79,276)	-

City of Dover

Expenditures of Major Funds February 28, 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	\$ 14,638	\$ 201,300	45.0%	\$ 243,159	\$ 153,107	\$ 90,052	20.3%
Executive	918,106	48,823	634,696	69.0	283,410	169,865	113,545	12.4
Finance	1,808,151	115,164	1,169,594	65.0	638,557	478,025	160,532	8.9
Planning	661,252	47,639	425,568	64.0	235,684	161,743	73,941	11.2
Misc General Government	1,135,262	48,937	355,530	31.0	779,732	111,617	668,115	58.9
Police	8,537,733	600,409	5,585,689	65.0	2,952,044	1,884,905	1,067,139	12.5
Fire & Rescue	8,610,508	610,309	5,703,052	66.0	2,907,456	1,662,353	1,245,103	14.5
Community Service Public Works	6,968,806	572,426	3,448,137	49.0	3,520,669	1,514,196	2,006,473	28.8
Recreation	2,140,481	196,184	1,342,284	63.0	798,197	344,890	453,307	21.2
Public Library	1,300,849	104,374	813,953	63.0	486,896	314,636	172,260	13.2
Public Welfare	836,183	56,160	446,707	53.0	389,476	85,675	303,802	36.3
Debt Service	12,865,680	7,480	2,455,614	19.0	10,410,066	7,168,725	3,241,341	25.2
Other Financing Sources/Uses	3,521,696	115,210	1,796,676	51.0	1,725,020	-	1,725,020	49.0
School	50,890,217	3,654,391	26,912,271	53.0	23,977,946	21,646,743	2,331,203	4.6
Intergovernmental	8,513,779	-	8,513,779	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 6,192,144	\$ 59,804,850	54.8%	\$ 49,348,312	\$ 35,696,481	\$ 13,651,831	12.5%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 42,450	\$ 284,169	33.0%	\$ 566,551	\$ 193,000	\$ 373,551	43.9%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 42,450	\$ 284,169	33.4%	\$ 566,551	\$ 193,000	\$ 373,551	43.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 64,831	\$ 530,024	52.0%	\$ 490,119	\$ 450,674	\$ 39,445	3.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 64,831	\$ 530,024	52.0%	\$ 490,119	\$ 450,674	\$ 39,445	3.9%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 35,718	\$ 274,629	29.0%	\$ 657,300	\$ 455,259	\$ 202,041	21.7%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 35,718	\$ 274,629	29.5%	\$ 657,300	\$ 455,259	\$ 202,041	21.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 25,867	\$ 327,978	53.0%	\$ 288,973	\$ 84,239	\$ 204,734	33.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 25,867	\$ 327,978	53.2%	\$ 288,973	\$ 84,239	\$ 204,734	33.2%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 258,278	\$ 3,058,878	59.0%	\$ 2,100,139	\$ 714,124	\$ 1,386,014	26.9%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 258,278	\$ 3,058,878	59.3%	\$ 2,100,139	\$ 714,124	\$ 1,386,014	26.9%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 490,280	\$ 4,355,650	57.0%	\$ 3,305,763	\$ 886,027	\$ 2,419,736	31.6%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 490,280	\$ 4,355,650	56.9%	\$ 3,305,763	\$ 886,027	\$ 2,419,736	31.6%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 74,691	\$ 539,025	41.0%	\$ 786,139	\$ 190,941	\$ 595,198	44.9%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 74,691	\$ 539,025	40.7%	\$ 786,139	\$ 190,941	\$ 595,198	44.9%
Total : EXPENDITURES	\$ 126,718,498	\$ 7,184,259	\$ 69,175,202	54.6%	\$ 57,543,296	\$ 38,670,745	\$ 18,872,551	14.9%

City of Dover

Revenues of Major Funds February 28, 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	\$ 561,637	\$ 40,171,985	52.0%	\$ 36,745,130	\$ -	\$ 36,745,130	(47.8)%
Licenses & Permits	5,893,130	393,930	4,116,351	70.0	1,776,779	(628)	1,777,407	30.2
Intergovernmental	2,209,560	268	1,940,780	88.0	268,780	-	268,780	12.2
Charges for Services	3,374,057	351,112	2,577,008	76.0	797,049	-	797,049	23.6
Miscellaneous Revenue	586,851	22,627	630,460	107.0	(43,609)	-	(43,609)	(7.4)
Education	19,650,692	317,008	11,572,875	59.0	8,077,817	-	8,077,817	41.1
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	\$ 1,646,581	\$ 61,025,075	56.0%	\$ 48,128,087	\$ (628)	\$ 48,128,715	44.1%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 9,632	\$ 131,336	67.0%	\$ 64,384	\$ -	\$ 64,384	32.9%
Parking Income	495,000	41,492	338,157	68.0%	156,843	-	156,843	31.7%
Parking Fines	160,000	16,845	108,172	68.0%	51,828	-	51,828	32.4%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 67,969	\$ 577,665	68.0%	\$ 273,055	\$ -	\$ 273,055	32.1%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 4,159	44.0%	\$ 5,397	\$ -	\$ 5,397	56.5%
Charges for Services	930,000	62,887	655,899	71.0%	274,101	-	274,101	29.5%
Miscellaneous Revenue	0	9	248	0.0	(248)	-	(248)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 62,896	\$ 660,307	70.0%	\$ 282,229	\$ -	\$ 282,229	29.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 58,963	\$ 470,332	66.0%	\$ 247,696	\$ -	\$ 247,696	34.5%
Operating Transfers In	209,476	9,943	94,127	45.0	115,349	-	115,349	55.1
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 68,906	\$ 564,460	61.0%	\$ 363,044	\$ -	\$ 363,044	39.1%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 12,932	\$ 256,445	61.0%	\$ 164,210	\$ -	\$ 164,210	39.0%
Miscellaneous Revenue	15,500	450	4,764	0.3	10,736	-	10,736	69.3
Operating Transfers In	15,500	1,250	1,250	8.0	14,250	-	14,250	91.9
Other Financing Sources	151,754	-	-	0.0	151,754	-	151,754	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 603,409	\$ 14,632	\$ 262,459	43.0%	\$ 340,950	\$ -	\$ 340,950	56.5%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 97,461	\$ 2,098,962	42.0%	\$ 2,849,229	\$ -	\$ 2,849,229	57.6%
Miscellaneous Revenue	70,500	3,287	75,865	108.0	(5,365)	-	(5,365)	(7.6)
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 100,749	\$ 2,174,826	43.0%	\$ 2,843,865	\$ -	\$ 2,843,865	56.7%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	137,499	2,682,932	41.0	3,822,878	-	3,822,878	58.8
Miscellaneous Revenue	57,000	3,335	31,870	56.0	25,130	-	25,130	44.1
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 140,834	\$ 2,714,802	36.0%	\$ 4,791,598	\$ -	\$ 4,791,598	63.8%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 125,784	\$ 601,022	67.0%	\$ 290,140	\$ -	\$ 290,140	32.6%
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	\$ 125,784	\$ 601,022	52.0%	\$ 550,664	\$ -	\$ 550,664	47.8%
Total : REVENUES	\$ 126,154,108	\$ 2,228,352	\$ 68,580,616	54.0%	\$ 57,573,492	\$ (628)	\$ 57,574,120	45.6%



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 1, 2017**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Greenshields led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Deputy Mayor Carrier and Councilor Shanahan.

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.

Glen Jerry, 33 Wallace Drive: He spoke about his concerns that the notice he received said the meeting would start at 7:00 pm, and that the Agenda for tonight's meeting had no information about the Zoning Map change.

Rita Hibscheiler, 24 Whitter Drive: She spoke against the proposed sports park, and urged the Council to vote against it.

Paul Cully, 5 Ezra's Way: He spoke against the proposed sports park. He spoke about information the Planning Board is giving them and said he found it suspect.

Kevin Wilson, 15 Sandra's Run: He spoke against the proposed rezoning. He thanked the Mayor for going out to the project and having a frank discussion with them.

Robert Zubkus, 42 Wallace Drive: He spoke against the proposed rezoning and sports park. He also discussed his concerns regarding the business plan.

Theodore Anglace, 23 Wallance Drive: He thanked the Mayor for going out to the project and having a frank discussion with them. He talked about past attempts to rezone properties in Dover. He discussed the map of the area, which depicts a large wooded barrier, but he said it isn't a 100 foot area. He spoke about the effect on property values.

Kamil McMullen, 17 Stocklan Circle: He spoke against the proposed rezoning.

Ryan Antonioli, 174 Columbus Avenue: He spoke against the proposed rezoning.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 1, 2017**
Meeting Time: **6:00 pm**

Wayne Sheehan, 155 Columbus Avenue: He spoke against the proposed rezoning. He asked the Council to protect their neighborhood.

Nathan Riggs, 53 Littleworth Road: He spoke against his property being rezoned. He didn't understand why his property is included in this proposed zoning change.

Erin MacIntire, 43 Sandra's Run: She spoke against the proposed rezoning. She thanked the Mayor for coming to her house to speak about this issue. She asked the Council to reject this proposed rezoning and project.

Ann Wilson, 15 Sandra's Run: She thanked the Mayor for coming to the neighborhood to speak about this issue. She stated she is definitely against this rezoning and project.

Patricia Dearborn, 38 Melody Terrace: She spoke against the proposed rezoning.

Dover Economic Development Director Dan Barufaldi, 240 Blackwater Road: He spoke in favor of the proposed rezoning. He said it will be a long term benefits to keep the whole City's tax base down.

Jason Miller, 94 Tolend Road: He spoke in favor of the proposed rezoning, because he was against a residential development.

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

6. DISCUSSIONS

A. CHAPTER 170, SECTION 8 – ZONING MAP

Mayor Weston addressed issues brought up during Citizen's Forum.

Councilor Thibodeaux made a motion to suspend the rules and reopen the Citizen's Forum; seconded by Councilor O'Connor.

Roll Call Vote: 7/0.

Mayor Weston reopened the Citizen's Forum.

J. Michael Brimmer, 23 Stocklan Circle: He spoke in opposition of the rezoning project.

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

Councilor Ciotti made a motion suspend the rules; seconded by Councilor O'Connor.
Roll Call Vote: 7/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, March 1, 2017**
Meeting Time: **6:00 pm**

Councilor Ciotti made a motion to table the Citizen's Forum to allow someone else to speak, based on the abutter letter stating that the meeting started at 7:00 pm; seconded by Councilor O'Connor.
Vote: 7/0.

Assistant City Manager Parker gave a PowerPoint Presentation to the Council regarding Chapter 170, Section 8 – Zoning Map and the requested change in zoning. He answered questions from the Council regarding traffic, use of the property, permitting process, impact on the residents, and performance bonds to safeguard the City.

Mayor Weston thanked all the citizens who came to the meeting. She asked for a motion to reopen Citizen's Forum.

Councilor Ciotti moved to remove from the table and reopen Citizen's Forum; seconded by Councilor Greenshields.
Vote: 7/0.

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

Assistant City Manager Parker talked about a minor amendment to the Ordinance that will need to be made at the March 8, 2017 City Council Regular Meeting.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 7/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 8, 2017**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to substitute as a whole Item #12.A.1. He also substituted as a whole the background for 13.B.2.

Councilor Shanahan seconded by the motion.

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 170, SECTION 8 – ZONING MAP

SPONSORED BY COUNCILOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

Roger Sevigny, 19 Melody Terrace: He spoke against the proposed Ordinance change.

Timothy Dargan, 33 Atlantic Avenue, Chairperson of the Dover Business and Industrial Development Authority: He spoke in favor of the proposed Ordinance change.

Wayne Sheehan, 155 Columbus Avenue: He spoke against the proposed Ordinance change.

Mark Woolley, 24 Evergreen Valley Drive: He spoke in favor of the proposed Ordinance change.

Diane Stowell, 5 Old Littleworth Road: She spoke against the proposed Ordinance change.

Robert Riga, 46 Stocklan Circle: He spoke against the proposed Ordinance change.

Israel Abraham, 6 Stockland Circle: He spoke against the proposed Ordinance change.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 8, 2017**
Meeting Time: **6:00 pm**

Scott Johnson, 110 Venture Drive, Member of the Dover Business and Industrial Development Authority: He spoke in favor of the proposed Ordinance change.

Ryan Antonioli, 174 Columbus Avenue: He spoke against the proposed Ordinance change.

Nathan Riggs, 53 Littleworth Road: He spoke against the proposed Ordinance change.

Erin MacIntire, 43 Sandra's Run: She spoke against the proposed Ordinance change.

Melissa Child, 15 Lucy Court: She spoke against the proposed Ordinance change.

Ruth Clark, 21 Melody Terrace: She spoke against the proposed Ordinance change.

J. Weston Jost, 37 Wallace Drive: He spoke against the proposed Ordinance change.

Paul Cully, 5 Ezra's Way: He spoke against the proposed Ordinance change.

Jason Miller, 94 Tolend Road: He spoke in favor of the proposed Ordinance change.

Katherine Antonioli, 174 Columbus Avenue: He spoke against the proposed Ordinance change.

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

Michael Brimmer, 23 Stocklan Circle: He spoke against the proposed Ordinance change.

Mayor Weston, seeing no one else 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.

Attorney F X Bruton, 37 Fieldstone Drive: He said he represents Matthew Hawkins and the property on Floral Avenue. He spoke to the Council regarding Mr. Hawkins' bid to purchase a small piece of property on Floral Avenue referenced in Item #13.B.2.

Theodore Anglace, 23 Wallace Drive: He referred to Item #13.B.2. and asked why the property wasn't awarded to the highest bidder.

Attorney Ryan Borden, 3 Fairview Avenue: He said he represents McQuade Realty. He submitted a letter regarding Item 13.B.2. for the meeting's minutes. He asked the Council to award the property to the highest bidder.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 8, 2017**
Meeting Time: **6:00 pm**

Matthew Hawkins, 121 Belknap Street: He spoke to the Council regarding Item #13.B.2. and gave an overview of why the property should be awarded to him.

Bill McQuade, representing McQuade Realty: He said they own the abutting property to the property represented in Item 13.B.2. He said he was the highest bidder and he wishes to keep it as green space.

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

9. CITY MANAGER'S REPORT

City Manager's Report was submitted in writing.
Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Thibodeaux.
Vote: 9/0.

10. APPROVAL OF MINUTES

A. February 22, 2017 – Regular Meeting

Deputy Mayor Carrier moved to approve the Minutes with Councilor Shanahan's amendments reference in his email to the City Clerk; seconded by Councilor O'Connor.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston spoke about the successful Art Walk.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Ciotti.
Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 170, SECTION 8 – ZONING MAP

SPONSORED BY COUNCILOR CIOTTI AS PLANNING BOARD REPRESENTATIVE

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Councilor Shanahan asked about limitations on use.
Assistant City Manager Parker gave an overview of the changes and limitations to current properties with the Ordinance change.
Councilor Gagnon moved to suspend the rules to allow Attorney Steve Roberts, representing the Kays, to speak; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.
Attorney Roberts spoke to the Council regarding the Kays' letter and their support for the rezoning at this time.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 8, 2017**
Meeting Time: **6:00 pm**

Councilor Shanahan spoke to the Council regarding why he was opposed to the zoning change and its impact on three residential properties included in this rezoning. He said he would be opposing this Ordinance.

Councilor Ciotti gave an overview of the Ordinance change and why the Council needed to consider this Ordinance for the whole City.

Assistant City Manager Parker gave an overview of the process if the Ordinance is passed. He said with the petition that the Ordinance required a 2/3 majority vote of the Council.

Roll Call Vote: 8/1; Passed. Councilor Shanahan was opposed.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17021 RICHARDSON DRIVE RECONSTRUCTION PROJECT (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 Ciotti.

Finance Director Lynch gave an overview of the resolution to the Council.

Roll Call Vote: 9/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Great Bay Figure Skating Club**
- 2. B17003 HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT MAINTENANCE AND REPAIR SERVICE SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. B17034 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL SPONSORED BY MAYOR WESTON BY REQUEST**
- 4. YEOMAN PUMP ROTATING ASSEMBLY – SOLE SOURCE PURCHASE SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 8, 2017**
Meeting Time: **6:00 pm**

COMMITTEE REPORTS

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

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

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

Councilor Gagnon pulled Item 13.A.3.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to adopt Item 13.A.2.; seconded by Councilor Ciotti.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to adopt Item 13.A.3.; seconded by Councilor Shanahan.

Councilor Gagnon said he needed to recuse himself from the vote.

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

B. RESOLUTIONS

1. AGREEMENT TO CONVEY REMEDIAL INFRASTRUCTURE AND EQUIPMENT SPONSORED BY MAYOR WESTON BY REQUEST

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

Roll Call Vote: 9/0.

2. DISPOSAL OF CITY OWNED REAL ESTATE RESCISSION @ FLORAL AVENUE SPONSORED BY MAYOR WESTON BY REQUEST

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

Councilor Greenshields said she need to recuse herself from the vote.

Vote: 8/0; Passed. Councilor Greenshields recused.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 8, 2017**
Meeting Time: **6:00 pm**

- 3. ADVANCED REFUNDING FOR CITY OF DOVER NOVEMBER 15, 2008 AND APRIL 15, 2010 GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 22, 2017, WITH A COUNCIL VOTE TO OCCUR ON APRIL 12, 2017.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on March 22, 2017; seconded by Councilor Gagnon.

Vote: 8/0. Councilor O'Connor was absent from Council Chambers.

- 4. DOVER LED PUBLIC WORKS LIGHTING UPGRADE (B15021) AND AUTHORIZATION FOR FINANCING (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 22, 2017, WITH A COUNCIL VOTE TO OCCUR ON APRIL 12, 2017.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on March 22, 2017; seconded by Councilor Gasses.

Vote: 8/0. Councilor O'Connor was absent from Council Chambers.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

Deputy Mayor Carrier moved to place on file all the Public Hearing emails received from the City Clerk, and correspondence from Attorney Bruton; seconded by Councilor Ciotti.

Vote: 8/0. Councilor O'Connor was absent from Council Chambers.

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Carrier reminded the citizens of the "Run Before You Crawl 5k" to be held on Saturday.

Councilor Thibodeaux spoke about needing a new venue for her Coffee with a Councilor.

Councilor Ciotti thanked the Fire Department for manning the auditorium.

Deputy Mayor Carrier congratulated Councilor Ciotti on his daughter have twins.

Mayor Weston said she will be holding her Coffee with the Mayor on the March 25, 2017 at the Dover Police Station.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Shanahan.

Vote: 9/0.



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: Cochecho Country Club

Federal Tax ID number for Organization: 02-0120120

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☒, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) Private golf club

Contact Person: Deborah Sheeton Day Time Telephone: 603-753-3977

Address: 145 Gulf Road Email: devdirector@cuhsonline.org

Purpose of Permit: Golf Ball Helicopter Drop Raffle - proceeds for CVTS &

Date of Event: 11/5/17 Specific Time: 2pm

Location of Event: Cochecho Country Club

Dover
Food
Pantry

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

Prize (s) To Be Awarded: 20% of the total raised w/ 500 being the maximum

Cost of Ticket: \$25 each Date of Drawing: 11/5/17

Place of Drawing: Cochecho Country Club

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Deborah H. Sheeton DATE: 3/6/17

(duly authorized)

PRINTED NAME: Deborah H. Sheeton

Licensing Board Approval AS

Date: 3/7/17



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: 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) Animal Shelter

Contact Person: Deborah Shelton Day Time Telephone: 603-534-3132

Address: 262 County Farm Rd, Dover, NH Email devdirector@cuhsonline.org

Purpose of Permit: Raffle monthly at Petco in Dover, NH

Date of Event: 1st Sat & Sun April - Dec Specific Time: 10am - 2pm

Location of Event: Petco in Dover, NH (monthly Adoption Events)

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

Prize(s) To Be Awarded: Basket of assorted items that are donated

Cost of Ticket: \$1 for 1 or \$5 for 6 Date of Drawing: Monday morning following Wkend event

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: _____

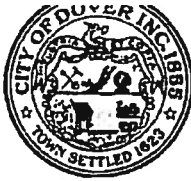
Printed Name: _____

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-A, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Deborah H. Shelton DATE: 3/6/17

(duly authorized)
PRINTED NAME: Deborah H. Shelton, Development Director

Licensing Board Approval Date: 3/7/17



**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 - UNH Relay For Life
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): UNH Relay for Life

Contact Person: Katelyn Frechette Day Time Telephone: (603) 560-0967

Address: UNH Email kcf1007@wildcats.unh.edu

Date of Event: March 26, 2017 Specific Time: 9am - 1pm

Location of Event (if parade, attach course description or map): intersection of Oak St and Route 108

*******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: Katelyn Frechette DATE: 2-24-17
(dually authorized)

PRINTED NAME: Katelyn Frechette

Licensing Board Approval [Signature] ACTING Date: 3/1/17

Speidel, Marn

Subject: FW: Road Toll Application

From: Speidel, Marn
Sent: Tuesday, February 28, 2017 3:26 PM
To: 'Katelyn Frechette'
Subject: RE: Road Toll Application

Katelyn,

I will take the application and begin the approval process with the City Clerk's office.

Here are some additional items that will be required:

- 1) An insurance certificate meeting the requirements as described on the form (the paragraph under the ROAD TOLL PERMITS section). This is normally provided to me at least a week before the event. City of Dover must be the certificate holder and also must be named as additional insured. In lieu of the COI, you must request a waiver in writing.
- 2) A letter or official correspondence (email is suitable if it contains verifiable information) from the American Cancer Society acknowledging that your UNH Relay for Life team is fundraising on its behalf.
- 3) Per the Licensing Board, a collection of traffic cones will be required to allow you to create pull-off lanes for motorists. Do you have a source for those, or will you need to borrow them from the City?
- 4) Approach signs must be placed to identify what you are fundraising for, and people standing near the road should have traffic vests. Are you equipped to provide those items?

Regards,
Marn Speidel

Sgt. Marn E. Speidel
Traffic Bureau
Dover Police Department
46 Chestnut Street
Dover, NH 03820
(603) 742-4646
E-mail: m.speidel@doover.nh.gov

From: Katelyn Frechette [<mailto:kef1007@wildcats.unh.edu>]
Sent: Tuesday, February 28, 2017 9:08 AM
To: Speidel, Marn
Subject: Road Toll Application

Dear Sgt. Speidel,

I have attached a Road Toll application form from the UNH Relay for Life Committee. We will be raising money for the American Cancer Society. We are looking to set up the Road Toll on Sunday, March 26th from 9AM to 1PM. Please let me know if you need any other information and if there is anything else I can do to continue this process.

Thank you for your help,
Katelyn Frechette



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.03.22 – 019**

Resolution Re: Authorization to Commit Funds to the NH Stormwater Coalition.

WHEREAS: On January 18, 2017 the EPA issued the final NH MS4 general permit. The permit is over 260 pages and significantly increased the commitment required of the regulated communities when compared to existing general permit. There are sixty NH communities regulated by the EPA MS4 permit program; and

WHEREAS: It is apparent that the permit dramatically increases the cost to comply. The coalition of communities formed in 2012 and jointly funded professional assistance to review the draft permit and comment to the EPA. The final permit issued largely ignored the coalition's comments and now the coalition is recommending that an appeal of the permit is necessary; and

WHEREAS: Each community will be expected to pay their fair share. The ultimate cost depends on how many communities join this effort. Based on population Dover's share to participate would be \$30,000 with the current list of participating communities.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sheehan Phinney of Manchester NH for Dover's share of permit appeal process in the amount of \$30,000. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing Account	Description	Appropriation	Balance
1009.1.300.43155.4715.00000.95	Stormwater land improvement	200,000	197,680

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.03.22 – 019**

Resolution Re: Authorization to Commit Funds to the NH Stormwater Coalition.

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.03.22 – 019**
Resolution Re: Authorization to Commit Funds to the NH Stormwater Coalition.

RESOLUTION BACKGROUND MATERIAL:

On January 18, 2017, two days before the inauguration of the new president, the EPA issued the final NH MS4 general permit. The permit is over 260 pages in length and a significantly increases the commitment required of the regulated communities when compared to the existing general permit. The additional requirements proposed in the draft will be very costly and when EPA was asked at a presentation of the draft if EPA had an estimate as to how much it will cost a community to implement the proposed permit, EPA said it estimated it will cost between \$80,000 and \$800,000 annually.

Based on this estimate one can assume that it will cost Dover in the neighborhood of \$400,000 to \$500,000 annually to implement pollutant reductions from stormwater required to meet water quality goals of the water bodies that Dover discharges to.

There are 60 New Hampshire communities regulated by the NH MS4 permit program. These communities represent over 750,000 New Hampshire citizens, nearly three quarters of the state's population. As community staff from around the state have come to understand the permit requirements it became apparent that the permit dramatically increases the cost to comply and will stifle future economic growth in NH. A coalition of communities formed during the review of the draft permit in 2012 and jointly funded professional expertise to conduct a comprehensive review of the draft permit and the preparation of comments to EPA. The final permit issued largely ignored the coalition's comments and now the coalition is recommending that an appeal of the permit is necessary.

Each member of the Coalition will be expected to pay for a fair share of the cost to appeal the permit. A formula based on population determines the cost for each participating community. The ultimate cost will depend on how many communities join the coalition effort. Dover's share to participate in the permit appeal is \$30,000 with the current list of participating communities. The cost could be considerably less if more communities decide to join the appeal or if EPA withdraws the permit.

Award Information:

Purchase orders will be issued to the vendor selected by the NH Stormwater Coalition to authorize expenditures related to NH MS4 general permit.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.03.22 – 020**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase I & II

WHEREAS: A Sealed Request for Qualifications B15060 was issued and received for Design Service for Waterfront Development on May 12, 2015 at 11:00 am; and

WHEREAS: Eight firms replied and the proposals were evaluated by the Design Team RFQ Review Sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. The Council approved resolution R-2015.10.28 to award a contract to Union Studio in the amount of \$170,000. Union Studio proposed change order #1, an expanded Scope of Services, to include Phase II, Tasks 6-10 to include the Final Concept Plan, Plant Survey, Shoreline Survey and Waste Remediation in the amount not to exceed \$190,000 which was approved via resolution R-2016.06.22-088; and

WHEREAS: The City received an addition scope of work and cost for the completion of Phase I and II totaling \$35,000.

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

The Purchasing Agent is hereby authorized to issue a Change Order to Union Studio of Providence RI for additional services for the waterfront development Phase I & II in the amount of \$35,000. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.180.41910.4715.02513.17	Cochecho Riverfront	1,650,000	1,647,590

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.03.22 – 020**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase I & II

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.03.22 – 020**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase I & II

RESOLUTION BACKGROUND MATERIAL:

Phase I in the amount of \$170,000 for preliminary design services as well as soil remediation and public dock design and permitting services was approved by council 12.09.2015.

Phase II, include the Final Concept Plan, Plant Survey, Shoreline Survey and Waste Remediation in the amount not to exceed \$190,000 was approved via council resolution R-2016.06.22.

Additional services required to complete Phase I & II being requested as outlined below:

Phase I Task 5 Dock Design expanded scope	\$841.25
Phase II Task 6c Site Engineering for the bluff excavating RFQ	\$4,322.08
Phase I Task 4 Soil Remediation	\$15,000.00
Phase II Task 6c Site Engineering completion of urban design, permitting, and development of RFP	\$14,836.67
TOTAL	\$35,000.00

Bid Information:

A Sealed Request for Qualifications B15060 was issued and received for Design Service for Waterfront Development on May 12, 2015 at 11:00 am.

Award Information:

A purchase order revision will be issued to Union Studio to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	265 engineers and 180 architects	Number of Responses:	8 and 1 NB
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Recommended Award to:	Union Studios	Fund:	Consulting
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

B15060 Bid Documents and Vendor List

Document Created by: Purchasing	R-2017.03.22 B15060 Additional Design Services for Waterfront
Document Posted on: March 16, 2017	Development Union Studio
	Page 3 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6

Resolution Number: **R – 2017.03.22 – 021**
Resolution Re: B16060 Temporary Hire Lab Technician

WHEREAS: A Sealed (RFP) Request for Proposal # B16060 was issued and received for a temporary hire lab technician for the (WWTP) Waste Water Treatment Plant on May 26, 2016 at 11:00 am; and

WHEREAS: Due to the technical nature of the request the City received one response and awarded to (NESC) National Employment Services Corporation at the rate of \$21.00 per hour. The length of time required for this position has lasted longer than anticipated and costs will exceed the \$25,000 threshold, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to NESC of Portsmouth NH for temporary hire services at rates provided in conjunction with Bid B16060. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4341.00000	Technical Services	39,000	12,461

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6

Resolution Number: **R – 2017.03.22 – 021**
Resolution Re: B16060 Temporary Hire Lab Technician

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6

Resolution Number: **R – 2017.03.22 – 021**
Resolution Re: B16060 Temporary Hire Lab Technician

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested hourly rate quote from vendors with qualified applicants to fill a temporary position within the City of Dover.

Bid Information:

A Sealed (RFP) Request for Proposal # B16060 was issued and received for a temporary hire lab technician for the (WWTP) Waste Water Treatment Plant on May 26, 2016 at 11:00 am

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	31	Number of Responses:	1
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	March 30 2017	Estimated Delivery:	As needed
Recommended Award to:	NESC	Fund:	WWTP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16060 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.03.22 – 022**
Resolution Re: B17009 Additional Scope of Work Dover Pudding Hill
Aquifer Interim Improvements

- WHEREAS: Sealed Request for Bid B17009 for the Dover Pudding Hill Aquifer Improvement construction was solicited and received on October 20, 2016 at 2:00pm. A prebid conference was conducted on September 6, 2016 at 9:00am; and
- WHEREAS: The City received six (6) bids for the scope of work with the low bid being submitted by Severino Trucking Company Inc at a cost totaling \$1,098,400. Change order #1 removed the utility cost allowance of \$150,000 and was paid directly by city. A net cost of \$948,400.00 to Severino Trucking Co Inc for the construction of the Dover Pudding Hill Aquifer improvements was approved by City Council via R-2016.11.09; and
- WHEREAS: The City has received change order #2 consisting of changes at DPH-1, Griffin and Ireland Well facilities in the amount of \$35,879.54; and
- WHEREAS: Funding from the MtBE Remediation Bureau is available for part of this work, at 73.7% of \$20,923.16 the city portion will be the remaining 26.3%.

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

The Purchasing Agent is hereby authorized to issue a Change Order to Severino Trucking Company Inc for the construction of the Pudding Hill Aquifer Interim Improvements in the amount of \$35,879.54 as provided in conjunction with B17009. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.15	water wellhead protection	100,000.00	100,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.03.22 – 022**

Resolution Re: B17009 Additional Scope of Work Dover Pudding Hill
Aquifer Interim Improvements

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.03.22 – 022**
Resolution Re: B17009 Additional Scope of Work Dover Pudding Hill
Aquifer Interim Improvements

RESOLUTION BACKGROUND MATERIAL:

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

C/O #1 Removal of utility allowance of \$150,000 paid directly by City. 11.9.2016

C/O #2

Changes at DPH-1 and Griffin Facilities	\$10,107.75
Changes at Ireland Well Facility	\$10,815.41
Total qualifying for MtBE Funding of 73.3%	\$20,923.16
Guardrail and gates	\$14,246.38
Restocking fees	\$710.00
Total c/o 2	\$35,879.54

Bid Information:

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

Award Information:

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

Purchasing Information:

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

[B17009 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.03.22 – 023**

Resolution Re: B17024 Excavation of Waterfront Parcel on River St

- WHEREAS: A Sealed (RFQ) Request for Qualifications #B17024 was issued and received requesting firms to submit their qualifications for the development of the waterfront site at River Street on December 15, 2016 at 2:00 pm; and
- WHEREAS: Four firms replied and the qualifications were evaluated by the RFQ review sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. Interviews of all four firms were conducted on January 9, 2017 and the recommendation was to enter into negotiations with Severino Trucking for cost and scope of work; and
- WHEREAS: The evaluating team has negotiated a scope of work and cost in the amount of \$749,178 for the base bid and an add alternate of \$112,882 for placing the spoils near the dredge cell for a total cost of \$862,060.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Severino Trucking of Candia NH for land development services for waterfront parcel at rates provided in conjunction with RFQ B17024. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.180.41910.4715.02513.17	Cochecho Waterfront	1,650,000	1,612,590

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.03.22 – 023**

Resolution Re: B17024 Excavation of Waterfront Parcel on River St

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.03.22 – 023**

Resolution Re: B17024 Excavation of Waterfront Parcel on River St

RESOLUTION BACKGROUND MATERIAL:

The development of this site would include major excavation of the bluffs along the waterfront, blasting, rock crushing, storage of processed material and disposition and hauling of material. The project site consists of a 29-acre parcel with over a half mile of frontage along the Cochecho River on its westerly and northerly boundary. Approximately 14.5 acres are suitable for development.

Bid Information:

A Sealed (RFQ) Request for Qualifications #B17024 was issued and received requesting firms to submit their qualifications for the development of the waterfront site at River Street on December 15, 2016 at 2:00 pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	315	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Severino Trucking	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17024 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.03.22 – 024**
Resolution Re: B17032 Fire Inspection Services

WHEREAS: A Sealed (RFP) Request for Proposal # B17032 was issued and received for Fire Inspection Service for the City and School Departments on February 15, 2017 at 1:00 pm. Also requested were hourly rates and product costs for as needed repairs and equipment outside the inspection services. A prebid meeting was conducted on January 31, 2017 with nine firms attending; and

WHEREAS: The City received six responses and the evaluating team made of city and school personnel is recommending award to Norris Inc. This vendor has a history with the city and schools for these services and has submitted the proposal and costs deemed most advantageous to the City and School. The RFP requested a one-year agreement with option to renew for two additional one year terms contingent upon funding. Anticipated annual costs may exceed \$25,000 threshold, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Norris Inc of So. Portland ME for fire inspection services at rates provided in conjunction with Bid B17032. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4433.xxxxx	Maintenance of Equipment	182,900	18,133
xxxx.x.xxx.xxxxx.4431.xxxxx	Maintenance of Buildings	232,835	83,834

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.03.22 – 024**
Resolution Re: B17032 Fire Inspection Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.03.22 – 024**
Resolution Re: B17032 Fire Inspection Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover/Dover Schools requests pricing and availability of fire protection systems inspection services and as needed repairs. All fire alarm system testing services shall be accomplished as required by National Fire Alarm Code (NFPA 72, Chapter 7), all sprinkler inspection services in accordance with NFPA 13 and NFPA 25, all kitchen hood suppression systems in accordance with NFPA 96 & 17A and manufacturer recommendations and any local and state fire codes to ensure code compliance and operating fire protection systems. In addition, the contractor shall be responsible to clean all smoke detectors as required by NFPA 72. All fire extinguisher unit testing services shall be accomplished as required by NFP 10 portable fire extinguishers. All carbon monoxide system testing services shall be accomplished as required NFPA 720.

Bid Information:

A Sealed Request for Bid B17032 was issued and received for Fire Inspection Service for the City and School Departments on February 15, 2017 at 1:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	119	Number of Responses:	6
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	April 30, 2018	Estimated Delivery:	As needed
Recommended Award to:	Norris Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17032 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.03.22 – 025**
Resolution Re: Ice Resurfacing Unit for Dover Arena

WHEREAS: The National Joint Powers Alliance (NJPA) is a Municipal Government Service Cooperative that has established several procurement contracts through bid solicitations. One such contract is for recreational related equipment; and

WHEREAS: The NJPA has awarded an agreement to Frank J. Zamboni & Company, Inc. for ice resurfacing equipment. The pricing terms and conditions are extended to non-profits, counties, cities, towns, schools, colleges and universities; and

WHEREAS: In an effort to obtain standardization, reliability, best costs, best return policies and ongoing support after maintenance expiration, the City wishes to utilize this NJPA agreement for the purchase of a new Zamboni ice resurfacing unit. The proposal offers a Zamboni 546 with accessories totaling \$101,800. The City will trade in its existing 2001 Zamboni which reduces the cost amount by \$16,500. With the NJPA discount of 3% ~~(-\$3,054)~~ plus \$3,500 transportation costs, the net total cost for the unit is \$85,746.00. The funding for the unit is included in the already authorized CIP budget for the arena; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Frank J. Zamboni & Co., Inc for the purchase of a Zamboni 546 in the amount of \$85,746.00. The City Manager, or designee, is hereby authorized to finalize contract language with the vendor, consistent with the Purchase Order authorized herein, for the City Manager's signature.

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

Financing			
Account	Description	Appropriation	Balance
4018.1.350.45149.4743.05404.18	Arena Equipment	90,000	90,000
AUTHORIZATION			

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.03.22 – 025**
Resolution Re: Ice Resurfacing Unit for Dover Arena

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.03.22 – 025**
Resolution Re: Ice Resurfacing Unit for Dover Arena

RESOLUTION BACKGROUND MATERIAL:

The proposal offers a 2017 Zamboni 546 with accessories totaling \$101,800.
Less trade in of existing 2001 Zamboni in the amount of **(\$16,500)**
Less NJPA discount of 3% **(-\$3,054)**
Adding transportation costs of \$3,500, the net total cost for the unit is \$85,746.00

Award Information:

A purchase order will be issued to Frank J. Zamboni & Co., Inc for the purchase of a 2017 Zamboni 546.

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	2 year	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	225 days from order
Recommended Award to:	Frank J. Zamboni & Co., Inc	Fund:	Arena CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.03.22 - 026**

Resolution Re: Henry Law Avenue Recreation Parking Lot Meter Fine
Revenue and Amendment to City Fee Schedule

- WHEREAS: The Henry Law Avenue Recreation Parking Lot is located on Henry Law Park property in or around the vicinity of 6 Henry Law Avenue; and
- WHEREAS: The Pool Advisory Committee has endorsed the metering of the Henry Law Avenue Recreation Parking Lot to reduce the incident of downtown employees misusing the parking spaces making them unavailable for Park visitors; and
- WHEREAS: The Charitable Trusts Unit of the New Hampshire Department of Justice has no objection to the metering of this parking lot if revenues, after expenses paid to the parking fund, are dedicated to Henry Law Park, a charitable trust under New Hampshire law; and
- WHEREAS: The revenue from the parking meters, after expenses paid to the parking fund, will be earmarked for Henry Law Park to pay for Park expenses; and
- WHEREAS: The Parking Bureau will manage and maintain the meters, and the charges to the Henry Law Park fund will include in the operating costs a rental fee for the meters so that they can be repaired and replaced as needed and all of the other typical costs for managing the meter system in the Park; and
- WHEREAS: The Parking Commission approves of this request; and
- WHEREAS: Metering the Henry Law Avenue Recreation Parking Lot requires an amendment to Dover Code Chapter 166.

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

That the Henry Law Avenue Recreation Parking Lot be metered by amendment to Dover Code Chapter 166. Revenue from the Henry Law Avenue Recreation Parking Lot meters, after expenses paid to the parking activity fund, will be earmarked for Henry Law Park and Park expenses.

That the City's Annual Fee Schedule be amended to include metering the Henry Law Avenue Recreation Parking Lot at the rate of \$1/hour for the hours set forth in Dover Code Chapter 166.

REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.03.22 - 026**

Resolution Re: Henry Law Avenue Recreation Parking Lot Meter Fine
Revenue and Amendment to City Fee Schedule

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.03.22 - 026**
Resolution Re: Henry Law Avenue Recreation Parking Lot Meter Fine
Revenue and Amendment to City Fee Schedule

RESOLUTION BACKGROUND MATERIAL:

Over time, concerns have arisen that parking spaces in the Henry Law Avenue Recreation Parking Lot, which are unmetered, are being used by downtown employees for extended parking to the detriment of legitimate park, museum and indoor pool users.

The Pool Advisory Committee and the Parking Commission have endorsed the use of parking meters in the Henry Law Avenue Recreation Parking Lot by votes of their respective boards. It has been recommended that the lot be metered at the rate of \$1/hour for the hours of 9 a.m. to 5 p.m.

The Charitable Trusts Unit of the New Hampshire Department of Justice has no objection to metering if revenues, after expenses, are dedicated to the Park.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.03.22 – 027**

Resolution Re: Tree Cutting on Scenic Road. Rochester Neck Road

WHEREAS: Eversource Energy has notified the City of its desire and intention to trim and remove trees and brush adjacent to and beneath some of its power lines within the City and specifically names Rochester Neck Road as a proposed work area; and

WHEREAS: Rochester Neck Road has been designated as a Scenic Road by the City pursuant to RSA 231:157; and

WHEREAS: Under Chapter 143 of the City's Code titled Scenic Roads, Section 2 Effects of Designation, states that no cutting or removal of trees shall take place without the written consent of the City Council:

143-2. Effect of Designation.

Upon a road being designated as a scenic road as previously provided, any repair, maintenance, reconstruction or paving work done with respect thereto shall not involve or include the cutting or removal of trees or the tearing down or destruction of stone walls or portions thereof, except with the prior written consent of the City Council, after a public hearing duly advertised as to time, date, place and purpose, two (2) times in a newspaper of general circulation in the area, the last publication to occur at least seven (7) days prior to such hearing as provided and set forth in RSA 231:158.

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

That the City Council consents to Eversource Energy's proposal to trim and remove trees adjacent to and beneath its power lines on Rochester Neck Road and authorizes the City Manager to provide such consent in writing to Eversource Energy.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.03.22 – 027**

Resolution Re: Tree Cutting on Scenic Road. Rochester Neck Road

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See Eversource Energy tree cutting proposal received by the Planning Office on February 28, 2017 together with enclosure.

Planning Board
City of Dover
288 Central Avenue
Dover, NH 03820

RECEIVED
Planning Office

FEB 28 2017

Dover, New Hampshire

Dear Planning Board Members:

This letter is to inform the City of Dover that Eversource is planning to trim and remove trees and brush adjacent to and beneath some of its power lines within the town. This work is necessary to insure the safe distribution of power and to improve the reliability of electric service for our customers

According to Eversource records, Rochester Neck Road has been designated as a scenic road by the Town. Please consider this letter a request from Eversource for a public hearing for the trimming and removal of trees and brush along this road within the proposed work area pursuant to RSA 231:158. Please inform this office of the time and place of said meeting so that we may have a representative present. A map highlighting the area to be trimmed is enclosed.

Eversource specifications call for the removal of brush and limbs which are located within eight feet to the side, ten feet below or fifteen above conductors. Trees which present a threat to Eversource lines or other equipment because of decay or other defect will be removed on a case by case basis. A list of "risk" trees identified for removal by Eversource has been included. All trees are marked with a blue and white checkered ribbon.

All work will be performed in accordance with accepted arboricultural standards. Eversource has contracted with Lewis Tree Service to perform the actual clearing of trees. Eversource requires that our clearing contractor contact each landowner where trees are to be trimmed or removed prior to commencement of work on that property. Individual concerns will be addressed at this time.

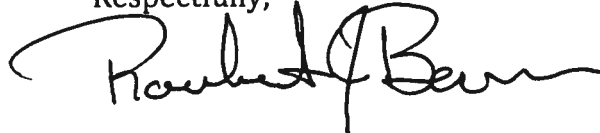
All brush and limbs cut on roadside locations will be chipped. In wooded, undeveloped locations, these chips may be dispersed into the woods taking care not to allow chips to accumulate in piles or in ditches. Near developed land, the chips will be blown into a truck and disposed of offsite. The chips make good mulch and are often given to nearby property owners for landscaping purposes. If a central dumping location could be arranged, Eversource would be happy to make any unclaimed chips available to the Town at no cost. Brush and limbs cut on inaccessible lines will be stacked to the side of the right-of way and cut low to the ground. All wood will be left on site unless otherwise directed by the landowner.

Work is scheduled to begin in the near future.

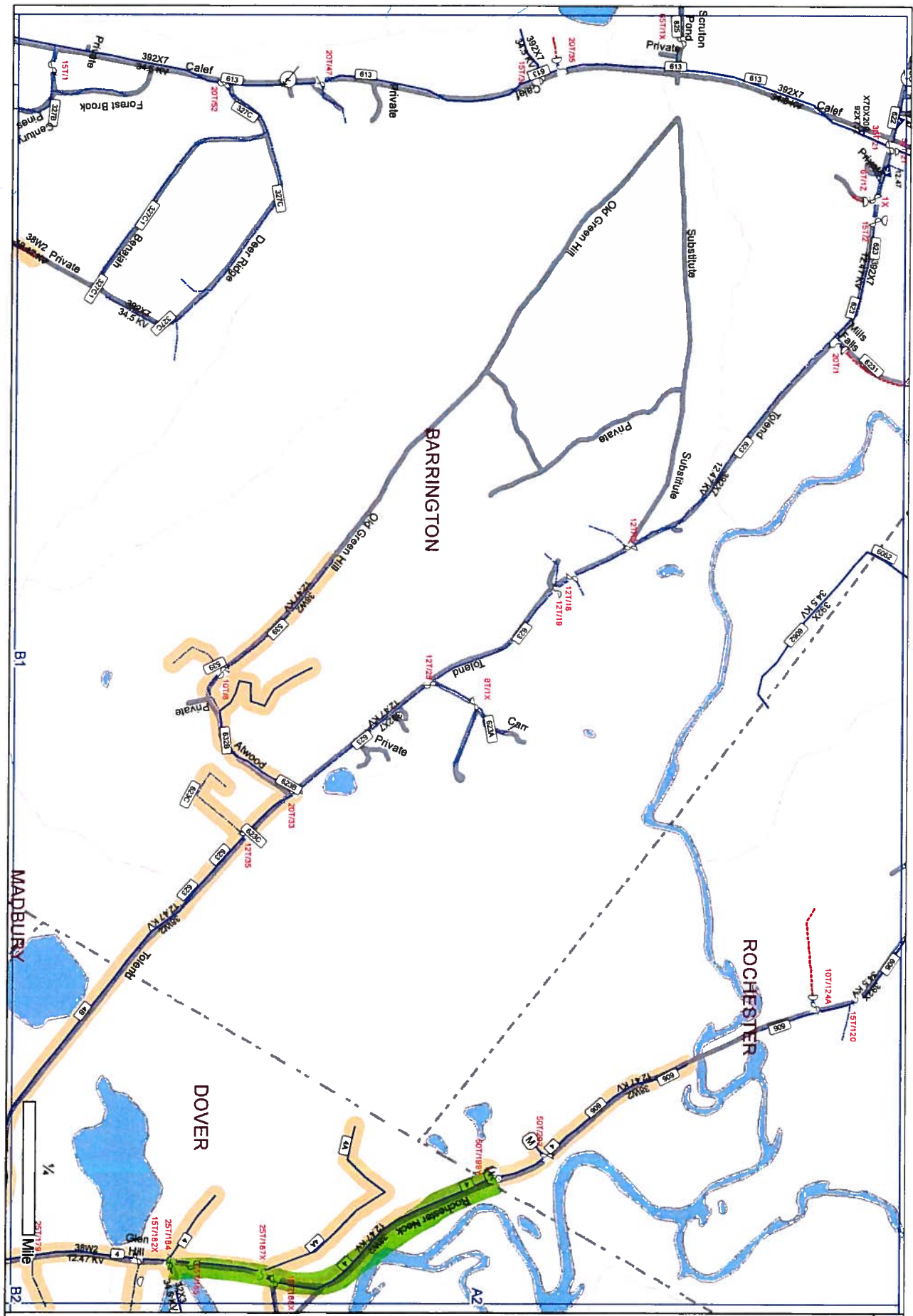
If you have any questions or comments, please feel free to contact me at the above address, by telephone at 603-634-3469 or by e-mail at Robert.Berner@Eversource.com.

Thank you for your concern and assistance.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert J. Berner". The signature is fluid and cursive, with a large initial "R" and "B".

Robert J. Berner
Eastern Region Arborist
Eversource



Hazard Trees Scenic Road
Rochester Neck Rd., Dover[illegible]



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.03.22 – 028**

Resolution Re: Declaration of Emergency Lane – Old Garrison Road from Spruce Lane to David Tuttle Lane

WHEREAS: Old Garrison Road from Spruce Lane to by an about David Tuttle Lane is a Class VI unmaintained City road; and

WHEREAS: The portion of Old Garrison Road from Spruce Lane to David Tuttle Lane abuts three private parcels of property with residential structures thereon, one of which may only be accessed by Old Garrison Road, as well as large tracts of wooded New Hampshire Fish & Game conservation land that is open to the public; and

WHEREAS: Pursuant to Title XX Transportation, Chapter 231, Cities, Towns and Village District Highways, RSA 231:59-a, Emergency Lanes, the City, by and through the City Council, may declare a Class VI road, or portion thereof, as an emergency lane; and

WHEREAS: In declaring an emergency lane, RSA 231:59-a, II requires the City Council to make written findings, recorded in the minutes of the meeting, that the public need for keeping such lane passable by emergency vehicles is supported by an identified public welfare or safety interest which surpasses or differs from any private benefits to landowners abutting such lane; and

WHEREAS: If declared an emergency lane, the City may raise, appropriate, and expend money to perform necessary repairs to render the emergency lane passable by firefighting equipment and rescue and other emergency vehicles pursuant to RSA 231:59-a, I; and

WHEREAS: The City, by and through its Police Chief and Fire Chief, has determined that a portion of Old Garrison Road from the intersection with Spruce Lane to David Tuttle Lane warrants declaration as an emergency lane as there is a public welfare or safety interest in keeping the lane passable for emergency response equipment, including fire engines and ambulances, in order to be able to timely and effectively respond to emergency situations; and

WHEREAS: If this portion of Old Garrison Road were not passable for emergency response equipment, it could result in the inability to safely, fully and/or timely respond to emergency situations at either a private residence or on public lands (e.g. structure fires, forest/brush fires, medical emergencies); damage to emergency response equipment, including but not limited to fire engines and/or ambulances; and/or injury to first responders or those being transported thereby.

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

That a portion of Old Garrison Road from the intersection of Spruce Lane to David Tuttle Lane (also a Class VI road) is declared an emergency lane pursuant to RSA 231:59-a, Emergency Lanes; and

That the Council finds that the public need for keeping this portion of Old Garrison Road passable by emergency response vehicles is supported by an identified public welfare or safety interest which surpasses or differs from any private benefits to landowners abutting such lane; and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.03.22 – 028**

Resolution Re: Declaration of Emergency Lane – Old Garrison Road from Spruce Lane to David Tuttle Lane

That the Council finds that the public welfare or safety interest is identified as the need for emergency responders and their equipment, including, but not limited to fire engines and ambulances, to be able to safely, timely, and fully respond to emergency situations on lands abutting this area of Old Garrison Road, including both private residential property and public conservation lands open for public access.

TO BE REFERRED TO A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.03.22 – 028**

Resolution Re: Declaration of Emergency Lane – Old Garrison Road from Spruce Lane to David Tuttle Lane

RESOLUTION BACKGROUND MATERIAL:

Old Garrison Road is a Class VI, unmaintained City road. Given private residences and State owned public conservation land abutting the road from Spruce Lane to David Tuttle Lane, the City believes that there is a public interest in keeping Old Garrison Road passable for emergency response equipment, including but not limited to fire engines and ambulances.

See RSA 231:59 - attached.

TITLE XX

TRANSPORTATION

CHAPTER 231

CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Repair of Highways by Towns

Section 231:59-a

231:59-a Emergency Lanes. –

I. Notwithstanding RSA 231:59 or any other provision of law, a town may raise and appropriate, and the selectmen may expend, money for the repair of any class VI highway or private way which has been declared an emergency lane under paragraph II. Such repair may include removal of brush, repair of washouts or culverts, or any other work deemed necessary to render such way passable by firefighting equipment and rescue or other emergency vehicles. A capital reserve fund under RSA 35 or a trust fund under RSA 31:19-a may be established for this purpose.

II. No expenditures shall be made under paragraph I unless the selectmen, following a public hearing, declare the relevant class VI highway, private way, or portion thereof, as an emergency lane, and make written findings, recorded in the minutes of the meeting, that the public need for keeping such lane passable by emergency vehicles is supported by an identified public welfare or safety interest which surpasses or differs from any private benefits to landowners abutting such lane.

III. In the case of a private way, notice shall be mailed to all persons known to have a legal interest in the way, 10 days prior to the hearing, and the emergency lane shall not be declared if permission is denied by any person with a legal right to deny such permission. Neither the appearance nor non-appearance of such persons at the hearing shall prevent such permission from later being denied or withdrawn.

IV. A declaration under this section may be rescinded or disregarded at any time without notice. This section shall not be construed to create any duty or liability on the part of any municipality toward any person or property. Utilization of this section shall be at the sole and unfettered discretion of a town and its officials, and no landowner or any other person shall be entitled to damages by virtue of the creation of emergency lanes, or the failure to create them, or the maintenance of them, or the failure to maintain them, and no person shall be deemed to have any right to rely on such maintenance. This section shall not be deemed to alter the classification or legal status of any highway or private way, or to limit or restrict the authority of towns to regulate the use of class VI

highways pursuant to such statutes as RSA 41:11, RSA 236:9--13, and RSA 674:41, or to authorize any person to pass over any private way when permission has been denied. This section shall not be deemed to alter the duties or powers of any party under RSA 227-L concerning forest fires.

Source. 1994, 80:1. 1995, 299:12, eff. Jan. 1, 1996.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2017.03.22 – 029**
Resolution Re: **Establishment of School Instructional Equipment
Capital Reserve Fund**

- WHEREAS: The Dover School Board approved a February 15, 2017 resolution (copy attached) requesting the City Council adopt the creation of a School Instructional Equipment Capital Reserve fund; and
- WHEREAS: The City Council adopts the City's annual Capital Improvements Program, which may include appropriations for capital outlay and funding capital reserve funds; and
- WHEREAS: The City Council is authorized to establish the capital reserve fund, and direct the Board of Trustees of Trust Fund to hold and invest the amounts so designated until such time as the funds are needed;

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

In accordance with NH RSA 34, a capital reserve fund is established titled School Instructional Equipment Capital Reserve for the purpose of purchasing instructional equipment for all City of Dover schools that has been identified as a project within the City's annual Capital Improvements Program. Moneys deposited into the capital reserve fund are to be held in custody by the Board of Trustees of the Trust Funds.

AND, FURTHER BE IT RESOLVED;

The School Board is designated as the agent to carry out the purposes of the reserve, only after approval of a majority vote of the City Council to expend funds for each project as identified within the City's Capital Improvements Program.

NOTE: This resolution requires a majority favorable vote for passage after a public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2017.03.22 – 029**
Resolution Re: **Establishment of School Instructional Equipment
Capital Reserve Fund**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA 34, a City may establish a Capital Reserve Fund once a public hearing has been held on the proposal and the City Council votes to approve creating the Reserve.

The intent of a Capital Reserve Fund is to allow a community to set aside funds on an annual basis and allow them to accumulate for a designated purpose related to future capital purchases. When adequate funding has been accumulated and the timing is appropriate, projects may be identified in the CIP and authorized by vote of the City Council to be funded from this fund.

The School Instructional Equipment Capital Reserve Fund is to be established for purchasing instructional equipment at all City of Dover schools based upon approved purchases in the City's annual Capital Improvements Program.

The School Instructional Equipment Capital Reserve fund will be financed from annual appropriations approved by the City Council in adopting the operating budget; not debt financing. Other funding sources may include other sources voted by the Council at a future date.

Included as background material is a resolution adopted by the Dover School Board on February 15, 2017 requesting creation of this capital reserve fund.

RESOLUTION

RE: REQUEST FOR THE CREATION OF AN INSTRUCTIONAL EQUIPMENT CAPITAL RESERVE FUND

- WHEREAS: The Dover School Department requires large capital investments for the purchase of Instructional Equipment at all schools; and
- WHEREAS: The Dover School Department has a well-established administrative team to advise the Dover School Board and business office regarding planned capital purchases for Instructional Equipment; and
- WHEREAS: The City Council has requested that the Dover School Department utilize capital reserve funds to provide savings opportunities and budget related security associated with long-term planning of capital improvements.

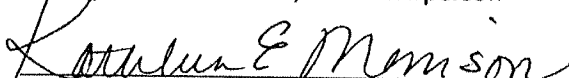
NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

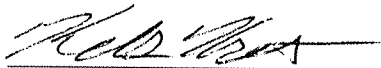
The City Council approves the creation of a distinct capital reserve fund to be used by the Dover School Department for an Instructional Equipment Capital Reserve.

SUBMITTED BY:


Amanda L. Russell, Chairperson

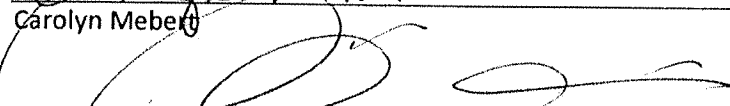
Betsey Andrews Parker, Vice Chairperson


Kathleen Morrison, Secretary


Keith Holt


Matthew Lahr


Carolyn Mebert


Michelle Muffett-Lipinski

February 15, 2017



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2017.03.22 - 030**
Resolution Re: **Appropriation for FY2018 Pointe Place Infrastructure Improvements and Authorization for Bonding**

- WHEREAS: The City Council approved resolution R-2016.03.09 on March 23, 2016 authorizing the City Manager to enter into a Development Agreement with Varney Brook Lands, LLC; and
- WHEREAS: The City Manager signed the agreement on October 28, 2016, which calls for the City to participate in the infrastructure costs of creating Pointe Place, a through road connecting Dover Point Road and Thornwood Lane, which connects to Middle Road; and
- WHEREAS: The City's financial contribution is \$920,000, which will be offset by guaranteed tax revenue from valuations of new construction as part of the project; and
- WHEREAS: Varney Brook Lands, LLC has completed their commitments under the agreement, generating the need to provide the City's reimbursement of \$920,000; and
- WHEREAS: The project was not listed in the FY18 CIP Authorization for Bonding, as required for the City to financially participate;

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

The following capital projects are appropriated with estimated useful lives in excess of the length indicated:

AND FURTHER BE IT RESOLVED THAT:

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2017.03.22 - 030**
Resolution Re: **Appropriation for FY2018 Pointe Place Infrastructure Improvements and Authorization for Bonding**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2017.03.22 - 030**
Resolution Re: **Appropriation for FY2018 Pointe Place Infrastructure Improvements and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

The City Council approved resolution R-2016.03.09 on 3/23/16 authorizing the City Manager to enter into a Development Agreement with Varney Brook Lands, LLC. The City Manager signed that agreement on 10/28/16, which calls for the City to participate in the infrastructure costs of creating Pointe Place, a through road connecting Dover Point Road and Thornwood Lane, which connects to Middle Road. In exchange for the financial participation, the Varney Brook Lands LLC donated land with a multi-use athletic field upon it adjacent to Applevale Park, construction of a multi-use athletic field on Stonewall Drive and allowance for public access on 10 acres of land on a pond located off Pointe Place.

The City's financial contribution is to be \$920,000, which will be offset by guaranteed tax valuations on new construction as part of the project of \$7,000,000, which generates tax revenue to pay the debt service on the \$920,000 within 5 years, and an assessed value of \$17,000,000 within five years of the issuance of a CO for a mixed use building on Pointe Place.

The multi-use athletic fields have been completed, the land has been donated and the roadway has been constructed ahead of schedule, generating the need to provide the City's reimbursement of funds expended on the roadway.

The project was not listed in the FY18 CIP Authorization for Bonding, as required for the City to financially participate.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

Description	General Fund
FY18 City Prior Authorizations	4,367,278
This Authorization	920,000
FY18 Debt Retirement	3,979,031
Net Change	<u>1,308,247</u>

Rate Impacts

The financing of \$920,000 for a 5-year period is estimated to have an annual average cost of \$204,000 starting in FY2018. This is estimated to have a \$0.07 tax rate impact. For an average single family home for property taxes, based on the FY17 estimated assessed value at \$275,840, the impact would be \$19.31 annually.

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2016 and this authorization, against the legal debt limits. Legal debt limit for the City General Fund is based on 3.0% of equalized assessed value.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2017.03.22 - 030**
Resolution Re: **Appropriation for FY2018 Pointe Place Infrastructure Improvements and Authorization for Bonding**

Description	General Fund
Debt Outstanding	36,593,825
Authorized - Unissued	<u>18,587,282</u>
Total Issued & Unissued	55,130,319
This Authorization	<u>920,000</u>
Grant Total	56,050,319
Legal Debt Limit	<u>93,052,012</u>
Unused Capacity	37,001,693
Percent Unused	39.76%

RESOLUTION TO AUTHORIZE THE DEVELOPMENT AGREEMENT

Summary of Land Development Agreement between the City of Dover and Varney Brook Lands, LLC

Developer to complete mixed use development on 51 acres, at their cost.

Public Improvements:

- Public Roadway connecting Dover Point Road and Middle Road
 - With roundabout to act as traffic calmer
- Applevale Park
 - Create U10 multi use athletic field
 - By July 2017
 - Install parking and access to field, from Thornwood
 - Donate 4+ acres to City
- Stonewall Drive
 - Create U10 multi use athletic field
 - By July 2017
 - Maintain field
- Public Access to Open Space
 - Allow public access to 10 acre area around pond on property with walking trails.
- Expected costs of public improvements \$1,200,000.00
 - To be paid back through tax revenue

Surety for City:

- City to reimburse the developer for public improvement costs after the fields have been completed, land donated, road complete and CO has been issued for a mixed use building with 12,000 square feet of nonresidential on the first floor, and residential above
- Tax Guarantee.
 - Within 3 years of the agreement, \$7,000,000.00 in a Assessed Value is stipulated by the agreement
 - Generates approximately \$187,000 in tax revenue (\$26.61 used as tax rate)
 - Principal repaid in 5 years if tax rate and assessment do not change.
 - Within 5 years of the issuance of the CO for the mixed use building, \$17,000,000.00 in a Assessed Value is stipulated by the agreement
 - Generates approximately \$ 452,370 in tax revenue (\$26.61 used as tax rate)
- If tax shortfalls exist, the Developer must make up the shortfall.
- Notice of DA will be recorded at SCRD, so DA runs with the land and binds any future purchaser if the property is later sold before full recovery of the City's reimbursement occurs.

Other Items:

- Thornwood Lane renamed Pointe Place
- Developer still required to address of site impacts of traffic light at Dover Point Road
- Total build out of project includes
 - 3 additional mixed use buildings, contemplated
 - Two commercial only pads
 - 31 residential units (by a separate developer)
 - 16 townhouse units
- The water and sewer investment fees to be paid by occupants at time of connection
- Lot line adjustment plan will be created paid for by Developer.
- Portion of reimbursement to be through impact fee waiver for recreation (for Applevale)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2017.03.22 – 31**

Resolution Re: **Dissolution of the School Alternative Education Fund
into the General Fund**

- WHEREAS: The City Council, in accordance with RSA 47:1-c, adopted establishing the Alternative Education Fund per resolution adopted October 10, 2001; and
- WHEREAS: The creation of the Alternative Education Fund, a special revenue fund, was to restrict and account for program revenues and expenditures separate from the City's General Fund, since the majority of program revenue came from out of district tuition receipts; and
- WHEREAS: The student population for the Alternative Education School has shifted from a majority of out of district students to a majority of Dover students and thereby the General Fund is providing 75% of the revenue for the Alternative Education Fund; and
- WHEREAS: The Dover School Board adopted a resolution (copy attached) on February 15, 2017 requesting that the City Council dissolve the Alternative Education Fund as of the close of Fiscal Year 2017;

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

The City Council vote of October 10, 2001 is hereby rescinded and the Alternative Education Fund is to be dissolved into the General Fund as of June 30, 2017.

NOTE: This resolution to be referred to Public hearing on April 12, 2017 and City Council vote to occur on May 10, 2017.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2017.03.22 – 31**
Resolution Re: **Dissolution of the School Alternative Education Fund
into the General Fund**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2017.03.22 – 31**

Resolution Re: **Dissolution of the School Alternative Education Fund
into the General Fund**

RESOLUTION BACKGROUND MATERIAL:

In accordance with NH RSA Section 47:1-c, Cities may adopt the provisions of RSA 47:1-b to create Special Revenue Funds. The City Council followed these provisions to create the Alternative Education Fund, a special revenue fund, in October 2001. The purpose for creating the Special revenue fund was to restrict and account for program revenues and expenditures separate from the City's General Fund, since the majority of program revenue came from out of district tuition receipts.

The Dover School Department's General Fund operating budget has supported Dover students attending the Alternative School through an annual transfer from the General Fund to the Alternative Education Fund.

Over time the student population for the Alternative Education School has shifted, fewer out of district tuition students have been attending the school resulting in the majority of students now being Dover students. This has resulted in the General Fund providing 75% of the revenue for the Alternative Education Fund.

The Alternative Education Fund no longer meets the parameters of a special revenue fund now that the General Fund is providing the majority of funding. Therefore, the School Board's recommendation is to rescind the City Council vote of October 10, 2001 and dissolve the Alternative Education Fund into the General Fund as of June 30, 2017.

A copy of the School Board's adopted resolution recommending dissolution of the Alternative Education Fund is attached to this resolution as part of the background material.

RESOLUTION

RE: REQUEST FOR THE DISSOLUTION OF THE SCHOOL ALTERNATIVE EDUCATION FUND (3825)

WHEREAS: The Alternative School supports and serves Dover students and tuition-in students from surrounding communities; and

WHEREAS: The Dover School Department's general operating fund has supported Dover students attending the Alternative School by way of an annual budget transfer from the General Fund to the Alternative Education Fund; and

WHEREAS: The student population has shifted from fewer tuition-in students to the majority being Dover students over the past several years, thereby the General Fund is providing 75% of the revenue for the Alternative Education Fund; and

WHEREAS: After review by the Dover School Department the budget for the Alternative School would be more efficient if managed entirely through the School's General Fund operating budget; and

WHEREAS: Any deficit balances will be managed through the School's general operating budget at the close of Fiscal Year 2017.

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council approves the dissolution of the School Alternative Education Fund (3825) and the Dover School Department will fully fund the program within its General Fund operating budget to include operating expenses and tuition revenue.

SUBMITTED BY:



Amanda L. Russell, Chairperson

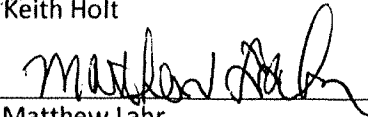
Betsey Andrews Parker, Vice Chairperson



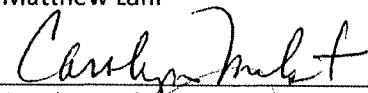
Kathleen Morrison, Secretary



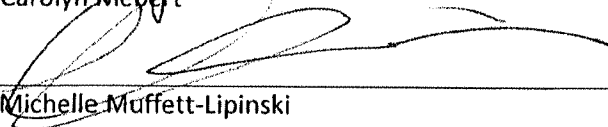
Keith Holt



Matthew Lahr



Carolyn Mebert



Michelle Muffett-Lipinski

February 15, 2017



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2017.03.22 – 003**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **7 – Park Hours**

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 131 entitled “Offenses” of the Code of the City of Dover by amending Section 7 - Park Hours.

2. AMENDMENT

131-7. Park Hours.

- A. No person shall remain in or enter any park or recreation area in the City of Dover during the hours set forth in the table below, except by written consent of the public official who has authority and control over said publicly owned parks and recreation areas and except as provided in Subsection B.

Months	Hours
April 1st - September 30th	9:30 p.m. - 7:00 a.m.
October 1st - March 31st	7:00 p.m. - 7:00 a.m.

B. Exceptions

- (1) Park Street Park. No person shall remain in or enter the Park Street Park, during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1st through September 30th, and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1st through March 31st.
- (2) Hilton Park. No person shall remain in or enter Hilton Park during the hours of 8:00 p.m. to 6:00 a.m., except upon the written consent of the New Hampshire Commissioner of the Department of Public Works and Highways, or authorized representative. **[Amended on 7-23-86 by Ord. No. 9-86]**
- (3) Henry Law Park. Henry Law Park shall not be restricted.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2017.03.22 – 003**
Ordinance Title: **OFFENSES**
Chapter: **131**
Section: **7 – Park Hours**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Finance Director By request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

This ordinance would make the hours of operation of the Park Street Park consistent with permitted hours of vehicle parking at the Park.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2017.03.22 – 004**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **16 General Parking Restrictions**
17 General Parking Provisions
18 Parking Lots
30 First Notice of Violation; Payment Tables
37 Hours of Operation
38 Unlawful Acts; Separate Violations
56 Schedule I. No Parking At Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
and a general clean-up/renumbering of the Chapter

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to restrict parking in City Hall parking lots under Sections 16 and 18, expand the description of parking near a sidewalk in Section 17; eliminate the payment Tables from Section 30; clarify the hours of operation for Henry Law Recreation Parking Lot under Section 37; update Section 38 to add language about using proper space numbers; update Section 56; Schedule I regarding Orchard Street and Park Street Park Parking Lot, Section 57; Schedule J by eliminating Chestnut Street Parking Lot; Section 59, Schedule L regarding Chestnut Street Parking Lot and Henry Law Avenue Recreation Parking Lot – Henry Law Avenue and a general clean-up/renumbering of the Chapter.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 16, “General Parking Restrictions” Section E.(1) “Restricted Parking” as follows:

166-16. General Parking Restrictions.

E. Restricted Parking. [Added 10-02-96 by Ord. No. 13-96; Amended on 10-26-2016 by Ord. No. 2016.05.11-007]

- (1) Henry Law Park – River Street parking area. No Person shall park a Vehicle in designated parking in the River Street parking area at the Henry Law Park and Recreation Facility unless they are a City Employee on City business or are present and using the recreational facility or grounds at Henry Law Park. The parking of Vehicles for any other purpose is prohibited. Violators shall be subject to Table B fines under 166-30 as set forth in the Fee Schedule adopted by City Council.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: O – 2017.03.22 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
17 General Parking Provisions
18 Parking Lots
30 First Notice of Violation; Payment Tables
37 Hours of Operation
38 Unlawful Acts; Separate Violations
56 Schedule I. No Parking At Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
and a general clean-up/renumbering of the Chapter

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 17.A.(2), “General Parking Provisions” as follows:

166-17. General Parking Provisions

Except when necessary to avoid conflict with other traffic or in compliance with law or the direction of a police officer or official traffic control device, no person shall:

A. Stop, stand or park a vehicle:

- (1) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
- (2) On or over a sidewalk.

4. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 18.A., “Parking Lots” as follows:

166-18. Parking Lots. [Amended on 04-01-88 by Ord. No. 2-88; Amended on 08-20-2003 by Ord. No. 13-2003]

- A. Parking in the City Hall parking lots shall be restricted to one-hour parking, and only while the driver or passenger is conducting business at City Hall, Monday through Friday, from ~~9:00~~ 8:30a.m. to ~~5:00~~ 5:30p.m., except for ~~publicly~~ City owned Vehicles.

5. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 30, “First Notice of Violation; Payment Tables” by removing the Tables to eliminate redundancy in the Fee Schedule as follows:



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: O – 2017.03.22 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
17 General Parking Provisions
18 Parking Lots
30 First Notice of Violation; Payment Tables
37 Hours of Operation
38 Unlawful Acts; Separate Violations
56 Schedule I. No Parking At Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
and a general clean-up/renumbering of the Chapter

166-30. First Notice of Violation; Payment Tables. [Amended on 03-25-88 by Ord. No. 28-87; Amended on 04-19-2000 by Ord. No. 03-2000; Amended on 03-20-2002 by Ord. No. 15-2002; Amended on 04-20-2005 by Ord. No. 06-2005; Amended on 01-26-2011 by Ord. No. 2011.01.12-2; Amended on 07-11-2012 by Ord. No. 2012.05.09-8; Amended 11-13-2013 by Ord. No. 2013.10.09-013; Amended on 02-11-2015 by Ord. No. 2015.01.28-003; Amended on 03-11-2015 by Ord. No. 2015.02.25-009]

Late Notice - If the fine indicated for the initial violation is not paid within ten (10) days, the Chief of Police shall send a late notice to the owner of the Vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the Vehicle is registered. The late notice shall be sent by First Class mail and shall instruct the Vehicle owner that they may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.

A. All parking violations enumerated in 166-16 through 166-46 shall be TABLE A violations as set forth in the Fee Schedule as adopted by City Council, except as follows:

- (1) Violations of Section 166-16.E.(1), 166-16.F, 166-17.A.(9), 166-17.A.(12), 166-17.E, 166-38.C.(4) shall be TABLE B violations as set forth in the Fee Schedule as adopted by City Council. [Amended on 03-11-2015 by Ord. No. 2015.02.25-009]
- (2) Violations of Section 166-17.A.(11) and 166-17.F shall be TABLE C violations as set forth in the Fee Schedule as adopted by City Council.
- (3) Violations of Section 166-19.D shall be subject to the provisions of that section.

B. Parking violation TABLES A, B, and C tables fines as set forth in the Fee Schedule adopted by City Council. shall be as follows:

(1)	TABLE A		
(A)	INITIAL VIOLATION:	Fifteen dollars	\$15.00
(B)	LATE NOTICE(10 days after violation)	Thirty dollars	\$30.00
(C)	14 DAYS AFTER LATE NOTICE:	Fifty dollars	\$50.00
(D)	AFTER NOTIFICATION TO COLLECTIONS AGENCY	Sixty dollars	\$60.00



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: O – 2017.03.22 – 004
 Ordinance Title: Vehicles and Traffic
 Chapter: 166
 Section: 16 General Parking Restrictions
 17 General Parking Provisions
 18 Parking Lots
 30 First Notice of Violation; Payment Tables
 37 Hours of Operation
 38 Unlawful Acts; Separate Violations
 56 Schedule I. No Parking At Any Time
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(1)	TABLE A
	MINIMUM COURT FINE
	\$100.00

(1)	TABLE B
(A)	INITIAL VIOLATIONS
(B)	LATE NOTICE (10 days after violation)
(C)	14 DAYS AFTER LATE NOTICE
(D)	AFTER NOTIFICATION TO COLLECTION AGENCY
(E)	MINIMUM COURT FINE

(1)	TABLE C
(A)	INITIAL VIOLATIONS
(B)	LATE NOTICE:
(C)	14 DAYS AFTER LATE NOTICE
(D)	AFTER NOTIFICATION TO COLLECTION AGENCY
(E)	MINIMUM COURT FINE

6. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 37. “Hours of Operation” in the Chapter Index and as follows:

166-37. Hours of Operation and Rates. [Amended on 01-13-88 by Ord. No. 34-87]

A. Parking Meters shall be in operation daily between the hours of 9:00 a.m. and 7:00 p.m., except on Saturdays, Sundays and legal holidays with the exception of the Henry Law Recreation Parking Lot.



CITY OF DOVER

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which shall be in operation daily between the hours of 9:00 a.m. and 5:00 p.m., except on Saturdays, Sundays and legal holidays.

B. Parking Meter rates shall be set forth in the annual Fee Schedule adopted by the City Council.

7. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 38.C.(2) “Unlawful Acts; Separate Violations as follows:

166-38. Unlawful Acts; Separate Violations. [Amended on 8-24-2015 by Ord. No. 2015.07.08-014; Amended on 11-11-2015 by Ord. No. 2015.10.28-024]

The following shall be considered violations of this Article:

- A. It shall be unlawful for any Person to park or allow any Vehicle registered in their name to be parked in a Parking Meter Zone so that Vehicle is not entirely within the area designated or delineated by lines or markings.
- B. It shall be unlawful for any Person to park or allow any Vehicle registered in their name to be parked in excess of nineteen (19) feet in overall length in a Multi-Space Parking Meter Zone except as provided in 166-39.
- C. It shall be unlawful for any Person to park or allow any Vehicle registered in their name to be parked or left standing in any area where parking is controlled by a Multi-Space Parking Meter:
 - (1) Without purchasing a receipt from said Multi-Space Parking Meter for such parking or standing time.
 - (2) Without displaying any receipt so purchased from a Multi-Space Parking Meter in a position on the dashboard of the Vehicle in order that the time printed on said receipt is clearly visible from outside the Vehicle, except in a Metered Parking Garage when the proper space number is entered into the Pay by Space parking meter, wherein such receipt display is not required.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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8. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 56. Schedule I. “No Parking at Any Time” by adding Park Street Park Parking Lot as follows:

166-56. SCHEDULE I: No Parking at Any Time.

Orchard Street	Both sides, from the intersection with Central Avenue westerly to the <u>intersection with Chestnut Street</u> entrance to the Orchard Street Parking Lot
Orchard Street Parking Lot	[Repealed on 12-15-93 by Ord. No. 32-93]
Orchard Street Lot service road [Added on 11-17-04 by Ord. No. 19-2004]	Both sides, entire length from its intersection with Orchard Street northerly, then westerly to its exit to Orchard Street lot
Overlook Drive [Added on 02-16-05 by Ord. No. 04-2005]	Westerly side, entire length
Paul Street [Added on 09-20-95 by Ord. No. 12-95]	Easterly side, from the intersection with Henry Law Avenue, to the intersection with Wallingford Street
<u>Park Street Park Parking Lot</u>	<u>No parking during the hours of 8:30 p.m. to 7:00 a.m. during the period of April 1st through September 30th and during the hours of 7:00 p.m. to 7:00 a.m. during the period of October 1st through March 31st</u>

9. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 57, “Limited Time Parking” Schedule J as follows:

166-57. SCHEDULE J. Limited Time Parking. [Amendments noted where applicable]

J. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than two (2) hours per day in the following described locations:



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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<u>STREET</u>	<u>LOCATION</u>
Chestnut Street [Amended on 10-26-2016 by Ord. No. 2016.10.12-013]	Westerly side, from the intersection with Third Street northerly to the intersection with Sixth Street
Chestnut Street [Added on 10-26-2016 by Ord. No. 2016.10.12-013]	Easterly side, from the intersection with Fifth Street northerly to the intersection with Sixth Street
Chestnut Street Parking Lot [Added on 10-26-2016 by Ord. No. 2016.10.12-013]	All spaces except as otherwise posted

10. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 59, “Parking Meter Zones” Schedule L for Metered Parking Lot as follows:

166-59. SCHEDULE L: Parking Meter Zones. [Added on 04-22-2015 by Ord. No. 2015.04.22-012; Amended on 10-26-2016 by Ord. No. 2016.05.11-007]]

<u>METERED PARKING LOT</u>	<u>LOCATION</u>
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
<u>Chestnut Street Parking Lot</u>	<u>East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted.</u>
<u>Henry Law Avenue Recreation Parking Lot – Henry Law Avenue</u>	<u>6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue</u>



CITY OF DOVER

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Locust Street Lot [Added on 12-09-2015 by Ord. No. 2015.10.28-029]	17 St. Thomas Street and 33 Locust Street north of the intersection of Locust Street and Chestnut Street
Orchard Street Lot [Amended on 8-24-2015 by Ord. No. 2015.07.08-016; Amended on 12.09.2015 by Ord. No.2015.10.28-029]	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including two (2) posted spaces in the northeast corner of the lot, two (2) posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free fifteen (15) minute limit spaces, and two (2) posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments)
River Street Lot	31 River Street easterly of the Cochecho River and north of Henry Law Avenue

11. TAKES EFFECT

This ordinance shall take effect on July 1, 2017 following passage and publication of notice as required by RSA 47:18.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

Section 16:

The purpose for revising Section 16 E.(1) is to distinguish the metered portion of Henry Law Park from the restricted parking portion.

Section 17:

The purpose of expanding the language of this section is to avoid a car blocking the sidewalk therefore making it difficult for sidewalk plows and disabled persons to get around.

Section 18:

As part of their continuing review of the downtown parking system, the Parking Commission recommends restricting City Hall parking lots to one hour for conducting business at City Hall.



CITY OF DOVER

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Section 30:

Revised to eliminate redundancy in the Fee Schedule

Section 37:

Adding Henry Law Recreation Parking Lot with specific hours of operation.

Section 38:

The purpose for revising Section 38.C.(2) is to stop cars from using the same space number to avoid paying for parking.

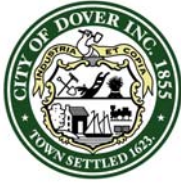
Section 56

Add Park Street Park parking lot to the No Parking at Any Time Schedule

Sections 57 and 59:

Due to the development of the Third Street Parking Lot, that is expected to begin on May 1, 2017, the Chestnut Street Parking Lot will become a primary destination for customers of north end businesses. The Parking Commission voted to recommend that the Chestnut Street Parking Lot become part of the City's metered parking program.

A general clean-up/renumbering of the Chapter will eliminate Reserved and Repealed Sections, Schedules, and offense penalties (by reference to the Fee Schedules throughout the Chapter). It will also allow for capitalization of defined terms.



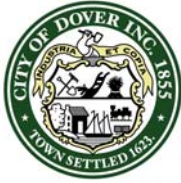
CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 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. ADVANCED REFUNDING FOR CITY OF DOVER NOVEMBER 15, 2008 AND APRIL 15, 2010 GENERAL OBLIGATION BONDS AND AUTHORIZATION TO ISSUE REFUNDING BONDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
 - B. DOVER LED PUBLIC WORKS LIGHTING UPGRADE (B15021) AND AUTHORIZATION FOR FINANCING
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON APRIL 12, 2017.)
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**
 - A. March 22, 2017**
 - B. Fiscal Year 2018 Proposed Budget Presentation**
- 10. APPROVAL OF MINUTES**
 - A. March 1, 2017 – Workshop Session**
 - B. March 8, 2017 – Regular Meeting**
- 11. MAYOR'S REPORT**



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 22, 2017**
Meeting Time: **7:00 pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

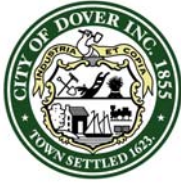
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Cocheco Country Club**
- 2. RAFFLE – Cocheco Valley Humane Society**
- 3. ROAD TOLL – American Cancer Society – UNH Relay for Life**
- 4. AUTHORIZATION TO COMMIT FUNDS TO THE NH STORMWATER COALITION
SPONSORED BY MAYOR WESTON BY REQUEST**
- 5. B15060 ADDITIONAL DESIGN SERVICES FOR WATERFRONT DEVELOPMENT
UNION STUDIO
SPONSORED BY MAYOR WESTON BY REQUEST**
- 6. B16060 TEMPORARY LAB TECHNICIAN FOR WASTEWATER TREATMENT
PLANT (WWTP)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 7. B17009 ADDITIONAL SCOPE OF WORK DOVER PUDDING HILL AQUIFER
INTERIM IMPROVEMENT CONSTRUCTION
SPONSORED BY MAYOR WESTON BY REQUEST**
- 8. B17024 EXCAVATION OF WATERFRONT PARCEL RIVER STREET
SPONSORED BY MAYOR WESTON BY REQUEST**
- 9. B17032 FIRE INSPECTION SERVICES
SPONSORED BY MAYOR WESTON BY REQUEST**
- 10. ICE RESURACING EQUIPMENT - ZAMBONI
SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL – AGENDA

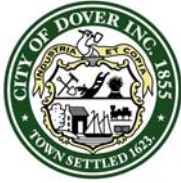
Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 22, 2017**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. HENRY LAW AVENUE RECREATION PARKING LOT METER FINE REVENUE AND AMENDMENT TO CITY FEE SCHEDULE
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. TREE CUTTING ON SCENIC ROAD. ROCHESTER NECK ROAD
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. DECLARATION OF EMERGENCY LANE – OLD GARRISON ROAD FROM SPRUCE LANE TO DAVID TUTTLE LANE
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 4. ESTABLISHMENT OF SCHOOL INSTRUCTIONAL EQUIPMENT CAPITAL RESERVE FUND
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 5. APPROPRIATION FOR FY2018 POINTE PLACE INFRASTRUCTURE IMPROVEMENTS AND AUTHORIZATION FOR BONDING
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017, WITH A COUNCIL VOTE TO OCCUR ON APRIL 26, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 6. DISSOLUTION OF SCHOOL ALTERNATIVE EDUCATION FUND INTO THE GENERAL FUND
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017, WITH A COUNCIL VOTE TO OCCUR ON MAY 10, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 22, 2017**
Meeting Time: **7:00 pm**

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 131 OFFENSES, SECTION 7 – PARK HOURS
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. CHAPTER 166 VEHICLES AND TRAFFIC, SECTIONS 16, 17, 18, 30, 37, 38, 56,
57, 59, AND A GENERAL CLEAN-UP/RENUMBERING OF THE CHAPTER
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 12, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT