



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 26, 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. FISCAL YEAR 2018 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – CITY PORTION
(COUNCIL VOTE TO OCCUR ON MAY 3, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**
 - B. REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17037
BIRCHWOOD AND KEATING RECONSTRUCTION PROJECT
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON MAY 10, 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**
- 10. APPROVAL OF MINUTES**
 - A. April 5, 2017 – Workshop Session**
 - B. April 12, 2017 – Regular Meeting**
- 11. MAYOR’S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**



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Meeting Date: **Wednesday, April 26, 2017**
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C. RESOLUTIONS

- 1. APPROPRIATION FOR FISCAL YEAR 2018 POINTE PLACE INFRASTRUCTURE IMPROVEMENTS AND AUTHORIZATION FOR BONDING**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – 7th Catering LLC**
- 2. BLOCK PARTY – Greater Dover Chamber of Commerce – Arts Festival**
- 3. BLOCK PARTY – Greater Dover Chamber of Commerce – Final Arts Festival**
- 4. BLOCK PARTY – Neighbors of Grove Street**
- 5. BLOCK PARTY – New Hampshire Soap Box Derby, Inc.**
- 6. ROAD RACE – Six03 Endurance**
- 7. BLOCK PARTY – Six03 Endurance – to follow road race**
- 8. ROAD RACE – Children’s Museum of New Hampshire**
- 9. ROAD RACE – Dover Soccer Association**
- 10. ROAD RACE – Horne Street School Parent/Teacher Group**
- 11. ROAD RACE – Wentworth-Douglass Foundation**
- 12. FIREWORKS – City of Dover Recreation Department**
- 13. RAFFLE – City of Dover Recreation Department**
- 14. RAFFLE – Woodman Museum (April)**
- 15. RAFFLE – Woodman Museum (June)**
- 16. TAG – Dover Little Green Cheerleading**
- 17. B17044 AWARD OF BID SEWER DRAIN SUPPLIES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 18. B17045 AWARD OF BID WATER DRAIN SUPPLIES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 19. B17048 SIDEWALK IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 20. ENVIRONMENTAL CONSULTING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST



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COMMITTEE REPORTS

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

B. RESOLUTIONS

1. **REPROGRAM APPROPRIATIONS FOR OAK STREET RAILROAD BRIDGE AND AWARD B16073 CHANGE ORDER #3 CENTRAL AVENUE BRIDGE REPAIRS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 10, 2017)**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 7.A
Public Hearing Only

Resolution Number: **R – 2017.03.22 – 032**

Resolution Re: Fiscal Year 2018 Budget Appropriations, Fees and Capital
Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 22, 2017; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2018, (July 1, 2017 through June 30, 2018);

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

1. The annual budget for the City of Dover for Fiscal Year 2018, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund	111,332,346	111,332,346	General Fund
2100	Community Development Fund	311,088	311,088	Special Revenue
2210	Police Dept. of Justice Grants	125,820	125,820	Special Revenue
2220	Dover Housing Auth Policing	108,766	108,766	Special Revenue
2245	DHHS Assistance Programs	69,246	69,246	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	176,580	176,580	Special Revenue
2800	School Cafeteria Fund	1,730,000	1,730,000	Special Revenue
2820	School Dept. of Education Grants	3,051,108	3,051,108	Special Revenue
2900	School Special Pgms & Grants Fund	129,000	129,000	Special Revenue
3207	Public Safety Special Details	447,222	447,222	Special Revenue
3213	Parking Activity Fund	856,716	856,716	Special Revenue
3320	Residential Solid Waste Fund	1,008,582	1,008,582	Special Revenue
3381	McConnell Center Fund	937,907	937,907	Special Revenue
3410	Recreation Programs	548,949	548,949	Special Revenue
3455	Library Fines Fund	36,678	36,678	Special Revenue
3500	OPEB Liability Fund	1,594,311	1,594,311	Special Revenue
3710	Downtown Dover TIF Fund	642,409	642,409	Special Revenue
3715	Waterfront TIF Fund	150,000	150,000	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	190,395	190,395	Special Revenue
5300	Water Fund	5,303,833	5,303,833	Enterprise
5320	Sewer Fund	7,764,561	7,764,561	Enterprise
6100	DoverNet Fund	1,146,224	1,146,224	Internal Service
6110	Central Stores Fund	101,586	101,586	Internal Service
6310	Fleet Maintenance Fund	958,776	958,776	Internal Service
6800	Workers Compensation Fund	654,358	654,358	Internal Service
	Totals	139,501,461	139,501,461	



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**Agenda Item#: 7.A
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Resolution Number: **R – 2017.03.22 – 032**
Resolution Re: Fiscal Year 2018 Budget Appropriations, Fees and Capital
Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2017 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$38,474,903 for City operations, \$52,119,596 for School Department operations, \$12,014,563 for Debt Service and \$8,723,284 for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2017 (Fiscal Year 2018).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2018 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2017, the Water and Sewer User Fees will be \$4.98 and \$8.52, respectively.
7. Effective July 1, 2017, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2017, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2017, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2017, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2017, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2017, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



CITY OF DOVER

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Resolution Re: Fiscal Year 2018 Budget Appropriations, Fees and Capital
Improvements Program

13. Effective July 1, 2017, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2017, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2017, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. Effective July 1, 2017, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.
17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
18. In accordance with RSAs 674:8 and 674:21-V(b), the FY17-22 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2018 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
20. The sum of \$1,253,900 representing budgeted transfers to fund 30% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
21. The sum of \$180,540 collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2017 COAST Bus grant subsidy.
22. The sum of \$1,347,797 currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Facilities Improvement Capital Reserve is hereby appropriated for use by the Dover School District for Fiscal Year 2018 Debt Service payments associated with Dover High School and Regional Career Technical Center construction project.
23. The sum of \$64,000 currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Parking Capital Reserve is hereby appropriated for use by the City of Dover for Fiscal Year 2018 Debt Service payments associated with Downtown Parking Garage project as budgeted in the Downtown Dover TIF Fund.



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

Resolution Number: **R – 2017.03.22 – 032**

Resolution Re: Fiscal Year 2018 Budget Appropriations, Fees and Capital
Improvements Program

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless School General Fund revenues are increased or School General Fund appropriations are decreased to result in school property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, April 12, 2017

City Budget hearing Wednesday, April 26, 2017

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.A
Public Hearing Only

Resolution Number: **R – 2017.03.22 – 032**
Resolution Re: Fiscal Year 2018 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

First Reading Date: 03/22/2017	Public Hearing Date: School Portion: 04/12/2017 City Portion: 04/26/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.04.12 – 042**
Resolution Re: Reprogram Unexpended CIP Appropriations and Award of
B17037 Birchwood and Keating Reconstruction Project

WHEREAS: A Sealed Request for Bid B17037 was issued and received for the Birchwood and Keating Reconstruction Project on March 14, 2017 at 10:00am. A mandatory pre-bid meeting was conducted on February 28, 2017 at 10:00am with ten firms attending, along with representatives from the (NHDES) New Hampshire Department of Environmental Services; and

WHEREAS: Four replies were received and evaluated by city personnel and city hired Engineering Consultant. The low bid and offer deemed most advantageous to the City was submitted by Sargent Corporation of Stillwater ME for a bid amount of \$2,937,013.00.

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

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
WATER PORTION:				
5300.1.300.43320.4757.03583.15	Water Main – Oak & Broadway	125,000	(125,000)	0.00
5300.1.300.43320.4757.03551.13	Water Main – Court St	50,000	(50,000)	0.00
5300.1.300.43320.4757.03554.15	Water Main – Keating/ Birchwood	0.00	125,000	125,000
5300.1.300.43320.4757.03554.13	Water Main – Keating/Birchwood	0.00	50,000	50,000
	Total Available Funding	175,000	0.00	175,000
STREET/DRAINAGE PORTION:				
4014.1.300.43121.4751.03142.14	Tolend Road Reconstruction	493,428.69	(493,428.69)	0.00
4017.1.300.43121.4751.03176.17	Oak/Broadway area	2,500,000.00	(472,002.86)	2,027,997.14
4014.1.300.43121.4751.03163.14	Keating & Birchwood	0.00	493,428.69	493,428.69
4017.1.300.43121.4751.03163.17	Keating & Birchwood	0.00	472,002.86	472,002.86
	Total Available Funding	2,993,428.69	0.00	2,993,428.69

AND, FURTHER BE IT RESOLVED:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sargent Corporations of Stillwater ME for the reconstruction of Birchwood and Keating project at rates provided in conjunction with B17037. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.04.12 – 042**
Resolution Re: Reprogram Unexpended CIP Appropriations and Award of
B17037 Birchwood and Keating Reconstruction Project

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4741.04570.14	Sewer I&I	299,076.00	299,076.00
5320.1.300.43250.4741.04570.15	Sewer I&I	94,786.91	78,475.53
5320.1.300.43250.4741.04570.16	Sewer I&I	300,000.00	285,726.00
5300.1.300.43320.4757.03554.16	Water-Keating & Birchwood	550,000.00	436,519.00
5300.1.300.43320.4757.03531.17	Water-Keating & Birchwood	75,000.00	55,556.00
5300.1.300.43320.4757.03554.15	Water-Keating & Birchwood	125,000.00	125,000.00
5300.1.300.43320.4757.03554.13	Water-Keating & Birchwood	50,000.00	50,000.00
4016.1.300.43121.4751.03163.16	Streets Keating & Birchwood	984,327.35	704,760.45
4014.1.300.43121.4751.03163.14	Streets Keating & Birchwood	493,428.69	493,428.69
4017.1.300.43121.4751.03163.17	Streets Keating & Birchwood	472,002.86	472,002.86

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.

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.
Public Hearing Only**

Resolution Number: **R – 2017.04.12 – 042**
Resolution Re: Reprogram Unexpended CIP Appropriations and Award of
B17037 Birchwood and Keating Reconstruction Project

DOCUMENT HISTORY:

First Reading Date: 04/12/2017	Public Hearing Date: 04/26/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Document Created by: Purchasing	R-2017.04.12 B17037 Birchwood and Keating Reconstruction Project
Document Posted on: April 20, 2017	Page 3 of 5



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2017.04.12 – 042**

Resolution Re: Reprogram Unexpended CIP Appropriations and Award of
B17037 Birchwood and Keating Reconstruction Project

The Dover City Council approved appropriations for these various CIP projects in the CIPs for Fiscal Years 2013 through 2017.

The Water Main Replacement Oak/Broadway Area (FY15 CIP) has not been undertaken by the City at this time and is available Water Fund bonding authorization and is being reprogrammed to the Water portion of the Keating & Birchwood Drive project.

The Water Main Replacement Court Street (FY13 CIP) has not been undertaken by the City at this time and is available Water Fund capital reserve authorization and is being reprogrammed to the Water portion of the Keating & Birchwood Drive project.

The Tolend Road reconstruction project (FY14 CIP) is completed, leaving unexpended bond proceeds available to be reprogrammed to the Street/Drainage portion of the Keating & Birchwood Drive project. For debt issuance compliance reasons (IRS arbitrage and rebate restrictions) it is in the City's best interest to reprogram a portion of these bond proceeds to the Keating & Birchwood Drive project

The Street Reconstruction Oak/Broadway Area (FY17 CIP) has not been undertaken by the City at this time and is available Street/Drainage bonding authorization and is being reprogrammed to the roadway and drainage portion of the Keating & Birchwood Drive project.

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

This Keating & Birchwood project includes roadway and utility reconstruction for approximately 3,700 linear feet of urban residential roadway on Birchwood Place, Shamrock Lane, Keating Avenue, Emmet Road, Renaud Avenue and Hayes Lane in the City of Dover, New Hampshire. Work includes demolition, removal and proper disposal of all existing roadway courses and existing buried utilities, and construction of new full depth road reconstruction and new buried utilities. Sanitary sewer system improvements include new manholes, sewer main and service connections to each residence. Water system improvements include new water main, associated gate valves, hydrants, and service connections to each residence. Stormwater system improvements include a closed collection and conveyance system consisting of precast concrete catch basins and manholes, drainage pipe and associated BMP's. Work also includes maintaining utility service throughout construction, appurtenances, traffic control, erosion control and surface restoration. Existing underground gas service and existing overhead utilities (electric, telephone, cable) are to remain.

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



CITY OF DOVER

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

Resolution Number: **R – 2017.04.12 – 042**
Resolution Re: Reprogram Unexpended CIP Appropriations and Award of
B17037 Birchwood and Keating Reconstruction Project

Bid Information:

A Sealed Request for Bid B17037 was issued and received for the Birchwood and Keating Reconstruction Project on March 14, 2017 at 10:00am

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	441	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Award to:	Sargent Corp	Fund:	CIP/NH Loan Fund
Other Approvals Required:	State of NH DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 requiring Council approval

[B17037 Bid Documents and Vendor List](#)

City of Dover

City Manager's Report

April 26, 2017



In memory of TJ, the longest working mount, serving Dover for 15 years.
He was laid to rest on Sunday, March 19, 2017.



Reporting on March, 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

Customer-Focused Outcomes

1

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



12" main pigging operation

March library circulation totaled 26,579. (14,208 adult; 9,596 children's, 1,958 audiobooks & eBooks downloaded, and 817 Hoopla media items downloaded).

132 new library patrons registered for a new total active cardholder count of 16,590. 13 of these new patrons were non-resident Dover workers or students. There are now 221 in that category.

The Dover library lent museum passes out 104 times.

39 new patrons registered for downloadable audiobooks/eBooks for a new total of 4,520 and 30 registered for Hoopla which not totals 850.

At the library, Internet and PC uses by the public totaled 1,440 on library workstations, plus 3,958 via Wi-Fi, plus 115 Chromebook loans. Early Literacy Station was used 385 times by children. Average Internet use per day was 180.

The library has 3,314 subscribers to its two monthly e-newsletters.

The Facilities, Grounds and Cemeteries handled 3 service calls and 254 work orders in the month of March. In Pine Hill Cemetery, employees attended 3 full burials.

The Dover Teen Center calendar for March of 2017 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 598 participants on 21 days of programming, which yielded an average of just under 29 participants per day. There were 9 new Teen Center registrations during the month.

Responsiveness & Measurables

March was a normal or average month for Fire and Rescue with 452 calls for service which is 15 responses per day helping Dover citizens. 8 of the calls for service were for fires, 269 were for medical emergencies, 21 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 53 were either false or good intent in nature, with the remaining 101 being for non-emergent requests. Of the emergencies, there were 83 times where simultaneous emergencies were occurring with 21 of those times where 3 or more emergencies were occurring at the same time. The busiest day in March for Fire & Rescue was March 15th with 22 requests for service while the slowest day of the month was March 25th with only 5 calls for service.

Facilities & Grounds employees participated in sanding, salting and snow removal operations. Winter storm Stella barreled through in the middle of the month and after clean up in the cemetery was completed, traffic signal boxes had to be cleared for access. Each morning the doorways and steps were cleared or checked for ice and treated accordingly. Wind was also a factor this month, causing some power outages and downed trees, as well as contributing to trash or recycling items blowing around and collecting in gutters in the downtown area. Employees cleaned up trash and tree limbs, removing debris from four trees that came down earlier in the month. A very large pine fell across the road on Waterloo Circle and had to be removed to the side of the road to allow emergency vehicles and other traffic through. Three trees were removed, 4 were downed due to the weather, seven other complaints or concerns were addresses pertaining to trees. Eversource is conducting a more intense clearing project this year to assist in preventing downed lines from fallen trees or limbs in unsettled weather.

Another survey of streetlight deficiencies was conducted, with 36 lights being reported to Eversource and 32 of them being repaired by the end of the month. Six work orders pertaining to traffic signal complaints were addressed, lights at the Central Ave and Mill Street intersection went to flash multiple times, creating back-ups during the time when the buses are trying to get in and out of the area schools. Two pedestrian crossing buttons required attention and a unit was changed out that was causing the lights at Third and Central to function improperly. School zone lights were reset for daylight savings time, as were the clocks in the various municipal buildings.

Facilities, Grounds & Cemeteries employees handled forty-five other requests, continued working on equipment issues and building or refurbishing picnic tables. Ten signs were created to replace old signage at the recycling facility on Mast Road. Maintenance on fifteen other signs that were damaged or knocked down was conducted. Some were replaced on new posts, three parking signs were addressed and new posts were installed as needed. Nine deliveries were filled, seven keys were issued and two Dig Safe requests were investigated.

Snow was cleared from the Rotary Park flag pole area so the flag pole could be reinstalled. At the Jenny Thompson Outdoor Pool, all the plumbing that had been winterized was put back together in preparation for the upcoming season. Mulch was delivered for spring projects, just before the snow storm of March 31st. Tennis nets were put up at Woodman Park School for the use of the Dover High tennis team, despite the threat of snow. We wish them well in their upcoming season.

Greek Independence Day was celebrated on March 25th, with a flag raising ceremony at City Hall.

Seventy-seven work orders addressing issues at buildings were processed. Mortise locks were replaced in the McConnell Center. Sheetrock was replaced that had been ruined in the flood at the Children's Museum, a hole in the wall was repaired at the North End Fire Station and a new door stop was installed on the floor. Some work orders pertained to issues encountered during the renovation of the ground floor of City Hall. Chairs were set up for three different happenings in the auditorium, filters were changed in the Public Works Facility and ongoing issues with the warm storage exit door were addressed. Lights around the Facility parking lot were serviced and emergency lighting in other buildings was inspected to make sure emergency lights were operating properly.

Flags were lowered out of respect for the service of New Hampshire State Senator Scott McGilvray.

Dover Mounted Patrol handled:

33 public assists
26 parking assists
08 assists to community action/homeless



Zac Cole at Smith Well installing a new main.

During the month of March, street crews repaired 410 potholes by applying 49.33 tons of hot asphalt and approximately 22.90 tons of cold patch on various areas throughout the city.

Roads were pretreated with a brine solution prior to three winter events, applying a total of approximately 18,000 gallons. Brine 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 also continue to replace or repair resident mailboxes hit by plows or pushed up snow during winter events. One Maintenance Mechanic and one Truck Driver have been assisting with the Henry Law Park construction.

During the month of March, the meter crew conducted 80 stopped meter appointments, 29 final reading appointments and 22 turn off appointments.

All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Crews sanded and salted the roadways and sidewalks as needed, often having to return after cold temperatures resulted in icy, slippery conditions. After each storm crews carefully remove all salt/sand from the spreaders and power wash each truck. Approximately 305.32 tons of salt was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed utilizing a loader.

During the month of March, the Utilities Division responded to three water leaks. The first was on Chapel Street. This was a service leak on the city side. Staff discovered there was a lead goose neck on the service. The remaining portion was iron into the building. The Working Foreman, one Maintenance Mechanic, two Heavy Equipment Operators and one Truck Driver replaced the service on the city side only.

The second leak was on Hale Street. Although this was a private service, the curb box was damaged which was located on Locust Street. Crews installed a new service from the water main to the back side of the sidewalk. A private contractor repaired the service for the customer. The third leak was on located on Central Avenue. This was on a private fire line. Crews found a previous repair that was leaking and repaired the line.

Crews responded to four sewer reports. The first was on Knox Marsh Road. This was a backup on a 12" sewer line. The cause of the backup was a rag blockage. Crews will clean the line and TV inspect it for defects, when warmer weather is present. The second blockage was on Washington Street on the property owner's side. The third backup was on Mount Vernon Street on the property owner's side. The fourth was on County Farm Road. Staff received a call for high water at the County Farm Road pump station. Crews cleared the obstruction at the station. It was immediately put back into operation. No damages occurred.

Inspections - Life Safety	82
Inspections - Business	12
Inspections - Sprinkler/Alarm	39
Inspections - Building	100
Inspections - Electrical	95
Inspections - Plumbing/Mechanical	125
Inspections - Blasting	00
Inspections - Health	53
Inspections - School / Daycare	03
Inspections - Oil Burner	05
Inspections - Woodstove/Fireplace	00
Permits Issued - Blasting	06
Permits Issued - Building	50
Permits Issued - Certificate of Occupancy	08
Total for December	578

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
10,427

Phone Calls
6,768

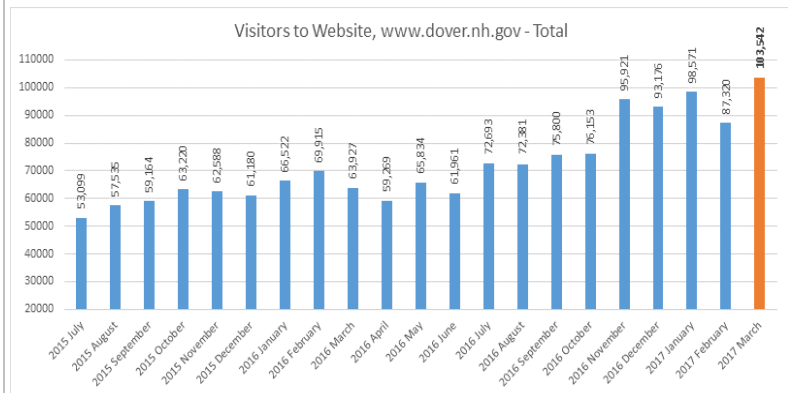
911 calls received
360

Assisted people in the lobby
324

Police Alarms Received
100

Police Alarms Cancelled
prior to arrival
16

March 2017 was the first time hitting over 100, 00 monthly visitors to the City's website, www.dover.nh.gov.



The Community Service program continued to track seven active participants during the month of March 2017. A total of 12 community service hours were completed during the month. None of the participants finished his/her assigned hours.

The Diversion Committee met on March 22 and March 29, 2017. As of the end of the month, there are a total of 5 active Diversion cases. Below is the breakdown:
5 cases already in active Diversion Contracts
2 successful completion and release
2 new cases heard during the month
3 cases awaiting the next meeting.

During the month of March 2017, there were three letters generated by the Dover Police Department that were 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. In this capacity, he assisted the Strafford County Drug Task Force with four "Granite Hammer Operations" during the month of March.

These operations resulted in the arrest of five suspects on drug related charges, multiple controlled purchases, and the recovery of various quantities of controlled drugs and money.

During the month of March 2017, 18 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.

In March 2017 SIB detectives and Crime Scene Unit (CSU) officers investigated a robbery at a convenience store in Dover. As a result of the investigation, a Rochester man was identified as a suspect.

In March 2017, SIB detectives and CSU officers assisted the Durham Police Department with an investigation into a robbery and sexual assault that occurred in Durham. As a result of this investigation, a Rochester man was arrested and charged with multiple felonies.

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.

Officer Khalsa has also been compiling and researching statistical data related to calls for service in particular streets and housing units.

Officer Khalsa, Dover's Problem Oriented Policing Officer, continued to track the progress at 2 Dover Street, which was previously identified as a problem location. It appears that the prevention measures that have been implemented for several months now, are continuing to show positive impacts at that location. During the month of February there were only five incidents only one of which involved a police investigation. In March, there were ten incidents but only one required investigation. This is significantly less than the fall of 2016 and into January of 2017.

Officer Khalsa has now identified a new problem area. During the month of February there were a total of 41 incidents in this particular neighborhood. Ten of those incidents required investigation. In March there were twenty incidents, five of which involved more extensive investigation. The Community Response and Enforcement Unit has begun to target the location for enforcement action against drug violations. Officer Khalsa has been in contact with the housing complex manager and will begin to develop a community policing action plan for improvement.

In March, Officer Matt Brown and K9 Barco participated in 20 hours of training. Additionally, Officer Brown and K9 Barco assisted patrol officers by conducting tracks related to an Armed Robbery and a Burglary. The K9 team was also used to clear a large house. The home owner returned home to find the door open. Although, it is unclear why the door was open, it was determined that no one had entered the home.

Total of Animal Calls for Service: 45

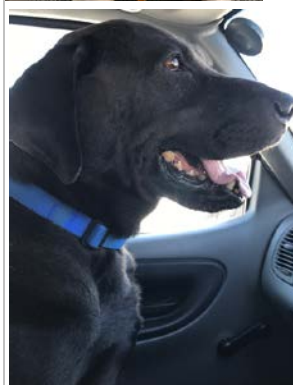
Police handled 23

Dispatch handled 09

Animal Control Officer handled 13

Breakdown for Officers	
Welfare Checks	07
Found Animals	06
Loose Animals	06
Dog Bite	01
Barking Dogs	02
Deceased Animal	01
Breakdown for Dispatch	
Lost Animals	06
Wildlife Complaint	01
Deceased Animals	02
Breakdown for ACO	
Welfare Check	03
Loose Animals	01
Found Animals	04
Dog Bites	02
Deceased Animal	01
Barking Dog	01
Wildlife Complaint	01

The ACO received 31 voicemail messages in which she returned those calls. She also followed up on four reports originally handled by police officers.



Photos are of "Volker" a Husky and "Max" a black lab mix. Both of the dogs escaped their owners while they were walking them. Both Volker and Max were reunited with their owners shortly after the Animal Control Officer picked them up.

"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:	163
Priority 2:	109
Priority 3:	423
Priority 4:	642
Priority 5:	1,075

The Dover Police Department responded to **79%** of emergency calls in less than 6 minutes.

Pictured right, Parking Officers Beth Hawthorne and Jason Jerard are shown clearing lanes from the parking spaces to the sidewalks for customers of the downtown businesses.



Parking Manager Bill Simons was able to broker a lease of the parking lot behind Oriental Delight at no cost to the city 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 near the entrance. He was also able to acquire the use of 19 deeded spaces in the bay closest to the back of Harvey's Bakery in the Orchard Street parking lot as well. Although 39 parking spaces will be lost during the project, there will actually be a net gain of 5 spaces due to these agreements. Merchants will be kept up to date on the project until it is complete.

March was a challenging month for the Parking Bureau due to frequent snow storms. Once the Community Service trucks completed clearing the roads, the Parking Bureau employees begin to cut lanes from the parking spaces to the sidewalks each time. The Parking Bureau also assisted Community Services by posting numerous locations throughout the city for parking restrictions to assist in clearing snow after the storms.

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.*

In March 2017, SIB detectives worked with police in Maine and with the Federal Bureau of Investigation on an investigation into a multi-state fraudulent check ring. This case will ultimately be prosecuted by federal authorities.

In March 2017, SIB detectives also assisted the FBI with the arrest of a Dover man on charges of Conspiracy and Healthcare Fraud. This case, which was the result of an FBI investigation, will be prosecuted in Federal court.

Also during the month, SIB detectives investigated two untimely deaths in Dover.

This month SIB detectives also conducted a background investigation on an applicant for a Parking Enforcement Officer.

During the month of March 2017, the Dover Police Department responded to 2,412 incidents throughout the city. Police officers made a total of 1,075 motor vehicle stops during which they issued a warning or a summons.

Also during the month, officers conducted checks of the Community Trail, the Transportation Center, and area parks. They conducted school zone traffic enforcement in each of the school zones in the city as well as very frequent checks of the parking garage due to concerns of loitering raised by neighboring residents. Patrol officers have also been conducting specific enforcement related to motorists passing stopped school buses.

The Dover Police Department performed 12.5 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of March, 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 5 DWI arrests during the month of March.

Sgt. Speidel performed a total of 18 child passenger seat inspections during the month of March. 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 March 15th in partnership with Wentworth-Douglass Hospital. 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. Because of winter weather conditions, the Dover Fire Department was the host site for the WDH/DPD child seat check events by allowing the use of a garage bay at the Liberty North End fire station.

Planning Board Approved Projects

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	47	0	47	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	5.17
Total: Mixed Use			57	0	57									5.17
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	15	34	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	209	122									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	15	16	12/21/2015	11/19/2014	4/1/2016	P15-46	K	19	12/21/2021	G	
Arbor Woods	Cielo Dr	H	61	50	11	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			224	181	43									
TOTAL APPROVED UNITS			734	462	280									110

Total Permits Issued: March 2017

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-249	ST. ANN'S REHABILITATION	195	DOVER POINT ROAD	INTERIOR RENOVATIONS	C	L	15-A-	340000	3425
16-461	LIBERTY MUTUAL	150	LIBERTY WAY	OFFICE REPOSITIONING OF SECOND FL	C	E	24	312575	3128
16-557	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	2ND FLR PULMONARY, SEACOAST CAN	C	37	1	150000	1525
16-578	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	INT. ALTERATIONS FOR LINEAR ACCEL	C	37	1	340000	3425
17-028	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	RENO. TO CREATE X-RAY RM	C	37	1-B	25000	275
17-029	KAPOTHANASIS	11	WEEKS LANE	CONST. A DUMPSTER PAD & ENCLOSU	C	38	35	6500	95
17-030	WENTWORTH DOUGLAS HOSP	701	CENTRAL AVENUE	REPAIRS TO UTILITY RM & MECH. SYST	C	28	19	42000	445
17-051	COCHECHO MILLS HOLDINGS,	100	MAIN STREET	LOCATE NEW TELECOMMUNICATIONS	C	3	63B0	85000	875
17-053	RANDALL, MATT	4	BROADWAY	INT. RENO. FOR OFFICE USE	C	4	2	38000	405
17-071	KARMALOT8 LLC	14	SIXTH STREET	RECNSRCT A SECT. OF 6TH ST. WALL	C	31	77	5000	75
07-045	STABILE HOMES @ POINTE PL	33	SIERRA DRIVE	CONST. A SFD W/UNFINISHED BSMNT W	R	K-1	3-15	225000	2275
16-064	ROWE	81	KNOX MARSH ROAD	KITCHEN RENO., REPLACING 3 EXT DO	R	H	33B	20000	225
16-290	GAGNON	45	HOUGH STREET	REPLACE EXISTING STAIRWAY	R	30-1	0	2400	45
16-295	HOLGATE LP	25	BELLAMY ROAD	INTERIOR RENOVATION OF A SFD	R	H	16	125000	1275
16-378	RIDGESTONE BUILDERS & DE	20	RED BARN DRIVE	CONST. A SFD W/2 CAR ATT. GARAGE	R	I	6C-4	220000	2225
16-436	KELLEY	31	WENTWORTH TERRACE	CONST. A DETACHED GARAGE	R	8	46	30000	325
16-491	CAMPBELL	47	NEW ROCHESTER ROAD	RESTORATION OF A MULTI-FAMILY AF	R	4	18-E	150000	1525
16-497	CUNNINGHAM, REGINA	12	OXBOW LANE	RPLC REAR DECK & REROOF DWELLIN	R	39	70-D	10335	128
16-548	SEARS	3	ESSEX STREET	CONST. A 5'X8' REAR DECK	R	24	93	1500	45
16-588	INDIAN RIDGE AT DOVER, LL	134	EMERALD LANE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	F	15-46	169000	1715
17-005	INDIAN RIDGE AT DOVER, LL	178	EMERALD LANE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	F	15-37	169000	1715
17-021	HARDING	10	PINEVIEW DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	L	M1-4	235000	2375

Permit #=	Owner's Last Name	Street #	Street	Description	Type	Map=	Lot	Construction Value=	Fee
17-025	KUNKEL	32	GRANDVIEW DRIVE	FINISH ATTIC, MASTER BEDRM AND BA	R	F	43-12	45000	475
17-031	FOLGER & ADAMS BUILDING	7	CEDARBROOK DRIVE	CONST. A REAR DECK	R	32	64	2000	45
17-032	GARREPY	89	GLEN HILL ROAD	FINISH BASEMENT FOR ADD'L LIVING A	R	C	21H	10000	125
17-039	BAILLARGEON	92	WATERLOO CIRCLE	INSTALL AN INGROUND SWIMMING PO	R	M	76-15	30000	325
17-040	VOLLNOGLE	10	JAMES STREET	CONST. A SHED DORMER FOR 2ND FLR	R	J	76-J	10000	125
17-041	PELLETIER	25	FAIRWAY DRIVE	RENOV. A FULL BATHRM ON 2ND FLR	R	N	14-V	35000	375
17-042	COOMBS, ARIELLA	8	SAMUEL HANSON AVENUE	RENO., KITCHEN & BATHRM	R	21	13	32735	355
17-043	DIMARTINO	8	SANDRAS RUN	FINISH PART OF BSMNT FOR ADD'L LIVI	R	6	24-J1	14000	165
17-044	STABILE HOMES	29	SIERRA DRIVE	CONST. A SFD W/2 CAR ATT. GARAGE	R	K19	3-13	225000	2275
17-048	HOLGATE LIMITED PARTNERS	11-13	SPRING STREET	PERFORM INT. RENO. OF DUPLEX	R	12	18	50000	525
17-049	WIDMARK	9	HUBBARD ROAD	FINISH PART OF BSMNT FOR ADD'L LIVI	R	K	30	84500	870
17-050	FLAHERTY	6 1/2	WHITTIER STREET	INT. RENO. & RMDL KITCHEN	R	36	22-D	16000	185
17-052	TROCHALIAKIS	44	HOUGH STREET	INT. RENO. OF A KITCHEN IN A DUPLEX	R	30	40	9600	125
17-055	RIVERVALLEY	24	CHILDS DRIVE	CONST. A SFD W/2 CAR ATT. GARAGE	R	N	8A-G	172100	1746
17-056	BLIER	55	GLENWOOD AVENUE	ROOF TOP SOLAR PANEL PV ARRAY	R	D	37	18000	205
17-058	STABILE HOMES @ POINTE PL	31	SIERRA DRIVE	CONST. A SFD W/2 CAR ATT. GARAGE	R	K-1	3-14	225000	2275
17-060	MUISE	76	UPPER FACTORY ROAD	FINISH SECTION OF BASEMENT FOR OF	R	E	50-5	13000	155
17-061	PERKINS	334	DOVER POINT ROAD	CREATE A 2ND FLR BEDRM WITHIN AN	R	L	58-J	5000	75
17-062	HILDRETH	5	CULLEN BAY ROAD	CONST. 12' X 20' STORAGE SHED	R	M-9	A-1	6900	188
17-063	MILTZER	122	GROVE STREET	INSTALL A ROOF MOUNTED SOLAR PA	R	29	68-E	26500	295
17-064	MUNROE	44	NEW ROCHESTER ROAD	INT. BATHRM RENOV. & CONST. A DEC	R	39	69-F	283471	308
17-070	CRAFT	12	WEDGEWOOD ROAD	CONST. A 1 CAR ATT. GARAGE	R	36	21-J	165000	1675
17-073	DUDRA	5	ROBERTA DRIVE	INSTALL A ROOFTOP SOLAR PANEL PV	R	L	70B	12000	145
17-074	FITZPATRICK	28	PARSONS LANE	INSTALL A ROOFTOP SOLAR PANEL PV	R	A-3	10-01	24000	265
17-078	HEWSON	9	CLEARWATER DRIVE	INT. RENO. OF A SFD AFTER WATER DA	R	L	49A1	19000	215

Permit #=	Owner's Last Name	Street #	Street	Description	Type	Map=	Lot	Construction Value=	Fee
17-082	GOGUELET	4	WESTWOOD CIRCLE	INSTALL A ROOF MOUNTED SOLAR PA	R	F	17-P	10000	125
17-085	MAI	1	HOMESTEAD LANE	INSTALL A ROOF MOUNTED SOLAR PA	R	L	49-Q	29828	325
17-099	RICKER	24	NEW YORK STREET	PERMIT RENEWAL OF (B16-448)	R	27	38-0	0	50

Total Permits Issued: 50

Total Construction Value: \$4,274,944.00

Total Fees Collected: \$41,563.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	10	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	8	Single Family Dwellings	5
Renovations Dwelling Unit	32	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	8

2

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

Product & Process Outcomes

2,418 people attended 78 free programs at the library during March.

The library executed 24 U.S. passports.

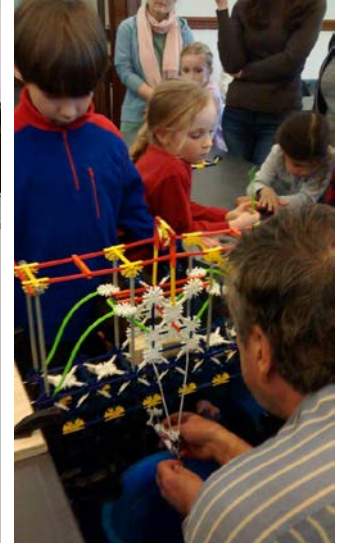
The circulation desks filled 1,523 patron hold requests.

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

16,164 people visited the library during March, an average of 539 per day. The Library was open 30 days in March.



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



It Is All About Service

Attendance at 77 March programs totaled 2,418: 25 story times 396; 2 craft sessions 291; 8 movies 102; 4 Lego Saturdays 152; 2 Langdon Place visits 10; Game Night 18; Book-A-Librarian appointments 3; 5 Music with benji 374; 3 coloring programs 6; 6 Technology classes 21; 2 Book groups 22; Paws to Read 11; 2 Head Start programs 85; magician 125; bead-making 6; candy program 64; K'nex program 12; Makerspace 300; 2 mill talks 167; 2 author visits 54; knitting group 6; documentary film 16; Friends program 136; Teen advisory board 6; 1 exam proctored; Escape Room program 10; and Passports 24.

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

Through the shared Dovernet Library System, DPL made 99 loans to Dover schools and borrowed 143 items from the schools. Items are delivered/returned by school courier 2 times per week.

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

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 273 volumes to other libraries and borrowed 87 from other libraries for library patrons.

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 February, staff received information as a follow up to a meeting with DRED regarding limitations in place on the site. Staff is following up to review all sites which utilized the Land Water Conservation Fund for recreation improvements.

Emergency Management activities in March focused on the submission of a grant application for the development of a City of Dover Continuity of Operations Plan otherwise known as a COOP, utilizing a trained outside vendor. This, if approved by NH Homeland Security, will be done in conjunction with the development of Portsmouth's using the same vendor. The reason behind this decision is because Portsmouth and Dover have agreed to host each other's respective governments if for some reason there is a City wide evacuation due to a radiological incident, natural disaster, chemical spill or the like. COOP plans outline how the government will move after an event and how it will return once the disaster stabilizes. It outlines where physically in the neighboring community that staff will be put and resources will be allocated such as Info Technology infrastructure. 3 storms were also monitored, with two that had large snowfalls.

In addition to the air-based emergency medical system change, the next most noteworthy issue is the command staff of Dover Fire & Rescue met with the command staff of Rochester Fire in March to discuss increasing mutual aid responses to Rochester. This was driven because the political leadership of Somersworth has mandated that Somersworth Fire Department respond to Rochester mutual aid less often; essentially only when absolutely needed when a fire is expanding more rapidly than other communities mutual aid resources are arriving. What happens now for most communities, is if a fire looks like it may progress fast, mutual aid is called for to ensure enough resources arrive promptly. This makes sense as the primary objective is to contain the fire from spreading as rapidly as possible. In some of those situations, the fire is controlled faster than expected and mutual aid is returned promptly. Unfortunately, and though seen as the cost of doing business by most fire departments, some costs are incurred in those few cases a year by each department as they institute their respective recall policies to ensure coverage is maintained in their own community. This mandate at the political level in Somersworth to reduce several responses a year by Somersworth Fire means Rochester Fire will now need Dover to respond more often to certain areas in Rochester, and will delay the time mutual aid resources arrive causing the fires in Rochester to grow to a greater extent. Looking at the number of times Dover Fire & Rescue responds to assist Rochester Fire now...this change is expected to add based on statistics, three to five additional responses per year. Dover Fire and Rescue has agreed to assist Rochester Fire in this extra capacity. This means Dover Fire and Rescue will essentially respond around Somersworth or through Somersworth to Rochester, before Somersworth Fire is dispatched.	Back in the fall of 2016, there were discussions about combining the three fire departments and one of the major questions was how to have one fire and rescue service controlled by three distinctly different city councils with different financial capabilities and priorities. This is an example today of that question which went unresolved, and where costs have just been shifted from Somersworth to other communities. This practice also starts to place a shadow over the fire and rescue mutual aid system that each community depends on greatly. If all communities took this position, similar to Somersworth's, fires would grow much more frequently beyond the capabilities of each respective department. 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 April and reviewed with SAU and JBC staff. As part of the review, Sebago has performed two peer reviews of other projects within the study area to ensure that new conflicts are not created. The Community Development Planner began work on the Environmental Review required for the improvements proposed by the Dover Housing Authority to their Mineral Park and Whittier Park residential buildings.	Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. The CWDAC meeting was held on March 21st. Staff developed a scope of services and contract for Severino Trucking for the bluff excavation and attended the March 22nd City Council meeting where a resolution was approved. Staff hired a consultant to prepare an archaeological assessment of the site as part of permitting requirements. Staff worked with the Purchasing Agent and the consultants to prepare a change order for the phase 2 contract, which was approved by the City Council on March 22nd. Staff attended a City Council workshop on March 15th with the CWDAC Chair to update the City Council on the waterfront development status. Staff met with the design team and city staff on March 31st to discuss the disposal of the overburden from the bluff excavation and the AOT permit. 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 April with a closing expected before the end of the fiscal year. The abatement of asbestos and demolition of flooring from the ground floor of City Hall was completed. Wiring will soon be removed in the other part of the ground floor. Planning staff met with vendors regarding the HVAC and received construction plans which were used to help come up with the guaranteed maximum price from the General Contractor. Planning staff will go before Council in April with the guaranteed maximum price. Colors for walls, material for floors and ceiling panel grids were all reviewed.	Assistant City Planner Benton continues to facilitate the Transportation Alternatives Program (TAP) project to expand the Community Trail with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The project is still in the preliminary design phase. Assistant City Planner Benton and Assistant City Engineer Gretchen Young met with CLD Consultant Engineers and Robbi Woodburn, a landscape architect to go over design elements to be added to the preliminary design plans. The preliminary design plans will be presented to the Community Trail Advisory Committee in April and then go forward to the Conservation Commission and Planning Board this spring and summer. The project is still on schedule to be fully completed by the end of 2018. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street. The Planning Department is waiting to receive a municipality agreement draft from NH Department of Transportation in order to begin the next phase of the TAP funds that Dover was approved to receive. 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. Assistant City Planner Benton and Assistant City Manager Parker met with the UNH Stormwater Center about a peer-review study they performed for a mixed use project proposed at the corner of Glenwood Ave and Central Ave on March 6.
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Fire and Rescue in March, also installed a new narcotic medication vault system in each ambulance funded within the current budget.



Each paramedic is assigned a code with this system, which is entered to gain access to the vault. This new system is an industry best practice and logs through the use of that code, when each staff member enters the vault and provides an extra layer of tracking for each time the vault is entered. The previous system used keys for access, which have been identified in the industry as a risk management weakness in the event a key is lost or stolen. These medications are allowed to be administered under the NH Bureau of EMS Statewide Medical Protocols for a number of patient ailments though the primary use is pain management. These medications are issued to Fire & Rescue by Wentworth Douglass Hospital's Pharmacy as Wentworth Douglass Hospital is Fire & Rescue's Medical Resource Hospital. This vault system can be reprogrammed with different codes quickly and access can be shut off easily should an employee retire or leave the employ of the City.

For more information on the above system, visit:

http://www.knoxbox.com/store/Knox-MedVault.cfm?utm_source=google&utm_campaign=medvault_s_drug_locker&utm_medium=cpc&utm_term=safe&gclid=CjwKEAjwh9PGBRCfso2n3ODqVUcSJAAhpW5o3ax0apH4883USfzKvOevjm77VYz30t4jvJW7jgMPVBoCYmPw_wcB

To learn more about the treatments that Fire & Rescue staff are allowed to administer to patients, go to:

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

The City reviewed with Citizens Bank the lockbox process. The focus of the meeting was to determine how best to handle lockbox payments that are unable to be processed due to no payment coupon being included with the payment or a payment with payment coupons that do not equal the amount of the payment. The City is going to implement an online decision module to allow for the timely processing of payments.

"Be the reason someone smiles today."

City Planner Bird and Community Development Planner Carpenter worked with the Strafford Regional Planning Commission to kick off the Climate Adaptation chapter of the master plan. Tasks included soliciting volunteers for the steering committee and setting up the first meeting which will be held on April 24th.

Planning staff worked with Community Services staff to review previous work on Wayfinding. Wayfinding is the art of educating visitors to our community on where amenities are, how to best travel to them and encourage both pedestrian and vehicular safety. Elements of wayfinding were incorporated into the Silver Street reconstruction project and the Downtown Pedestrian and Vehicular Access study. Planning staff will be working to create a process for implementing wayfinding across the community, focused on downtown Dover.

Planning staff is working on developing two new Request for Qualifications for solar energy projects. The first request will be for the new Dover High School and the second will be for converting the Transportation Center to a solar powered building. Staff will take input from the Energy Commission and other stakeholders to develop site specific projects.

Finance Director met with City General Legal Counsel to discuss and answer fundraising questions presented by the High School/Regional Career Technical Center JBC.

Finance Director met with Recreation Director and Parking Manager to discuss implementation and accounting for placement of parking meters in Henry Law Park, as well as accounting for parking meter revenues collected in Henry Law Park.

Bellamy Park has an 18 hole Disc Golf Course and is active year round with daily use and tournaments. This month started some of the league use and some tournaments will be set up to run seasonally.

The first of spring swimming lessons have begun at the Dover Indoor Pool. More classes were added to accommodate all individuals that were on the waiting list.

Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase in swimmers. A robotics program from Dover Middle School used the indoor pool in April for a number of days.

The Jenny Thompson Pool will open in May for Seacoast Swimming and other area teams. Attendance for the pool is as follows: Birthday Parties: 3 Pool; Rentals: 1; Adult Lap Swim: 75-100 swimmers daily; Rec Swim: 20 swimmers daily; Great Bay Masters: 30 swimmers

Although the high school season and youth hockey season has wrapped up at the Dover Arena, things have still remained quite busy with recreational skating and open stick practices for youth and adults. The arena leagues will run until mid-May; skating and hockey clinics are about to start in the spring. The New England Bay State girl's hockey tournament was a great success at the end of February with 32 teams from all over New England enjoying a great hockey tournament and also enjoying the Dover community for 3 days. Next month starts out with the return of Roller Derby plus other off ice events such as Fly Ball Dog Competition and the Dover Home show.

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes were on hiatus this month but typically are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. This month we broke free of winter in time to visit Providence for a performance of Broadway's "The Lion King" and the Boston Flower Show.

Program highlights for the month at the Teen Center are shown below:

TC Arts In Action Special Program – "Comic Book Creation Workshop" (3/1)
TC Snack Special – "Make Your Own Pizzas" (3/8)
TC Movie Afternoon – "Doctor Strange" (3/10)
TC Music Enrichment Afternoons : "Acoustic Guitar & Ukulele Lessons" (Every Tuesday)
TC Arts In Action Special Program – "Story Slam" Workshops # 1 & # 2 (3/22) & (3/29)
TC Classic Program – "TC Bingo Mania" (3/28)
TC Music Event – "Karaoke Jam Party" (3/31)



Pictured right, a Teen Center participant works on homework with one of the UNH interns.

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 March, Officer Plummer met with a 6th grade student that lives on Dover Housing Authority property. The student came to Officer Plummer's office to talk about an issue he was having with a friend. Officer Plummer and the student spoke about different ways of dealing with the issues. It appeared that the child did not have the ability to talk to someone at home about the issues so he came to speak with Officer Plummer.

During the month of March, Officer Plummer spoke with a resident about her young son that was stealing items in the house. Officer Plummer spoke with the mother for some time about different ways of dealing with the stealing. The mother decided that the best way to address the issue would be have her child start to visit with Officer Plummer on a regular basis so he can speak with him about his behavior.

During the month of March, Officer Plummer met with a resident who was having issues completing a child custody order and parenting plan. Officer Plummer answered the questions that the resident had. After completing the forms the resident was explaining to Officer Plummer that he had no way of getting to the court to fill the paperwork. Officer Plummer gave the resident a ride to the court and back to his residence. The resident mentioned to Officer Plummer how the ride changed his outlook on the day and gave him some hope when it comes to the custody of his child.

During the month of March, 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. Officer Caproni and Murch can get a real sense of the community's needs and concerns which helps to develop trust in the police through these many public contacts. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses around Dover.

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

Officer Kennedy also met with eight students in his office over the course of the month to answer questions about the students' future goals. Students often have questions specific to police department hiring requirements or they are seeking information on how to prepare for a career in law enforcement. Other students come seeking information about specific family matters.

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

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 was a large success last school year and should continue throughout this school year.

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

Also during the month, Officer Kennedy had received information that a party was supposed to take place with alleged drug use. Officer Kennedy notified the appropriate parents and the agency that has jurisdiction to where the party was to be hosted and was able to prevent the party from occurring.

As a part of the Dover Police Department's heroin and opioid recovery program, Officer Pieniazek reaches out to any individuals who had an overdose within the city in order to offer them information on resources that may assist him in recovery. During the month of March, Officer Pieniazek made 3 such phone calls.

Officer Kennedy, with the assistance of Sergeant Pettingill, finalized the Junior Citizen Police Academy that is being offered to students of the junior and senior classes at Dover High School and St. Thomas Aquinas. This program will start on Monday April 10, 2017 and will continue to meet once a week for four weeks. This program will give the students a general idea of what it is like to be a police officer. During the course, the students will learn about some basic police patrol tactics and will be engaged in some critical thinking exercises with conducting mock motor vehicle stops and mock domestic violence situations. The students will also tour the Dover Police

Department and observe a K9 demonstration. This program was advertised around Dover High School and St. Thomas Aquinas in multiple ways and so far has generated a lot of interest.

On March 18, Officer Pieniazek assisted at the DARE breakfast held at the Masonic Lodge on Pearl Street. This breakfast is an integral part of the fundraising plan for the DARE program. The event was very well attended and expect a donation from the Masons of at least \$1,000.

On March 22, Officer Pieniazek met with a UNH student who wished to interview him for a class project on prevention programs run by communities in this area.

On March 23, Officer Pieniazek attended a 5th and 6th grade band and chorus concert put on by the Dover Middle School music department.

On March 27th and 28th, Officer Pieniazek ran the Dover Teen Center after school while Steve Pappajohn, Teen Center Director, was away at training.

Officer Pieniazek continued a lunch program entitled, "Fine Dining with Dover's Finest." This program allows students to have lunch with Officer Pieniazek and get to know him in a more informal setting. Within the month of March, approximately 20 students took part in the program.

The Mounted Unit attended the monthly Community Trail meeting. Officer Caproni is working with the board to identify areas that need attention by different volunteer groups. The community trail is one of the patrol areas that the officers are 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.

Officer Pieniazek assisted with traffic outside of the 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 volunteers as a baseball coach for the Dover Middle School team, comprised of 7th and 8th grade boys. On March 9, Officer Pieniazek attended a meeting for interested players.

On March 11, Officer Pieniazek worked at the Dover Ice Arena for "Rock Night," which is attended by numerous Dover Middle School students.

On March 13, Officer Pieniazek taught a class to two homerooms on the Bill of Rights during their Social Studies class. This class focuses on how the amendments affect the job of a police officer. The students are provided with different examples of situations a police officer could encounter, and must decide how the amendments would control the officer's actions.

On March 15, Officer Pieniazek assisted at the Logo Lampoon finalist event from 4:30-6:30. At this event, prizes were awarded to students selected for their hard work on the project.

On March 17, Officer Pieniazek coordinated the DARE graduation, which was attended by community members, students, teachers and parents. At that graduation, approximately 300 students graduated the DARE program and received a certificate, Drug Free ID card and a gift certificate for a large pizza which was donated by Kendall Pond Pizza.

Integrity: *We conduct ourselves at all times in a manner that is ethical, legal and professional, with the highest degree of honesty, respect and fairness.*



On March 16, Officer Pieniazek assisted at a fundraiser basketball game against the Harlem Wizards held at the Dover High School gymnasium. In an effort to practice for that game, he has been in the gym during recess to play basketball with students.



Chief Colarusso poses with one of the DARE graduates during the 2017 DARE graduation at the Dover Middle School.

During the month of March, Officers Caproni and Murch hosted 2 tours/visits to the Mounted Patrol stables. Different groups throughout the year request these tours to get a better understanding of the work that the mounted unit does and learn more about the program in general. The groups are educated on the day to day operations and have a chance to meet the horses and officers up close and personal. The kids that come especially love the chance to sit on one of the horses. This is a great opportunity for the public to interact on a different level with the officers and the horses. The Mounted Unit plans to host a "coffee with the cops" type event at the stables quarterly. The officers feel this allows the public a different view and setting to talk and get to know the police, continuing to break down the barriers between the public and the Police Department. Pictured right, the Mounted Officers were visiting with groups of kids at the Children's Museum.



Planning Board:	Technical Review Committee:	Conservation Commission:	Open Lands Committee:
Held a Site Walk for the mixed use project proposed at the corner of Glenwood Ave and Central Ave on March 11. - Approved a mixed use site plan and two Conditional Use Permits for Okad of Dover, the project is located on the corner of Glenwood Ave and Central Ave. - Tabled a vote on an amendment to the development agreement for the Housing Partnership located at 577 Central Ave - Approved a Conditional Use Permit for road and drainage improvements on Spruce Lane - Approved a Conditional Use Permit for stormwater improvements adjacent to Bellamy Road at 58 Cataract - Accepted and tabled site plan review and associated Conditional Use Permits for a mixed use building proposed at 6 Grove Street - Accepted and tabled conditional use permits and subdivision approve for Dan Ayer for a subdivision proposed off of McKone Lane and Back Road. - Approved a site plan for Cocheco Valley Humane Society located at 259 County Farm Road - Approved a Conditional Use Permit for a side yard setback for Map 10, lot 107 on Lexington Street - Approved a Conditional Use Permit to allow a dog daycare facility at 66 Third Street.	- Open Space Subdivision for Daniel W. Ayer, Assessor's Map N, Lots 18, 18-4, 18-5, 19, zoned R-40, located at Back Road and McKone Lane. (P16-25) (17 lots) - Amendment to a previously approved Site Plan for Mac's Convenience Stores, LLC, Assessor's Map K, Lot 19C, zoned R-12, B-3, and ETP, located at 30 Dover Point Road. (Proposal is to increase the size of the Convenience Store from 4,000 s.f. to 5,200 s.f. and reduce the number of parking spaces from 34 to 20 spaces). (P10-09B) - Open Space Subdivision for Whitney Scott, Trustee, Assessor's Map G, Lot 9, zoned R-12, located at 334 Washington Street. (7 lots with 5 single family dwellings and 2 duplexes). (P17-18) - 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).	- Open Space Subdivision for Daniel W. Ayer, Assessor's Map N, Lots 18, 18-4, 18-5, 19, zoned R-40, located at Back Road and McKone Lane. (P16-25) (17 lots) - Amendment to a previously approved Site Plan for Mac's Convenience Stores, LLC, Assessor's Map K, Lot 19C, zoned R-12, B-3, and ETP, located at 30 Dover Point Road. (Proposal is to increase the size of the Convenience Store from 4,000 s.f. to 5,200 s.f. and reduce the number of parking spaces from 34 to 20 spaces). (P10-09B) - Open Space Subdivision for Whitney Scott, Trustee, Assessor's Map G, Lot 9, zoned R-12, located at 334 Washington Street. (7 lots with 5 single family dwellings and 2 duplexes). (P17-18) - 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).	City Planner Bird attended a meeting of the Open Lands Committee on March 16th to provide support to the committee, including discussions about easement monitoring and a pending conservation easement project. Community Trail Committee: 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. Did Not meet: - Zoning Board - Housing Standards Board - Energy Commission - Downtown Dover TIF Advisory Board - Heritage Commission - Transportation Advisory Commission

Officer Khalsa coordinated with staff members of Great Bay Services of Dover to set up a tour of the Police department building. Great Bay Services is an organization that provides services to mentally handicapped persons and helps integrate them into the community. During the tour they discussed how to incorporate tours of the building into the idea of integrating their clients into the greater Dover community.

Sgt. Speidel worked closely with Dover Main Street representatives to coordinate the third annual "Run Before You Crawl" 5K event on March 11th, which was based at the Dover Transportation Center. Sgt. Speidel handled the Police Department's operational planning for this event, to include the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel, and coordination with railroad administrators for the temporary suspension of freight service. This was the first event of the 2017 "Dover Race Series".

Sgt. Speidel fulfilled several Planning Board Technical Review Committee responsibilities during the month of March on behalf of the police department. A proposal was presented and reviewed on March 2nd for an open space subdivision off Back Road and McKone Lane. A proposal was presented and review on March 16th for an amended site plan for a convenience store on Dover Point Road. A proposal was presented and reviewed on March 23rd for a residential subdivision on Washington Street. A proposal was presented and reviewed on March 30th for a mixed use commercial and residential development at Chapel and Mechanic Streets.

On Friday, March 17th, 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 the downtown area and the Miracle Mile area.

The Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or other traffic control particulars for Dover High School winter guard / percussion show on March 5th and the "Maltz Challenge" fallen soldier memorial event at Seacoast Kettlebell, March 11th.



The Mounted Unit attended the Annual DARE breakfast this March. This event is held at the Mason Lodge on Pearl Street. The horses are always requested for this event and seem to be a big hit.

The Mounted Unit worked an evening shift for St Patrick's Day every year. This year the horses' hooves were painted green for the occasion which always brings a smile to the faces of the people that notice. The horses and officers had numerous contacts with people celebrating their Irish heritage without any major issues.

This month the mounted unit was patrolling downtown when a BOLO (Be on the Look Out) was broadcast for a missing juvenile that walked away from the Dover Alternative School. Officers Caproni and Murch remained in the lower square and observed the juvenile walking through town. When the officers approached the juvenile he was cooperative and explained his reason for leaving school. An officer from the shift responded and the student back to school.

The Dover Police Department Mounted Unit said goodbye to one of the first Mounted Unit Horses. TJ was the longest working mount serving 15 years. He was laid to rest on Sunday March 19th at his retirement home in Somersworth. TJ was retired from the unit in 2013. Every Mounted officer in the history of the unit had the opportunity to ride him. See front cover for a photo of Officers Murch and Caproni with TJ.

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

Library staff posted 172 items to its various social media platforms in March. Staff also wrote six press releases and distributed them to news/media outlets.

The library has 2,197 Facebook followers, 1,327 Pinterest followers, 992 Instagram followers, and 843 Twitter followers. The library has established a new Snapchat account as well.

The library blog was viewed 27 times in March.

Nearly 50 enthusiastic volunteers attended orientation sessions to help with the transcription of Dover's historical record books covering the years 1657—1807.

The City Manager forwarded to Council a copy of his City Manager response to a bid protest regarding the sale of the Floral Ave property.

The City Manager advised the City Council that he was bringing a resolution forward on that will provide the City with the authority to keep a portion of the Class 6 Old Garrison Road passable for emergency vehicles.

The City Manager also provided a link to the City Council which included the detail and discussion that comprise the strategic plans assembled for our various service areas.

The Council was provided with an upcoming meeting schedule.

The City Manager clarified a question asked at the meeting regarding the Community First donation envelopes. There are 60,000 in stock and the donation areas will be revisited prior to reordering more.

A neighborhood blasting meeting was held at the North End Fire Station in response to the need to blast during the next phase of expansion at the Storage Barn on Sixth Street. Blasting permits are a crossover of responsibility between the Planning Department and their site review regulations, Inspection Services, and Fire & Rescue per City Code 109. These regulations are actually at least 5 times more stringent than the State of NH regulations found at SAF-C 1607.05 and SAF-C 1625.04. One of the pillars of the regulations is the requirement for the blasting company to hold a neighborhood meeting

where residents can meet the blasting company and get any questions answered before the permit is issued.

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 411 Facebook friends and 836 followers on Twitter.

The Department of Planning and Community Development promoted the Dover

Community Trail through the Facebook fan page for the trail, which now has 1,432 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 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 WTSN's Open Mike to discuss the rezoning of an area of Littleworth Road.

The Assistant City Manager attended the Chamber of Commerce's Bridge to the Future gathering for local high school students at Wentworth Douglass Hospital, on March 23.

The gathering provided time for students to meet representatives of various employment sectors to learn more about that sector.

On March 29th, the Assistant Manager served as part of a panel of local, county and State supervisors discussing best practices for new State employees.

The Department of Planning and Community Development posted the FY2018 CDBG Action Plan, approved by the City Council in March, for a 30-day public review and comment period.

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

RSP Studio Custom Framing, the Dover Business and Industrial Development Authority, D Graphics, and Dover Main Street hosted an Art Walk on Friday, March 3, from 5-8 p.m., in downtown Dover. This was the first in a series of monthly art walks, held on the first Friday of each month through May.

The walks will begin at Washington Street Mills, where people can pick up a map, and visit galleries and studios in the mill. A variety of downtown businesses will host art and local artists, including Gallery 6 at the Children's Museum, which will be open until 7 p.m.; Adelle's; Needful Things; Nicole's Hallmark; Village Goldsmith Gallery; The Falls Grill & Tavern; Elle V Boutique; Pear Tree Paper & Gifts; Just the Thing; Spires Creative Media, and the Dover Wine Company.

People joined the Dover Public Library on Tuesday, March 7 at 7 p.m. for a look at the shocking shooting in Colebrook, New Hampshire, which took place 20 years ago. This year marks the 20th anniversary of that day in August 1997, when a 62-year-old carpenter named Carl Drega murdered four leading citizens in the little town of Colebrook, in northern New Hampshire.

People all over the state remember being shocked that day. But the news accounts in Time, Life, Newsweek, the New York Times and more only scratched the surface of an event that had a 25-year prelude, the plot twists of a novel on the day itself, and a poignant aftermath that lingers to this day.

Aside from its historical and literary interest, this is a program allowed us to see how our attitudes towards gun violence (and stories about such) have changed over the last two decades. And of course it's a story that cuts close to the bone for any New Hampshire town. What happened in Colebrook can just as easily happen elsewhere — unless we remember.

The Moses Paul Masonic Lodge #96 will hosted its annual breakfast fundraiser on Saturday, March 18, 2017. Proceeds from the event go to the Dover Police Department's DARE and Youth to Youth programs. The breakfast was held at the Moses Paul Masonic Lodge at 32 Pearl St. in Dover. The breakfast will include pancakes, bacon, eggs, home fries, toast, orange juice and coffee. The Dover Police Mounted Patrol and the DARE officers were also be present during the event.

Heroin and opioids – two words that have frequently shown up in the news, especially within the last couple of years. New Hampshire had the second highest rate of deaths due to heroin and opioid use in 2015, according to the Centers for Disease Control and Prevention. The state has seen a 191 percent increase over the past five years with overdose deaths predicted at over 500 for 2016. What has been described as an "epidemic" is far from over, but there are actions being taken within the community to help. On Monday, March 6, the Dover Public Library will explored the heroin and opioid problem further by inviting the public to a discussion with five community members involved in the prevention, recovery and legal aspects of the epidemic.

The panel includes Nate Mack, recovered addict and operations manager at Bonfire Recovery Services in Dover; Dave Terlemezian, captain with the Dover Police Department; Courtney Atherton, a licensed alcohol and drug counselor for Wentworth Health Partner's Great Bay Mental Health; Elizabeth Atwood, capacity building specialist at Rochester's SOS Recovery Community Organization; and Aaron McGuire, a representative from Dover's Triangle Club where they host Heroin Anonymous meetings. McGuire is currently in a 12-step recovery program.

The talk is sponsored by the New Hampshire Harry Potter Alliance, a nonprofit library-affiliated community service group that encourages volunteering as a way for fans to become heroes. The discussion is part of a series of lectures that hope to inform and educate the public about important issues within their community.

Wondering how you can help shape Dover's future? Volunteer to help guide the latest chapter of the City of Dover's Master Plan. The Dover Planning Board and the Planning Department are now seeking Dover residents interested in volunteering on a committee tasked with overseeing the development of the Climate Adaptation chapter of the Master Plan. This new chapter will incorporate topics addressed in other chapters of the Master Plan, as well as new topics.

As part of the update, the Planning Board will create a Steering Committee to oversee the work and ensure ample opportunity for public participation.

The Steering Committee will be comprised of five to seven members who will work closely with the Planning Department, who is partnering with the Strafford Regional Planning Commission and the University of New Hampshire Cooperative Extension Service. The goal is to have a Steering Committee diverse in interests and areas of expertise. The process is scheduled to begin in March and take approximately six to eight months.

The Climate Adaptation Chapter will review potential impacts on public and private assets and infrastructure from future climate changes. Adaptation strategies and recommendations will be developed to protect vulnerable areas and key infrastructure and resources that may be prone to flooding and sea level rise. The Master Plan, a blueprint for the City's future development, is updated every five to 10 years by the Planning Board. The Master Plan is designed to help a community meet change responsibly, guiding its growth in an orderly manner.

The Dover School District hosted three community conversations in March that aimed to build a bridge between the schools and the community. The sessions, "Schools Can't Do It Alone: Building partnerships between schools, families, and the community," were held at the McConnell Center Cafe, 61 Locust St.

The kick-off session was held on Saturday, March 18, from 9 a.m. to 12 p.m. The second session will focus on goal-setting and was held on Thursday, March 23, from 6 to 8 p.m. The final session focused on taking action and was held on Thursday, March 30, from 6 to 8 p.m.

Dover Schools received a grant from the Nellie Mae Education Foundation to host the sessions. The grant is meant to help get more people actively involved in making the schools the best they can be. During these sessions, participants were to contribute ideas for ways to make schools stronger, build bridges between schools and the community, and be sure all voices are heard when important decisions are made about Dover Schools.

The goals for these sessions were:

- Gather a diverse mix of Dover residents to create a community engagement coalition
- Inform participants about the Dover Schools Community Engagement initiative
- Review progress to date
- Create a diverse cadre of advocates and allies for community engagement
- Set goals for engagement in 2017-2018
- Identify activities and resources needed to achieve those goals
- Prioritize activities for summer and fall of 2017
- Create action teams to work on summer and fall activities

The planning phase, which represents the three sessions, will take about seven hours. Once the planning phase is finished, members of the planning group will be invited to help put the plan into action.

Refreshments were served and childcare was provided for school-aged children.

High school students were welcome to participate or work the Saturday event as childcare assistants.

The City Manager presented the proposed fiscal year 2018 budget to the City Council on Wednesday, March 22, at 7 p.m., in Council Chambers at City Hall.

The budget presentation is the first of several weeks of City Council budget meetings, workshops, and public hearings, before the City Council adopts a budget in May. The budget presentation on March 22, and all budget meetings and workshops will be televised live on Channel 22 and available for on-demand viewing at www.dover.nh.gov/dntv.

A [special page devoted to the fiscal year 2018 budget](#), which is updated throughout the budget process, can be found here at the City's [Budget Revealed online resource](#).

Mayor Karen Weston held a 'Coffee with the Mayor' on Saturday, March 25, 2017, from 9 to 11 a.m., in the conference room at the Dover Police Facility.

The event was co-hosted by Ward 4 City Councilor Marcia Gasses, who was also in attendance.

Coffee with the Mayor was open to everyone and provided an opportunity for discussion on all matters of interest.

Dog licenses for 2017 are now available. All dogs must be licensed by April 30 to avoid a late fee. The cost for a male or female dog is \$10, a neutered male or spayed female dog is \$7.50 and puppies (3-7 months) are \$7.50 for first licensing.

Residents 65 years of age or older may license one dog for \$3. Additional licenses require regular fees.

The City Clerk's office requires proof of rabies information and a certificate of spaying or neutering.

Late fees of \$1 a month begin June 1.

Dog licenses can be renewed at the City Clerk's office at City Hall, by mail or online.

In addition to online licensing, rabies information can also be updated online and the certificate mailed to the City Clerk's office.

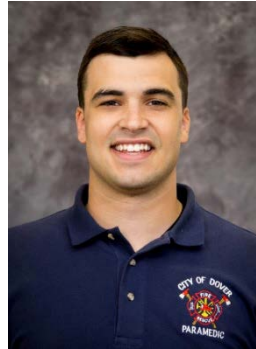
A checking account is required for online dog license registration. To ensure privacy, dog owners must provide the dog's tag number.

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

- Mahatma Ghandi

March saw in the area of communication and citizen engagement, Fire and Rescue participating in several ways. This organization assisted Wentworth Douglass Hospital with a babysitting class, with discussions on safety, injury management, and calling 911. Fire and Rescue also attended the Dover Chamber of Commerce's "Bridge To Our Future" event hosted in the Garrison Wing Conference Center of Wentworth Douglass Hospital. This event provided high school students the opportunity for various potential career paths and engage with potential employers including the City of Dover. Attending from Fire and Rescue was Capt. Michael McShane's and Firefighter-AEMT Anthony Colarusso and Firefighter-Paramedic Hunter Holt.

It was most beneficial that Anthony and Hunter, who have joined Fire and Rescue within the last year and a half, could attend since they started exploring the fire service as a career years ago when they took the Certified Firefighter and EMT classes in High School at Fire & Rescue's North End Fire Station through the still existing, Dover High School Career Technical Center and Dover Fire and Rescue partnership. That interest, then led both to college and after graduating, to return to work at Fire & Rescue. Firefighter-Paramedic Hunter Holt is pictured top right, and Firefighter-AEMT Anthony Colarusso is bottom right.

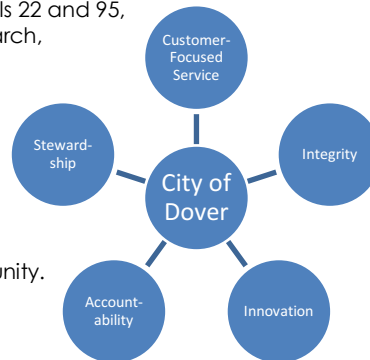


Assistant City Planner Benton and Community Development Planner Carpenter, both had separate presentation topics selected for sessions at the June New Hampshire Planners Association annual conference. They will present on Planning in different cultures and the City's recently adopted Stewardship of Resources Master Plan.

The Purchasing Agent was one of three presenters for the NHGFOA Networking Session held on Thursday, March 2nd for Cooperative Procurement and promoting collaborative purchasing.

Production is under way on a new series of monthly, magazine-style spots that take a deeper look at city departments and services. These episodes, which will appear on Channels 22 and 95, and online, are intended to showcase both interesting and useful information, including past events, and a look ahead to the next month. The Public Library and Recreation are the first two departments to be featured. The first episode of the new Recreation feature is slated to air in April and the new Library series is slated to air in May. This new series is intended to help communicate the numerous services and programs offered by the city. Part of this effort of reaching more citizens is to share these programs across other media platforms, including social media.

Media Services continues to work with Dover High School students interested in media production. Media Services is providing training and equipment to the students, who will help create additional content for Channels 22 and 95, as well as online viewing. In March, the education channel aired sporting events and event coverage produced entirely by students. The city prides itself on transparency in government, and that effort extends to the schools, which are eager to showcase the work of students to the community.



In March, DNTV-22 televised live, rebroadcast and made available online 14 public meetings and 6 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

Media Services continues to document the construction of the new high school, including time-lapse and aerial footage of the progress. This process was halted following concerns by the contractor about video information of the work site, but this has been resolved by a further meeting with the Joint Building Committee. This information is intended to also demonstrate the city's commitment to accountability and transparency. Media Services will begin producing updates on the project, which will air on Channel 22 and be available for on-demand viewing online at the new high school project page.

Media Services prepared and distributed several newsletters in March, including the weekly editions of Dover Download, special announcements, and updates from the Cochecho Waterfront Development Advisory Committee. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship.



Conor Wiley and Haley Demers outside WMUR studios.

On March 30, 2017, WMUR hosted a 30-minute panel discussion titled "High Schoolers and Opioids" aired on Facebook live. Haley Demers and Conor Wiley participated in the panel along with the DEA, an addiction specialist from Dartmouth-Hitchcock Medical Center and a mother whose son is in recovery.

On March 9, 2017, Vicki Hebert conducted a 2-hour long training for the Birth Center staff at Wentworth-Douglass Hospital on Stigma and Addiction. The training provides information about 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 Strafford County to plan the 2017 Strafford 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.

In July of 2016, the Dover Police Department along with the SOS Recovery Community Organization and Wentworth Douglass Hospital launched the Community Access to Recovery program. The program is open to anyone who wants assistance with substance abuse and is available Monday-Friday from 9am to 4pm. The participant, who can come to the Police Department or any of the city's fire stations, will have a brief intake with a police officer who will then provide transportation to Wentworth-Douglass Hospital. A trained recovery coach from SOS Recovery will meet with the individual at the hospital to help navigate treatment options and recovery support systems. The program is designed to help communities address the local opioid problem by connecting individuals to resources and learn about treatment options. There have been 11 participants since the program started, one of which was in March of 2017.

Dover's Energy Commission launched Energize 360. Energize 360's aim is to aid residential customers take control of their energy future by lowering energy use, driving down energy costs and transitioning to clean energy. The launch program was held Saturday, April 8, at the City Hall auditorium, from 12:30-4:30 p.m.

Energize 360 seeks to reduce residential energy use and shift energy supply by encouraging the generation of clean energy throughout the Seacoast. This initiative is a community outreach and educational campaign with three simple themes: measuring energy usage, reducing energy consumption and encouraging renewable energy production.

Energize 360 is a partnership between Seacoast Regional Energy Hub, Seacoast Area Renewable Energy Initiative (SEAREI), ReVision Energy and Yankee Thermal Imaging. The participating program vendors were selected by an independent committee of seacoast energy committees and commissions through a competitive bidding process that took into consideration competence and cost. The program is not sponsored by the City of Dover.

Every participant will get a free site visit, a Home Heating Index score, and a comprehensive analysis of their energy usage specific to their home. Energize 360 offers energy audits, weatherization, solar electric system installations, and heat pump installations, as well as help in qualifying for all available rebates and incentives.

Energize 360 participants will receive service discounts and funding for clean energy projects in our community. The funds available for community projects and the discounts available to homeowners and business owners will both increase as community participation in the campaign increases.

A series of educational events are scheduled after the April 8 Dover kickoff date.

For more information on future events and other program questions, please visit energize360.org, call ReVision Energy at 603-679-1777 or email Energy Commission member Walter King at w.king@doover.nh.gov.

On March 17th more than 18 members of Dover Youth to Youth performed a skit at the annual 5th grade DARE graduation in front of over 400 parents and students. The skit was a satirical take on the consequences of getting caught with tobacco.

On March 13th, 4 Dover Y2Y students met with Marty Bolden, Governor Sununu's adviser for substance abuse issues. The meeting was held in Dover and included students listening in electronically from Plymouth and Manchester. The meeting was designed to start the conversation about establishing a youth advisory board of some type.

Dover Youth to Youth conducted its annual Kick Butts Week during the week of March 13-17. The main event was the *Kick Butts Bash* held at the McConnell Center on March 15th. That evening Dover Y2Y members conducted a variety of activities – including an *Ice Cream Sundae Buffet* where DARE students could use their Drug Free ID to get a free ice cream. The students also held a *Gear Exchange* where the public could bring in any merchandise or gear advertising a tobacco or alcohol product and exchange it for sports equipment and other drug free clothing or gear.



Youth to Youth students shown are preparing the Gear Exchange table where they will swap alcohol and tobacco themed gear for sport equipment and other gear with a positive message.

The awards for the 2017 Logo Lampoon Art Contest were also given out at the Kick Butts Bash. Several hundred students in grades 5 and 7 created satirical mock ups of a tobacco or alcohol company product or logo. In the artwork the students attempt to remake their chosen ad or logo in a way that would make it "tell the truth" about what these substances can do to those who use it, particularly youthful users. The top 30 finalists in grade 5, and the top 30 in grade 7, each received a prize and the 10 overall winners for each grade level received gift certificates.

Also that week, dozens of anti-tobacco posters were plastered all over the walls of the school Dover Middle School. At Horne Street School the *Truth About Tobacco* program was concluded by passing out "Truth" tees on Monday to all students who completed a workbook about tobacco consequences.

During the month of March, DHA Liaison Officer Plummer attended the 5th grade DARE graduation. Officer Plummer congratulated the members of the four DARE classes that he taught this year. The graduation was a success once again this year.

On March 30, 2017, Detective Timothy Burt provided a group of York High School students with a presentation on crime scene investigations.

Officer Lazos and Detective Mask volunteered their time to participate in the annual New Hampshire Special Olympics Winter Games events, held in Waterville Valley on the weekend of March 4-6, 2017. Both officers helped coordinate various sporting activities, awarded medals to participants, and participated in the law enforcement cruiser parade during the opening ceremonies.



Shown above are the two 7th grade winners of the Youth to Youth Logo Lampoon Art Contest. The students are holding their spoof of a Mike's Hard Lemonade advertisement.



Officer Lazos congratulates an athlete during the Special Olympics of NH Winter Games.

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

Memorial donations to the library in March totaled \$565 in memory of retired Dover Middle School librarian Elsie Domingo.

Harriman engineers submitted draft plans for installation of air conditioning for the library. They have determined that the large attic space is structurally sound and will be able to hold all the A/C equipment, instead of installing it outdoors at ground level. Plans also preserve the historical

integrity of the building's interior.

Passport executions are providing a new source of revenue for the library. At \$25 per application, the library received \$600 in revenue during March

March at Fire & Rescue saw Engine 7 return to service after a motor rebuild and has been running fairly frequently since, giving the rebuild an on-the-job stress test. At the end of March during a service interval for Engine 5, it was noticed that parts from its motor were found in the oil pan. The initial forecast is a \$5000 repair to that motor. Engine 5 is close to 18 years old with approximately 140,000 miles on it and close to 12,000 engine hours.

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

A small group of Fire and Rescue staff of all ranks visited the Tewksbury, MA Fire Department to see their new Quint as it is very similar to what Dover Fire & Rescue is looking for to replace the old Engine 4. The photo below shows the Quint and our staff up on the aerial ladder discussing the fine details of how the aerial ladder operates, with a member of Tewksbury Fire.



Tewksbury Fire interestingly, has three fire stations and a similar call volume to Dover, and provides similar services. A Quint as discussed in some previous reports, is a combination fire engine and ladder truck built into one unit. The replacement for Engine 4 was approved in the FY 18 CIP as it is nearly 20 years old with over 185,000 miles and over 15,175 engine hours. Fire & Rescue also met with a second vendor that may

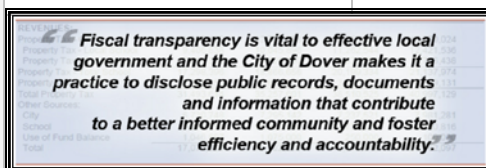
produce a Quint vehicle that meets the needs of the department, and has a meeting with a third vendor scheduled.

Finance Director has begun working with City Financial Advisor PFM to move forward with an Advanced Refunding of City's 2008 General Obligation Bonds and 2010 General Obligation Bonds. A resolution will be provided to City Council to approve the City to refinance the bonds.

On March 29th the City Submitted the FY2016 Single Audit Report to the Federal Clearinghouse.

Recreation staff received training (recorded) on handling credit card payments. We have not gone live with CC transactions until Finance, Recreation and IT can collectively craft plan to accommodate CC transaction fees.

The Recreation Director met with the Dover Rotary Club to present an opportunity to support the Henry Law Park Improvement Project. The Club notified us this month that they are going to donate to the project.



FISCAL TRANSPARENCY IS ESSENTIAL TO EFFECTIVE GOVERNMENT

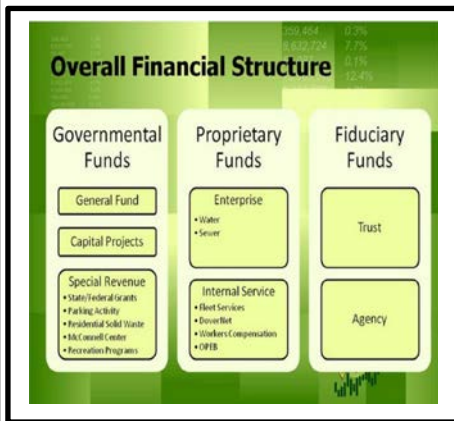
Purchasing Office Bid Solicitations

Department	Bid Number	Bid Date	Description of Bid
Community Services	B17044	03.01.2017	Miscellaneous Sewer Drain Supplies and Accessories
Community Services	B17045	03.01.2017	Miscellaneous Water Dept Supplies
Community Services	B17048	03.01.2017	Sidewalk Improvements
Fire	Q17-019	03.07.2017	Children's Fire Safety Festival T-Shirts
Community Services	B17049	03.20.2017	Sale of 3 Surplus Police Vehicles

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



City Finance Office	3/1/2017	201707447	THE DIRT DOCTORS, LLC	\$5,280.00
Community Services Department	3/13/2017	201707753	JM HAYDEN EQUIPMENT CO	\$5,343.94
Community Services Department	3/21/2017	201707950	BERGERON COMMERCIAL APPRAISAL	\$5,800.00
Community Services Department	3/6/2017	201707549	NORMAN R. GAGNON CONSTRUCTION, LLC	\$6,645.00
Community Services Department	3/7/2017	201707586	CITY OF DOVER-WATER**SEWER DEPT.	\$6,699.28
Executive	3/6/2017	201707552	VHB, INC	\$6,900.00
Community Services Department	3/22/2017	201708007	C.N. WOOD CO., INC.	\$7,000.00
Fire and Rescue	3/28/2017	201708136	KNOX ASSOCIATES, INC.	\$7,112.00
Community Services Department	3/31/2017	201708242	NORRIS INC	\$8,043.00
Community Services Department	3/6/2017	201707551	URBAN TREE SERVICE	\$8,800.00
Executive	3/6/2017	201707545	DELL MARKETING L.P.	\$9,367.48
Executive	3/15/2017	201707790	ESRI CORP.	\$9,593.15
Community Services Department	3/27/2017	201708081	IRVING OIL MARKETING, INC.	\$11,795.98
Recreation	3/21/2017	201707949	SIEMENS INDUSTRY, INC.	\$13,595.82
Community Services Department	3/16/2017	201707825	DUKES ROOT CONTROL, INC.	\$15,000.00
Executive	3/6/2017	201707550	SHEEHAN, PHINNEY, BASS & GREEN	\$17,931.78
Fire and Rescue	3/16/2017	201707841	CUMMINS NORTHEAST, INC.	\$19,764.80
Community Services Department	3/7/2017	201707580	ROBERT H. IRWIN MOTORS, INC.	\$25,689.00
Community Services Department	3/9/2017	201707680	GRUNDFOS WATER UTILITY, INC.	\$31,627.00
Recreation	3/28/2017	201708135	IRONWOOD DESIGN GROUP, LLC.	\$80,000.00
Recreation	3/27/2017	201708080	FRANK J ZAMBONI & CO INC	\$85,746.00
Community Services Department	3/27/2017	201708078	TIGHE & BOND, INC.	\$96,916.00
Community Services Department	3/31/2017	201708248	AFFINITY LED LIGHT, LLC	\$560,000.00
Community Services Department	3/31/2017	201708249	JOHN H. LYMAN & SONS, INC.	\$2,205,811.00



On March 10, 2017, Wentworth-Douglass Hospital Vice President and Chief Strategy Officer Jeff Hughes came to the McConnell Center for a check presentation ceremony. The hospital provides the Dover Police Department with \$125,000 each year to help to support our substance abuse prevention efforts.



Chief Colarusso with Jeff Hughes, Vice President and Chief Strategy Officer from Wentworth Douglass Hospital along with Dana Mitchell and several Dover Youth to Youth members.

The Police Department continues to work with United Way of the Greater Seacoast to secure funding for the Granite Youth Alliance program. The Seacoast Public Health Network is working on a state grant that GYA is supporting.

The 5th Annual Granite Youth Alliance Film Festival has launched. Registration opened in February and 14 teams have signed up. Students pitched their ideas to a panel of adults on March 16th to receive funding. Following the pitch students were paired with mentors to produce short videos about substance misuse that will be screened at the Epping O'Neil Cinema in June.

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 has finished the sewer along the Turnpike from the toll booths Southward. The watermain has been installed southward and is being tested. The contractor installed pipe for temp water/crossing the turnpike by the DMV and Wentworth Terrace. Wet wells for the temporary pumping stations have been installed..
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. The contractor is also working on the northern abutment. General Bridge Repair for repairs to the Chestnut Street expansion joints are complete. The Central Ave Bridge by First St began on April 10th. 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: Work will begin on the exterior over the next eight months. Sheeting is being installed to excavate for the new addition, this work will progress thought the month of April. The new additions and buildings have been constructed at Campbell and Calderwood Wells. Interior work has begun on both buildings.	Last Update: Winter shutdown continued, looking to have project startup on March 15th. New Update: Contractor mobilized in March, however, continued snow hindered construction progress.

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last 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 .	New Update: Sargent Construction Co was identified as the most beneficial bidder. Resolution for approval for construction and engineering oversight will be presented to the City Council on April 12 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: Council review scheduled for March 8th New Update: John Lyman and Sons have been selected to do this construction. The neighborhood meeting is scheduled for April 4 th , with construction scheduled to begin early May.
	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.

Snow Management Summary Report

FY17

Date	Condition	x Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/ Sand Yard	Sand Cost	Salt Brine	Brine Cost	Total Storm 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
12/23/2016	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
2/15/2017	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
3/11/2017 Snow	2	27.23	\$871.56	\$350.00	112	\$6,090.56	215.5	\$2,747.63	0	\$0.00	\$10,059.75
3/14/2017 Snow	13.8	699.84	\$22,338.68	\$6,599.99	118	\$6,416.84	210	\$2,677.50	0	\$0.00	\$38,033.01
3/16/2017 Snow removal	0	124.76	\$4,089.41	\$570.00	4	\$217.52	0	\$0.00	0	\$0.00	\$4,876.93
3/20/2017 Snow removal	0	90.1	\$2,732.58	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$2,732.58
3/24/2017 Snow/Icy Roads	1	25.4	\$764.33	\$0.00	91	\$4,948.58	0	\$0.00	0	\$0.00	\$5,712.91
4/1/2017 Snow	6	405.32	\$12,743.67	\$1,304.43	183	\$9,951.54	21	\$267.75	9600	\$768.00	\$25,035.39
	92.8	\$7,229.54	\$227,944.80	\$66,695.95	\$3,675.00	\$199,846.50	\$3,802.50	\$48,481.88	31680	\$2,534.40	\$545,503.53

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,305,350	103,870	1,024,567	78.5	280,783	0	280,783	21.5
Expenditures	971,746	104,075	747,310	76.9	224,436	111,496	112,940	11.6
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	(205)	250,566	0.0	(250,566)	(111,496)	(139,070)	-

City of Dover

Expenditures of Major Funds

March 31, 2017

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 444,459	\$ 62,697	\$ 263,997	59.0%	\$ 180,462	\$ 104,278	\$ 76,185	17.1%
Executive	918,106	70,919	705,689	77.0	212,417	118,040	94,378	10.3
Finance	1,808,151	161,401	1,332,742	74.0	475,409	344,834	130,575	7.2
Planning	661,252	54,192	480,428	73.0	180,824	118,183	62,641	9.5
Misc General Government	1,135,262	65,383	420,913	37.0	714,349	179,699	534,651	47.1
Police	8,537,733	709,310	6,295,554	74.0	2,242,179	1,351,789	890,390	10.4
Fire & Rescue	8,610,508	744,056	6,447,192	75.0	2,163,316	1,185,880	977,436	11.4
Community Service Public Works	6,968,806	487,519	3,957,026	57.0	3,011,780	1,336,955	1,674,825	24.0
Recreation	2,140,481	194,411	1,537,914	72.0	602,567	238,235	364,332	17.0
Public Library	1,300,849	110,258	924,421	71.0	376,428	233,173	143,255	11.0
Public Welfare	836,183	79,382	526,124	63.0	310,059	53,113	256,945	30.7
Debt Service	12,865,680	667,761	3,123,375	24.0	9,742,305	7,135,465	2,606,840	20.3
Other Financing Sources/Uses	3,521,696	115,210	3,026,068	86.0	495,629	-	495,629	14.1
School	50,890,217	3,519,629	30,431,900	60.0	20,458,317	18,193,008	2,265,309	4.5
Intergovernmental	8,513,779	-	8,513,779	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 7,042,127	\$ 67,987,121	62.3%	\$ 41,166,041	\$ 30,592,652	\$ 10,573,389	9.7%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 42,450	\$ 332,695	39.0%	\$ 518,025	\$ 163,717	\$ 354,307	41.6%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 42,450	\$ 332,695	39.1%	\$ 518,025	\$ 163,717	\$ 354,307	41.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 69,143	\$ 607,115	60.0%	\$ 413,028	\$ 383,899	\$ 29,129	2.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 69,143	\$ 607,115	59.5%	\$ 413,028	\$ 383,899	\$ 29,129	2.9%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 38,912	\$ 315,417	34.0%	\$ 616,512	\$ 434,150	\$ 182,362	19.6%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 38,912	\$ 315,417	33.8%	\$ 616,512	\$ 434,150	\$ 182,362	19.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 67,504	\$ 395,482	64.0%	\$ 221,469	\$ 31,032	\$ 190,438	30.9%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 67,504	\$ 395,482	64.1%	\$ 221,469	\$ 31,032	\$ 190,438	30.9%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 353,164	\$ 3,461,814	67.0%	\$ 1,697,202	\$ 610,492	\$ 1,086,710	21.1%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 353,164	\$ 3,461,814	67.1%	\$ 1,697,202	\$ 610,492	\$ 1,086,710	21.1%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 516,371	\$ 4,923,310	64.0%	\$ 2,738,104	\$ 705,185	\$ 2,032,919	26.5%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 516,371	\$ 4,923,310	64.3%	\$ 2,738,104	\$ 705,185	\$ 2,032,919	26.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 64,065	\$ 603,787	46.0%	\$ 721,378	\$ 165,115	\$ 556,262	42.0%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 64,065	\$ 603,787	45.6%	\$ 721,378	\$ 165,115	\$ 556,262	42.0%
Total : EXPENDITURES	\$ 126,718,498	\$ 8,193,736	\$ 78,626,740	62.0%	\$ 48,091,758	\$ 33,086,241	\$ 15,005,517	11.8%

City of Dover

Revenues of Major Funds March 31, 2017

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 76,917,115	\$ 372,192	\$ 40,544,177	53.0%	\$ 36,372,938	\$ -	\$ 36,372,938	(47.3)%
Licenses & Permits	5,893,130	741,327	4,801,340	81.0	1,091,790	-	1,091,790	18.5
Intergovernmental	2,209,560	118,787	2,059,567	93.0	149,993	-	149,993	6.8
Charges for Services	3,374,057	249,730	2,890,121	86.0	483,936	-	483,936	14.3
Miscellaneous Revenue	586,851	24,381	698,567	119.0	(111,716)	-	(111,716)	(19.0)
Education	19,650,692	242,870	11,823,541	60.0	7,827,151	-	7,827,151	39.8
Operating Transfers In	426,757	-	-	0.0	426,757	-	426,757	100.0
Other Financing Sources	95,000	-	15,616	16.0	79,384	-	79,384	83.6
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 1,749,286	\$ 62,832,930	58.0%	\$ 46,320,232	\$ -	\$ 46,320,232	42.4%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 11,455	\$ 142,791	73.0%	\$ 52,929	\$ -	\$ 52,929	27.0%
Parking Income	495,000	58,773	396,930	80.0%	98,070	-	98,070	19.8%
Parking Fines	160,000	15,781	123,938	77.0%	36,062	-	36,062	22.5%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 86,009	\$ 663,659	78.0%	\$ 187,061	\$ -	\$ 187,061	22.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 4,159	44.0%	\$ 5,397	\$ -	\$ 5,397	56.5%
Charges for Services	930,000	47,012	702,911	76.0%	227,089	-	227,089	24.4%
Miscellaneous Revenue	0	1	249	0.0	(249)	-	(249)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 47,013	\$ 707,319	75.0%	\$ 235,217	\$ -	\$ 235,217	25.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 58,383	\$ 528,715	74.0%	\$ 189,313	\$ -	\$ 189,313	26.4%
Operating Transfers In	209,476	9,943	104,071	50.0	105,405	-	105,405	50.3
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 68,326	\$ 632,786	68.0%	\$ 294,718	\$ -	\$ 294,718	31.8%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 18,227	\$ 274,672	65.0%	\$ 145,983	\$ -	\$ 145,983	34.7%
Miscellaneous Revenue	15,500	760	5,524	0.4	9,976	-	9,976	64.4
Operating Transfers In	15,500	-	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	\$ 18,987	\$ 281,446	47.0%	\$ 321,963	\$ -	\$ 321,963	53.4%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 616,961	\$ 2,715,923	55.0%	\$ 2,232,268	\$ -	\$ 2,232,268	45.1%
Miscellaneous Revenue	70,500	4,015	79,879	113.0	(9,379)	-	(9,379)	(13.3)
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 620,976	\$ 2,795,802	56.0%	\$ 2,222,889	\$ -	\$ 2,222,889	44.3%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	823,211	3,506,143	54.0	2,999,667	-	2,999,667	46.1
Miscellaneous Revenue	57,000	4,153	36,022	63.0	20,978	-	20,978	36.8
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 827,363	\$ 3,542,165	47.0%	\$ 3,964,235	\$ -	\$ 3,964,235	52.8%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 45,033	\$ 646,055	72.0%	\$ 245,107	\$ -	\$ 245,107	27.5%
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	\$ 45,033	\$ 646,055	56.0%	\$ 505,631	\$ -	\$ 505,631	43.9%
Total : REVENUES	\$ 126,154,108	\$ 3,462,993	\$ 72,102,162	57.0%	\$ 54,051,946	\$ -	\$54,051,946	42.8%



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

Workforce-Focused Outcomes



**Employee
Name &
Years of
Service**

Flanagan, Dennis M	1
Gray, Janet E	1
Lynch, Bryon E	1
Campbell, John O	2
Holton, Brian P	2
Sullivan, Brendan J	2
Brazeau, Roy R	4
Bretz, Jennifer	9
Dwyer, Cheryl L	10
Mountain, Fulton T	12
Miles, Dean H	13
Young, Edward W Jr	16
Chabot, Craig S	17
Kilbreth, Patrick D	17
LaFrance, Denise A	18
Terlemezian, David A	21
Tweedy, Samuel M	22
Sirois, Sharon	32
Demeritt, James R	34



New Hires

1 = CS
1 = Rec



Separations

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.

The Children's Librarian and Technology Librarian attended four days of "Family Place Library" training on Long Island, NY from March 13-16. The library received a \$10,000 grant to establish a Family Place library here in Dover's facility.

Library staff attended webinars on Sea Grant programming and Poster Design. Two staffers attended the NHLA CHILIS (Children's Librarians) annual conference,

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. March included sessions on motivating employees, negotiations and project management.

Vickie Blackden, Jr. Accountant and Daniel Lynch, Finance Director attended the New England States Government Finance Officers Association 2017 Spring Seminar. Offerings included Fraud prevention, GASB 74/75 OPEB update, Financing municipal stormwater projects, Implementing effective recruiting processes.

March 31, 2017 was a major deadline for Dover Fire and Rescue, and for any other emergency medical provider in the nation for that matter. March 31 of every year is the drop-dead due date for recertifying the number of emergency medical providers that are due in that particular recertification cycle. Dover and all of New Hampshire, utilizes as do most states, the National Registry of Emergency Medical Technicians process for assuring competency of the emergency medical providers that arrive to help after a citizen calls 911 with a medical emergency. The core standards for emergency medical care were developed by National Highway Transportation Safety Administration (which is part of the United States Department of Transportation) back in the late 1960s after studies showed the medical care or lack of adequate care delivered back then, was as damaging to the patient as the initial injury. The National Registry of Emergency Medical Technicians grew to develop standard frameworks for delivering the education needed of those curriculums and ultimately to help guide the content of the curriculums. At Dover Fire and Rescue,

approximately half of the workforce is due to be recertified on any given year as the certification duration is good for two years.

After all educational requirements are met over that particular two-year period, and the National Registry of EMTs issues proof of recertification, which is then followed by a licensing process for each medical provider that must be completed with the State of New Hampshire Bureau of EMS as outlined in various New Hampshire RSA's and administrative rules described at <http://www.nh.gov/safety/divisions/fstems/ems/documents/licensingbrochure.pdf>.

This rather complicated process guarantees that Dover staff, when they arrive somewhere in Dover to help a citizen in need, are trained across the medical spectrum to treat anything from childbirth to allergic reactions, from overdoses to stroke management, just to name a few competency areas. Another link in the chain of emergency medical care is that in medical provider such as Dover Fire and Rescue must be affiliated with a medical resource hospital which provides oversight and guidance over the quality of the care delivered.

The idea behind this requirement is that the staff of the Emergency Department sees on a daily basis, the quality of care delivered by emergency medical providers as that emergency department is in that unique position of being able to identify system problems or quality problems immediately. Wentworth Douglass Hospital serves that role for Dover Fire and Rescue.

At Dover Fire and Rescue, one of the tasks of our EMS system manager position is to monitor the ever-changing requirements of the National Registry of EMTs, the State of New Hampshire, and Wentworth Douglass Hospital - and then steer our system to not just comply with those regulations, but to see our staff excels with its medical care. That individual who is Capt. Michael McShane, then works hand-in-hand with Deputy Chief Michael Drouin whose focus is on training and safety in our organization, to see all training requirements are met by either delivering the required classes ourselves if we have staff in the house that meet the requirements to do so, or through contract vendors.

This entire system ultimately guarantees when incidents occur like the car accident shown below along Long Hill Road, that all involved are treated competently and promptly.



A module was delivered to the four shifts on medical report writing integrated with the review of recent reports written by staff as part of the QA/QI process (quality assurance/quality improvement).

Also in March, a number of members were also certified for the first time, or refreshed, at the Ice Rescue Technician Level. A number of these competencies are found in the National Standard titled NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents and found at <http://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards?mode=code&code=1670>.

There are three parts to this class being a classroom or cognitive portion, a practical skills portion, and a written test. Cold Water/Ice Rescue situations are at great risk to the rescuer and without the proper training, can result in rescuers needing rescue or worse. This culminated over a year's effort to obtain this class from the NH Fire Academy. Scheduling was difficult and postponed a number of times due to the weather either being too warm, or too cold. By purchasing this class from the NH Fire Academy (versus through other vendors) utilizing staff development monies, the class counts toward the Level III firefighter certification that the NH Fire Academy provides.

A standard technique for when someone has fallen through ice is to have a rescuer attached by safety ropes in these special suits that float, go into the water and grab the victim. Other crew members then drag both the victim and rescuer to safety. Though simplified into several sentences for this report, the process is much more difficult with much to consider safety wise. Nearly all Fire and Rescue ambulances and Engines carry these suits and ropes so the first arriving crews at an ice or cold water based incident, can initiate rescue.



The pictures above show various staff members in cold water/ice rescue suits, serving either as the rescuer or as the victim.

"We are what we repeatedly do. Excellence then, is not an act, but a habit."

-Aristotle

On March 13-14, 2017, Sergeant Pettingill attended Proactive Drug Interdiction/Vehicle Concealment training.

Vicki Hebert attended Coordinator Camp on March 21st in Austin TX. The training brought over 100 adult coordinators engaged in youth empowerment together to share resources and learn how to better engage students in tobacco control.

Vicki Hebert also attended the National Conference on Tobacco or Health in Austin TX on March 22-24, 2017.

During the week of March 27-31, 2017, Captain Terlemezian attended the New England Law Enforcement Executive Development Seminar. This seminar, which is co-sponsored by the FBI, focuses on training for law enforcement executives on issues and emerging trends such as bias, use of force, media relations, leadership, and critical incident management.

From March 20-24, Officers Khalsa and Lazos attended a 40 hour course on the topic of Instructor Development at the NH Police Standards and Training facility. The course included lecture and practical exercises to help officers develop learning goals and performance objectives, write lesson plans, increase oral communications skills, and become familiar with theories of adult learning and testing.

On March 28-31, Dispatcher Spinney attended State Police Online Telecommunications System Training.

On March 27 and 28, Teen Center Director Steve Pappajohn attended a conference at presented by the New England Secondary School Consortium (NESSC). Every year this organization sponsors a conference for school professionals, administrators and community partners. This year's theme was, "School Redesign in Action". Steve attended as a member of the Dover School

Department's Community Engagement Steering Committee, chaired by Kim Stephens.

On March 6, 2017, the Dover Police Department held its annual awards banquet at the Ember Wood Fire Grill. During the night, the department honored the following employees for various awards:

Employee of the Year:
Lyndsay Salantri

Outstanding Partner Award:
NH Listens

Traffic Officer of the Year:
Officer Bobby Joslin

Exceptional Service Award:
Sergeant Tarmey

Exceptional Service Award:
Communications Bureau

Chief Daniel Smith Award for Exceptional Service:
Detective Oake Carlson

Chief's Marksmanship Award:
Detective Tim Burt

Ridings Memorial Marksmanship Awards:
1st Place: Sergeant Mark Collopy
2nd Place: Detective Tim Burt
3rd Place: Officer Scott Petrin

*Top: Dispatcher Lyndsay Salantri with Chief Colarusso after receiving the Employee of the Year award.
Bottom: Alison Webb (left) and Michele Holt Shannon (right) of NH Listens and Dover Listens with Chief Colarusso after being awarded the Dover Police Department's Outstanding Partner Award.*



March was a busy month at Fire and Rescue for projects and meetings. One of the major projects was holding training sessions on the four shifts on the services that LifeFlight of Maine can provide and more importantly, the system changes that this new service brings to the emergency medical side of Fire and Rescue's service delivery. LifeFlight from Maine is an aircraft-based critical care delivery system that operates various aircraft and has just recently located a medical helicopter at Sanford Airport which is approximately seven minutes of flight time from Dover. For a coordinated approach to air delivered emergency medicine, all organizations in New England that provide this service have a coordinated dispatch process so that the closest available resource depending on weather and availability, can be dispatched. This means even though the primary mission of LifeFlight from Maine is to serve Maine residents, because LifeFlight of Maine is now the closest resource to Dover for air medicine, they will be also flying into New Hampshire frequently to assist. This is similar to the mutual aid Dover Fire and Rescue provides to other communities regardless of the state border. The photo below shows one of the Fire & Rescue shifts along with staff at Wentworth Douglass Hospital, viewing the helicopter, which is parked on the helipad at the hospital.



This changes the emergency medical landscape for Fire & Rescue as LifeFlight of Maine isn't just about providing an air ambulance, but is about providing some emergency medical care services and treatments beyond what Fire & Rescue paramedics provide on the scene if needed. What happens regularly and presently is in situations where an emergency medical patient in Dover needs services that are beyond Wentworth Douglass Hospital's capabilities, Fire and Rescue responds and starts caring for the patient and then brings them to the Emergency Department at the hospital. After stabilization, there, the patient is then flown out from the Wentworth Douglass Hospital to the facility that can provide the advanced level services needed and normally found either in Boston or Portland. When the closest available helicopter was 30 minutes away from Dover, this made sense as Fire and Rescue staff would typically be in Wentworth Douglass Hospital's emergency department before the helicopter arrived. In some cases, now with LifeFlight of Maine being based out of Sanford, the helicopter, maybe actually be called to the scene of the incident such as the Spaulding Turnpike during a major motor vehicle accident. Basically, if the patient's condition warrants flying to another hospital other than Wentworth Douglass Hospital and the helicopter can land near where the patient is in Dover before Fire & Rescue is ready to transport to Wentworth Douglass Hospital, then that is the new level of care this organization is to provide. This new capability and system change is something procedurally that all staff at Fire & Rescue will have to get used to, as it also takes careful coordination with Wentworth Douglass Hospital's emergency department. It also means Dover's citizens will see LifeFlight of Maine potentially landing in unused fields or an occasional parking lot several times a year, and it will probably be the primary service that Wentworth Douglass Hospital calls to fly patients out of the hospital when the medical service level needed dictates that.

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.*

Daniel Lynch, Finance Director, participated in a Preventing Bank Fraud Webinar provided by Citizens Bank.

Ann Legere, Purchasing Agent was accepted into the Primex Emerging Leaders program. She is one of 14 candidates participating in this 7-month professional development program to develop competencies to grow in leadership effectiveness.

The Purchasing Agent participated in a Webinar on March 15th 2017 provided by the NGIP Organization titled - A Bulletproof Story with Creative Flourish: From How Much You Cost to the Value You Create.

Training on VUEWorks / MobileVUE's HVAC Systems preventative maintenance recurring work orders was held. This was attended by Sharon Sirolis, Jeff Wynot, Tim Pine & Annie Dove.

There were four (4) contract negotiation sessions conducted with our various unions in the month of March.

There was a Joint Loss Management Committee (JLMC) meeting on March 30th. Committee members will be conducting area self-inspections over the next month to ensure areas are continuing to be safe places to work.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 5, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gagnon led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. POLICE

Chief Colarusso gave a PowerPoint presentation to the Council regarding the proposed Police Department Budget.

2. FIRE

Chief Hagman gave a PowerPoint presentation to the Council regarding the proposed Fire Department Budget.

3. RECREATION

Recreation Director Bannon gave a PowerPoint presentation to the Council regarding the proposed Recreation Department Budget.

7. ADJOURNMENT

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

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gagnon, Councilor Gasses, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux. Councilor Greenshields arrived at 7:03 pm.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to substitute as a whole Item 12.C.4. He moved to move Item 13.B.1. up on the agenda to follow Item 12.C.6. He moved to add an Appointments Committee Report.

Deputy Mayor moved to approve the Agenda as amended; seconded by Councilor Ciotti.

Vote: 9/0.

7. PUBLIC HEARINGS

A. FISCAL YEAR 2018 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM - SCHOOL DEPARTMENT (COUNCIL VOTE TO OCCUR ON MAY 3, 2017.)

SPONSORED BY MAYOR WESTON BY REQUEST

Frances Meffen, 16 Benjamin Way, Dover Middle School Councilor: She spoke in support of the School's portion of the Budget.

Siobhan Mehalek, 21 Mathes Hill Drive, Dover Middle School Teacher: She spoke in support of the School's portion of the Budget.

Karen Berg, 303 Back Road, Dover Middle School Teacher: She spoke in support of the School's portion of the Budget.

Anne Michaels, 68 Bellamy Road: She spoke in support of the School's portion of the Budget.

Joel Degenars, 19 Baldwin Way: He spoke in support of the School's portion of the Budget.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

Carolyn Mebert, 254 Dover Point Road, School Board Member: She spoke in support of the School's portion of the Budget.

Keith Holt, 45 Oak Street, School Board Member: He spoke in support of the School's portion of the Budget.

Kathy Morrison, 4 Florence Street, School Board Member: She spoke in support of the School's portion of the Budget.

William Degrandpre, 21 Danielle Lane: He spoke against the School's portion of the Budget, and felt it should be within the tax cap.

Maritza Corriveau, 33 Watson Road: She spoke in support of the School's portion of the Budget.

Patricia Stiles, 5 Pearson Drive, Paraprofessional for Garrison Elementary School: She spoke in support of the School's portion of the Budget.

David Mattingly, 1 Samuel Hanson Avenue: He spoke in support of the School's portion of the Budget.

Mary Hebbard, 97 Spruce Lane: She spoke against the School's portion of the Budget, and felt Council should hold to the tax cap.

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

B. CHAPTER 131 OFFENSES, SECTION 7 – PARK HOURS SPONSORED BY MAYOR WESTON BY REQUEST

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

C. CHAPTER 166 VEHICLES AND TRAFFIC, SECTIONS 16, 17, 18, 30, 37, 38, 56, 57, 59, AND A GENERAL CLEAN-UP/RENUMBERING OF THE CHAPTER SPONSORED BY MAYOR WESTON BY REQUEST

Catherine Cheney, 9 Snow's Court: She referred to Section 18, and suggested that it should read City designated vehicles to include volunteers' vehicles.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

D. HENRY LAW AVENUE RECREATION PARKING LOT METER FINE REVENUE AND AMENDMENT TO CITY FEE SCHEDULE

SPONSORED BY MAYOR WESTON BY REQUEST

Suzanne Petersen, 24C Maple Street: She spoke in favor of the resolution and urged the Council to pass it.

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

E. TREE CUTTING ON SCENIC ROAD. ROCHESTER NECK ROAD

SPONSORED BY MAYOR WESTON BY REQUEST

Richard Hebbard, 97 Spruce Lane: He spoke about the criteria of the law and asked the Council to follow the law before any work is done.

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

F. DECLARATION OF EMERGENCY LANE – OLD GARRISON ROAD FROM SPRUCE LANE TO DAVID TUTTLE LANE

SPONSORED BY MAYOR WESTON BY REQUEST

Mary Hebbard, 97 Spruce Lane: She called a point of order, stating that no background information was provided with the resolution for the past two weeks. She asked that staff bring information forward at this point in the meeting so the public can address this evidence.

Councilor O'Connor moved to suspend the rules to allow staff to speak regarding this resolution; seconded by Deputy Mayor Carrier.

Councilor Gasses recused herself from the vote.

Roll Call Vote: 8/0.

City Manager Joyal said the background submitted in the agenda packet was sufficient.

Thomas Allen, 232 Spruce Lane: He spoke in favor of the resolution.

Nancy Oeser, 419 Old Garrison Road: She spoke against the resolution.

Catherine Cheney, 9 Snow's Court: She spoke against the resolution.

John Brough, 240 Old Garrison Road: He asked that he be allowed to fix it or the City should be fixing it.

Mary Hebbard, 97 Spruce Lane: She spoke against the resolution.

Joshua Henry, 283 Old Garrison Road: He said the resident should be able to maintain his own access.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

Richard Hebbard, 97 Spruce Lane: He spoke against the resolution.

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

G. ESTABLISHMENT OF SCHOOL INSTRUCTIONAL EQUIPMENT CAPITAL RESERVE FUND SPONSORED BY MAYOR WESTON BY REQUEST

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

H. APPROPRIATION FOR FY2018 POINTE PLACE INFRASTRUCTURE IMPROVEMENTS AND AUTHORIZATION FOR BONDING (COUNCIL VOTE TO OCCUR ON APRIL 26, 2017.) SPONSORED BY MAYOR WESTON BY REQUEST

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

I. DISSOLUTION OF SCHOOL ALTERNATIVE EDUCATION FUND INTO THE GENERAL FUND (COUNCIL VOTE TO OCCUR ON MAY 10, 2017.) SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CITIZEN'S FORUM

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

Catherine Cheney, 9 Snow's Court: She referred to the Emergency Lane resolution and said that the abutters have rights regarding a Class VI road. She said it should be the Fire Department that addresses this issue.

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

Deputy Mayor Carrier said the emails received by the City Council regarding tonight's Public Hearings will be placed on file.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He said he wished to appointment Attorney Mark Moeller for another term as Commissioner on the Dover Housing Authority. Deputy Mayor Carrier asked for an update on the Central Avenue Bridge.

Deputy City Manager Steele gave an overview on the Central Avenue Bridge project to the Council.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

- A. **March 15, 2017 – Workshop Session**
- B. **March 22, 2017 – Regular Meeting**
- C. **March 29, 2017 – Workshop Session**

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attended the past few weeks.

Deputy Mayor Carrier attended several ribbon cuttings as a representative of the City.

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

Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 131 OFFENSES, SECTION 7 – PARK HOURS

SPONSORED BY MAYOR WESTON BY REQUEST

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

Recreation Director Bannon gave an overview of the Ordinance to the Council.

Roll Call Vote: 9/0.

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

SPONSORED BY MAYOR WESTON BY REQUEST

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

Parking Manager Simons gave an overview of the Ordinance to the Council.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

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

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 9/0.

- 2. DOVER LED PUBLIC WORKS LIGHTING UPGRADE (B15021) AND AUTHORIZATION FOR FINANCING (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.
Roll Call Vote: 9/0.

- 3. HENRY LAW AVENUE RECREATION PARKING LOT METER FINE REVENUE AND AMENDMENT TO CITY FEE SCHEDULE**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 9/0.

- 4. TREE CUTTING ON SCENIC ROAD: ROCHESTER NECK ROAD AND GLEN HILL ROAD**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor
General Legal Counsel Blenkinsop gave an overview of the resolution and the Utility Company's responsibilities under state law.
Vote: 9/0.

- 5. DECLARATION OF EMERGENCY LANE – OLD GARRISON ROAD FROM SPRUCE LANE TO DAVID TUTTLE LANE**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gagnon.
Councilor Gasses recused herself from discussion and Council vote.
General Legal Counsel Blenkinsop gave an overview of the resolution, and the difference between a private way and Class VI municipal road.
City Manager Joyal spoke about the role of the Council in declaring an emergency lane.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

Fire Chief Hagman spoke about spoke about prior concerns regarding whether the road was passable for emergency response vehicles. He discussed the need to have this section of Old Garrison Road declared an emergency lane under the statute and the corresponding public benefit of ensuring the road is passable for emergency response vehicles, including fire engines and ambulances, to both abutting private property and surrounding public lands.

Police Chief Colarusso agreed with Chief Hagman. He spoke about his concern that emergency response vehicles could be damaged on this road if not passable and discussed the need to have this section of road declared an emergency lane to keep it passable for emergency response vehicles so they can respond to emergency situations on lands abutting the road.

General Legal Counsel Blenkinsop spoke about the statutory language and the role of the Council in determining the public welfare or safety interest which surpasses or differs from any private benefit to abutters under the emergency lane statute.

Deputy City Manager Steele gave an overview on the condition of the road, the process to repair it, if necessary, in order to keep it passable for emergency response vehicles, the potential costs of repair, and answered Councilor questions.

Councilor Shanahan noted repair to the road would just be to keep it passable for fire and rescue vehicles.

Councilor Gagnon discussed the potential cost of repair to the road if needed.

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

The approved resolution number 2017.03.22-028 is incorporated herein by reference.

6. ESTABLISHMENT OF SCHOOL INSTRUCTIONAL EQUIPMENT CAPITAL RESERVE FUND

SPONSORED BY MAYOR WESTON BY REQUEST

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

Vote: 9/0.

Item 13.B.1.

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor
Councilor Shanahan recused himself from discussion and Council vote.

Roll Call Vote: 8/0; Passed.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – Dover Baseball

2. B11001 WWTP DESIGN PHASE ADDITIONAL SCOPE OF WORK WRIGHT-PIERCE CHANGE ORDER #3

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, April 12, 2017**
Meeting Time: **7:00 pm**

- 3. B15065 CONSTRUCTION OVERSIGHT SERVICES FOR KEATING & BIRCHWOOD RECONSTRUCTION PROJECT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. B16013B DESIGN BUILD OF CUSTOMER SERVICE CENTER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B17038 HOT BITUMINOUS PAVING –ASPHALT LAID IN PLACE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. DOVER PUDDING HILL AQUIFER WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC & UNDERWOOD ENGINEERS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. PURCHASE OF DIVING BOARDS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. EZRA GREEN'S FARM HOMEOWNERS' ASSOCIATION TRAIL EASEMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. ACCEPTANCE OF SIDEWALK EASEMENT. WHITE MOUNTAIN SUBWAY, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Gagnon pulled Item #13.A.5.

Deputy Mayor Carrier pulled the Appointments Committee Report.

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

Roll Call Vote: 9/0.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

Deputy City Manager Steele gave an overview of the resolution to the Council and explained why the amount was less.

Roll Call Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council, and recommended the following appointments:

New Appointments:

Grant Killian – Open Lands Committee

Rick Schnable – Recreation Advisory Board

Deputy Mayor Carrier moved for their appointments; seconded by Councilor Thibodeaux.

Vote: 9/0.

Reappointments:

Lee Skinner – Planning Board

Dorothy Wagner – Library Board of Trustees

Aimee Sanderson – change in status from alternate to regular member on the Recreation Advisory Board

Vote: 9/0.

Deputy Mayor Carrier listed the current openings on Boards/Commissions for the City.

Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Gasses.

Vote: 9/0.

B. RESOLUTIONS

1. COLLECTIVE BARGAINING AGREEMENT - DOVER EDUCATIONAL OFFICE PERSONNEL (DEOP)

SPONSORED BY MAYOR WESTON BY REQUEST

City Council voted to move up on the agenda to follow Item 12.C.6.

2. REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17037 BIRCHWOOD AND KEATING RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 26, 2017, WITH A VOTE TO OCCUR ON MAY 10, 2017.)

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on April 26, 2017; seconded by Councilor O'Connor.

Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from George & Tina Philbrick, dated March 17, 2017.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 12, 2017**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor O'Connor. City Manager Joyal gave an overview of the cable franchise contract.
Vote: 9/0.

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Carrier asked for an update on Nelson Street.
Deputy City Manager Steele gave an update to the Council, and said it should be completed this construction season.

Councilor Ciotti asked about potholes in the City.
Deputy City Manager Steele says crews are working daily on fixing the potholes in the City. He asked for citizens to call Community Services regarding locations for potholes.

Councilor O'Connor talked about the American Red Cross Blood Drive on April 15, 2017. He spoke about his concerns that cars weren't stopping at the Horne Street School crosswalk.

Deputy Mayor Carrier said Dover Baseball opening day is Saturday, April 15, 2017.

16. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.1.

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: 03/22/2017	Public Hearing Date: 04/12/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.1.

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



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: 7th Catering LLC

Federal Tax ID number for Organization: 81-2682158

Check (☒) Nature of Organization:

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

Contact Person: KATE SANDERS Day Time Telephone: (603) 373-1001

Address: 47 Washington St. Dover NH Email kate@7thsettlement.com

Purpose of Permit: Beer + Food Festival

Date of Event: 07-15-17 Specific Time: 11AM - 8PM

Location of Event: LOWER HENRY LAW PARK

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____

Date of Drawing: _____

Place of Drawing: _____

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

<http://www.doi.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): Henry Law Park

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Kate Sanders

DATE: 02-22-17

PRINTED NAME: KATE SANDERS

(duly authorized)

Licensing Board Approval [Signature]

Date: 2/20/17



02/06/17

Re: Seacoast Microbrew Festival, Saturday July 15th 2017
Lower Henry Law Park

Good Afternoon,

Please accept this block party permit application in regards to the 3rd Annual Seacoast Microbrew Festival. We are planning to host the festival on Saturday, July 15th from 12noon to 7pm at the lower area of Henry Law Park (facility reservation attached). The festival will be a ticketed event where visitors will be able to sample small (4oz) tastes of the locally located microbreweries, purchase food from local vendors and dance to live local bands.

The event area of Lower Henry Law Park will be fenced in with snow fencing and monitored through out the day event volunteers. The breweries will serve under two large, open sided tents located on the park grounds. Visitors will be directed to park in the parking garage, the sand lot at River Street and Washington. Adjacent parking around the perimeter of River Street and Henry law Avenue will be reserved for festival vendors. There will be hired police presence through the event grounds as well as pedestrian crosswalks if necessary.

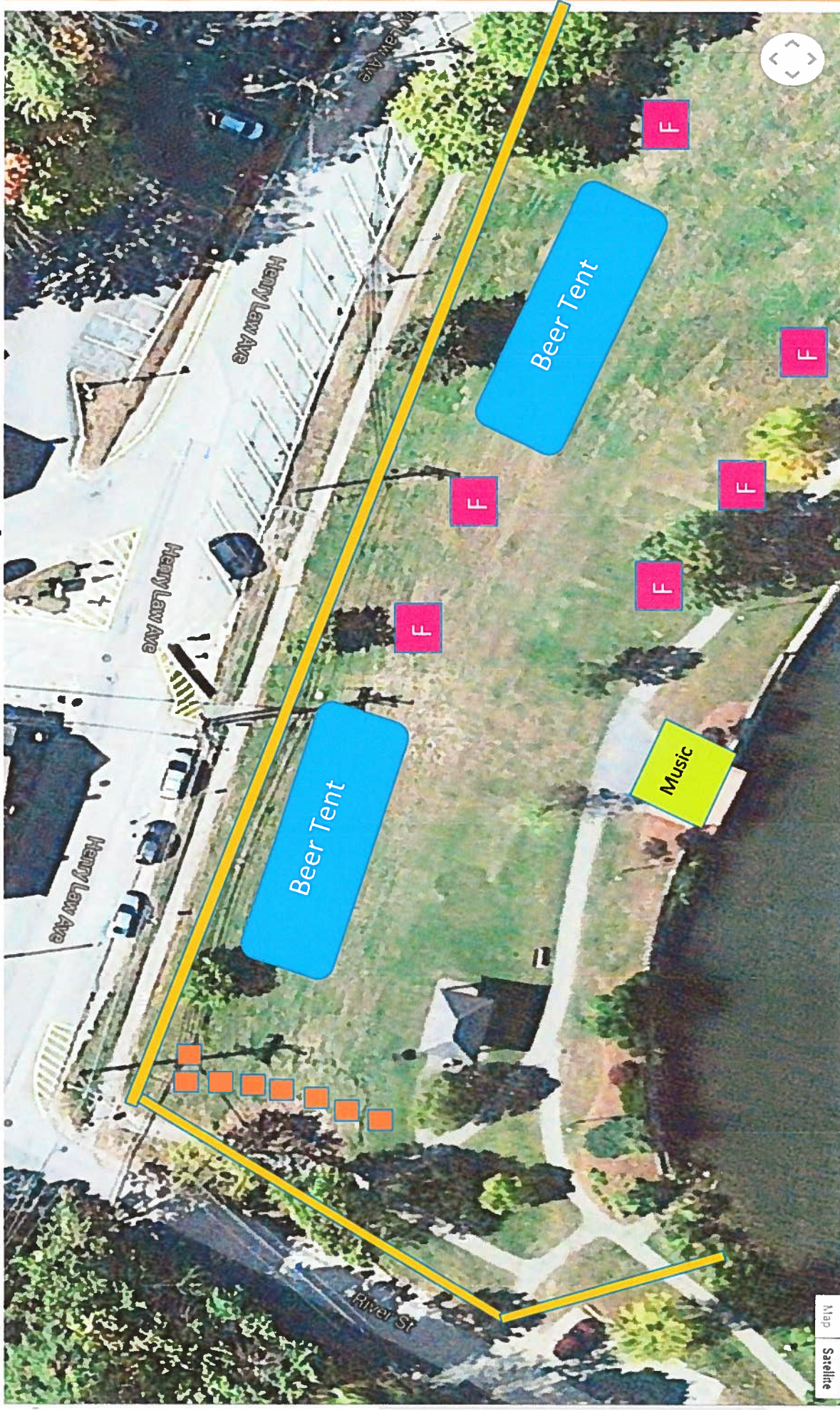
This festival will have two sessions from 12noon – 4pm and 5-8PM anticipating 800 tickets sold for each session, not exceeding 1000 tickets sold for each session.

Our mission with hosting this festival continues to be promoting Dover as a premiere downtown community as well as highlighting our unique local brewing community. We hope to create another safe, fun festival that will bring community support throughout the Seacoast and beyond. We appreciate your support.

Sincerely,
Kate Sanders

Event Director
7th Catering
47 Washington St. DOVER
(603) 373-1001
kate@7thsettlement.com

Seacoast Microbrew Festival Map 2017



FACILITY SALES RECEIPT

Receipt # 101300
Payment Date: 02/03/17
Household #: 19612

City of Dover Recreation
31 Locust St
Dover NH 03820

7th Settlement Brewery
47 Washington St
Dover NH 03820

Hm Ph: (603)373-1001

Phone: (603)516-6401

Facility Reservation Details

Facility: Henry Law Park, HenLawEntireBackPark
Reserv. Contact: Kate Sanders, HM: (603)373-1001
Reserv. Number: 12966

Status: Firm

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
07/15/2017	Sat	4.00A to 11:00P	0.00	0.00	0.00	0.00	0.00

Processed on 02/03/17 @ 10:47:11 by MAA

FEES CHARGED ON NEW LINE ITEMS (+)	0.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
HH DEPOSIT/VISIT CHARGED	0.00
NEW AMOUNT DUE	0.00
PREVIOUS NET HOUSEHOLD BALANCE	0.00
TOTAL DUE	0.00
NEW FEES PAID ON THIS RECEIPT (-)	0.00
NEW DEPOSIT PAID (-)	0.00
TOTAL PAID	0.00
NEW NET HOUSEHOLD BALANCE	0.00



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

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

Address: 550 Central Ave Email ryan@dovernh.org

Purpose of Permit: Comeuno Arts Festival Friday night shows

Date of Event: Fridays 7/7-8/11 Specific Time: 3pm-10pm

Location of Event: Upper Henry Law Park - see attached map

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Ryan Queenan DATE: 2/7/17

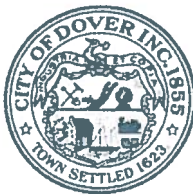
(duly authorized)

PRINTED NAME: Ryan Queenan

Licensing Board Approval [Signature] Date: 2/20/17

Google Maps





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

Check(☒) the type of application:

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

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Ryan Quenan Day Time Telephone: 603-742-2219

Address: 550 Central Ave Email ryan@dovernh.org

Purpose of Permit: road closure for Final Camerino Arts Festival show of season

Date of Event: 8/18/17 Specific Time: 3pm - 10pm

Location of Event: Upper Henry Law Park / Henry Law Ave - see attached map

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Ryan Quenan DATE: 2/7/17

(duly authorized)

PRINTED NAME: Ryan Quenan

Licensing Board Approval [Signature] Date: 3/20/17

Google Maps



Requesting closure of the upper section of Henry Law Ave. The Chamber would like to pilot a food cart area on the final night of the 2017 Cocheco Arts Festival. The closure would last from 3pm to 10pm. The food cart will be in the street.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

RAFFLE*____, TAG*____, BLOCK PARTY** X,

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

Organization Name: Neighbors in the Grove St area and not an official org
Federal Tax ID number for Organization: N/A

Check (✓) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other X

(Describe) Neighbors gathering for food and games

Contact Person: Jonathan Bicknell Day Time Telephone: (207) 454-7556

Address: 86 Grove St Doran NH Email: jbicknell125@gmail.com

Purpose of Permit: Block party

Date of Event: 7/22/17 Specific Time: 8am - 6pm

Location of Event: Grove St

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

<http://www.doi.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): Grove St between Hough and Ash

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marc Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: [Signature] DATE: 4/11/17

(duly authorized)
PRINTED NAME: Jonathan Bicknell

Licensing Board Approval [Signature] Date: 4/17/17



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: New Hampshire Soap Box Derby, Inc.

Federal Tax ID number for Organization: 02-0374130

Check (☒) Nature of Organization:

Religious_____, Educational_____, Charitable_____, Civic_____, Sports ☒, Veterans_____, Fraternal or Political_____, Other_____
(Describe) Gravity powered car race for children ages 7 to 20

Contact Person: Richard Behan Day Time Telephone: 603-953-3086

Address: 118 Grove Street Dover NH 03820 Email rabehan54@hotmail.com

Purpose of Permit: conduct 74th annual soap box derby state championship race

Date of Event: June 4 2017 Specific Time: 8:00 AM to 4:00 PM

Location of Event: Broadway [Oak Street intersection to 50 feet beyond Pleasant Street]

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

<http://www.doi.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): Broadway (Oak to Hill)

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Richard Behan DATE: 03-06-2017

(duly authorized)

PRINTED NAME: Richard Behan

Licensing Board Approval [Signature] Date: 3/20/17



**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: SIX03 ENDURANCE

Federal Tax ID number for Organization: 46-2281593

Check(☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports ☒, Veterans____, Fraternal or Political____, Other____

Name/Description of Event (if applicable): SIX03 SUMMERFEST 10K & 5K ROAD/LAKE

Contact Person: Tom Hooper Day Time Telephone: 603-817-3672

Address: 10 Wayne Dr Lee, NH Email: tom@six03endurance.com

Date of Event: July 30, 2017 Specific Time: 0900-1300

Location of Event (if parade, attach course description or map): 110 PORTLAND AVE - SEE MAP

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Tom Hooper DATE: 3/1/17

(duly authorized)

PRINTED NAME: Tom Hooper

Licensing Board Approval AFC Date: 3/20/17

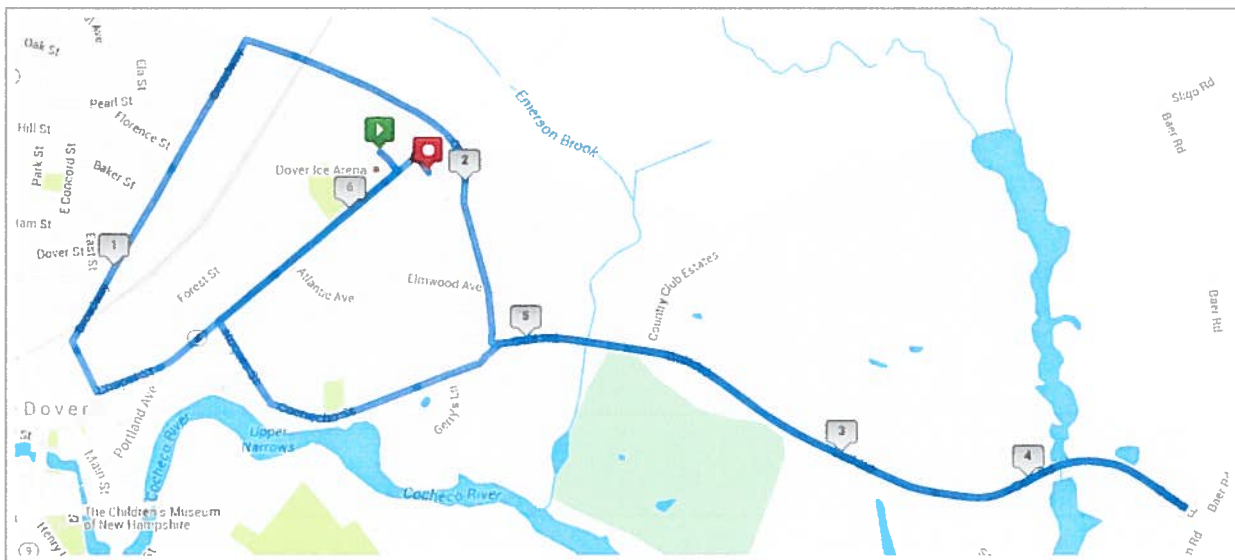


March 1, 2017

SIX03 SUMMERIEST **10K ROAD RACE**

Runners competing in the 10K will start at the Dover Ice Arena and exit the parking lot right onto Portland Avenue. Runners will continue down Portland Avenue toward Chapel Street. Runners then turn right onto Chapel Street and then right onto St. John Street. Runners then turn right onto Broadway and continue toward Oak Street. Runners then turn right onto Oak Street, continue over Portland Avenue toward Gulf Road. Runners then turn right onto Gulf Road and run toward Baer Road.

Runners will complete a turn around before Baer Road and return back down Gulf Road toward Cocheco Street. Runners will turn left onto Cocheco Street and then right onto Rogers Street. Runners will then turn right onto Portland Avenue and finish in the Philbrick's Sports parking lot. This is the same course as the three previous years. This will prevent runners from crossing Portland Avenue at the finish. The turn around on Gulf Road has also been pushed back to clear the intersection.



Start: On southwest side of Dover Ice Arena driveway.

Mile 1: On southeast side of Broadway,

Mile 2: On east side of Oak St 16 feet N of north edge of front door of Sundance Sign

Mile 3: On N side of Gulf Road near PSNH Pole 120/39

Mile 4: On N side of Gulf Road near PSNH Pole 120/52

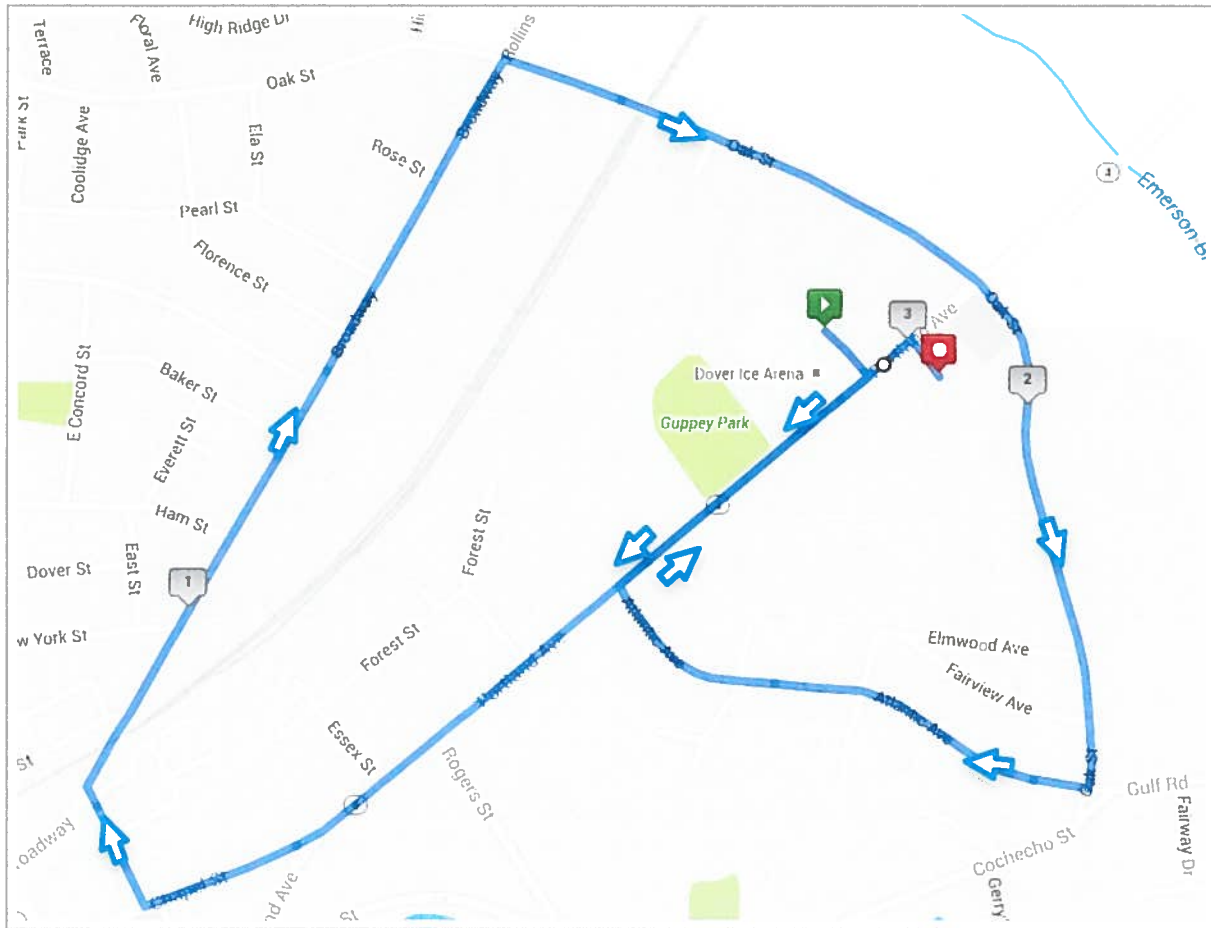
Mile 5: On N side of Gulf Road near 111 Gulf Road

Finish: Philbrick's Sports Parking Lot



SIX03 SUMMERFEST **5K ROAD RACE**

Runners competing in the 5K will follow the same route as the runners competing in the 10K until the intersection of Oak Street and Gulf Road. This is the same route as the previous 3 years. At that point, the 5K runners will turn right onto Atlantic Avenue, continue to Portland Avenue, turn right onto Portland Avenue, and return to the Philbrick's Sports/Finish Line.



Start: On southwest side of Dover Ice Arena driveway.

Mile 1: On southeast side of Broadway, 16 feet 8 inches SW of Storm Drain on same side and in front of 45 Broadway

Mile 2: On east side of Oak St 16 feet N of north edge of front door of Sundance Sign on opposite side at 89 Oak St.

Mile 3: On NW side of Philbrick's Sports parking lot.

Finish: Philbrick's Sports Parking Lot



**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: SIX03 ENDURANCE

Federal Tax ID number for Organization: 46-2281593

Check (☒) Nature of Organization:

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

Contact Person: Tom Hooper Day Time Telephone: 603-817-3672

Address: 10 Wayne Dr Lee, NH Email: TOM@SIX03ENDURANCE.COM

Purpose of Permit: Awards Ceremony following road race

Date of Event: July 30, 2017 Specific Time: 0900 - 1300

Location of Event: 110 Portland Ave - Jerry Thompson Park (field)

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

Prize (s) To Be Awarded: Cash and gift cards to race winners

Cost of Ticket: — Date of Drawing: July 30, 2017

Place of Drawing: 110 Portland Ave

*** 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.doh.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): 110 Portland Avenue

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Tom Hooper DATE: 3/1/17

(duly authorized)

PRINTED NAME: Tom Hooper

Licensing Board Approval AP Date: 3/20/17



March 1, 2017

City of Dover,

SIX03 Endurance is planning to host the fourth annual SIX03 Summerfest 10K Road Race on Sunday, July 30, 2016 at the Dover Ice Arena and Jenny Thompson Outdoor Pool. The 10K road race is a USATF certified course that begins at the Dover Ice Arena (110 Portland Avenue) and finishes at Philbrick's Sports (161 Portland Avenue). The race will begin at 9:00 am and the awards ceremony should be complete by 1:00 pm at the latest. The route is the same as the three previous years.

In addition to the 10K road race, we offer a 5K road race option to our runners. The 5K option starts and finishes at the same locations (Dover Ice Arena and Philbrick's) as the 10K. The race begins at the same time as the 10K. Runners competing in the 5K follow the same route as runners competing in the 10K until the intersection of Oak Street and Gulf Road. At that point, the 5K runners would turn right onto Atlantic Avenue, continue to Portland Avenue, and return to the Philbrick's Sports/Finish Line. Please see attached maps for further detail.

Following the road race, SIX03 Endurance would like to have an awards ceremony that will be held in the park behind the Jenny Thompson Outdoor Pool. We have coordinated this with the Dover Recreation Department including the Dover Ice Arena and the Jenny Thompson Pool. As with the three previous year's requests, we ask that the area be reserved for the awards ceremony following the 5K/10K road race. We will have food vendors, sponsors, and tents on the hill. Additionally, we will provide beer to runners that have completed the race who are of legal age (over 21). As with previous years, we will obtain a one-day liquor license for the sale of alcohol. We will also hire a Dover Police Department detail officer to remain on site during the sale of alcohol.

SIX03 Endurance carries insurance through the Road Runners Club of America. We also work with the Dover Police and Dover Fire Department in order to ensure a safe and fun running experience. The SIX03 Summerfest 10K and 5K Road Race is part of the very popular Dover Race Series.

If you have any questions, please feel free to contact Tom Hooper at 603-817-3672 or by email at tom@six03endurance.com.

Thank you,

A handwritten signature in black ink, appearing to read "Tom Hooper", written over a horizontal line.

Tom Hooper

Co-Founder of SIX03 Endurance



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: Children's Museum of New Hampshire
Federal Tax ID number for Organization: 02-0363746

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒ Nonprofit
Name/Description of Event (if applicable): Children's Museum of NH SK
Contact Person: Sarah Lavoie Day Time Telephone: 603-828-4930
Address: 60 CMNH, Le Washington St., Dover, NH Email: slavoie@burnsbryant.com
Date of Event: 5/6/17 Specific Time: 9:00am start (setup & break down to) *
Location of Event (if parade, attach course description or map): See attached. Henry Law Park

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

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

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

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

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

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

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 3/30/17
(duly authorized)
PRINTED NAME: Sarah Lavoie

Licensing Board Approval [Signature] Date: 4/17/17

* total time for setup, race, Kidventure course and break down is usually 5am - noon.

the CHILDREN'S MUSEUM OF NH 5K Dover, NH

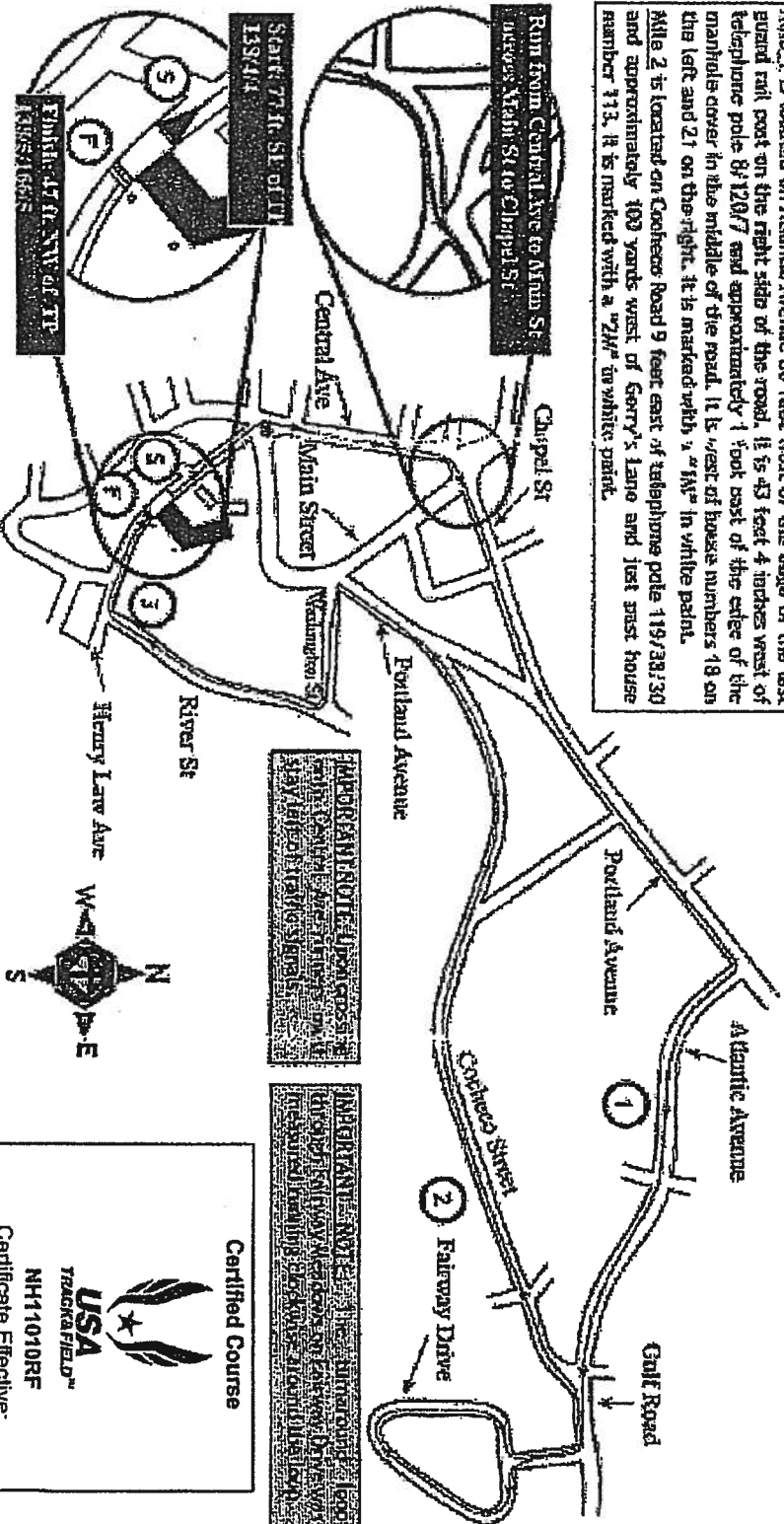
Starting line is located on Henry Law Avenue approximately .1 kilometers southeast of the intersection of Henry Law, Ash Street, Central Avenue, and Washington Street in Dover, NH. It is 77 feet southeast of telephone pole 138/4/4 (on the east side of road) across from Central Towers Apartment building. The starting line is marked on both sides of the street by a white letter "S" and arrows pointing northward with a white line marking the start. Three P-K nails were hammered into the start line on each side of the road.

Mile 1 is located on Atlantic Avenue 30 feet west of the edge of the last guard rail post on the right side of the road. It is 43 feet 4 inches west of telephone pole 8/128/7 and approximately 1 foot east of the edge of the manhole cover in the middle of the road. It is west of house numbers 18 on the left and 21 on the right. It is marked with a "1M" in white paint.

Mile 2 is located on Cocheco Road 9 feet east of telephone pole 119/38/30 and approximately 100 yards west of Gerry's Lane and just past house number 113. It is marked with a "2M" in white paint.

Mile 3 is located on River Street 110 feet 6 inches southwest of telephone pole 136/72 and 49 feet 5 inches northwest of Shop Sign at corner of River Street and Henry Law on the west side of River Street. It is marked with a "3M" in white paint.

Finish line is located on Henry Law Avenue approximately 47 feet northwest of telephone pole 18/6/6 and 62 feet 2 inches southeast of telephone pole 138/5/166/5. It is marked with a white letter "F" and arrows pointing north with a white line marking the finish. Three P-K



Measured by Dave Abbott [dave.abbott@gmail.com] on April 17, 2011

Certified Course

USA
TRIATHLON

NH11010RF
Certificate Effective:
4/17/2011 - 12/31/2021

Client#: 36179

CHIMU2

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

3/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER People's United Ins. Agency NH 1555 Lafayette Rd. 2nd Fl. Portsmouth, NH 03801	CONTACT NAME: Anna Gallant	
	PHONE (A/C, No, Ext): 603-427-7534	FAX (A/C, No):
	E-MAIL ADDRESS: Anna.Gallant@peoples.com	
INSURED The Children's Museum of New Hampshire 6 Washington St Dover, NH 03820	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Cincinnati Insurance Co.	NAIC # 10677
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		ENP0203388	09/13/2016	09/13/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		ENP0203388	09/13/2016	09/13/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		ENP0203388	09/13/2016	09/13/2017	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	EWC0396400	09/13/2016	09/13/2017	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Road Race and Kid-Venture Course being held in Dover on May 5 & 6, 2017.

The City of Dover is listed as additional insured with regard to General Liability Per Written Contract.

CERTIFICATE HOLDER

CANCELLATION

City of Dover 288 Central Ave. Dover, NH 03820	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Anna Gallant</i>

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March 30, 2017

Dover City Clerk
288 Central Avenue
Dover, NH 03820

Re: Children's Museum of New Hampshire 5k

To Whom It May Concern:

Please find enclosed a parade application for the Annual Children's Museum of New Hampshire 5k. Also enclosed is the 5k course and the certificate of insurance. If you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'SEL', with a stylized flourish at the end.

Sarah E. Lavoie
Board Member, Children's Museum of NH
603-828-4930

SEL
Enclosures



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: Dover Soccer Association

Federal Tax ID number for Organization: 02-0392171

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Trick or Trot 5K Road Race

Contact Person: Tim Little Day Time Telephone: 617-413-7704

Address: 21 Pondview Drive, Dover, NH 03820 Email doverlittles@comcast.net

Date of Event: 10/28/17 Specific Time: 9:00 am

Location of Event (if parade, attach course description or map): Shaws Lane Athletic Fields

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 3-9-17

(duly authorized)

PRINTED NAME: TIMOTHY D. LITTLE

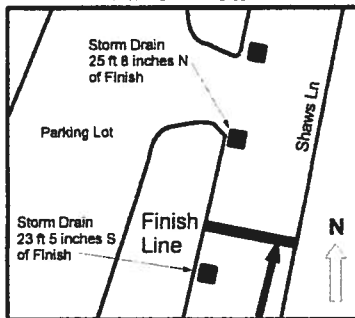
Licensing Board Approval [Signature] Date: 3/20/17



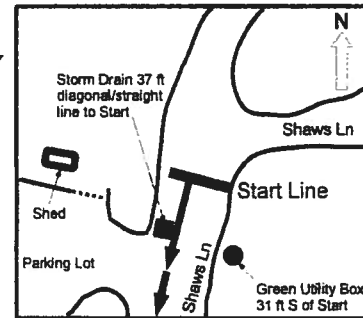
Trick or Trot 5K Dover, New Hampshire



Finish Detail



Start Detail



TRICK OR TROT 5K
USATF CERTIFICATE NH13017TY
EFFECTIVE 11-15-13 TO 12-31-23

Start and Finish, and all mile markers are marked with P-K nails and YELLOW paint (UP = Utility Pole).

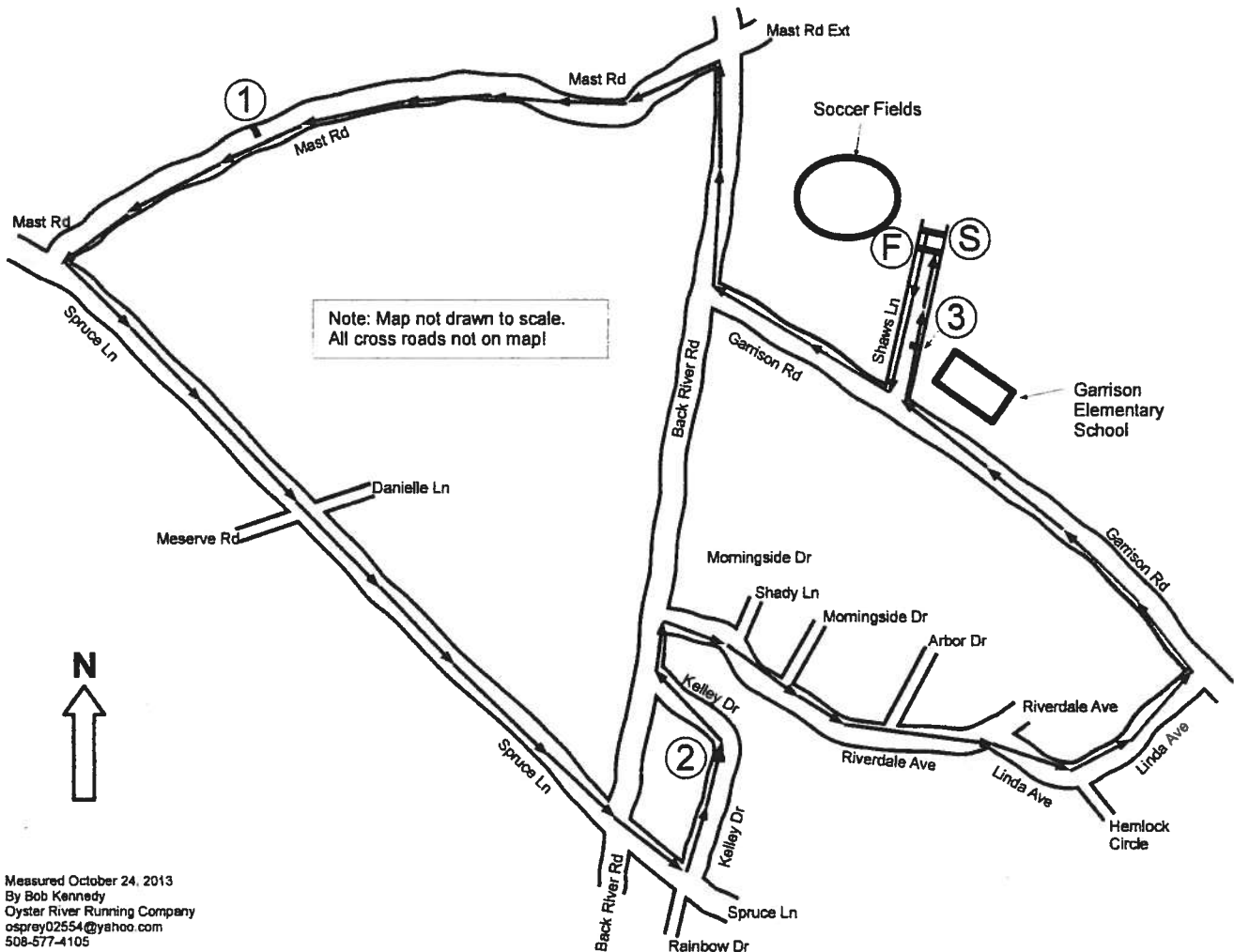
Start: Marked on east side of Shaws Lane 31 ft N of Green Utility Box on same side and 37 ft diagonal/straight line to Storm Drain on north side of soccer field parking lot entrance.

Mile 1: On north side of Mast Rd 44 ft W of east edge of Driveway for 91 Mast Rd, and 55 ft E of red & white Fire Hydrant on same side.

Mile 2: On west side of Kelley Dr 1 ft 6 inches N of Mailbox for 5 Kelley Dr, and 17 ft N of UP PSNH 4 NYNEX 4 on same side.

Mile 3: On east side of Shaws Ln 43 ft N of "No Parking" sign on same side, and 83 ft S of UP PSNH 24 6-1 on same side.

Finish: Marked on west side of Shaws Ln 23 ft 5 inches N of Storm Drain on same side, and 25 ft 8 inches S of Storm Drain on same side at soccer field parking lot entrance.



Measured October 24, 2013
By Bob Kennedy
Oyster River Running Company
osprey02554@yahoo.com
508-577-4105



**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: MONTE ST SCHOOL PARENT TEACHER GROUP

Federal Tax ID number for Organization: 27-4610641

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): MONTE ST SCHOOL 5K & PARENTS FITNESS WALK

Contact Person: C Mr. Fergus P. Cullen Day Time Telephone: 603 520 5450

Address: 152 Boxwood Ln. Email: FERGUS.P.CULLEN@COM
Dover, NH 03820

Date of Event: 9/17/17 Time: 9:00 AM

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

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Mark Spidel Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 2/5/17

PRINTED NAME: Fergus Cullen
(fully authorized)

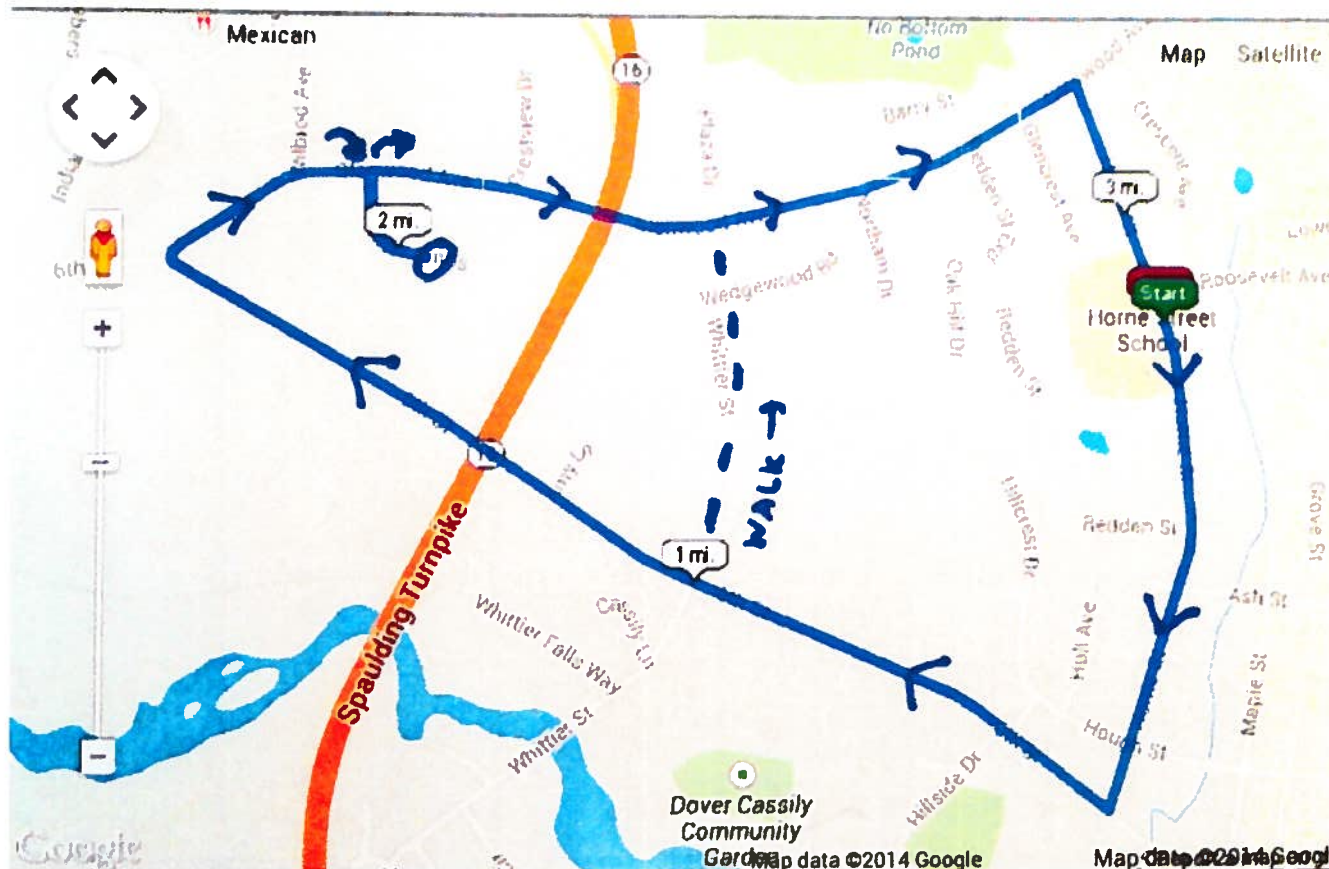
Licensing Board Approval [Signature] Date: 3/20/17

5K RUN: Loop course with the start and finish at Horne Street School. Go down Horne Street, turn right on Sixth Street, turn right on Glenwood Ave, do a short out-and-back on Conifer Commons, continue on Glenwood Ave, then turn right onto Horne Street and finish at the school.

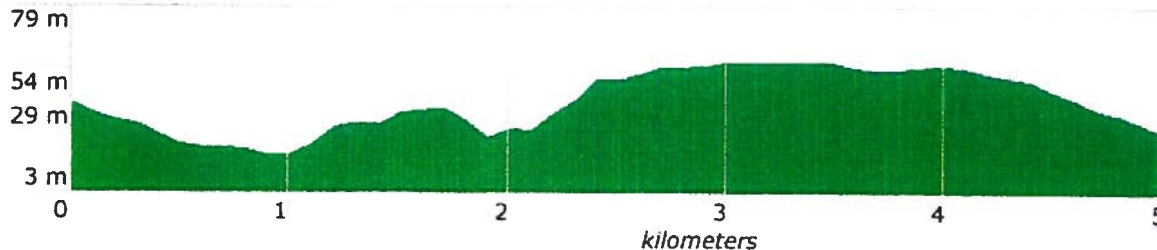
2 MILE WALK: Same start and finish and follow the same loop, but take a short cut on Whittier Street.

Horne Street School 5K & 2 mile fitness walk

Distance: 3.10 miles / 5.00 km
Location: Start: Horne Street School
Dover, NH, US
Attributes: loop, mixed flat & hills, sidewalks



Elevation Profile



Total climb: 54 feet / 16 m

Total elevation change: 121 feet / 37 m



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: Wentworth-Douglass Foundation

Federal Tax ID number for Organization: 51-0491062

Check(☒) Nature of Organization:

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

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

Contact Person: Emily Moore Day Time Telephone: 603-740-3292

Address: 789 Central Ave Dover, NH Email: emily.moore@wdhospitel.com

Date of Event: 9/24/2017 Specific Time: 9:00 am

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

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

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

Police Department Parade Route Approval Signature: [Signature]

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Emily J. Moore DATE: 10/18/16
(duly authorized)

PRINTED NAME: Emily J. Moore

Licensing Board Approval: [Signature] Date: 4/3/17

Start Finish

SEACOAST CANCER

at Wentworth-Douglass Hospital

Route Map



Cheer Zone

Park Street

Oak Street

Cheer Zone

Oak Street

Hill Street

Cheer Zone

Broadway

Portland Avenue

Cheer Zone

St. John's

Cheer Zone

Chapel Street





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

Check(☒) the type of application:

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

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

Organization Name: City of Dover Recreation Department

Federal Tax ID number for Organization: 02-6000230

Check (☒) Nature of Organization:

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

Contact Person: Gary S Bannon Day Time Telephone: 516-6410

Address: 61 Locust St, Suite 124, Dover, NH Email: g.bannon@doover.nh.gov

Purpose of Permit: Fireworks Display

Date of Event: July 4, 2017/July 5, 2017 RainDate Specific Time: Dusk

Location of Event: Maglaras Park

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

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: Gary S Bannon DATE: 4/5/17
(duly authorized)

PRINTED NAME: Gary S Bannon

Licensing Board Approval ATB Date: 4/7/17



**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: City of Dover Recreation Department
Federal Tax ID number for Organization: 02-6000230

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other ☒ Gov e
(Describe) _____

Contact Person: Gary S Bannon Day Time Telephone: 516-6410
Address: 61 Locust St, Suite 124, Dover, NH Email g.bannon@dover.nh.gov

Purpose of Permit: Fundraising/Donations

Date of Event: Varies Specific Time: July 1, 2017 - June 30, 2018

Location of Event: Throughout Year-Playgrounds, 4th of July, Senior Center, Arena, Pools, etc

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

Prize (s) To Be Awarded: varies
Cost of Ticket: varies Date of Drawing: varies
Place of Drawing: varies

* 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: Gary S Bannon DATE: 4/8/17
(duly authorized)

PRINTED NAME: Gary S. Bannon

Licensing Board Approval Afe Date: 4/10/17



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: Woodman Museum

Federal Tax ID number for Organization: 02 022 3356

Check (☒) Nature of Organization:

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

Contact Person: Euzenent Fischer Day Time Telephone: 603-970-0227

Address: POB 1916 Email: director@woodmanmuseum.org

Purpose of Permit: raffle fundraiser

Date of Event: 4/18/17 Specific Time: 5-9pm

Location of Event: 7th Settlement

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

Prize (s) To Be Awarded: Thom Hurdle Photo, singk + family membership to museum

Cost of Ticket: \$ 5.00 Date of Drawing: 3/18/17

Place of Drawing: 7th Settlement

* 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.doi.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: _____

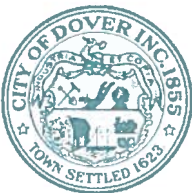
I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT THIS PERMIT IS ISSUED BY THE CITY COUNCIL PER the provisions of RSA 287-A , RSA 31:91 and/or RSA 286 and I agree to abide by the same

SIGNATURE OF APPLICANT: [Signature] DATE: 3-30-17

(duly authorized)

PRINTED NAME: David Durbait

Licensing Board Approval [Signature] Date: 4/3/17



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: Woodman Museum

Federal Tax ID number for Organization: 02 022 3356

Check (☒) Nature of Organization:

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

Contact Person: Eizabeth Foster Day Time Telephone: 603-970-0227

Address: POB 1916 Email: el.director@woodmanmuseum.org

Purpose of Permit: raffle

Date of Event: 6/24/17 Specific Time: 10-12 AM

Location of Event: Henry Law Park

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

Prize (s) To Be Awarded: Print

Cost of Ticket: \$20 Date of Drawing: 6/24/17

Place of Drawing: Henry Law Park

* 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: [Signature] DATE: 3/30/17

(duly authorized)

PRINTED NAME: David Dupont

Licensing Board Approval [Signature] Date: 4/3/17



**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: Dover Little Green Cheerleading
Federal Tax ID number for Organization: 26-3545466

Check (✓) Nature of Organization:

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

Contact Person: Diana Dixon Day Time Telephone: 603-769-5315
Address: 45 Lewis Hill Rd Dover NH Email: chandrea.dixon@gmail.com

Purpose of Permit: Sports Fundraiser
Date of Event: 6/2, 6/3, 6/4/17 Specific Time: 6/2 4-8pm, 6/3 8am-8pm, 6/4 8am-6pm
Location of Event: Veterans Sports Council City

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

Prize (s) To Be Awarded: _____
Cost of Ticket: _____ Date of Drawing: _____
Place of Drawing: _____

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

<http://www.doi.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: Diana Dixon DATE: 3/30/17
(duly authorized)

PRINTED NAME: Diana Dixon

Licensing Board Approval: (Signature) Date: 4/17/17

1/2015

<http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20raffle.pdf>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R - 2017.04.26 – 043**

Resolution Re: **B17044 Award of Bid Sewer Drain Supplies**

WHEREAS: Sealed request for bid # B17044 was requested and received for Sewer Drain Supplies on March 28, 2017 at 11:00 AM EST.; and

WHEREAS: Rates will hold for one year unless noted by responding vendor and vendors providing low bid on the supply will be utilized, as needed, depending upon their different types of products. There are some items that must stay together such as Frames and Covers and these will both be awarded to one vendor; and

WHEREAS: The bids meeting specifications were submitted for 196 different types of products with varying rates from eight vendors.

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

The purchasing agent is hereby authorized to issue purchase orders to various vendors identified in the back ground section, as needed, for various sewer drain supplies given the rates provided in conjunction with B17044. 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.1.300.xxxxx.4652.xxxxx	CS Maintenance Supplies Imp. o/t Bldg FY17	334,693.00	114,751.00
xxxx.1.300.xxxxx.4652.xxxxx	CS Maintenance Supplies Imp. o/t Bldg FY18	348,150.00	anticipated

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.17.

Resolution Number: **R - 2017.04.26 – 043**
Resolution Re: **B17044 Award of Bid Sewer Drain Supplies**

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.17.

Resolution Number: **R - 2017.04.26 – 043**
Resolution Re: **B17044 Award of Bid Sewer Drain Supplies**

RESOLUTION BACKGROUND MATERIAL:

The sealed bid B17044 bids were requested and received for Sewer Drain Supplies on March 28, 2017 at 11:00 AM EST. The following vendors submitted pricing in varying amounts for 196 different products:

Vellano Brothers, Raymond NH
EJ Prescott, Concord NH
HD Supply, Manchester NH
Ti-Sales Sudbury MA

John H Hoadley, Rockland Ma
Ferguson WaterWorks, Raymond NH
Eliminator Systems Inc, Lee NH
Tri-City Masonry, Somersworth NH

Award Information:

Purchase Orders will be issued to various vendors at lowest rates submitted on Bid #B17044 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	176	Number of Responses:	8
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:	Various	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

[B17044 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R - 2017.04.26 - 044**

Resolution Re: **B17045 Award of Bid Water Drain Supplies**

WHEREAS: The sealed request for bid # B17045 was requested and received for Water Drain Supplies on March 28, 2017 at 11:30 AM EST.; and

WHEREAS: Rates will hold for one year unless noted by the vendor and vendors providing low bid on the item will be utilized, as needed, depending upon their different types of product; and

WHEREAS: The bids meeting specifications were submitted for 678 different types of products with varying rates from seven vendors.

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

The purchasing agent is hereby authorized to issue Purchase Orders to various vendors identified in back ground section, as needed, for water drain supplies given the rates provided in conjunction with B17045. 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.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY17	334,693.00	114,751.00
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY18	348,150.00	anticipated

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.18.

Resolution Number: **R - 2017.04.26 - 044**

Resolution Re: **B17045 Award of Bid Water Drain Supplies**

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.18.

Resolution Number: **R - 2017.04.26 - 044**

Resolution Re: **B17045 Award of Bid Water Drain Supplies**

RESOLUTION BACKGROUND MATERIAL:

Sealed bids # B17045 were requested and received for Water Drain Supplies on March 28, 2017 at 11:30 AM EST. Bids were submitted in varying amounts for 678 different products by the following vendors:

Ti-Sales, Sudbury MA
Vellano Brothers, Raymond NH
HD Supply, Dedham MA
Ferguson WaterWorks, Raymond NH

EJ Prescott, Concord NH
John Hoadley & Sons, Rockland MA
Stiles Company Inc Norwood Ma

Award Information:

Purchase Orders will be issued as needed to various vendors' at lowest rates submitted on Bid #B17045 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	176	Number of Responses:	7
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:	Various	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

[B17045 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R – 2017.04.26 – 045**
Resolution Re: B17048 Sidewalk Improvements

WHEREAS: A Sealed (RFB) Request for Bid B17048 for sidewalk improvements was issued and replies were received on March 21, 2017 at 11:00 for a one-year agreement with option to renew two additional one year terms; and

WHEREAS: One bid was received which was submitted by John H Lyman and Sons Inc for unit pricing of various services and products in the amount of \$206,500. The city has a successful history with this company for these types of services and it is the recommendation to award to John H Lyman Inc in the amount of \$100,000.

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 John H Lyman and Sons Inc of Gilford NH for Sidewalk Improvement services at rates provided in conjunction with Bid B17048. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000	CS Street Improvements	1,402,000	101,360

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R – 2017.04.26 – 045**
Resolution Re: B17048 Sidewalk 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.19.

Resolution Number: **R – 2017.04.26 – 045**

Resolution Re: B17048 Sidewalk Improvements

RESOLUTION BACKGROUND MATERIAL:

The construction to take place within the scope of this bid will be in conjunction with the City of Dover's paving projects at various locations through-out the City. There are proposed areas where modification of existing curb and sidewalks will be done on existing roadways and other areas involving reset/new curb and sidewalk installation. The contractor must familiarize himself with the sites of the proposed work and adjust accordingly.

These areas can be as little as 10 ft of reset curb to 500 ft of new curb and as little as 2 square yards of sidewalk and greater. The contractor must be able to mobilize on notice to install curbing within 10 days to facilitate paving projects.

Bid Information:

A Sealed (RFB) Request for Bid B17048 for sidewalk improvements was issued and replies were received on March 21, 2017 at 11:00.

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures in the CS Street account available amount of \$100,000.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	395	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2017 construction	Estimated Delivery:	As needed
Recommended Award to:	John H Lyman & Sons 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

[B17048 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.20.

Resolution Number: **R – 2017.04.26 – 046**
Resolution Re: Environmental Consulting Services

WHEREAS: The City of Dover and Peschel Consulting LLC has successfully engaged in environmental consulting services for the past seven years. The city continues to require expert advice and service on major environmental projects and other related matters involving the City of Dover which can be procured in the form of consulting services from an outside consultant; and

WHEREAS: The immediate and long term interest of the city in environmental matters will be best served with the acquisition of consulting services that can be provided by this former employee taking advantage of his experience and knowledge. The continuation of the consulting services is being offered at the rates of FY18 @ \$104,654.90(4% increase), FY19 @ \$107,794.55 (3% increase) and FY20 @ \$111,028.38 (3% increase); and

WHEREAS: Outline of Scope of work for FY18 is contained in the background section of this resolution.

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 Peschel Consulting LLC of Freemont NH for environmental consulting services at rates outlined in this resolution. 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	FY18	
		Appropriation Anticipated	Balance
1000.1.300.43112.4339.00000	General Fund Consulting Services	21,495	21,495
5300.1.300.43320.4339.00000	Water Fund Consulting Services	53,738	53,738
5320.1.300.43250.4339.00000	Sewer Fund Consulting Services	32,242	32,242

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.20.

Resolution Number: **R – 2017.04.26 – 046**
Resolution Re: Environmental Consulting 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.20.

Resolution Number: **R – 2017.04.26 – 046**
Resolution Re: Environmental Consulting Services

RESOLUTION BACKGROUND MATERIAL:

Environmental matters involving the City of Dover create complex challenges and liabilities for the city. Institutional knowledge, experience and expertise in state and federal regulations and scientific knowledge are required to protect the interest of the city.

The three-year Agreement between the City of Dover and Peschel Consulting LLC, to provide environmental consulting services in the areas of sensitive and technical environmental projects, will expire unless renewed at the end of the current fiscal year.

Both parties to the agreement are satisfied that the terms of the Agreement have been successfully met with the desired level of results and is requesting the City Council to renew the Agreement for these additional three years contingent upon annual funding. Task include but are not limited to the following:

- Dover Landfill (Tolend Rd) Project Manager
- Wastewater – WWTP NPDES permitting (Nutrient Limits)
 - Coordinate Great Bay Municipal Coalition
 - WQ monitoring oversight
 - Participate in Piscataqua Region Estuary Partnership (PREP)
- Water
 - Willand Pond well
 - Wellhead protection (land swap)
 - Bouchard Well and Barbados Pond impacts study
 - Coordinate Groundwater exploration project
 - Griffin Well replacement
 - Pudding Hill aquifer protection
 - Artificial Recharge development
 - Negotiations with Schnitzer
- Stormwater
 - MS4 permit
 - Non-point source pollutant load tracking system development
 - NH Stormwater Coalition participation
- Dover Dredge facility
 - Operation and Closure
 - Coordinate with River St redevelopment activities
- Serve as Dover Representative on Southeast Watershed Alliance (SWA) and serve on SWA Board of Directors
- River Street Redevelopment project
- Environmental consulting on projects as needed

Bid Information:

Dover Code 3-36B Competitive bidding may be waived by the majority vote of the City Council.

Award Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.04.26 – 047**

Resolution Re: Reprogram Appropriations for Oak St Railroad Bridge and award B16073 Change Order #3 Central Ave Bridge Repairs

WHEREAS: A Sealed Request for Bid B16073 was issued and received for Bridge Related Repairs project on July 6, 2016 at 1:00 pm, and;

WHEREAS: Two firms submitted pricing and the low bid meeting specifications was awarded to Evroks Corporation via council approval R2016.07.27 for the work on Central Ave Bridge (a) totaling \$263,205.50 and the work on Chestnut St Bridge (b) totaling \$141,117.50. Change Order 1 approved the work on Washington St Bridge Bid (c) in the amount of \$89,265. Change Order #2 allowed time line extension last fall; and

WHEREAS: While working on Central Ave Bridge, the contractor has discovered that more extensive deck deterioration than originally anticipated has occurred causing a more extensive and different method of repair being required. The city has received an estimated cost to complete the additional work while keeping with existing schedule, in the amount not to exceed \$400,000.

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

The amount of \$278,400 of unexpended CIP Capital Reserve appropriations are hereby reprogrammed from Oak Street Railroad Bridge Replacement project to Central Ave Bridge project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4016.1.180.43122.4752.03333.16	Replace Oak St Railroad Bridge	35,100	{35,100}	0
4017.1.300.43122.4752.03333.17	Replace Oak St Railroad Bridge	243,300	{243,300}	0
4016.1.300.43122.4752.03335.16	Central Ave Bridge Project	0	35,100	35,100
4017.1.300.43122.4752.03335.17	Central Ave Bridge Project	0	243,300	243,300
	Totals	278,400	0	278,400

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

The following capital outlay is appropriated as part of the FY17 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Fund in the amount listed below:

Item	Description	Appropriation	Funding	Fund
1	Central Avenue Bridge Project	\$121,600.00	TIP Improvements Reserve	Trust
Total		<u>\$121,600.00</u>		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.04.26 – 047**

Resolution Re: Reprogram Appropriations for Oak St Railroad Bridge and award B16073 Change Order #3 Central Ave Bridge Repairs

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

The Purchasing Agent is hereby authorized to issue a Change Order to Evrocks Corporation for Central Ave Bridge related repairs given the rates provided in conjunction with B16073 for the estimated amount not to exceed \$400,000.00. 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
4016.1.300.43122.4752.03335.16	Central Ave Bridge	35,100.00	35,100.00
4017.1.300.43122.4752.03335.17	Central Ave Bridge	243,300.00	243,300.00
4017.1.300.43122.4752.03335.17	Central Ave Bridge	121,600.00	121,600.00

NOTE: This resolution reprograms unexpended bond appropriations and appropriates new funding, therefore requires a duly advertised public hearing, and a 2/3 favorable vote of all members.

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.1.

Resolution Number: **R – 2017.04.26 – 047**
Resolution Re: Reprogram Appropriations for Oak St Railroad Bridge and
award B16073 Change Order #3 Central Ave Bridge Repairs

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.1.

Resolution Number: **R – 2017.04.26 – 047**
Resolution Re: Reprogram Appropriations for Oak St Railroad Bridge and award B16073 Change Order #3 Central Ave Bridge Repairs

RESOLUTION BACKGROUND MATERIAL:

The Dover City Council approved appropriations for the Oak Street Railroad Bridge replacement project in the CIPs for Fiscal Years 2016 and 2017.

The Oak Street Railroad Bridge replacement project has not been undertaken by the City at this time and the available Transportation Improvement capital reserve authorizations are being reprogrammed to the Central Avenue Bridge project.

The appropriation of \$121,600 from the Transportation Improvements capital reserve is needed to fund the remaining amount of the change order to Evroks Corporation.

The projected available balance in the TIP Improvements Reserve as of June 30, 2017 will be \$352,700. This balance is sufficient to cover the requested appropriation.

Bid Information:

A Sealed Request for Bid B16073 was issued and received for Bridge Related Repairs project on July 6, 2016 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:	454	Number of Responses:	2
Warranty:	n/a	Terms:	n/a
Work Bonded:	Yes	Contract:	yes
Prices will hold for:	2017 Construction Season	Estimated Delivery:	10 weeks
Recommended Award to:	Evroks Corp	Fund:	Various
Other Approvals Required:	Emergency Purchase	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

[B16073 Bid Results and Vendor List](#)