



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 24, 2017**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
- 8. CITIZEN'S FORUM**

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

- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. May 3, 2017 – Workshop Session**
 - B. May 3, 2017 – Special Meeting**
 - C. May 10, 2017 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
- 13. NEW BUSINESS**
 - A. CONSENT CALENDAR**
 - 1. RAFFLE – Cocheco Valley Humane Society**
 - 2. ROAD RACE – Goodwin Community Health**
 - 3. TAG – Seacoast Titans Football and Cheer**



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- 4. ACCEPTANCE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY, HOMELAND SECURITY & EMERGENCY MANAGEMENT COOP GRANT AND PURCHASE OF CONSULTING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. ENVIRONMENTAL CONSULTING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. TROJAN UV3000 PLUS LAMPS AND SLEEVES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. FORMATION OF DOVER'S 400TH ANNIVERSARY COMMITTEE**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

City of Dover

City Manager's Report

May 24, 2017



Reporting on April, 2017

J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

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

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

Customer-Focused Outcomes

1

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

Officer Pieniazek assisted with traffic outside of the high school at the beginning and at the end of the school day. There was a need at the end of the day for Officer Pieniazek to go out and help direct the various vehicles coming in front of the school due to traffic concerns. Officer Pieniazek went out at the end of each day to help alleviate those concerns.

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

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 them in recovery. During the month of April, Officer Pieniazek did not have to make such phone calls.

Responsiveness & Measurables

During the month of April 2017, there were no 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 April.

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

On April 10, 2017, a large amount of graffiti was located at the construction site of the new Dover High School project. Officer Kennedy responded and handled the initial investigation, taking photographs of the damage as well as collecting evidence left behind at the scene. Approximately two days later, Officer Kennedy received anonymous information about several Dover High School students believed to be involved in the incident. Officer Kennedy conducted a thorough interview with the anonymous complainant and obtained pertinent information as to what had occurred.

Officer Kennedy, along with Dover High School Principal Peter Driscoll, conducted systematic interviews of the alleged suspects and obtained confessions from two of the three juveniles responsible for the damage. As a result of his investigation, Officer Kennedy has made two arrests and one additional arrest is forthcoming.

During the month of April, Officer Plummer worked with Dover Housing Authority employee Mark Leno with the details of the DHA Easter Egg hunt. This is a yearly event that Officer Plummer was able to get approximately 10 gift certificates for large pizzas from Kendall Pond for. These gift certificates were randomly placed in 10 eggs which afforded 10 DHA kids the opportunity to find them.

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 April, 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.

Every month Officers Caproni and Murch host 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. 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.

Dover Mounted Patrol handled:

41 public assists
32 parking assists
12 assists to community action/homeless



Officer Caproni patrolling the Community Trail.

During the month of April, Rasa became ill with colic. After spending a few days at the New England Equine Surgical Medical Center here in Dover and a couple weeks of rest, she has made a complete recovery and is back on the streets of Dover.

Officer Khalsa met with the owners of Jewelry Creations briefly to lay the groundwork for a Safety talk for employees.

Officer Khalsa continued to track the progress of 2 Dover Street, which was previously identified as a problem location. Calls for service for that location continue to decline as there were only five during the month of April.

Officer Plummer and Director Krans spoke about health and safety risks that the DHA maintenance staff may run into as they clean apartments and maintain the grounds. It was determined that a safety talk would be the appropriate way of addressing these issues. During the month of May Officer Plummer will speak with the DHA maintenance staff about different safety precautions they can take around when they encounter potential drug paraphernalia and other health related hazards.

During the month of April, Officer Plummer identified 5 people that are non-residents that have been causing issues on DHA property. Officer Plummer met with DHA housing officers and these subjects were issued ban letters for the property. This response from DHA has been a huge step in raising the quality of living for residents and reducing the crime rate.

Parking meter usage downtown during the first week of the bridge closure was only slightly different than usage during the prior week (8,435 transactions compared to 8,499 the week prior). Transactions from this time period in 2016 showed an increase of 6-7 % in 2017.

Inspections - Life Safety	65
Inspections - Business	13
Inspections - Sprinkler/Alarm	20
Inspections - Building	103
Inspections - Electrical	98
Inspections - Plumbing/Mechanical	139
Inspections - Blasting	00
Inspections - Health	58
Inspections - School / Daycare	06
Inspections - Oil Burner	02
Inspections - Woodstove/Fireplace	00
Permits Issued - Blasting	00
Permits Issued - Building	38
Permits Issued - Certificate of Occupancy	11
Total for December	553

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
10,441

Phone Calls
7,144

911 calls received
336

Assisted people in the lobby
359

Police Alarms Received
79

Police Alarms Cancelled
prior to arrival
18

During the month of April, Officer Plummer met with DHA Director Allan Krans and spoke about the heroin epidemic and how it is affecting DHA properties. Director Krans met with groups such as SOS Recovery in an attempt to make sure residents had the ability to get help with their addiction if they needed it. Officer Plummer also spoke with Director Krans about what the Dover Police Department could offer residents looking for assistance with recovery.

Officer Murch was contacted by a business owner concerning juveniles creating disturbances in their store after school. The owner was looking for advice. Officer Murch advised the owner to limit the number of students into the store to only one or two at a time and to require them to leave their backpacks outside. Officer Murch also spent some time in the afternoons in that area to help discourage the juveniles. The business owner was pleased with the assistance. This is the type of liaison activity the mounted unit engages in on a regular basis.

Officer Khalsa continues to track the number and nature of the calls for service to the Rutland Manor Apartments. During the month of February there were 31 calls for service and in March there were 15 calls for service. During the month of April, there were 13 calls for service to that apartment complex. The decline is likely due to the fact that the Community Response and Enforcement Unit has begun to target the location for enforcement action against drug violations and other quality of life issues.

The Parking Commission also discussed concerns from a downtown merchant about all day parking on Central Avenue on Saturdays by residents of nearby buildings and employees of nearby businesses. One merchant passed along that when she arrives for work early in the morning, half the spaces on her block are already taken occupied and the cars rarely move for the entire weekend. The parking manager will be conducting surveys over the coming month to determine how common the issue is.

During the month of April 2017, 10 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 April 2017 SIB detectives and Crime Scene Unit officers investigated a robbery at a credit union in Dover. As a result of the investigation, a Dover man was arrested later that evening and charged with robbery.

Sgt. Speidel attended several meetings of key city and school staff to review and provide technical input for the ongoing Route 108 South Corridor Study. The study, which is currently in final draft form and authored by Sebago Technics, provides a series of proposed short- and long-term improvements to the Durham Road, Central Avenue, and Bellamy Road areas to help mitigate congestion and enhance public safety.

The Animal Control Officer (ACO) received a call regarding an injured Bald Eagle on the Spaulding Turnpike near Exit 9. The eagle was described as an adult with some type of rope attached to its leg and having a difficult time getting off the ground. The ACO checked the area multiple times and was not able to find the bird. She contacted a NH Wildlife Rehabilitator who is licensed to take eagles who in turn contacted US Fish and Wildlife, NH Fish and Game and a Wildlife Biologist to make them aware of the injured bird.

The ACO also helped a man make arrangements for the care of his dog after he had been taken to the hospital for a stroke after which he was scheduled to spend two weeks in a rehabilitation center. During this time, the ACO kept in close contact with the dog owner because he has no family. His dog, Buster, was kept at K9 Kaos while he was in the hospital. The ACO returned Buster to his owner on 04/27/17. Buster was very excited to see his owner and the man became very emotional and started crying. He told the ACO that his faith been restored in humanity and he was thankful for the help from his neighbor, K9 Kaos and the Dover Police Department.

Total of Animal Calls for Service: 53

Police handled 26

Dispatch handled 11

Animal Control Officer handled 16

Breakdown for Officers	
Welfare Checks	13
Found Animals	04
Loose Animals	08
Dog Bite	01
Breakdown for Dispatch	
Lost Animals	11
Breakdown for ACO	
Welfare Check	08
Loose Animals	01
Found Animals	01
Dog Bites	01
Deceased Animal	02
Lost Animals	02
Wildlife Complaint	01

The ACO received 56 voicemail messages in which she returned those calls. She also followed up on four reports originally handled by police officers.

The ACO responded to a call for a found baby squirrel which she determined to be an orphan. The ACO is a licensed Wildlife Rehabilitator for the State of NH. She took the baby squirrel in for rehabilitation and will release it when it is old enough.



"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:	150
Priority 2:	90
Priority 3:	415
Priority 4:	614
Priority 5:	1,264

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

The Speed Alert radar awareness trailer was deployed in several different locations during the month of April, including Middle Road, Littleworth Road, Tolend Road, and Dover Point Road.

In April 2017 SIB detectives and Crime Scene Unit officers investigated two different shootings in Dover. As a result of these investigations, it was determined neither of the shootings occurred with any criminal intent.

In addition, in April 2017 SIB detectives investigated when a man went to a medical facility in Dover with a minor gunshot wound. As a result of the investigation, it was determined the wound was from an accidental shooting in another community.

Also during the month of April, SIB detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover and the Community Response and Enforcement Unit with multiple operations in Dover.

Detectives also investigated five untimely deaths during the month. Three of these deaths appear to be the result of opioid drug overdoses.

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.*

Twelve work orders regarding tree issues were addressed by Facilities and Grounds crews which resulted in two trees being removed at this time. The heavy rains and winds during the month meant cleaning up fallen branches and limbs, some of which needed to be cut up prior to removal. Over April vacation, a slide at Home St Park received attention as the concrete anchor had heaved above grade. The bottom of the slide was excavated and the concrete anchor repositioned below grade and the area was backfilled, compacted and covered with playground mulch.

April 2017 was designated by the National Highway Traffic Safety Administration as "Distracted Driving Awareness Month". The Dover Police Department, in association with law enforcement partners from around New Hampshire and with enhanced funding from the Office of New Hampshire Highway Safety, participated in the national enforcement campaign to observe this campaign with strict enforcement. In recent years, the most significant source of distracted driving has been drivers using mobile electronic devices. During the month of April, Dover officers issued a total of 115 summonses for violations of the hands free law, and made 1 arrest arising from an observed violation.

Sgt. Speidel worked with Saint Mary Academy's staff and volunteers in coordinating their 5th annual "Run For God" 5K event on April 8 and the 36th annual Red's "Race for a Better Community" 5 mile road race and 2.4 mile walk on April 9. Sgt. Speidel handled the police department's operational planning for the events, 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 the coordination with event organizers on other logistical matters affecting traffic.

During the month of April 2017, the Dover Police Department responded to 2,533 incidents throughout the city. Police officers made a total of 1,264 motor vehicle stops during which they issued a warning or a summons.

The Dover Police Department performed 32 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of April, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, are funded with a grant from the Office of Highway Safety which is effective through September 2017. Dover Police made a total of 6 DWI arrests during the month of April.

Six work orders pertaining to traffic signal complaints were addressed, 2 red balls and 1 green ball were replaced at the Mills St exchange. One school zone light was reports as inoperative and this was restored to service. Complaints often include people having to wait a few seconds longer than they are used to, often times because an emergency vehicle had gone through and they may not have seen it. It takes a cycle or two for the signals to return to their programmed operation. Three work orders pertained to street lighting and were reported to Eversource for attention.

April was an average month, for Fire and Rescue with 435 calls for service which is approximately 15 responses per day. 14 of the calls for service were for fires, 263 were for medical emergencies, 20 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 61 were either false or good intent in nature, with the remaining 77 being for non-emergent requests. Of the emergencies, there were 111 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 April for Fire & Rescue was April 8th with 23 requests for service while the slowest day of the month was April 17th with only 4 calls for service... which is the lowest number of calls for service in a given day that staff can remember in many years.

Facilities, Grounds and Cemeteries handled 5 service calls and 181 work orders in the month of April. In Pine Hill Cemetery, employees attended 5 full and 5 ash burials. Seven markers were set and four foundation orders were placed. Employees addressed 21 graves where winter burials had taken place, removing sand that is placed there

at the time of burial with loam and seeding the area to encourage grass to grow.

Five parking signs were attended to, 13 signs and posts were replaced that had been hit and were leaning or broken, eight sign set ups were created with three of them being installed by Facilities & lesson plan.

Preparations to open the Jenny Thompson Outdoor Pool continued with the cleaning of winter leaf and tree debris from the area so it wouldn't blow back into the pool when the winter water was drained from the pool. Next began the cleaning of the walls, floor and dive well of the pool itself. The hot water heaters were reinstalled and the heating system was serviced and fired up. After repairs were made to aged areas and the expansion joint, filling of the pool commenced.

The Shaw's Lane Athletic field concession stand was prepped for use, the water turned on and fixtures checked to be sure all was operating properly. Water was turned on for seasonal use at 9 locations, including Henry Law Park, Long Hill Park and Shaw's Lane irrigation systems. Facilities & Grounds employees put the water truck fixtures back together and having started filling the tank on River Street for the Great Bay Rowing Club. In spite of the rains, ball fields were cleaned up and prepped for use. City employees, the DHS Facilities department, baseball organizations and volunteers contribute to this effort each year. Repairs were made as needed. Nine work orders pertained to prepping fields for games, lining of the soccer field at Shaw's lane is completed weekly.

The whiskey barrels were brought to Wentworth Greenhouses, who generously donate the flowers for them each year. We appreciate their contributions to making the downtown area look attractive and colorful. The barrels will be placed just before Memorial Day. Mulch deliveries were made to various City buildings as requested. Garrison Hill was cleaned up after the winter. Broken glass, litter, abandoned items were all cleaned up and the tower will received attention to painting to cover up graffiti in May. This is a challenge each year to keep this facility clear of graffiti which is usually profane and crude. Aubuchon Hardware on Washington Street donated older grass seed for Facilities & Grounds to use about the City.

	Facilities, Grounds & Cemeteries employees handled thirty-eight other requests, made 11 deliveries, processed 4 requests to move items. They picked up a new Wright stander mower to be used in Pine Hill Cemetery. The standers are a riding mower where the operator stands up instead of sitting and they are replacing the unwieldy walk behinds. The heavy tires on the John Deere tractor that is used for snow removal in the winter were swapped over to the turf tires that are less damaging to the turf areas in the summer.	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. Flags were lowered to honor John Glenn on the day on his interment, April 6, 2017. May he rest in Peace.	Forty work orders addressing issues at buildings were processed. Another mortise lock was replaced in the McConnell Center. Dozens of hours were spent assisting in various ways during the ongoing renovation of the ground floor of City Hall. Walls that had been put up for the asbestos abatement project were removed, more furniture was moved around and keys issued to contractors. Air filters were changed in City Hall, the Indoor Pool and finished up at the Public Works Facility. A frozen line in the parking garage was repaired in several areas, with some areas of the line still needing attention before it is fully functional. Fifteen keys were issued to various people.
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During the month of April, the meter crew conducted 73 stopped meter appointments, 25 final reading appointments, 24 meter install/turn on appointments and 8 abatement inspection appointments.

During the month of April, crews repaired 434 potholes by applying 55.51 tons of hot asphalt and approximately 23.33 tons of cold patch on various areas throughout the city.

Crews have started to repair some of the mailboxes damaged during winter plowing operations.

Street sweeping and sidewalk sweeping has begun. Roads slated for restriping are typically completed first, followed by the downtown area, then all remaining City streets. Crews will return to re-sweep any trouble spots as needed.

Having received numerous reports of a rattling manhole cover on Central Avenue, a decision was made to replace the entire manhole. One Heavy Equipment Operator and two Truck Drivers removed and installed a new frame and cover.

Crews removed the sand barrels from around the city as well as cleaned up the resident sand/salt area. The Bobcat bucket was moved from the parking garage to the Sally port of the previous police station.

A previous repair, at 288 Central Avenue, was discovered to be leaking. This was on a 22 degree bend. Employees replaced the bend and the coupling. On Boston Harbor Road and Oak Hill Drive, a service leak was discovered on the property owner's side. This was repaired by a private contractor.

Spring flushing was completed on all of the dead end fire hydrants. Flushing was completed between 9:00 pm to 5:00 am by two employees. There are approximately 214 dead end hydrants on the system which includes private and city.

One Heavy Equipment Operator and one Truck Driver cleaned a majority of the 12 inch sewer line on Knox Marsh Road. The cleaning of the line will be completed in May with TV work to follow.

There were four reports of sewer backups and odors. All were on the property owner's side.

The Public Works Facility warm storage exit door received a new bottom panel and issues with "phantom openings" were dealt with at the North End fire Station through the Overhead Door Company. Lights around the Facility parking lot were serviced and emergency lighting in other buildings was inspected to make sure emergency lights were operating properly. NORRIS made plans to replace three old smoke detectors up high in the auditorium of City Hall, work to be completed early in May.

During the month of April, the Utilities Division responded to and repaired 5 leaks. The first leak was discovered by a leak survey on Central Avenue. This was on the city side at the curb box. While several employees were repairing the leak, another was discovered further up on Central Avenue. Staff found the two inch connection was leaking and made the necessary repairs.

Drainage was restricted through a culvert on French Cross Road due to a beaver dam. The beaver dam was able to be constructed during the drought. It was not realized until heavy rains had occurred. Water was pumped from the east side of the road to the west side of the road to alleviate the flooding. A Heavy Equipment Operator and four Truck Drivers installed a trench box over the west side of the culvert. This was to allow crews to cut a release hole into the culvert beyond the blockage. Staff will continue to work on the blockage until it has been cleared.

As a result of winter sand, catch basins collect debris which causes them to drain slowly until the city completes their annual catch basin cleaning during the summer. In the meantime, one Truck Driver cleared away debris that had collected on the top of the basins in various areas throughout the city.

Total Permits Issued: April 2017

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
16-559	Sterling Partners, LLC	200	STERLING WAY	RENOV./ALT. TO EXSTNG STRCTRE	C	11	204	1500000	15000
17-036	BRIAN KELLEY	421	CENTRAL AVENUE	INT. RENO. FOR A RESTAURANT, INSTA	C	3	67	38000	405
17-047	THE STORAGE BARN, LLC	385	SIXTH STREET	ERECT BLDG. M ON EXSTNG, ERECT R	C	D	16	337860	3405
17-067	TUCKERS RESTAURANT GRO	238	INDIAN BROOK DRIVE	INT. RENO. OF A RESTAURANT	C	39	9-B-0	152000	1545
17-086	DOUBLE DIAMOND HOLDINGS	279	LOCUST STREET	TENANT FIT-UP FOR SUITE B	C	15	21-22	30000	325
17-113	WILLAND POND AUTO REPAIR	60	NEW ROCHESTER ROAD	REPAIR ROOF W/NEW RUBBER ROOF	C	40	44-0-0	6000	85
17-115	BUILD UPON, LLC	436	CENTRAL AVENUE	REPLACE EXISTING ROOF AND REPLAC	C	6	21-1	21000	235
17-121	PHILBRICK SPORTS	161	PORTLAND AVENUE	TENT SET-UP	C	25	43H	1000	35
15-367	TOWNSEND	122	SIXTH STREET	REMODEL 1ST FLR BATHROOM	R	34	15	10000	125
16-377	SCHWOERER	417	MIDDLE ROAD	#12, MUDROOM ADDITION	R	M62	0-12	3000	55
16-439	DRISCOLL, WILLIAM	29	LABRADOR LANE	CONST. A SFD W/ATT. 2 CAR GRGE	R	A	51-9-3	310000	3125
16-582	KNOX MARSH DEV., LLC	32	ROGERS STREET	CONST. A SFD W/ATT. 2 CAR GARAGE	R	24	117-1	183000	1855
17-033	STOLZENBERG	88	BROADWAY	CONST. A BALCONY (2ND MEANS OF E	R	27	203	3500	65
17-057	HILDRETH	5	CULLEN BAY ROAD	INSTALL A DORMER ABOVE GARAGE T	R	M	93A1	180000	1825
17-075	HAMBONE LLC	44-46	HAM STREET	DEMOLITION OF BARN	R	27	88	2000	50
17-077	BALAJI	37	SANDRAS RUN	FNSH BSMNT FOR ADD.'L LIVNG AREA	R	G	24J15	10000	125
17-080	WOOD	25	TOFTREE LANE	INT. RENO. & INSTALL STRCTRL BEAM	R	M	118	3500	65
17-083	MARY SANKER	33	HILL STREET	INT. RENOVATIONS	R	27	161-2	2500	55
17-084	SHANNON	119	BACK RIVER ROAD	KITCHEN RENOVATION	R	I	46D	7000	95
17-089	HAYWARD	2	MULLIGAN DRIVE	FNSH BSMNT FOR ADD'L LIVING AREA	R	21	26-48	20000	225
17-090	SEVIGNY	19	MELODY TERRACE	FINISH BASEMENT	R	G	24J-1	10232	127
17-092	LAGRASSA	9	RIVERDALE AVENUE	INSTALL ROOF TOP SOLAR PANEL PV A	R	I	79-B	25256	275

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-093	ARTHUR THOMAS PROPERTIE	39	NEW YORK STREET	UNITS A & B, RENOATIONS OF	R	4	60	36400	395
17-094	INDIAN RIDGE AT DOVER, LL	140	EMERALD LANE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	F	15-44	230400	2329
17-095	INDIAN RIDGE AT DOVER, LL	163	EMERALD LANE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	F	15-14	248400	2509
17-096	INDIAN RIDGE AT DOVER, LL	151	EMERALD LANE	CONST. A SFD W/ATT. GARAGE	R	F	15-18	184860	1874
17-097	INDIAN RIDGE AT DOVER, LL	175	EMERALD LANE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	F	15-11	195500	1980
17-098	INDIAN RIDGE AT DOVER, LL	141	EMERALD LANE	CONST. A SFD W/ATT.2 CAR GARAGE	R	F	15-20	198300	2115
17-100	STRAWBRIDGE	23	ASH STREET	KITCHEN & BATH RMDL, FINISH MUDR	R	29	86	59000	615
17-104	BERNIER	13	ROGERS STREET	CONST. A ONE STORY ATT. GARAGE	R	24	125	30000	325
17-107	SPINDLE RAT DEVELOPMENT	46	OLD ROCHESTER ROAD	INT. RENO. & SHINGLE RPLCMNT	R	40	26-0	30000	325
17-112	BROAN	105	STARK AVENUE	RPLC EXISTINB DECK W/LARGER	R	17	3910	12000	146
17-116	BUNKER	14	PACIFIC DRIVE	INGROUND SWIMMING POOL	R	E	50-3	30000	325
17-117	STABILE HOMES @ POINTE PL	35	SIERRA HILL DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	K-1	3-16	220000	2225
17-118	STABILE HOMES @ POINTE PL	33	SIERRA HILL DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	K-1	3-15	220000	2275
17-129	MCKENNEY	11	NILES STREET	DEMO OF GARAGE	R	20	8-0	3000	50
17-130	CLARK	100	LITTLEWORTH ROAD	RENOV. 2ND FLR BATHROOM	R	F	40-0	6000	85
17-131	CHRISTIE	49	GLENWOOD AVENUE	FNSHD STRGE AREA IN BSMENT	R	D	34-0	3000	55

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 38

Total Construction Value: \$4,562,708.00

Total Fees Collected: \$46,730.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	8	Commercial	2
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	5
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	9	Single Family Dwellings	4
Renovations Dwelling Unit	21	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	11

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														
Changing Places/Robbins	Mechanic Street	C	15	0	15		4/25/2017		P17-11	24	98		H	0.45
Carnegie Hill	Third Street	A	20	0	20		4/25/2017		P17-02	6	54A		H	0.6
Third/Grove	Grove Street	A	30	0	30		3/28/2017		P16-31	31	14		H	0.9
Old Courthouse	First Street	A	10	0	10		6/14/2016	Site	P16-15	6	20		H	0.3
Bradley Commons	Central Ave	A	47	0	47	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.41
Total: Mixed Use			122	0	122									3.66
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:														
Ayer	Eagan Drive	H	17	0	17		4/11/2017		P16-25	N	18		G	8.5
Copley	Pear Drive	H	7	3	4	8/16/2016	6/14/2016	9/1/2016	P16-13	C	2	8/16/2021	H	3.5
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	6.5
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	24.5
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	3.5
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	2.5
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	9.5
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	5.5
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	4.5
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	5
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	8
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	4.5
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	10.5
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	5
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	36
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	5.5
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	16
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	2
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	9
Total: Single Family			340	209	131									170
Elderly:														
Pointe Place	Pointe Place	A	136	116	20	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Sierra Dr	H	31	17	14	12/21/2015	11/19/2014	4/1/2016	P14-56	K	19	12/21/2021	G	
Arbor Woods	Cielo Dr	H	61	54	7	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			228	187	41									
TOTAL APPROVED UNITS			820	468	352									187

2

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

Product & Process Outcomes

SOS Recovery Center opened its doors in Dover on April 17th. They are located at 4 Broadway and offer programming 6 days a week. Police Department staff is working with the center to support them and will be reassessing the community access to recovery policies in the coming weeks based on this new resource.

The Community Service program continued to track seven active participants during the month of April 2017. A total of 8 community service hours were completed during the month. One of the participants finished his/her assigned hours.

On April 13th, Officer Pieniazek assisted school staff in an intake meeting for a student that had been suspended. This meeting is with the student, parents and teachers in order to provide some guidance as the student re-enters the school.

It Is All About Service

The Diversion Committee met on April 19 and April 20, 2017. As of the end of the month, there are a total of 5 active Diversion cases. Below is the breakdown:

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

Two diversion cases were referred back to the Special Investigations Unit for juvenile prosecution due to failure to comply with the conditions of Diversion.

On Monday, April 10th Sergeant Pettingill along with the Dover High School and Middle School Resource Officers began a four week student level Citizens Police Academy, hosted at the Dover Police Department. The academy runs for two hours each Monday and offers blocks of instruction and practical exercises in topics such as motor vehicle stops, domestic violence response, booking procedures and prisoner process, as well as day to day operations of the police department. Each student will also have the opportunity to conduct a "ride along" with a police officer sometime during the four week program.

The Dover Police Department began a 4 lesson Junior Police Academy in April. The program is targeted to high school students. Officer Pieniazek, along with other officers, assisted in teaching parts of the program. The first lesson was held on April 10th and the second was held on the 17th. The remaining two sessions will be held in May.

At their April meeting, the Parking Commission recommended the continuation of the 3 hour limit in the Portland Avenue lot because there are no commercial units being occupied at the adjacent building at this time.

On April 19th, 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 effect the job of a police officer. The students are provided with different examples of situations a police officer could encounter, and must decide what the amendments would dictate the officer should do.

In April, Dover Middle School held a fundraiser dodgeball tournament. On April 19th the 7th and 8th graders participated and the remaining grades participated on the 20th. Officer Pieniazek volunteered on both days to coach.

Parking Manager Bill Simons continues to monitor the parking needs associated with the Central Avenue bridge repair. The addition of parking behind Oriental Delight and the use of 19 deeded spaces in the Orchard Street parking lot has helped to mitigate the problem.

The Traffic Bureau worked closely with the Public Works Supervisor to coordinate multiple closures of French Cross Road during the month of April, in an effort to clear a blocked culvert in the area of the Madbury reservoir.

Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities during the month of April on behalf of the police department. On April 6, City staff met with developers at the proposed site of a mixed use development at Chapel and Mechanic Streets, to work out proposed changes to curbing, street widths, and on street parking. Staff review and comment for a proposed residential development on Garrison Road was prepared for April 20.

Sgt. Speidel performed a total of 7 child passenger seat inspections during the month of April. 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.

On Thursday, April 13, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during peak commuting hours under the Dover Police Department "Sustained Traffic Enforcement Program" (STEP) grant which provides federal funding to reimburse the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date included Watson Road, Tolend Road, Old Rochester Road and Dover Point Road.

Fire and Rescue assessed, at the request of New Hampshire Homeland Security and Emergency Management (NH HSEM), the impact to Dover of one of the March storms as the state of NH determined if it could meet federal thresholds for a disaster declaration to allow federal cost reimbursement. Unfortunately it was determined that Strafford County would not qualify, which in turn means no reimbursement for Dover.

The revised Mass Casualty Plan, which is the playbook for Fire and Rescue's response to incidents where large numbers of people may be injured such as a major accident involving a busload of people, was forwarded to NH HSEM so they could prepare to facilitate a drill of all Fire and Rescue supervisors at the monthly officer meeting in May. This drill facilitation service is something that NH HSEM provides at no charge. Look for more information on how this drill goes in the May City Managers report! Two command staff also participated in a day-long emergency management tabletop drill held by NH HSEM in Concord which challenged participants from across the state and throughout state agencies in a simulated response to an emergency at a nuclear power plant during a simultaneous weather emergency. Experiences like these tabletop drills are invaluable at stress testing in a safe environment how emergency plans actually work, before an emergency, and it also provides command staff with experience at participating in large-scale simulated incidents.



High school students attending the police department's Junior Police Academy meet the Dover Police Mounted Patrol and hear from the officers about their jobs.



Officer Pieniazek served as a team coach for a 5th grade dodgeball team during a fundraiser tournament



"Be the reason someone smiles today."

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 15 students took part in the program.

Adult fitness classes continue at the McConnell Center, with new sessions of Zumba® and Interval Toning being held in the Recreation dance studio. Field requests were completed and city & school fields were finally opened up to the youth leagues for practices and games. Dover Baseball held their opening day at Dunaway on April 15th for the 2017 season. Men's 35+ Basketball league wrapped up with finals in mid-April. Men's open gym has resumed on Monday evenings. Women's open gym continues on Tuesday evenings.

Badminton also continues on Friday evenings. Sign-ups are also ongoing for Recreation's Granite State Track and Field program which will begin in May. Sign-ups have begun for summer programs including Playgrounds and theater camps. Youth Music Theater and Fun on Stage are taking registrations.

Pictured left, Officer Matt Brown (left) instructs K9 Barco during a demonstration for high school students that attended the Junior Citizens Police Academy. Officer Matt Harnish (right) volunteered to wear the bite suit for the demo.

The Dover Teen Center calendar for April of 2017 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 571 participants on 20 days of programming, which yielded an average of just under 29 participants per day.

Some program highlights for the month included, but were not limited to the following:

TC Music Event - "DoverPalooza: Spring Fever Show" (4/6)
TC Arts In Action Event - "Story Slam - Student Performance Night" (4/12)
TC Snack Special - "Make Your Own Pizza" (4/14)
TC Outdoors - "UNH College Wood Trail Hike" (4/18)
TC Arts & Crafts Day - "Tye-Dye T-Shirt Day" (4/19)
TC Trip - "UNH BB/BS Event - BBQ & Games" (4/21)
TC April Vacation Trip - "UNH Tour & Lunch" (4/24)
TC April Vacation Trip - "Mall of NH Trip" (4/25)
TC April Vacation Fun Day - "Movie Theater Adventure" (4/26)
TC April Vacation Event - "Luau BBQ & Outdoor Games" (4/27)
TC April Vacation Trip - "York Beach: Fun in Sand & Sun" (4/28)

There were 8 new teen center registrations during the month.

The month of April brought the first session of swim lessons and classes have been added to accommodate all that were on the waitlist. A robotics program from Dover Middle School used the 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: 4; Adult Lap Swim: 75-100 swimmers daily; Rec Swim: 20 swimmers daily; Great Bay Masters: 30 swimmers



Pictured left, Artist Jessica Allard leads a group of Teen Center participants during an afternoon art project.



Pictured right, Teen Center participants along with interns and the Teen Center Director pose during the April Vacation Luau BBQ and Outdoor games event.

There was a spike in fires that Fire & Rescue responded to within Dover, as well as outside of Dover per the mutual aid agreements that Dover participates in. The first picture below shows Dover's "Truck 1" ladder truck working with a Portsmouth Ladder Truck and other communities to stop the spreading of the growing State Street Saloon fire in Portsmouth. In the picture, Dover's Ladder disappears up into the thick smoke as its crew works above. The second photo shows better during a wind shift, Dover's crew applying water from the Ladder Platform into one of the burning buildings.



There was also one fire in Dover that was intentionally set by a juvenile in a three-story multi-family apartment building. Fortunately, that fire was extinguished by the occupants as Fire & Rescue arrived, preventing a large scale event that would have put at risk the 6 families in that building. That fire's investigation started by the responding fire personnel, stopped once it was determined to be deliberately set, with custody of the scene preserved before transferring to the Dover Police who then pursued the fire set as a criminal event. Prosecution is the only way to trigger court available resources for fire setters with the goal being to break the fire setting cycle that will most likely continue and escalate. A shout out of thanks is due to the Dover Police as they mobilized a crime scene technician, and detectives, to follow through completely the processes they have in place that guarantee a court ready case. This illustrates the partnership that exists between the two agencies which Fire & Rescue is thankful for.

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.*

April as in most months, saw many meetings with partners and other response agencies that Fire and Rescue participated in. Those meetings included the Wentworth Douglass Hospital Emergency Medical Services leadership meeting, which is where coordinated approaches to delivery system issues are developed. Another was the Wentworth Douglass Hospital Stroke Event Steering Committee which focuses on the complete continuum of medical care from the time Fire and Rescue arrives on scene to help a person as they experience a stroke, through arrival at the emergency department and then ultimately through the layers of advanced care and then through rehabilitation and ultimately back home.

Another meeting was the seacoast region emergency medical system coordination meeting. That meeting is where the seacoast region hospitals such as Wentworth Douglass Hospital, it's emergency medical service providers (Dover Fire and Rescue), as well as the State of New Hampshire Bureau of EMS, all meet and work on service delivery issues. Staff also attended the Strafford County Regional Emergency Planning Meeting in April which is a meeting where countywide emergency response planning is conducted. All of these meetings show that fire and rescue service delivery in Dover is not conducted in a vacuum, but in a coordinated, systematic fashion with the goal of keeping up with changing times, changing needs, and changing demographics. It also illustrates the time pressures that a limited amount of staff must juggle to attend these meetings and then incorporate any needed changes into daily service delivery.

Also in April – Inspection services staff, Recreation Department Director Gary Bannon and Community Service's staff, met to determine the best and most cost-effective design that meets the requirements of the State of New Hampshire Building Code and the State of New Hampshire Accessibility Regulations, for code compliant accessible access to the Gundalow. During this meeting at Henry Law Park while reviewing the Gundalow installation and groundwork around it, a more efficient design was determined than initially planned for, that will save money. The photo below shows the Gundalow as it is currently, before a ramp is built from the granite entry piece set in the dirt in the bottom front of the picture, which will cross the two granite supports between the entry piece and the Gundalow.



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.*

At the arena, Roller Derby has started a full set of practices on the floor in the Foster Arena and their first official bout is Saturday, May 27, 2017 at the arena. Flyball Dog Competition was back again this year with Flyball competitions on Saturday April 8 and Sunday April 9.

Regarding the waterfront project, staff worked to get the contract for Severino Trucking for the bluff excavation executed. Staff met with the design team and city staff on April 6th at the waterfront to discuss the grading plans. Staff met with the Parking Manager on April 5th to discuss leased parking spaces on the waterfront.

The Council approved the guaranteed maximum price for the construction of the Customer Service Center in the ground floor of City Hall. Wiring clean-up and demo began in April. Assistant City Planner Benton met with each office moving to the Ground Floor to go over the final design of the ground floor and finishing choices. The HVAC plans are being revised to include the value engineered items. The Customer Service Center is still on schedule to be completed by early fall.

Regarding the High School project, planning staff met with Sebago Technics, SAU staff, and reviewed recommendations for improvements to Route 108 from Stark Avenue to Mast Road. These improvements are focused on alleviating traffic congestion and improving pedestrian safety. In addition to the High School project, planning staff has been working with Legal, Recreation and SAU staff to review opportunities at Garrison Elementary. Staff is still reviewing all sites which utilized the Land Water Conservation Fund for recreation improvements.

Planning and Community Development staff began the process of the FY19 to 23 Capital Improvements Program. Work in April included interviewing other departments about the process and the requirements for a project to be included within the program. Staff plans on performing a Lean process on the CIP in the coming months prior to requesting project solicitations from departments over the summer.

Planning staff reached out to Main Street, Dover Chamber of Commerce and Children's Museum members to create a working group focused 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 and Community Services staff will be working to create a process for implementing wayfinding across the community, focusing on downtown Dover.

Planning and Community Development staff is working, with the support of the Energy Commission, 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 use the previous RFQ as a model and will take input from the Energy Commission and other stakeholders to develop site specific projects.

The Fire Chief also attended the Medicare Provider Compliance and Documentation Presentation for Ambulance Services that Fire and Rescue's current ambulance billing provider Comstar hosted in April. This presentation explained the complexity of the current and future expectations of Medicare and Medicaid. There are many regulations that Fire and Rescue must comply with to be able to bill Medicare and Medicaid for those patients that are covered medically by those programs, with the future trend being that bill payments will be denied if those requirements are not complied with. With over 60% of the ambulance billing revenue collected coming from Medicare and Medicaid, which in FY 16 was \$620,031.68, there is a lot of money on the table to lose if these regulations are not handled properly. Fire and Rescue is thankful that the City Council funded an EMS System Manager position in FY 17 as regulatory compliance is a big portion of the responsibilities for that EMS System Manager's position.

Leadership & Governance Outcomes

3

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

Officer Pieniazek volunteers as a baseball coach for the Dover Middle School team, comprised of 7th and 8th grade boys. Throughout the month of April, the team began practicing and had their first game against Rochester Middle School on April 20th.

On April 8th, 15th and 29th, Officer Pieniazek worked at the Dover Ice Arena for "Rock Night," which is attended by numerous Dover Middle School students.

On April 9th, Officer Pieniazek attended a play put on by the Dover Middle School students at the Dover High School auditorium.

On April 5, 2017, Detective Timothy Burt hosted a local high school student for a job shadow.

On April 19, 2017, the Special Investigations Bureau hosted a local high school student for a job shadow as well.

Dana Mitchell provided a workshop on Drug Prevention coordinated by police agencies at the NH Opioid Summit held on April 7th at the Wentworth Douglass Hospital.

On April 7, 2017, Det. Burt taught two classes at Dover High School on crime scene investigations.

On April 24th four members of Youth to Youth traveled to Medford, MA to present at the Metrowest Youth Training Conference. The Dover students provided instruction to almost 100 teens from that area on a variety of prevention projects that can be replicated in their communities.

Media Services distributed more than a dozen press releases and numerous updates to the website and social media, including regular updates on the budget process. Budget Revealed, an online resource about the budget process, was updated with documents, background information and video in April.

In the area of communication and citizen engagement, Fire and Rescue provided a presence at the 5th Annual SMA 5K Run/Walk and at the REDS 5K Run/Walk which were the second and third races of the Dover race series which is comprised of 11 Dover community run/walk road races over the year (<http://www.doveraceseries.com/>). This type of presence provides Emergency Medical and Fire protection at the special events where hundreds of our citizens and visitors are.

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

The Dover Police Department partnered with ONE Voice for Strafford County to plan the 2017 Strafford County Addiction Summit. The day-long training took place at Wentworth-Douglass Hospital on Friday April 7th and provided individuals with information on the opioid epidemic and how they can play a role in impacting the problem. The summit was attended by nearly 200 people. Before the summit there was a business and legislative breakfast with 100 people talking about the role employers play in addressing the opioid crisis. Governor Sununu was the keynote speaker.

The Rochester Coalition Coordinator recently announced that she will be leaving her position to become a Dover Police Officer. Vicki Hebert attended their coalition meeting on April 12th and is working with them to develop a transition plan. She has assisted them in rewriting job descriptions and is working with them to advertise the job posting.

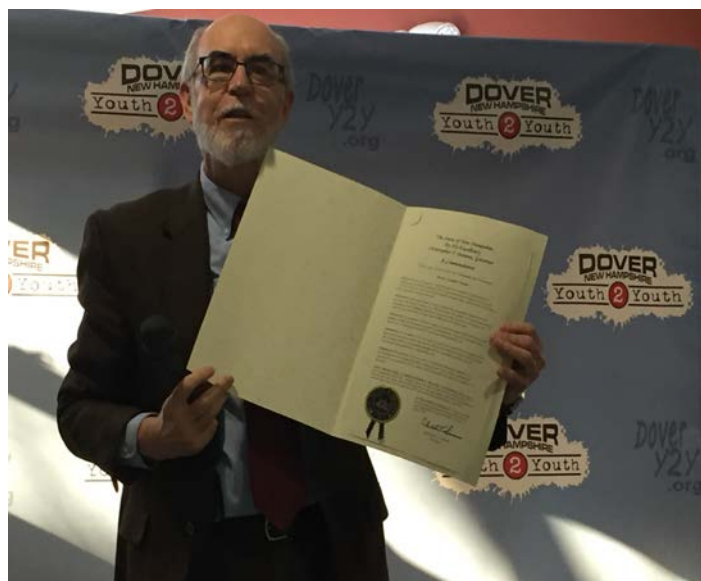
Farmington NH is in the process of establishing a new prevention coalition. Vicki has attended their meetings and provided them with training on the requirements of the DFC grant. She is working to help set them up for success in applying for the grant in the next one to two years.



Boxes of medications turned in during the 4 hour drug take back on April 29, 2017.

Dover Youth to Youth staff assisted Epping Youth to Youth in recording 2 radio PSAs at radio station WOKQ on April 19th.

On April 21st, Dover Youth to Youth celebrated 25 years of drug prevention advocacy in the community with an open house and a short ceremony at the McConnell Center café. The event featured displays, food, and many current and former members. In addition, NH State Senator David Watters presented the students with a proclamation from Governor Chris Sununu commending the youth group for its accomplishments over the years.



State Senator David Watters is shown here at a ceremony in April presenting a proclamation from NH Governor Chris Sununu in recognition of the youth group's 25th anniversary.

The Media Services Division prepared and distributed several newsletters in April, including the weekly editions of Dover Download, special announcements, and updates from the Cochecho Waterfront Development Advisory Committee, as well as two new project newsletters for the Richardson Drive and Keating Avenue reconstruction projects. In addition to the newsletters, project pages are available on the city's website. 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.



Dover Youth to Youth students present *Samantha Skunk* during the month of April.

Dover Youth to Youth students provided the ***Samantha Skunk Loves her Os*** presentation to 2nd grade students at Woodman Park School on April 11th and at Horne Street School on April 12th. The assembly style anti-smoking presentation teaches the students about lung health, exercise and the importance of being able to get oxygen to your muscles. A total of 200 students received the training at the two schools.

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 415 Facebook (City of Dover NH Planning) friends and 839 followers on on Twitter @DoverNHPlanning.



On April 21st three different teams of Youth to Youth students provided 5 classroom presentations of the ***Truth About Tobacco*** program to 4th graders at Woodman Park School. This lesson focuses on media literacy and contrasts the way tobacco is advertised with the actual consequences of using it.

Media Services continues to work with Dover High School students interested in media production. In addition to work with students, Media Services is working with vendors and Comcast, as well as the JBC, to prepare for a studio at the new high school.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,441 fans).

In April, DNTV-22 televised live, rebroadcast and made available online 16 public meetings and 5 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.

The Department of Planning and Community Development mailed out 50 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.

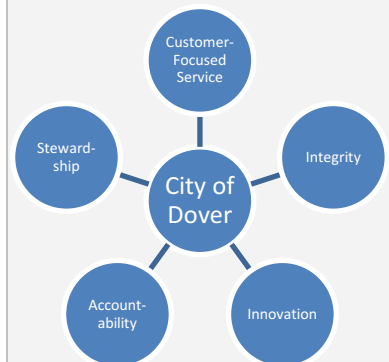
"You must be the change you wish to see in the world."

- Mahatma Ghandi



Fire and Rescue staff, mostly during off-duty hours, have been working heavily in April on this year's theatrical safety show for Dover Elementary School's, affectionately called the Fire Safety Festival. The theme this year is a Star War's takeoff titled: Safety Wars - where Darth Vader must be convinced to embrace safety in his home. The photo above shows cast members acting out a portion of the show, which will be shown on video as part of the show, to avoid a mid-show set change.

In the front row of the picture is Firefighter Derek Schrempff who is hiding in the Wookiee costume while Firefighter Paramedic Hunter Holt is impersonating Han Solo. Inspection Services Life Safety Inspector Rebecca Jalbert is in the back as Princess Leia and Engineer/Advanced-EMT Scotty Orringer is filling the role of Luke Skywalker. Media Services Coordinator Mike Gillis, who is out of sight of the cast members, is shooting the video and using the green screen technology to ultimately have these cast members within the cockpit of the Millennium Falcon while on the way to Dart Vader's home planet. The show is scheduled to be trucked to all public and private elementary schools in June with 2 shows a day given on June 5-6, 7 and 8 with the hope to reach approximately 1800 students. A special thank you goes out to all staff members involved in the show who go far above and beyond by donating countless hours to the delivery of the program.



April is always a busy time in the downtown for the mounted unit. Massachusetts and Maine school vacation brings hundreds of people to Dover to visit the Children's Museum of NH. The following week is NH vacation which proves to be equally as active. The unit likes to have a strong presence in and around Henry Law Park to provide a sense of safety for visitors but also to help with many questions regarding parking and eating. The visitors also love visiting with the horses and officers and collecting the trading cards the officers distribute. There are always tons of questions concerning the unit and its deployment.



Shown above, Officers Murch and Caproni make April Vacation Friends at the Children's Museum

Planning and Community Development staff attended a neighborhood meeting with the abutters to the redevelopment of the Third Street Parking Lot.

The Assistant City Manager attended St. Thomas Aquinas High School's career day speaking with students about public sector employment and the value local government brings to residents and business owners.

The Assistant City Manager testified on SB185, a bill designed to allow communities to offer tax credits for rehabilitation of coastal areas. This bill is modeled after the 79E program, which encourages development of underutilized properties within an economic development area. The bill would allow a community to review areas it wanted to allow credits and determine what the credit thresholds would be.

The Assistant City Manager presented a webinar, through the American Planning Association, on April 14. The topic of the webinar was focused on Dover's context sensitive development, downtown, and on creating linkages from Master Plan recommendations to site and subdivision regulations. The goal was to communicate the interconnectivity of long range plans and land use regulations. Over 700 people signed up for the webinar from all over the nation.

The Assistant City Manager presented a session on Master Planning at the NH Office of Energy and Planning spring conference. This conference is targeted at Planning Board members. The session focused on Dover's successful implementation of a rolling Master Plan process, the update process and the format Dover uses to engage the public in Master Planning.

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

Fire and Rescue is excited to announce that the four-year long quest to obtain grant funding to assist with the installation of an emergency power generator at the McConnell Center, which is Dover's primary shelter for its citizens if any are displaced by some sort of emergency such as an extended duration ice storm, has been essentially what is termed pre-approved. What is next in the process is several political procedural steps to formally accept the grant funding that will be provided by New Hampshire Homeland Security and Emergency Management. The grant will provide \$100,000 in funding, which, when combined with the \$217,000 in funding approved recently in the FY 18 Capital Improvements Plan by the City Council, will purchase and install an emergency power generator that will power the McConnell Center Facility in the event of the long-duration power outage.

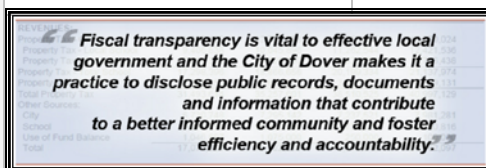
Accountability: We promote openness and transparency in our operations ensuring that we are accountable for our actions at all times.

To power the McConnell Center, a Caterpillar C-13 diesel generator set was determined to be the best product to provide the 400kW three-phase power needed for that building. The package includes an automatic transfer switch, a 643 gallon diesel fuel tank that is double-walled with leak detection, and an 800 amp circuit breaker system. It also comes with a SCADA interface, looking forward to the time when City Buildings and infrastructure are connected to a management system like Community Services uses to manage Dover's water wells.

The generator will look approximately like the picture found below though placed behind a fence, and will be installed on the grass on the St. Thomas Street side of the building near the Dover Police Teen Center entrance.



It will be purchased through a group purchasing consortium which saves \$51,687 off the total price.



FISCAL TRANSPARENCY IS ESSENTIAL TO EFFECTIVE GOVERNMENT

Purchasing Office Bid Solicitations

Department	Bid Date	Bid Number	Description of Bid
Finance	04/13/17	B17046	Stationery
	04/13/17	B17022	Tri-City Request for Tax Assessing Services
Community Services	04/04/17	B17040	Traffic Control Flagging Services
	04/04/17	B17047	Precast Concrete Structures
	04/13/17	B17027	2017-18 Cooperative Bid for Chemicals
	04/19/17	B17053	Catch Basin Cleaning Services
Fire	04/04/17	B17043	Fire Dept Uniforms and Clothing
Planning	04/18/17	B17054	Consulting Services-Developing Impact Fee Methodologies
Police	04/04/17	B17042	Police Clothing & Equipment
	04/19/17	B17057	Construction of Public Safety Radio & Microwave System Towers
Recreation	04/04/17	Q17-017	Portable Toilet Rental & Cleaning Service
	04/04/17	B17041	Dover Rec Transportation Services
	04/04/17	B17050	Henry Law Park Brick Laying
	04/13/17	B17050B	REBID-Henry Law Park Brick Laying

Fire & Rescue saw its primary aerial ladder called Truck 1 which is shown in this report operating at the State Street Saloon Fire in Portsmouth, have a failure in the motor's ejector cup system which allowed diesel fuel to mix with the coolant in the coolant system. This situation was fortunately detected by the department mechanic and after research, required over \$12,000 in repairs at the Caterpillar motor service center in Scarborough as not only did the ejector cup system need to be repaired, but the water pump system did as well as the seals in that system which are normally not exposed to diesel fuel, were damaged by the diesel fuel contamination. Though the water pump in the cars we drive only cost around \$300 to \$400 including installation, the water pump and a heavy truck is a more complicated system and in the case of Truck 1, costs approximately \$3000 to repair. Though needing repair may be considered bad news, the really bad news would've been the failure of the entire motor had the issue not been detected, with the full replacement of the motor costing upwards toward \$80,000. In addition to the repair cost, the vehicle was out of service for nearly 2 weeks while being repaired, which illustrates the department's need to have a second 100-foot-long aerial ladder in its fleet, which is a design requirement of the new Quint described in last month's City Manager's report and funded in the FY 18 Capital Improvement Program. It was found in April that the E-One company along with the previous found Pierce company, produces the type of Quint vehicle that Fire and Rescue is working toward ordering in the next several months. E-One just delivered the first of its new model and looks like this (courtesy photo from E-One/REV Group).

Evaluation has started at Fire and Rescue comparing the two products in addition to comparing what fire apparatus manufacturer Smeal can offer. Smeal as has been reported in previous reports, has built the bulk of the current apparatus fleet and as of this time, it is not known if they can produce a similar class vehicle.



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 has reclaimed County Farm Cross Road, French Cross Road and Varney Road. These roads will be paved in early May.		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 water and sewer along the Turnpike from the toll booths Southward. The temporary water and sewer crossing the turnpike by the DMV and Wentworth Terrace is operational.	
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 formed the coffer dam and started working on the northern abutment. The contractor has poured the foundation and two walls of the southern abutment. General Bridge Repair- The Central Ave Bridge began on April 10th. Due to more deterioration of the bridge deck than anticipated the project has expanded in scope and a change order is being processed to cover this work. The work now requires a full depth repair in some areas.			
Water Facilities Upgrade			Nelson Street Reconstruction		
Last 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 through the month of April. The new additions and buildings have been constructed at Campbell and Calderwood Wells. Interior work has begun on both buildings.		New Update: No update.		Last Update: Contractor mobilized in March, however, continued snow hindered construction progress. New Update: Target construction has finished the majority of the water installation on Atkinson Street, with only a small stretch to connect to the previously improved system in Silver Street. The contractor focused on sidewalk preparation.	

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last 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 12th.	New Update: Final council approval for the project is scheduled for May 10th. A neighborhood meeting will be held on May 2nd, and the project mobilization is scheduled for May 15th.	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: John Lyman and Sons have been selected to complete construction. The neighborhood meeting is scheduled for April 4th, with construction scheduled to begin early May. New Update: The neighborhood meeting was held on April 4th where the residents had an opportunity to meet with John Lyman and Sons. Construction will begin in mid-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.

PO Report
PO's over \$5,000
April 2017

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	4/10/2017	201708438	BOB SHERWOOD LANDSCAPE CO., LLC.	\$5,050.00
Executive	4/13/2017	201708627	CCMSI	\$5,104.17
Community Services Department	4/19/2017	201708776	JM HAYDEN EQUIPMENT CO	\$5,343.94
Community Services Department	4/19/2017	201708778	SEVERINO TRUCKING CO., INC	\$5,466.00
Police	4/20/2017	201708816	NEW ENGLAND EQUINE MEDICAL &	\$5,477.62
Community Services Department	4/27/2017	201709016	LAWNMARK, LLC.	\$5,895.00
Recreation	4/18/2017	201708719	DENNIS MUNSON PLUMBING HEATING	\$6,660.00
Community Services Department	4/13/2017	201708632	GREATVIEW LANDSCAPE CO., LLC	\$7,680.00
Community Services Department	4/13/2017	201708629	IRVING OIL MARKETING, INC.	\$8,587.97
City Finance Office	4/5/2017	201708394	MITCHELL MUNICIPAL GROUP, P.A.	\$9,000.00
Recreation	4/30/2017	201709034	SIEMENS INDUSTRY, INC.	\$9,341.00
Recreation	4/17/2017	201708674	LINCOLN EQUIPMENT, INC.	\$11,850.00
Community Services Department	4/27/2017	201709015	SWEETSER FARMS, INC.	\$17,918.90
Executive	4/25/2017	201708924	SHEEHAN, PHINNEY, BASS & GREEN	\$20,061.64
Community Services Department	4/30/2017	201709035	GROUND GUYS, LLC., (THE)	\$22,836.78
Community Services Department	4/19/2017	201708779	SHEEHAN, PHINNEY, BASS & GREEN	\$30,000.00
Community Services Department	4/27/2017	201709013	SIEMENS INDUSTRY, INC.	\$82,590.00
Community Services Department	4/19/2017	201708780	JOHN H. LYMAN & SONS, INC.	\$265,550.00
Community Services Department	4/27/2017	201709012	DUBOIS & KING, INC.	\$397,208.00
Community Services Department	4/26/2017	201708944	BROX INDUSTRIES, INC.	\$838,550.00
Planning	4/17/2017	201708672	SEVERINO TRUCKING CO., INC	\$862,060.00

City of Dover

Revenues of Major Funds

April 30, 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	\$ 76,915,187	\$ 326,185	\$ 40,870,362	53.0%	\$ 36,044,825	\$ -	\$ 36,044,825	(46.9)%
Licenses & Permits	5,893,130	554,407	5,353,267	91.0	539,863	-	539,863	9.2
Intergovernmental	2,211,488	35	2,059,602	93.0	151,886	-	151,886	6.9
Charges for Services	3,374,057	256,626	3,206,239	95.0	167,818	-	167,818	5.0
Miscellaneous Revenue	586,851	17,532	752,105	128.0	(165,254)	-	(165,254)	(28.2)
Education	19,650,692	528,215	15,017,170	76.0	4,633,522	-	4,633,522	23.6
Operating Transfers In	426,757	-	-	0.0	426,757	-	426,757	100.0
Other Financing Sources	95,000	-	35,616	37.0	59,384	-	59,384	62.5
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 1,683,001	\$ 67,294,360	62.0%	\$ 41,858,802	\$ -	\$ 41,858,802	38.3%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 27,035	\$ 169,826	87.0%	\$ 25,895	\$ -	\$ 25,895	13.2%
Parking Income	495,000	36,592	433,523	88.0%	61,477	-	61,477	12.4%
Parking Fines	160,000	14,409	138,347	86.0%	21,653	-	21,653	13.5%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 78,036	\$ 741,695	87.0%	\$ 109,025	\$ -	\$ 109,025	12.8%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 4,159	44.0%	\$ 5,397	\$ -	\$ 5,397	56.5%
Charges for Services	930,000	63,880	786,557	85.0%	143,443	-	143,443	15.4%
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	\$ 63,881	\$ 790,966	84.0%	\$ 151,570	\$ -	\$ 151,570	16.1%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 59,753	\$ 588,468	82.0%	\$ 129,560	\$ -	\$ 129,560	18.0%
Operating Transfers In	209,476	9,943	114,014	54.0	95,462	-	95,462	45.6
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 69,696	\$ 702,482	76.0%	\$ 225,022	\$ -	\$ 225,022	24.3%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 32,978	\$ 307,650	73.0%	\$ 113,005	\$ -	\$ 113,005	26.9%
Miscellaneous Revenue	15,500	851	6,375	0.4	9,125	-	9,125	58.9
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	\$ 33,829	\$ 315,275	52.0%	\$ 288,134	\$ -	\$ 288,134	47.8%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 429,833	\$ 3,145,756	64.0%	\$ 1,802,435	\$ -	\$ 1,802,435	36.4%
Miscellaneous Revenue	70,500	8,242	88,121	125.0	(17,621)	-	(17,621)	(25.0)
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 438,075	\$ 3,233,877	64.0%	\$ 1,784,814	\$ -	\$ 1,784,814	35.6%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ -	0.0%	\$ 4,458	\$ -	\$ 4,458	100.0%
Charges for Services	6,505,810	854,550	4,360,693	67.0	2,145,117	-	2,145,117	33.0
Miscellaneous Revenue	57,000	6,715	42,737	75.0	14,263	-	14,263	25.0
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 861,265	\$ 4,403,430	59.0%	\$ 3,102,970	\$ -	\$ 3,102,970	41.3%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 45,008	\$ 691,062	78.0%	\$ 200,100	\$ -	\$ 200,100	22.5%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	0
Other Financing Sources	235,524	-	-	0.0	235,524	-	235,524	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,151,686	\$ 45,008	\$ 691,062	60.0%	\$ 460,624	\$ -	\$ 460,624	40.0%
Total : REVENUES	\$ 126,154,108	\$ 3,272,789	\$ 78,173,147	62.0%	\$ 47,980,961	\$ -	\$ 47,980,961	38.0%

City of Dover

Expenditures of Major Funds

April 30, 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	\$ 70,236	\$ 334,234	75.0%	\$ 110,225	\$ 49,582	\$ 60,644	13.6%
Executive	918,106	53,276	759,764	83.0	158,342	81,525	76,816	8.4
Finance	1,808,151	137,272	1,475,305	82.0	332,846	245,654	87,193	4.8
Planning	661,252	46,163	529,311	80.0	131,941	87,061	44,881	6.8
Misc General Government	1,135,262	76,664	497,658	44.0	637,604	109,850	527,754	46.5
Police	8,537,733	616,756	6,915,728	81.0	1,622,005	938,037	683,968	8.0
Fire & Rescue	8,610,508	625,932	7,069,613	82.0	1,540,895	832,824	708,072	8.2
Community Service Public Works	6,968,806	354,476	4,329,791	62.0	2,639,015	2,075,815	563,201	8.1
Recreation	2,140,481	137,539	1,677,902	78.0	462,579	195,369	267,210	12.5
Public Library	1,300,849	97,357	1,023,117	79.0	277,732	163,652	114,080	8.8
Public Welfare	836,183	54,123	580,577	69.0	255,606	42,111	213,495	25.5
Debt Service	12,865,680	4,728	5,993,044	47.0	6,872,636	6,467,704	404,932	3.1
Other Financing Sources/Uses	3,521,696	115,210	3,141,277	89.0	380,419	-	380,419	10.8
School	50,890,217	4,789,790	35,221,689	69.0	15,668,528	13,398,532	2,269,996	4.5
Intergovernmental	8,513,779	-	8,513,779	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 7,179,523	\$ 78,062,788	71.5%	\$ 31,090,374	\$ 24,687,714	\$ 6,402,660	5.9%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 39,187	\$ 403,168	47.0%	\$ 447,552	\$ 122,968	\$ 324,584	38.2%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 39,187	\$ 403,168	47.4%	\$ 447,552	\$ 122,968	\$ 324,584	38.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 76,817	\$ 690,757	68.0%	\$ 329,386	\$ 310,413	\$ 18,973	1.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 76,817	\$ 690,757	67.7%	\$ 329,386	\$ 310,413	\$ 18,973	1.9%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 47,084	\$ 408,217	44.0%	\$ 523,711	\$ 416,216	\$ 107,495	11.5%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 47,084	\$ 408,217	43.8%	\$ 523,711	\$ 416,216	\$ 107,495	11.5%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 21,197	\$ 417,695	68.0%	\$ 199,255	\$ 23,667	\$ 175,589	28.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 21,197	\$ 417,695	67.7%	\$ 199,255	\$ 23,667	\$ 175,589	28.5%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 297,482	\$ 3,855,380	75.0%	\$ 1,303,636	\$ 477,746	\$ 825,890	16.0%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 297,482	\$ 3,855,380	74.7%	\$ 1,303,636	\$ 477,746	\$ 825,890	16.0%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 463,251	\$ 5,481,710	72.0%	\$ 2,179,703	\$ 586,032	\$ 1,593,671	20.8%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 463,251	\$ 5,481,710	71.5%	\$ 2,179,703	\$ 586,032	\$ 1,593,671	20.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 75,714	\$ 680,028	51.0%	\$ 645,136	\$ 141,266	\$ 503,870	38.0%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 75,714	\$ 680,028	51.3%	\$ 645,136	\$ 141,266	\$ 503,870	38.0%
Total : EXPENDITURES	\$ 126,718,498	\$ 8,200,256	\$ 89,999,744	71.0%	\$ 36,718,754	\$ 26,766,022	\$ 9,952,732	7.9%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) April 30, 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	58,393	1,082,960	83.0	222,390	0	222,390	17.0
Expenditures	971,746	64,842	813,496	83.7	158,250	79,748	78,502	8.1
Debt Service								
Principal	291,765	25,200	50,445	17.3	241,320	0	241,320	82.7
Interest	41,839	3,056	4,502	10.8	37,337	0	37,337	89.2
	0	(34,704)	214,517	0.0	(214,517)	(79,748)	(134,769)	-



"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 = Rec



Separations

1 = Rec
2 = Police

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.

Officer Khalsa attended and Captain Terlemezian helped to facilitate the NH Blue and You community meeting in Concord on April 3, 2017. The event, similar to the event that the Dover Police Department coordinated in November of 2016, was an opportunity for the general public as well as individuals affiliated with statewide groups to meet with law enforcement from around the state. The goal is to promote dialogue which increases mutual trust and understanding while decreasing fear and distrust between law enforcement and the public.

The Community Development Planner Carpenter attended training related to environmental reviews and financial management that were both relate to CDBG oriented responsibilities.

Sergeant Tarmey and Detective Carlson attended training on Less Lethal Impact Munitions on April 5, 2017.

Detective Pat Kilbreth attended the annual New England Crisis Negotiators' Conference on Cape Cod on April 24-26, 2017.

Officer Khalsa and Detective Travaglini completed the Blue Courage Train the Trainer course on April 24-28, 2017. The class now qualifies them to teach the course which relates to the emotional and physical health of police officers so that the police officers can do their jobs to their maximum potential.

Vicki Hebert attended the NH Addiction Summit hosted at Wentworth Douglass Hospital on April 7th.

On April 25th, Officer Pieniazek attended a School Resource Officer conference in Concord, NH. At this conference, instructors provided updates and training on current legal issues and trends seen throughout school in the state. The conference also provided opportunities for Resource Officers to network with one another from around the state.

Vicki Hebert attended the National Rx Abuse and Heroin Summit in Atlanta from April 17th to the 19th. The conference provided information on the latest innovative solutions to addressing the opioid crisis.

Vicki Hebert attended the National Smart Approaches to Marijuana Summit in Atlanta on April 20th.

	Officer Lazos and Det. Sgt. Nadeau attended a 40-hour Medicolegal Death Investigator Training Course from April 3-7 at the Saint Louis University School of Medicine. The course focused on law enforcement response, processing, and investigation of untimely death cases. 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. April included sessions on time management, customer service and written communications. There were six (6) contract negotiation sessions conducted with our various unions in the month of April. Asset Management Administrator Meyers attends VUEWorks/DTS webinar, Introduction to Resource Management. IT Administrator Arbeau attended LEAN training. IT Administrator Arbeau attended four Tyler Tech webinars related to FY Rollover. Deputy IT Director Wentworth attends Tyler Tech webinar, Budgeting Basics. IT Director Dove attends webinar, Esri Emergency Call Taking and Dispatch Webinar Series: Address Maps and Apps for State and Local Governments. The HR Director and HR Assistant attended an evening meeting at the North End Fire Station on April 18, 2017. Health Trust was invited by the Dover Professional Firefighters Association to provide a summary of the current benefit offerings and to talk about the prescription plan change occurring on July 1, 2018. Active members and retirees were invited and had the opportunity to ask questions relating to benefits. HR's presence was to address / answer questions relating to the payroll and benefits process.
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"We are what we repeatedly do. Excellence then, is not an act, but a habit."

-Aristotle

Longtime employee, Captain David Lindh retired after 25 years of service. Dave in recent years after working up through the ranks, has been responsible for commanding one of the four shifts that each work 42 hours a week to protect Dover each and every day, 365 days a year. This photo captured Dave recently at the end of a call for service just before he retired...



As Fire and Rescue strives to maintain lists of eligible people to promote into any position that opens, the organization is proud to announce that Lieutenant Craig Chabot was promoted to take Dave's place while Engineer/AEMT Eric Anderson promoted to Lieutenant to fill Craig's place.

New Lieutenant Eric Anderson is pictured below on the step ladder at a recent Fire Safety Festival rehearsal, mentioned earlier in this report. Eric is the author of this year's production, which is a Star Wars take off titled, Safety Wars. In this picture, Eric is discussing with City Media Manager Mike Gillis how to best capture a scene that will be a brief video segment.



To fill Eric's former Engineer position which is an advanced vehicle operator in layperson's terms, an Engineer promotional process is scheduled for June after several Fire and Rescue members attend an NH Fire Academy Aerial Ladder Operator Certification Class, which is a requirement to test for Engineer. The NH Fire Academy has only offered this particular class once per year in recent years due to budget cuts, so scheduling Engineer's tests can be challenging. Fire and Rescue on a side note, is currently negotiating with the NH Fire Academy to bring an Aerial Operator Certification class to Dover sometime during the summer.

This brings us to the last position which needed filling from Captain Lindh's retirement. Fire and Rescue welcomes new firefighter/EMT Jared Bouchard! Jared, in addition to wanting to work at Fire and Rescue, recently rode on Dover's ambulances as part of the Advanced EMT class that he is currently finishing. Fire and Rescue staff here, due to the caliber they are professionally, and due to the busy call volume day in and day out in Dover, precept AEMT and Paramedic students from various programs during their required ride time. In the case of Jared, several of his preceptors made a point to recommend him to be hired after seeing him assist our crews and learn on incidents. Jared comes with some experience from Eliot, Maine, where he has lived and worked for many years, and where he has served on Eliot's volunteer fire department.



New firefighter/EMT Jared Bouchard

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.*

As training is always occurring at Fire and Rescue, an April highlight to mention is the department saw the start of preceptor updates on all four shifts by the New England EMS Institute. These updates provided by NEEMSI, updated staff on the latest precepting requirements which allow staff to keep filling the role of student preceptors, as was mentioned in Jared's introduction. Fire & Rescue has had a long relationship with NEEMSI which is affiliated with the Elliot Hospital in Manchester. Most staff who become Paramedics are sent to NEEMSI two-year long paramedic school as it is an accredited program with a higher than average pass rate. Helping NEEMSI helps ourselves as in many cases, our current paramedic firefighter's precept our own students to meet the many required clinical interventions that paramedic students have to show competency with. As a side note, Fire and Rescue currently has three Firefighter/Advanced EMT's attending NEEMSI's paramedic school with graduations on the horizon for all three at various times this year.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal, Finance Director Lynch, and City Clerk Lavertu.

Mayor Weston presented a framed picture of the 2017-2018 City Council.

5. CITIZEN'S FORUM

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

Frances Meffen, 16 Benjamin Way, Dover Middle School Counselor: She spoke in favor of the School Department's budget, and urged the Council to approve the budget as presented.

Margaret Buckingham, 7 Varney Road, Dover Schools Float Nurse : She spoke in favor of the School Department's budget as presented.

Craig Rowley, 3 Jacquelyn Drive: He said the tax cap has helped the City in the past, and asked the Council to consider the expectations of the majority who voted in the tax cap.

Bryan Berry, 7 Madelyn Drive: He referred to the conditions of the roads in Dover and spoke against the cut to streets and road repairs. He urged the Council not to override the tax cap. He said he knew the Council's difficult task and that they would do the right thing.

Diane Ruger, 16 Jacquelyn Drive: She asked the Council to remember the tax cap was put in place to cap the taxes and not to override it.

Richard Spence: 8 Madelyn Drive: He read his statement to the Council. He spoke about debt financing and how to use low interest rates as a tool to reduce the need for short-term solutions. He added that infrastructure shouldn't be cut while other departments have increases. He learned about the accounting error in the new High School construction, and asked about new procedures in place.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **7:00 pm**

Amanda Russell, 20 Cranbrook Lane, School Board Chairperson: She spoke about the need for the reconstruction of Cranbrook Lane, and asked the Council not to cut the Streets budget. She added that the School Department's Budget is to keep the City in compliance.

Betsey Andrews Parker, 34 Gladiola Way, School Board Vice Chairperson: She spoke in favor of the current budget as presented, because it continued to move the City forward.

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

6. DISCUSSIONS

A. GENERAL BUDGET DISCUSSION

Mayor Weston spoke about an updated list of possible cuts to the budget. She said the budget is still \$229,000 over the cap. She wished to start at the beginning of the list and discuss possible adjustments to the numbers.

Item 1.a.

There was Council consensus to keep it in the budget as presented.

Item 1.b.

There was Council consensus to keep it in the budget as presented.

Item 1.c.

There was Council consensus to eliminate funding in the budget.

Item 2.a.

There was Council consensus to keep it in the budget as presented.

Item 2.b.

There was Council consensus to keep it in the budget as presented.

Item 2.c.

There was Council consensus to keep it in the budget as presented.

Item 3.a.

There was Council consensus to keep it in the budget as presented.

Item 4.a.

There was Council consensus to keep it in the budget as presented.

Item 4.b.

There was Council consensus to keep it in the budget as presented.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
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Meeting Time: **7:00 pm**

Item 4.c.

The Council discussed the conditions of the roads, and past decisions to cut it from the budget.

There was Council consensus to keep it in the budget as presented.

Item 5.a.

There was Council consensus to keep it in the budget as presented.

Item 5.b.

There was Council consensus to keep it in the budget as presented.

Item 6.a.

There was Council consensus to eliminate funding in the budget.

Item 6.b.

There was Council consensus to keep it in the budget as presented.

Item 7.a. and Item 7.b.

Mayor Weston referred to her discussions with people in Washington and said she would like to go with Item 7.b.

City Manager Joyal gave an overview of his research into the full-day kindergarten legislation and said the City may actually receive \$600,000.

There was Council consensus to remove Item 7.a. from the list and add Item 7.b.'s reduction of \$500,000.

City Manager Joyal said if the City does receive the \$600,000+ from the State it does not mean the School has the authorization spend the additional amount above \$500,000.

Item 7.c.

City Manager Joyal explained this process.

There was Council consensus to increase the Cable Franchise Fee, and reduce the budget.

Item 8.d. and Item 8.c.

There was Council consensus to keep on the list as they balance each other out.

Item 8.b.

There was Council consensus to keep it in the budget as presented.

Item 8.a.

There was Council consensus to keep on the list, and reduce the budget.

City Manager Joyal gave the Council the new adjusted amounts. He said the Council \$171,230 above the tax cap amount.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **7:00 pm**

Councilor Gasses said she felt the full remaining amount being reduced from the School Budget, but added that if the City does get the full \$600,000 from the State for kindergarten that the School get the extra funding over \$500,000.

Councilor Greenshields, Councilor Gagnon, and Deputy Mayor Carrier discussed the negative of asking the School to cut possibly \$671,000 from their budget.

Councilor Ciotti asked to be fair between the City's portion and School's portion. City Manager Joyal said the City's side has an additional \$470,000 in revenue adjustments and is adding \$26,000 to the budget and reducing the budget approximately \$96,000. He said the School's side is increasing revenues by \$620,000 with no reductions to the budget.

Councilor Shanahan talked about adding the \$171,000 to the current \$2.1 million tax cap override.

Councilor Gasses said she had a problem with the \$2.1 million tax cap override for the High School and talked about the need to come within the tax cap before the High School funding. She felt the School Department should be the one to bear the brunt of it.

Councilor Gagnon asked how cutting the School Department's budget by \$171,000 would impact the School.

Superintendent Arbour said the cuts would impact the minimum standards. She gave an overview of how it would impact the School Department.

Councilor Shanahan asked the City Manager how much \$171,000 would impact the taxpayers.

City Manager Joyal said it is a \$15.00 impact to the average taxpayer.

Mayor Weston said the City cut from their budget to help the School, and she felt the School should be able to cut something from their budget to meet the tax cap. She spoke about the upcoming Garrison Elementary School debt and the need to have a sustainable budget.

City Manager Joyal went over the list one more time.

- 1.a. – increase \$18,000 COAST funding.
- 1.b. – increase \$7,387 for Dover Business and Industrial Development Authority (DBIDA).
- 1.c. – decrease **\$29,011** funding for legal support services.
- 6.a. – eliminate **\$13,517** funding for Library custodial services.
- 7.b. – recognize **\$500,000** additional aid for full-day kindergarten.
- 7.c. – recognize **\$120,000** additional revenue from Cable Franchise Fee.
- 8.a. – reduce **\$54,117** for health insurance savings
- 8.c. & 8.d. – which balance each other out.

The average tax bill will increase by \$260.00. He said the Council is currently \$171,230 over the tax cap, allowing the allowance for the High School debt service.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier recommended the following cuts:
Items 2a., 2b., and 2c., Police Operations, subtract \$10,000
Item 1.b., DBIDA, remove \$7,387
Item 4.c., Streets and Sidewalks, subtract \$40,000
Item 8.b., Truck, subtract 5,000
Item 7.c., Franchise Fee, change percentage to get another \$20,000

Mayor Weston said they can't take additional funds from the Franchise Fee.
Councilor Gasses said technically both are a tax to the citizens.

Mayor Weston recused herself on the DBIDA discussion.
Deputy Mayor Carrier asked for a discussion.
Councilor Greenshields talked about replenishing these coffers if the City did receive \$600,000 for kindergarten aid.
City Manager Joyal gave an overview how this suggestion was possible.

Councilor O'Connor asked again for the projected number expected for kindergarten aid.
City Manager Joyal estimated it to be \$664,000.
Councilor O'Connor said it should be the School Department and they'll get the full kindergarten funding. He talked about Garrison Elementary School improvements and possible addition, and then the storm water expense. He said they have to look at the future.

Mayor Weston asked to continue addressing the Deputy Mayor's recommended list.
Councilor Gagnon asked to hear from DBIDA.
Economic Director Barufaldi said DBIDA has been running on empty. He said the \$7,387 was for additional administrative hours and advertising.
There was Council consensus to leave in budget.

Mayor Weston asked about reducing the police items by \$10,000.
Police Chief Colarusso said since the overtime is needed he would take it out of computer equipment. He gave an overview of the impact of the reduction to computer equipment.
There was no Council consensus to reduce by \$10,000.

Mayor Weston asked about reducing Streets and Sidewalks by \$40,000.
Councilor Gasses said she didn't believe they should be nickel and diming the City's side of the budget. She said the School will get the kindergarten aid to cover them reducing they budget.
There was no Council consensus to reduce by \$40,000.

Mayor Weston asked about reducing the truck cost \$5,000.
There was no Council consensus to reduce by \$5,000.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **7:00 pm**

Councilor Gasses recommended the cut from the School's side, and is hopeful that the funds come in for kindergarten aid.

Councilor Gagnon said it hurts the School's ability to hire new staff. He didn't think the risk is worth it.

Mayor Weston asked Business Manager Simmons to address the Council on the figure regarding the kindergarten aid.

Business Manager Simmons said she received an email from the New Hampshire School Administrators Association (NHSAA). The amount is expected to be 664,949.

Councilor O'Connor asked if they can change the amount to \$600,000, leaving a balance of \$71,230 over the tax cap.

City Manager Joyal suggest that the change the amount to \$664,949, leaving approximately \$6,231 [corrected in Special Meeting to \$6,281] over the tax cap.

Councilor Ciotti asked how many times the Council has done supplemental department appropriations between departments.

City Manager Joyal said the School has never done it, but the City has done it to cover snow removal costs.

Councilor Ciotti asked the City Manager if he could come up with the \$6,231 [corrected in Special Meeting to \$6,281] for the School Department.

City Manager Joyal said he felt comfortable with stating that he could come up with it.

Mayor Weston recommended that the School Department cut their budget the \$6,231 [corrected in Special Meeting to \$6,281].

There was Council consensus to cut the School Department's budget by \$6,231 [corrected in Special Meeting to \$6,281].

City Manager Joyal said with that final adjustment the Council has a tax cap budget with an allowance for the High School.

Councilor Gagnon asked about comments made at the podium regarding errors in the School Department's budget.

Superintendent Arbour said there were no errors in the budget.

City Manager Joyal said the budget is still a tax cap override and requires six votes to pass.

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **To immediately follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~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, Finance Director Lynch, and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

Amanda Russell, 20 Cranbrook Lane, School Board Chairperson: She spoke about scheduling a Joint Fiscal Committee meeting to discuss a contingency plan if the kindergarten funding doesn't take place.

Patricia Stiles, 5 Pearson Drive: She said the School shouldn't have to cut \$6,000 from their budget. She thanked the Council for their service.

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

6. OLD BUSINESS

A. RESOLUTION: FISCAL YEAR 2018 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM SPONSORED BY MAYOR WESTON BY REQUEST

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

Deputy Mayor Carrier moved to substitute the resolution as a whole; seconded by Councilor Shanahan.

City Manager Joyal gave an overview of the changes to the resolution based on the Council's adjustments to the budget. He explained the added items:

24. Effective upon adoption of the budget resolution, the City Manager is authorized to negotiate the Cable Franchise Renewal Agreement to accomplish the goal of establishing a franchise fee of 4.0% ceiling to the additional monthly amount charged to Dover citizens for the term of the renewal agreement.

25. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **To immediately follow Workshop Session**

Mayor Weston asked for a vote on substituting the resolution as a whole.

Vote: 9/0.

Deputy Mayor Carrier moved to make amendments to the resolution based on Council consensus during the workshop session; seconded by Councilor Shanahan.

City Manager Joyal listed the items.

Increase subsidy to COAST by \$18,000.

Increase grant funding to Dover Business and Industrial Development Authority (DBIDA) by \$7,387.

Reducing the Library budget by \$13,517.

Recognizing \$664,949 additional revenues for kindergarten aid.

Recognize \$120,000 additional revenue from the transfer of DoverNet funds to the School Department.

Reduction of \$6,281 in the School Department's Budget

Reduction of \$54,117 in the City's Budget for the savings in health insurance.

Recognizing \$470,000 in highway aid, and making a \$470,000 contribution to the Transportation Improvement Program (TIP) Capital Reserve.

Reduction of \$29,011 from the Executive Department's budget.

Councilor Ciotti asked about the costs for credit card payments.

City Manager Joyal said the convenience fee will be charged to the taxpayer.

Councilor Gagnon proposed a friendly amendment to add the \$6,281 back into the budget that was removed from the School Department's budget; seconded by Councilor Thibodeaux.

Vote: 3/6; Failed. Councilors Gagnon, Greenshields, and Councilor Thibodeaux voted in favor.

Mayor Weston asked for a vote on the amendments.

Vote: 6/3; Passed. Councilors Gagnon, Greenshields, and Councilor Thibodeaux were opposed.

Deputy Mayor Carrier moved to amend the numbers; seconded by Councilor O'Connor.

City Manager Joyal listed the corrected numbers in the resolution, based on the amendments made to the budget:

Fund 1000 - General Fund: \$111,724,807

Fund 6100 – DoverNet Fund: \$1,266,224

He said that will change the totals to \$ 140,013,922

He referred to Page 2, Item 2: General Fund Appropriations include \$38,873,645 for City operations, \$52,113,315 for School Department operations

Mayor Weston asked for a vote on the motion to amend the numbers.

Vote: 6/3; Passed. Councilors Gagnon, Greenshields, and Councilor Thibodeaux were opposed.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Special Meeting**
Meeting Location: **Council Chambers, City Hall**
Meeting Date: **Wednesday, May 3, 2017**
Meeting Time: **To immediately follow Workshop Session**

Deputy Mayor Carrier moved to adopt the budget as amended, which overrides the tax cap; seconded by Councilor O'Connor.

Roll Call Vote: 6/3; Passed. Councilors Gagnon, Greenshields, and Councilor Thibodeaux were opposed.

7. NEW BUSINESS

8. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Shanahan.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 10, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor O'Connor led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Greenshields

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the Agenda; seconded by Councilor O'Connor.
Vote: 8/0.

7. PUBLIC HEARINGS

A. REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17037 BIRCHWOOD AND KEATING RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) SPONSORED BY MAYOR WESTON BY REQUEST

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

B. 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) 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.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 10, 2017**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He gave an overview to the Council regarding the construction season for roads, development projects and renovations to City Hall.

Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Ciotti.
Vote: 8/0.

10. APPROVAL OF MINUTES

- A. April 19, 2017 – Workshop Session
- B. April 26, 2017 – Workshop Session
- C. April 26, 2017 – Regular Meeting

Deputy Mayor Carrier moved for the approval of the Minutes as amended; seconded by Councilor Thibodeaux.

Vote: 7/0. Councilor Gagnon abstained from the Council vote.

11. MAYOR'S REPORT

Mayor Weston listed the following events she participated in during the last couple weeks: Dover Clean-Up Day, Governor's affairs meeting hosted by the Greater Dover Chamber of Commerce, meeting with Downtown businesses being impacted by bridge construction, and several ribbon cuttings.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Shanahan.
Vote: 8/0.

12. UNFINISHED BUSINESS

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

- 1. **REPROGRAM UNEXPENDED CIP APPROPRIATIONS AND AWARD OF B17037 BIRCHWOOD AND KEATING RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 10, 2017**
Meeting Time: **7:00 pm**

**2. 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)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
City Manager Joyal discussed the following amendments to the resolution: Title of resolution to be changed to reflect "Change Order #3 and #4". Bottom of page 1: change \$121,600.00 to \$271,600.00. Page 2, in the And Further be it Resolute, change \$400,000 to \$550,000.

Councilor Shanahan moved to make those amendments to the Resolution; seconded by Councilor O'Connor.

Vote: 8/0.

Mayor Weston asked for a roll call vote on the amended Resolution.

Roll Call Vote: 8/0.

**3. DISSOLUTION OF THE SCHOOL ALTERNATIVE EDUCATION FUND INTO THE
GENERAL FUND
SPONSORED BY MAYOR WESTON BY REQUEST**

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

Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Hot Rod City**
- 2. PARADE – Dover Council #807 "Our Lady of the Rosary"**
- 3. TAG – Studio 109**
- 4. B17040 AWARD OF BID TRAFFIC CONTROL/FLAGGING SERVICES
SPONSORED BY MAYOR WESTON BY REQUEST**
- 5. B17047 AWARD OF BID PRECAST CONCRETE STRUCTURES
SPONSORED BY MAYOR WESTON BY REQUEST**
- 6. ACCEPTANCE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY, HOMELAND
SECURITY & EMERGENCY MANAGEMENT GRANT AND PURCHASE OF
SHELTER GENERATOR @ THE MCCONNELL CENTER THROUGH THE NJPA
CATERPILLAR CONTRACT
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, May 10, 2017**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Mayor Weston asked the Council if they had items they would like pulled for further discussion.
Councilor Thibodeaux pulled Item 13.A.6.
Councilor Shanahan pulled the Arts Commission Report.
Mayor Weston asked for a roll call vote on the remaining items of the Consent Calendar.
Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.6.; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/0.

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

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

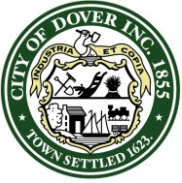
14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor spoke about the changes to the Recycling Center. He started a discussion on the Tolend Road reconstruction project that was completed a couple years ago, and how it still looks fantastic.

Deputy Mayor Carrier reminded the Council and citizens of two upcoming events: Children's Home fundraiser at Blue Latitudes, and the Seacoast Educational Endowment of Dover (SEED) Casino Night Fundraiser at Red Hook Brewery.

Mayor Weston talked about the next Art Walk, the Downtown Bridge Party, the Woodman Museum's 101st Anniversary, and the Gundalow coming to George's Marina. She said the Joint



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 10, 2017**
Meeting Time: **7:00 pm**

Fiscal Committee will be meeting on May 22, 2017, 7:00 pm, at the McConnell Center, Room 305.

Councilor Shanahan spoke about the Art Mixer at The Strand Theater.

16. ADJOURNMENT

Councilor Shanahan moved to adjourn; seconded by Councilor Ciotti.
Vote: 8/0.



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

Check(☒) the type of application:

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

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

Organization Name: Cocheco Valley Humane Society

Federal Tax ID number for Organization: 22-2561784

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) provide shelter + care for homeless animals

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

Address: 262 County Farm Rd Dover Email devdirector@cvhsonline.org

Purpose of Permit: Raise operating funds for the care of the animals

Date of Event: June 11, 2017 Specific Time: 11 am to 2 pm

Location of Event: Strafford County Complex Courthouse Lawn

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

Prize (s) To Be Awarded: 50/50 (half of the \$ raised) Basket/Item raffle

Cost of Ticket: \$1 for 1 \$5 for 6 (both) Date of Drawing: Monday June 12 10 am

Place of Drawing: Cocheco Valley Humane Society

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Deborah H. Shelton DATE: 5/4/17

(duly authorized)

PRINTED NAME: Deborah H. Shelton

Licensing Board Approval (Signature) Date: 5/9/17



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: Goodwin Community Health
Federal Tax ID number for Organization: 020304203

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Father's Day 5K

Contact Person: Travis Morin Day Time Telephone: (860) 428-3876

Address: 1038 Union Street, Manchester NH Email: Tmorin@goodwin.ch.org

Date of Event: 6/18/17 Specific Time: 9:00 AM

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

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. 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: _____

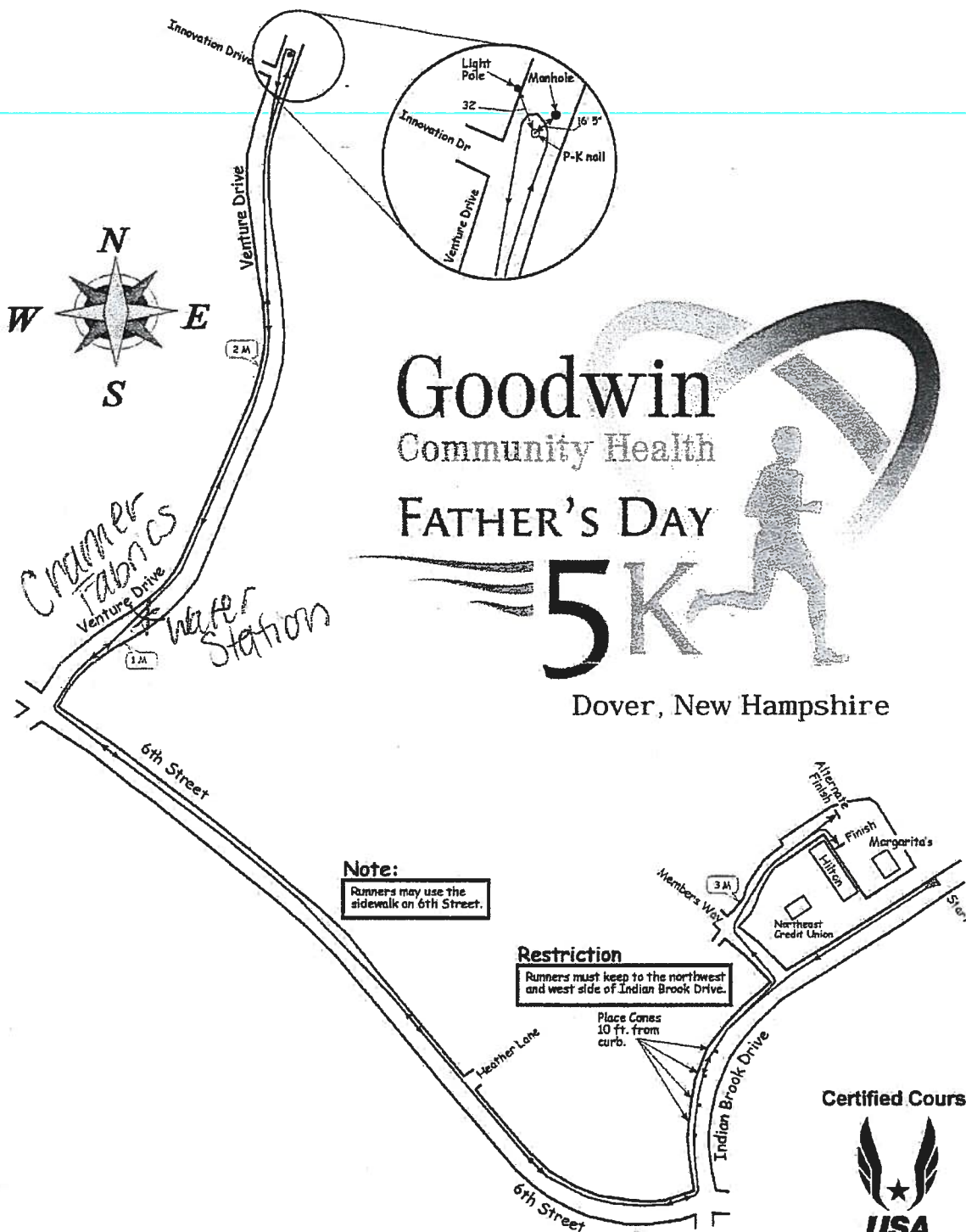
Unless expressly waived in writing by the Licensing Board, the Organization agrees to defend, indemnify, and hold harmless the City of Dover from any claims, losses, and/or damages arising out of the event, and to name the City of Dover as an additional insured on its general liability insurance policy 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: Travis Morin DATE: 4/14/17

PRINTED NAME: Travis Morin (duly authorized)

Licensing Board Approval (ARC) Date: 5/18/17



Measured May 10, 2013
by: Ron Fitzpatrick
603.731.3345
rjfitz@worldpath.net



**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: Seacoast Titans Football and Cheer

Federal Tax ID number for Organization: 02-0526109

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports ☒, Veterans____, Fraternal or Political____, Other____
(Describe) Football and Cheer

Contact Person: Kenna Johnston **Day Time Telephone:** 603-502-9021

Address: PO Box 1143 Dover, NH 03821-1143 **Email** seacoasttitanstreasurer@gmail.com

Purpose of Permit: Tagging

Date of Event: Friday Sept 22 & Saturday Sept 23, 2017 **Specific Time:** Friday 1800-2000 and Saturday 0800-1200

Location of Event: Shaws, Hannaford, Suppa's, CVS, Janetos, Kendall Pond Pizza, La Festa Pizza, Red's, Shell, Tedeschi, Circle K, Mr. Mikes, Rogers, Smiley's, Store 24, Dunkin' Donuts, Walgreens, Fiddlehead Farms, Newicks, Duston's Market, Asia, State Liquor Store, Dover Bowl — All pending approval from businesses

*******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: Kenna Johnston **DATE:** May 9, 2017

(duly authorized)

PRINTED NAME: Kenna Johnston

Licensing Board Approval [Signature] **Date:** 5/9/17



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.05.24 - 051**

Resolution Re: Acceptance of New Hampshire Department of Safety,
Homeland Security & Emergency Management COOP
Grant and Purchase of Consulting Services

WHEREAS: The City of Dover has applied for an (EMPG) Emergency Management Performance Grant through the New Hampshire Department of Safety Homeland Security and Emergency Management Division. The grant proposed, the purchase of a consultant to develop the communities (COOP) Continuity of Operations Plan; and

WHEREAS: The grant is in the amount of \$6,000.00 and requires a City's match equal or greater to that amount. The project's full cost is \$14,000. The match, in the amount of \$8,000.00 and will be a soft match of payroll costs for the meetings that will be held with all city staff and the internal work on the Fire & Rescue's division; and

WHEREAS: Request for quote Q15-015 was solicited and awarded in June 2015 to Hubbard Consulting LLC for assistance in developing a (LEOP) Local Emergency Operations Plan. The city has received a scope of work and cost to continue services in the amount of \$6,000 for further development of the (COOP); and

WHEREAS: The Department of Safety has determined that the project falls within the guidelines of the (EMPG) program but requires the acknowledgment of the full cost of the project, including the match, by the City Council before final review and presentation to the Governor and Council for approval of the award.

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

The City of Dover's City Council, in a majority vote, accepts the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$14,000.00 for the development of the communities (COOP) Continuity of Operations Plan. Furthermore, the Dover City Council acknowledges that the total cost of this project will be \$14,000.00, in which the City will be responsible for the match of \$8,000.00.

AND, FURTHER BE IT RESOLVED;

The Dover City Council authorizes the City Manager to sign all documents related to the grant.

AND, FURTHER BE IT RESOLVED;

The Purchasing Agent is hereby authorized to issue a Purchase Order to Hubbard Consulting LLC for the COOP in amount not to exceed \$6,000.00. 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
2215.1.220.42220.4339.02274.18	EMPG COOP Grant	14,000	once approved



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.05.24 - 051**

Resolution Re: Acceptance of New Hampshire Department of Safety,
Homeland Security & Emergency Management COOP
Grant and Purchase of Consulting Services

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2017.05.24 - 051**
Resolution Re: Acceptance of New Hampshire Department of Safety,
Homeland Security & Emergency Management COOP
Grant and Purchase of Consulting Services

RESOLUTION BACKGROUND MATERIAL:

This is the next step in the planning series beyond the (LEOP) Local Emergency Operations Plan. The COOP is a plan on how to move our government to a host community which will be Portsmouth (they are doing a COOP simultaneously and we would host them) in the event of a natural disaster that destroys our Government Infrastructure like a tornado that hits City Hall and the McConnell Center...or the slightly more likely scenario of a hazardous materials train derailment in the downtown where a chemical spill could cause the need to relocate for several weeks. In the case of Portsmouth moving here – a radiological release at Seabrook would trigger that move as Portsmouth is in the evacuation zone where fortunately, Dover is not.

The COOP covers things like the move away to the hosting community and the transition back after the emergency is mitigated. It like the LEOP, will involve meetings with all the department heads and associated staff to determine how to relocate Info Technology needs, Finance Department needs, etc...

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	September 2018
Recommended Award to:	Hubbard Consulting LLC	Fund:	Grant
Other Approvals Required:	Yes NH DES and Homeland Security & Emergency Management	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Grant Agreement

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name City of Dover (VC#177380-B005)		1.4. Subrecipient Tel. #/Address 603-742-4646 288 Central Ave, Dover, NH 03820	
1.5 Effective Date Business Office Approval	1.6. Account Number AU #80920000	1.7. Completion Date September 30, 2018	1.8. Grant Limitation \$6,000.00
1.9. Grant Officer for State Agency Cindy Richard, EMPG Program Manager		1.10. State Agency Telephone Number (603) 223-3627	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1		1.12. Name & Title of Subrecipient Signor 1	
Subrecipient Signature 2		Name & Title of Subrecipient Signor 2	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on _____ / _____ / _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2. Name & Title of Notary Public or Justice of the Peace _____ (Commission Expiration) _____			
1.14. State Agency Signature(s) By: _____ On: _____ / _____ / _____		1.15. Name & Title of State Agency Signor(s) Steven R. Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: _____ / _____ / _____			
1.17. Approval by Governor and Council (if applicable) By: _____ On: _____ / _____ / _____			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.

4. EFFECTIVE DATE: COMPLETION OF PROJECT.

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").

4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.

5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.

7. RECORDS and ACCOUNTS.

7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions

8. PERSONNEL.

8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. DATA: RETENTION OF DATA: ACCESS.

9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.

11. EVENT OF DEFAULT: REMEDIES.

11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and

11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and

11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Subrecipient Initials: 1.) _____ 2.) _____

3.) _____ Date: _____

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.)

2.)

3.)

Date:

EXHIBIT A

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as “the State”) is awarding the City of Dover (hereinafter referred to as “the Subrecipient”) \$6,000.00 to develop the community’s Continuity of Operations Plan (COOP).
2. “The Subrecipient” agrees to submit quarterly progress reports within fifteen (15) days after each quarter (April 15th, July 15th, October 15th, and January 15th) until all activities associated with the grant award have been completed.
3. “The Subrecipient” agrees that the project grant period ends September 30, 2018 and that a final performance and expenditure report will be sent to “the State” by October 31, 2018.
4. “The Subrecipient” agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
5. “The Subrecipient” shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, “the Subrecipient” shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.)

2.)

3.)

Date:

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$6,000.00	\$6000.00	\$12,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMB-2016-EP-00001-S01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Data Universal Numbering System (DUNS): 099359168			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$6,000.00.
- b. "The Subrecipient" shall submit invoices to "the State" with supporting documentation, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Upon review and approval of the invoices and supporting match documentation, "the State" will forward the funds to "the Subrecipient". "The Subrecipient" shall expend the grant funds within thirty (30) days and provide proof of this to "the State" within forty-five (45) days.

Subrecipient Initials: 1.)

2.)

3.)

Date:

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to “the Subrecipient” must be returned to “the State” if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to “the Subrecipient” must be expended within thirty (30) days of receiving the advanced funds.
4. “The Subrecipient” will be required to provide the completed plan electronically (via email, CD or thumb drive) to the EMPG Program Manager at the completion of the project.
5. “The Subrecipient” agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period “the Subrecipient” will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to “the State”.

Additionally, “the Subrecipient” has or will notify their auditor of the above requirements prior to performance of the audit. “The Subrecipient” will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. “The Subrecipient” will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. “The Subrecipient” will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) 2.) 3.) Date:



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Robert L. Quinn, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



May 8, 2017

Chief Eric Hagman, Director
Dover Emergency Management
Dover Fire Department
262 Sixth Street
Dover, NH 03820

Dear Chief Hagman,

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on March 21, 2017 for the Continuity of Operation Plan Development Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- Once the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need *meeting minutes showing that your governing body have accepted the terms of the grant*. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. ***Please keep this for your records.***

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Field Representative, Shawna-Leigh Morton.

Thank you for your interest in the EMPG Program!

Sincerely,

Liz Lufkin
EMPG Program Coordinator

Enclosures

cc: (w/o enclosures), Shawna-Leigh Morton, Sr. Field Representative

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Emergency Management Performance Grant (EMPG)

Applicant: Dover Grant Amount: \$6,000.00

Project: Continuity of Operation Plan Development

All steps below are required to be completed in their entirety.

If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by June 8, 2017 to:
NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- ☐ Block 1.11 – Subrecipient Signatures
Have a **majority** of the Select Board or City Council sign in blocks 1.11
- ☐ Block 1.12 – Name & Title of Subrecipient Signor
Print names and titles of the signors
- ☐ Initial and date **each page of the Grant Agreement**
- ☐ Initial and date **Exhibit A, B and C.**

Notary Public or Justice of the Peace complete the following:

- ☐ Block 1.13 – Fill in County and Date
- ☐ Block 1.13.1 – Signature of Notary Public or Justice of the Peace, with seal.
- ☐ Block 1.13.2 – Name and Title of Notary Public or Justice of the Peace, with expiration date

Additional Required Documents

- ☐ Meeting Minutes- ****See SAMPLE MEETING MINUTES****
Minutes of the meeting documenting that the community/agency's GOVERNING AUTHORITY accepted/approved the EMPG grant agreement. Ensure the minutes state **the community/agency is accepting the grant agreement terms as presented.** Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.
The minutes should also include:
 - ☐ What the grant is for
 - ☐ Total project cost
 - ☐ Amount of local match (50%)
- ☐ Certificate of Vote/Authority for Signature
Only required if ONE person and not the majority of board/council signs the grant agreement. See enclosed document for guidance.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2017.05.24 – 052**
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 @ \$103,648.60 (3% increase), FY19 @ \$106,758.10 (3% increase) and FY20 @ \$109,960.80 (3% increase) plus mileage; 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.5.

Resolution Number: **R – 2017.05.24 – 052**
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.5.

Resolution Number: **R – 2017.05.24 – 052**
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.A.6.

Resolution Number: **R - 2017.05.24 – 053**

Resolution Re: Trojan UV3000 Plus Lamps and Sleeves

WHEREAS: In 2005 an Ultra Violet Disinfection system was installed at the Waste Water Treatment Plant costing \$671,500. When the Trojan UV3000 Plus lamps reach the 12,000 hours of use they need replacement; and

WHEREAS: Trojan Technologies provided an Equipment Performance Guarantee stating the system will meet the required level of germicidal output provided that said system is operated and maintained in accordance with the Operations and Maintenance Manual and recommendations made by Trojan Technologies; and

WHEREAS: The Mayer Corporation is currently offering pricing for thirty-two (32) Trojan UV3000+ lamps, 4 pack at \$901.02 each pack for a total cost of \$28,832.64 plus sixty-six (66) Trojan 4 pack Quartz Sleeves at \$315.31 per pack for total cost of \$20,810.46. Estimated shipping is \$356.90 bringing total cost not to exceed \$50,000.00.

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

City council may waive the bidding process per 3-36 B “The competitive bid procedure may be waived by a majority vote of the city council”.

The Purchasing Agent is hereby authorized to issue a Purchase Order to The Maher Corp. of Medford, MA for Trojan UV3000+ lamps and sleeves given the unit price listed above.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43256.4652.00000.00	Maint. Supplies Impr o/t Bldgs	109,091	56,155

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2017.05.24 – 053**

Resolution Re: Trojan UV3000 Plus Lamps and Sleeves

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2017.05.24 – 053**

Resolution Re: Trojan UV3000 Plus Lamps and Sleeves

RESOLUTION BACKGROUND MATERIAL:

A Trojan UV3000 Plus is in operation at the Waste Water Treatment Plant. When installed, Trojan Technologies provided an Equipment Performance Guarantee stating the system will meet the required level of germicidal output provided that said system is operated and maintained in accordance with the O & M Manual and recommendations made by Trojan Technologies. They also provide the City of Dover free access to 24/7 technical support and a free recycling program for expired lamps.

In order to maintain this guarantee and services the following conditions must be met:

- The Trojan system must be operated and maintained in accordance with the O&M manual, including prescribed regular maintenance.
- Only Trojan approved and validated replacement parts are used in system.
- Technical field service for system is supervised or provided by Trojan Certified Service Technician.

Failure to use Trojan replacement parts voids the warranty and technical support could be refused until conditions are met.

Bid Information:

On November 29, 2006, bid #B07024 was issued requesting pricing and availability of the Trojan UV3000+ Series. Three responses were received with The Maher Corp. quoting validated components and two vendors that did not.

Purchasing Information:

Type:	Purchase Order	Advertised:	na
Invitations Mailed:	na	Number of Responses:	na
Warranty:	12,000 hours	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	2017 calendar year
Prices will hold for:	June 30, 2017	Estimated Delivery:	2 weeks
Recommended Award to:	The Maher Corporation	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase amount exceeds the \$25,000 amount requiring Council approval



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.05.24 – 054**

Resolution Re: **Formation of Dover's 400th Anniversary Committee**

- WHEREAS: 2023 will mark the 400th anniversary of settling of Dover - the 7th oldest settlement in the United States and the oldest settlement in New Hampshire; and
- WHEREAS: The City of Dover will be holding a year-long celebration in 2023 to mark this important milestone; and
- WHEREAS: The anticipated celebration requires the commitment of the City in order to provide its residents and visitors with organized events and accurate historical representations; and
- WHEREAS: A committee of residents and community leaders should spearhead celebration planning and organizing; and
- WHEREAS: Pursuant to Dover Code 5-1.J. an ad-hoc committee of at least 7 members and no more than 17 members, to be called the "Dover's 400th Anniversary Committee," should be formed to plan and organize the 400th anniversary celebration, including, but not limited to, fundraising, budget planning/oversight, and event planning/coordination.

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

Pursuant to Dover Code 5-1.J. an ad-hoc committee of at least 7 members and no more than 17 members, to be called the "Dover's 400th Anniversary Committee," is formed to plan and organize the 400th celebration, including, but not limited to, fundraising, budget planning/oversight, and event planning/coordination.

AND, FURTHER BE IT RESOLVED THAT:

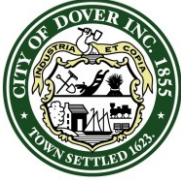
The Committee members shall be appointed by the Mayor, subject to the review of the Appointments Committee and the approval of the City Council.

AND, FURTHER BE IT RESOLVED THAT:

The Committee shall consist of: one (1) City Councilor as an ex officio member; one (1) current student from Dover High School; one (1) member recommended by the Dover Chamber of Commerce; one (1) member recommended by Dover Main Street; and three (3) Dover residents. Additional members may include Dover residents and/or representatives from local civic and/or faith organizations. The City Manager may designate staff liaison(s) to the Committee.

AND, FURTHER BE IT RESOLVED THAT:

The Committee shall elect a Chair and Vice-Chair from its membership; 4 members of the Committee or a simple majority of the currently appointed members, whichever is greater, shall constitute a quorum; the Committee shall determine an appropriate meeting schedule.

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.7.	
Resolution Number: R – 2017.05.24 – 054 Resolution Re: Formation of Dover’s 400th Anniversary Committee		

AND, FURTHER BE IT RESOLVED THAT:

The Committee shall wind up its business and lapse on March 31, 2024, unless earlier extended or terminated by the City Council.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by: Mayor Karen Weston By request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop General Legal Counsel	
Recorded by:	Karen Lavertu City Clerk	

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

2023 will mark the 400th anniversary of settling of Dover - the 7th settlement in the colonies and the first settlement in New Hampshire; and is a significant community milestone to be celebrated.