



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 26, 2017**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
- 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. June 28, 2017 – Non-Public Session**
 - B. July 12, 2017 – Reconvened Non-Public Session**
 - C. July 12, 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 – Annunciation Greek Orthodox Church**
 - 2. RAFFLE – Annunciation Greek Orthodox Church (50/50)**
 - 3. ROAD RACE – Dover Turkey Trot**
 - 4. TAG – Dover Little Green Cheerleading**
 - 5. TAG – Dover Youth Football**



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- 6. B16013B DESIGN BUILD OF CUSTOMER SERVICE CENTER ADDITIONAL SCOPE OF WORK - CHANGE ORDER #1**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. B16073 CENTRAL AVE BRIDGE REPAIRS CHANGE ORDER #5**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B17057 CONSTRUCTION OF PUBLIC SAFETY RADIO AND MICROWAVE TOWERS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. B17068 MOBILE DIGITAL RADIOS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. PURCHASE OF PUBLIC SAFETY COMMUNICATION EQUIPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. B17073 HOUSEHOLD HAZARDOUS WASTE CLEAN UP DAY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. B17076 PURCHASE OF FORD EDGE**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 12. Pool Advisory Committee |
| 2. Planning Board | 13. Recreation Advisory Board |
| 3. Appointments Committee | 14. Solid Waste Advisory Commission |
| 4. Arena Commission | 15. Transportation Advisory Commission |
| 5. Arts Commission | 16. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 6. Energy Commission | 17. Joint Building Committee – Garrison Elementary School |
| 7. Legislative Liaison | 18. Dover Main Street |
| 8. Library Board of Trustees | 19. Dover's 400 th Anniversary Committee |
| 9. McConnell Center Advisory Committee | |
| 10. Ordinance Committee | |
| 11. Parking Commission | |

B. RESOLUTIONS

- 1. VETERANS MEMORIAL BRICK DONOR PROGRAM**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. APPROVAL OF LICENSE AGREEMENT AND GRANT OF LICENSE BETWEEN CITY OF DOVER AND OKAD OF DOVER, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST



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3. ELECTION TO FILL VACANCY OF NEW HAMPSHIRE DISTRICT 13 (DOVER WARD 1) REPRESENTATIVE

SPONSORED BY MAYOR WESTON

4. DIRECTOR OF ECONOMIC DEVELOPMENT EMPLOYMENT AGREEMENT

SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

City of Dover

City Manager's Report

July 26, 2017



Adventure Playground

Michael Gillis



Reporting on June, 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



John Storer
Community Services
Director



Denotes new or improved services



Denotes Great News!

1

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

Common Abbreviations:

ACO = Animal Control Officer

MSRO = Middle School Resource Officer

HSRO = High School Resource Officer

DHARO = Dover Housing Authority Resource Officer

POP – Problem Oriented Policing

SIB – Special Investigations Bureau

DPL = Dover Public Library

Customer-Focused Outcomes

The Assistant City Manager attended the June 20th Parking Commission meeting to update the Commission on developments on Third, First and Washington Streets. The Board has been asked to be kept in the loop relative to parking and the impact development will have on downtown growth.

183 new library patron registered in June!

June library circulation totaled 25,042 items. (12,739 adult; 9,657 children's, 1885 audiobooks & eBooks downloaded, and 761 Hoopla media items downloaded).

Total active library cardholders 16,544. 23 of these new patrons were non-resident Dover workers or students (now 280 in that category).

Museum passes were borrowed from the library 125 times!

1,782 people attended, or registered for, 44 free programs at the library during June, including 670 patrons in the three Summer Reading Programs for children, teens and adults.

The library executed 21 U.S. passports.

The circulation desks filled 1,375 patron hold requests.

Responsiveness & Measurables

Registrations were ongoing for Rec summer programs, including theater and summer camps. On-Track accepted more registrations and continued practices. The regional meet was held on Saturday, June 17th at the Spaulding High School track. The state meet was held on Friday, June 23rd in Pelham. Playgrounds continued to accept registrations and began on June 26th. The program will continue for 7 weeks, and includes activities at the playgrounds, transportation to the Jenny Thompson Pool, and weekly field trips. Fun on Stage is a theater and music camp that was held June 26th to 30th at the City Hall Auditorium. The program filled quickly but the instructor was able to add some from the waitlist. Music Theater will begin on July 10th for the older kids and is currently full. Adult fitness classes continued with Interval Toning beginning an early morning summer session on Tuesdays & Thursdays at 7:30am. Zumba® continued with new sessions beginning in June.

The Jenny Thompson Pool opened to the public on June 19th and has been very busy with camps such as Berwick Academy, St. Mary's, Tri-Star, Kittery Recreation, Eliot Recreation as well as the City of Dover summer camps. The Indoor Pool started their sessions of swim lessons on June 26th, Swim lessons are 95% full. Swim teams such as Seacoast Swimming, Oyster River, Exeter Swim Team and Cannonball Swim have been taking advantage of both facilities and practicing on a regular basis. The Jenny Thompson Outdoor Pool hosts between 150 and 300 rec swimmers per day with an additional 20-30 coming to swim laps. The Indoor Pool has held the usual 75 lap swimmers as well per day. Hydrofitness has continued for the summer and regularly has about 10-15 participants. During the month of June, the Jenny Thompson pool hosted two weekend long swim meets that were well attended and ran very smoothly. Birthday Parties: 3

During the month of June the Arena is closed to ice skating for the annual maintenance program. All of the mechanical systems are prepared for the next season; two new hot water heaters; locker rooms and common areas are thoroughly cleaned and painted. Summer program sign ups have started and on July 5th and will open to the public for a new summer season of adult and youth hockey, skating programs and summer hockey camps. The Foster Arena continues with off ice activities and events. Camp Kool is full and operates Monday through Friday. Camp Kool utilizes the Foster Arena, Jenny Thompson Pool and surrounding grassy areas for a variety of kids summer camp activities. Roller Derby continues throughout the summer with practices and bouts. Roller derby kicked off the season with a scrimmage on Saturday, June 24th. They have started a junior league as well this season. Their next bout is Saturday, July 22, 2017.

Planning and Community Development staff continued to interact with Sebago Technics, an engineering firm, reviewing the traffic and congestion on NH Route 108 between Stark Avenue and Mast Road. This stretch of road includes the Middle and High schools as well as the Back River Road intersection. Sebago is working with data provided by the School Department as well as various City Departments to review improvements that might be possible along the stretch of road. The recommendations include removing traffic lights at Mill Street and Back River Road and replacing them with roundabouts. In addition, Daley Drive would be an entrance only, with all existing traffic heading to Alumni Drive. At Alumni and Durham Road, Sebago is recommending a roundabout. These recommendations were reviewed by the DHS JBC in May. The JBC suggested some changes and those were reviewed and updated in June, by Sebago.

During the month of June, the Utilities crew responded to one service leak which was located on Central Avenue. This was a pinhole leak in the copper piping next to the curb stop. The copper piping was not bedded in sand which made it very difficult to excavate. Crews had to use the sewer jet to assist with removing ledge rock. Two Heavy Equipment Operators, one Maintenance Mechanic and three Truck Drivers replaced the copper line from the water main to the curb stop.



The Utilities crew began laying the 8" water main from the Spaulding Turnpike easement to the dead end hydrant on Pineview Drive. This will complete the looping of the Homestead Lane, Pineview Drive, Pearson Drive and Belanger Drive. The looping will provide better water quality by eliminating the dead end water lines.

Dover Mounted Patrol handled:

54 public assists
31 parking assists
22 assists to community action/homeless

40 new patrons registered for downloadable library audiobooks/ eBooks (total = 4,614) and 27 registered for Hoopla (total = 917).

Internet and PC uses by the public totaled 1,233 on library workstations, plus 3,504 via Wi-Fi, plus 86 Chromebook loans. Early Literacy Station was used 312 times by children. Average Internet use per day was 182.

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

15,096 people visited the library during June, an average of 581 per day (open 26 days).

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 202 volumes to other libraries and borrowed 77 from other libraries for DPL patrons.

★ The library is partnering with the "Grab and Go" program, a summer version of "End 68 Hours of Hunger" for children and teens. Bags of healthy food and staples are delivered to the library each Thursday and are distributed to patrons as needed.

Through our shared Dovernet Library System, DPL made 30 loans to Dover schools and borrowed 139 items from the schools. All DHS Required Reading books were borrowed for the summer on temporary loan from the high school library.

The Facilities, Grounds & Cemeteries handled 4 service calls and 201 work orders. In Pine Hill Cemetery, employees attended 2 full and 6 ash burials. Three markers were set and Pine Hill Cemetery was cleared of all non-conforming decorations starting 10 days after Memorial Day.

44 June programs were attended by 1,782 people: 6 story times 138; 2 craft sessions 464; 2 movies 43; 4 Lego Saturdays 43; Langdon Place visit 4; Game Night 12; 2 Music with benji 155; 3 Technology classes 12; 2 Book groups 21; Teen advisory board 4; 2 Seymour Osman Community Center visits 81; Paws to Read 10; 2 Dover walking tours 30; Essential Oils 23; Knitting group 8; Teen Escape Room program 10; 1 Dover history talk 20; Trace your House History talk 50; Children's kickoff block party 120; Captain Underpants party 82; Jungle Jim 115; Book Buffet 4; Public Works visit 45; Declutter 65; 3 Book-A-Librarian appointments.

Inspections - Life Safety	97
Inspections - Business	21
Inspections - Sprinkler/Alarm	41
Inspections - Building	146
Inspections - Electrical	210
Inspections - Plumbing/Mechanical	268
Inspections - Blasting	00
Inspections - Health	48
Inspections - School / Daycare	6
Inspections - Oil Burner	01
Inspections - Woodstove/Fireplace	00
Permits Issued - Blasting	00
Permits Issued - Building	52
Permits Issued - Certificate of Occupancy	11
Total for December	901

As for Inspection Services, inspection requests were well above average, up by approximately 55% over the last month. Inspection Services had a total count for inspections conducted and permits issued in June at 901.

Emergency Management Communications

Radio Transmissions
12,149

Phone Calls
7,688

911 calls received
382

Assisted people in the lobby
354

Police Alarms Received
76

Police Alarms Cancelled
prior to arrival
18

Fifty-three work requests dealing with various grounds or public area issues were handled by Facilities, Grounds and Cemeteries employees in the month of June. Shaw's Lane soccer fields were lined for games, as was Woodman Park ball field. The tank on River Street for the Great Bay Rowing Club was filled. Graffiti on the Garrison Hill Tower was covered up again, for the second month in a row. The whiskey barrels, freshly planted flowers and trees were watered through the month as needed. Facilities & Grounds employees assisted the other Community Service employees - who have worked so hard in bring the Henry Law Park project to life - with applying the finishing touches by planting numerous plants and vegetation in the new park. Sadly, after the grand opening someone had tried to break in to the Gundalow and repairs were made to further secure the craft.

Some preparations were made to assist with the fireworks for Fourth of July. Multiple areas were weeded around the downtown area and many still need attention. The school zone lights were turned off for the summer. Employees installed protective lexan in frames over the beautiful murals recently installed in the parking garage.

The American Legion has approached cemetery personnel about installing a flag pole in the original Veterans Memorial Lot in Section 3. Plans are moving forward for the flag pole to be installed prior to Veterans Day in November.

One yellow, one red and two green lenses were replaced, and nine traffic signal complaints were investigated. One post had been damaged in by a motor vehicle and thunder storms had created other issues because of power surges due to possible strikes. Filters were changed in the signal control boxes.

Sgt. Speidel performed 6 child passenger seat inspections during the month of June.

Eighteen work orders regarding tree issues were addressed and resulted in three trees being removed at this time. One tree had fallen in Park St Park and another adjoin leader was removed by Urban Tree so as not to endanger a nearby home. Several complaints regarding tree branches needing to be cut up prior to removal were handled. Eleven requests to remove vegetation to increase visibility of site distances or signage were resolved. Trees and vegetation around the edges of the skateboard park were pruned and cut back. Employees assisted the Public Works division by pruning or skirting trees on Forest Street so paving equipment can pass safely below.

Thirteen parking signs were installed or moved, as were two meters. Fourteen other signs were re-installed or repaired. Signs were removed from the Third Street parking lot as a good portion of that lot is being developed. Two keys were issued. Mower maintenance continued with oil changes and minor items being repaired as needed.

Thirty-eight work orders dealt with building issues such as leaking toilets, recalcitrant door closers, moving items or delivering supplies to different locations. Employees continued removing items from the ground floor of City Hall as renovations continue. Ten work orders involved delivery of supplies and five pertained to items being moved to recycling from various departments. Filters were changed in the Public Works Facility and air conditioners were installed for the summer at the Library.

During the month of June 2017, there were two 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.

During the month of June, Sergeant Pettingill assisted the Dover Housing Liaison Officer, Officer Plummer, with the arrests of eight individuals for criminal trespass related to Dover Housing Authority Properties.

MSRO Pieniazek assisted with traffic outside of the school at the beginning and at the end of the school day. There has been a continuous need for Officer Pieniazek to help direct the various vehicles coming in front of the school for safety purposes.

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

On June 13, the Oasis program took a field trip to Hilltop Fun Center in Somersworth, NH. Officer Pieniazek assisted by obtaining a police department van and transporting them to and from the location which helped make the trip possible because there was no transportation cost.

On June 14, Officer Pieniazek, along with Vicki Hebert from the Dover Coalition for Youth, put on a presentation to 8th grade students on opioids. This presentation included a PowerPoint as well as a recovery speaker, who detailed their story and stayed to answer various questions the students may have.

"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: 166

Priority 2: 102

Priority 3: 570

Priority 4: 640

Priority 5: 1,115

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

Total of Animal Calls for Service: 102

Police handled 47

Dispatch handled 18

Animal Control Officer handled 37

Breakdown for Officers

Welfare Checks	18
Found Animals	06
Loose Animals	14
Dog Bite	01
Deceased Cats	03
Hit Deer	02
Barking Dogs	03

Breakdown for Dispatch

Lost Animals	09
Loose Animals	01
Found Animals	01
Deceased Raccoon	01
Barking Dog	01
Cancelled Welfare	05

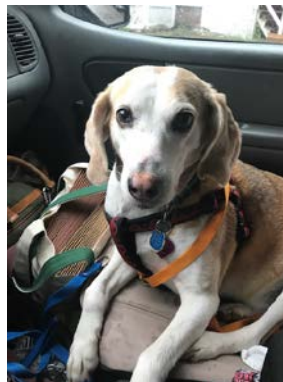
Breakdown for ACO

Welfare Check	18
Loose Animals	10
Found Animals	04
Dog Bites	01
Lost Cats	01
Dog Bites	02
Dog Excrement	01

The ACO received 62 voicemail messages in which she returned those calls. She also followed up on thirteen reports originally handled by police officers.

The ACO transported a baby raccoon to a wildlife rehabilitator who specializes in the species.

The ACO handled multiple calls regarding dogs being in cars on a hot day. Thankfully, these dogs were okay but the ACO educated the owners on the dangers of leaving their dog in a hot car.



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The 74th annual New Hampshire Soap Box Derby was held on Sunday, June 4. Dover hosts the New Hampshire state championship for the gravity-powered racers, open to boys and girls between the ages of 8 and 17. The winners of each division represent the state in the All-American Soap Box Derby in Akron, Ohio. In its present location, the event involves a closure of Broadway between Oak and Hill Streets. Sgt. Speidel coordinated the traffic detour plan for this event and worked closely with organizers to ensure that affected residents and merchants were notified.

Sgt. Speidel coordinated all traffic control particulars for the eighth annual Avis Goodwin Father's Day 5K Road Race at Margaritas on June 18. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters.

The Speed Alert radar awareness trailer was deployed in several different locations during the month of June, including Littleworth Road, Dover Point Road, Tolend Road, Piscataqua Road, Watson Road, Mast Road, and Old Rochester Road.

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.*

Sgt. Speidel worked closely with SUR Corporation to coordinate the closure of the Silver Street roundabout at Silver Square during the overnight hours of June 22. Because of the tight radius of the roundabout, a full closure was required to complete the final coat of paving. This required coordination with New Hampshire State Police and the NH Department of Transportation to close the affected exit ramps of the Spaulding Turnpike. The Police Department's inventory of traffic signs was used to facilitate the detours.

The Police Department performed a series of grant-funded patrols while participating in a statewide initiative entitled "Join the NH Clique", modeled after the national "Click It or Ticket" program. In the month of June, Dover officers performed stationary patrols in the areas of Bellamy and Durham Roads. These were intended to emphasize appropriate seat belt use for those traveling in the area of the Dover Middle and High Schools.

The Dover Police Department performed 49 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of June, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, are funded with a federal grant through the Office of Highway Safety which is effective through September 2017. Dover Police made a total of 8 DWI arrests during the month of June.

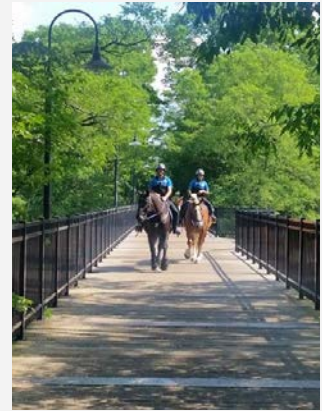
On June 30, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during peak commuting hours under the Dover Police Department "Sustained Traffic Enforcement Program" (STEP) grant which provides federal funding to reimburse the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date included Middle Road, Tolend and Watson Roads.

Pictured right, a still photo of some of the footage of an upcoming video production promoting the Community Trail.

During the month of June, 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.

The Mounted Unit attended the monthly Community Trail meeting in June. Officer Caproni is working with the board to identify areas that need attention by different volunteer groups. The community trail is one of patrol areas that the mounted unit is responsible for. The mounted officers attempt to be involved in any issues or concerns that residents along the trail have and attempt to quickly resolve the issues to help promote a positive image of the Dover Community Trail. The continuing concern is trash and placing cameras on certain sections of the trail. Additionally, the Mounted Unit participated in a video describing the community trail that will air on Channel 22 in the near future.

June was a busy month for the mounted unit. People started to spend more time outdoors with the increasingly nice weather and the newly opened Henry Law Park playground. The playground has kept the horses and officers especially busy. In the days since the playground opened, the officers from the Mounted Patrol have met hundreds of visitors.



Left, Officers Caproni and Murch attend the Grand Opening for the new playground at Henry Law Park.

During the month of June 2017, 16 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.

SIB detectives investigated after a stolen vehicle was discovered in Dover. This led to the arrest of a Dover man on a felony level charge of Receiving Stolen Property in June 2017.

SIB detectives investigated after a Dover man reported being robbed in the downtown area. The investigation revealed the man fabricated the event, and he was arrested in June 2017 on the charge of False Report, a misdemeanor.

SIB detectives investigated after a convenience store was burglarized. The investigation led to the arrest of two juveniles.

SIB detectives and Crime Scene Unit officers investigated the report of a child being sexually assaulted. As a result of the investigation, a Somersworth man was arrested on the charge of Aggravated Felonious Sexual Assault, a felony.

The Mounted Unit works closely with Community Action Partnership of Strafford County Homeless Liaison, Alix Campbell to help get the homeless individuals the services that they need. The officers simply contact Alix with a request or an introduction to an individual they encounter during their patrol and she is able to steer them in the direction for the assistance they need to get off the street. The Mounted Patrol makes frequent checks in areas where the homeless tend to shelter.

On an ongoing basis, Officer Khalsa continues fostering community outreach by approaching local businesses, associations and persons and informing them of the POP Unit mission and services. Officer Khalsa has also made continuous checks of places with known activity such as St. Charles Cemetery, the Community Trail, Transportation Center, and the Dover Public Library to maintain a deterrent presence. Officer Khalsa has also been paying particular attention to Henry Law Park and other hot spots of activity.

Officer Khalsa met with the owner of Fury's Publiick House and residents and management of the Chinburg Properties apartments on Main Street. There were several complaints about noise coming from the bar. Officer Khalsa monitored the noise and met with all parties in an effort to find a solution. All parties agreed to be considerate of each other as much as they could.

Officer Khalsa worked with Sergeant Pettingill, Officer Plummer, and Strafford County Drug Task Force and to effect numerous outstanding warrant arrests in the Dover Housing Authority.

Officer Khalsa has identified several areas known to be vandalized with graffiti. He continues to track the type of graffiti and at what location for future reference and prevention. The graffiti tracking is part of a larger prevention program geared towards reducing some of the summertime type quality of life issues in the city. His efforts also include contacting the owners of the properties in order to have the graffiti cleaned up as soon as possible.

	Graffiti has been assigned specifically to Officer Khalsa and is only one prong of a several prong strategy of the Community Response and Enforcement Unit. The other prongs include homelessness and neighborhood watch type programs. Officer Khalsa has tracked 2 Dover Street for over several months now and it is clear that progress has been made. There was one notable disturbance that took place in June and Officer Khalsa immediately spoke with management about the matter. Management was able to navigate the issue without police help and started the eviction process for one of the involved parties in that particular disturbance. Over the past 6 months, there has been a 43% decrease in the number of police responses to 2 Dover Street. More significant however is the lack of violence, drugs and vagrancy	reports during the second six month block of time. Officer Khalsa has begun to monitor activity in the Dover Skate Park and Henry Law Park with the upcoming summer activities. To accommodate the need for additional customer parking in the Kirkland Street/Central Avenue area due to two new businesses opening (Wing Itz restaurant and Stronghold barbershop/arcade), the Parking Commission voted to recommend that the metered parking program be extended in the area. They recommended that Kirkland Street, from Central Avenue to the intersection of Academy Street, and Central Avenue from Kirkland Street to the front of Central Falls Realty be metered with a three hour limit. This recommendation will be brought to City Council for consideration.	At the request of the Parking Commission, the city will be returning parking spaces to a handful of roads where the city had created parking bays over the past several years. Parking bays are one long parking area where individual spaces are not marked. Examples can be seen in front of the Noggin Factory on Washington Street and on Central Avenue from Washington Street to Kirkland. The initial theory of using parking bays was that drivers would voluntarily make more efficient use of parking areas by parking closer to each other based on the actual size of their vehicle as opposed to the space used when parking in individually marked parking spaces. However, comments received from merchants in those areas combined with observations of the Parking Bureau staff and parking industry reports reflected that the theory did not match the actual use.
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Also during the month, SIB detectives investigated four untimely deaths in Dover and they completed a background investigation for a dispatcher applicant.

During the month of June 2017, the Dover Police Department responded to 2,593 incidents throughout the city. Police officers made a total of 1,115 motor vehicle stops during which they issued a warning or a summons.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month June:

Seacoast Grower's Association / Chamber of Commerce Farmer's Market June 7, 14, 21, 28
American Cancer Society Relay for Life Road Toll fundraiser, June 10
Dover High School athletic events, weeks of June 5 and 12
Paintworks and Hot Rod City open house event, Oak Street, June 3
Dover Adventure Playground at Henry Law Park grand opening, June 24

June was a slightly above average month, for Fire and Rescue with 474 calls for service which is approximately 16 responses per day helping Dover citizens. 16 of the calls for service were for fires, 293 were for medical emergencies, 25 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 65 were either false or good intent in nature, with the remaining 75 being for non-emergent requests. Of the emergencies, there were 133 times where simultaneous emergencies were occurring with 25 of those times where 3 or more emergencies were occurring at the same time. The busiest day in June for Fire & Rescue was Sunday, June 18th with 22 requests for service while the slowest day of the month was June 6th with only 7 calls for service.

Sargent Corporation, the City's general contractor for the Keating/Birchwood/Renaud neighborhood reconstruction project, performed drainage and sewer upgrades that required the full closure of Central Avenue at its intersection with Birchwood Place. These closures were arranged for the overnight hours of June 19 and 20. Sergeant Speidel worked closely with the contractors and Engineering Department to develop a traffic control plan for this closure.



Total Permits Issued: June 2017

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-143	BRADFORD DAWN REAL ESTA	383	SIXTH STREET	CONST. A FNDTION FOR NEW DAYCARE 17-1	D		16F	17000	195
17-038	AT&T	7	ABBAY SAWYER MEMORIAL DRIVE	SWAP RADIO HEADS ON ANTENNAS FO	C	28	32	8000	105
17-072	PLANET FITNESS - R.J. KARWO	898	CENTRAL AVENUE	INTERIOR RENOVATIONS	C	38	23-B	750000	7525
17-156	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	LAB AREA RENOVATIONS	C	37	1	86500	890
17-160	LAFRANCE PROPERTIES	21	MEMBERS WAY	CONST. A PERGOLA	C	D	18-1	7500	105
17-202	DOUBLE DIAMOND HOLDINGS	279	LOCUST STREET	INT. RENO. OF STE # 201, 2ND FLR FOR	C	15	21-22	95000	975
17-223	OPTIMA BANK & TRUST COM	920	CENTRAL AVENUE	DEMO. OF EXISTING COMMERCIAL	C	38	17	40500	50
17-225	BRADFORD DAWN LLC	383	SIXTH STREET	CONST. A 6000 SQ FT BLDG, EXTERIOR	C	D	16F	300000	3025
17-236	LCB SENIOR LIVING	100	STERLING WAY	ERECT AN EVENT TENT	C	11	2-5	1000	35
17-066	CHANGING PLACES, LLC	5	WINTERBERRY DRIVE	CONST. A SFD W/UNFN SHD BSMT & AT	R	N	8-1	337630	3402
17-103	RIGA	46	STOCKLAN CIRCLE	FINISH LOWER LEVEL FOR ADD.'L LIVIN R	G		24J16	20000	225
17-122	BAUMAN	12	BIRCHWOOD PLACE	DEMO A DETACHED GARAGE	R	17	65-A	1800	50
17-136	KURSHINSKY	350	LONG HILL ROAD	const. a 3 car detached garage	R	A	40-E	46000	485
17-151	SLAINTE DEVELOPMENT, LLC	20	PICNIC ROCK DRIVE	CONST. A SFD W/ATT. GARAGE	R	16	207	176250	1785
17-162	DIPIRRO	20-22	HOUGH STREET	CONSTRUCT A PORCH & DECK	R	30	106	3000	55
17-163	STABILE HOMES @ POINTE PL	37	SIERRA HILL DRIVE	CONST. A SFD W/UNFN SHD BSMNT & A	R	K	19-3-1	225000	2275
17-164	STABILE HOMES @ POINTE PL	38	SIERRA HILL DRIVE	CONST. A SFD W/UNFN SHD BSEMT & A	R	K	19-3-2	220000	2225
17-165	1110 SLAMON FALLS ROAD, L	21	CAMPFIRE DRIVE	CONST. A SFD W/UNFN SHD BSMNT & A	R	C	50A-1	225000	2275
17-166	LACY	254	TOLEND ROAD	RPLCMNT OF 16 WINDOWS & 1 PATIO D	R	F	5	32997	355
17-168	SMUTTY NOSE PROPERTIES, L	3	FOLSOM STREET	INT. REPAIRS & INSTALL NEW CABINET	R	1	77	30000	325
17-169	AUBE	7	HANCOCK STREET	INT. RENOVATIONS/ALTERATIONS	R	26	27	14000	165
17-170	DUFFY	70-72	CENTRAL AVENUE	DEMO. 4 SEASON PORCH & REMOVAL	R	15	75	1000	50

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-173	HAAS	138	DOVER POINT ROAD	CONST. A 1-STORY ADD. W/GARAGE UN	R	M	65	224000	2265
17-174	FITZPATRICK	28	PARSONS LANE	CONST. A DECK	R	A	36-1	7840	105
17-177	HOLDEN	8	ISAAC LUCAS CIRCLE	INSTALL AN INGROUND SWIMMING PO	R	M	90A1	40000	425
17-182	LANDRY	3	BROOKLINE AVENUE	REPLACING TWO BDRM WINDOWS	R	33	92-0	1000	35
17-184	STABILE HOMES @ POINTE PL	39	SIERRA HILL DRIVE	CONST. A SFD W/UNFN SHD BSMNT & A	R	K	19-2-1	220000	2225
17-185	PECK	15	MIDDLEBROOK ROAD	REPLACE TWO EXT. WINDOWS	R	K	15-K	3400	59
17-186	PROFERO MGT & HOLDING, INC.	61	RUTLAND STREET	DEMO MULTI FAMILY DWELLING	R	13	24	12500	50
17-188	MACKENZIE	53	OAK STREET	FINISH 2ND FLR	R	27	270	35000	375
17-189	KAHN	82	MOUNT VERNON STREET	TADD A BATHROOM	R	29	88	6400	89
17-191	BIGELOW	149	TOLEND ROAD	INT. RENOVATIONS	R	E	54-A	45000	475
17-192	INDIAN RIDGE @ DOVER LLC	200	EMERALD LANE	CONST. A SFD W/UNFN SHD BSMNT & A	R	F	15-33	195570	1980
17-193	INDIAN RIDGE @ DOVER, LLC	133	EMERALD LANE	CONST. SFD W/UNFN SHD BSMNT & ATT	R	F	15-22	202700	2052
17-196	JOY	95	BELKNAP STREET	INSTALL AN ABOVE GROUND SWIMMIN	R	12	118	8000	105
17-198	MORGAN	5	NUTE ROAD	RENOVATE EXISTING BATHROOM	R	L	4-A	11685	145
17-199	RICKMAN	17	RUTLAND STREET	KITCHEN RENOVATION	R	12	146	26600	291
17-200	DWORJANYN	30	MOUNT VERNON STREET	CONST. A REAR DECK	R	30	100	12000	145
17-203	PECK	15	MIDDLEBROOK ROAD	DECK FOR FRONT DOOR	R	K	15-K	2800	55
17-205	TORR	217	DURHAM ROAD	CONST. AN EXT. LANDING AND STAIRW	R	H	4-1	3900	65
17-206	MICHAUD	69	OLD DOVER POINT ROAD	CONST. A DECK	R	M	12-0	2800	55
17-207	MAROLD	38	MALLARD LANE	INSTALL EXT. PATIO W/KITCHEN & MO	R	N	20-3	104020	1065
17-209	HELPS	417	MIDDLE ROAD	CONST. A RAMP	R	M	62D	2000	45
17-210	MOORE	17	COUNTY FARM ROAD	INT. RENOV. TO CREATE TWO RMS IN B	R	B	1MO	65000	675
17-214	KULAKOSWIKI	57	FIELDSTONE DRIVE	RPRS TO A SFD AFTER WATER DAMAGE	R	A	39-19	90000	925
17-218	MERRILL	26	LITTLEWORTH ROAD	RPLCNG EXSTNG DECK BIGGER	R	H	30	8000	105
17-221	KEEFE	14	KELLEY DRIVE	CONST. A TWO LEVEL REAR DECK	R	I	120	5000	75

Friday, July 14, 2017

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Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-224	C&M PROPERTIES	27	PIERCE STREET	INT. RENO. OF A SFD	R	4	11	40000	425
17-228	NOWICK	5	FORSYTHIA DRIVE	INT. RENOV. OF A BTHRM & CREATE A	R	L	97A	12000	145
17-229	NICHOLS	80	COTTONWOOD DRIVE	CONST. A DECK & GAZEBO	R	B	4-26	35000	375
17-239	LEBLANC	189	CENTRAL AVENUE	REPLACE EXISTING PORCH	R	20	61	4000	65
17-240	FURMAN	10	PACIFIC DRIVE	DECK FOR ABOVE GROUND POOL	R	E	50-2	7773	105

Total Permits Issued: 52

Total Construction Value: \$4,072,165.00

Total Fees Collected: \$41,578.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	4	Change of Use	0
Commercial Renovations	5	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	1
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	8	Single Family Dwellings	5
Renovations Dwelling Unit	33	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
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	Site	P17-11	24	98		H	0.5
Carnegie Hill	Third Street	A	20	0	20		4/25/2017	Site	P17-02	6	54A		H	0.6
Third/Grove	Grove Street	A	30	0	30	6/13/2017	3/28/2017	Site	P16-31	31	14	6/13/2022	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	1.4
Total: Mixed Use			122	0	122									3.7
Multi-Family:														
Wolcott Holdings	Wolcott Drive	C	6	0	6		6/13/2017	Site	P17-25	1	73		G	0.7
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			136	72	64									15.0
Subdivisions:														
Quantum	Littleworth Road	H	6	0	6		6/13/2017		P17-34	H	29A		W	3.0
Whitney Scott	Topaz Drive	H	9	0	9		6/13/2017		P17-18	G	9		W	4.5
Sophie Lane	County Farm Road	H	3	0	3	6/27/2017	5/9/2017		P17-32	E	32	6/27/2022	H	1.5
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	21	28	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	17	2	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	5.0
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	8.0
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	5.0
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	36.0
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	16.0
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	2.0
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	9.0
Total: Single Family			358	216	142									179
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 Hill Dr	H	31	18	13	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	188	40									
TOTAL APPROVED UNITS			844	476	368									198

In addition to the construction activity on the attached spreadsheet the shell of the structural is taking shape and frequent inspections of trades are ongoing at the new High School.

Inspection Services has continued to review revised plans and work with HMFH. The second mixed use building at Point Place is under construction and the renovations of the Hotel at Silver Square are at substantial completion. Other commercial projects under construction are Little Tree Day Care Facility, Optima Bank, Woof Meow, Members Way 5th floor medical occupancies. Inspection Services hosted a four day LEAN process at Liberty Station with IT, Engineering, Planning, Legal, Finance depts. Numerous 911 discrepancies have been resolved and continue.

2

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

Product and Process Outcomes

The Henry Law Park Improvement project was substantially completed and the Grand Opening and dedication was held on June 24, 2017 with over 250 people in attendance. The Playground has been used extensively from the start and is getting rave reviews.

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

The Assistant City Manager continues to advise both the Garrison and High School JBCs/SAU on planning and traffic related issues

Planning staff met with representatives of the Workforce Housing Coalition for the Greater Seacoast to discuss planning activities and plans for affordable and diverse housing in Dover, as well as the connections between housing, transportation and job creation.



It Is All About Service

The lease of the Butler Building on River St. has allowed access to the Cocheco River for Great Bay Rowing and the UNH Crew Program. This month the Great Bay Rowing Club held on water practices each day and began its summer season. The LWCF grant award of \$150,000 will be combined with other Waterfront development funds to begin the improvements which include a dock for paddle sports. The NH DES approved the dock permit application and the construction project has been put out to bid. The bids will be received by the end of July and should be on the first City council meeting in August for approval.

Assistant City Planner attended a pre-construction meeting for the Memory Care facility at Pointe Place.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Staff met with the Purchasing Agent to complete bid specifications for the dock. Staff worked with Horsley Witten to finalize a phase 3 scope of services and contract amount and worked with Purchasing Agent to prepare resolution that was approved by the City Council on June 14th. Staff worked with CWDAC members to prepare agenda and minutes for a Design Guideline Subcommittee meetings in June. Staff worked on revising the developer RFQ based on feedback from CWDAC and consultants. Staff reviewed the Phase 1A archaeological assessment draft submitted by the City's consultant. Staff attended the June 27th Planning Board to represent a site review application and CUP for the bluff excavation.

Planning and Community Development staff updated the Development Agreement for the Third Street parcel, based upon the approved term sheet and the submission by the Developer for the site. The Developer worked with their architect to revise the architectural designs to reflect Planning Board concerns. A compliance hearing was held in June on the new renderings, and the Planning Board approved the revised renderings. Planning and the Legal office coordinated a deed for conveying the property and a closing is set for July 6.

Ann Legere, Purchasing Agent, and Daniel Lynch, Finance Director met with the Fire Chief and a representative from Enhanced Management Services to review open questions on bid response for Ambulance Billing Services.

Planning and Community Development staff continued to work with Community Services staff to review issues outstanding with the Woof/Meow project at 825 Central Avenue. Included in this is a review of the waterlines and capacities for tying into them in the area of Hannaford. At the same time a review of cross access easements is considered. Finally, the coordination included setting a pre-construction meeting. Planning and Community Development staff and Legal staff continued to work with Okad, LLC to develop a license/easement agreement for the recently approved commercial center at the intersection of Glenwood and Central Avenues. The approved plan uses City right of way for landscaping, and requires crossing a small strip of City land to access the light at the intersection of Central Avenue and the Hannaford Plaza. The Customer Service Center on the Ground Floor of City Hall is well underway. 95% of the demolition occurred in May, and HVAC plans and electrical plans are being revised. Framing and construction will began and continued in June. Rough ins for the HVAC and sprinklers were cut in June and masonry walls were cut/broken through to allow for new access. The HVAC units and ductwork were also installed in June. The Customer Service Center is still on schedule to be completed by fall.	Assistant Planners Benton and Piekut continued their review of the Restricted Industrial (I-1) Zoning District and potential rezoning scenarios and after presenting a recommendation to the Planning Board in February. A workshop with the Planning Board occurred on April 18, where City Planner Bird and Assistant City Manager Parker presented the proposed amendments to the Planning Board and gained feedback. A workshop will be scheduled in September. The Community Development Planner prepared an RFP for the Dover Children's Center to issue seeking contractors for a CDBG funded project at their Back River Road location. City Planner Bird attended a meeting to review plans for the Sawyer Mills Dam removal with representatives from DES. Planning and Community Development staff is working, with the support of the Energy Commission, on issuing two new Requests for Proposals for solar energy projects. One request will be for the new Dover High School and the second will be for converting the Transportation Center to a solar powered building. The Energy Commission has provided input on the documents and the Joint Building Committee will review the High School RFP in early June. The Finance Department worked with the City's General Legal Counsel to evaluate vendors for the codification services for the City of Dover Code.	Assistant City Planner Benton continues to facilitate the Transportation Alternatives Program (TAP) project to expand the Community Trail with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The project is finishing up in the preliminary design phase so that plans can be reviewed by NH Department of Transportation (NH DOT) in June and July. The project is still on schedule to be fully completed by the end of 2018. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street. The department received a municipality agreement from NH DOT in order to begin the next phase of the TAP funds that Dover was approved to receive. The project is proposing to continue the trail from the future trailhead at Route 108 and Rutland Street to the Middle School and High School, paving a new walk way along the school fields into Bellamy Park, then behind the multi-family housing units and terminating this phase at Route 155. A scoping meeting between Assistant City Planner Benton, Assistant City Manager Parker and NH DOT staff occurred on June 22nd and the next step is to go out to bid for engineering services.	Crews repaired the sewer main on Knox Marsh Road. The gas company had installed a 2" plastic gas main through the sewer main. An excavation permit was obtained by Division 6. The Working Foreman, one Heavy Equipment Operator, one Maintenance Mechanic and two Truck Drivers worked with the gas company to remove the gas line from the sewer main and was installed outside of the sewer main. Paving and landscaping of winter work continue throughout the city. An interesting occurrence in the old Pine Hill Cemetery section this month involved a swarm of honey bees that were found to be on the ground in Section 8. A bee keeper was called and while she readied to collect the swarm, they rose to the air and relocated en masse across the cemetery to a tree on Avenue H. Employees and the bee keeper followed the progress of the swarm and since the queen had entered the new home inside a tree, there was no means to collect the swarm. They will remain undisturbed by humans for the time being. It was fascinating to observe first hand and an education in bee democracy was learned.
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In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. Pickleball and walking group have been able to resume outdoor activity now that the weather is improving. The Center welcomed young actors from the Nute High School Drama Club for a performance of one-act plays (35 members watched). Annual picnic was held (26 members attended), first summer golf outing and a trip to Boston to see the Tall Ships! Mystery Lunch: 21 participants; Self-Guided Day Trip Committee: 6; Senior Advisory Board: no meeting



The final draft of the Cemetery Master Plan was presented to members of the Cemetery Board at the cemetery board meeting on June 13th. Sharon Sirois added her edits and forwarded the copy to board members and Chris Parker, Planning Director, for review. If there are no further comments or edits to be made it will be submitted to Mitchell Associates to be finalized.

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 several drug operations during the month of June in the City of Dover.

The Community Service program continued to track six active participants during the month of June 2017. A total of 11 community service hours were completed during the month. One of the participants finished his/her assigned hours.

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

An effort is being made to enforce the rules and regulations regarding decorations in the cemetery as many areas had the appearance of being littered rather than decorated. Items such as glass pots, solar lights, small stones, garden flags, figurines and fake flowers stuck in the ground were removed, as they present a hazard when mowing or string trimming, not just to the equipment, but to the employees as well. Flat markers are only allowed service flags as decoration except for Memorial Day when families can set a durable pot of flowers out for the weeks immediately before and after Memorial Day. This process has been difficult for both employees and families, but many compliments have been received as to the appearance of the cemetery grounds.

The Jenny Thompson Outdoor Pool received new diving boards and was experiencing some issues with the pool heater. Backstroke flags are hung over the lanes in the swimming pool as a reference for the swimmers. The poles had deteriorated and needed replacement so employees fabricated new poles for that purpose. The Indoor pool also experienced issues with its pool heater in June.

The Rotary Pavilion stage and amphitheater received a good cleaning in anticipation of upcoming events, the Rotary Garden planter was repaired, the skateboard park was cleaned up again this month and Hancock Park received attention, as well. The cricket lane at Long Hill Park was prepared for the annual tournament.

The Dover Teen Center calendar for June of 2017 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 579 participants on 22 days of programming, which yielded an average of just under 27 participants per day.

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

TC Snack Special – “Hot Dogs” (6/2)
TC Friday Flix – “Fantastic Beasts & Where To Find Them” (6/9)
TC Special Day – “Mystery Snack Day” (6/7)
TC Special Program – “Community Buck\$ and Academic Challenge Raffle” (6/15)
TC Arts In Action Event – “TC Storytellers – Tamara Hansson” (6/16)
TC Special Event – “School’s Out BBQ” (6/21)
TC Trip – “Alton Bay” (6/22)
TC Music Event – “DOVERPALOOZA’S School’s Out Show” (6/22)
TC Trip – “Old Orchard Beach” (6/26)
TC Trip – “Marden’s & Mousam Lake” (6/27)
TC Sports Trip – “Portland Sea Dogs Game” (6/28)
TC Trip – “Mini-Golf Adventure Trip” (6/29)
TC Summer Zone Special – “Drop-In Day” (6/30)

There were 11 new teen center registrations during the month.



Dover Teen Center participants at the Portland Sea Dogs game on June 28, 2017.

The Dover Coalition for Youth continues to work with United Way of the Greater Seacoast to secure funding for the Granite Youth Alliance program. The Seacoast Public Health Network is in the process of submitting a renewal grant application to United Way for funding for the next school year. As part of those efforts, on June 12th Vicki Hebert attended a meeting with the Newmarket Granite Youth Alliance and the Newmarket Prevention Coalition as they developed a plan to work together.

During the month of June 2017, Officer Pike assisted the Dover High School with directing afternoon traffic on multiple occasions in front of the school. This traffic direction allows for the safe passage of students/faculty crossing Alumni Dr. to the Senior Parking Lot. This activity also allows for the prompt exit of school busses from DHS in conjunction of all other traffic coming and going from the school.

Officer Pike continued efforts with the Auto Technology & Collision students to have a Dover Police cruiser brought to Dover High School each Thursday to be detailed. During this reporting period, one patrol vehicle was cleaned and detailed. The program will resume for the 2017-2018 academic year.

The Mounted Unit visited the Children’s Museum for a tour with The Gonic School. The children spent their lunch time patting the horses and playing Frisbee and hula hoops with the officers. Interactions like these help break down the barriers between the police and the public. The children learn that the officers are people just like everyone else and bonds are formed along with trust.

During the month of June, the Police Department gave an entry level written exam to approximately 25 Dispatcher candidates. Captain Breault and Personnel Assistant Ann Clark proctored the exam.

The Parking Bureau continues to deal with the challenge of misuse of disabled parking placards. In June, one placard owner told the parking clerk that three different people offered to buy his expired placard so they could use it to get free parking. Parking Bureau staff also discovered a disabled placard whose owner passed away in 2014 and was still be used by a family member. A third example was of a temporary placard that expired 15 years prior (2002) and was still being used (pictured right). Cities and towns with walking patrols are more apt to discover the misuse due to noticing expiration dates on the placards.



Another noteworthy project was the support by Fire and Rescue and other City Departments, of the 2017 ARRL (Amateur Radio Relay League) Field Day. This was held on June 24 and 25 nationwide this year where Amateur Radio Operators competed during an organized week-end long set of friendly competitive events to raise awareness and practice skills in real world situations. For more information on the world of amateur radio, go to <http://www.arrl.org/>. Amateur Radio operators are enthusiasts who have the hobby of and enthusiasm for, all forms of radio communication. In 2014, there were a reported 726,275 licensed amateur radio operators as licensed by the FCC or Federal Communications Commission <http://www.arrl.org/news/us-amateur-radio-numbers-reach-an-all-time-high>. Of that group, a sub-sect dedicates their efforts to supplying emergency communication for services like Fire and Rescue in a time of need (<http://www.arrl.org/ares>) with the mission as taken from their website of: The Amateur Radio Emergency Service® (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment, with their local ARES leadership, for communications duty in the public service when disaster strikes. In plain language, these dedicated people serve the vital purpose of filling in radio communication gaps for emergency responders when infrastructure fails or is damaged by severe weather. The Seacoast ARES chapter applied for and received permission from city officials, to use Garrison Hill as their base, the same as in the last several years, while they participated in the ARRL Field Day (week-end). Approximately 30 members set up various forms of radio communication on Garrison Hill with their own power systems, and communicated worldwide by voice, computer data, and by the old standby of Morse code.

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.*

All equipment is purchased at their own expense and they generally receive no compensation and in most cases, are prohibited from receiving compensation for their services. Amateur radio operators are written into many operational plans here at Fire & Rescue as they are state wide and nationwide.

The first photo to the right shows some of the antenna system that were set up that weekend with the second photo showing two Seacoast ARES members discussing a digital radio system which can essentially recreate the infrastructure required to send and receive data similar to a SMART phone.



3

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

Leadership and Governance Outcomes

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The department also promoted the Dover Community Trail through the Facebook fan page for the trail.

The Library Director presented a program on "How to Trace the History of Your House" to 50 attendees.

The Department of Planning and Community Development mailed out 118 New Homeowner letters (for sales in May and June combined). These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

The Library Director led two historic downtown walking tours for Friendship Force visitors from Toronto, Canada.

The Community Development Planner and Assistant City Planner Benton attended the New Hampshire Planning Association conference in Hannover at which they both provided presentations.

Library staff posted 136 items to its various social media platforms in June. Staff also wrote six press releases and distributed them to news/media outlets.

The Assistant City Manager attended the Chamber of Commerce's Government Affairs Committee meeting on June 12th. At the meeting, the group discussed the Master Plan, downtown projects, TIF districts, and the upcoming Capital Improvements Program.

The Systems and Technology librarian taught three free Excel classes for patrons.

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

On June 9th, Vicki Hebert took students from the Cooperative Middle School to present Samantha Skunk at a local elementary school.

The Community Development Planner Carpenter and Assistant City Planner Benton attended the New Hampshire Planning Association conference in Hannover at which they both provided presentations. Dave Carpenter presented on the Stewardship of Resources Master Plan and Donna Benton presented as part of a panel on international Planning.

Planning and Community Development staff continued to update the City website with presentations and reports regarding updates to the Stewardship chapter of the Master Plan, Community Trail, and general demographic information. There are now over 440 sources of information listed. This data can be found at <http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html>

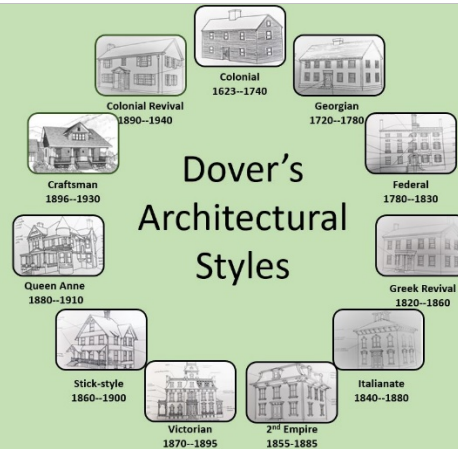
On June 19th and 20th, MSRO Pieniazek taught 4 classes on Accident Reconstruction to 7th grade classrooms. The purpose of this lesson was to provide classes with real life applications for some of the math that they had learned throughout the school year.

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

Bill Boulanger led an awesome tour of Dover's Public Works facility on Mast Road for 45 excited children registered in the library's "Build a Better World" summer reading program. The kids got to investigate some big trucks, learn about road equipment, and climb to the top of the large sand pile. Thank you, Bill, for your hospitality!



As a part of the Dover Police Department's heroin and opioid recovery program, Officer Pieniazek reaches out to any individuals who had an overdose within the city in order to offer them information on resources that may assist him in recovery. During the month of June, Officer Pieniazek made 4 such phone calls.



The Library Director led two historic downtown walking tours for Friendship Force visitors from Toronto, Canada.

Dover Youth to Youth participants Izabelle Wensley and William Demers have been selected to represent Dover Youth to Youth and serve on the Governor's Youth Council on Substance Misuse. The group of nearly two dozen youth from across the state works to develop youth programs and advise the Governor on policies related to youth substance misuse. The students recently had a half day retreat at the statehouse to develop a strategic plan.



Fire & Rescue also assisted in June, with an emergency evacuation drill for Bellamy Fields Assisted Living and a safety talk for the residents at Maple Suites

The Mounted patrol also attended the June 23, 2017 Summer Meals kickoff at the Head Start building on Whittier Street. This program ensures that children 0-18 get breakfast and lunch every weekday over the summer as well as a bag of food for the weekends. This opportunity is great for the officers because they are able to interact with many of the local families in Dover that they might not meet downtown. The officers handed out their trading cards and badge stickers.



Members of the public greet the Mounted Patrol during the 2017 Community Action Partnership of Strafford County Summer Meals Kickoff event at the Whittier Falls Housing Head Start office.

Parking Manager Bill Simons met with owners/managers of businesses in the Third Street parking lot area on June 16th to update them on the future closure of the lot for in-fill development. He answered business owners' questions and provided a list of alternative parking areas their customers could use. He strongly recommended they include these parking areas on their various web sites and through other social media they may use to communicate to their customers.

Parking Manager Bill Simons also met or spoke with business owners/church staff on the pending metering of the Chestnut Street lot to coincide with the closing of the Third Street parking lot.

On June 14, 2017, Detective Matthew Travaglini conducted a safety presentation at "Ms. Patty's", a day care center in Dover.

On June 28, 2017, Detective Timothy Burt taught crime scene investigations at the "Cadet Academy" in Concord. Officer Lazos, Officer Lilyestrom and Sergeant Collopy, members of the Dover Police Color Guard, participated in the Flag Day Ceremony at the Rotary Arts Pavilion, coordinated by the Dover Lodge of Elks, on June 14.



Officer Petros Lazos volunteered his time during the weekend of June 2-4 at the NH Special Olympics Summer Games at the University of New Hampshire. Law enforcement across the state has long been a partner of SONH in its mission to provide year-round sports training and athletic competition for children and adults with intellectual disabilities. As a representative of the Dover Police Department, Officer Lazos helped coordinate the cruiser parade and the awarding of medals to winners. Officer Lazos and Sergeant Jennifer Payne of the Strafford County Sheriff's Department are pictured awarding medals to two SONH athletes.

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

- Mahatma Gandhi



Above, Students from 13 different schools in Strafford and Rockingham Counties participated in the 5th Annual Granite Youth Film Festival. The 5th Annual Granite Youth Alliance Film Festival took place on June 4th and 5th at the Epping O'Neil Cinema. Thirteen students led teams participated by creating short videos about substance misuse topics. The films were then shown on the big screen.

During the month of June, Vicki Hebert gave two presentations to 8th graders at Dover Middle School. The classes focused on the opioid epidemic, the science of addiction and what is being done to address the problem. A person in recovery joined Vicki to share their personal story and answer student questions.

Persephanie Lesperance speaking in front of 200 8th graders at Dover Middle School about opioids and recovery.



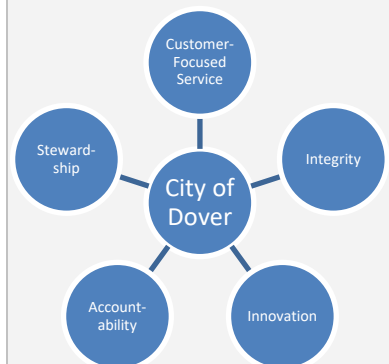
Training of staff at Wentworth-Douglass Hospital continued during the month of June. On June 14th, Vicki Hebert presented a one-hour long training for their summer learning series. The training focused on stigma and language.

On June 27-28th, three Dover Youth to Youth members traveled to Raleigh, North Carolina to present at the North Carolina Opioid Misuse and Prevention Summit. The Dover students were asked to present a workshop on Engaging Youth in Drug Prevention and to explain their program and activities.

Pictured below, Dover Youth to Youth students provided the History of Lies presentation to the entire Dover Middle School fifth grade in an assembly this month. The 50-minute presentation contrasts the way tobacco has been advertised over the years with the consequences of using various tobacco products.



From May 30 until June 2, six members of Dover Youth to Youth traveled to North Platte, Nebraska to conduct a 3-day training program for 50 youth from that community. (see picture below) North Platte is replicating the program produced here in Dover and covered the cost of the students for the week. The Dover students conducted a variety of classroom sessions, taught skills needed to conduct a variety of projects and supervised actual prevention projects by the kids.



During the month of June, Officer Plummer presented a block of instruction to members of the Whittier Falls Housing maintenance staff about concerns the staff had regarding exposure to heroin, fentanyl, and carfentanyl. He explained what safety precautions staff can take when inside housing units and what signs to look for that might indicate the presence of the drugs. Staff appeared to be extremely interested in the information and stated that it provided them with the information necessary to clean out units in a safe manner.

Officer Plummer helped with the Community Action Partnership of Strafford County's Summer Meals Kickoff event which was held on June 23, 2017. Officer Plummer showed off a police cruiser for the event and met with many neighborhood children and their parents. Officer Plummer received positive feedback about the event from multiple people that were there.



Left, Officer Plummer shows some children the inside of his police cruiser during the CAPSC Summer Meals Kickoff event at the Head Start building on Whittier Street.

In July the Fire Department delivered the Fire Safety Festival in all of Dover's Elementary Schools, Public and Private. Its complexity requires the department to modify substantially its operations for the week it is delivered. Daily schedules are modified for all staff while trainings and other major projects are deferred or moved where possible, and the entire workforce bands together to deliver a theatrical show that is trucked from school to school and delivered to all elementary schools over a 4 day period. This year's show is a Star War's takeoff titled: Safety Wars - where Darth Vader must be convinced to embrace safety in his home, and was primarily written by Lieutenant Eric Anderson. In this approximately 40 minute long show, Actors and puppets act out skits on a multitude of safety topic's ranging from when to change the batteries in a home's smoke detectors, to having a home escape plan, to how to call 911 for various emergencies, and stove top safety. In the months preceding the delivery, a mobile set is built inside the South End Fire Station, that can be taken apart and moved through doorways, painted, songs are developed and recorded, costumes either made or rented, and a truck rented for moving from school to school, and donation solicited though that was donated by U-Haul this year – Thank You U-Haul of Dover! As the bulk of this program is not funded due to the many other priorities within the organization, it can be delivered only through the generous financial support of local businesses and residents. The total budget for this presentation is in the vicinity of \$9,000. Additionally, many local restaurants donate the food that is needed for lunch during each delivery day. With two shows a day with one in the morning and one in the afternoon... and a midday move even from St. Mary's Elementary to PCA, there is little time for the performers and support staff to get lunch.

A very, very special thank you is due to all of the following supporters shown on the next page, as without their support, Safety Wars would not have had enough fuel to fly amongst all the schools.

Under \$500 Donation and or/Food		\$500+ Donation
Bob Meserve Maintenance	2 Home Cooks	Burns Security
Bob Sherwood Landscape Co.	Aroma Joes Coffee	DF Richard
Burns, Bryant, Cox, Rockfeller & Durkin, P.A.	Café Espresso	Dover Housing Authority
Chestnut Hill Counseling Associates	Duston's Market & Bakery	Dover Teacher Union
Dennis Munson Plumbing & Heating	Margaritas Mexican Restaurant	Durell Paving Inc.
Garrison PTA	Panera Bread of Dover	Liberty Mutual
Holy Rosary CU	Patty's Italian Restaurant	Measured Progress
iWorx Systems	River Bend Pizza & Subs	Summit Land Development
K9 Kaos	Rolands Sub Shop	Watson Field Assisted Living Facility
Reds Shoe Barn	Salgon & Tokyo Restaurant	Wentworth Douglass Hospital
Seacoast Redicare	Strafford House of Pizza	
Tasker Funeral Home LLC.	Tendercrop Farm at the Red Barn	
Spencer & Linda Struble	U-Haul Trucks at Central Ave	
Mary Jane-Urlob	Lisa Beauduin	
John Yun	Tom & Sally Boucher	

Pictured right, taken at St. Mary's Academy, the students are watching a portion of the video introduction at the start of the show. The video introduction was highlighted in last month's report and completed with in-house videography and green screen work directed by Media Services Coordinator Mike Gillis.



The next picture shows Firefighter/AEMT Max Brown (Darth Vader), Fire Inspector Rebecca Jalbert (Princess Leia), Firefighter/AEMT Scott Orringer (Obi-Wan Kenobi), Firefighter/AEMT Anthony Colarusso (Storm Trooper 1), and Firefighter/Paramedic Matt Adams (Storm Trooper 2) in the middle of a skit on how to call for emergency services. Show author Lieutenant Eric Anderson is in the Sparky costume, pushing the storm troopers.



The Chief & City Manager would like to thank the approximately 15 members involved directly in the show either out front delivering the messages, behind the scenes readying props, running the sound and lighting systems, as well as the rest of the department who shoulder the additional load while these dedicated individuals work on and deliver this show. It truly is an all department commitment with countless hours donated outside of work time to ultimately bring needed safety messages to nearly every kindergarten through 4th grade aged student in Dover. Pictured right, Firefighter/AEMT Anthony Colarusso interacts with students during one of the program's safety songs.



Financial and 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

Planning and Community Development staff began the process of the FY19 to 23 Capital Improvements Program. Work in June included continuing to discuss projects with Community Services staff, including Floral and Brick Ave, as well as the Oak/Ham, Ela and Broadway Complete Street project.

Passport executions are providing a new source of revenue for the library. At \$25 per application, the library received \$525 in revenue during June.

The Friends of the Library's annual Cookbook Booksale, held in conjunction with "Dover Dines" Week, earned \$482 in sales.

The Friends of the Library have paid for summer performances by the Hampstead Stage Company ("Beauty and the Beast") and by the Children's Museum of New Hampshire ("River Builders") for a total of \$540.

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

Progress continued on the new Quint project with one manufacturer ultimately standing out within budget. With much discussion occurring over specifications, the E-One Company's proposal ultimately met all objectives coming in at a price of \$865,000 which was slightly below budget. The local dealer for E-One, Greenwood Emergency Vehicles LLC, brought a demonstrator unit by late June where it was put through its paces to truly see if it would meet Fire & Rescue's needs. In the first photo to the right, Firefighter/Advanced EMT Mike Ferullo (far left and back to the camera) Lieutenant Keith Irwin (white shirt), Dealer Representative Chris Champagne (also back to camera) and Department Mechanic David Duquette (far right) review how the cab is built and the general construction of the vehicle.

In the second photo, Captain Troy Brown (the reflective coat) and Dealer representative Bob Bernard are reviewing the construction of the aerial ladder while Firefighter/Advanced EMT's Ben Roesh and Ben Wachowiak empty a supply hose of water after it was used to feed the demo Quint's pump.



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



Purchasing Office Bid Solicitations

Department	Bid Date	Bid Number	Description of Bid
Community Services	06.13.2017	B17039	Elevator Inspection, Maintenance & Repair Services
	06.16.2017	B17073	Household Hazardous Waste Collection
	06.20.2017	B17074	Consultant for Phase IB Intensive Archaeological
	06.27.2017	B17076	Purchase of a Ford Edge
Fire	06.15.2017	B17064	Medical Supplies Dover Fire
Planning	06.20.2017	B17055	Cocheco River Paddlesports Dock
Police	06.06.2017	B17068	Purchase and Installation of Mobile Digital Radios



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: Pike has scheduled to reclaim Spruce for the beginning of September. We don't have a set schedule from Brox when the overlays will begin.	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. They continue to work on the sound walls, bridge and turnpike.
Bridges		Brick & Floral Reconstruction
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 poured the foundation and three walls of the northern abutment. The contractor has backfilled the southern abutment and installed the stone along the river. General Bridge Repair- The Central Ave Bridge by First St 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 where a partial depth repair was expected. The east side of the bridge is complete and the contractor has completed half of the work on the west side.	Last Update: This project has started with an RFQ for design engineering services. A pre-bid meeting with consultant engineers was held on May 22, 2017. RFQ's are due back to the city on June 13th. New Update: Weston and Sampson were selected to assist the city with design engineering services. A project kickoff meeting is scheduled in July with a neighborhood meeting scheduled in early August.
Water Facilities Upgrade		Nelson Street Reconstruction
Last Update: The foundation work has been completed for the new addition at Lowell Avenue. Most of the work has been focused on Calderwood and Campbell. The generator has arrived. Piping and electrical work is continuing.	New Update: The exterior block walls are in the process of being constructed. The interior piping, in the clear wells, is also in the process of being constructed. The new pumps, for pumping to Garrison Hill, have been installed. Work is ongoing at Calderwood and Campbell Wells.	Last Update: All utility work was completed. Roadwork and Sidewalk work is remaining. New Update: Contractor completed curbing and driveway base work.

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last Update: Construction began on May 17th. Initial focus was on sewer replacement on Birchwood Place.	New Update: Construction continues on track through June. Crews worked for four nights to complete water and sewer work within the Central Avenue intersection, two more nights are scheduled in July to complete drainage work. The work primarily focused in Emmet and Birchwood areas. Crews will continue into Shamrock and Keating in July.	Last Update: Traffic light monitoring software is up and running. Currently debugging minor issues. New Update: There are issues with the software. Working with Sebago and Electric light on communication issues.
	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: Construction began on May 15 th . Old Stage Road and Richardson Drive were reclaimed for construction. Primary focus was on sewer line extension on Old Stage Road and Richardson Drive. New Update: Work continues on schedule.
	Leighton Way Pump Station Replacement	Wastewater Treatment Facilities Plan	
	Last Update: Contractors are working on punch list items. The station is operational. The generator still needs to be hooked up. New Update: Contractors continue working on punch list items.	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.

City of Dover

Expenditures of Major Funds

June 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	\$ 15,088	\$ 364,036	82.0%	\$ 80,423	\$ 48,040	\$ 32,383	7.3%
Executive	918,106	61,175	871,745	95.0	46,361	5,991	40,370	4.4
Finance	1,808,151	150,389	1,756,837	97.0	51,314	25,087	26,227	1.5
Planning	661,252	57,938	639,079	97.0	22,173	16,213	5,960	0.9
Misc General Government	1,135,262	49,204	611,448	54.0	523,814	114,186	409,628	36.1
Police	8,537,733	701,553	8,181,973	96.0	355,760	32,180	323,580	3.8
Fire & Rescue	8,610,508	773,733	8,439,999	98.0	170,509	47,718	122,791	1.4
Community Service Public Works	6,968,806	774,021	5,441,678	78.0	1,527,128	1,582,555	(55,428)	(0.8)
Recreation	2,140,481	183,297	2,001,817	94.0	138,664	33,927	104,737	4.9
Public Library	1,300,849	107,702	1,224,168	94.0	76,681	16,873	59,808	4.6
Public Welfare	836,183	64,425	700,425	84.0	135,758	6,228	129,531	15.5
Debt Service	12,865,680	4,798,664	12,204,151	95.0	661,529	432	661,097	5.1
Other Financing Sources/Uses	3,521,696	265,210	3,521,696	100.0	-	-	-	0.0
School	50,890,217	6,038,968	46,119,780	91.0	4,770,437	3,902,041	868,397	1.7
Intergovernmental	8,513,779	-	8,513,779	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 14,041,367	\$ 100,592,610	92.2%	\$ 8,560,552	\$ 5,831,471	\$ 2,729,081	2.5%
3213 Parking Activity Fund								
Police	\$ 850,720	\$ 276,775	\$ 726,240	85.0%	\$ 124,480	\$ 9,327	\$ 115,153	13.5%
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 276,775	\$ 726,240	85.4%	\$ 124,480	\$ 9,327	\$ 115,153	13.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,020,143	\$ 71,823	\$ 844,526	83.0%	\$ 175,617	\$ 182,565	\$ (6,949)	-0.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,020,143	\$ 71,823	\$ 844,526	82.8%	\$ 175,617	\$ 182,565	\$ (6,949)	-0.7%
3381 McConnell Center Fund								
Recreation	\$ 931,928	\$ 376,934	\$ 829,564	89.0%	\$ 102,365	\$ 22,307	\$ 80,058	8.6%
Sub-total : 3381 McConnell Center Fund	\$ 931,928	\$ 376,934	\$ 829,564	89.0%	\$ 102,365	\$ 22,307	\$ 80,058	8.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 616,951	\$ 30,473	\$ 479,178	78.0%	\$ 137,773	\$ 975	\$ 136,798	22.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 616,951	\$ 30,473	\$ 479,178	77.7%	\$ 137,773	\$ 975	\$ 136,798	22.2%
5300 Water Fund								
Community Service Public Works	\$ 5,159,016	\$ 457,312	\$ 4,607,657	89.0%	\$ 551,359	\$ 92,277	\$ 459,082	8.9%
Sub-total : 5300 Water Fund	\$ 5,159,016	\$ 457,312	\$ 4,607,657	89.3%	\$ 551,359	\$ 92,277	\$ 459,082	8.9%
5320 Sewer Fund								
Community Service Public Works	\$ 7,661,413	\$ 661,893	\$ 6,680,856	87.0%	\$ 980,557	\$ 213,910	\$ 766,647	10.0%
Sub-total : 5320 Sewer Fund	\$ 7,661,413	\$ 661,893	\$ 6,680,856	87.2%	\$ 980,557	\$ 213,910	\$ 766,647	10.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,325,164	\$ 127,093	\$ 877,242	66.0%	\$ 447,922	\$ 75,957	\$ 371,965	28.1%
Sub-total : 6100 Dovernet Fund	\$ 1,325,164	\$ 127,093	\$ 877,242	66.2%	\$ 447,922	\$ 75,957	\$ 371,965	28.1%
Total : EXPENDITURES	\$ 126,718,498	\$ 16,043,669	\$ 115,637,873	91.3%	\$ 11,080,625	\$ 6,428,791	\$ 4,651,834	3.7%

City of Dover

Revenues of Major Funds June 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	\$ 5,982,441	\$ 77,421,059	101.0%	\$ (505,872)	\$ -	\$ (505,872)	(0.7)%
Licenses & Permits	5,893,130	591,265	6,573,481	112.0	(680,351)	-	(680,351)	(11.5)
Intergovernmental	2,211,488	2,371	2,196,834	99.0	14,654	-	14,654	0.7
Charges for Services	3,374,057	224,337	3,655,637	108.0	(281,580)	-	(281,580)	(8.3)
Miscellaneous Revenue	586,851	89,812	965,745	165.0	(378,894)	-	(378,894)	(64.6)
Education	19,650,692	2,921,007	18,797,094	96.0	853,598	-	853,598	4.3
Operating Transfers In	426,757	197,692	197,692	46.0	229,065	-	229,065	53.7
Other Financing Sources	95,000	75,000	110,616	116.0	(15,616)	-	(15,616)	(16.4)
Sub-total : 1000 General Fund	\$ 109,153,162	\$ 10,083,923	\$ 109,918,158	101.0%	\$ (764,996)	\$ -	\$ (764,996)	-0.7%
3213 Parking Activity Fund								
Licenses & Permits	\$ 195,720	\$ 10,612	\$ 197,893	101.0%	\$ (2,173)	\$ -	\$ (2,173)	- 1.1%
Parking Income	495,000	30,217	512,237	103.0%	(17,237)	-	(17,237)	- 3.5%
Parking Fines	160,000	12,943	165,322	103.0%	(5,322)	-	(5,322)	- 3.3%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 850,720	\$ 53,772	\$ 875,452	103.0%	\$ (24,732)	\$ -	\$ (24,732)	- 2.9%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 9,556	\$ -	\$ 4,159	44.0%	\$ 5,397	\$ -	\$ 5,397	56.5%
Charges for Services	930,000	77,427	963,091	104.0%	(33,091)	-	(33,091)	- 3.6%
Miscellaneous Revenue	0	4	258	0.0	(258)	-	(258)	0.0
Other Financing Sources	2,980	-	-	0.0	2,980	-	2,980	100.0
Sub-total : 3320 Residential Solid Waste	\$ 942,536	\$ 77,431	\$ 967,508	103.0%	\$ (24,972)	\$ -	\$ (24,972)	- 2.6%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 718,028	\$ 59,516	\$ 708,067	99.0%	\$ 9,961	\$ -	\$ 9,961	1.4%
Operating Transfers In	209,476	9,943	133,901	64.0	75,575	-	75,575	36.1
Sub-total : 3381 McConnell Center	\$ 927,504	\$ 69,460	\$ 841,968	91.0%	\$ 85,536	\$ -	\$ 85,536	9.2%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 420,655	\$ 42,724	\$ 383,001	91.0%	\$ 37,654	\$ -	\$ 37,654	9.0%
Miscellaneous Revenue	15,500	140	6,536	0.4	8,964	-	8,964	57.8
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	\$ 42,864	\$ 390,787	65.0%	\$ 212,622	\$ -	\$ 212,622	35.2%
5300 Water Fund								
Charges for Services	\$ 4,948,191	\$ 404,359	\$ 4,125,762	83.0%	\$ 822,429	\$ -	\$ 822,429	16.6%
Miscellaneous Revenue	70,500	9,434	107,992	153.0	(37,492)	-	(37,492)	(53.2)
Sub-total : 5300 Water Fund	\$ 5,018,691	\$ 413,793	\$ 4,233,754	84.0%	\$ 784,937	\$ -	\$ 784,937	15.6%
5320 Sewer Fund								
Intergovernmental	\$ 4,458	\$ -	\$ 4,458	100.0%	\$ -	\$ -	\$ -	0.0%
Charges for Services	6,505,810	559,012	5,741,745	88.0	764,065	-	764,065	11.7
Miscellaneous Revenue	57,000	10,382	62,453	110.0	(5,453)	-	(5,453)	(9.6)
Other Financing Sources	939,132	-	-	0.0	939,132	-	939,132	100.0
Sub-total : 5320 Sewer Fund	\$ 7,506,400	\$ 569,395	\$ 5,808,656	77.0%	\$ 1,697,744	\$ -	\$ 1,697,744	22.6%
6100 Dovernet Fund								
Charges for Services	\$ 891,162	\$ 44,993	\$ 865,163	97.0%	\$ 25,999	\$ -	\$ 25,999	2.9%
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	\$ 44,993	\$ 865,163	75.0%	\$ 286,523	\$ -	\$ 286,523	24.9%
Total : REVENUES	\$ 126,154,108	\$ 11,355,631	\$ 123,901,447	98.0%	\$ 2,252,661	\$ -	\$ 2,252,661	1.8%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) June 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	32,403	1,158,063	88.7	147,287	0	147,287	11.3
Expenditures	971,746	63,422	933,161	96.0	38,585	14,949	23,636	2.4
Debt Service								
Principal	291,765	241,320	291,765	100.0	0	0	0	-
Interest	41,839	38,699	43,201	103.3	(1,362)	0	(1,362)	(3.3)
	0	(311,038)	(110,064)	0.0	110,064	(14,949)	125,012	-



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

Workforce-Focused Outcomes

Dover Youth to Youth held its annual banquet at the Dover Lodge of Elks on June 19th. The event included dinner, displays, student performances, awards to students for exemplary performance over this year, and scholarships to five graduating seniors who have been members for 7 years.



Left, Haley Demers, a 7 year member of Dover Y2Y and recent Dover High graduate, received a scholarship from Dover Police Charities during Youth to Youth's annual banquet. She is pictured here with Chief Colarusso and

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

The Assistant City Manager was accepted into the final portion 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. Classes will begin in July.

Planning staff attended a two-hour class on ethics organized by the General Legal Counsel and presented by the New Hampshire Municipal Association.

Assistant City Planner Piekut and Office Manager Glidden received Lean Yellow Belt certification from the NH Bureau of Education and Training.

Community Development Planner and Assistant City Planner Benton attended the New Hampshire Planners Association Conference on June 5-6 held in Hanover, NH and were trained on a variety of topics.

Staff attended various webinars and seminars during June on the topics of: "Effective Approaches to Employee Discipline", "Ethics Training", "Navigating the Flipster iOS", "Android Apps", and "Overdrive Advantage Plus".

Vickie Blackden, Jr. Accountant and Kim Nunan, Executive Secretary attended two classes for Advanced Excel training.

Daniel Lynch, Finance Director attended the NH Municipal Association sponsored session on Effective Approaches to Employee Discipline.

Ann Legere, Purchasing Agent attended the June 20th and 21st sessions for Primex Emerging Leaders Program.

Karen Lavertu, City Clerk/Tax Collector attended NH City and Town Clerks Association Annual Conference in North Conway, NH.

Julie Labonte, Treasurer and Board of Trustees of Trust Funds Member James Brannen attended the NH Charitable Trust Division Trustees of Trust Funds Conference on June 12th in Concord NH.

Attorney Blenkinsop coordinated with NHMA to provide Ethics and Conflict of Interest Training for various Department Heads and supervisors on June 28, 2017 which was well attended.

Zachary Cole, Maintenance Mechanic, Ryan Grass, Truck Driver, Brian Holton, Truck Driver, and Brian Landry, Maintenance Mechanic II, attended the Collection System Math and Operation and Maintenance Certification Course sponsored by the North East Water and Wastewater Training Associates. This three day course was held in Franklin, NH.

Dave White, City Engineer, attended the NH Emergency Preparedness Conference sponsored by the NH Department of Health & Human Services and the NH Department of Safety. This conference was held in Manchester, NH.

One of the most noteworthy projects was the completion of an Engineer's testing process. Three employees at Fire & Rescue participated and all three passed! Congratulations are in order to Firefighter/Paramedic Brendan Driscoll, Firefighter/Paramedic Matt Adams, and Firefighter/Paramedic Matt Michaud. This process includes an extensive written test on pumping and aerial ladder operations as well as the passing of a number of practical skills including hooking a hydrant to set up a water supply before the fire engine's water tank runs out. At Fire and Rescue, Engineers are considered specialists in advanced level operations of our specialized vehicles and are tasked with extra responsibilities including assisting with the training of new operators. They also fill the go-to person rule for troubleshooting and for minor maintenance issues before escalating to the department mechanic. The Engineer program assigns three Engineers to each shift of which there is currently one opening. To participate in the Engineer's test, one must obtain a series of certification classes from the NH Fire Academy, which include: competencies in emergency driving, all things involved with running fire pumps, and the

advanced systems and load capacities on aerial ladders. Even though much has been automated in today's society, there is a high degree of danger and risk that is a result if fire apparatus are operating improperly, which has made that impossible so far. Consider, when one of our vehicles is flowing a thousand gallons a minute of water out of what is called a deck gun at a fire at 80 PSI pressure. That is the equivalent of 133 pounds of water flowing through the pump on the fire engine each second. Imagine if the pump is operating improperly and this flow is cut off in only seconds? The result can be what is called a water hammer that is transmitted from the fire engine back through the hoses and into Dover's water system with the potential to rupture a water main. Rupture a water main at a fire due to improper pump operation, and now there is a much bigger problem which is an uncontrolled fire with a damaged water supply. Through proper training, sound operational policies and safety systems, these risks are mitigated. The Engineer's process at Fire and Rescue is one of those processes to reduce risk and improve performance.



The photo above shows one of the candidates tying the fire engine into a hose system that was already established through what is called a hydrant assist valve.

This valve allows for a fire engine arriving later at an incident, to boost the pressure in the hoses that were set in place by the first arriving crews, and which are feeding the fire engine that is controlling the fire attack efforts. As a side note, the labor intensive Engineer's testing process is overseen internally by the Deputy Chief in charge of Training and Safety with some assistance from other department members who jump in to assist with the logistics on test day.

Fire and Rescue command staff along with upper level managers from most other City departments, attended two managerial seminars with the first being Effective Approaches to Discipline organized by the New Hampshire Municipal Association and taught by Drummond Attorneys Mark Broth and Anna Cole. The second was the Ethics and Conflict of Interest seminar also organized by the New Hampshire Municipal Association, and presented by their in-house attorney, Margaret Byrnes.

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

-Aristotle

Sergeant Nadeau, Officer Lazos, and Officer Lynch completed Intoxilyzer 5000 breath test annual recertification on June 19.

On June 9, Officers Lazos, Gaudreault, Levin, and Hurley attended a one-day training as members of the Crime Scene Unit training on the topic of low light photography.

Vicki Hebert and Dana Mitchell attended a 4 hour training at the Frameworks Lab to enhance their skills for conveying prevention messages to the public on June 13th in Concord.

On June 21st Vicki Hebert and Dana Mitchell attended a 6 hour ethics training needed for certified prevention specialist recertification.

On June 1, 2017, Lieutenant Brant Dolleman attended a Regional Law Enforcement Outreach event at the Portsmouth Naval Shipyard.

On June 12, 2017, Detective Courter attended training to become an AR-15 Rifle Armorer.

On June 14, 2017, Detective Courter attended training on the NH Sex Offender Registry in order to fill the role as the department's primary contact for sex offender registrations.

On June 20-21, 2017, Detective Carlson attended the Law Enforcement Legal Defense Symposium.

During the month of June, Officer Plummer, Officer Pieniazek, and Dana Mitchell attended the annual DARE conference in North Conway, NH. This is a two day conference that is required for them to maintain their DARE certifications. During the conference, staff listened to presentations from various federal and local agencies. The topics covered were different aspects of both the heroin epidemic and social media.

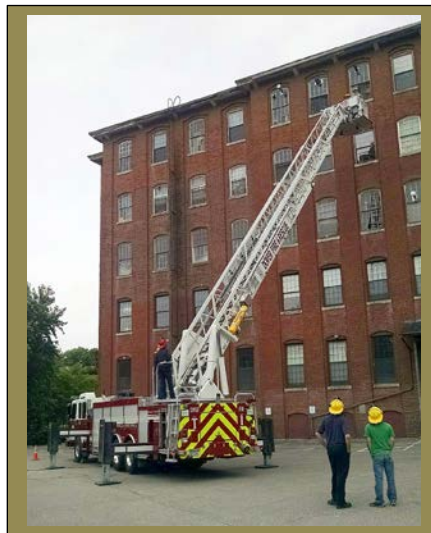
Deputy Chief of Safety and Training Micky Drouin also attended the 24 hour Certified Confined Space Rescue Technician class held at the New Hampshire Academy. Designed for fire personnel who encounter confined space rescues as part of their responsibilities, the Confined Space Rescue Technician class is an intensive 24 hour program featuring a combination of classroom and practical evolutions preparing responder for complicated confined space rescue situations such as a worker trapped within the confines of a pumping area of a sewer pumping station. Fire and Rescue has the responsibility of being prepared for the rescue of City Workers in the City's various sewer and water pumping facilities as well as for the contractors who are working currently on the previously approved major upgrades in the City's water treatment facilities. A special shout out to Deputy Chief Drouin is in order as he was one of only two Chiefs in the class of 20 people, who took this incredibly physically demanding class. It is a goal of Fire and Rescue to host this class in Dover similarly to what was done in June for the Driver Operator - Aerial class.

Fire and Rescue would like to introduce new Firefighter/Advanced-EMT James Calderone to the citizens of Dover. James moves to Fire and Rescue from the Somersworth Fire Department after nearly a year there. James is shown in the first photo below, and takes the place of Firefighter/Advanced-EMT Glenn Camire who married earlier this year, and resigned in June to move to Massachusetts where his new wife lives. Fire and Rescue wishes Glenn best wishes and congratulations on this new chapter of his life. Thank you for your service Glenn!



James Calderone

June saw many trainings occurring, with the most noteworthy being the hosting at Fire and Rescue of a Certified 32 hour New Hampshire Fire Academy Driver Operator – Aerials class. In aerial in lay person's terms, is a ladder truck. The New Hampshire Fire Academy only has the capacity to offer this class on average, twice a year and after three years of lobbying, one of those limited offerings finally came to Dover. For this offering, Dover advocated to be the primary host in a partnership with Durham Fire, with the two agencies guaranteeing that a minimum of 15 students would be attending. For those that are normally not held in Dover, enrollment is open throughout the state and with demand far exceeding supply, our firefighters find it very challenging to be one of the lucky students accepted into those classes. There are many advantages to hosting a class locally, including reduced travel time for those involved who would otherwise have to travel to the Fire Academy in Concord. In addition to that fact, it is most advantageous if a student completes the required practical skills with their own department's aerial ladder truck, which normally must stay in its community (in the event of a major emergency that requires it). Each of these classes are Pro-Board Accredited and information about that accreditation process can be found at <http://theproboard.org/>. Fire and Rescue congratulates the 10 members from Fire and Rescue who attended! Having certified aerial operators is important due to the risks that are involved from improperly operating a vehicle that costs new somewhere between \$800,000 and \$1 million. Operated improperly, one can structurally damage the aerial ladder triggering a costly repair or replacement of the aerial ladder portion of the vehicle or worse, the flipping of the entire vehicle onto its side. The photos below show the students under the watchful eyes of Fire Academy instructors, completing various skills. The first photo shows the operator attempting to drop a cone fastened to the end of the aerial ladder onto another cone that was placed on the roof.



The second photo shows a student practicing proper placement below the window which is a standard technique used when an aerial ladder is being used to facilitate a rescue out of a window. A special thank you goes out to the owners of Servpro which is where the first photo was taken on Industrial Park Drive, and Chinburg Properties who are the owners of 1 Washington Center. Both of these building owners were generous to allow the students involved in this class to use their buildings as real world props! Having building such as these for the class allowed for the students to drive up in the aerial ladder like they would if the building was experience a fire, as the first step is proper placement of the vehicle, which varies based on the need and objectives of the situation.

Eric Poitras, Truck Driver, attended the Preventing Run Overs and Back Overs course sponsored by the University of NH Technology Transfer Center. This course was held in Concord, NH.

Alan Dews, Engineering Technician, attended the Beyond the Basics Food Scrap & Organics Composting course sponsored by the Northeast Recycling Council. This course was held in Exeter, NH.

Dave White, City Engineer, attended the NH Emergency Preparedness Conference sponsored by the NH Department of Health & Human Services and the NH Department of Safety. This conference was held in Manchester, NH.

Employment:

Separations – 2

2	Recreation

New Hires – 12

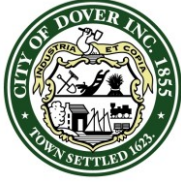
2	Community Services
2	Info Tech
1	Police
7	Recreation

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.

Congratulations!

July Anniversaries

Employee Name	Years of Service	Division	Employee Name	Years of Service	Division
Mayer-Gottlob, Karin M	25	Public Library	Khalsa, Dev Atma S	9	Police
Joyal, J Michael	24	Executive	Pasquale, Raymond A	9	Arena
Collopy, Mark	19	Police	Cicchese, Michael	8	Police
Gould, Brad J	18	Police	Schrempf, Derick W	7	Fire Station
Harrington, Janine M	18	Police	McNeil, Raymond	6	WWTF
Gebbers, Daniel W	17	Police	Waldron, Therese C	5	Water/Sewer Billing
Powers, Patti I	16	Police	Adams, Matthew	4	Fire Station
Comeau, Craig T	14	Fire Station	Dunker, Susan E	3	Public Library
Gingras, Brenda L	14	Recreation	Benton, Donna P	2	Planning
Wentworth, Matthew	14	Info Tech	Murphy, Connie M	2	City Clerk Tax Collection
Jalbert, Rebecca F	13	Fire Station	Piekut, Elena C	2	Planning
Anderson, Jon E	12	Fire Station	Sukduang, Nicole K	2	Fire Station
Carney, Matthew S	12	Fire Station	Brown, Maxwell	1	Fire Station
Jacques, Brian D	12	Fire Station	Chase, Ryan S	1	Fire Station
McShane, Michael R	12	Fire Station	Moore, Nicole K	1	Police
Fenton, D Michael	11	Police			
Lynch, Daniel R	10	Finance			
Estee, Brian	9	Police			

 CITY OF DOVER	CITY COUNCIL - MINUTES <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Meeting Type:</td><td>Public Meeting to Enter Non-Public Session</td></tr> <tr> <td>Meeting Location:</td><td>McConnell Center, Room 305</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, June 28, 2017</td></tr> <tr> <td>Meeting Time:</td><td>6:00 pm</td></tr> </table>	Meeting Type:	Public Meeting to Enter Non-Public Session	Meeting Location:	McConnell Center, Room 305	Meeting Date:	Wednesday, June 28, 2017	Meeting Time:	6:00 pm
Meeting Type:	Public Meeting to Enter Non-Public Session								
Meeting Location:	McConnell Center, Room 305								
Meeting Date:	Wednesday, June 28, 2017								
Meeting Time:	6:00 pm								

The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

Personnel hiring, compensation, and evaluation.

NOTE: The non-public meeting is not open to the public per RSA 91-A:3 II(a), The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; and per RSA 91-A:3 II(b), the hiring of any person as a public employee.

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

Others Present: City Manager Mike Joyal and City Attorney Anthony Blenkinsop.

Public Meeting to enter non-public commenced at 6:05pm.

Motion to enter non-public meeting for purposes of discussing personnel compensation and hiring per RSA 91-A:3 II(a) and (b) made by Gasses, seconded by Ciotti.
Roll call vote unanimous.

Upon entering the non-public meeting, the Mayor and Councilors were briefed by the City Manager concerning the hiring and proposed compensation of the new Community Services Director. Discussion then ensued relating to the performance evaluation of the City Manager. Information presented included a review of expected outcomes as previously established for the City Manager (see attached).

Motion to recess the non-public session until later in the evening following completion of Regular Meeting made by Councilor Gagnon, seconded by Gasses. Voice vote unanimous.

Non-public meeting recessed at 6:55pm.

Non-public meeting reconvened at 10:10pm following completion of the Regular Meeting with all previously attending present.

Discussion continued regarding the performance evaluation of the City Manager and recognition of his performance by addressing amendments proposed to be made to his employment agreement. Due to the late hour, Councilors agreed to recess meeting until 7/12/2017 to allow more time for additional discussion and feedback to occur.

Motion to recess the non-public session to 7/12/2017 made by Councilor Gagnon, seconded by Greenshields. Voice vote unanimous.

Non-public meeting recessed at 11:05pm.

 CITY OF DOVER	CITY COUNCIL - MINUTES RECONVENED FROM JUNE 28, 2017 Meeting Type: Public Meeting to Enter Non-Public Session Meeting Location: McConnell Center, Room 305 Meeting Date: Wednesday, July 12, 2017 Meeting Time: To follow Regular Meeting
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The City Council will meet in a Public Meeting to re-enter a Non-public Session to discuss the following topic:

Personnel hiring, compensation, and evaluation.

NOTE: The non-public meeting is not open to the public per RSA 91-A:3 II(a), The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; and per RSA 91-A:3 II(b), the hiring of any person as a public employee.

Councilors Present: Mayor Weston, Deputy Mayor Carrier and Councilors Thibodeaux, Gagnon, Shanahan, Greenshields, Ciotti and Gasses

Councilors Absent: Councilor O'Connor

Others Attending: City Manager Mike Joyal

Public Meeting to enter non-public commenced at 8:35pm.

Motion to re-enter non-public meeting for purposes of discussing personnel compensation and hiring per RSA 91-A:3 II(a) and (b) made by Ciotti, seconded by Carrier.
Roll call vote unanimous.

Upon re-convening the non-public meeting from 6/28/2017, the Mayor and Councilors resumed discussion and provided feedback relating to the performance evaluation of the City Manager. Comments were related to the expected outcomes as previously established for the City Manager and included suggested areas to consider for future goals. Mayor and Councilors then discussed recognition of the City Manager's performance by addressing amendments proposed to be made to his employment agreement as presented in resolution R-2017.07.12 City Manager Employment Agreement Amendment (see attached).
Consensus of Councilors was to not seal minutes and for Mayor to serve as spokesperson to inform of evaluation results.

Motion to re-enter public session made by Deputy Mayor Carrier, seconded by Councilor Gagnon.
Roll call vote unanimous

Motion to approve R-2017.07.12 City Manager Employment Agreement Amendment made by Councilor Gagnon, seconded by Ciotti.
Voice vote unanimous

Motion to adjourn made by Councilor Greenshields, seconded by Councilor Shanahan.
Voice vote unanimous

Meeting adjourned at approximately 10:30pm



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 12, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor O'Connor.

Others Present: City Manager Joyal,

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add as Item 13.A.4., Raffle, Seacoast Swimming Association. He moved to substitute as a whole Item 12.A.1.

Deputy Mayor Carrier moved to approve the agenda as amended; seconded by Councilor Shanahan.

Vote: 8/0

7. PUBLIC HEARINGS

A. CHAPTER 131 – SECTION 7: PARK HOURS 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.

Daniel Ponto, Court Street: He spoke in favor of Item 13.B.1.

Katherine Thompson, Court Street: She spoke in favor of Item 13.B.1.

Steve Gonough, 17 Belknap Street: He spoke in favor of Item 13.B.1.

Tyler, East Watson Road: He spoke in favor of Item 13.B.1.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 12, 2017**
Meeting Time: **7:00 pm**

William Baber, 5 Gerry's Lane, Energy Commission Vice-Chairperson: He spoke in favor of Item 13.B.1.

NH Representative Peter Schmidt, 53A Fourth Street: He spoke in favor of Item 13.B.1.

Christopher Marion, 282 Washington Street: He spoke in favor of Item 13.B.1.

Jonathan Cummings, 243 Locust Street: He spoke in favor of Item 13.B.1.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He introduced the new School Superintendent, Dr. William R. Harbron.

Superintendent Harbron spoke to the Council about his first few days in Dover and working in the School Department.

City Manager Joyal spoke about the successful July 4th fireworks. He gave an overview on the Central Avenue Bridge construction work, and the additional \$130,000 cost. He thanked Deputy City Manager Steele for his service to the City.

Deputy City Manager Steele thanked the City for the opportunity and he is leaving with mixed emotions.

Mayor Weston asked about the Whittier Street Bridge project.

Deputy City Manager Steele gave an overview of the project to the Council.

Councilor Thibodeaux asked about the Robbins building construction project.

City Manager Joyal gave an overview of the development agreement with the Council.

Assistant City Manager Parker went over the timeline.

Mayor Weston asked about the Third Street Parking Lot being closed.

Assistant City Manager Parker said the City turned over the lot to the developer on July 6, 2017. He said he will keep the Council updated on the project.

Councilor Thibodeaux referred to the difficulty with companies finding good employees.

City Manager Joyal gave an overview of some areas they are looking into to improve the situation.

Mayor Weston encouraged students to contact BizEd Connect and try to get internships that may be available in Dover businesses.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. June 28, 2017 – Regular Meeting

Deputy Mayor moved for the approval of the Minutes; seconded by Councilor Gagnon.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 12, 2017**
Meeting Time: **7:00 pm**

11. MAYOR'S REPORT

Mayor Weston listed the events she attended in the last two weeks. She spoke about the Veteran's memorial, 4th of July Fireworks, Optima Bank groundbreaking, and the Lombardi Trophy coming to Dover.

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

1. CHAPTER 131 – SECTION 7: PARK HOURS SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Mayor Weston gave an overview regarding the substituted version changes.
Police Chief Colarusso explained why the Police Department wanted this ordinance change. He said he was fine to change the opening to 5:00 am.
Councilor Gagnon moved the change the hours from 11:00 pm to 5:00 am for the Henry Law Park; seconded by Councilor Ciotti.
Vote: 8/0.
Mayor Weston asked for a roll call vote on the amended ordinance.
Roll Call Cote: 8/0.

B. ORDINANCES IN THE 3rd READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Friends of Florence Street**
- 2. B17012 AMBULANCE REVENUE CYCLE MANAGEMENT SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. PURCHASE OF AN E-ONE QUINT AERIAL LADDER TRUCK**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. RAFFLE – Seacoast Swimming Association**



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, July 12, 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
18. Dover's 400th Anniversary Committee

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

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

Councilor Thibodeaux pulled Item 13.A.3.

Councilor Ciotti pulled Item 13.A.2.

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

Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.2.; seconded by Councilor Shanahan.

Fire Chief Hagman gave an overview of the Resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.3.; seconded by Councilor Thibodeaux.

Fire Chief Hagman gave an overview of the Resolution to the Council.

Roll Call Vote: 8/0.

B. RESOLUTIONS

1. EXPLORATION THE POTENTIAL OF OFFSHORE WIND ENERGY SPONSORED BY COUNCILOR THIBODEAUX

Councilor Thibodeaux moved for its adoption; seconded by Councilor Gagnon.

Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

Councilor Greenshields moved to adjourn, seconded by Councilor Gagnon.

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: The Annual Annunciation Greek Orthodox Church Greek Festival
Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

Religious ☒, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Annual Fundraiser to support the Annunciation Greek Orthodox Church
Contact Person: Rebecca Maska Day Time Telephone: 603 978 8375
Address: 93 Locust Street Dover, NH Email greekfestival Dover@gmail.com
Purpose of Permit: to sell raffle tickets to raise money for the church
Date of Event: Sept. 1st - 2nd 2017 Specific Time: 11-10 both days
Location of Event: 219 Long Hill Rd. Dover, NH 03820

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

Prize (s) To Be Awarded: Various baskets that have been donated by local Businesses
Cost of Ticket: \$1 for 1 or \$5 for 6 Date of Drawing: Sept. 2nd, 2017
Place of Drawing: 219 Long Hill Rd. Dover, NH 03820

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

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

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

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

Block Party Location (attach map if more than one street is affected): _____
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: Rebecca Maska DATE: 6/29/17

PRINTED NAME: Rebecca Maska (duly authorized)

Licensing Board Approval (Signature) Date: 7/6/17



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

Check (☒) the type of application:

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

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

Organization Name: The Annual Annunciation Greek Orthodox Church Greek Festival
Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

Religious ☒, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Annual Fundraiser to support the Annunciation Greek Orthodox church
Contact Person: Rebecca Mashwa Day Time Telephone: 603 978-8375
Address: 93 Locust St. Dover, NH 03820 Email greekfestivaldover@gmail.com
Purpose of Permit: to conduct 50-50 raffle to raise money for the church
Date of Event: September 1st - 2nd 2017 Specific Time: 11-10 both days
Location of Event: 219 Long Hill Rd. Dover, NH 03820

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

Prize (s) To Be Awarded: 50-50 raffle amount
Cost of Ticket: \$1 for 1 or \$5 for 6 Date of Drawing: (one each day) 9-1 and 9-2
Place of Drawing: 219 long hill rd. Dover, NH 03820

* 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: RLM DATE: 6/29/17
(duly authorized)

PRINTED NAME: Rebecca Mashwa

Licensing Board Approval (APD) Date: 7/1/17



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

5K road race
Check(☒) the type of application:
PARADE** ☒ , ROAD TOLL*** _____

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

Organization Name: Dover Turkey Trot (Garrison School PTA)

Federal Tax ID number for Organization: 22-2972074

Check(☒) Nature of Organization:

Religious____, Educational ☒, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____

Name/Description of Event (if applicable): Dover Turkey Trot 5K

Contact Person: Jennifer Sprague Day Time Telephone: 603-502-4253

Address: 27 Woodland Rd Dover Email JLSprague@comcast.net

Date of Event: 11/23/17 Specific Time: 8:30am

Location of Event (if parade, attach course description or map): Shaw's Lane (Garrison School)

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

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 Jennifer Sprague DATE: 6/30/17
(duly authorized)

PRINTED NAME: Jennifer Sprague

Licensing Board Approval (Signature) Date: 7/5/17

Start/Finish, and all mile markers are marked with a P-K Nail and Yellow Paint (UP = Utility Pole).



Dover Turkey Trot 5K

Dover, New Hampshire



DOVER TURKEY TROT 5K
USATF CERTIFICATE NH14034TY
EFFECTIVE 10-20-14 TO 12-31-24

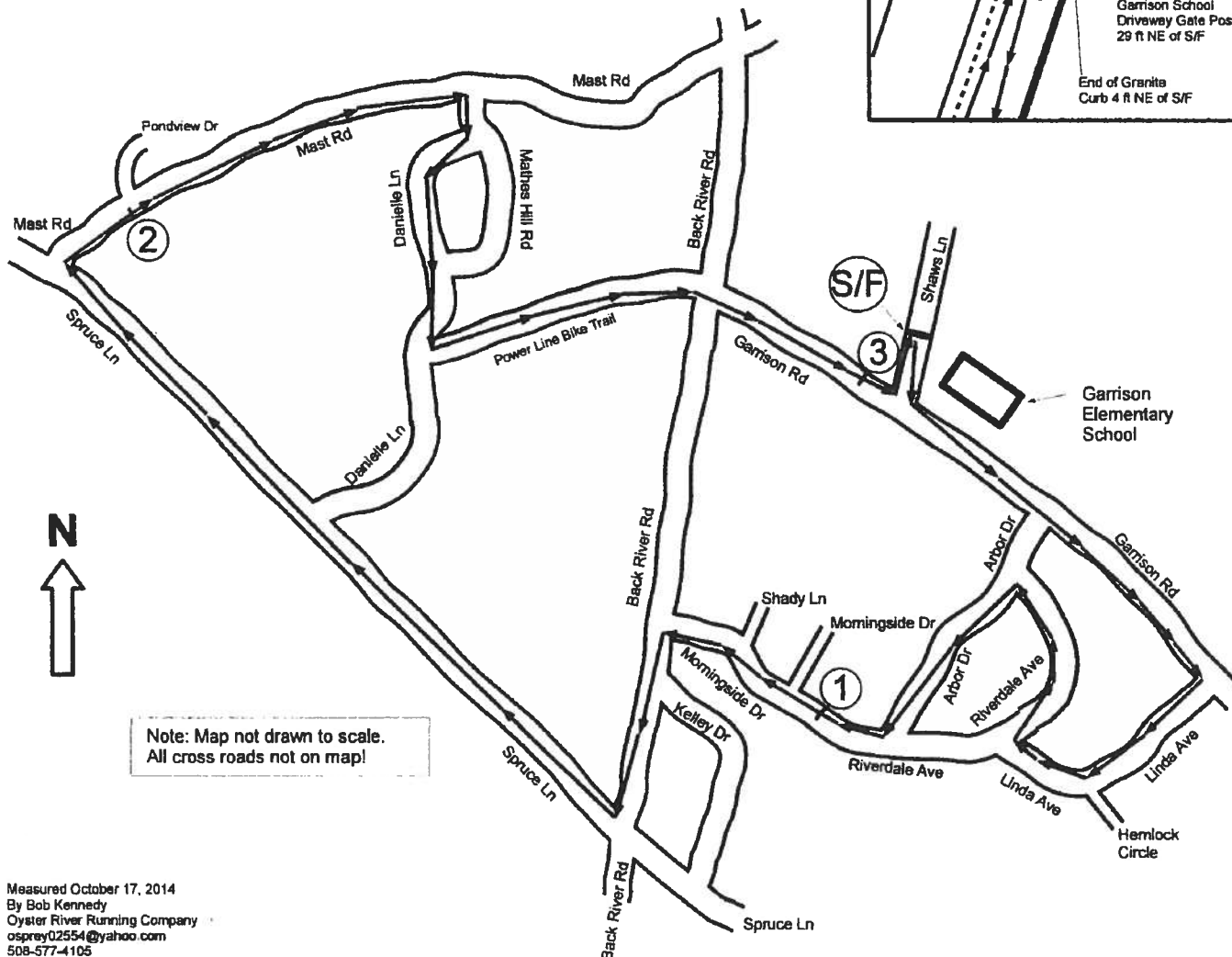
Start/Finish: On northwest side of Shaws Ln 4 ft SW of end of granite curb on opposite side, 29 ft SW of southern school driveway gate post on opposite side, and about 65 ft SW of Storm Drain on same side.

Mile 1: On north side of Riverdale Ave opposite garage door for 30 Riverdale Ave, about 30 ft E of UP (26 5 1032 18) on opposite side.

Mile 2: On southeast side of Mast Rd 6 ft SW of Mailbox for 126 Mast Rd and opposite intersection of Mast and Pondview Dr, and 19 ft 6 inches NE of UP (PSNH 23 27 14 v/z) on same side.

Mile 3: On north side of Garrison Rd 6 ft W of UP (PSNH24 5) on same side.

Start/Finish (S/F) Detail





PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

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

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

Organization Name: Dover Little League (overhead)
Federal Tax ID number for Organization: 26-2543446

Check (✓) Nature of Organization:

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

Contact Person: Diana Driscoll Day Time Telephone: 603-769-3515

Address: 43 Long Hill Rd Dover NH 03820 Email: diana.driscoll@gmail.com

Purpose of Permit: Sports Tournament

Date of Event: 8/11, 8/12 & 8/13 Specific Time: 8:00 - 4:00 pm 8/12 - 8:00 pm 8/13 & - 1:00 pm

Location of Event: Various sports around city

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Diana Driscoll DATE: 7/13/17

(duly authorized)

PRINTED NAME: Diana Driscoll

Licensing Board Approval AR Date: 7/17/17



APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

RAFFLE*.....TAG*.....PARADE**..... BLOCK PARTY**..... ROAD TOLL***.....

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

Organization Name: Dover Youth Football
Federal Tax ID number for Organization: _____

Nature of Organization: Religious, Educational, Charitable, Civic, Sports, Veterans, Fraternal or Political

Contact Person: Jon York Day Time Telephone: 498-8740

Address: 19 Reyners Brook Email Address: cjyork@comcast.net

Purpose of Permit: Tagging / Fundraising

Date of Event: 1/21, 9/22, 9/23 Specific Time: Thursday + Friday 4-8

Location of Event: 9/21, 9/22, 9/23 Saturday 9-1

(Raffle Permit only)

Prize (s) To Be Awarded: _____

Amount of Donation: _____ Date of Drawing: _____ Specific Time: _____

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://doj.nh.gov/publications/charitable_forms.html.

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

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

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 same.

Signature: [Signature] Date: 6/12/17

Licensing Board approval [Signature] Date: 6/21/17

Revised 03/17/08



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.07.26 - 082**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #1

WHEREAS: Sealed Request for Qualifications #B16013B were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall. Eleven responses were received and ranked by city personnel; and

WHEREAS: A short list of three qualified vendors was selected and interviews were conducted on January 19, 2016. The committee selected Martini Northern to begin negotiating scope of work and costs for the design portion in the amount of \$48,000 via R2017.01.25; and

WHEREAS: Martini Northern submitted the (GMP) Guaranteed Maximum Price which includes the multiplier of 4% of the final (GMP) of the construction value to be utilized for a total amount of \$1,164,891.00. The city has requested additional work in the amount of \$134,723.00.

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

The purchasing agent is hereby authorized to issue a change order to Martini Northern for design build services at rates provided in conjunction with RFQ B16013B in the amount not to exceed \$134,723.00. 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
1000.1.190.41991.4840.00000.00	Misc Gen Gov Contingency	348,146	348,146
6100.1.550.49200.4725.09100.97	Dovernet Building Improvements	71,859	71,859

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.07.26 - 082**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #1

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 – 2017.07.26 - 082**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #1

RESOLUTION BACKGROUND MATERIAL:

The City Council approved a GMP of \$1,164,891.00 on April 12, 2017 with resolution R-2017.04.12-035. The design/build project continued and the scope has since been expanded and refined. Through the process of demolition it was identified that the existing heating system in the back portion of the space would need to be replaced, and that the condition of some of the plumbing required replacement. In addition, while ceilings are open and exposed, on the ground floor, it makes sense to prep the first and second floor for improvements to electrical and sprinkler systems, as well as revise security cameras and provide for key card access doors, and new door counters, which all require a data drop so additional data drops were added to the electrical plans.

Furthermore, design changes to the future IT offices were requested which have an additional cost. Finally, electrical and other infrastructure are being brought up to code, including existing electrical and telephone/data to ensure that future expansion and updating of systems in the full City Hall cause only minimal disruption in the Customer Service Center.

After accounting for the additional scope and items that have already been taken out of contingency for the project, additional funding is being requested to increase the GMP in the amount of \$134,723.00 to allow for the expanded scope. City staff is confident that adding these additional items now, would save funding in the long run compared to going back in to install these items in future years.

Bid Information:

Sealed request for qualifications B16013B were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	601	Number of Responses:	11
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	2017
Recommended Award to:	Martini Northern	Fund:	City Hall Customer Service Center
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16013B Bid Documents and Vendor Lists](#)

Dover Customer Service Center

Dover, NH
Job # 4083
Date: 7/18/2017



IT Added Costs
Added Cost within GMP Contingency

Total Contingency: \$82,917

Contract:

Cost Issue	Description	Subcontractor	SCO #	Costs		OCO #	Change Orders		
				Pending	Approved		Estimate	Pending	Approved
0001	Electrical work for New Service and Existing	Martineau		15,237					
0002	Drywall Patching & Overlay	Dividers Plus		9,950					
0003	Ceiling Demolition	North Ridge	C-001	2,520					
0004	Design Fee's	AG Architects		3,828					
0005	Added Heating per Harriman Drawings	APH	C-002	14,342					
0006	Credit for EU-110 & Added IT room Heat	APH	C-003	2,417					
0007	Electrical Demolition- Excluded in spec & drawings	Martineau	C-004	16,480					
0008	Insulation of Existing Heat & Water Pipe	Dalton Insulation	C-005	3,500					
0009	Shower/Sauna demolition	Martini	C-006	2,200					
0010	Conduit for Future Electrical Service	Martineau	C-007	28,094					
0011	Revised Framing for City Clerk & IT	Dividers Plus	C-008	1,278					
0012	Revised Tele/Data Plan	Howard	C-009	38,388					
0013	Added HVAC- Relocation of Mini-splits	APH/Martineau	C-010	8,556					
0014	IT Department Alterations	Martini	C-011	26,450					
0015	Door & Window Trim	AP Dailey		4,000					
0016	Floor Base	Paul White		3,600					
0017	Structural Steel Columns	Martini		5,000					
0018	Added Lighting/Electrical Rooms #55, 36, 37, 01, 43 & 45	Martineau		3,500					
0019	Floor Prep- Added to Allowance	Paul White		6,300					
0020	Misc. Rough-in Items	NorthRidge		3,182					
0021	Misc. Finish Items	Martini		18,818					
Cost Totals				\$217,640	\$0	Cost Totals	\$0	\$0	\$0

IT Added Cost Total \$ 64,838
Contingency Items within GMP \$ 82,917

Remaining Contingency w/ Approved \$82,917
Pending Remaing Contingency -\$134,723

Approved Contract Value: \$0
Pending Change Value: \$0

Revised Contract Value: \$1,164,890



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.07.26 – 083**

Resolution Re: **B16073 Central Ave Bridge Repairs Change Order #5**

- WHEREAS: A Sealed Request for Bid B16073 was issued and received for Bridge Related Repairs on July 6, 2016 at 1:00 pm, and;
- WHEREAS: Two firms submitted pricing and the low bid meeting specifications was awarded to Evroks Corporation via council approval R-2016.07.27-103 for the work on Central Ave Bridge (a) totaling \$263,205.50 and the work on Chestnut St Bridge (b) totaling \$141,117.50. Change Order 1 approved the work on Washington St Bridge Bid (c) in the amount of \$89,265.00. Change Order #2 allowed time line extension last fall; and
- WHEREAS: While working on Central Ave Bridge, the contractor discovered that more extensive deck deterioration than originally anticipated has occurred causing a more extensive and different method of repair being required. The City received an estimate via change order #3 and #4 to complete the Easterly side (Phase I) of the additional work while keeping with existing schedule, in the amount of \$550,000.00 which was approved by City Council via resolution R-2017.04.26-047; and
- WHEREAS: Evrocks Corporation has moved to the Westerly side (Phase II) and has discovered better conditions than (Phase I) but still in need of more extensive deck repairs than originally anticipated. Evrocks Corporation seeks additional funds via change order #5 in the amount of \$127,000.00 to appropriately complete repairs.

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

The Purchasing Agent is hereby authorized to issue Change Order #5 to Evroks Corporation for Central Ave Bridge related repairs given the rates provided in conjunction with B16073 for the estimated amount not to exceed \$127,000.00. 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
1000.1.300.43121.4752.00000.00	CS Bridge Repairs	100,000.00	100,000.00
1000.1.300.43121.4715.00000.00	CS Streets	1,635,933.00	1,595,933.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.07.26 – 083**

Resolution Re: B16073 Central Ave Bridge Repairs Change Order #5

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.07.26 – 083**

Resolution Re: **B16073 Central Ave Bridge Repairs Change Order #5**

RESOLUTION BACKGROUND MATERIAL:

The Central Avenue bridge repair work has been progressing and the deck located on the westerly side of the bridge (Phase II) has now been exposed and the majority of the decayed concrete has been identified and removed with hydro demolition.

Fortunately, the full depth repair work being performed by the contractor on site is still remaining on track and is expected to be completed during the latter part of August, as previously anticipated. However, unfortunately, additional funds will be required to properly complete the phase II deck repairs beyond those that had been anticipated with the observations made on the easterly side of the bridge (Phase I). The phase II of the bridge deck is in better condition, but the quantities of full depth repair/reconstruction are still greater than the quantities revealed in the phase I of the bridge. Our engineering staff have determined that approximately \$127,000.00 of additional funding will be needed to complete the repairs.

Bid Information:

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

Award Information:

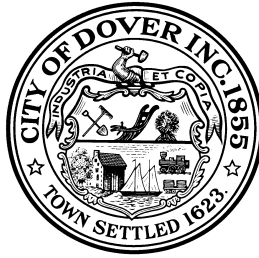
A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	454	Number of Responses:	2
Warranty:	n/a	Terms:	n/a
Work Bonded:	Yes	Contract:	yes
Prices will hold for:	2017 Construction Season	Estimated Delivery:	Mid/End August
Recommended Award to:	Evroks Corp	Fund:	Various
Other Approvals Required:	Emergency Purchase	References Checked:	Satisfactory
Previously Worked for City:	yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16073 Bid Results and Vendor List](#)

DAVE WHITE, P.E.
City Engineer
d.white@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169
(603) 516-6450
www.dover.nh.gov

City of Dover, New Hampshire COMMUNITY SERVICES DEPARTMENT

Memorandum

To: Doug Steele- Deputy City Manager
From: Dave White, PE-City Engineer
Subject: Bridge Repair Central Ave
Date: 7/12/17

Doug,

Now that the work has progressed on the bridge deck to the point of near completion, Evroks and I have determined the final amount of work and cost to finish the project. As you know, when we bid the project it was anticipated that minor surface repairs would be required to the bridge deck. Once the asphalt was removed on the east side it was determined the deterioration was more extensive. Evroks and I did a visual inspection of the underside of the bridge and it appeared to be generally sound. We came up with a plan and estimate to move forward with hydrodemolition of the deck. At this time we approached the council for additional money. Once the project began it became apparent that the deterioration extended the full depth of the deck in many areas. Evroks gave an updated estimate and made assumptions as to the condition of the west side of the deck and again we approached the council for additional funds.

Currently the west side of the deck has been hydro demolished and they are currently forming the underside of the deck. The repairs on the west side was more extensive than anticipated. Evroks and I have come up with the final cost estimate to finish the work. This amount is \$127,000.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.07.26 – 084**

Resolution Re: B17057 Construction of Public Safety Radio and Microwave Towers

WHEREAS: A Sealed Request for Bid B17057 was issued and received for the Construction of Public Safety Radio and Microwave Towers at three city locations on June 27, 2017 at 2:00 pm; and

WHEREAS: A mandatory prebid meeting was conducted on May 2, 2017 with representatives from six companies attending. The City received six bid packets including one non-conforming and one late bid; and

WHEREAS: It is the recommendation to award this project to the low bid meeting bid specification submitted by Allstate Tower of Henderson, KY in the amount of \$398,900.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Allstate Tower of Henderson KY for the construction of public safety radio and microwave system towers at rates provided in conjunction with Bid B17057. 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
4018.1.210.42120.4741.02151.18	Public Safety Equipment	1,334,490.00	1,320,590.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.07.26 – 084**

Resolution Re: B17057 Construction of Public Safety Radio and Microwave Towers

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.8.

Resolution Number: **R – 2017.07.26 – 084**

Resolution Re: B17057 Construction of Public Safety Radio and Microwave Towers

RESOLUTION BACKGROUND MATERIAL:

The project scope consists of work at three (3) communication tower sites throughout Dover, NH. Long Hill Road Tower (located at 308 Long Hill Road) consists of the construction of a new 150' self-support tower, prefabricated equipment shelter, fueled backup generator system, chain link fenced compound and other general site improvements. Waste Water Tower (located at 484 Middle Road) consists of the construction of a new 150' self-support tower, prefabricated equipment shelter, fueled backup generator system, chain-link fenced compound and other general site improvements. Garrison Hill Tower (located at 10 Abbey Sawyer Memorial Drive) consists of the construction of a 150' self-supported tower, installation of equipment shelter, fueled backup generator system, chain link fenced compound, security camera system and other general site improvements.

Bid Information:

Sealed Request for Bid B17057 was issued and received on June 27, 2017 at 2:00 pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	198	Number of Responses:	4 bids plus 2 non-conforming
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	As needed
Recommended Award to:	Allstate Tower	Fund:	CIP18
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17057 Bid Results and Vendor Solicitation List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.07.26 – 085**
Resolution Re: B17068 Mobile Digital Radios

WHEREAS: A Sealed Request for Bid B17068 was issued and received for the purchase and installation of sixty three (63) digital radios with GPS tracking capability on June 6, 2017 at 11:00 am; and

WHEREAS: One bid reply was received from Two Way Communications Services Inc in the amount not to exceed \$59,400.00; and

WHEREAS: It is the recommendation to award to Two Way Communications Service Inc as outlined.

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 Two Way Communications Services Inc. of Newington, NH for Digital Radios at rates provided in conjunction with Bid B17068. 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
4018.1.210.42120.4741.02151.18	Public Safety Equipment	1,334,490.00	1,320,590.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.07.26 – 085**
Resolution Re: B17068 Mobile Digital Radios

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.07.26 – 085**
Resolution Re: B17068 Mobile Digital Radios

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is seeking qualified firms to submit proposals for consideration to provide professional services for the purchase and installation of mobile digital radios. Work to be conducted by the selected firm will include installation of mobile digital radios in sixty-three (63) City of Dover, Community Services vehicles. The selected firm will be responsible for working in cooperation with City Officials; the city contracted communication consulting firm, the city Motorola public safety communications provider, and others. Awarded vendor shall:

- Provide installation of a mobile digital radio with GPS tracking capability such as the **Motorola XPR5350 or documented product of equivalent function** in 63 various vehicles.
- All vehicle mounted radios to include ignition control “on/off”
- Provide a software based tracking solution that is capable of interfacing with City of Dover GIS mapping so that vehicles with installed mobile radios can be accurately and simultaneously tracked on a map.
- All work shall be completed following Motorola’s R56 standards and at the Mast Rd Public Works facility.

Bid Information:

Sealed Request for Bid B17068 was issued and received on June 6, 2017 at 11:00 am

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	198	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	As needed
Recommended Award to:	Two Way Communication Services Inc	Fund:	CIP18
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17076 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.07.26 – 086**

Resolution Re: Purchase of Public Safety Communication Equipment

WHEREAS: The National Association of State Procurement Offices (NASPO ValuePoint) is a State Government Cooperative Purchasing Group that has established several procurement contracts through bid solicitations. One such contract is Public Safety Communication Equipment; and

WHEREAS: NASPO has awarded an agreement to Motorola Solutions, Inc for such equipment. The pricing terms and conditions are extended to non-profits, counties, cities, and towns. The state of New Hampshire has signed a participating addendum; and

WHEREAS: The City wishes to utilize this NASPO agreement for the purchase of tower communication equipment utilizing the funding approved in the FY18 CIP. The City has received a proposal for the equipment and installation in the amount of \$465,000; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Motorola Solutions, Inc. of Atlanta, GA for public safety communication equipment and installation in the amount not to exceed \$465,000.00. 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
4018.1.210.42120.4741.02151.18	Public Safety Equipment	1,334,490	1,320,590

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.07.26 – 086**

Resolution Re: Purchase of Public Safety Communication Equipment

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.07.26 – 086**

Resolution Re: Purchase of Public Safety Communication Equipment

RESOLUTION BACKGROUND MATERIAL:

The National Association of State Procurement Offices (NASPO ValuePoint) is a State Government Cooperative Purchasing Group that has established several procurement contracts through bid solicitations. One such contract is Public Safety Communication Equipment. NASPO has awarded an agreement with Motorola Solutions, Inc for such equipment. The pricing terms and conditions are extended to non-profits, counties, cities, and towns. The state of New Hampshire has signed a participating addendum.

The City wishes to utilize this NASPO agreement for the purchase of communication equipment for the towers and funds are approved in the FY18 CIP. The City has received a proposal for the equipment and installation in the amount of \$465,000.00 and is provided with this resolution.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2017
Recommended Award to:	Motorola Solutions Inc	Fund:	FY18 CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval



CUSTOMER: Dover Police Department
46 Chesnut Street
Dover, NH 03820

DATE: 6.14.2017

MODEL	APC	DESCRIPTION	QTY.	LIST	DSCT.	D. UNIT	D. EXT.
GPW 8000 RECEIVERS (PD, FD: Garrison, Mast Road)							
T7540	112	GPW 8000 RECEIVER	4	\$ 1,000.00	20%	\$ 800.00	\$ 3,200.00
X301AR	112	ADD: QTY 1 GPW 8000 RECEIVER	4	\$ -	20%	\$ -	\$ -
X530BH	112	ADD: VHF (136-174 MHZ)	4	\$ 3,200.00	20%	\$ 2,560.00	\$ 10,240.00
CA01948AB	595	ADD: CONVENTIONAL SOFTWARE R/X ONLY	4	\$ 2,000.00	20%	\$ 1,600.00	\$ 6,400.00
X265AM	112	BR PRESECTOR, 150-174 MHZ	4	\$ 500.00	20%	\$ 400.00	\$ 1,600.00
CA01400AA	112	ADD: POWER CABLE, DC	4	\$ -	20%	\$ -	\$ -
X153AW	112	ADD: RACK MOUNT HARDWARE	4	\$ 50.00	20%	\$ 40.00	\$ 160.00
GTR 8000 BASE RADIOS - SIMULCAST (PD, FD: Long Hill, PDHQ, Waste Water)							
T7039	112	GTR 8000 Base Radio	6	\$ 6,000.00	20%	\$ 4,800.00	\$ 28,800.00
X530BG	112	ADD: VHF (136-174 MHZ)	6	\$ 6,300.00	20%	\$ 5,040.00	\$ 30,240.00
CA01948AA	595	ADD: CONVENTIONAL SOFTWARE	6	\$ 6,500.00	20%	\$ 5,200.00	\$ 31,200.00
CA01502AA	595	ADD: ASTRO 25 CONVENTIONAL SIMULCAST SOFTWARE	6	\$ 1,000.00	20%	\$ 800.00	\$ 4,800.00
X265AM	112	BR PRESECTOR, 150-174 MHZ	6	\$ 500.00	20%	\$ 400.00	\$ 2,400.00
CA01400AA	112	ADD: POWER CABLE, DC	6	\$ -	20%	\$ -	\$ -
X153AW	112	ADD: RACK MOUNT HARDWARE	6	\$ 50.00	20%	\$ 40.00	\$ 240.00
GPS EQUIPMENT							
DSTRAK88353M	906	GPS CLOCK, 10MHZ, RUBIDIUM, 48V INCL ANT AND 100' COAX W/DONGLESNMPV3	4	\$ 12,521.00	10%	\$ 11,268.90	\$ 45,075.60
DSTRAKP001134	906	AC POWER SUPPLY FOR 8835 GPS CLOCK	4	\$ 212.00	10%	\$ 190.80	\$ 763.20
DSTRAK4008245101	906	MOUNTING SHELF FOR 8835 GPS CLOCK	4	\$ 345.00	10%	\$ 310.50	\$ 1,242.00
GCM 8000 VOTING COMPARATORS - PRIME/TX/RX SITE							
T7321	112	GCM 8000 COMPARATOR	2	\$ 3,000.00	20%	\$ 2,400.00	\$ 4,800.00
CA01183AA	112	ADD: GCM 8000 COMPARATOR	2	\$ 5,000.00	20%	\$ 4,000.00	\$ 8,000.00
CA01484AC	595	ADD: ASTRO 25 CONVENTIONAL SOFTWARE	2	\$ 8,000.00	20%	\$ 6,400.00	\$ 12,800.00
CA01502AC	595	ADD: ASTRO 25 CONV SIMULCAST SW	2	\$ 3,000.00	20%	\$ 2,400.00	\$ 4,800.00
CA01400AA	112	ADD: POWER CABLE, DC	2	\$ -	20%	\$ -	\$ -
X153AW	112	ADD: RACK MOUNT HARDWARE	2	\$ 50.00	20%	\$ 40.00	\$ 80.00
MLC8000 CONVENTIONAL COMPARATOR/GATEWAY (PAGING/RFD)							
F2979	112	MLC 8000	2	\$ 1,000.00	20%	\$ 800.00	\$ 1,600.00
VA00784AA	113	ANALOG CONVENTIONAL VOTING COMPARATOR/GATEWAY	2	\$ 500.00	20%	\$ 400.00	\$ 800.00
VA00012AA	114	ADD: 120/240VAC TO +12VDC POWER ADAPTER	2	\$ 50.00	20%	\$ 40.00	\$ 80.00

VA00011AA	115	19INCH RACK MOUNT HARDWARE KIT CABINET OR RACK	2	\$ 50.00	20%	\$ 40.00	\$ 80.00
		APX7500 CONSOLETES (Long Hill and WWTP)					
L30KSS9PW1	761	APX7500 SINGLE BAND VHF MID POWER (Recording Station, Multi Ch)	2	\$ 4,379.00	27%	\$ 3,196.67	\$ 6,393.34
G806	656	ADD: ASTRO CAI	2	\$ 515.00	27%	\$ 375.95	\$ 751.90
G48	656	ADD: CONVENTIONAL SOFTWARE	2	\$ 800.00	27%	\$ 584.00	\$ 1,168.00
W12	656	ADD: RF PREAMP	2	\$ 66.00	27%	\$ 48.18	\$ 96.36
L999	656	ADD: CONTROL PANEL	2	\$ 789.00	27%	\$ 575.97	\$ 1,151.94
G90	656	NO MICROPHONE NEEDED	2	\$ -	27%	\$ -	\$ -
CA01598	656	ADD US POWER CORD	2	\$ -	27%	\$ -	\$ -
G78	656	3 YEAR SFS	2	\$ 158.00	27%	\$ 115.34	\$ 230.68
HKN6233	761	CONSOLETTES RACK MOUNT KIT	2	\$ 200.00	27%	\$ 146.00	\$ 292.00
		APX7500 CONSOLETES (PD, FD control stations/recording)					
L30KSS9PW1	761	APX7500 SINGLE BAND VHF MID POWER (Recording Station, Multi Ch)	2	\$ 4,379.00	27%	\$ 3,196.67	\$ 6,393.34
G806	656	ADD: ASTRO CAI	2	\$ 515.00	27%	\$ 375.95	\$ 751.90
G48	656	ADD: CONVENTIONAL SOFTWARE	2	\$ 800.00	27%	\$ 584.00	\$ 1,168.00
W12	656	ADD: RF PREAMP	2	\$ 66.00	27%	\$ 48.18	\$ 96.36
L999	656	ADD: CONTROL PANEL	2	\$ 789.00	27%	\$ 575.97	\$ 1,151.94
G90	656	NO MICROPHONE NEEDED	2	\$ -	27%	\$ -	\$ -
CA01598	656	ADD US POWER CORD	2	\$ -	27%	\$ -	\$ -
G78	656	3 YEAR SFS	2	\$ 158.00	27%	\$ 115.34	\$ 230.68
HKN6233	761	CONSOLETTES RACK MOUNT KIT	2	\$ 200.00	27%	\$ 146.00	\$ 292.00
		MICROWAVE PTP820S (Primary links)					
DSC000000L033A	908	GIGABIT SURGE SUPPRESSOR (56V)	20	\$ 35.00	10%	\$ 31.50	\$ 630.00
DSC110082B001A	908	PTP 820S RADIO 11GHZ,TR500,CH1W6,HI,11185-11485MHZ	5	\$ 3,500.00	10%	\$ 3,150.00	\$ 15,750.00
DSC110082B002A	908	PTP 820S RADIO 11GHZ,TR500,CH1W6,LO,10695-10955MHZ	5	\$ 3,500.00	10%	\$ 3,150.00	\$ 15,750.00
DSN000065L001A	907	PTP 650 AC POWER INJECTOR	10	\$ 80.00	10%	\$ 72.00	\$ 720.00
DSN000065L003A	907	US LINE CORD FIG 8	10	\$ 20.00	10%	\$ 18.00	\$ 180.00
DSN000082L014A	908	PTP 820 GLANDS X5 KIT	10	\$ 32.00	10%	\$ 28.80	\$ 288.00
DSN000082L016A	908	PTP 820 CAT5E OUTDOOR 100M DRUM	10	\$ 295.00	10%	\$ 265.50	\$ 2,655.00
DSN000082L017A	908	PTP 820 GROUNDING KIT FOR CAT5E F/UTP 8MM CABLE	20	\$ 16.00	10%	\$ 14.40	\$ 288.00
DSN000082L033A	908	PTP 820S ACT.KEY - CAPACITY 500M WITH ACM ENABLED, PER TX CHAN	10	\$ 1,750.00	10%	\$ 1,575.00	\$ 15,750.00
DSN000082L073A	908	PTP 820 GBE_CONNECTOR_KIT	10	\$ 26.00	10%	\$ 23.40	\$ 234.00
DSN000082L116A	908	PTP 820 GROUND CABLE FOR IDU AND ODU	10	\$ 16.00	10%	\$ 14.40	\$ 144.00
DSN110082D072A	908	PTP 820 2FTANT,SP,11GHZ,RFU-C TYPE&STD UBR100 - ANDREW	10	\$ 550.00	10%	\$ 495.00	\$ 4,950.00
		MICROWAVE PTP650 (Redundant links)					
1010419001	908	Coaxial Cable Grounding Kits for 1/4" and 3/8" Cable	12	\$ 26.00	10%	\$ 23.40	\$ 280.80
DSC000065K022A	908	PTP 650 Lite to Full (Up to 450Mbps) Link Capacity upgrade license per ODU	4	\$ 995.00	10%	\$ 895.50	\$ 3,582.00
DSC000065L007A	908	LPU and Grounding Kit (1 kit per END)	4	\$ 400.00	10%	\$ 360.00	\$ 1,440.00
DSC050065H010A	908	PTP 650 Integrated END with AC+DC Enhanced Supply (FCC/IC)	4	\$ 3,095.00	10%	\$ 2,785.50	\$ 11,142.00
DSWB3176A	908	328 ft (100 m) Reel Outdoor Copper Clad CAT5E (Recommended for PTP)	4	\$ 395.00	10%	\$ 355.50	\$ 1,422.00
						TOTAL EQ	\$ 294,775.04

ORDERING: **PLEASE CONTACT**
Scott Cruikshank
scott.cruikshank@motorolasolutions.com
(978) 270-5505
NASPO Discounts Applied
Ships within 10-15 days of order placement

TOTAL Install	\$ 139,200.00
Hourly Labor Rate	\$192.75
Total, SI, PM	\$ 54,225.00
Warranty	
TOTAL System	\$488,200.04
Discount	(\$23,200.04)
Project Total	\$465,000.00

MR Installation Agreement Quote to Motorola

Statement of Work Item	Work Details	Quantity	Unit Amount	Cost Adjustment	Extended Amount
<i>For Conventional Site: Police HQ</i>					
Install Equipment	Install equipment in customer owned rack	1	\$1,120		\$1,120
Cabling	Install and wire cabling & punchblocks	1	\$700		\$700
Grounding	Install grounding to R56	1	\$840		\$840
Install Antenna System	Install Antenna System	2	\$4,060		\$8,120
Trbo EQ	SLR Repeaters	1	\$28,600		\$28,600
Misc Install & Grounding HW	Misc Grounding Hardware as needed	1	\$210		\$210
<i>For Conventional Site: Garrison</i>					
Install racks of equipment (backroom)	Install equipment in customer owned rack	1	\$1,120		\$1,120
Cabling (within backroom)	Install and wire cabling & punchblocks	1	\$700		\$700
Grounding	Install grounding to R56	1	\$840		\$840
Install Antenna System	Install Antenna System	5	\$4,060		\$20,300
Misc Install & Grounding HW	Misc Grounding Hardware as needed	1	\$210		\$210
<i>For Conventional Site: Long Hill</i>					
Install racks of equipment (backroom)	Install equipment in customer owned rack	1	\$1,120		\$1,120
Cabling (within backroom)	Install and wire cabling & punchblocks	1	\$700		\$700
Grounding	Install grounding to R56	1	\$840		\$840
Install Antenna System	Install Antenna System	5	\$4,060		\$20,300
Misc Install & Grounding HW	Misc Grounding Hardware as needed	1	\$210		\$210
<i>For Conventional Site: Mast Road</i>					
Install racks of equipment (backroom)	Install equipment in customer owned rack	1	\$1,120		\$1,120
Cabling (within backroom)	Install and wire cabling & punchblocks	1	\$700		\$700
Grounding	Install grounding to R56	1	\$840		\$840
Install Antenna System	Install Antenna System	4	\$4,060		\$16,240
Misc Install & Grounding HW	Misc Grounding Hardware as needed	1	\$210		\$210
<i>For Conventional Site: Waste Water Treatment Facility</i>					

Install racks of equipment (backroom)	Install equipment in customer owned rack	1	\$1,120		\$1,120
Cabling (within backroom)	Install and wire cabling & punchblocks	1	\$700		\$700
Grounding	Install grounding to R56	1	\$840		\$840
Install Antenna System	Install Antenna System	5	\$4,060		\$20,300
Misc Install & Grounding HW	Misc Grounding Hardware as needed	1	\$210		\$210

For Conventional Site: Exit 7 Monopole

Install racks of equipment (backroom)	Install equipment in customer owned rack	1	\$1,120		\$1,120
Cabling (within backroom)	Install and wire cabling & punchblocks	1	\$700		\$700
Grounding	Install grounding to R56	1	\$840		\$840
Install Antenna System	Install Antenna System	2	\$4,060		\$8,120
Misc Install & Grounding HW	Misc Grounding Hardware as needed	1	\$210		\$210

Total: \$ 139,200.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2017.07.26 – 087**

Resolution Re: B17073 Household Hazardous Waste Clean Up Day

WHEREAS: The sealed request for bid B17073 was solicited and received for household hazardous waste collection services on July 5, 2017 at 2:00 pm; and

WHEREAS: Three firms responded with unit price quotes for different chemicals that the City anticipates will be collected for the project in its entirety. The collection day will be August 26, 2017; and

WHEREAS: Low bid meeting specifications was submitted by Tradebe Treatment & Recycling Northeast, LLC of Meriden, CT at varying rates for collection various household hazardous waste chemicals. The estimated annual expenditure is \$27,000 thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Tradebe Treatment & Recycling Northeast, LLC of Meriden, CT for household hazardous waste collection services given rates provided in conjunction with bid B17073. 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
3320.1.300.43230.4421.000000	Recycling Management Collection	27,000	27,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2017.07.26 – 087**

Resolution Re: B17073 Household Hazardous Waste Clean Up Day

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.11.

Resolution Number: **R – 2017.07.26 – 087**

Resolution Re: B17073 Household Hazardous Waste Clean Up Day

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, New Hampshire requested proposals from qualified firms for Household Hazardous Waste Collection Services. The vendor will operate collection activities at the Site on Saturday, August 26, 2017 from 9:00 a.m. to 1:00 p.m. All collected waste, equipment and related materials resulting from the operation of this collection will be removed from the site no later than 7:00 p.m. of the day of the collection.

Bid Information:

The sealed request for bid B17073 was solicited and received for household hazardous waste collection services on July 5, 2017 at 2:00 pm.

Award Information:

A purchase order will be issued to the vendor selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	114	Number of Responses:	3
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	until completion	Estimated Delivery:	8/26/17
Recommended Award to:	Tradebe Treatment & Recycling Northeast, LLC	Fund:	Recycling Collections
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17073 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2017.07.26 – 088**
Resolution Re: B17076 Purchase of Ford Edge

- WHEREAS: A Sealed Request for Bid B17076 was issued and received for the purchase of a new or leftover model Ford Edge on July 19, 2017 at 2:00 pm; and
- WHEREAS: Two bid replies were received for 2018 year models with delivery timelines several months away. These two vendors were asked if they had a leftover model and they both replied they did not. After researching further the city discovered a comparable 2016 model year Ford Edge in the amount of \$36,814.00 and three 2017 left over model years ranging from \$40,307-\$41,005; and
- WHEREAS: It is the recommendation to award to AutoServ of Tilton NH for the 2016 Ford Edge in the amount of \$36,814.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to AutoServ of Tilton NH for one 2016 Ford Edge in the amount of \$36,814.00. 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
1000.1.210.42120.4742.00000.00	Light Vehicles	44,000.00	44,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2017.07.26 – 088**
Resolution Re: B17076 Purchase of Ford Edge

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.12.

Resolution Number: **R – 2017.07.26 – 088**
Resolution Re: B17076 Purchase of Ford Edge

RESOLUTION BACKGROUND MATERIAL:

The city is requesting pricing and availability of new Ford Edge Ford Edge AWD. Two bids were received only for 2018 model year vehicles with delivery timelines of approximately 6 months and thereby were rejected. Quotes were subsequently requested for in stock vehicles and pricing was received for 2017 models ranging from \$40,307-\$41,005 and one new left over 2016 model year costing \$36,814.00 . It is the recommendation to award to AutoServ of Tilton for purchase of this vehicle..

Bid Information:

Sealed Request for Bid B17076 was issued and received on July 19, 2017 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	136	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	Immediately
Recommended Award to:	AutoServ of Tilton	Fund:	CIP18
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17076 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.07.26 – 089**

Resolution Re: Veterans Memorial Brick Donor Program

WHEREAS: The city hired Ironwood Design Group for the design and construction of the Veterans Memorial at the Locust St in Dover. As consultant to the city, Ironwood offered options for managing an Honorary Brick Donation Campaign for the estimated one thousand bricks; and

WHEREAS: One option is an in-house website and the other is to source out to online companies that are in this type of business. After discussion with city staff, the in house option seems much more costly and time consuming than utilizing an online vendor. City staff has vetted two such firms and is recommending award to Polar Engraving of Naples FL for clay bricks at rates of \$17.50 for 4x8x2 ½ or \$25.50 for 8x8x2 ½; and

WHEREAS: Due to possibility of sale of all the bricks and the project expense exceeding the \$25,000 threshold, staff is seeking approval to move forward will selected vendor as outlined.

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 Polar Engraving of Naples FL for brick engraving services at rates provided 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
8599.1.350.45110.4831.00000	Rec Dept. Disbursement by Agent	6116.73	6116.73

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.07.26 – 089**

Resolution Re: Veterans Memorial Brick Donor Program

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2017.07.26 – 089**

Resolution Re: Veterans Memorial Brick Donor Program

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is in the process of designing and building a Veterans Memorial Park in an area on the front lawn of the McConnell Center. The memorial has been designed with clay brick pavers for the surfaces in order to keep with the character of the surrounding buildings.

Another aspect of the design to use bricks is to be able to offer the opportunity to honor military veterans through the donation of an engraved brick. These bricks will be inset into the entrance walkway that comes in from Locust Street and transitions into the main memorial area. The purchase of bricks also offers the means to raise funds for the construction and ongoing maintenance of the memorial.

In order to provide a mechanism for donors to purchase the bricks and have them appropriately engraved, the City has researched various options. It has been determined that using a third party who is in the business of setting up a website for donors to access and can produce the engraved bricks was the most cost effective and efficient way to get the bricks prepared. It is the recommendation of City staff that an agreement with Polar Engraving Laser Technology of Naples Florida will be the best current and long term solution for the Dover Veterans Memorial honorary brick donation and fundraising process.

Bid Information:

Per Dover Code 3-36B: competitive bidding Purchases (\$10,000 or more) Waiver. The competitive bidding may be waived by a 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.

Purchasing Information:

Formal Sealed bid not performed. Websites vetted for ease of use and costs.

Vendor	Clay brick 4x4x2 1/4	Clay Brick 8x8x2 1/4
Polar Engraving	\$17.50	\$25.50
Brick Masters Inc	\$17.50	\$29.50
In house solution not viable		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.07.26 – 090**

Resolution Re: **Approval of License Agreement and Grant of License
between City of Dover and Okad of Dover, LLC**

- WHEREAS: On March 14, 2017 the Planning Board approved Okad of Dover, LLC's Site Plan for the development of a mix of commercial buildings on land owned by Okad of Dover, LLC on the corner of Central Avenue and Glenwood Avenue (the "project site"); and
- WHEREAS: The City of Dover is the owner of two right-of-way parcels of land adjacent to the project site known as Central Avenue and Page Avenue; and
- WHEREAS: Okad of Dover, LLC requests a license upon, over and across portions of the two City parcels in order to construct access from the project site to Central Avenue, to construct limited travel lanes and parking, and to install and maintain landscaping adjacent to the project site; and
- WHEREAS: Issuance of such a license would be in the City's interest given the roadway and intersection improvements made by Okad of Dover, LLC as part of its site plan approval and given the aesthetic benefits to the City land and surrounding area by the landscaping.

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

The City shall provide a License to Okad of Dover, LLC to construct access to/from the project site to Central Avenue, to construct limited on-site travel lanes and parking, and to install and maintain landscaping on the City's parcels described herein; and

The City Manager is authorized to draft and sign the License Agreement between the City of Dover and Okad of Dover, LLC and to take the necessary steps to record said License Agreement in the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

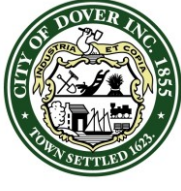
Resolution Number: **R – 2017.07.26 – 090**
Resolution Re: **Approval of License Agreement and Grant of License
between City of Dover and Okad of Dover, LLC**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

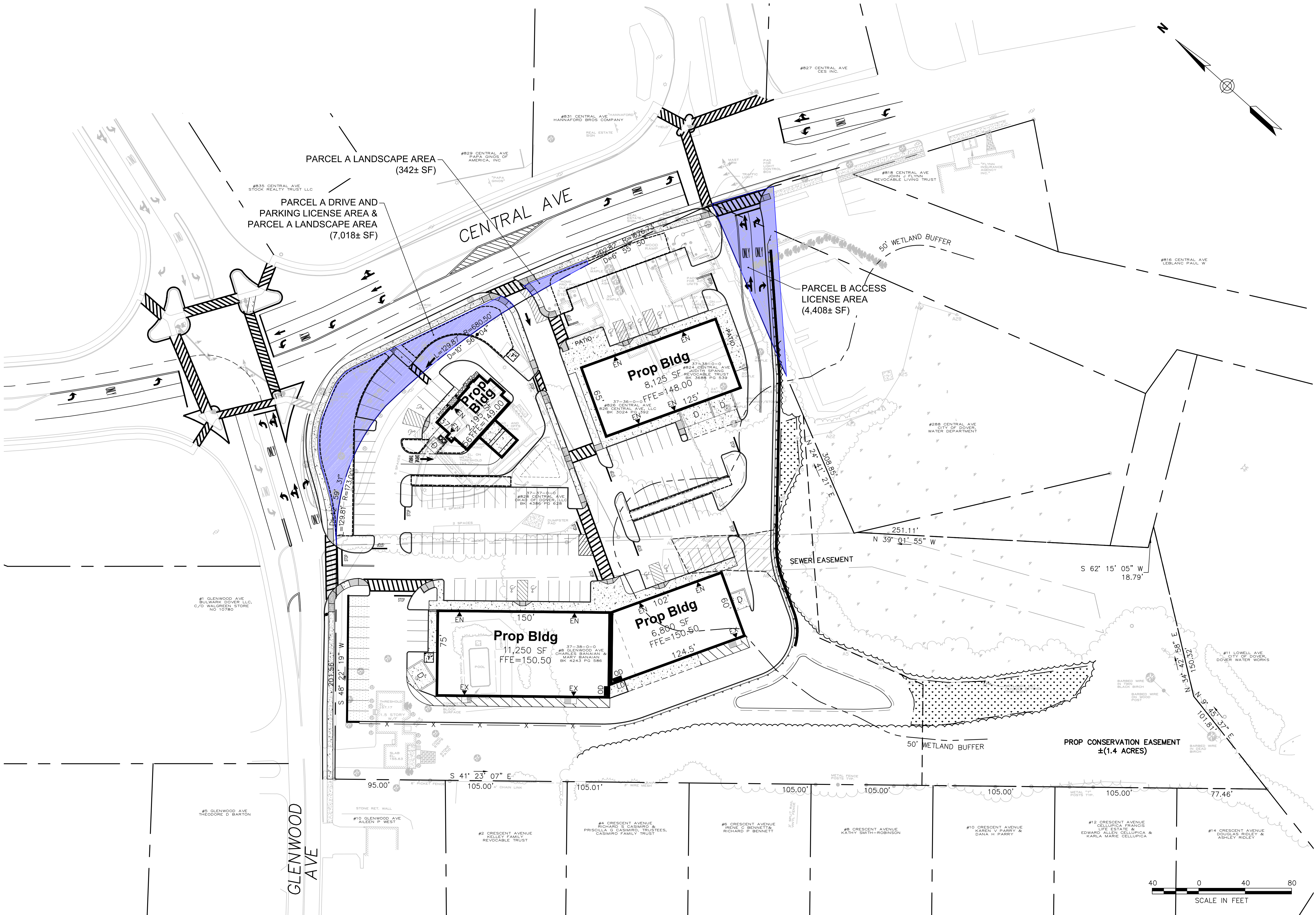
 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.2. Resolution Number: R – 2017.07.26 – 090 Resolution Re: Approval of License Agreement and Grant of License between City of Dover and Okad of Dover, LLC
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RESOLUTION BACKGROUND MATERIAL:

See draft License Agreement and Plan attached.

Beyond the common elements generally included in licenses to protect the City's interests, the components of the proposed License are as follows:

- There will be three License areas:
 - Access over the Page Avenue property to connect to the traffic light at Central Avenue and Hannaford
 - Okad will be updating the light to accommodate the additional leg
 - Access and parking over a portion of the Central Avenue ROW
 - To facilitate parking and a drive aisle for the bank
 - Landscaping area along Central Avenue
- The City retains the right to access, maintain, repair and improve its water and sewer utilities within the ROW.
 - City must give reasonable notice
 - City cannot leave a hole in the ground, and must backfill to create a safe condition
 - City is not required to recreate the prior condition
- License is for 50 years, with renewals
 - May be terminated:
 - By Licensee 90 days prior to renewal
 - By the City if the use of the property is not consistent with the approved Site Plan
 - Landscape area may be terminated upon 1 year written notice if City needs to widen ROW.
 - May need to get Site Plan approval to revise landscape plan
- Licensee must maintain license areas as per approved plan (landscaping and pavement)
 - City may request adjustment to landscape if there is site distance issues as a result of landscape install and maintenance
- The City, and its licensed utilities, may maintain, repair, replace and relocate any utilities poles or lines, above ground.
- The licensee will pay any and all real estate taxes applicable under law.



TEC, Inc.

65 Glenn Street
Lawrence, MA 01843
(978) 794-1792
www.TheEngineeringCorp.com

169 Ocean Boulevard
Unit 101, PO Box 249
Hampton, NH 03842
(603) 601-8154

DESIGNED BY	HEG
DRAWN BY	HEG
CHECKED BY	RJF
DATE	07/19/2017
SCALE	1" = 40'

PREPARED FOR
Okad of Dover, LLC
321D Lafayette Rd
Hampton, NH 03842

REVISIONS

ISSUED FOR
Permitting (P16-39)

PROJECT TITLE
Central Avenue
Redevelopment

PROJECT LOCATION
824, 826, 828
Central Avenue &
8 Glenwood Avenue
Dover, New Hampshire

DRAWING TITLE
License & Easement
Area Plan

PROJECT NO.
N0602

TEC CAD FILE
N0602_LICENSE.dwg

DRAWING NO.
F-1

SHEET 1 OF 1

LICENSE

This LICENSE ("**LICENSE**"), is made as of the _____ day of _____, 2017 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **OKAD OF DOVER, LLC**, a New Hampshire Limited Liability Company, with a mailing address of 321 D LAFAYETTE RD, HAMPTON, NH 03842 ("**Licensee**").

RECITALS

A. The City is the owner of a certain right of way in the City of Dover, County of Strafford, State of New Hampshire (the "**City Parcel A**"), being more particularly shown as "**CENTRAL AVENUE**" on a certain plan entitled "**SITE PLANS CENTRAL AVENUE REDEVELOPMENT**" prepared by **TEC, Inc.** dated **April 20, 2017**, (the "**Plan**"), which Plan is recorded in the Strafford County Registry of Deeds as Plan No. _____.

B. The City is the owner of a certain parcel of land in the City of Dover, County of Strafford, State of New Hampshire (the "**City Parcel B**" and together with City Parcel A, the "**City Parcels**"), being more particularly shown as "**PAGE AVENUE**" and Tax Assessors Map 37 Lot 35 on the Plan.

C. Licensee is the owner of a certain lot or parcel of land off Central Avenue and Glenwood Avenue in the City of Dover, County of Strafford and State of New Hampshire, depicted on the Plan, and being further designated by the City of Dover as Tax Assessors Map 37 Lot 38 (the "**Licensee's Parcel**").

D. On **MARCH 14, 2017** the Planning Board for the City of Dover, New Hampshire approved the Licensee's Site Plan prepared by **TEC, Inc.** for the development of a **MIX OF COMMERCIAL BUILDINGS** (the "**Project**") on Licensee's Parcel.

E. Licensee requests: (a) a license upon, over, under, above and across (i) a portion of City Parcel A shown on the Plan as "**Parcel A Drive and Parking License Area**", and (ii) a portion City Parcel B, also sometimes referred to herein and shown on the Plan as "**Parcel B Access License Area**" in each case for the benefit of Licensee and any successor owner of the Licensee Parcel for the construction, installation, use, maintenance, repair and replacement of

paved parking spaces, drive aisles, curbing, entrances, drives, parking lot lighting, underground utilities, landscaping and underground irrigation; and (b) a license upon, over, under, above and across a portion of City Parcel A shown on the Plan as “**Parcel A Landscape Area**” for the benefit of Licensee and any success owner of the Licensee Parcel in order to install and maintain landscaping, and the City hereby issues such licenses pursuant to the terms and conditions as more fully set forth in this License.

LICENSE

Now therefore, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Licensee hereby agree as follows:

1. License. Subject to any express conditions, limitations, or reservations contained herein, the City hereby grants, for the benefit of Licensee and any successor owner of the Licensee Parcel the following rights:

A. City hereby grants to Licensee, and Licensee accepts from the City, a license upon, over and across the Parcel B Access License Area for vehicular and pedestrian ingress and egress of Licensee and any subsequent owner of the Licensee Parcel, the tenants, subtenants or occupants of the Licensee Parcel, and each of their respective employees, agents, contractors, customers, invitees and licensees (the “**Parcel B Access License**”), and for the construction, installation, maintenance, repair, replacement, and relocation from time to time, of the paved driveways, drive aisles, striping, curbing, lighting, sidewalks, walkways, stairs, retaining walls, signage, landscaping, and other improvements substantially as shown on the Plan or otherwise required pursuant to any applicable state and local permits and approvals (the “**Parcel B Access Area Improvements**”) and (the “**Parcel B Access Area Improvements License**”);

B. City hereby grants to Licensee, and Licensee accepts from the City, a license upon, over and across the Parcel A Drive and Parking License Area, for the parking of motor vehicles by Licensee and any subsequent owner of the Licensee Parcel, the tenants, subtenants or occupants of the Licensee Parcel, and each of their respective employees, agents, contractors, customers, invitees and licensees, in the parking areas designated by the owner of the Licensee Parcel from time to time within the Parcel A Drive and Parking License Area (the “**Parcel A Parking License**”), and for the construction, installation, maintenance, repair, replacement, and relocation from time to time, of the paved driveways, drive aisles, parking areas, striping, curbing, parking islands, parking lot lighting, sidewalks, walkways, stairs, retaining walls, signage, landscaping, and other improvements substantially as shown on the Plan or otherwise required pursuant to any applicable state and local permits and approvals (the “**Parcel A Drive and Parking License Area Improvements**”) and (the “**Parcel A Drive and Parking Area Improvements License**”). Notwithstanding the foregoing, the owner of the Licensee Parcel shall have the right from time to time to relocate and reconfigure the parking areas within the Parcel A Drive and Parking License Area;

C. City hereby grants to Licensee, and Licensee accepts from the City, a license upon, over, under, above and across and through the Parcel A Landscape Area to install, maintain, and improve landscaping over, across, and through the Parcel A Landscape

Area as highlighted on the attached Plan, and to landscape and maintain the Parcel A Landscape Area, including without limitation, lawn care, the planting, removal and trimming of shrubs, bushes, plants, and trees, and the right to install, maintain, repair and replace the same, and the right of the Licensee to install, maintain, repair and replace walkways and benches , and to use the Parcel A Landscape Area for snow storage (the “**Landscape License**”) and together with the Parcel B Access License, the Parcel B Access Area Improvements License, the Parcel A Parking License, and Parcel A Access Drive and Parking Area Improvements License, collectively, (the “**Licenses**”). The obligation to maintain the improvements on the Parcel A Landscape Area does not, however, extend to any below-ground utilities, wires, pipes, lines or other services of the City.

D. City retains the right to maintain, repair, improve, and/or replace any underground utilities located within the Parcel A License Area, the Parcel B License Area, and/or the Parcel A Landscape Area, subject to the following limitations: In the event that the City requires access to those utilities: (i) the City shall provide Licensee with reasonable prior written notice, unless such access to the underground utilities is necessitated by an emergency situation requiring immediate action on the part of the City; (ii) upon completion of the work on the underground utilities the City shall fill and grade the area impacted, but shall not otherwise be required to return the impacted area to its prior condition; (iii) except in the event of an emergency, the City shall not conduct any such maintenance, repair, improvement, and/or replacement during the months of November and December of any calendar year, and (iv) any such maintenance, repair, improvement, and/or replacement shall be conducted in a manner to minimize, to the extent practicable, any disruption to the business activities of the owner of the Licensee Parcel or any tenant, subtenant or occupant of the Licensee Parcel.

E. Nothing in this License shall be deemed to create any rights of the general public, and the general public shall have no rights, in the Licenses set forth above or the Access Drive and Parking Area Improvements; and the Licenses granted herein and the Access Drive and Parking Area Improvements constructed from time to time are for the exclusive use of the owner of the Licensee Parcel, the tenants, subtenants or occupants of the Licensee Parcel, and each of their respective employees, agents, contractors, customers, invitees and licensees.

2. Term. The term of this License is fifty (50) years. This License shall automatically renew for up to nine (9) successive five (5) year terms (a potential total of ninety-five (95) years), unless terminated in writing by: (i) the Licensee with at least ninety (90) days-notice prior to the expiration of the current term; or (ii) the City following an unauthorized change in use of the Licensee Parcel from retail and commercial to residential. Notwithstanding the foregoing, the Landscape License and the Parcel A Landscape Area is subject to termination by the City at any point during the term of the License upon one (1) year written notice to the Licensee on the condition that prior to the expiration of the one (1) year notice period the City obtain Dover Planning Board approval for an amendment to the Licensee’s Site Plan approval, if such amendment is then required under applicable state or local law. In addition, in the event the City determines, in its reasonable discretion, that the landscaping within the Parcel A Landscape Area creates a serious traffic hazard for the motoring public or other reasonable public safety grounds exist that would justify modifying or removing any such landscaping, then the City may request Licensee to make modifications to or remove said landscaping at Licensees expense. In the event that Licensee is unwilling to modify or remove said landscaping the City may elect to immediately terminate the Landscape

License and release the Licensee's rights under the Landscape License with respect to the Parcel A Landscape Area, or request the Licensee modify its rights under this License in order to remedy the public safety issue.

3. **Maintenance.** In accordance with the approved Site Plan, the Licensee shall maintain and keep the Parcel A License Area, the Parcel A Landscape Area, and the Parcel B License Area in a good state of repair, and shall repair any damage, which endangers public safety.

4. **Indemnification.** Licensee shall defend and indemnify the City against claims and demands for damages to person or property, costs, expenses, arising from Licensee's exercise of its rights hereunder, except if caused by the negligence or misconduct of the City, its agents, contractors, subcontractors and/or employees. Notwithstanding any provision contained in this License to the contrary, no member, manager, officer, or employee of Licensee shall have any personal liability hereunder.

5. **Transferability and Assignment.** This License is only transferable or assignable to the owner of the Licensee Parcel with the written notice of such assignment delivered to the City. In addition, Licensee may grant the rights and impose the obligations hereunder upon one or more tenants of Licensee's Parcel; however, in no instance does the Licensee absolve itself of adhering to the requirements of the License by such grant or imposition.

6. **Notice.** Any notice required to be given under this License shall be in writing, and shall be deemed properly served if delivered in person, or by overnight mail by a commercially recognized carrier, or on the third (3rd) day after deposit in the United States mail, as certified or registered mail, return receipt requested, postage prepaid, and sent as follows:

If to Licensee, at: OKAD of Dover, LLC
c/o Tropic Star Development
321D Lafayette Road
Hampton, NH 03842

And if to the Licensors, at: City of Dover
288 Central Avenue
Dover, NH 03820
Attention: City Manager

8. **Governing Law.** This License shall be governed and construed in accordance with the laws of the State of New Hampshire.

9. **Miscellaneous.** This License shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns. This License shall be modified or amended only in a writing executed by the parties hereto.

10. **Sign Restrictions.** The Licensee shall refrain from the use of Electronic Message

Centers, electronic reader boards, electronic changeable copy signs or similar electronic technology for all signage on City property.

11. Covenants of the City. The City covenants that (a) the City will allow no improvements or natural condition on the License or Landscape Areas to obscure any signage installed by Licensee from the adjacent streets; (b) the City will not place, or allowed to be placed, any signs (not including any traffic or street signs as determined necessary by the City in its discretion), objects (including trees and landscaping), structures or improvements of any kind on the License or Landscape Areas other than those belonging to Licensee and existing underground utility pipes, lines and equipment. Notwithstanding the preceding sentence, the City, or its licensed utilities, shall be permitted to maintain, repair, replace, and relocate the existing utility poles and overhead utility lines located within the License and Landscape Areas. City and Licensee acknowledge and agree that the unimpaired visibility of the improvements on the Licensee Parcel from adjacent streets and ways is of critical importance to the businesses of the tenants and occupants of the Licensee Parcel.

12. Real Property Taxes. The Licensee shall pay real and personal property taxes pursuant to RSA 72:23 including assessments on structures and improvements of the Licensee. For purposes of assessment and enforcement by the applicable taxing authority, all such assessments with respect to such structures and improvements constructed by Licensee within the Parcel A License Area, the Parcel B License Area, and the Parcel A Landscape Area shall be deemed assessments against the Licensee Parcel directly. Failure of the Licensee to pay the duly assessed personal and real estate taxes when due shall by cause to terminate this License by the City.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this License to be executed by their duly authorized representatives on the date first above written.

CITY OF DOVER, NEW HAMPSHIRE

Witness
Print Name: _____

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ of _____, 2017, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Notary Public
My Commission Expires: _____

GRANTEE:

OKAD OF DOVER, LLC

Witness
Print Name: _____

By: Scott Mitchell
Its: Managing Member

STATE OF _____ COUNTY OF ____

On this, the _____ of _____, 2017, before me, the undersigned Officer, personally appeared Scott Mitchell, who acknowledge himself to be the Managing Member of Okad at Dover, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed of Okad at Dover, LLC.

Notary Public
My Commission Expires: _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.07.26 – 091**

Resolution Re: **Election to Fill Vacancy of New Hampshire District 13
(Dover Ward 1) Representative**

WHEREAS: Isaac Epstein recently resigned as the District 13 (Dover Ward 1) Representative to the New Hampshire State Legislature; and

WHEREAS: This position will remain vacant unless the City Council requests that the Governor and Executive Council schedule a special election to fill the seat; and

WHEREAS: In order to ensure proper representation in the State Legislature it is necessary to fill this seat as expeditiously as possible.

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

That the City of Dover requests that the Governor and Executive Council authorize and schedule a special election to fill the vacancy of the District 13 (Dover Ward 1) Representative to the New Hampshire State Legislature, and that the City Manager shall promptly send a letter to the Governor and Executive Council on behalf of the Dover City Council regarding this Resolution and request.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3.	
Resolution Number: R – 2017.07.26 – 091 Resolution Re: Election to Fill Vacancy of New Hampshire District 13 (Dover Ward 1) Representative		

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:

The District 13 (Dover Ward 1) representative to the New Hampshire State Legislature recently resigned. In order to ensure proper representation in the State Legislature it is important that this position be filled as expeditiously as possible. As such, it is necessary to request that the Governor and Executive Council schedule a special election to fill the seat.

It is anticipated that a request of the Council could be placed before the Governor and Executive Council at their August 2, 2017 meeting. If approved, the filing period for candidates would be August 7-11, 2017 in Concord with candidates able to file in Dover on August 7th and 8th, 2017. The primary would be held on October 3, 2017. If there is only one candidate for each party, then this date would also be the General Election. If there is more than one candidate for each party, then the General Election would be on November 21, 2017.

The Secretary of State's office would prepare the paper ballots, which would be hand counted at the end of the election by the Dover City Clerk.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2017.07.26 – 092**
Resolution Re: **Director of Economic Development Employment Agreement**

- WHEREAS: Daniel Barufaldi has been employed as Director of Economic Development for the City of Dover; and
- WHEREAS: It is the desire of the City Manager to continue Mr. Barufaldi's employment as Director of Economic Development; and
- WHEREAS: Mr. Barufaldi has agreed to continue his employment as Director of Community Services of said City subject to certain terms and conditions intended to be memorialized in an Employment Agreement; and
- WHEREAS: In accordance with the Merit Plan, the Dover City Charter, and the laws of the State of New Hampshire, compensation, benefits and other working conditions for the employment of Mr. Barufaldi may be established in the form of an Employment Agreement; and
- WHEREAS: No additional appropriations beyond those presented in the annual budget and subsequently adopted by the City Council are necessary for funding the costs associated with such Employment Agreement.

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

The City Manager is hereby authorized to enter into the attached Employment Agreement with Daniel Barufaldi.

AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.4.	
Resolution Number: R – 2017.07.26 – 092 Resolution Re: Director of Economic Development Employment Agreement		

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:

See attached Employment Agreement for Daniel Barufaldi as the Director of Economic Development.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
DANIEL J. BARUFALDI**

This Agreement made and entered into this ____ day of _____, 2017 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and Daniel J. Barufaldi, of the City of Dover, County of Strafford, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to continue the services of the Employee as Director of Economic Development of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as Director of Economic Development; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to continue employment as Director of Economic Development of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ DANIEL J. BARUFALDI as Director of Economic Development of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

The appointment as Director of Economic Development shall be for a fixed term through March 1, 2020 with subsequent automatic one-year re-appointments unless employment is otherwise terminated in accordance with the provisions of Section 3 of this Agreement. This agreement shall remain in full force and effect throughout the duration of appointment until employment is terminated by the City or Employee as provided in Section 3 below. Solely for the purposes of merit review and benefit eligibility, Employee's anniversary date of employment shall remain as March 1, 2009.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

A. The City Manager, at any time, may terminate the employment of the Employee for cause after sixty

(60) days written notice of the basis for the termination.

- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of his employment.
- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of Director of Economic Development without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at his option, deem himself to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as Director of Economic Development, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of his employment.
- E. In the event the Employee voluntarily resigns his position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, he shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except he shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$111,003, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Retroactive to March 1, 2017 and thereafter effective the first full pay period following Employee's anniversary date, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of his performance as specified by Section 5 of this Agreement. Such increase is to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan. Upon reaching the maximum amount, an equivalent merit award shall thereafter be paid as a lump sum bonus. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as Director of Economic Development at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of April, or such other month as may be mutually agreed upon, the City

Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.
- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling his time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty-five (25) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for two (2) personal days per fiscal year. Personal days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage which shall be verified and approved by the City Manager.
- D. The Employee is entitled to time off for the holidays as recognized by the City on the day they are observed.

SECTION 8 – INSURANCE BENEFITS

Dental and life insurance benefits consistent with those provided to City of Dover employees as part of its Flexible Benefits Program will be made available to the Employee and paid by City excepting City shall pay an amount upto and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. In lieu of health insurance, the Employee shall receive a buy out for health coverage equal to nine thousand dollars (\$9,000) evenly divided and paid in weekly installments provided Employee presents evidence of satisfactory coverage from another source.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee hereby acknowledges and waives participation in the NH Retirement System per the requirements and exemptions allowed by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable and approved business-related expenses incurred in the performance of his duties.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of his employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as he/she may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – RESIDENCY

The Employee shall maintain a permanent residence and reside within the City limits throughout the duration of employment as Director of Economic Development.

SECTION 16 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 17 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of DANIEL J. BARUFALDI as the Director of Economic Development of the City of Dover.

SECTION 18 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City:	The City Manager
	City of Dover, NH
	288 Central Avenue
	Dover, NH 03820

Employee: DANIEL J. BARUFALDI, DIRECTOR OF ECONOMIC DEVELOPMENT
City of Dover, NH
288 Central Avenue
Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 19 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
DANIEL J. BARUFALDI