

CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 23, 2017**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. ACCEPTANCE OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND 104 WASHINGTON STREET, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. OPERATION OF KENO GAMES IN DOVER**
SPONSORED BY MAYOR WESTON AND DEPUTY MAYOR CARRIER
- 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. August 9, 2016 – Regular Meeting**
 - B. August 9, 2016 – Workshop**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - B. ORDINANCES IN THE 3RD READING**



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C. RESOLUTIONS

1. ACCEPTANCE OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND 104 WASHINGTON STREET, LLC
SPONSORED BY MAYOR WESTON BY REQUEST

2. OPERATION OF KENO GAMES IN DOVER
SPONSORED BY MAYOR WESTON AND DEPUTY MAYOR CARRIER

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY Lexington Street**
- 2. RAFFLE – Dover High School Football Boosters Club**
- 3. RAFFLE – Dover Shockwave Robotics Corp.**
- 4. RAFFLE – Saint Mary Academy**
- 5. ROAD RACE – Saint Mary Academy**

6. EMPLOYEE TIME ENTRY APPLICATION
SPONSORED BY MAYOR WESTON BY REQUEST

7. B17025 VETERANS MEMORIAL CHANGE ORDER ONE FOR FINAL DESIGN SERVICES
SPONSORED BY MAYOR WESTON AND COUNCILOR O'CONNOR

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. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DPAII
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 23, 2017**
Meeting Time: **7:00 pm**

- 2. ESTABLISHMENT OF FY 2018 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER**
SPONSORED BY MAYOR WESTON
- 3. ESTABLISHMENT OF DOVER CAREER TECHNICAL CENTER EXPENDABLE TRUST FUND**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. ESTABLISHMENT OF EXPENDABLE DOVER HIGH SCHOOL ATHLETIC TRUST FUND**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. 79-E APPLICATION REVIEW 104 WASH STREET, LLC**
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 13, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. REPROGRAMING UNEXPENDED BONDING AUTHORIZATION AND CAPITAL RESERVE AUTHORIZATION FOR UNION STREET PROJECT TO HANSON STREET PROJECT**
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 13, 2017,
FOLLOWED BY COUNCIL VOTE ON SEPTEMBER 27, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. REPROGRAMING UNEXPENDED BONDING AUTHORIZATION FOR PISCATAQUA ROAD PROJECT TO SPUR ROAD PROJECT**
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 13, 2017,
FOLLOWED BY COUNCIL VOTE ON SEPTEMBER 27, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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

City of Dover

City Manager's Report

August 23, 2017



Wastewater Treatment Facility

Michael Gillis



Reporting on July, 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 Information Technology Division processed 94 IT Support Requests during July.

July library circulation totaled 27,467 items. (13,710 adult; 11,085 children's, 1,907 audiobooks & eBooks downloaded, and 765 Hoopla media items downloaded).

169 new library patrons registered; total active cardholders is 16,532. 6 of these new patrons were non-resident Dover workers or students.

Library patrons borrowed museum passes 160 times.

2,593 people attended, or registered for, 58 free programs at the library during July, including 933 patrons in the three Summer Reading Programs for children, teens and adults.

48 new patrons registered for downloadable audiobooks/eBooks (total = 4,662) and 23 registered for Hoopla (total = 940).

After publicizing the library's Passport Acceptance service via a "Grand Opening" ribbon-cutting, the library executed 42 U.S. passports in July, doubling the former monthly average.

Internet and PC uses by the public totaled 1,194 on library workstations, plus 3,053 via Wi-Fi, plus 78 Chromebook loans. Early Literacy Station was used 254 times by children. Average Internet use per day was 170.

Responsiveness & Measurables

The Facilities, Grounds and Cemeteries handled 2 service calls and 144 work orders in the month of July. In Pine Hill Cemetery, employees attended 1 full and 6 ash burials. One foundation was installed for a bench monument. Eleven headstones or monuments were reset in the older section of the cemetery. A sink hole near Section 17 was excavated and a collapsed drain line was repaired. Assistance in repaving the area will be sought from Public Works. The American Legion would like to donate a flag pole to mark the older Veteran's Section on North Avenue in Pine Hill. They are working with The High Flying Flag Company of Greenland, NH in this venture.

Preparations for the Fourth of July celebration included picking up the park area, procuring additional trash receptacles and making sure the Rotary Pavilion stage and amphitheater received a good cleaning that included pressure washing the seats in anticipation of upcoming events. The Rotary Garden planter was repaired as there were some blocks missing and others were loose around the top of the structure. The skateboard park was cleaned up again this month as well.

Forty-eight work requests dealing with various grounds or public area issues were handled by Facilities, Grounds and Cemeteries employees in the month of July. Woodman Park ballfield was prepared for a tournament held that first week of July. Other parks that were attended to, cleaned up and playgrounds covered with playground mulch were Hancock Street, Overlook tot lot and Garrison Hill Park.

Shaw's Lane soccer fields were lined for games. The area between the upper and lower parking lots received attention with several truckloads of tree debris and brush being removed after cutting was completed. The area had become quite overgrown and received much needed attention. The fence was also repaired in that parking lot. The soccer field was "moved", which means it was laid out in a different spot, so that repair work could be done to the high wear area before the fall season is underway. Dover High School will be utilizing the fields at Shaw's Lane again this season as construction continues on the new high school.

The whiskey barrels, flower beds and recently planted trees were watered through the month as needed. The foot bridge in Bellamy Park was repaired with some of the treads being replaced. Mulch was removed and replaced with fresh material in many of the tree pits in the downtown area. Irrigation systems at Shaw's Lane and in the Upper Square were repaired this month.

Old mulch was removed from the North End Fire Station grounds by the Strafford County Work program attendees, then picked and delivered to the recycling facility. New mulch was delivered by Facilities & Grounds employees to the North End and South Side Fire Stations.

Various locations were weeded, several of them being abandoned Adopt a Spots. Sneakers that had been thrown over power lines were removed, stinging insect complaints were dealt with, and employees completed some chainsaw maintenance and mower maintenance on the rainy days.

Six work orders regarding tree issues were addressed and several areas were cleared of vegetation or branches creating sight obstruction issues were addressed. Other brush was removed to make parking or regulatory signs more visible.

Fifteen work orders regarding parking signs were addressed and one meter was moved from in front of the old Robbins Auto building to Second Street. Eight other sign work orders were attended to and new signs were made for posting park hours at Adventure Park in Henry Law Park and also for Henry Law and Rotary parks. These parks will be considered open to the public from 5 AM to 11 PM, daily.

150 foot culvert conveys a small stream under Bellamy Road into the Bellamy River.



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

16,381 people visited the library during July, an average of 655 per day (open 25 days).

During the month of July, administrative staff fielded 23 service calls requesting pothole repairs. Crews repaired 249 potholes and applied 204.4 tons of asphalt on various areas throughout the city.

Several deceased animals were picked up along the roadways, as observed or reported, throughout the month. Material was hauled from the sand pits and from Brox Industries to fill the bins located on Mast Road. Street sweeping, brush cutting and brush chipping operations are ongoing.

The city experienced a micro burst in the Tolend Road, French Cross Road and Glen Hill Road area. Street crews cut up and removed trees from the city roads.

Approximately 18,184 lbs. of crack sealant was used to fill cracks in the road on numerous locations throughout the city. One employee assisted the crack sealing contractor with this work.

One Heavy Equipment Operator and four Truck Drivers repaired the trenches on Spruce Lane. This was done so that crews could maintain the trenches until they are paved.

The city assisted the Town of Wentworth during a natural disaster by sending three Ten Wheeler trucks to help transport fill to the washed out areas.

One Heavy Equipment Operator and five Truck Drivers readjusted the curbing on Fieldstone Drive in preparation of paving.

The drainage on Heaphy Lane was in need of repair. Crews installed two Catch Basins, one manhole and 160 feet of pipe. Once the work was completed, Crews hydro seeded and repaved the end of the road.

An existing 150 foot culvert conveys a small stream under Bellamy Road into the Bellamy River. This culvert is in poor condition and is causing ongoing erosion into the river. As part of this project, crews are constructing a rain garden adjacent to Bellamy Road, and restoring a section of stream by creating a natural streambed channel into the river.

Emergency Management Communications

Radio Transmissions	12,490
Phone Calls	7,671
911 Calls Received	371
Assisted Public - Lobby	397
Police Alarms Received	87
Police Alarms Cancelled Prior to Arrival	17

Inspection Services had a total count for inspections conducted and permits issued in July at 576. Here is the Inspection Services activity breakdown for July:

Inspections - Life Safety	53
Inspections - Business	16
Inspections - Sprinkler/Alarm	28
Inspections - Building	67
Inspections - Electrical	116
Inspections - Plumbing/Mechanical	174
Inspections - Blasting	00
Inspections - Health	29
Inspections - School / Daycare	23
Inspections - Oil Burner	00
Inspections - Woodstove/Fireplace	00
Permits Issued - Blasting	00
Permits Issued - Building	59
Permits Issued - Certificate of Occupancy	11
Total for December	576

One red ball and one green ball were replaced at two different traffic signals. One pedestrian crossing light was repaired and six traffic complaints were investigated. The very complex intersection of Central Avenue at Mill Street was problematic this month and the City is working with the Electric Light Company to resolve the issues that cause the signals to go to flash. Three Dig Safes relating to signalized intersections were marked as needed.

Another big change in the Public Works Facility is the lighting where all fixtures were retrofit with new LED lights or fixtures. This project between the City of Dover and Affinity LED Lighting will save the City in energy costs.

An estimate was received from Inspired Ornamental and Ven Gerven Plastering, Inc. for the restoration of the ceiling in the City Hall auditorium. Water damage over the last several years needed to be repaired and finding people to work on a ceiling of this vintage was challenging.

The numbers to the left do not capture the number of meetings, hours of plan review, and other activity that Inspections does each and every day! As an example, Inspection personnel along with several other City Departments, attended the required pre-construction meeting held with the essential individuals for the Optima Bank project. This project requires the demolition of the Fiddlehead Farms building on Central Avenue and a complete re-structuring of that property for the new Optima Bank building. This photo below of the developer's rendition of the project once built, shows what the new building should look like.

July was a slightly above average month, for Fire and Rescue with 467 calls for service which is approximately 16 responses per day helping Dover citizens. 10 of the calls for service were for fires, 287 were for medical emergencies, 16 were for other hazardous situations, 73 were either false or good intent in nature, with the remaining 81 being for non-emergent requests. Of the emergencies, there were 130 times where simultaneous emergencies were occurring with 30 of those times where 3 or more emergencies were occurring at the same time. The busiest day in July for Fire & Rescue saw a tie between Wednesday, July 19th and Thursday, July 20th with 23 requests for service on each of those days while the slowest day of the month was Saturday, July 15th with only 7 calls for service.

Picture right is a rendering of the new Optima Bank building.



Thursday, July 20th proved to be the most impactful day for the City of Dover as midafternoon on the 20th was when the straight-line mini-burst storm struck the northwestern part of Dover running approximately from the Madbury - Dover town line on French Cross Road, across Toland Road toward Glenhill Road, to the Rochester town line. In a short span of just a few minutes, all three of those roads were closed by falling trees, power lines were pulled down with in one case, the wires falling around a car trapping the individual in the car, and dropping numerous trees onto resident's homes and yards. All Fire and Rescue vehicles were deployed on requests for service immediately, with off-duty personnel recalled and mutual aid requested from neighboring communities to assist in case other incidents happened or if the storm was to progress further. The picture below taken on Toland Road about two hours after the storm, shows the Police Chief talking with homeowners and neighbors about the storm.



This photo above was taken by the Fire Chief as the two Chief's conducted a damage assessment, to report back to the EOC (Emergency Operations Center). The management of the initial response to the storm and cleanup was textbook for city officials as representatives from police and fire along with additional dispatching/communication staff, the city manager and other city officials, all gathered at the EOC located in the new Police Station, to manage the emergency in a coordinated manner. Some additional tree cutting resources from the State of New Hampshire were requested through the State's Emergency Operations Center with Rollinsford sending several crews after being activated through the State of New Hampshire Public Works mutual aid compact, along with a crew made up of four New Hampshire forest rangers, who responded to help clear trees from roads and driveways. The City thanks these crews for their time and assistance, as that reduced some of the load that fell on the shoulders of the Community Services Department, who lead in clearing the trees and road debris after the initial emergency responses by Police and Fire.

During the month of July 2017, there were three letters generated by the Dover Police Department that were sent to certain licensed liquor establishments in Dover. These letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined that an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

Sergeant Pettingill, the CREU Supervisor, continues to serve as a part-time supervisor for the Strafford County Drug Task Force. In this capacity, he assisted the Strafford County Drug Task Force with several drug operations during the month of July in the City of Dover.

*"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: 169
Priority 2: 102
Priority 3: 625
Priority 4: 710
Priority 5: 1,095**

The Dover Police Department responded to **78%** of emergency calls in less than 6 minutes.

July saw Fire and Rescue working on ways to improve response to incidents in the Piscataqua River. A number of years ago when the construction started for the Spaulding Turnpike improvements, the boat and fishing dock system at Hilton Park was removed because of its age and condition. This eliminated the one public access in Dover that was not tide dependent, where there previously was the 24-hour ability of Fire and Rescue staff to meet a boat should there be a medical emergency on a boat. The meeting was requested with state officials to discuss if that dock system was to ever be restored which was facilitated by Sen. David Waters.



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.*

It was identified at that meeting that all parties agreed restoring the dock system is a great concept for emergency response, as well as for recreational opportunities. Currently, Hilton Park is a legacy park where DOT owns the land that Hilton Park is on and has done so since the Spaulding was originally built, and where DOT use to be responsible for the dock system which is not a part of their mission, which is why maintenance of the dock system went away after ultimately deteriorating. What was discussed at this meeting at the request of Fire & Rescue, was the process that would require Fish and Game to purchase the land from the DOT (a legal requirement) as a capital project which may be assisted by some federal cost sharing money, with the ultimate goal to restore that dock system. Senator Waters and representatives from DOT, and Fish and Game will continue to work on the project though with those hurdles, it isn't something that will be resolved anytime soon. Fire and Rescue is grateful for the time invested by all those who attended, in hopes that this will steer future capability in coming years.



Patriots Event



July saw Fire and Rescue visiting several events. One was the annual neighborhood block party that the neighbors of Grove Street held, between the cross streets of Hough Street and Ash Street. Another was at the Heritage Baptist Church on Dover Point Road. The most noteworthy event was when an estimated 2500 people came to Henry Law Park to view the Patriots Super Bowl LI trophy, which came to Dover at the request of Mayor Weston. For those who don't know, Patriots owner Robert Kraft also owns the Rand Whitney Corporation that is located in Dover on Stonewall Drive, hence the strong Dover connection with the Patriots! In the photos shown left, area residents can be seen getting a selfie-photo opportunity with representatives from the Patriots next to the Lombardi trophy, while the line of attendees snakes all around Henry Law Park. Fire and Rescue routinely makes itself available where large groups of people are, in the event there is some sort of emergency and in the case of this Patriots trophy night, there was one medical aid that occurred during the event on site that Fire and Rescue assisted with!

During the week of July 10th the parking systems recorded its busiest week since the program started in 2010 with 10,284 users. This total included the new Indoor Pool parking lot but also the loss of the Third Street parking lot.

End of FY17 reports noted that the parking system had 7% more daily users in FY17 compared to FY16. This was on top of FY16 having 8.5% more daily users than FY15. The Parking Activity Fund met its income projections at 103% for FY17.

During the month of July 2017, 15 registered sex offenders were processed by the Dover Police Department's Special Investigations Bureau (SIB). The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

In July 2017, Special Investigations Bureau detectives and Crime Scene Unit officers, working with the Durham Police Department and the New Hampshire Marine Patrol, investigated the discovery of human remains on an island in Little Bay. Ultimately the remains were determined to be those of a Dover man who had gone missing in September 2016.

In July 2017, detectives and Crime Scene Unit officers investigated after significant damage was done to the City's parking garage in a vandalism spree. As a result of the investigation, a Dover man was arrested on a felony level charge of Criminal Mischief.

Also in July, detectives investigated after a registered sex offender failed to notify the police department of a change in his address. The investigation led to a felony level arrest of a Somersworth man.

Also in July, detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

Detectives also investigated three untimely deaths in Dover and completed three background investigations for a dispatcher applicants.

During the month of July 2017, the Dover Police Department responded to 2,703 incidents throughout the city. Police officers made a total of 1,095 motor vehicle stops during which they issued a warning or a summons.

The Accident Reconstruction Team was not called out during the month of July.

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

Sgt. Speidel worked closely with Recreation Director Gary Bannon and Fire Assistant Chief Paul Haas to coordinate traffic and crowd control logistics for the City's Independence Day firework celebration. This included the advance posting of parking restrictions in the Henry Law Park area, deployment of barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of security and traffic personnel.

Sgt. Speidel worked closely with Sargent Corporation, the City's contractor for the Keating/Birchwood/Renaud neighborhood reconstruction project, to implement a detour plan for multiple overnight closures of Central Avenue during the month of July. The closures were required to facilitate utility and drainage reconstruction.

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

During the month of July, 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.

July was a busy month for the Mounted Unit. The officers continued to make daily checks of the new Henry Law Park Playground which has been attracting both residents and visitors. People love the opportunity to visit with the horses and have stated that seeing the horses is an unexpected bonus for them when visiting the playground.

During the warmer months, the presence of Dover's homeless population is more visible. The officers assigned to the Mounted Unit handle numerous quality of life issues in some of their patrol areas such as Henry Law Park, the Transportation Center lot, and the Community Trail. Some of these issues are caused by the homeless. The Mounted Unit works closely with Community Action Partnership of Strafford County Homeless Liaison Alix Campbell to help get the individuals the services that they need. The officers made numerous calls to Alix this month in attempts to connect the homeless with the services they need. The mounted unit also directs individuals with substance abuse problems to SOS for guidance and recovery.

The Mounted Unit once again attended the Opening Day of the Regional Cal Ripkin Baseball tournament at Beckwith Park. The Mounted Unit helps to welcome teams from all over New England as they kick off their weekend in Dover. The Mounted Unit spent some time visiting with the players before the ceremony.

In July, the Mounted Unit had a visit from Joel who lives in New York City and stays every summer with a local family courtesy of the Fresh Air Fund. Joel had the opportunity to meet the officers and the horses of the Mounted Patrol during his visit. He was even able to ride both horses around the paddock area. The Fresh Air Fund provides free summer experiences to NYC children from low income communities.

The Mounted Unit was at the Super Bowl Trophy event held in Henry Law Park during the month of July. Approximately 1000 people came out to get a glimpse of the trophy that evening. The Mounted Unit was lucky enough to have a picture taken with the trophy.

Mounted Patrol Unit:

63 public assists

44 parking assists

**29 assists for community
action/homeless**



Joel, a resident of New York City visiting with the Mounted Unit courtesy of the Fresh Air Fund



Officers Joe Caproni and Michelle Murch pose with the Lombardi Trophy on July 10, 2017.

Total of Animal Calls for Service: 86

Officers handled 56

Dispatch handled 11

Animal Control Officer handled 19

Breakdown for Officers	
Welfare Checks	26
Found Animals	10
Loose Animals	12
Lost Dog	01
Dog Excrement	02
Barking Dogs	05
Breakdown for Dispatch	
Lost Animals	09
Found Animals	01
Deceased Skunk	01
Breakdown for ACO	
Welfare Check	11
Found Animals	03
Animal Bites	02
Lost Animals	02
Barking Dog	01

The ACO received 34 voicemail messages and returned those calls. Multiple calls are received daily regarding dogs being in a hot vehicle. The ACO received a call from a citizen who found a Sugar Glider on Portland Avenue. Sugar Gliders, which are actually a gliding opossum, are an exotic pet that originate in Australia. There were no reports of anybody missing the Sugar Glider and the finder will keep it hoping that an owner will call.

The ACO enforced 2 rabies quarantines and followed up on 4 reports originally handled by Officers.



This is Ellie, a husky mix, who was found loose in Dover after jumping through a screen window. She was not injured and the ACO was able to contact her owner.

The Traffic Bureau coordinated all traffic control particulars for the SIX03 Endurance Summerfest 5K/10K event on July 30. The event includes both a 10K and 5K course run simultaneously, with the 10K as part of the Dover Race Series. The Traffic Bureau handled the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel including members of the Rollinsford Police Department, and coordinating with event organizers on other logistical matters. This event was held at the Dover Ice Arena and a portion of the proceeds are earmarked to benefit the Jenny Thompson Outdoor Pool.

The Traffic Bureau worked closely with staff and volunteers from the 7th Settlement Brewery who hosted the third annual Seacoast MicroBrew festival on July 15 at Henry Law Park. This included event security and the advance posting of parking restrictions to allow for implementation of the event's block party permit.

The Speed Alert radar awareness trailer was deployed in several different locations during the month of July, including Watson Road, Stark Avenue, Arch Street, Piscataqua Road, Portland Avenue and Middle Road.

On July 6 and July 12, the Police Department conducted a series of coordinated enforcement patrols targeting Distracted Driving. A combination of resources were used from the Traffic Bureau, the Community Response and Enforcement Unit and the Patrol Bureau, with some of the personnel costs to be reimbursed with grant funding provided by the Office of NH Highway Safety. On July 6, a total of 15 personnel-hours were spent during a three hour period. The result was 28 traffic stops; officers issued a total of 23 summonses and 4 warnings for Use of Mobile Electronic Device in addition to several other violations. On July 12, a total of 12 personnel-hours were spent during a three-hour period. This resulted in 31 traffic stops, 18 summonses and 13 warnings for Use of Mobile Electronic Device as well as 3 summonses for Operating After Suspension.

The Dover Police Department performed 43 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of July, 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 10 DWI arrests and 4 Illegal Transportation of Alcohol arrests during the month of July.			
Officer Brown and K9 Barco participated in 20 hours of training during the month. Officer Brown and K9 Barco assisted the Strafford County Regional Tactical Operations Unit at the scene of a wanted armed barricaded subject call in Rochester. The suspect was successfully taken into custody. Additionally, Officer Brown and Barco assisted Patrol officers in locating a suspect in a stabbing investigation. After stabbing his intimate partner, the suspect fled and was found hiding inside the enclosed eaves of a Silver Street residence. Planning staff reviewed a site plan for a project in Somersworth which is adjacent to land the City owns along Willand Pond. The site plan, for a retail use, captures stormwater runoff currently heading towards Willand Pond and improves the cleaning and treatment of the water, as well as addressing volume of runoff. In addition, planning staff attended the Somersworth Planning Board meeting where this site plan was reviewed and approved.			

Total Permits Issued: July 2017

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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<u>Permit #</u>	<u>Owner's Last Name</u>	<u>Street #</u>	<u>Street</u>	<u>Description</u>	<u>Type</u>	<u>Map</u>	<u>Lot</u>	<u>Construction Value</u>	<u>Fee</u>
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<u>Permit #</u>	<u>Owner's Last Name</u>	<u>Street #</u>	<u>Street</u>	<u>Description</u>	<u>Type</u>	<u>Map</u>	<u>Lot</u>	<u>Construction Value</u>	<u>Fee</u>
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Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 59

Total Construction Value: \$8,814,957.00

Total Fees Collected: \$89,667.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	0
Commercial Renovations	9	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	4
Industrial Renovations	0	Manufactured Dwlg	1
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	5	Single Family Dwellings	4
Renovations Dwelling Unit	43	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	11

[illegible]

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 complete. Other commercial projects under construction are Bradley Commons, Little Tree Day Care Facility, Optima Bank, Woof Meow, Members Way 5th floor medical occupancies. Inspection Services hosted a follow up meeting from the four day LEAN process at Liberty Station with IT, Engineering, Planning, Legal, Finance depts.

Numerous 911 discrepancies have been resolved and continue as the 911 mapping continues.

2

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



Above, seniors on the Canadian Rockies & Glacier National Park tour.

Below, a senior enjoys an ice cream cone on a Senior Center trip to Casablanca by the Sea



Product and Process Outcomes

The Playgrounds Program was ongoing, with daily trips to the Jenny Thompson Pool, and weekly field trips to state parks. Youth Theater camp with Jeff Leaf was full and ran for two weeks at the City Hall Auditorium. Interval Toning continued early morning schedule of classes and Zumba® classes were on-going. Fall field scheduling is on-going.

A house at 726 Central Avenue was being demolished. Various staff members cut off the water service for the home.

A leak was discovered in front of the new building on Portland Avenue. Water crews discovered that the corporation had not been completely shut.

Crews responded to a water break in front of Duston's Market, on Portland Avenue. The eight inch ductile iron pipe, had a three foot lateral crack. This repair took longer than normal to work on due to a mismarked gas main which had been hit. The gas main had to be repaired before crews could continue with the water main repair.

It Is All About Service



The library established a Pop-Up Mobile Library at the Dover Farmers Market on July 26 from 2-6pm.

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.

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. This month foot clinics began and held a very well-received seminar on back pain management. There was a full bus cruising "Casablanca by the Sea" in Old Port, Portland Maine.

The Swim teams continued to practice at the Outdoor Pool during the month of July. Seacoast Swimming, Oyster River Otters, Exeter Swim Team, Cannonball Swim and Great Bay Masters have been consistent all season. Seacoast Swimming also hosted a major swim meet which was well attended. The Jenny Thompson Invitational ran from July 6th through the 9th. Despite a few parking concerns the meet ran very well. Swim Lessons at the Indoor Pool have been very successful. 45 classes were offered and most spots filled well in advance. There was an average of 300 swimmers per day at the Jenny Thompson Pool between all of the Dover City groups, Somersworth Recreation, York Recreation, Farmington Recreation, Tri-Star Summer Camp, Kittery Recreation and Eliot Recreation. Besides swim lessons, the Indoor Pool has seen its usual number of Adult Lap swimmers and therapy swimmers on a daily basis, averaging nearly 90 people every day.

The Dover Arena reopened July 5th with all of the typical summer programs offered. During the month of June, the arena is closed for or annual maintenance as staff prepare for the winter months ahead. There are currently summer programs for both youth and adult skaters of all ages and recreational skating is available every day. Camp Kool is halfway through the summer season and the children have been enjoying a fun filled program offering on site activities, swimming every day and field trips to local state parks. Roller Derby held their third bout on Saturday, July 29 and they offered a very entertaining evening for the several hundred people that attended. Adult and Youth Stick Practice: 336

A utility crew replaced a fire hydrant near the South End Fire Station.

A utility crew excavated a service leak on Gilman Street. This was a leak that was found during the spring leak survey. The iron service had broken apart and crews replaced all of the iron piping with copper.



Crews finished installing the water main on Pineview Drive. The water main has passed the pressure test and the bacteria test. Crews will return to install a new service to one home and pave. Staff conducted two fire flows. The first was at city hall and the second was on Central Avenue at Weeks Lane. Paving and landscaping of winter work has continuously been going on throughout the city.

The city experienced a micro burst in the French Cross Road and Glen Hill Road area. The generator located at French Cross Well and the brand new generator at the Calderwood Well ran for 18 hours due to a loss of power.

Crews responded to two sewer blockages and two sewer cover issues. Both blockages were on the property owner's side.

At their July meeting, the Parking Commission voted to recommend that three spaces in the Chestnut Street parking lot be made "15-minute, no receipt required" spaces. This will be brought to the City Council in the coming weeks for review.

Fire & Rescue also finalized arrangements with ZOLL, to trial the Zoll Autopulse CPR assist device on our ambulances at no charge. Zoll will train our crews and loan them to Fire & Rescue for a month or two to trial them. This will allow Fire & Rescue to compare the device to the Physio Control Lucas 3 device that the agency tested last year. Monies have been placed in the FY18 budget to start purchasing for our primary ambulances, one of those two CPR assist devices. In addition to performing CPR more effectively than any human medical provider can, these devices also eliminate the safety issue of an un-belted medical provider trying to successfully do CPR in a moving ambulance. For more information on how that looks, watch the comparison video provided by the Las Vegas, NV fire Department at <https://www.youtube.com/watch?v=6kwr6tqzcfA> which shows what CPR was like before Las Vegas Fire purchased them (and what it is like today for Fire & Rescue without these devices), and what CPR is for them after their purchase. Once Fire & Rescue picks the best device for our organization, our crews will be much safer and the patients we treat will receive the most effective CPR possible.

In the coming weeks, 11 more parking meters will be updated to the TPAL version. The TPAL version provides a color interactive screen and back lit keypads to improve the customer experience. TPAL upgrades also extend the life of the current meters 5-7 years.



Officer Chris Pieniazek has been reassigned from the Dover Middle School to the Field Operations Division and assigned to patrol. Officer Brynn Dunne (pictured above) will be the Dover Middle School Resource Officer for the 2017-2018 school year. She begins her assignment in August.

There has been no school related activity by Officer Pike during the month of July. During the summer, he has been assigned to the field operations division to add to staffing levels in patrol. He will return to the Dover High School when school starts at the end of August, again in the capacity of the high school resource officer.

During the month of July, Officer Plummer met with two groups of children from the Seymour Osman Community Center who came to the Dover Police Department for a tour of the building and a police cruiser. Officer Plummer provided the tour and answered the many questions that the kids had.

The children in the SOCC program are visiting different areas throughout the city during the summer months. The SOCC theme for the summer is "Service" which is why one of their visits was to the Police Department.

During the month of July, Officer Plummer met with a couple of young residents outside his office. They came by for help with a chain that had fallen off of one of their bikes. Officer Plummer was able to fix the chain and make the bike operational. The kids mentioned that they knew Officer Plummer could fix the bike because he had done the same repair on one of their friend's bike in the past.

During the month of July, Officer Plummer began having regular meetings to chat with a resident that had originally come to the office looking for someone to talk to. Officer Plummer learned that the resident is lonely. He now comes to the office frequently and has told Officer Plummer that having someone to talk to about what is going on in his life has been very helpful for him.

During the month of July, Officer Plummer worked with Whittier Falls staff to change the way the ban letters are documented. When a former resident or visitor is banned from the property, a ban letter is generated for that individual. A copy of the letter is also served to the resident responsible for the address that the banned person had been visiting when applicable. Officer Plummer will now maintain the ban list and keep it updated.

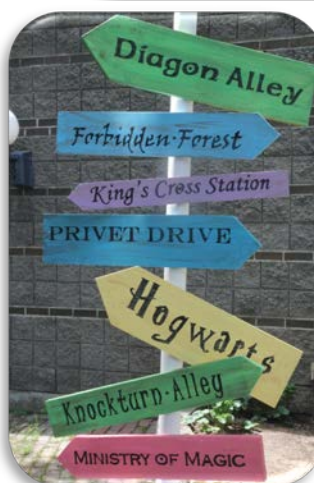
At the Dover Public Library, 58 July programs were attended by 2,593 people! These included: 8 story times 248; 3 craft sessions 808; 5 movies 112; 5 Lego Saturdays 64; Langdon Place visit 4; Game Night 20; 3 Technology classes 15; Book group 8; 4 Seymour Osman Community Center visits 101; Lawn games 60; Animal Reiki 16; Knitting group 11; Happy Helpers 31; Washer necklaces 25; Humane Society 28; Cardboard & Newspaper 17; Book Jar guesses 48; 3 Teen Escape Rooms 24; Ballet 75; Shakespeare 31; CMNH 12; 3 Tinker Tuesdays 31; Scavenger Hunt 100; Alzheimer's program 7; Mario Kart 34; 2 Book-A-Librarian appointments; 1 exam proctored; and 391 people at the Harry Potter Day celebration on the library lawn on Saturday, July 29.

In addition, there were 630 kids, 143 teens and 160 adults signed up for the three Summer Reading Programs (total = 933).

Through the shared Dovertnet Library System, DPL made 2 loans to Dover schools and borrowed 99 items from the schools. All DHS Required Reading books were borrowed for the summer on temporary loan from the high school library.

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 235 volumes to other libraries and borrowed 98 from other libraries for Dover's patrons.

HARRY POTTER AT THE LIBRARY



Library Lawn Games

Fire and Rescue also assisted with maintaining a safety presence during what was considered the best fireworks display in years on the Fourth of July. Fireworks displays as outlined in various state laws and regulations, must be approved by both the Police Department and the Fire Department with installation site inspections conducted before the display starts, required by the same laws with that responsibility assigned to Fire and Rescue. Fire and Rescue adds extra staffing during 4th of July festivities which was assigned to the launch site while some of the normal on-duty crews staged at Henry Law Park in the event of some sort of emergency there. The launch site in Maglaras Park proved to be a good one as the display exceeded expectations, and all in all, a successful night was had by all who attended.

On July 18th Wentworth-Douglass Hospital held a press conference announcing that they have installed a permanent medication drop box where members of the public can safely dispose of unused, unneeded or expired medications. The Coalition will be working with them to advertise the new service.



Chief Colarusso (far right) stands with Gov. Sununu, Sen. Watters and representatives from Wentworth-Douglass Hospital at a press conference announcing the installation of the medication disposal box in the hospital lobby.

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.

The Dover Teen Center calendar for July of 2017 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 160 participants on 13 days of programming, which yielded an average of nearly 13 participants per day.

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

TC Drop-In Day! – “DVD Movies & Ice Cream Sundaes” (7/6)
 TC Classic Trip! – “Canobie Lake Park” w/ Y2Y (7/14)
 TC Trip! – “Ellacoya State Park” (7/17)
 TC Trip! – “NH Fisher Cats Baseball Game” (7/19)
 TC Trip! – “York Short Sands Beach” (7/20)
 TC Trip! – “Indigo Moon Farm” (07/21)
 TC Trip! – “BarnZ’s Movie Matinee Trip” (7/25)
 TC Trip! – “White Lake State Park” (7/26)
 TC Trip! – “Old Orchard Beach” (7/27)
 TC Trip! – “Indigo Moon Farm” (07/28)



There was 1 new Teen Center registration during the month. ***Pictured top right, One of the Dover Teen Center participants meets a group of alpacas during one of the Indigo Moon Farm Trips.***
Pictured bottom right, two Teen Center participants pose with the Lombardi Trophy when the Patriots organization brought their fifth Super Bowl Championship trophy to Dover on July 10, 2017.



Officer Khalsa continues to monitor Fury's PubliK House for noise issues at night. Since Officer Khalsa's efforts and intervention began, there have been no more calls for loud music by any residents of the Chinburg Mills.

Officer Khalsa has identified an ongoing "peeping tom" incidents by one or more individuals. He has made one arrest for a person filming someone inside their home and also charged the suspect with an offense dating back to the fall of 2016. Officer Khalsa has committed numerous hours conducting surveillance and attempting to apprehend a separate suspect that has generated several calls for service in the Horne Street neighborhood. Officer Khalsa met with several residents of the neighborhood to make them aware of the reports of a male looking into windows of residences in the area. He encouraged those that he spoke with to report any suspicious activities to the police.

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.

Officer Khalsa has begun to monitor activity in the Dover Skate Park and Henry Law Park with the upcoming summer activities. This extra attention in the area has paid off because it contributed to the quick arrest of a theft suspect.

Officer Khalsa has also taken responsibility for tracking and enforcing requirements for certain establishments to obtain the City's Dance and Entertainment licenses. He now maintains a list of the current licensees and will ensure that any establishments with entertainment that requires a license will be notified of the requirement and apply for the license.

In July, the Parking Bureau installed meter systems in the Chestnut Street and Indoor Pool parking lots. Activity at the Indoor Pool lot was higher than anticipated at nearly 600 users per week for the first three weeks. Net income from the Indoor Pool lot meters goes toward improvements and maintenance of the new outdoor playground and Henry Law Park.

The Third Street parking lot closed in July. The Parking Manager is communicating with the nearby merchants frequently to make sure customers are finding alternative parking.

The Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the Seacoast Grower's Association / Chamber of Commerce Farmer's Market July 5, 12, 19, and 26, Tendercrop Farm Family BBQ event, July 15, and the Grove Street neighborhood block party, July 22

Planning and Community Development staff continued the developing the FY19 to 23 Capital Improvements Program. Work in July included continuing to discuss projects with municipal departments, and to review the criteria for inclusion within the CIP.

Planning and Community Development and Legal staff attended the closing for the Third Street parcel, on July 6th. The Developer is revising the site plans based upon the Planning Board conditional approval, and is expected to bring plans for final signature in August.

*I can do things you cannot, you can do things I cannot;
together we can do great things.*

Mother Theresa

Sgt. Speidel performed 12 child passenger seat inspections during the month of July. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge. This included seat checks performed on the evening of July 19 in partnership with Wentworth-Douglass Hospital. Sgt. Speidel partners on a monthly basis with trained staff of the WDH Women and Children's Center to provide a full evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles.

The Assistant City Manager continues to advise both the Garrison and High School JBCs/SAU on planning and traffic related issues. For the Garrison project, the Assistant Manager worked with State and Federal agencies regarding the Land and Water Conservation Fund restrictions on the Garrison School property. He also attended the July 18th JBC meeting to review feedback from the State with the JBC. With the Dover High School project, planning staff took feedback on the solar panel project for the high school roof, and updated the RFP for release to the public.

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.*

Planning and Community Development reviewed the list of outstanding items regarding the congestion study Sebago Technics, an engineering firm, is completing 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 presented to SAU staff earlier this year and feedback from staff and the DHS JBC required some further work. Sebago is looking to complete the project and provide a final presentation to the Transportation Advisory Commission in early fall.

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 the area of the Hannaford. At the same time a review of cross access easements is considered.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. The CWDAC meeting was held on July 18th. Staff met with the Purchasing Agent to complete bid selection for the Phase 1-B Archaeological Assessment. Staff worked on revising the developer RFQ based on feedback from CWDAC and consultants. Met with Economic Development Director on July 11th to discuss leads and methods for distribution of RFQ. Staff attended a pre-bid meeting on July 10th for the dock construction, including a site visit. Worked with the Chair and Mike Gillis to prepare and distribute the next CWDAC newsletter.

Planning and Community Development and Legal staff presented a license/easement agreement for the recently approved commercial center at the intersection of Glenwood and Central Avenues to the City Council in July. With Council approval, the developer can use 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.

Planning and Community Development and Legal staff worked with the owner of property at 104 Washington Street to develop the terms for a financial Development Agreement, which the City Council will review in August. The agreement is a partnership between the private property owner and the City to redevelop the former auto parts warehouse and retail site with commercial and residential uses bringing renewed vibrancy to the area of Washington Street.

The Customer Service Center on the Ground Floor of City Hall is well underway. 98% of the demolition is completed, and HVAC plans and electrical plans have been revised. Framing and construction will began and continued in July. Rough ins for the HVAC and sprinklers were completed and masonry walls were cut/broken through to allow for new accessible access. The HVAC units and ductwork were also installed in June and July. On July 26, the City Council voted to increase the guaranteed maximum amount to increase the project scope to include extra conduit, office improvements, and preparation for future needs. The Customer Service Center is still on schedule to be completed by fall.

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 finalized the preliminary design and plans were submitted to NHDOT for review in 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 Planning 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. Assistant City Planner Benton sent draft bidding documents to NHDOT for their review in July. The City hopes to go out to responses by mid-September.

City Planner Bird and Community Development Planner Carpenter worked with Community Services staff to generate information for the draft Climate Adaptation Chapter of the Master Plan. A meeting of the Steering Committee was held on July 27th.

The Community Development Planner prepared a RFP for the Dover Children's Center to issue seeking contractors for a CDBG funded project at their Back River Road location.

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.*

The Community Development Planner completed the data entry and grant preparation work for the City's CDBG Action Plan submittal to HUD. The Action Plan was adopted by the City Council in May and then was available for the public to comment upon. The comment period yielded no responses. Subsequently, staff followed a process outlined by HUD to complete application materials.

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 Assistant City Manager attended the July 18th Parking Commission meeting to update the Commission on developments on Third, First and Mechanic Streets. Additionally, discussion was had about the desire of the Washington Street developer to purchase permits within the garage. This lead the Commission to ask staff to work on a long term parking management plan for infill development. The Board has been asked to be kept in the loop relative to parking and the impact development will have on downtown growth.

The Assistant City Manager and Assistant City Planner Piekut attended the Joint Building Committee meeting July 11 to receive comment on the draft RFP for a solar array on the High School roof.

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

On July 20, a microburst struck along a swath of Dover's north end and outlying areas, including Tolend Road, French Cross Road, Dean Drive and Glen Hill Road. In addition to storm updates about road closures and power outages, Media Services also provided some aerial assessment of the damage. The storm caused significant damage to some property, but no injuries were reported. (see photo at bottom of page.)

Media Services completed production on several video projects and public service announcements in July. Among the completed and continuing projects are informational videos about construction progress at the new high school, Dover Night Out, and several library events.

In addition, Media Services in July provided significant outreach for some popular community events, including the Cochecho Arts Festival and the Dover Art Walk. Media Services provides a weekly update of Cochecho Arts Festival events in Dover Download, and in July, provided daily updates across social media about the festival's numerous events, and produced video to help promote the event. This additional outreach for community events coincides with established City goals.

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

public, of general interest and for specific projects and topics, and to instill the city's commitment to community stewardship.

Media Services distributed 34 press releases and numerous updates to the website and social media in July.

In July, DNTV-22 televised live, rebroadcast and made available online 12 public meetings and 3 special events. In addition, Media Services processed archival audio for all

televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.



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

Planning for the annual National Night Out event continued throughout the month. Plans for the event will look similar to last year featuring interactions with first responders and representation by local health and wellness resources.

Vicki Hebert continued to provide training for Wentworth-Douglass Hospital staff. On July 21, a one-hour long training was conducted during their summer learning series. The training focused on the stigma of addiction and the effect of using certain language and terms when referring to those suffering from addiction. More trainings are being scheduled for August and throughout the fall.

On July 10-14, 2017, Dover Youth to Youth conducted its annual Youth Advocacy Training Camp for middle school age students who have an interest in joining the program in the fall. During the training program students receive a series of classroom sessions on drug and alcohol issues taught by older, experienced Youth to Youth members. They were also trained in skills used in Youth to Youth such as how to make a public service announcement for the radio and public speaking.

During the week teams of students recorded several radio PSAs at a local studio, conducted Sticker Shock at 3 local stores, gave 7 medicine safety presentations at local day care centers, held an informational demonstration in downtown Dover, and concluded with a one-hour presentation to all of the participants' parents in the cafeteria at the McConnell Center.

A total of 19 Dover students who will be going into 6th grade next year received this training. Also attending the camp were students from Youth to Youth programs in Epping, Newmarket, Somersworth, Rochester, and Milton. In addition adult advisers from communities wanting to start a similar program came to observe Youth to Youth and the training process, including adults from Wisconsin, North Carolina, Massachusetts, Maryland, and Georgia.



Dover Youth to Youth's Summer Advocacy Camp gave students the opportunity to create and record public service announcements at the radio station.

On July 8th Dover Youth to Youth received a \$300 donation from the Dover Lodge of Elks as part of the National Elks Foundation Gratitude Grants. The national Elks organization provides local lodges with funds that they can then re-distribute to local charitable activities.



Dover Y2Y students are shown above being presented with a check to support their prevention work from the Dover Lodge of Elks.

Dover Youth to Youth recently received notification that it would be the NH representative in the National Elks Substance Abuse Video Contest. The students' video titled "Influences" will compete against submissions from around the US. The Dover Elks Lodge presented Dover Y2Y with a \$100 Visa card for being the NH selection. The voting will take place at a national Elks convention during July.

Pictured left, Dover Youth to Youth held a demonstration against electronic cigarettes in Henry Law Park on July 12, 2017 during the Youth Advocacy Training Camp.

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

- Mahatma Ghandi

Library staff partnered with an Eagle Scout to create two "Little Free Libraries" with locations in Henry Law Park and in Mineral Park. Kudos to Scout Matt Clement for devising this project! The library will keep both LFLs filled with books!



The library has 3,483 subscribers to its two monthly e-newsletters.

Library staff posted 180 items to its various social media platforms in July. Staff also submitted one press release to news/media outlets.

The library has 2,355 Facebook followers, 1,343 Pinterest followers, 1,056 Instagram followers, and 855 Twitter followers.

The library blog was viewed 150 times in July.

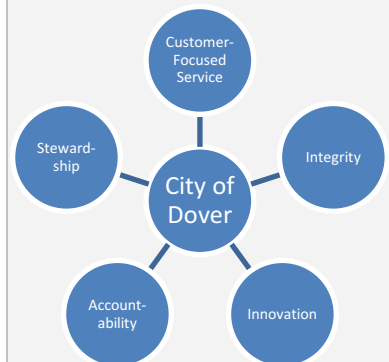
The Systems and Technology librarian taught three free Excel and Word classes for patrons.

The Dover Adventure Playground at Henry Law Park has been used extensively from the start and is getting rave reviews. Attendees are completing surveys which will be reviewed so adjustments can be made if necessary looking ahead.

The annual Independence Day celebration was held as is tradition, on the Fourth of July. There was a fireworks display launched from Maglaras Park which was outstanding and entertained over 8,000 people in the downtown Dover area. The 39th Army Band put on a great show at the Rotary Pavilion stage between 7:30 and 9:15.

On July 26, 2017, Detective Timothy Burt taught crime scene investigations at the "Super Sleuths Camp" at Woodman Park Elementary School.

Picture right is Tim with a group of "Super Sleuths" at Woodman Park School, showing them how to cast a footprint in dirt.



On July 16th, Captain Breault represented the Police Department at the Masonic Strafford Lodge dedication ceremony.

The Police Department has been increasing its social media presence with the goal of posting to Twitter and Facebook on a daily basis. The intent is to provide useful information to the public and to remain responsive and relevant by informing the public of important events as well as safety information.

The Police Department is planning a follow-up meeting related to last fall's Dover Blue and You engagement event. The meeting, which will be the first of future quarterly meetings, will be held on Tuesday, August 15, 2017 at the Dover Police Department from 5pm to 7pm. The topics will include the role of the school resource officers and the statistics that are available on the PD website. Some of the participants of the Dover Blue and You event wanted to hear more about the school resource officer program which is why that was chosen as one of the follow-up topics. Statistics have been available on our website for several years, however the department has enhanced the statistics that are available to include data from our annual reports on use of force and citizen complaints. We believe that the availability of this information provides transparency and allows the public to get to know their police department even more.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,617 fans).

Assistant City Planner Benton and some volunteers from the Community began filming a video for the Community Trail with large help from the Dover Media Services office. Filming occurred on June 12th and 20th and continued on July 5 with over 14 people featured in the film. Editing will occur over the summer and the Community Trail Advisory Committee is hoping to review the film at their September meeting.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 426 Facebook (City of Dover NH Planning) friends and 841 followers on Twitter @DoverNHPlanning).

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: \$4.98
Sewer Rate: \$8.52

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

Passport executions are providing a new source of revenue for the library. At \$25 per application, the library received \$1,050 in revenue during July.

The library's Children's Room received a generous donation of \$800 from Measured Progress. The funds will be used to further develop the Family Place Center in the Children's Room.

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

Much planning and progress occurred in July on several capital improvement projects. Some preliminary work was done to outline the needs for the new heating boilers for the Central and South End Fire Stations. Representatives from Fire & Rescue continued work on planning the design of the New Quint to be built by the E-One company. Several members visited the Ogunquit Fire Department to view the cab interior of an E-One built engine that Ogunquit Fire has with a different seating configuration than Fire & Rescue has had before, to see if it will work for our workforce. In the photo below, Captain Troy Brown is sitting in the cab in Ogunquit's Engine comparing in his head, our current fire apparatus cabs with this E-One cab.



As seen in this photo, fire apparatus are all function and no fashion, with every inch of space used to hold some piece of equipment. The verdict was that the E-One cab would work for Dover and Fire & Rescue thanks Captain Troy Brown and Firefighter Pat Moynihan for taking their off-duty time to visit Ogunquit Fire and shape Dover's next Quint purchase.

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
Executive	07/18/2017	B18004	Executive LEICA Zeno GPS Package or Documented Equal
	07/18/2017	B18003	Enterprise Backup Solution



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. Brox has started the paving overlays of the streets.	Last Update: Awaiting final As-builts. New Update: No update	Last 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 New Update: The contractor has begun loaming and seeding the easement area along the turnpike where the water and sewer work was done. The sound walk along that stretch is 50% complete.
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 finished the North and South Abutments and is completing the back fill of the North Abutment. The steel beams for the bridge are scheduled to arrive the third week in August. General Bridge Repair- The Central Ave Bridge deck was paved August 8th and will be open by August 9th. The patches on Chestnut street will be redone. The form work under the Central Ave bridge will be removed by August 11th. Striping of the parking will be done with in the week.	Last 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. New Update: The first neighborhood meeting was held in July with a good turnout. Weston and Sampson completed the survey of the area and are looking to work on design through the month of 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: Contractor completed curbing and driveway base work. New Update: Construction is substantially complete with a few remaining punch list items. The City will work with Urban Tree to plant new trees in the neighborhood.

	Keating/Birchwood Reconstruction		Traffic Signal Upgrade
	Last 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.	New Update: Crews completed utility work in Birchwood Place and Emmet Lane in July and have started work in the remainder of the neighborhood.	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: EPA has performed two site visits in preparation of the 5 year review. The City has contracted with CES / Blue Granite to take over O&M of the landfill fill pump station and the sewer force main. CES / Blue Granite conducted a modification to the pump station piping which has improved access to piping that had limited access to clean iron precipitation.	Last Update: Work continues on schedule. New Update: Work continues on schedule. Homes are starting to be tied into the municipal sewer system.
	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. During the cold weather the system performance dropped as expected and improved once the warm weather returned. Optimal nitrogen reduction was not achieved in 2016 until late September as ongoing construction needs hampered operating conditions which impacted the nitrogen removal processes. The system is again working a maximum efficiency reducing nitrogen effluent discharged by nearly 80% from levels before the upgrade.	New Update: The NPDES continues to be pending since the issuance of the draft permit language. Dover and the other Great Bay Municipal Coalition continue to collect water quality data in the Piscataqua and Cocheco Rivers, meeting with NHDES, PREP, and EPA to update them on sampling results and the Coalition's consultants interpretation of the new data. Total nitrogen levels in the estuary have continued to drop as Rochester and Dover implemented nitrogen reductions in their wastewater treatment plant effluent

PO Report

July 2018

DAC	PO Date	PO No.	Vendor Name	Amount
Executive	7/12/2017	201800273	APPLIED GEOGRAPHICS INC	\$5,000.00
City Clerk Tax Collection	7/25/2017	201800729	SEACOAST MEDIA GROUP	\$5,000.00
Community Services Department	7/10/2017	201800171	RELIABLE EQUIPMENT, LLC	\$5,200.00
Community Services Department	7/27/2017	201800873	SHOEM CORP.	\$5,250.00
Public Library	7/11/2017	201800252	EBSCO INFORMATION SERVICES	\$5,500.00
Community Services Department	7/10/2017	201800167	SEVERINO TRUCKING CO., INC	\$6,050.00
Community Services Department	7/17/2017	201800427	NORTH EAST SHORING EQUIPMENT, INC.	\$6,075.00
City Finance Office	7/6/2017	201800128	WILLDAN FINANCIAL SERVICES	\$6,400.00
Community Services Department	7/24/2017	201800615	SHOEM CORP.	\$6,450.00
Police	7/17/2017	201800419	TASER INTERNATIONAL, INC.	\$6,553.40
Executive	7/12/2017	201800274	PERCUSSION SOFTWARE, INC.	\$6,583.99
Police	7/10/2017	201800170	COLOSSUS, INC.	\$8,650.12
Community Services Department	7/5/2017	201800066	EJ PRESCOTT, INC	\$9,013.30
Tax Assessment	7/10/2017	201800169	TYLER TECHNOLOGIES, INC.	\$9,845.00
Recreation	7/27/2017	201800819	CITY OF DOVER-GENERAL FUND	\$9,940.00
Recreation	7/10/2017	201800204	GREATER DOVER CHAMBER OF COMMERCE	\$10,000.00
Fire and Rescue	7/25/2017	201800733	SEACOAST CHIEF FIRE OFFICERS MUTUAL AID	\$10,216.47
City Clerk Tax Collection	7/25/2017	201800737	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$10,884.00
Fire and Rescue	7/6/2017	201800090	ELLIOT HOSPITAL	\$10,910.00
Planning	7/24/2017	201800612	SEACOAST MEDIA GROUP	\$12,050.00
Executive	7/12/2017	201800270	FAIRPOINT COMMUNICATIONS, INC.	\$12,165.60
City Clerk Tax Collection	7/12/2017	201800271	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$12,780.00
Community Services Department	7/5/2017	201800071	HD SUPPLY WATERWORKS LTD	\$14,241.73
Community Services Department	7/27/2017	201800875	DENNISON LUBRICANTS, INC.	\$14,705.42
Planning	7/27/2017	201800805	RGA, INC.	\$15,047.00
Police	7/18/2017	201800468	MOTOROLA, INC.	\$15,148.06
City Finance Office	7/26/2017	201800764	VERIZON WIRELESS	\$15,328.90
Recreation	7/10/2017	201800166	FILLION ASSOCIATES	\$18,816.00
Community Services Department	7/6/2017	201800122	DF RICHARD, INC.	\$18,918.53
Planning	7/24/2017	201800614	STRAFFORD REGIONAL PLANNING COMM	\$19,675.42
Community Services Department	7/6/2017	201800101	WOODARD & CURRAN INC.	\$20,000.00
Community Services Department	7/27/2017	201800869	TRI-STATE SEALCOATING & PAVING, INC.	\$21,272.50
Community Services Department	7/24/2017	201800609	G & K SERVICES	\$21,819.70
Executive	7/18/2017	201800469	COMCAST	\$22,858.40
Police	7/20/2017	201800579	WESCOR PARKING CONTROLS INC.	\$23,175.00
Planning	7/31/2017	201800932	AFFINITY LED LIGHT, LLC	\$24,486.00
Community Services Department	7/17/2017	201800421	URBAN TREE SERVICE	\$30,000.00
City Finance Office	7/6/2017	201800129	MS GOVERN	\$32,808.06
Community Services Department	7/27/2017	201800871	UNH OFFICE OF SPONSORED RESEARCH	\$32,956.00
Community Services Department	7/6/2017	201800103	TRITON STORM WATER	\$33,077.50
City Finance Office	7/26/2017	201800763	VERIZON WIRELESS	\$34,587.00
Community Services Department	7/26/2017	201800753	HANSCOMS TRUCK STOP, INC.	\$35,060.00
Community Services Department	7/6/2017	201800104	ANNSEAL, INC.	\$40,000.00
City Finance Office	7/6/2017	201800126	TYLER TECHNOLOGIES, INC.	\$40,137.56
Community Services Department	7/17/2017	201800417	HANSCOMS TRUCK STOP, INC.	\$40,162.00

PO Report

July 2018

DAC	PO Date	PO No.	Vendor Name	Amount
City Clerk Tax Collection	7/6/2017	201800127	UNITED STATES POST OFFICE-CMRS	\$44,000.00
Planning	7/25/2017	201800731	POPZUP, LLC.	\$50,000.00
Community Services Department	7/17/2017	201800426	SOLENI, LLC.	\$53,334.10
Police	7/31/2017	201800929	2 WAY COMMUNICATIONS SERVICE, INC.	\$59,400.00
City Finance Office	7/31/2017	201800928	UNITIL NH	\$64,720.00
Community Services Department	7/17/2017	201800430	CES, INC.	\$80,200.00
Community Services Department	7/17/2017	201800423	WESTON & SAMPSON ENGINEERS, INC.	\$84,926.00
Community Services Department	7/6/2017	201800102	PESCHEL CONSULTING, LLC	\$107,474.60
Tax Assessment	7/12/2017	201800275	CORCORAN CONSULTING ASSOCIATES, INC	\$154,000.00
City Finance Office	7/17/2017	201800429	SPRAGUE OPERATING RESOURCES, LLC.	\$156,450.00
Community Services Department	7/5/2017	201800068	STILES COMPANY INC.	\$175,000.00
Community Services Department	7/17/2017	201800418	RESOURCE MANAGEMENT INC	\$218,500.00
Community Services Department	7/6/2017	201800100	PINARD WASTE SYSTEMS, INC.	\$303,750.00
Community Services Department	7/6/2017	201800099	PINARD WASTE SYSTEMS, INC.	\$367,472.04
City Finance Office	7/12/2017	201800272	EVERSOURCE ENERGY	\$374,554.60
Police	7/31/2017	201800933	ALLSTATE TOWER, INC.	\$398,900.00
Executive	7/6/2017	201800124	PRIMEX-P/C GROUP	\$424,289.00
Community Services Department	7/6/2017	201800098	PINARD WASTE SYSTEMS, INC.	\$429,996.00
City Finance Office	7/6/2017	201800125	PRIMEX-P/C GROUP	\$446,663.00
Police	7/31/2017	201800931	MOTOROLA, INC.	\$465,000.00
City Finance Office	7/25/2017	201800711	EVERSOURCE ENERGY	\$899,555.84

City of Dover

Revenues of Major Funds

July 31, 2017

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 80,441,320	\$ 863,098	\$ 863,098	1.0%	\$ 79,578,222	\$ -	\$ 79,578,222	(98.9)%
Licenses & Permits	6,156,724	502,066	502,066	8.0	5,654,658	-	5,654,658	91.8
Intergovernmental	2,771,063	513,973	513,973	19.0	2,257,090	-	2,257,090	81.5
Charges for Services	3,652,922	213,219	213,219	6.0	3,439,703	-	3,439,703	94.2
Miscellaneous Revenue	748,537	83,501	83,501	11.0	665,036	-	665,036	88.8
Education	17,465,666	30,526	30,526	0.0	17,435,140	-	17,435,140	99.8
Operating Transfers In	393,575	-	-	0.0	393,575	-	393,575	100.0
Other Financing Sources	95,000	-	-	0.0	95,000	-	95,000	100.0
Sub-total : 1000 General Fund	\$ 111,724,807	\$ 2,206,384	\$ 2,206,384	2.0%	\$ 109,518,423	\$ -	\$ 109,518,423	98.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 192,840	\$ 33,665	\$ 33,665	17.0%	\$ 159,175	\$ -	\$ 159,175	82.5%
Parking Income	508,876	61,515	61,515	12.0%	447,361	-	447,361	87.9%
Parking Fines	155,000	12,713	12,713	8.0%	142,287	-	142,287	91.8%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 107,893	\$ 107,893	13.0%	\$ 748,823	\$ -	\$ 748,823	87.4%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,000	\$ -	\$ -	0.0%	\$ 10,000	\$ -	\$ 10,000	100.0%
Charges for Services	930,000	81,499	81,499	9.0%	848,501	-	848,501	91.2%
Miscellaneous Revenue	0	9	9	0.0	(9)	-	(9)	0.0
Other Financing Sources	68,582	-	-	0.0	68,582	-	68,582	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,008,582	\$ 81,508	\$ 81,508	8.0%	\$ 927,074	\$ -	\$ 927,074	91.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 709,772	\$ 55,436	\$ 55,436	8.0%	\$ 654,336	\$ -	\$ 654,336	92.2%
Operating Transfers In	228,135	21,654	21,654	9.0	206,481	-	206,481	90.5
Sub-total : 3381 McConnell Center	\$ 937,907	\$ 77,090	\$ 77,090	8.0%	\$ 860,817	\$ -	\$ 860,817	91.8%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 437,015	\$ 50,365	\$ 50,365	12.0%	\$ 386,650	\$ -	\$ 386,650	88.5%
Miscellaneous Revenue	15,500	146	146	0.0	15,354	-	15,354	99.1
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	80,934	-	-	0.0	80,934	-	80,934	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 548,949	\$ 50,511	\$ 50,511	9.0%	\$ 498,438	\$ -	\$ 498,438	90.8%
5300 Water Fund								
Charges for Services	\$ 5,233,333	\$ 233,884	\$ 233,884	4.0%	\$ 4,999,449	\$ -	\$ 4,999,449	95.5%
Miscellaneous Revenue	70,500	5,609	5,609	8.0	64,891	-	64,891	92.0
Sub-total : 5300 Water Fund	\$ 5,303,833	\$ 239,493	\$ 239,493	5.0%	\$ 5,064,340	\$ -	\$ 5,064,340	95.5%
5320 Sewer Fund								
Intergovernmental	\$ 3,910	\$ -	\$ -	0.0%	\$ 3,910	\$ -	\$ 3,910	100.0%
Charges for Services	7,013,094	351,348	351,348	5.0	6,661,746	-	6,661,746	95.0
Miscellaneous Revenue	57,000	5,899	5,899	10.0	51,101	-	51,101	89.7
Other Financing Sources	690,557	-	-	0.0	690,557	-	690,557	100.0
Sub-total : 5320 Sewer Fund	\$ 7,764,561	\$ 357,247	\$ 357,247	5.0%	\$ 7,407,314	\$ -	\$ 7,407,314	95.4%
6100 Dovernet Fund								
Charges for Services	\$ 1,061,910	\$ 45,005	\$ 45,005	4.0%	\$ 1,016,905	\$ -	\$ 1,016,905	95.8%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	0
Other Financing Sources	179,314	-	-	0.0	179,314	-	179,314	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,266,224	\$ 45,005	\$ 45,005	4.0%	\$ 1,221,219	\$ -	\$ 1,221,219	96.4%
Total : REVENUES	\$ 129,411,579	\$ 3,165,131	\$ 3,165,131	2.0%	\$ 126,246,448	\$ -	\$ 126,246,448	97.6%

City of Dover
Expenditures of Major Funds
July 31, 2017
(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 542,058	\$ 23,316	\$ 23,316	4.0%	\$ 518,742	\$ 10,791	\$ 507,950	93.7%
Executive	1,039,875	88,921	88,921	9.0	950,954	469,386	481,569	46.3
Finance	1,785,034	162,815	162,815	9.0	1,622,219	1,118,849	503,370	28.2
Planning	696,427	65,958	65,958	9.0	630,469	401,526	228,943	32.9
Misc General Government	991,492	40,289	40,289	4.0	951,203	114,838	836,365	84.4
Police	8,952,632	756,354	756,354	8.0	8,196,278	4,776,756	3,419,522	38.2
Fire & Rescue	8,981,979	713,200	713,200	8.0	8,268,779	4,421,570	3,847,209	42.8
Community Service Public Works	7,148,652	267,252	267,252	4.0	6,881,400	2,559,722	4,321,678	60.5
Recreation	2,221,921	171,676	171,676	8.0	2,050,245	916,230	1,134,015	51.0
Public Library	1,377,030	100,852	100,852	7.0	1,276,178	733,114	543,064	39.4
Public Welfare	856,608	45,305	45,305	5.0	811,303	170,100	641,203	74.9
Debt Service	12,014,563	2,751	2,751	0.0	12,011,812	53,992	11,957,820	99.5
Other Financing Sources/Uses	4,279,937	122,875	122,875	3.0	4,157,062	-	4,157,062	97.1
School	52,113,315	590,298	590,298	1.0	51,523,017	42,166,066	9,356,951	18.0
Intergovernmental	8,723,284	-	-	0.0	8,723,284	-	8,723,284	100.0
Sub-total : 1000 General Fund	\$ 111,724,807	\$ 3,151,863	\$ 3,151,863	2.8%	\$ 108,572,944	\$ 57,912,939	\$ 50,660,004	45.3%
3213 Parking Activity Fund								
Police	\$ 856,716	\$ 27,825	\$ 27,825	3.0%	\$ 828,891	\$ 250,571	\$ 578,319	67.5%
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 27,825	\$ 27,825	3.2%	\$ 828,891	\$ 250,571	\$ 578,319	67.5%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,134,688	\$ 16,940	\$ 16,940	1.0%	\$ 1,117,748	\$ 915,629	\$ 202,119	17.8%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,134,688	\$ 16,940	\$ 16,940	1.5%	\$ 1,117,748	\$ 915,629	\$ 202,119	17.8%
3381 McConnell Center Fund								
Recreation	\$ 938,007	\$ 29,599	\$ 29,599	3.0%	\$ 908,409	\$ 255,539	\$ 652,870	69.6%
Sub-total : 3381 McConnell Center Fund	\$ 938,007	\$ 29,599	\$ 29,599	3.2%	\$ 908,409	\$ 255,539	\$ 652,870	69.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 573,091	\$ 58,628	\$ 58,628	10.0%	\$ 514,463	\$ 141,647	\$ 372,816	65.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 573,091	\$ 58,628	\$ 58,628	10.2%	\$ 514,463	\$ 141,647	\$ 372,816	65.1%
5300 Water Fund								
Community Service Public Works	\$ 5,405,641	\$ 285,729	\$ 285,729	5.0%	\$ 5,119,912	\$ 1,232,307	\$ 3,887,605	71.9%
Sub-total : 5300 Water Fund	\$ 5,405,641	\$ 285,729	\$ 285,729	5.3%	\$ 5,119,912	\$ 1,232,307	\$ 3,887,605	71.9%
5320 Sewer Fund								
Community Service Public Works	\$ 7,955,449	\$ 467,070	\$ 467,070	6.0%	\$ 7,488,379	\$ 2,010,077	\$ 5,478,302	68.9%
Sub-total : 5320 Sewer Fund	\$ 7,955,449	\$ 467,070	\$ 467,070	5.9%	\$ 7,488,379	\$ 2,010,077	\$ 5,478,302	68.9%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,588,411	\$ 73,038	\$ 73,038	5.0%	\$ 1,515,373	\$ 514,523	\$ 1,000,851	63.0%
Sub-total : 6100 Dovernet Fund	\$ 1,588,411	\$ 73,038	\$ 73,038	4.6%	\$ 1,515,373	\$ 514,523	\$ 1,000,851	63.0%
Total : EXPENDITURES	\$ 130,176,810	\$ 4,110,692	\$ 4,110,692	3.2%	\$ 126,066,118	\$ 63,233,232	\$ 62,832,886	48.3%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,265,250	41,271	41,271	3.3	1,223,979	0	1,223,979	96.7
Expenditures	991,394	61,953	61,953	6.3	929,441	443,699	485,742	49.0
Debt Service								
Principal	241,823	0	0	-	241,823	0	241,823	100.0
Interest	32,033	0	0	-	32,033	0	32,033	100.0
	0	(20,682)	(20,682)	0.0	20,682	(443,699)	464,381	269.6

5

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

Workforce-Focused Outcomes

Firefighter and Rescue saw as a focus in July in addition to many other skill sets, training on the new Rusch QuickTrach surgical airway that Fire & Rescue paramedics can use in extreme situations. Basically if a person's airway is blocked either from choking or from an allergic reaction, and other treatments prove unsuccessful at clearing the airway, our paramedics have a new last-effort tool in the Ambulances after all other options are exhausted. Shown in the photo below and curtesy of the manufacturer, this device is inserted into a patient's throat in layperson's terms from the front of the neck, bypassing the airway obstruction, to allow our crews to then breath for the person with a direct pathway into the patient's lungs.



Surgical airways are above and beyond the normal NH EMS protocols (<https://www.youtube.com/watch?v=6kwr6tqzcfA>) and are allowed as a special option, after a service gains its medical director's approval and proves to the Bureau of EMS that the service can train properly on the intervention and maintain that training. Those hoops to go through insure that patients are safely treated in New Hampshire, after vetting out that an emergency medical service such as Fire & Rescue is truly capable of assisting a patient in this manner.

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 first photo left, shows EMT Jeff Huddick trying on a training manikin, what Fire & Rescue's paramedics will do with this device, which is to insert the airway through a patient's neck and into the trachea, while the second photo shows EMS Captain and System Manager Michael McShane breathing for the simulated patient after the surgical airway has been inserted, while the third photo shows an entire crew doing everything from managing the airway to doing CPR on a full size sim-lab manikin. Fire & Rescue cannot thank WDH enough for providing access to the sim-lab where these lifesaving interventions can be practiced using state of the art equipment.



Library staff attended a webinar on "Promoting Flipster" during July. A staff member trained and received her certification to teach yoga to young children. The library will shortly begin a program on "Yoga for Toddlers" later this summer.

In July, Scott Guyer joined the Parking Bureau as a per diem employee. Scott has a strong background in electronics from his prior year in the US Coast Guard. As a per diem employee, he will be responsible for filling shifts as needed and will be a great addition to the staff.



Scott Guyer

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

-Aristotle



The New Hampshire Providers Association recognized the Dover Coalition for Youth as Prevention Provider of the Year at their annual meeting on July 20th. The Coalition was recognized for its outstanding work preventing youth substance misuse and assisting other communities while they implement prevention programs. The award came with a beautiful trophy and a \$100 to continue the good work.



Vicki Hebert (second from left) stands with recipients of the NH providers Association Awards Ceremony. The Dover Coalition for Youth was recognized as Prevention Provider of the Year.

The Assistant City Manager began the second year 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. The orientation and leadership introduction class were held in July.

Assistant City Planner Piekut attended a NH Sustainable Energy Association webinar regarding "NH's New Net Metering Tariff" following a final order by the NH Public Utilities Commission.

Animal Control Officer Kathy Ladisheff attended training on Safe Dog Handling on July 7, 2017.

On July 12, 2017, Sergeant Collopy attended Firearms Instructor Recertification training.

On July 24-27, 2017, ACO Ladisheff attended the annual Animal Control Conference in Durham, NH. During the conference, she was certified in dog and cat CPR.

Sergeant Nadeau and Officer Lazos, members of the Dover Police Department Crash Investigation Unit, participated in monthly training with the Strafford County Regional Accident Investigation Team on July 7.

Workers' Compensation Claims

FY15 = 45 Claims

FY16 = 37 Claims

FY17 = 45 Claims

Employment:

Separations – 9

1	Exec
2	Fire
1	Police
5	Recreation

New Hires – 4

2	Community Services
2	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!

August Anniversaries

Employee Name	Years of Service	Division	Employee Name	Years of Service	Division
Chapman, Thomas F	40	Utilities	Dube, Michelle M	9	Inspection
Wilson, Michael T	34	Facilities & Grounds	Grass, Ryan J	9	Sewer
Diesel, Sandra E	30	Library	Pine, Timothy	9	I.T.
Flanagan, Lois E	30	Facilities & Grounds	Cooper, Juel K	7	Police
Dews, P. Alan	25	Engineering	Donovan, Jaimie S	7	Fire
Cormier, Todd A	23	Solid Waste	Pieniazek, Christopher J	7	Police
Hanna, E. David	23	Fire	Collis, David J	6	Police
Martinelli, David W	22	Police	Labonte, Julie	6	Finance
Golding, David J	19	Fire	Thrasher, Margaret R	6	Library
Hager, Stacey A	19	Community Services	Blenkinsop, Anthony I	4	Legal
Parker, Christopher G	19	Planning	Brown, Matthew F	4	Police
Hultgren, Michael D	16	Facilities & Grounds	Courter, Andrew P	3	Police
Tarmey, John A	15	Police	Thunstrom, Stephen L	3	Fire
Dwyer, Stephen R	14	Police	Colarusso, Anthony A	2	Fire
Levin, Paul R	14	Police	Glidden, Keegan C	2	Streets
Yerardi, James M	14	Police	Nelson, Jeffrey T	2	Fire
Cleary, Emily A	13	Police	Nicoll, Jason R	2	Fire
Colonna, Mark W	13	Facilities & Grounds	Ryan, Michael E	2	Fire
Croteau, Shawn A	13	Fire	Couch, Alison E	1	Police
Nelson, Anne N	13	Library	Gaston, Susan	1	Public Welfare
Heaphy Moisan, Meghan	12	Facilities & Grounds	Kintz, Laura A	1	Police
Nunan, Kimberly J	12	Finance	Wachowiak, Benjamin M	1	Fire
Rano, Joanne M	12	Library			
Dunne, Brynn L	10	Police			



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 9, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Councilor Thibodeaux arrived at 7:10 pm.

Absent: Councilor O'Connor.

Also Present: City Manager Joyal and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the Agenda as presented; seconded by Councilor Greenshields.

Vote: 7/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

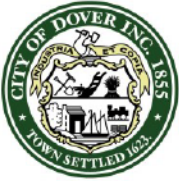
Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He spoke about following items that he wanted the Council and community to be aware of: National Citizen Survey, and the Veterans' Memorial Plaza Brick Fundraiser. He introduced Mr. Ross Forester to speak to the Council regarding a Veterans plaque. He said with the acceptance of the City Manager's Report

Mr. Forester spoke about the Veterans plaque commemorating the veterans who died in the conflict in Iraq. He asked the Council for their approval to hang the plaque in City Hall for a period of 23 days.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 9, 2017**
Meeting Time: **7:00 pm**

City Manager Joyal introduced Community Services Director, John Storer, to the Council. Community Services Director Storer spoke to the Council regarding his first eight days with the City.

City Manager Joyal recognized two Community Services' employees. Kevin Sullivan and Ryan Neenan have just achieved the Roads Scholar I in Safety Champion Designation from the University of New Hampshire Technology Transfer Center.

City Manager Joyal said he was notified by the Government Finance Officers Association and recognized Finance Director Daniel Lynch for receiving a Certificate of Achievement for Excellence in Financial Reporting. He said this is the 13th year the City of Dover has received this award.

City Manager Joyal gave an update on the Central Avenue Bridge project, and the Nelson Street project to the Council.

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

10. APPROVAL OF MINUTES

A. July 26, 2017 – Regular Meeting

Deputy Mayor Carrier moved for the approval of the Minutes; seconded by Councilor Ciotti.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attended: Dedications of the Murals at the Parking Garage, Open House for the Autumn Court Antiques. She said on Saturday, September 16, 2017, there will be a Coffee with the Superintendent and the Mayor at the McConnell Center.

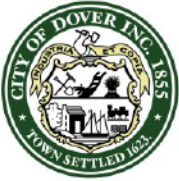
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Shanahan.
Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3rd READING

C. RESOLUTIONS



CITY OF DOVER

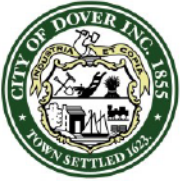
CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 9, 2017**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Children’s Museum of New Hampshire**
- 2. BLOCK PARTY – Park Street**
- 3. ROAD TOLL – Muscular Dystrophy Association of New Hampshire & Dover Firefighters and Officers**
- 4. B14074 PHASE II - PROFESSIONAL ENGINEERING SERVICES FOR WATER SYSTEMS FACILITY UPGRADES CHANGE ORDER #1-3**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B17003 HVAC MAINTENANCE AND REPAIR SERVICES ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B17011 SIX WHEEL DUMP TRUCK WITH PLOW EQUIPMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. B17038 HOT BITUMINOUS PAVING –ASPHALT LAID IN PLACE CHANGE ORDER #1**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. PHASE II INFILTRATION AND INFLOW STUDY - AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. DOVER PUDDING HILL AQUIFER CHANGE ORDER #1 - EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. BOBCAT COMPACT TRACK LOADER, NATIONAL JOINT POWERS ALLIANCE BID RFP042815**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. OFFICE SUPPLIES WB MASON**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. BOOKS & MEDIA PURCHASES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 13. VARIOUS SENIOR CENTER TRIPS**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 9, 2017**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Gasses pulled Item 13.A.7.

Councilor Greenshields pulled Item 13.A.11.

Councilor Thibodeaux pulled Items 13.A.4. and 13.A.9.

Councilor Shanahan pulled Item 13.A.8.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of 13.A.4.; seconded by Councilor Thibodeaux.

City Manager Joyal asked Keith Pratt, President of Underwood Engineers to give an overview of the project to the Council.

Mr. Pratt gave an overview of the resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of 13.A.7.; seconded by Councilor Gasses.

Community Services Director Storer gave an overview of the resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of 13.A.8.; seconded by Councilor Shanahan.

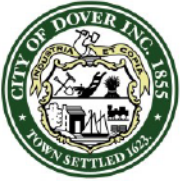
Deputy Community Services Director Boulanger gave an overview of the resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of 13.A.9.; seconded by Councilor Thibodeaux.

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

Roll Call Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 9, 2017**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier moved for the adoption of 13.A.11.; seconded by Councilor Greenshields. Councilor Greenshields asked about sharing this benefit with the School Department. City Manager Joyal gave an overview of the purchasing process to the Council, and said he will follow up to see if this is a case where they can share this benefit.
Roll Call Vote: 8/0.

B. RESOLUTIONS

- 1. ACCEPTANCE OF DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DOVER AND 104 WASHINGTON STREET, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 23, 2017.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on August 23, 2017; seconded by Councilor Gagnon.
City Manager Joyal said a City Council Workshop will be held August 16, 2017 regarding this project.
Vote: 8/0.

- 2. OPERATION OF KENO GAMES IN DOVER
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 23, 2017.)
SPONSORED BY MAYOR WESTON AND DEPUTY MAYOR CARRIER**

Deputy Mayor Carrier moved to refer to a public hearing on August 23, 2017; seconded by Councilor Ciotti.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

No comments.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn to the Workshop; seconded by Councilor Shanahan.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 306
Meeting Date: Wednesday, August 9, 2017
Meeting Time: To follow Regular Meeting

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Absent: Councilor O'Connor.

Also Present: City Manager Joyal and City Clerk Lavertu.

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. CITY MANAGER EXPECTATIONS FOR FISCAL YEAR 2018

Mayor Weston asks the Council if they had any recommendations.

Councilor Gagnon, referring to handout, said the five goals were fine and talked about possible adding sustainability as #6, and a discussion ensued on how to do that.

Deputy Mayor Carrier said the goals of the City Manager should parallel with the goals of the City Council.

Councilor Greenshields spoke about the new High School being scheduled for completion in the Fall of 2018, and it should be part of the City Manager's radar to make sure that it's successful.

Mayor Weston talked about her concerns regarding debt service that the City is taking on. She referred to Item 4, which she felt was too broad, and wanted to add the City Manager keep the Council updated on the impact of the City's debt service and credit rating.

Councilor Ciotti recommended a quarterly report on the debt service and where the City is at. He also asked for a follow-up report on the audit and if recommended improvements were made.

Mayor Weston said the list didn't include "Comments", and would like it added.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 306
Meeting Date: Wednesday, August 9, 2017
Meeting Time: To follow Regular Meeting

City Manager Joyal referred to the comment regarding points of emphasis. He said he would redraft the list to show the general five goals, but add the points the Council wants to address: successful opening of the High School, debt service and financial policies, affordability to residents, sustainability, financial concerns, internal controls measures and changes, and just continue to strengthen the City Manager/Council partnership.

Councilor Gagnon again stated that he wanted a goal for sustainability. Councilor Greenshields agreed with Councilor Gagnon. She said she was amazed the City didn't have a power purchase agreement with a renewable energy source. Councilor Gagnon said he would wordsmith some language and send it out to the Council.

Mayor Weston asked to go down the list. She asked the Council if they had points of emphasis for Item 1. "Customer-Focused Outcomes: Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable."

Councilor Gagnon said they've already mentioned the successful opening of the High School, but added the Customer Service Center too.

Mayor Weston asked about Item 2. "Product & Process Outcomes: Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available."

Councilor Ciotti recommended the change of "given" to "using".

City Manager Joyal explained why it should remain "given".

Mayor Weston asked about Item 3. "Leadership & Governance Outcomes: Effectively continue to communicate with the community at large through various means, support citizen engagement in local governance and community forums, and provide leadership in the implementation of the Stewardship of Resources chapter of the City's Master Plan."

Mayor Weston said the Council has already mentioned sustainability, and cross out Stewardship of Resources chapter.

Councilor Gagnon talked about increasing voter turnout.

Mayor Weston asked about Item 4. "Financial & Benchmark Outcomes: Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year."

Mayor Weston said the City Manager would wordsmith some sort of debt service language. Councilor Greenshields said to also include audit, financial updates, and implementation of audit recommendations for improvements.

Mayor Weston asked about Item 5. "Workforce-Focused Outcomes: Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community."

Councilor Greenshields asked if there was a way to get a pulse on the level of satisfaction from employees overall.

City Manager Joyal said they do conduct employee surveys.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: McConnell Center, Room 306
Meeting Date: **Wednesday, August 9, 2017**
Meeting Time: **To follow Regular Meeting**

Deputy Mayor Carrier talked about the City Manager personally helping new employees make the transition.

Councilor Gagnon talked about upcoming retirements and the need for succession planning.

Mayor Weston said the City Manager will wordsmith the stewardship of resources as the new Item 6.

Councilor Gagnon talked about getting solar in Dover, continued leadership in the Great Bay Partnership, continuing to stay ahead of the MS-4 (Municipal Separate Storm Sewer System) curve.

Councilor Greenshields asked the City Manager to reach out to each department, because they can all play a role.

Mayor Weston asked for a new section for Council Comments.

Councilor Gagnon asked what that would consist of.

Councilor Ciotti recommended adding how well the City Manager handled an unforeseen situation or emergency.

Councilor Greenshields asked the City Manager his opinion about the evaluation process. City Manager Joyal said he felt there wasn't enough time for the Council to absorb his self-evaluation before his evaluation from them.

Councilor Shanahan said the goals of the new Council in January should be in alignment with the City Manager's expectations.

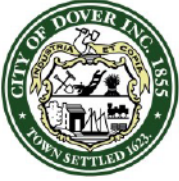
Mayor Weston asked the City Manager to create a new list and the Council will review.

City Manager Joyal said he can have a resolution available for the August 23, 2017 City Council Regular Meeting.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.08.09 – 103**

Resolution Re: Acceptance of Development Agreement Between the City of Dover and 104 Wash Street, LLC

WHEREAS: The City of Dover is committed to development as part of its economic development goals and objectives in order to create a vibrant city; and

WHEREAS: 104 Wash Street, LLC (also “Developer”), the owner of property located at Tax Map 2, Lots 4, 5, 6, 6A, 7, 8, 8A, and 9, consisting of 1.15 acres +/- along Washington Street, Locust Street, and Chestnut Street (commonly known as the “Robbins Block”), is interested in redeveloping the property to the highest and best use; and

WHEREAS: City staff is negotiating a Development Agreement between 104 Wash Street, LLC and the City of Dover for the redevelopment of the property. The redevelopment of the property is projected to be valued at a minimum of \$11,000,000.00 by Tax Year 2024, which would serve as the Guaranteed Tax Assessment Value for the project site; and

WHEREAS: Upon Planning Board approval of the development project, satisfaction of conditions precedent, and the passing of any relevant appeal periods, the City would convey the City Parking Lot, known as Map 2, Lots 2 and 3 to the Developer for \$1.00; and

WHEREAS: The Developer would bear the costs to design and financially contribute to the installation of improvements to the intersection of Chestnut Street and Washington Street, and make parking improvements along the Washington Street side of the project, conveying any new roadway/parking areas to the City; and

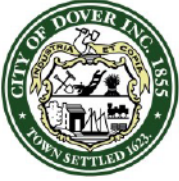
WHEREAS: The Developer hopes to take advantage of the provisions of RSA 79-E, recently enacted by the City Council; and

WHEREAS: The property will be redeveloped in a manner consistent with the City's Master Plan, and consistent with a pro-diverse economic development policy endorsed by the Dover Business and Industrial Development Authority and Planning Board.

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

The City Manager is authorized to enter into a Development Agreement with 104 Wash Street, LLC related to development of the property along Washington Street, Locust Street, and Chestnut Street, Tax Map 2, Lots 4, 5, 6, 6A, 7, 8, 8A, and 9, consistent with the attached Term Sheet and to sign documents to be recorded with the Registry of Deeds, including any deed(s) and/or easement(s), consistent with the terms of the Development Agreement.

REFER TO A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.08.09 – 103**

Resolution Re: Acceptance of Development Agreement Between the City of Dover and 104 Wash Street, LLC

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 08/09/2017	Public Hearing Date: 08/23/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Development Agreement Term Sheet.

TERM SHEET

The City of Dover, New Hampshire ("City") and 104 Wash Street, LLC (the "Developer") (collectively the "Parties") intend to enter into a Development Agreement concerning the development of certain properties in Dover, New Hampshire that the Developer owns. This Term Sheet supplements and expands the agreements in place between the City and the former owner of the relevant properties, as described herein.

1. The Developer seeks to develop the properties known as Map 2, Lots 4, 5, 6, 6A, 7, 8, 8A and 9, consisting of 1.15 acres, more or less, and which front along Washington Street between Locust Street and Chestnut Street (the "Project Site") in Dover, New Hampshire. The Developer intends to develop the Project Site in such a way that it is more likely than not that upon completion, the assessed value of the Project Site will meet or exceed the Guaranteed Tax Assessment Values described in section 10. A more detailed agreement will be signed by the Parties with the terms set forth herein and additional terms as may be necessary and/or customary (the "Development Agreement").
2. The City and the Developer agree that this Term Sheet supplements and expands agreements between the City and the former owner (RICHARD L. ROBBINS, STANLEY B. ROBBINS AND JUDTH E. WEISNER, Trustees of the SIDNEY ROBBINS FAMILY TRUST, a New Hampshire irrevocable trust and 104 WASHINGTON STREET LLC). The former owner's duties and rights to develop the Project Site were transferred/assigned to the Developer pursuant to a purchase and sales agreement between the Developer and the former owner. Provisions from those agreements all continue in full force and effect, except as otherwise provided in the forthcoming Development Agreement. Those agreements and this Term Sheet shall be read in concert and interpreted, whenever possible, in accord so as to give full force and effect to their terms.
3. The Developer shall obtain final, unappealable site plan approval for the full build-out of the Project Site, including development of the City Parking Lots, as described in paragraph 4 below, by December 1, 2017, unless extended with the consent of the City which shall not be unreasonably withheld. If such approvals lapse for a period in excess of thirty (30) days, either party may terminate their obligations or the parties may provide for additional time, depending on the circumstances at that time.
4. In the event that the development of the Project Site is approved by the Dover Planning Board, all conditions precedent related to such approval have been satisfied, and all applicable appeal periods have expired, the City shall convey, by quitclaim deed, the parcels known as Map 2 lots 2 and 3 (the "City Parking Lots") to the Developer for \$1.00. The City shall retain a right of reverter should the project not be completed.
5. Prior to the signing of the Development Agreement, and at Developer's cost, the Developer shall have its engineer design the improvements for the intersection of Chestnut Street and Washington Street, as well as parking spaces on the Washington Street side of the Project Site (the "Off Site Improvements") to the satisfaction of the City. The amount and location of property to be conveyed to the City for the Off Site Improvements shall be agreed to by the Developer and the City. The City Engineer and the Developer's engineer shall determine the estimated costs of the Off Site Improvements on or before September 15, 2017. If the Off Site Improvement Costs are acceptable to Developer and the City, then the Developer shall contribute a sum equal to two hundred thousand one

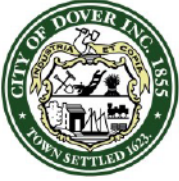
hundred and forty-eight dollars (\$200,148.00) to the City. Furthermore, the Developer shall also contribute a sum equal to one hundred thousand three hundred fifty two dollars (\$100,352.00) to the City in lieu of the residential public safety impact fees for the project. Failure to timely provide the Contributions shall result in termination of the Development Agreement. No Building Permit shall be issued for construction of a new structure on the Project Site, prior to the payment of the Contribution by the Developer.

6. No construction work on the Project Site shall be commenced until the entirety of the existing building on the Project Site is demolished and the City is conveyed all property required to accommodate the Off Site Improvements. The parking spaces created as a result of the Off Site Improvements shall be metered and managed as part of the City's parking management program.
7. Once the Contributions described in paragraph 5 have been delivered to the City by the Developer and the existing building on the Project Site is demolished consistent with paragraph 6, the City shall cause the commencement of construction of the Off Site Improvements, using said Contributions, by no later than one (1) year following the receipt of the Contributions and the demolition of the existing building, and shall cause the Off Site Improvements to be diligently completed. The City shall supervise the construction of the Off Site Improvements, and may employ third party construction managers, to assist with such supervision. The Developer shall not be responsible for any costs associated with the Off Site Improvements in excess of the Contributions, and the City shall bear all costs in excess of the Contributions. If any portion of the Contributions remains following satisfactory completion and acceptance of such Off Site Improvements by the City, such portion shall be remitted to the Developer.
8. The Developer seeks to also contribute value in excess of One hundred and Eleven Thousand three hundred and sixty dollars (\$111,360.00) towards the creation of a park located at the intersection of Locust and Chestnut Street with any unused funds being allocated for improvements to the Veteran's Memorial Park on the McConnell Center lawn.
9. The Developer shall hold meetings with the abutters prior to the Planning Board approval, commencement of construction and the issuance of a building permit. These meetings shall be noticed to the City, and use the same abutter list generated for the site plan submission to the Planning Board. The Developer shall invite the City and provide a copy of the attendance list to the City upon completion of the meeting.
10. As part of the development of the Project Site, the Developer desires to enter into a five year period where the taxes for the Project Site shall be set, as per New Hampshire RSA 79-E, at the assessed value for the Project Site in place at the time of the signing of this Term Sheet. The Dover City Council has enacted the provisions of RSA 79-E, and the Developer, at its election, may apply for such tax relief. Adoption of RSA 79-E by the City is not a guarantee that the City will grant the Developer such requested relief if the application fails to meet requirements under RSA 79-E. Any tax relief granted shall be consistent with and in compliance with RSA 79-E. If granted, the period of tax relief pursuant to RSA 79-E shall commence upon the issuance of the first certificate of occupancy for any building to be developed on the Project Site (including a partial certificate of occupancy for that building); the parties agreeing that such certificate or partial certificate constitutes completion of a replacement structure for purposes of RSA 79-E:5.

- a. Beginning with Tax Year 2024 (assessment as of April 1, 2023 and first payment due December 1, 2023) the minimum Guaranteed Tax Assessment Value for the Project Site shall be eleven million dollars (\$11,000,000.00). In Tax Year 2024 and each relevant tax year thereafter if the actual tax assessment is less than the Guaranteed Tax Assessment Value, the Developer shall owe and pay the tax shortfall to the City as if the Project Site was assessed at the Guaranteed Tax Assessment Value.
- b. The parties acknowledge that upon issuance of certificates of occupancy for the improvements developed on the Project Site, the City will establish the actual assessment value of each respective improvement for which a certificate of occupancy is sought. During the period that the Guaranteed Tax Assessment Value for the Project Site is in place, if the actual assessment value for the Project Site decreases more than twenty-five percent (25%) from the most recent establishment of the actual assessment value of the Project Site in any five year period, and provided that the resulting actual assessment value is less than the Guaranteed Tax Assessment Value, the parties agree to discuss whether and how to continue with the Developer's obligations to pay ad valorem taxes based on the Guaranteed Tax Assessment Value for the Project Site, but the City is not required to grant any such relief.

The Guaranteed Tax Assessment Value obligations set forth above, shall replace those obligations pertaining to Guaranteed Assessed Value in Section 5.01 of the Development Agreement with the former owner of the property referenced above in paragraph 2. This document will be an exhibit in the final agreement reached between the parties.

11. The Developer shall convey to the City a Performance Mortgage or other such surety satisfactory to the City, to secure the Developer's Guaranteed Tax Assessment obligations.
12. The City Manager shall obtain approval to execute a Development Agreement consistent with the terms and conditions in this term sheet. Any terms or conditions in the Development Agreement that represent changes or additions to the terms and conditions in this term sheet shall be subject to the consent and approval of the City, acting by and through its City Manager. Changes or additions considered material by the City Manager, in the City Manager's sole discretion, shall require approval by the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2017.08.09 – 104**
Resolution Re: **Operation of Keno Games in Dover**

- WHEREAS: Earlier this year the New Hampshire State Legislature passed, and the Governor signed into law, SB 191, an act establishing keno and relative to funding for kindergarten; and
- WHEREAS: The legislation establishes keno in New Hampshire, as well as a program to provide grants to kindergarten students from the education trust fund under RSA chapter 198; and
- WHEREAS: Funds raised through the operation of keno games would be credited to the education trust fund and be used to provide additional funding to communities offering full-day kindergarten; and
- WHEREAS: Funds from the State education trust fund to the City of Dover for full-day kindergarten will benefit the City of Dover and its residents; and
- WHEREAS: Pursuant to the legislation any town or city may allow the operation of keno games within its boundaries according to the provisions of the legislation; and
- WHEREAS: The question of whether keno should be allowed within the City of Dover should be placed before Dover voters at this year's municipal election consistent with the legislation.

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

That the question of whether to allow keno within the City of Dover shall be placed on the official ballot at the regular municipal election on November 7, 2017; and

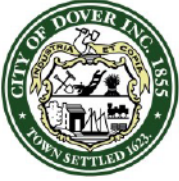
That the wording of the question on the official ballot shall be: "Shall we allow the operation of keno games within the City of Dover?"; and

That the City Council shall hold a public hearing on the ballot question at its first regular meeting in October 2017, which is anticipated to be October 11, 2017, which is at least 15 days, but not more than 30 days, before the municipal election on November 7, 2017

REFERRED TO A PUBLIC HEARING ON AUGUST 23, 2017

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#: 12.C.2.

Resolution Number: **R – 2017.08.09 – 104**
Resolution Re: **Operation of Keno Games in Dover**

DOCUMENT HISTORY:

First Reading Date: 08/09/2017	Public Hearing Date: 08/23/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See SB 191 (2017) attached.

CHAPTER 229
SB 191-FN - FINAL VERSION

03/30/2017 1190s
4May2017... 1516h
1Jun2017... 2022h
06/22/2017 2369CofC

2017 SESSION

17-0138
04/06

SENATE BILL ***191-FN***

AN ACT establishing keno and relative to funding for kindergarten.

SPONSORS: Sen. Watters, Dist 4; Sen. D'Allesandro, Dist 20; Sen. Feltes, Dist 15; Sen. Hennessey, Dist 5; Sen. Kahn, Dist 10; Sen. Lasky, Dist 13; Sen. McGilvray, Dist 16; Sen. Reagan, Dist 17; Sen. Soucy, Dist 18; Sen. Ward, Dist 8; Sen. Woodburn, Dist 1; Rep. Gile, Merr. 27; Rep. Grenier, Sull. 7; Rep. Bates, Rock. 7

COMMITTEE: Education

AMENDED ANALYSIS

 This bill establishes keno in New Hampshire and establishes a program to provide grants to kindergarten students.

.....

Explanation: Matter added to current law appears in ***bold italics***.
 Matter removed from current law appears ~~[in brackets and struck through]~~
 Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 229
SB 191-FN - FINAL VERSION

03/30/2017 1190s
4May2017... 1516h
1Jun2017... 2022h
06/22/2017 2369CofC

17-0138
04/06

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Seventeen

AN ACT establishing keno and relative to funding for kindergarten. .

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 229:1 New Subdivision; Keno. Amend RSA 284 by inserting after section 40 the following new
2 subdivision:

Keno

4 284:41 Definition. In this subdivision, “keno” means any game where a player purchases a
5 ticket from a field of 80 numbers and selects a specific amount of numbers. A random number
6 generator employed by the lottery commission chooses 20 numbers at random and the player is paid
7 out against his or her original wager.

8 284:42 Administration and Enforcement. The lottery commission shall administer and enforce
9 this subdivision in any town or city that has voted to allow such gaming.

10 284:43 Rulemaking. The lottery commission shall adopt rules, pursuant to RSA 541-A, relative
11 to:

- 12 I. The application procedure for keno licenses.
13 II. Information to be required on license applications.
14 III. Procedures for a hearing following the revocation of a license.
15 IV. The operation of keno games, including types and amounts of wagers.
16 V. Information required and forms for submission of financial reports.
17 VI. Guidelines for licensees under this subdivision to set transaction limits for daily,
18 weekly, and monthly play of keno for individual keno players.

19 284:44 License Fees.

20 I. The license fee for a commercial premises keno license issued under RSA 284:46 shall be
21 \$500 per year. Such fee shall be submitted to the lottery commission at the time the application is
22 made and shall be refunded if the application is denied.

23 II. All net proceeds collected by the lottery commission under this section shall be deposited
24 in the education trust fund established in RSA 198:39.

25 284:45 License Applications.

26 I. Applications shall be submitted to the lottery commission by the licensee. Proof of
27 authority to submit the application on behalf of the licensee may be required.

28 II. Applications shall be made only on the forms supplied to the licensee by the lottery

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- Page 2 -

1 commission.

2 III. The application form shall be fully completed by the licensee.

3 IV. Applicants for commercial premises keno licenses shall be submitted at least 30 days
4 before the first game date.

5 V. The applicant shall certify under oath that:

6 (a) The information provided on the application is accurate.

7 (b) Neither the applicant nor any employee will operate keno games if such person has
8 been convicted of a felony within the previous 10 years which has not been annulled by a court, or a
9 misdemeanor involving falsehood or dishonesty within the previous 5 years which has not been
10 annulled by a court, or has violated the statutes or rules governing charitable gaming in this or any
11 state.

12 (c) The applicant and any employee who will be participating in the operation of the
13 keno games is aware of all statutes and rules applicable to the operation of keno games.

14 VI. To be eligible for licensure under this subdivision an applicant shall:

15 (a) Document that it is one of the following:

16 (1) A restaurant or hotel holding a valid liquor license under RSA 178:20, II,
17 RSA 178:21, II(a) or (b), or RSA 178:22, V(q).

18 (2) A brew pub holding a valid liquor license under RSA 178:13.

19 (3) A ballroom holding a valid liquor license under RSA 178:22, V(c).

20 (4) A veterans' club, private club, or social club holding a valid liquor license under
21 RSA 178:22, V(h).

22 (5) A convention center holding a valid liquor license under RSA 178:22, V(i).

23 (6) A hotel holding a valid liquor license under RSA 178:22, V(k).

24 (7) A racetrack holding a valid liquor license under RSA 178:22, V(n).

25 (8) A sports recreation facility holding a valid liquor license under RSA 178:22, V(v).

26 (b) Document that the keno games will only be operated in towns and cities that have
27 voted to allow the operation of keno games pursuant to RSA 284:51.

28 (c) Maintain a current list of employees.

29 (d) Document that no minor under the age of 18 shall be allowed to purchase or redeem
30 a keno ticket.

31 VII. A suspension or revocation of a liquor license shall result in the immediate suspension
32 of the keno license issued under this chapter.

33 284:46 License; Issuance.

34 I. Upon receipt of an application under RSA 284:45 the lottery commission shall review the
35 application and shall, in writing, grant or deny the application within 45 days of receipt.

36 II. The lottery commission shall deny a license application for any one of the following
37 reasons:

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- Page 3 -

1 (a) The license of the applicant has been previously revoked by the commission.

2 (b) The applicant has been convicted of a crime provided for in this chapter or in any
3 other chapter for any gaming offense.

4 (c) The applicant loses his or her liquor license after submitting the application.

5 III. No person who has been convicted of a felony or class A misdemeanor within the
6 previous 10 years which has not been annulled by a court, or a class B misdemeanor within the past
7 5 years which has not been annulled by a court, or who has violated any of the statutes or rules
8 governing charitable gambling in the past in this or in any other state shall be licensed under this
9 subdivision, or rent, lease, sublease, or otherwise provide any hall or keno paraphernalia for the
10 conduct of keno licensed under this subdivision.

11 IV. The lottery commission shall only issue a license for an eligible location where keno
12 tickets shall be sold and the game played within the area apportioned to distribute beverages
13 pursuant to RSA 284:45. The lottery commission shall control the installation of the keno ticket
14 terminals and ensure that the sale of the tickets is limited to the area apportioned to distribute
15 beverages pursuant to RSA 284:45.

16 284:47 Operation of Keno Games.

17 I. A licensee may operate keno games at its business between the hours of 11 a.m. and 11
18 p.m.

19 II. A licensee may retain 8 percent of the proceeds from keno games. Of the remaining 92
20 percent:

21 (a) One percent shall be paid to the department of health and human services to
22 support research, prevention, intervention, and treatment services for problem gamblers.

23 (b) The remainder, less the administrative costs of the lottery commission and prize
24 payouts, shall be deposited in the education trust fund established in RSA 198:39.

25 III. No person who has been convicted of a felony or class A misdemeanor within the
26 previous 10 years which has not been annulled by a court, or a class B misdemeanor within the past
27 5 years which has not been annulled by a court, or who has violated any of the statutes or rules
28 governing charitable gambling in the past in this or any other state shall operate a keno game
29 licensed under this subdivision, or rent, lease, sublease, or otherwise provide any hall or keno
30 paraphernalia for the conduct of keno licensed under this subdivision.

31 IV. No one under the age of 18 years shall be allowed to purchase or redeem a keno ticket.

32 284:48 Financial Reports and Inspection Required.

33 I. Any person which has been licensed to conduct keno games shall submit a complete
34 financial report to the lottery commission for each license issued under RSA 284:46 within 15 days
35 after the expiration of each license, provided, however, a complete monthly financial report shall be
36 submitted in a timely fashion to the commission for each month covered by a license issued under
37 RSA 284:46 on a form to be approved by the lottery commission.

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1 II. All licensees shall maintain a separate checking account for the deposit and
2 disbursement of all income relating to keno, except cash prizes awarded at the games. All expenses
3 shall be paid by check, and all prizes of \$500 or more shall be paid by check. No keno funds shall be
4 commingled with other funds of the licensee. The licensee shall retain all canceled checks for the
5 payment of expenses and prizes for at least 2 years from the date of the check. The licensee shall
6 not cash checks which it issues.

7 III. All financial reports filed by the licensee shall be maintained by the lottery commission
8 for a period of one year from the date of filing and shall be open to public inspection.

9 IV. All financial records pertaining to the operation of keno games shall be maintained by
10 the licensee and shall be made available to representatives of the lottery commission or of the
11 commissioner of the department of safety upon request.

12 V. A licensee which has been licensed to conduct keno games shall maintain complete and
13 accurate documentation of all revenues and expenses contained in the financial reports for at least 2
14 years from the date the financial report is filed.

15 284:49 Suspension; Revocation. The commission may suspend or revoke the license of any
16 licensee who violates any provision of this subdivision. Any licensee whose license is revoked shall
17 not be eligible for licensure for a period of up to one year from the date of revocation.

18 284:50 Rehearing and Appeal. Any person aggrieved by a decision of the commission to deny or
19 revoke a keno license may apply to the commission for a rehearing within 15 business days of the
20 decision. Rehearings and appeals shall be governed by RSA 541.

21 284:51 Local Option.

22 I. Any town or city may allow the operation of keno games according to the provisions of
23 this subdivision, in the following manner:

24 (a) In a town, the question shall be placed on the warrant of an annual town meeting
25 under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative
26 body may vote to place the question on the official ballot for any regular municipal election, or, in
27 the alternative, shall place the question on the official ballot for any regular municipal election
28 upon submission to the legislative body of a petition signed by 5 percent of the registered voters.

29 (b) The selectmen, aldermen, or city council shall hold a public hearing on the question
30 at least 15 days but not more than 30 days before the question is to be voted on. Notice of the
31 hearing shall be posted in at least 2 public places in the municipality and published in a newspaper
32 of general circulation at least 7 days before the hearing.

33 (c) The wording of the question shall be substantially as follows: "Shall we allow the
34 operation of keno games within the town or city?"

35 II. If a majority of those voting on the question vote "Yes," keno games may be operated
36 within the town or city.

37 III. If the question is not approved, the question may later be voted upon according to the

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provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of keno games may consider rescinding its action in the manner described in paragraph I of this section.

V. The lottery commission shall maintain a list of municipalities where keno is available.

229:2 Application of Receipts; Education Trust Fund. Amend RSA 6:12, I(b)(65) to read as follows:

(65) Money received under RSA 77-A, RSA 77-E, RSA 78, RSA 78-A, RSA 78-B, RSA 83-F, ***RSA 284:44 and RSA 284:47***, and from the sweepstakes fund, which shall be credited to the education trust fund under RSA 198:39.

229:3 Education Trust Fund; Keno Profits Added. Amend RSA 198:39, I(k) to read as follows:

(k) Funds collected and paid over to the state treasurer by the lottery commission pursuant to RSA 284:44 and RSA 284:47.

(l) Any other moneys appropriated from the general fund.

229:4 New Section; School Money; Kindergarten Grants. Amend RSA 198 by inserting after section 48-b the following new section:

198:48-c Kindergarten Grants.

I.(a) For fiscal year 2019, in addition to any funds received pursuant to RSA 198:40-a, in the first year that a school district or chartered public school that operates an approved full-day kindergarten program, the commissioner of the department of education shall calculate and distribute a grant of \$1,100 per kindergarten pupil based on the enrollment number of eligible full-day kindergarten pupils on the first day of the school year. The superintendent, or designee, shall certify the enrollment number of kindergarten pupils to the commissioner.

(b) For fiscal year 2019, once pupils enrolled in an approved full-day kindergarten program have been counted in the school district's average daily membership in attendance as defined in RSA 198:38, I, a school district, or a chartered public school based on its kindergarten average daily membership enrollment number, shall receive, in addition to any funds received pursuant to RSA 198:40-a, an additional grant of \$1,100 per kindergarten pupil attending a full-day kindergarten program. The commissioner shall certify the amount of the grant to the state treasurer and direct the payment thereof from the education trust fund established in RSA 198:39 to the school district or chartered public school.

(c) Grants shall be disbursed to a school district pursuant to the distribution schedule in RSA 198:42 and to a chartered public school pursuant to the distribution schedule in RSA 194-B:11, I(c).

(d) The amount necessary to fund the grants under this section is hereby appropriated to the department from the education trust fund. The governor is authorized to draw a warrant from the education trust fund to satisfy the state's obligation under this section.

II. A school district or chartered public school that operates an approved full-day

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SB 191-FN - FINAL VERSION
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1 kindergarten program for which it receives funding under this section shall permit a pupil to attend
2 kindergarten for a half-day.

3 III.(a) For fiscal year 2020 and each fiscal year thereafter, in addition to any funds received
4 pursuant to RSA 198:40-a, the department of education shall distribute a total kindergarten grant,
5 pursuant to RSA 198:40-a, for the remaining 1/2 of each average daily membership not counted
6 under RSA 198:40-a to each school district or chartered public school that operates an approved full-
7 day kindergarten program. If the amount of revenue raised through keno is insufficient to fully
8 fund the distribution of grants under this section, the revenue shall be prorated proportionally
9 based on entitlement among the districts entitled to a grant. The prorated portion of this grant
10 shall not be less than the per pupil amount disbursed under paragraph I(b).

11 (b) Grants shall be disbursed to a school district pursuant to the distribution schedule
12 in RSA 198:42 and to a chartered public school pursuant to the distribution schedule in RSA 194-
13 B:11, I(c).

14 (c) The amount necessary to fund the grants under this paragraph is hereby
15 appropriated to the department from the education trust fund. The governor is authorized to draw
16 a warrant from the education trust fund to satisfy the state's obligation under this section.

17 229:5 Applicability. Kindergarten grants pursuant to RSA 198:48-c as inserted by section 4 of
18 this act shall not be disbursed before July 1, 2018.

19 229:6 Effective Date. This act shall take effect July 1, 2017.

Approved: July 12, 2017
Effective Date: July 01, 2017



**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: Neighborhood Block Party - Lexington St.
Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

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

Contact Person: Linda Hayden Day Time Telephone: 603-988-1526 (cell)
Address: 4 Lexington St Email: LINDA.HAYDEN@COMCAST.NET
Purpose of Permit: Block Party
Date of Event: Sept 9, 2017 Specific Time: 4:00-9:00 PM
Location of Event: Lexington St between W. Concord and Washington Streets.

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

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

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

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

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

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

Block Party Location (attach map if more than one street is affected): Lexington St from W. Concord to Washington

Police Department Block Party Approval Signature: _____
Printed Name: Sgt. Mark Speidel Traffic Bureau

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

SIGNATURE OF APPLICANT: Linda Hayden DATE: 8/9/17
(duly authorized)

PRINTED NAME: Linda Hayden

Licensing Board Approval (Signature) Date: 8/15/17



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

RAFFLE* X, TAG* _____, BLOCK PARTY** _____,

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

Organization Name: Dover High School Football Boosters Club
Federal Tax ID number for Organization: 02-0447380
Check (✓) Nature of Organization:

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

Contact Person: Vera Haus Day Time Telephone: 603-312-3314
Address: PO Box 1236 Dover Email: Vhaus@SAUSA2.org
Purpose of Permit: Raffle @ football home games
Date of Event: Sept/Oct Specific Time: During home games
Location of Event: Dover High School Football Stadium

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

Prize (s) To Be Awarded: 50/50 \$ collected
Cost of Ticket: \$1 or \$5 Date of Drawing: @ football game
Place of Drawing: @ DHS stadium

* 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: Vera Haus DATE: 8-4-17
(duly authorized)

PRINTED NAME: Vera Haus

Licensing Board Approval (Signature) Date: 8/5/17



PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Dover Shockwave Robotics Corp.

Federal Tax ID number for Organization: 47-1389117

Check (☒) Nature of Organization:

Religious ☐, Educational ☒, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) We are a non profit formed to benefit the Dover Highschool Robotics Team

Contact Person: Tim Mallard Day Time Telephone: 603-494-1577

Address: 141 Cottonwood Dr. Email Tim.Mallard@DoverShockwave.org

Purpose of Permit: Hold a small raffle to help with the 2017-2018 budget

Date of Event: 8-26-2017 Specific Time: 8am to 5pm

Location of Event: Dover Children's Museum for Dover Mini Maker Faire

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

Prize (s) To Be Awarded: (various)

Cost of Ticket: \$5 Date of Drawing: 8-26-2017

Place of Drawing: Dover Chidlrens Museum end of day 8-26-2017

* 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: Tim Mallard DATE: 8/16/2017
(duly authorized)

PRINTED NAME: _____

Licensing Board Approval (Signature) Date: 8/16/17 1/2015

http://www.dover.nh.gov/Assets/government/city_operations/1form/finance/city-clerk-tax-collection/Application%20affle.pdf



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: Saint Mary Academy
Federal Tax ID number for Organization: 02-342967
Check (✓) Nature of Organization:
Religious ✓, Educational ✓, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Calendar Raffle
Contact Person: Stephanie Bolduc Day Time Telephone: 603-978-4929
Address: 222 Central Avenue Dover Email Sbolduc@stmaryacademy.org
Purpose of Permit: Calendar Raffle
Date of Event: Oct 6th Specific Time: 9:00am
Location of Event: SMA

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

Prize (s) To Be Awarded: \$2200 cash prizes
Cost of Ticket: \$5 each Date of Drawing: October 6
Place of Drawing: SMA

* 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: Stephanie Bolduc DATE: 8/7/17
(duly authorized)
PRINTED NAME: Stephanie Bolduc
Licensing Board Approval (AFO) Date: 8/9/17



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:
PARADE** ☒ , ROAD TOLL*** ☐

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

Organization Name: Saint Mary Academy
Federal Tax ID number for Organization: 02-0342967
Check(☒) Nature of Organization:
Religious ☒ , Educational ☒ , Charitable ☐ , Civic ☐ , Sports ☐ , Veterans ☐ , Fraternal or Political ☐ , Other ☐
Name/Description of Event (if applicable): SMA 5K
Contact Person: Stephanie Bolduc Day Time Telephone: 603-978-4929
Address: 222 Central Ave Dover NH Email: luvbugs@comcast.net
Date of Event: April 14, 2018 Specific Time: 9am
Location of Event (if parade, attach course description or map): _____

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: _____ 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: Stephanie Bolduc DATE: 8-7-17
(duly authorized)

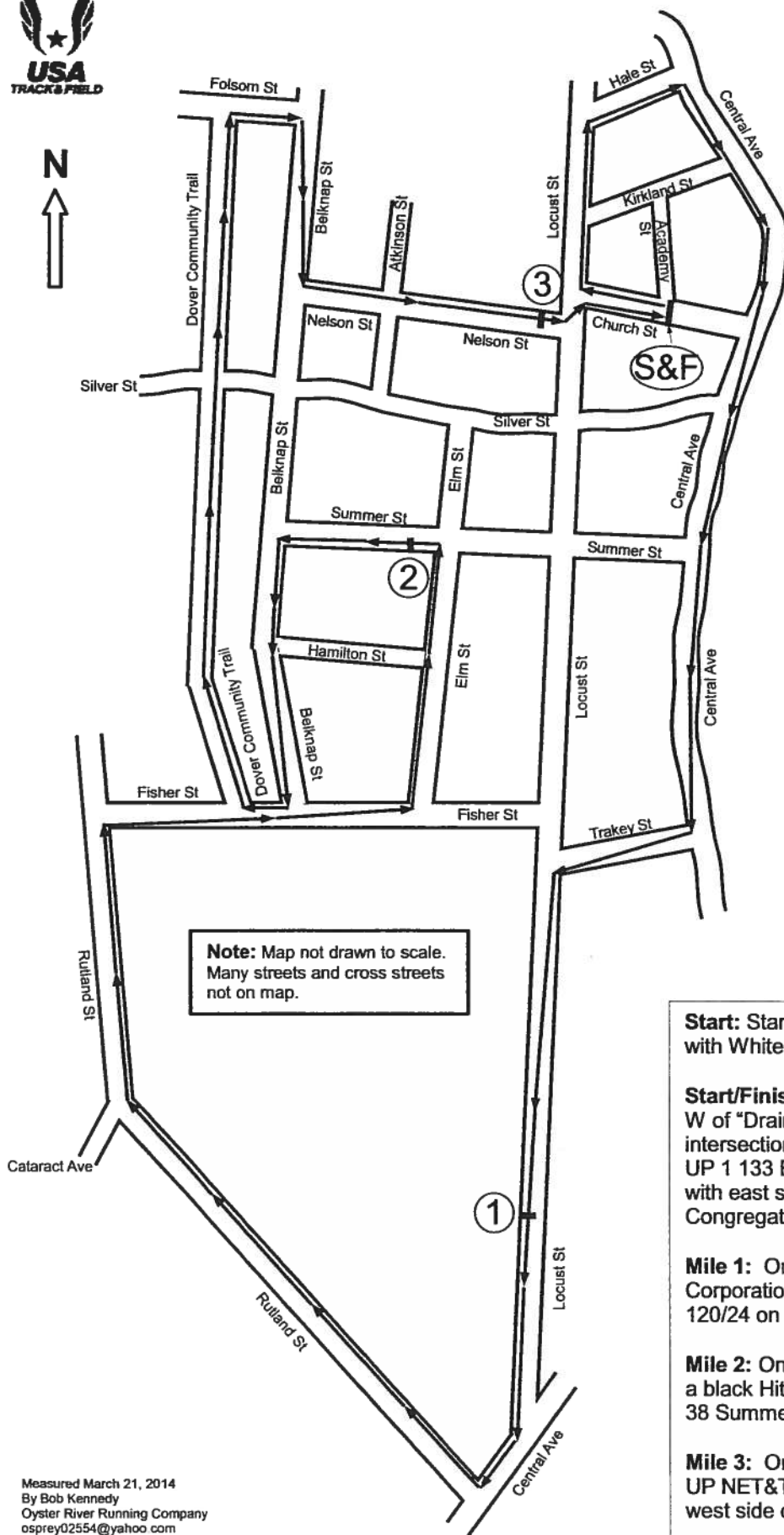
PRINTED NAME: Stephanie Bolduc

Licensing Board Approval AC Date: 8/9/17

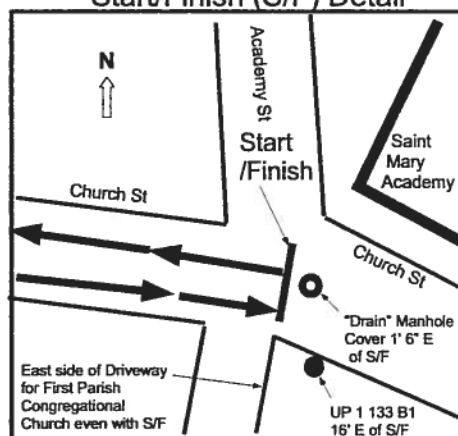


SMA 5K

Dover, New Hampshire



Start/Finish (S/F) Detail



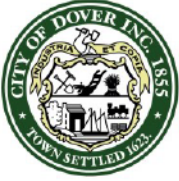
Start: Start/Finish, and all mile markers are marked with White Paint (UP = Utility Pole).

Start/Finish: In center of Church St 1 ft 6 inches W of "Drain" Manhole Cover in east side of intersection of Academy and Church Sts, 16 ft W of UP 1 133 B1 on south side of Church St, and even with east side of driveway for the First Parish Congregational Church.

Mile 1: On west side of Locust St in front of VXI Corporation at 271 Locust, and 54 ft S of UP FP 120/24 on same side.

Mile 2: On south side of Summer St even with a black Hitching Post and the west side of 38 Summer St.

Mile 3: On north side of Nelson St 5 ft 3 inches E of UP NET&TCo 6 PSC 49 2, and about even with west side of 5 Nelson St.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.08.23 – 105**
Resolution Re: **Employee Time Entry Application**

WHEREAS: In February 2016 the city requested written quotes #Q16-030 from vendors offering an employee time entry application that would integrate with the city's existing payroll system. Three vendors offered proposals and the City selected Data Management Inc. d/b/a TimeClock Plus for a pilot program at a cost of \$7,710.00 plus user licenses of \$2,220.20 for a total cost of \$9,930.20. The City of Dover Community Services Department has successfully completed a pilot of the Time Clock Plus employee time entry application in FY2017; and

WHEREAS: Data Management Inc d/b/a/Time Clock Plus exhibited the lowest cost of ownership over a five (5) year period through comparison of three separate vendor applications in February 2016. The City of Dover wishes to continue the implementation of Time Clock Plus to all municipal departments. While the current fiscal year requested investment is under \$10,000.00, the cost over five (5) years for all employees is estimated at \$24,880.00; and

WHEREAS: Competitive bidding is the formal process involving **sealed** written bids. Dover Code 3-36 A Competitive Bidding Waiver: competitive bidding may be waived by a majority vote of the City Council.

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 Data Management Inc., d/b/a/ Timeclock Plus of San Angelo TX for the employee time entry application at rates provided in conjunction with Quote Q16-030. 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
6100.1.550.49200.4341.09100.00	DoverNet - Admin Technical Svs	42,800.00	41,600.00
6100.1.550.49200.4435.09100.00	DoverNet - Admin - Maint Charges	78,400.00	78,400.00
6100.1.550.49200.4745.09100.97.	DoverNet - Admin- Computers & Comm Equipment	87,450.00	87,450.00

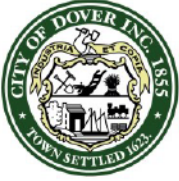
AUTHORIZATION

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.6.

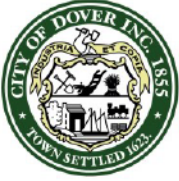
Resolution Number: **R – 2017.08.23 – 105**
Resolution Re: **Employee Time Entry Application**

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 – 2017.08.23 – 105**
Resolution Re: **Employee Time Entry Application**

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has piloted an automated time entry application, Time Clock Plus, in the Community Services department. This solution replaces a paper-based time clock that required significant time for data entry and follow up with the employees. The Community Services employees have found the system easy to use. The CS payroll administrator has reduced weekly payroll entry time from eight (8) to one and a half (1.5) hours weekly. Record keeping is more accurate by allowing employees to select their billing account and add a note related to on-call work such as snow plowing. This application successfully communicates time entry and leave data with our current financial management application through a weekly batch process.

Bid Information:

Request for Quote Q16-030 was solicited and pricing received in February 2016.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	Three	Number of Responses:	Three
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:	Data Management Inc d/b/a Timeclock Plus	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a quote solicitation

[Q16-030 Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.08.23 – 106**
Resolution Re: B17025 Veterans Memorial Change Order One For Final Design Services

WHEREAS: Requests for Qualifications # B17025 was issued and received seeking a firm to assist in the design and build a Veterans Memorial to be located off Locust Street in front of the McConnell Center on December 20, 2016 @ 11:00am; and

WHEREAS: The conforming qualification packet received and awarded via resolution [R-2017.02.08-009](#) was submitted by Ironwood Design Group with a fee and scope of work in the amount of \$80,000.00. The City has received change order one in the amount of \$59,935 for final design and construction services for a total combined cost of \$139,935.

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 Ironwood Design Group of Newmarket, NH in the amount not to exceed a total cost of \$139,935. 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	Misc.General Government Contingency	348,146.00	253,755.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
John O'Connor, City Councilor
Ward 1

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.7.

Resolution Number: **R – 2017.08.23 – 106**
Resolution Re: B17025 Veterans Memorial Change Order One For Final Design Services

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.08.23 – 106**
Resolution Re: B17025 Veterans Memorial Change Order One For Final Design Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover hired Ironwood Design Group to assist in the Design and Build of a Veterans Memorial to be located off Locust Street on the McConnell Center lawn. The scope of this work involves working with the City to develop final plans and specifications and construction for the memorial.

The City received change order one for final design and construction services in the amount of \$59,935 not to exceed the total cost of \$139,935. The City anticipates that donations that come through the purchase of bricks dedicated to veterans and other business and individual contributions will aid in offsetting the additional cost of this change order.

Bid Information:

Sealed Request for Qualification # B17025 was issued and received for a design build firm on 12/20/16 @ 11:00am

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:	598	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	1 yr	Estimated Delivery:	As needed
Recommended Award to:	Ironwood Design Group	Fund:	
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

[B17025 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2017.08.23 – 107**

Resolution Re: Collective Bargaining Agreement Between City of Dover
and DPAAII

WHEREAS: The City of Dover and representatives of the Dover Police Administrators Association have been involved in negotiations for a collective bargaining agreement to supersede the Agreement which expired on June 30, 2017; and

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

The Council accepts the tentative agreement and the City Manager is hereby directed to execute a three (3) year Collective Bargaining Agreement between the City of Dover and the Dover Police Administrators Association.

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 - 2017.08.23 – 107**

Resolution Re: Collective Bargaining Agreement Between City of Dover
and DPAAII

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2017.08.23 – 107**

Resolution Re: Collective Bargaining Agreement Between City of Dover and DPAAII

RESOLUTION BACKGROUND MATERIAL:

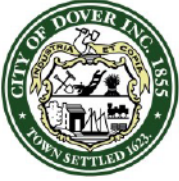
The City participated in negotiations with DPAAII. Discussions started on December 28, 2016 bringing the contract to this point.

The summary of costs is as follows:

City of Dover

Summary of Change – DPAAII (Police Administrators) Tentative Agreement Cost Summary

	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe		
DPA FY18 Estimate	1,613,568	11,443	314,835	382,943	51,691	760,912	2,374,480		
								Change from FY18 Estimate	Change from FY19 SQ
FY19 Estimate	1,657,186	11,599	324,488	393,437	53,002	782,526	2,439,712	65,232 2.75%	92,014 3.92%
								Change from FY19 Estimate	Change from FY20 SQ
FY20 Estimate	1,699,799	12,012	336,409	430,022	54,224	832,667	2,532,466	92,754 3.80%	142,051 5.94%
Totals	4,970,553	35,054	975,732	1,206,402	158,917	2,376,105	7,346,658		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.08.23 – 108**

Resolution Re: Establishment of FY 2018 Expectations by Mayor and City Council for City Manager

WHEREAS: Well thought out and clearly defined expectations by the Mayor and City Council for the City Manager will aid in the establishment of an effective Council-Manager relationship; and

WHEREAS: An effective Council-Manager relationship will support the further prosperity and growth of the Dover community; and

WHEREAS: The Dover City Council and City Manager are committed to efficiently and effectively meet the increasingly complex and diverse needs of Dover citizens; and

WHEREAS: The Dover City Council and City Manager have proactively discussed ongoing expectations and priorities for the coming year.

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

The Mayor and City Council establish the attached list of ongoing expectations for the City Manager during the ensuing fiscal year.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

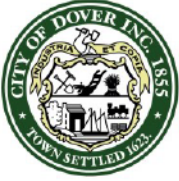
Sponsored by: Mayor Karen Weston

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.2.

Resolution Number: **R – 2017.08.23 – 108**

Resolution Re: Establishment of FY 2018 Expectations by Mayor and City Council for City Manager

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The following expectations are established for the City Manager for FY2018. They are intended to support City Council feedback and two-way communication throughout the course of the fiscal year and to be evaluated during the City Manager's annual performance evaluation. In addition to defining the overall results expected to be achieved, specific points of emphasis are also noted in each area.

1. Customer-Focused Outcomes: Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable.
 - Successful completion of the renovation and opening of the City Hall Customer Service Center during the fall of 2017.
 - Continuing support for the High School Joint Building Committee throughout the construction of the new High School and Career Technical Center.
2. Product & Process Outcomes: Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available.
 - Utilize lean processes and other continuous quality improvement methodologies in evaluating and improving service delivery.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.08.23 – 108**

Resolution Re: Establishment of FY 2018 Expectations by Mayor and City Council for City Manager

3. Leadership & Governance Outcomes: Effectively continue to communicate with the community at large through various means, support citizen engagement in local governance and community forums, and provide leadership in the implementation of the City's Master Plan.
 - Support the achievement of the City Council's established goals.
 - Implement programs to encourage increased voter turnout.
4. Financial & Benchmark Outcomes: Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year.
 - Identify opportunities and recommend strategies for City Council approval to reduce ongoing debt service obligations
 - Implement enhancements to internal control practices recommended by the City's independent auditors and provide regular updates.
5. Workforce-Focused Outcomes: Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community.
 - Support ongoing professional development in support of succession planning for employees and volunteers throughout the municipality.
6. Sustainability-Focused Outcomes: Develop strategies and implement programs that encourage the efficient use and preservation of natural resources by municipal services and throughout the community.
 - Continue to support efforts that responsibly address Great Bay water quality concerns through reliance on sound science.
 - Support increased reliance on renewable energy resources to include deployment of solar, hydro and/or wind energy producing technologies.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.08.23 – 109**
Resolution Re: Establishment of Dover Career Technical Center
Expendable Trust Fund

WHEREAS: The Board of Directors of the Dover Career & Technical Trust, Inc. voted on May 22, 2017 to dissolve the trust and forward any remaining funds of the trust to the Dover School District; and

WHEREAS: On June 26, 2017 the Dover School Board approved a resolution requesting establishment of the Dover Career Technical Center Trust Fund; and

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

The City of Dover hereby establishes the Dover Career Technical Center Expendable Trust Fund, for the purpose of needed equipment or supplies for the career technical center. The fund is established as an expendable trust fund, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the Trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

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.3.

Resolution Number: **R – 2017.08.23 – 109**
Resolution Re: Establishment of Dover Career Technical Center
Expendable Trust Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Members of the Board of Directors of the Dover Career & Technical Trust Inc. voted on May 22, 2017 to dissolve the trust administered by them. In accordance with their by-laws in the event of complete termination or dissolution of the corporation, its remaining assets would be distributed to the Dover School District.

Upon acceptance of the trust by the City Council, said moneys shall be turned over to the Trustees of Trust Funds, to be held as an expendable trust and invested in common with other funds held in Trust.

The principal, any investment incomes and any additional donations for the trust will be dispersed for the purpose of providing funding for needed equipment or supplies at the Dover Career Technical Center Trust.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.

The establishment of this trust fund is per the request of the Dover School Board. The June 26, 2017 resolution approved by the Dover School Board is attached to this resolution.

RESOLUTION
RE: ESTABLISH DOVER CAREER TECHNICAL CENTER
EXPENDABLE TRUST ACCOUNT

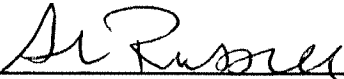
WHEREAS: Members of the Board of Directors of the Dover Career & Technical Trust, Inc., also known as Dover Vocational Trust, Inc. met on May 22, 2017, and

WHEREAS: The Board voted (7-0) to dissolve the trust after the sale of 37 Prospect Street, a parcel of property owned by the Dover Career & Technical Trust, Inc. All funds from this sale, as well as the Dover Career & Technical Trust, Inc. funds currently held in a checking account at Federal Savings Bank, to be given to the Dover School District and placed in an account set up by the District for the sole use of the Career Technical Center under the provisions of Chapter 198 of the NH Statute Title XV: Education; specifically, Section 198:4-C, and

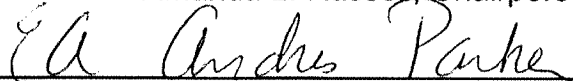
WHEREAS: Article VI of the Dover Career & Technical Trust, Inc.'s 2015 Amended By-Laws state: "In the event of the complete termination or dissolution of the Corporation, in any manner or for any reason whatsoever, its remaining assets after payment of all debts and obligations of the Corporation, shall be distributed to the Dover School District, Dover, New Hampshire", and

NOW, THEREFORE, BE IT RESOLVED, in accordance with RSA 7:19, the Dover School Board requests the Dover City Council, accept all funds donated by the Dover Career & Technical Trust, Inc., establish an expendable trust fund to be named "*Dover Career Technical Center Trust*," and deposit all such funds in said trust account to be managed by the City of Dover, Trustees of the Trust Fund and expended at the request of the Dover School Board for sole purpose of use within the Career Technical Center.

SUBMITTED BY:

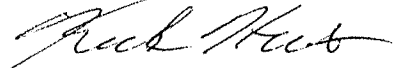


Amanda L. Russell, Chairperson

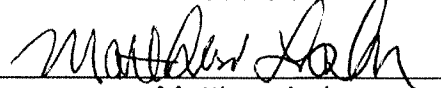


Betsey Andrews Parker, Vice Chairperson

Kathleen Morrison, Secretary



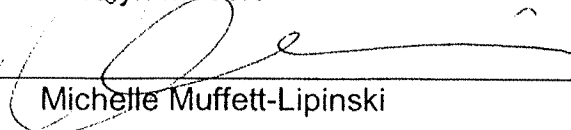
Keith Holt



Matthew Lahr



Carolyn Mebert



Michelle Muffett-Lipinski

June 26, 2017



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2017.08.23 – 110**

Resolution Re: Establishment of Expendable Dover High School Athletic Trust Fund

WHEREAS: Both Gerald Gordon and Dorothy C. Gordon each identified in their respective Declaration of Trust that upon their death a portion of Trust assets would be distributed to the City of Dover for Dover High School Athletic Department; and

WHEREAS: On July 26, 2017, Charter Trust Company, trustees of the Gerald Gordon Trust and Dorothy C. Gordon Trust, issued a partial distribution of trust assets from the Gerald Gordon trust to the City of Dover; and

WHEREAS: There is no existing City trust fund to account for and ensure the Gordon trust distributions are used for athletics and not for other school purposes; and

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

The City of Dover hereby establishes the Expendable Dover High School Athletic Trust Fund, for the purpose of needed equipment or supplies for high school athletic programs. The fund is established as an expendable trust fund, which allows for principal, any investment income and any additional donations to the trust to be disbursed for the purpose of the Trust. The City of Dover Board of Trustees of Trust Funds will be trustees of these funds.

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 – 2017.08.23 – 110**
Resolution Re: Establishment of Expendable Dover High School Athletic Trust Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City of Dover was notified by Charter Trust Company that the Dover High School Athletic Department was named as a beneficiary in the Gerald Gordon Trust and the Dorothy C. Gordon Trust. Both of the Gordon Trusts provided for a distribution of trust assets to the City of Dover. The City received a partial distribution of trust assets on July 26, 2017. The creation of the expendable Dover High School Athletic Trust Fund will provide for the proper accounting and expenditure of the assets received from the Gordon Trusts. The initial partial distribution is \$3,000 and it is estimated that up to an additional \$4,000 may be received by the City from distribution of the Gordons' Trust assets.

Mrs. Gordon was a former employee of the school district having worked in the Dover High School Library.

Upon acceptance of the trust by the City Council, said moneys shall be turned over to the Trustees of Trust Funds, to be held as an expendable trust and invested in common with other funds held in Trust.

The principal, any investment incomes and any additional donations for the trust will be dispersed for the purpose of providing funding for needed equipment or supplies for athletic programs at the Dover High School.

All funds of the trust will be managed and reported on by the Trustees of Trust Funds in accordance with State law.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2017.08.23 – 111**

Resolution Re: **79-E Application Review 104 Wash Street, LLC**

- WHEREAS: The Community Revitalization Tax Relief Incentive program adopted pursuant to RSA 79-E encourages reinvestment in downtown areas by providing short-term property assessment tax relief and a related covenant to protect the public benefit that is being created.
- WHEREAS: The purpose of the program is to encourage reinvestment in downtown areas and/or existing buildings/structures within the downtown area; and
- WHEREAS: The value of the rehabilitation or reconstruction must be equal to at least 220 percent of a building's pre-rehabilitation assessed value; and
- WHEREAS: The proposed substantial rehabilitation or reconstruction must provide a public benefit; and
- WHEREAS: The 79-E Application provided by 104 Wash Street, LLC is for the development of property located at 26-32 Chestnut Street, 102-124 Washington Street, 9 and 33 Locust Street, and 17 St. Thomas Street. The goal of the project is to redevelop the entire 1.22 acre property into mixed-use development using the 32,000 sq. ft. with a combination of retail/restaurant on the ground floor and 130 residential units above; and
- WHEREAS: The Applicant seeks to use the Tax Relief program for the project; and
- WHEREAS: Construction is anticipated to begin February of 2018 and to be completed by May of 2019.

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

In accordance with City of Dover Resolution Number R-2015.06.10, the City Council determines the proposed project has a public benefit in accordance with RSA 79-E:7, I, III, and IV as described in the Resolution Background Material attached hereto;

The City Council herein approves the 79-E Application of 104 Wash Street, LLC for a period of five (5) years per RSA 79-E:5, I, commencing upon the completion of the substantial rehabilitation as evidenced by the issuance of a Certificate of Occupancy.

Granting of this Community Tax Relief Incentive is subject to the following:

104 Wash Street, LLC granting a covenant, acceptable to the City Attorney, in accordance with RSA 79-E:8 to the City, ensuring that the property shall be maintained and used in a manner that furthers the public benefits for which the tax relief is granted;

104 Wash Street, LLC obtaining and maintaining sufficient casualty insurance on the property for twice the term of the tax relief, proof of which shall be provided to the City on an annual basis, and when requested; and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2017.08.23 – 111**

Resolution Re: **79-E Application Review 104 Wash Street, LLC**

104 Wash Street, LLC granting the City a recordable lien against the property, acceptable to the City Attorney, for the purpose of ensuring proper restoration or demolition of damaged structures and property.

REQUIRES A PUBLIC HEARING

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.5.

Resolution Number: **R – 2017.08.23 – 111**
Resolution Re: **79-E Application Review 104 Wash Street, LLC**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

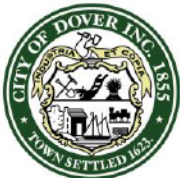
VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor John O'Connor, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor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

RESOLUTION BACKGROUND MATERIAL:

See attached 79-E Application and supporting material, the Council's 2015 Resolution adopting the provisions of RSA 79-E, the Finance Department analysis memo and the Downtown TIF Proforma. In addition to the public benefits detailed in the attached analysis, there is estimated to be a net positive change in tax revenue between the updated July TIF Proforma without the project versus the July Proforma with the 79-E project.

Adoption of this resolution to approve the 79-E Application of 104 Wash Street, LLC preserves the financial benefits provided for in the Land Development Agreement to be adopted by the City Council. The 79-E Application and related Land Development Agreement provide for significant financial benefits to accrue to the Downtown Dover TIF. These financial benefits will accelerate fulfilling the current debt service obligations of the Downtown Dover TIF. This is accomplished through the 79-E Application preserving a combined minimum value of \$2.1 million for the parcels identified in the application during the construction of the development project. The resulting development project will provide a guaranteed taxable value of \$11.0 million in FY2024 as compared to a \$2.4 million taxable value estimated in the June 2017 updated TIF projections. The guaranteed taxable value of \$11.0 million is projected to accrue an estimated \$227,316 more per year in tax increment for FY2024 through FY2028 as compared to the updated TIF projections.

Consistent with RSA 79-E:4, I-a and the Dover Code, the Dover Heritage Commission is reviewing the proposal, which review shall be completed prior to a final vote of the Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.06.10 – 077**
Resolution Re: **Implementing the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

- WHEREAS: The Planning Board of the City of Dover adopted the Master Plan Visioning Chapter on August 28, 2012 and a Land Use Analysis Chapter on February 24, 2015, which specifically identify the need for infill redevelopment and continued development in the downtown area; and
- WHEREAS: Adopting the provisions of RSA 79-E, which have been successfully used in other New Hampshire communities, would be a beneficial economic development tool for the community for use where deemed appropriate by the City Council; and
- WHEREAS: RSA 79-E "Community Revitalization Tax Relief Incentive" declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential and municipal uses in a more compact pattern, in accordance with RSA 9-B.

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

Dover hereby implements the provisions of New Hampshire Revised Statutes Annotated (RSA) 79-E "Community Revitalization Tax Relief Incentive" enabling municipalities to provide for short-term property assessment tax relief.

"Substantial rehabilitation" shall mean rehabilitation of a qualifying structure which costs at least 220 percent of the pre-rehabilitation assessed valuation.

The City shall require the signing of a Developer's Agreement documenting a commitment of a guaranteed tax assessment equal to or exceeding 220 percent of the pre-rehabilitation assessed valuation.

"Tax relief period" shall mean that for a period of time up to five years, as determined by the City Council, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

The City shall require the property owner to grant to the City a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted, including prohibiting conversion to a tax exempt property and shall require the property owner to obtain casualty insurance, and flood insurance if appropriate, for twice the term of the tax relief.

The City shall require the property owner to grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.06.10 – 077**
Resolution Re: **Implementing the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

If the covenant is terminated for any reason, the City shall assess all current and arrears taxes to the owner as though no tax relief was granted, with interest in accordance with RSA 75.

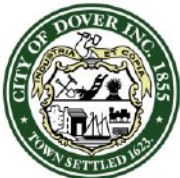
The City Manager, or designee, shall develop an application for those property owners interested in participating in the program.

That the map titled "RSA 79-E Community Revitalization Tax Relief Incentive" is hereby adopted as the district where properties are eligible for consideration of this program.

TO BE REFERRED TO A PUBLIC HEARING

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.06.10 – 077**
Resolution Re: **Implementing the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

DOCUMENT HISTORY:

First Reading Date:	06/10/2015	Public Hearing Date:	06/24/2015
Approved Date:	06/24/2015	Effective Date:	06/24/2015

DOCUMENT ACTIONS:

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Garrison.
Assistant City Manager Parker gave an overview of the resolution to the Council.
Roll Call Vote: 8/1; Passed. Councilor Cheney was opposed.

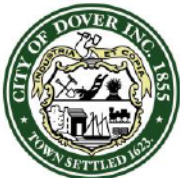
VOTING RECORD		
Date of Vote: 06/24/2015	YES	NO
Mayor, Karen Weston	X	
Deputy Mayor, Robert Carrier, At Large	X	
Councilor John O'Connor, Ward 1	X	
Councilor William Garrison, III, Ward 2	X	
Councilor Deborah Thibodeaux, Ward 3	X	
Councilor Dorothea Hooper, Ward 4	X	
Councilor Catherine Cheney, Ward 5		X
Councilor Jason Gagnon, Ward 6	X	
Councilor, Anthony McManus, At Large	X	
Total Votes:	8	1
Resolution does pass.		

RESOLUTION BACKGROUND MATERIAL:

At the City Council workshop meeting on June 3, 2015, the Council received a presentation from staff relative to RSA 79-E "The Community Revitalization Tax Relief Incentive" program. This is a program that provides short-term property assessment tax relief and a related covenant to protect the public benefit that is being created.

The purpose of the program is to encourage reinvestment in existing buildings/structures within the downtown area. This would include either the demolition or subsequent rebuilding of a structure, or the rehabilitation of the existing structure. To qualify, the building must be a "qualifying structure," which means it is a building located in a district officially designated by the municipality master plan, or by zoning ordinance, as a downtown, town center, central business district or village center.

For Dover's purposes, the area identified would be a portion of the Central Business District between Central Avenue, Washington, Chestnut and St Thomas Streets, as outlined on the enclosed map titled: "RSA 79-E Community Revitalization Tax Relief Incentive." These parcels include Assessor's Map 2, Lots 2, 3, 4, 5, 6, 6A, 7, 8, 8A, 9, 11, 12, 13, 15, 16 and 17. This 2.25 acre area was identified because the properties are ones which are underutilized, and have potential for a higher and better use upon them via redevelopment. Typically one to three story buildings exists with older infrastructure, within the area. They are parcels which,



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.06.10 – 077**
Resolution Re: **Implementing the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

with added commercial and residential opportunities, will positively contribute to Dover's economic vitality and contribute to overall growth in Dover's downtown.

In addition, the value of the rehabilitation must be equal to at least 220 percent of a building's pre-rehab assessed value, and that value must be agreed to by the developer in the form of a guaranteed tax assessment. Finally, the proposed substantial rehabilitation must provide a public benefit. In order to be considered a public benefit the substantial rehabilitation must provide at least one of the following, and the proposed replacement must provide one or more of the public benefits:

- It enhances the economic vitality of the downtown.
- It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of the downtown.
- It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9B.
- It increases residential housing in urban or town centers.

The tax relief would be for a finite period of time during which time the property tax on the structure would not increase. When the finite tax relief has expired, the structure would be taxed at its full market value. The City Council may grant such tax assessment relief for a period of up to five years, beginning with the completion of the substantial rehabilitation.

The basic elements of the program, if adopted as presented, are:

- City Council needs to declare each project a public benefit to enhance downtown.
- Qualifying structures must be in the officially designated district.
- Substantial rehabilitation must equal or exceed 220 percent of original assessed value.
- Tax relief shall be only on the value of the new improvements.
- Tax relief period may be up to five years.
- Covenants shall assure the property is maintained and used for the intended purpose.
- Failure to maintain or utilize property as intended shall require full payment of all taxes.
- Liens shall be held for unpaid exempted taxes.
- Property owners must apply to the City Council, who shall hold a public hearing and determine if it is a qualifying structure, if it is substantial rehabilitation, there is a public benefit and for what duration the tax relief shall be granted.

The above bulleted conditions give the City Council the controls necessary to assure tax exemptions are granted to projects that meet the objectives of the program and comply with the standards established. All redevelopment projects must be approved by the Planning Board as per normal Site Plan review procedures.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2015.06.10 – 077**
Resolution Re: **Implementing the Provisions of RSA 79-E Relative to the Community Revitalization Tax Relief Incentive Program**

The City Council's granting of relief is discretionary and can be denied for any reason. The Council's decision to deny can only be set aside by the Superior Court or the Board of Tax and Land Appeals for bad faith or discrimination. In addition, the City Council may rescind the adoption of RSA 79-E at any time following the procedures provided in Section 79-E:4, which are the same procedures for adopting the RSA.

BACKGROUND MATERIALS



City of Dover, New Hampshire
COMMUNITY REVITALIZATION TAX RELIEF PROGRAM
APPLICATION

[Revision Date: June 3, 2015]

<i>Office Use Only</i>	Application #: _____	Date Received: _____
	Amount Paid: _____	Council Action: _____

APPLICANT AND OWNER INFORMATION

Name of Applicant: 104 Wash Street, LLC Telephone # 617.742.6000

Address of Applicant: 11 Beacon Street, Suite 1120 Boston, MA 02108

E-Mail Address: Robs@cathartes.com

Name of Property Owner (*if different from applicant*): _____ Telephone # _____

Address of Property Owner: _____

PROPERTY INFORMATION

Address of Property: 26-32 Walnut Street, 102-124 Washington street, 9 & 33 Locust street, 17 St. Thomas

Assessor's Map # 2 Lot(s) # 2,3,4,5,6,6A,7,8,8A,9

Size of Parcel: 52,933 sq. ft. 1.22 ac. Property Deed: Book 4451 Page: 0291

Year Built: 1900-1950 Existing Use of Property: Vacant, formerly Robbins Auto Parts

Assessed Value of Property: 2,281,500 FY 2015

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? _____ Yes X No
(If yes, provide a copy of the approved designation by the State or National Register of the building or the district)

PROJECT INFORMATION

Describe Proposed Use: Mixed-use development with retail/rest. on the ground floor and 130-Residential Units
above

Area of Parcel to be developed: 32,000 sq. ft.

Will the project include any affordable housing units? No; If so, how many? _____

If any state or federal grants or funds or low income subsidies or tax credits are used in this project, what is the amount of the aid? \$_____ Describe and detail any terms of repayment (if applicable): _____

Expected construction dates. Start: February 2018; Finish: May 2019

What are the public benefits associated with this project (in accordance with RSA 79-E:7)? _____

See Attached

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

Structural:	\$ 2,740,000
Exterior Alterations (storefront, walls, windows, doors, etc.):	\$ 2,020,000
Interior Alterations (walls, ceilings, moldings, doors, etc.):	\$ 3,825,000
Electrical:	\$ 1,955,000
Plumbing/Heating:	\$ 1,870,000
Mechanical:	\$ 1,360,000
Fire Prevention:	\$ 340,000
Other:	\$ 765,000
Total: <i>To be considered for this tax relief incentive, the costs of the project must be at least 220% of the pre-rehabilitation/replacement assessed value</i>	\$ 14,875,000

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application.

Historical Requirement for Replacement of Qualifying Structures

In the case of replacement of a qualifying structure, the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. *This application shall not be considered complete until such time as the letter has been submitted.*

SIGNATURES

I/We have read and understand the Community Revitalization Tax Relief Incentive RSA Ordinance (see attached) and am aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the City and pay any reasonable expenses associated with the drafting of the covenant. I understand the application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.

PER RSA 79-E: 13(II), THE BASE OR "ORIGINAL" ASSESSED VALUE FOR ANY TAX RELIEF PERIOD IS ONLY SET AFTER THE FOLLOWING TWO CONDITIONS ARE MET:

- 1. APPROVAL BY THE CITY COUNCIL AND;**
- 2. THE APPLICANT'S ENTERING INTO A COVENANT WITH THE CITY OF DOVER TO PROTECT THE PUBLIC BENEFIT.**

THEREFORE, THE APPLICANT AND/OR PROPERTY OWNER SHALL NOT COMMENCE ANY OF THE IMPROVEMENTS INCLUDED IN THIS APPLICATION UNTIL SUCH TIME AS HE/SHE HAS SECURED THE ABOVE. THIS PROHIBITION SHALL INCLUDE ANY DEMOLITION TO THE EXISTING STRUCTURE.

Signature of Property Owner: _____ Date: 7/27/17

Signature of Applicant (if different from owner): _____ Date: _____

**TITLE V
TAXATION
CHAPTER 79-E
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE**

Section 79-E:1

79-E:1 Declaration of Public Benefit. —

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. — In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

(1) The governing body finds a public benefit under RSA 79-E:7; and

(2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and

(3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the

replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
- II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; or
- IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. — Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. —

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. —

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. — The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. — All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. — The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

79-E:13 Extent of Tax Relief. —

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

79-E:14 Other Programs. — The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.

City of Dover
Application for RSA 79E
Community Revitalization Tax Relief Program



Washington, Chestnut, and Locust Street
Redevelopment Project

7/27/17

Background



Cathartes is a Boston based private real estate development company founded in 1992. We have been investing in the NH Seacoast since 2002. The company has developed over \$750 Million in commercial and real estate investments across the Northeast. The Cathartes team has developed many property types but our focus over the years has been in “New Urbanism” and we have been working to create pedestrian-oriented, mixed-use projects in numerous urban neighborhoods.

On January 24, 2017, a Cathartes entity, 104 Wash Street LLC, purchased the following properties from 105 Washington Street, Inc. and the Sidney Robbins Family Trust: 26 Walnut Street, 28 Walnut Street, 32 Walnut Street, 108 Washington Street, 114 Washington Street, 124 Washington Street, 9 Locust Street, and 102 Washington Street.

The initial interest in the property came from the desire to take part in the continued growth of downtown Dover. With numerous public and private projects taking place, Dover is truly an exciting place to be. Another significant reason for the purchase of the site was the existence of the RSA 79E program. Without this programs existence, the development of this property would likely not be possible.

Existing Conditions

The current site contains several dilapidated and deteriorating structures. In addition, the existing buildings encroach on the pedestrian right-of-way. The Washington Street sidewalk has only a couple feet for pedestrians and the corners of both Locust and Chestnut create unsafe pinch-points. These conditions also affect vehicular traffic as Chestnut Street does not align properly with its continuation on the other side of Washington Street. These site conditions create unsafe situations for both pedestrians and vehicles.



Proposed Redevelopment Project



Due to the unsafe and run-down conditions of the existing site, the proposed plan is to replace the existing buildings with a 5-story, mixed-use building. The mixed-use building will consist of 6,000 SF of ground level restaurant and retail space, as well as 130-new residential units above. We were able to create 98-parking spaces on site and make-up the rest of our needs through parking permits in the city garage.

In addition to the mixed-use building, we are working with the city to do numerous off-site improvements. We are pulling the property line back about 10-15' on Washington Street and Chestnut Street to allow for improvements to the public right-of-way. The improvements will consist of a wider brick sidewalk along Washington Street as well as wider concrete sidewalks on Locust and Chestnut. The wider sidewalks will allow more space for pedestrians as well as more opportunities for landscaping. The property line adjustment will also allow for the realignment of Chestnut Street in order to provide a safer condition for both pedestrians and vehicles. The off-site improvements along with the mixed-use building will create a pedestrian friendly streetscape and help activate an otherwise quiet block. We intend to begin construction this winter and get our Certificate of Occupancy by spring of 2019. Lastly, the redevelopment cost is well over 220 percent of the sites current assessed value.

RSA 79E – Public Benefits

Per the RSA 79E application, we are seeking tax relief for our proposed development. This 79E approval is critical to this project's success as it creates a period for the project to lease up which helps mitigate the early risks and allows for banks to feel more comfortable providing a construction loan.

We feel this project is a perfect candidate for the RSA 79E program as it accommodates the following Public Benefits as listed in section 79-E:7 of the program:

- ❖ **It enhances the economic and social vitality of Downtown.** By allowing for a full building replacement, the project will be able to add over 130-new residents to the downtown community as well as provide 6,000 sf of retail and restaurant space for new businesses to enter the market.
- ❖ **It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9B.** The project does this by adding activity to an otherwise dark and deteriorating city block. The activity from ground floor retail and residents above not only provides for more safety in the area but also helps add to the sense of community in the downtown. The Replacement building is also done in a responsible and locally conscious way. The façade design pays homage to the previous Orpheum theatre as well as the existing downtown architecture. Lastly, the larger sidewalks and street realignment provides for a safer pedestrian and vehicular experience. Wider landscaped sidewalks also create a much more inviting pedestrian experience, which will be sure to spur the community activity in this area even more.
- ❖ **It increases residential housing in urban or town centers.** As noted above, the project development creates 130-new 1 and 2 bedroom apartments in the heart of downtown Dover where otherwise none exist.

Conclusion

In closing, Cathartes feels that the proposed redevelopment truly hits on the spirit and intent of the 79E Program. The public benefits listed above are numerous. An underutilized and dilapidated site can now become a vibrant center of economic activity and community.

As this 79E Program is critical to the success of the proposed project, we hope that you will rule in favor of our Application. Thank you for your time and consideration.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2017.08.23 – 112**
Resolution Re: **Reprogramming Unexpended Bonding Authorization
and Capital Reserve Authorization for Union Street
project to Hanson Street project**

- WHEREAS: On December 12, 2012 the City Council adopted the Debt Financing authorization for FY2014 CIP projects, which included \$255,000 for Union Street reconstruction; and
- WHEREAS: On November 12, 2014 the City Council adopted the Capital Reserve financing authorization for FY2016 CIP projects, which included \$150,000 for Union Street water main replacement; and
- WHEREAS: The City has determined that Hanson Street reconstruction and water main replacement is currently a higher priority than the Union Street project, and there is unexpended appropriations for the Union Street project; and

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

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4014.1.300.43121.4751.03149.14	Union Street Reconstruction	255,000.00	(255,000.00)	0.00
4014.1.300.43121.4751.03151.14	Hanson Street Reconstruction	0.00	255,000.00	255,000.00
	Total Available Funding	255,000.00	0.00	255,000.00

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

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5300.1.300.43320.4754.03555.16	Union St Water Main Replacement	150,000.00	(150,000.00)	0.00
5300.1.300.43320.4754.03561.16	Hanson St Water Main Replacement	0.00	150,000.00	150,000.00
	Total Available Funding	150,000.00	0.00	150,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2017.08.23 – 112**
Resolution Re: **Reprogramming Unexpended Bonding Authorization
and Capital Reserve Authorization for Union Street
project to Hanson Street project**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2017.08.23 – 112**
Resolution Re: **Reprogramming Unexpended Bonding Authorization and Capital Reserve Authorization for Union Street project to Hanson Street project**

RESOLUTION BACKGROUND MATERIAL:

On December 12, 2012 the Dover City Council approved the FY14-FY19 six-year Capital Improvements Program (CIP), which included an appropriation in FY14 for Union Street reconstruction. On November 12, 2014 the Dover City Council approved the FY16-FY21 six-year Capital Improvements Program (CIP), which included an appropriation in FY16 for Union Street water main replacement.

This request is being made as a result of Community Services Department evaluating projects for the compilation of the upcoming FY2019 – FY2024 CIP. The Hanson Street project has been determined a high priority and the Community Services department is planning to get design work underway immediately so that construction work can be bid out for the construction season of 2018. The Union Street project would be incorporated back into the CIP for future authorization by the City Council.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Union Street reconstruction in the FY14 CIP and water main replacement portion in the FY16 CIP. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Union Street reconstruction project. This resolution reprograms funding from the Union Street reconstruction project to Hanson Street reconstruction project, and from Union Street water main replacement to Hanson Street water main replacement. Street reconstruction and Water main replacements are an approved CIP project, and annually the City CIP contains such projects.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2017.08.23 – 113**

Resolution Re: **Reprogramming Unexpended Bonding Authorization for Piscataqua Road project to Spur Road project**

WHEREAS: On December 9, 2015 the City Council adopted the Debt Financing authorization for FY2017 CIP projects, which included \$1,700,000 for Piscataqua Road reconstruction and \$2,200,000 for Piscataqua Road water main replacement; and

WHEREAS: The New Hampshire Department of Transportation is performing reconstruction work on the Spaulding Turnpike, including the area abutting Spur Road; and

WHEREAS: The City has determined that Spur Road reconstruction and water main replacement is currently a higher priority than the Piscataqua Road project, particularly since construction on the Spaulding Turnpike is occurring in the area of Spur Road and there is unexpended appropriations for the Piscataqua Road project; and

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

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
5300.1.300.43320.4757.03589.17	Piscataqua Rd Water Main Replace	1,971,950.79	(1,971,950.79)	0.00
5300.1.300.43320.4757.03562.17	Spur Road Water Main Replacement		1,971,950.79	1,971,950.79
4017.1.300.43121.4751.03167.17	Piscataqua Road Reconstruction	1,700,000.00	(1,700,000.00)	0.00
4014.1.300.43121.4751.03151.14	Hanson Street Reconstruction	0.00	1,700,000.00	1,700,000.00
	Total Available Funding	3,671,950.79	0.00	3,671,950.79

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
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.7.

Resolution Number: **R – 2017.08.23 – 113**
Resolution Re: **Reprogramming Unexpended Bonding Authorization for Piscataqua Road project to Spur Road project**

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.7.

Resolution Number: **R – 2017.08.23 – 113**

Resolution Re: **Reprogramming Unexpended Bonding Authorization for Piscataqua Road project to Spur Road project**

RESOLUTION BACKGROUND MATERIAL:

On December 9, 2015 the Dover City Council approved the FY17-FY22 six-year Capital Improvements Program (CIP), which included an appropriation in FY17 for Piscataqua Road reconstruction and water main replacement.

This request is being made as a result of Community Services Department evaluating projects for the compilation of the upcoming FY2019 – FY2024 CIP. The Spur Road project has been determined a high priority, particularly since work is occurring on the Spaulding Turnpike in the area of Spur Road and the Community Services department is planning to get design work underway immediately so that construction work can be bid out for the construction season of 2018. The Piscataqua Road project would be incorporated back into the CIP for future authorization by the City Council.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Piscataqua Road reconstruction and water main replacement in the FY17 CIP. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Piscataqua Road reconstruction project. This resolution reprograms funding from the Piscataqua Road reconstruction project to Spur Road reconstruction project, and from Piscataqua Road water main replacement to Spur Road water main replacement. Street reconstruction and Water main replacements are an approved CIP project, and annually the City CIP contains such projects.