



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 27, 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. CHAPTER 152 STREETS AND SIDEWALKS**
SPONSORED BY COUNCILOR CIOTTI
 - B. FISCAL YEAR 2018 BUDGET AMENDMENT – RESCIND TRANSFER TO TIP CAPITAL RESERVE AND REDUCTION OF HIGHWAY BLOCK GRANT AID REVENUE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. ACCEPTANCE OF ADDITIONAL STATE HIGHWAY BLOCK GRANT FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN’S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER’S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. September 6, 2017 – Workshop**
 - B. September 13, 2017 – Regular Meeting**
- 11. MAYOR’S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2nd READING**
 - 1. CHAPTER 152 STREETS AND SIDEWALKS**
SPONSORED BY COUNCILOR CIOTTI



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B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. 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)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. REPROGRAMING UNEXPENDED BONDING AUTHORIZATION FOR PISCATAQUA ROAD PROJECT TO SPUR ROAD PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. FISCAL YEAR 2018 BUDGET AMENDMENT – RESCIND TRANSFER TO TIP CAPITAL RESERVE AND REDUCTION OF HIGHWAY BLOCK GRANT AID REVENUE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 4. ACCEPTANCE OF ADDITIONAL STATE HIGHWAY BLOCK GRANT FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – Dover Children’s Center – Holiday Parade**
- 2. PARADE – Dover Knights of Columbus Council #807**
- 3. RAFFLE – Cocheco Valley Humane Society**
- 4. RAFFLE – Garrison Players, Inc.**
- 5. RAFFLE – Saint Mary Academy**
- 6. B16013B DESIGN BUILD OF CUSTOMER SERVICE CENTER ADDITIONAL SCOPE OF WORK - CHANGE ORDER #3**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. B17048 SIDEWALK IMPROVEMENTS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. B18014 SEGREGATION AND RECYCLING OF CONSTRUCTION DEBRIS AND DEMOLITION WASTE**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. STREET LIGHTING INVENTORY AND DATA COLLECTION WITH VHB INC**
SPONSORED BY MAYOR WESTON BY REQUEST



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10. AUTHORIZATION TO COMMIT FUNDS TO THE SUPPORT OF THE NPDES PERMIT NEGOTIATIONS

SPONSORED BY MAYOR WESTON BY REQUEST

11. OPERATING RULES FOR DBIDA

SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

1. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND DPFOA

SPONSORED BY MAYOR WESTON BY REQUEST

2. DISPOSAL OF TAX DEEDED REAL ESTATE AT 179 LOCUST ST, PARCEL ID 12063-000000

SPONSORED BY MAYOR WESTON BY REQUEST

3. PILOT AGREEMENT WITH HINEC DOVER, LLC

SPONSORED BY MAYOR WESTON BY REQUEST

4. AMENDMENT OF FISCAL YEAR 2018 FEE SCHEDULE TO CREATE AN OVERNIGHT PERMIT OPTION FOR THE ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 11, 2017)

C. ORDINANCES IN 1ST READING

1. CHAPTER 166 VEHICLES AND TRAFFIC – SECTIONS: 15, 16, 17, 19, 21, 23, 33, 38, 39, 47, 57, and 59

(TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 11, 2017)

SPONSORED BY MAYOR WESTON BY REQUEST



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14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

City of Dover

City Manager's Report

September 27, 2017



Officer Plummer with participants of the annual bike parade at Whittier Falls Housing.



Reporting on August, 2017

J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

City of Dover's Municipal Leadership Team



Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



Eric Hagman
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City Manager-
Planning Director



John Storer
Community Services
Director

Report Highlights

Section 1:

Customer-Focused
Outcomes

Section 2:

Product & Process
Outcomes

Section 3:

Leadership & Governance
Outcomes

Section 4:

Financial & Benchmark
Outcomes

Section 5:

Workforce-Focused
Outcomes

Section 6:

Sustainability-Focused
Outcomes

Customer-Focused Outcomes

1

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

Common Abbreviations:

ACO = Animal Control Officer

MSRO = Middle School Resource Officer

HSRO = High School Resource Officer

WFRO = Whittier Falls Resource Officer

POP – Problem Oriented Policing

SIB – Special Investigations Bureau

DPL = Dover Public Library

The Community Service program continued to track five active participants during the month of August 2017. A total of 6 community service hours were completed during the month. One of the participants finished his/her assigned hours.

The Diversion Committee met on August 29, 2017. As of the end of the month, there were no active Diversion cases. There was one successful completion and release.

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 August in the City of Dover.

August library circulation totaled 26,115 items. (13,374 adult; 9,891 children's, 1,991 audiobooks & eBooks downloaded, and 859 Hoopla media items downloaded).

During the month of August, Sergeant Pettingill worked closely with both the Dover Police Mounted Unit and the Dover Problem Oriented Police Officer to address ongoing issues and crimes in Henry Law Park. The officers made a number of arrests and issued a number of summonses for disorderly conduct, open container, assault, and public peace violations.

Responsiveness & Measurables

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.

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

During the month of August, the Parking Bureau conducted numerous space availability counts in the downtown. One area included Central Avenue, from Chapel Street to the railroad tracks, Broadway and Chapel Streets. This was in response to the recent closing of the Third Street lot for in-fill development. Observations noted that spaces were available in all areas with rare exception.

Space availability counts were also conducted at various times in the parking garage. The highest usage was 51% at any given time to include permit holders and short term visitors. Overnight usage never exceeded 31%.

The Parking Manager did reach out to the owner of the parking lot behind the former Baldface Book building at Central/Broadway to see if he would lease the lot to the City for the cost of maintenance and insurance. The owner preferred to keep control of the lot as he was expecting two new tenants in the near future. Discussions are continuing with another private lot owner in the Third Street area to see if they would lease the lot to the City for customer parking until the public parking spaces along the tracks in the Third Street lot reopens 10 months after the construction begins.

Ten spaces were made available in the Central Fire Station parking lot for use by downtown employees. These spaces will soon be available for short term visitors as well. Two spaces were made available for customer parking at the entrance to the former Third Street lot at Central Avenue as the driveway is exceptionally wide at that point.

The sale of the old court house on Second Street and the adjoining parking lot on First Street that the city had been using during the Central Avenue bridge construction is slated for September 14th. The new owners have expressed that they are willing to extend the agreement until they need the property for development. Unfortunately, Community Services supervisors advised that the pavement is in such rough shape that the city would need to make a significant investment for it to be plowed safely this winter. If the agreement is extended, it would not go beyond December 1st due to the costs associated with getting the pavement repaired.

During the month of August 2017, 20 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 August 2017 Special Investigations Bureau detectives and Crime Scene Unit officers, working with patrol officers and the Strafford County Regional Tactical Operations Unit, responded to a burglary on Addison Place where the suspect fled with a rifle to a nearby apartment. After a lengthy standoff, a Dover man was arrested on multiple felony charges.

In August 2017, SIB detectives responded to Wentworth-Douglass Hospital to investigate injuries to a newborn child. They were able to determine the injuries were accidental, but the child's mother was charged with felony illegal drug possession.

On 8/21, State flags were ordered lowered in honor of Grafton County Dispatcher Steven Bomba who was recognized as having passed away in the line of duty.	Also in August 2017, SIB detectives investigated after a sex offender failed to register with the Police Department as required by law. The investigation led to a felony level arrest of a Dover man.	Also in August detectives assisted the Strafford County Drug Task Force and the CREU with multiple investigations in Dover.	The Accident Reconstruction Team was not called out during the month. The team participated in a quarterly training session on August 29, 2017. Team members reviewed a recent Dover pedestrian reconstruction report, and worked with the Total Station mapping system.
City flags were lowered in honor of the city's first woman mayor, Geraldine Sylvester, who was also known for her business skills, politics and generosity, who passed away on August 23, 2017.	In August 2017 Special Investigations Bureau detectives and Crime Scene Unit officers, working with patrol officers, investigated after two burglaries of stores in the downtown area. As a result of the investigation, a Dover man was arrested on multiple felony charges.	SIB detectives investigated three untimely deaths in Dover, one of which was a drug overdose.	Officer Brown and K9 Barco participated in 20 hours of training during the month. Additionally, Officer Brown and K9 Barco assisted the Strafford County Regional Tactical Operations Unit at the scene of a standoff involving a wanted and armed barricaded subject call in Strafford. The K9 team also assisted with an armed barricaded subject call in Dover. In both cases the suspect was successfully taken into custody.
	During the month of August 2017, the Dover Police Department responded to 2,578 incidents throughout the city. Police officers made a total of 969 motor vehicle stops during which they issued a warning or a summons.	Detectives completed two background investigations for dispatcher applicants, and one for a police officer candidate. 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. Once school opened, patrol officers have also been conducting specific enforcement related to motorists passing stopped school buses and speed in school zones.	Officer Brown and Barco assisted patrol officers in locating an intoxicated suicidal teen during the month.

August was a slightly above average month, for Fire and Rescue with 478 calls for service which is approximately 16 responses per day helping Dover Citizens. 10 of the calls for service were for fires, 300 were for medical emergencies including injuries from vehicle accidents, 14 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 68 were either false or good intent in nature, with the remaining 86 being for non-emergent requests. Of the emergencies, there were 137 times where simultaneous emergencies were occurring with 25 of those times where 3 or more emergencies were occurring at the same time. The busiest day in August for Fire & Rescue was a two-way tie between Wednesday, August 23rd and Thursday, August 31st with 22 requests for service on each of those days while the slowest day of the month was Sunday, August 20th with only 7 calls for service.

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

Media Services in August provided layout and design work to the Cochecho Waterfront Development Advisory Committee and Planning Department. At the request of the committee and planners, Media Services was asked to rework an existing Request for Qualifications for distribution. A draft of the newly design document was well received by the committee, which has asked Media Services to also rework another significant document for the project, the design guidelines. That work is under way.

During the month of August, administrative staff fielded 27 service calls requesting pothole repairs. Crews repaired 100 potholes and applied 21 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 by the Public Works crews.

City crews continued to work in the pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees mixed gravels and screened sand so that it would be ready. Street sweeping, brush cutting and brush chipping operations are ongoing.

The Dover Police Department performed 24 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of August, 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 7 DWI arrests during the month of August.

1,685 people attended, or registered for, 29 free programs at the library during August.

The Speed Alert radar awareness trailer was deployed in several different locations during the month of August, including Arch Street, Piscataqua Road, French Cross Road, Littleworth Road, Durham Road, Dover Point Road, Court Street, Sixth Street, and Boston Harbor Road.

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

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

Inspections - Life Safety	45	Inspections - Plumbing/Mechanical	159	Inspections - Woodstove/Fireplace	0
Inspections - Business	16	Inspections - Blasting	0	Permits Issued - Blasting	0
Inspections - Sprinkler/Alarm	26	Inspections - Health	43	Permits Issued - Building	55
Inspections - Building	189	Inspections - School / Daycare	13	Permits Issued - Certificate of Occupancy	14
Inspections - Electrical	178	Inspections - Oil Burner	1	TOTAL	739

As for Inspection Services, inspection requests continue to be strong, steady, and above average by 20% approximately in August. Inspection Services had a total count for inspections conducted and permits issued in August at 739. Above is the Inspection Services activity breakdown.

The theme for August was the unusual with two START team responses and two SCRTOU team responses. START, which stands for Seacoast Tactical Assistance Response Team, Fire and Rescue staff members who are part of that regional hazardous materials team, responded on Friday, August 11th as part of the large contingent to handle a chemical odor which resulted in an evacuation in part of Exeter Hospital with many sickened hospital staff subsequently transported to other hospitals. Due to the expense of maintaining the equipment to manage chemical-based incidents and having to comply with extensive training requirements of personnel under various federal laws such as 29 CRR 1910:120 to operate at what is called the Technician level; which is the level required to mitigate an ongoing hazardous materials incident, most states with populations the size of New Hampshire's utilize regional teams like START. All of Fire and Rescue's personnel are certified to the Hazardous Materials Operations Level with approximately 20% certified as Hazardous Material Technicians with most of those personnel taking on additional duties through the START team. For those communities who participate in START, each community pays an annual membership fee based on population size with Dover's membership fee being near \$11,000. That membership provides free response to member communities of these highly trained and equipped personnel that are above and beyond the scope of operation of most fire departments. How a response works for Dover personnel, is once activated by pager, those members who are on duty meet other members who are off-duty at the South End Fire Station. A Fire and Rescue pickup truck is then attached to the START Team equipment trailer that Fire and Rescue allocates space for, and both personnel and trailer respond. Additional off-duty staff are then recalled backfilling the positions of any on-duty hazardous materials technician START members that left on the response. For those interested in learning more about START, go to <http://seacoastchiefs.com/start.html> for a brief overview. Though informative, that website is slightly outdated as Dover houses one of the trailers mentioned on that website and the equipment replacement value is currently over \$350,000.

The library executed 37 U.S. passports in August.

In addition to the response to Exeter, Dover had its own response for several members of the START team on Friday, August 18th when an envelope containing an unknown white powder was opened by staff in the mail room at Strafford County Courthouse. Envelopes containing white powder became terror devices in 2001 when deadly anthrax spores were mailed to several offices of United States Senators and media outlets and though extremely unlikely in the case of the Strafford County Courthouse, what is far more likely is the scenario of a disgruntled ex-prisoner mailing something toxic like carfentanyl or other similar poison in retribution to a court case outcome. In this case, Fire and Rescue followed the State of New Hampshire suspicious package protocol by isolating the area and the people who were potentially contaminated in the courthouse, while calling for a START team response. In this case as the level of START response is matched to the level of need, the one on-duty START member was joined by two START personnel who responded bringing the START Truck housed at Portsmouth Fire & Rescue, as that vehicle had the particular type of metering equipment required for this event. START members are well practiced at white powder responses as they happen two times a month generally at the Passport Center in Portsmouth. In this situation, nothing hazardous was found and this situation was deemed a hoax, though the investigation did lead to a past inmate who had spent time at the Strafford County Jail.

The first picture below shows Fire and Rescue and the Dover Police Crime Scene Van on scene while the second picture shows Assistant Chief Haas filling the command function outside while discussing the incident with Foster's Daily Democrat photographer John Hough, after the arrival of the START Truck.



Police Response to Calls by Priority

Priority 1: Immediate
Crimes in progress; injury accidents; alarms
= 144 Responses

Priority 2: Rapid
Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety.
= 130 Responses

Priority 3: Timely
Disturbances; noise violations; welfare checks; motor vehicle accidents; minor collisions
= 610 Responses

Priority 4: As Officers are Available
Non-criminal; crimes reported well after they have been committed; delivery; tow request; littering; fingerprints; assistance; abandoned vehicles
= 225 Responses

Priority 5: Motor Vehicle Stops
Crimes or incidents that are not "in-progress" but require response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

Priority 3: Timely
Disturbances; noise violations; welfare checks; motor vehicle accidents; 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.

Dispatch Communications

Radio Transmissions
12,873

Phone Calls
8,216

911 Calls Received
395

Lobby Customers
367

Police Alarms Received
74

Police Alarms Cancelled
Prior to Arrival
15

In addition to the START Team responses, there were two SCRTOU responses. SCRTOU stands for Strafford County Regional Tactical Operations Unit with one in Dover, and one outside of Dover. This is the regional "SWAT Team" talked about in previous Manager's Reports. August 25th saw Fire & Rescue's SCRTOU paramedics assisting at the standoff between Dover Police and the armed individual barricaded in a home on Pleasant View Circle after the theft of weapons by the individual earlier in the morning at Addison Place, as well as other Fire & Rescue crews and command staff dedicate to the event in case not just SCRTOU team members were hurt which is the primary responsibility of the SCRTOU paramedics, but if civilians residing in the tightly knit community were injured as well.

Pictured right, shows Firefighter-Paramedic Matt Adams and Firefighter AEMT Cody Nason who are assigned to an ambulance and outside the "hot" zone, discussing the event with Assistant Chief Paul Haas while the SCRTOU team is deployed around a house just out of view.



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.

Examples where inspections activity is occurring is Brady Commons (right top photo) which is the building project on the former St. Charles Church property, and the new High School, (right bottom photo).



This month's highlighted project where Inspection Services focused meeting and plan review work is the new high school project's second building known as the CTE (Career Technical Education) Animal Science's building which will be located on the corner of Alumni Drive and Bellamy Road. The site plan below is one of many documents submitted by the architect and shows some attempts to find a mutually agreeable location for the Fire Department connection which is the location where a fire engine might connect to the code required fire sprinkler system using fire hoses, from the initially proposed location at the back of the building.



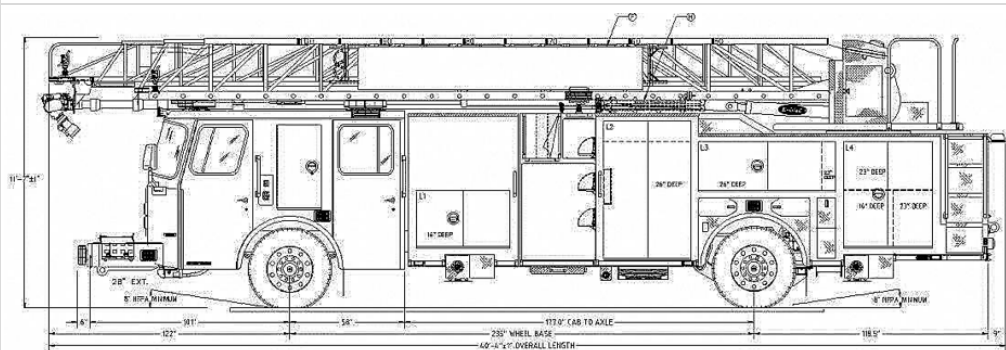
Fire and Rescue had an unexpected review by a Verisk/ISO (Insurance Services Organization). The last ISO review of Fire and Rescue occurred in the year 2012 where fire suppression capability of the organization was rated as a 3 for the bulk of Dover, and a 9 for those areas outside the hydrant district. These ratings 1 to 9 with lower numbers being better, are used by insurance companies to determine the cost of homeowners and commercial fire insurance. Fire and rescue services do not have to participate in the rating program however if they do not, the community they serve becomes unrated which becomes the costliest scenario insurance wise for those who live, own buildings, and have businesses in the community. The rating system is third-party way that measures the effectiveness of the community's fire service and through careful study of the ISO rating model by a fire department, it is also a way to guide performance improvement and determine a priority for cost-benefit decisions. Back in 2012, the model that a Verisk/ISO operated on was a 10-year review cycle but after much recent pressure by insurance companies for more recent information, Verisk/ISO has recently switched to a 5-year review cycle. Fire and rescue confirmed with the ISO reviewer what it believed from the last ISO report, which is there are four major areas where improvement can be made. Those areas are increased ladder truck capability as Dover is building upward, a training facility with a building that training fires can be ignited in to practice suppression skills, improved training record management, and a better plan for water delivery outside the hydrant district.

Internet and PC uses by the public totaled 1,319 on library workstations, plus 3,253 via Wi-Fi, plus 84 Chromebook loans. Average Internet use per day was 169.

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

16,218 people visited the library during August, an average of 601 per day (open 27 days).

The library continued its partnership with the "Grab and Go" program, a summer version of "End 68 Hours of Hunger" for children and teens.



A preliminary engineering drawing of the new Quint is above.

Three of those items were recently inserted into the city's strategic plan and the issue of needing more ladder truck capability is what influenced heavily the ongoing purchase of a new Quint vehicle which will have full aerial capability in the eyes of ISO. The fourth item, better water delivery outside the hydrant district has been accomplished to some degree with automatic aid agreements and a better water tanker shuttle response plan for those areas, which is included in this most recent review.

The most important item learned in this review is to gain maximum deployment points. The new Quint delivered next June, will need to be assigned to the South End Fire Station where crews will cross staff between that Quint/aerial ladder truck and an Engine based on the call for service need in the same fashion that currently happens at the North End Fire Station where crews cross staff between the Aerial Platform there and the current Quint which does not count as

an aerial ladder for a number of reasons. Because Fire & Rescue with the approval of the City Council, Finance Department, and City Manager had already ordered and prepaid for the new Quint/aerial ladder truck (prepaying saved \$25,000) before this unexpected review, that vehicle in conjunction with its assignment at the South End Fire Station when it is delivered, will be considered in the upcoming rating that should be issued in early 2018.

Library Program Attendance:

2 story times 108; 1 craft session 200; 1 movie 12; 4 Lego Saturdays 62; 2 Langdon Place visits 10; Junk to Funk 120; Toddler yoga 32; Game Night 11; 4 Technology classes 19; 2 Book Jar guesses 55; Solar eclipse glasses 200; Tinker Tuesday 6; Little Free Library books distributed 503; CMNH Maker Faire 200; Knitting group 10; Happy Helpers 25; Trivia Night 22; 3D prints 5; 1 Book-A-Librarian appointment; 3 exams proctored. 37 passports executed.

Total of Animal Calls for Service: 97

Police handled 52

Dispatch handled 23

Animal Control Officer handled 22

Calls Handled by Officers	
Found Animals	12
Injured Deer	04
Welfare Checks	20
Loose Animals	09
Deceased Cat	01
Dog Bites	04
Barking Dog	02
Calls Handled by Dispatch	
Lost Animals	08
Bats in Homes	06
Deceased Skunks	02
Found Animals	02
Loose Animals	04
Barking Dog	01
Calls Handled by ACO	
Lost Animals	05
Loose Animals	05
Welfare Checks	05
Found Animals	01
Barking Dogs	03
Dog/Cat Bites	03

The ACO received 73 voicemail message and returned those calls. She followed up on 9 reports from Officers.



The ACO received a call from a woman who had recently adopted a dog from an animal shelter in Maine. She had only had the German Shepherd, named Petra, for 3 days when she escaped from her new home on County Farm Cross Rd. The ACO helped the dog owner to try to find Petra and the police department received multiple calls regarding sightings of Petra. Cameras were set up in 2 areas in Dover which were where Petra was last sighted. Petra's owner set up feeding stations as recommended by GSDR. To date, she has not been located.

Another newly adopted dog escaped from Lebanon, ME. Barron, shown above, a large white German Shepherd escaped from his new owner on August 9th 2017. With the help of GSDR, St. Thomas Aquinas High School and a resident of Ayers Lane, a special paneled kennel was constructed on the property of the Dover resident with her permission. A satellite camera and food were set up in the trap. Barron was trapped on 08/25/17 after being on the run for 22 days. He is now home with his owners.

The Facilities, Grounds and Cemeteries handled 4 service calls and 163 work orders in the month of August. In Pine Hill Cemetery, employees attended 2 full and 8 ash burials. Two markers were reset in the cemetery.

Forty-two work orders regarding building issues were addressed by Facilities & Grounds. A minor flood in the Library was cleaned up when a large condensate drain pipe for the air conditioning unit was found to be clogged by mouse house materials. The floors in the City Hall auditorium, pictured right, and the McConnell Center's Butterfield Gym were refinished by Facilities and Grounds employees. This is a huge task and they do very well at making these floors shine.



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 August, Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give the officers and the public sense of being part of the community together. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses around. The Mounted Unit attended the monthly Community Trail meeting. Officer Caproni is working with the board to identify areas that need attention by different volunteer groups. The community trail is one of patrol areas that the mounted unit is responsible for. The mounted officers attempt to be involved in any issues or concerns that residents along the trail have and attempt to quickly resolve the issues to help promote a positive image of the Dover Community Trail. The current concern is homelessness on certain sections of the trail as well as other parts of the city. The Mounted Unit works closely with Community Action Homeless Liaison, Alix Campbell, to help homeless individuals get the services that they need. It is a great relationship the two agencies have and to date they have been able to help a great number of individuals in need. The officers made numerous calls to Alix this month connecting homeless with the services they need. The mounted unit also directs individuals with substance abuse problems to SOS for guidance and recovery.	In August, Dover Mounted Patrol was responsible for: → 66 Public Assists → 38 Parking Assists → 37 Community Action/Homeless Assists Every month Officers Caproni and Murch host tours/visits to the Mounted Patrol Stables. Different groups throughout the year request these tours to get a better understanding of the work that the mounted unit does and learn more about the program in general. The groups are educated on the day to day operations and have a chance to meet the horses and officers up close and personal. The kids that come especially love the chance to sit on one of the horses. August wraps up the busy summer months for the mounted unit. The mounted unit continued to make daily checks of the new Henry Law Playground attracting many people, both residents and visitors. People love the opportunity to visit with the horses and many have stated it's an additional "bonus" when we visit the playground. The Mounted Unit wrapped up the summer concert series in August. The unit is in attendance at nearly every concert. Tuesdays is the Children's series, Wednesday evenings brings Shark in the Park and every Friday night concert wraps up the week's festival events. The horses are sought out by many every week and tell the officers they look forward to the series and visiting the horses every year. The Mounted Unit was requested to attend the wake of Geraldine Sylvester who was Dover's first female mayor. The family and friends thought the presence of the mounted unit was a wonderful honor and that Geraldine would have loved it.	
	125 Fence recently completed their fence work at the Mounted Patrol Stables. The company donated their labor and the materials were purchased using grant funds.	

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Chinburg	One Washington	A	54	0	54		9/12/2017	Site	P17-46	23	14		H	1.6
Changing Places/Robbins	Mechanic Street	C	15	0	15		4/25/2017	Site	P17-11	24	98		H	0.5
Carnegie Hill	Third Street	A	20	0	20	9/12/2017	4/25/2017	Site	P17-02	6	54A	9/12/2022	H	0.6
Third/Grove	Grove Street	A	30	0	30	6/13/2017	3/28/2017	Site	P16-31	31	14	6/13/2022	H	0.9
Old Courthouse	First Street	A	10	0	10	5/23/2017	6/14/2016	Site	P16-15	6	20	5/23/2022	H	0.3
Bradley Commons	Central Ave	A	47	0	47	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.4
Total: Mixed Use			176	0	176									5.3
Multi-Family:														
Wolcott Holdings	Wolcott Drive	C	6	6	0		6/13/2017	Site	P17-25	I	73		G	0.7
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			136	78	58									15.0
Subdivisions:														
Coughlin	Piscataqua Road	H	3	0	3		7/25/2017		P17-42	I	94-A/B		G	1.5
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017		P17-34	H	29A	8/2/2022	W	3.0
Whitney Scott	Topaz Drive	H	9	0	9		6/13/2017		P17-18	G	9		W	4.5
Sophie Lane	County Farm Road	H	3	0	3	6/27/2017	5/9/2017		P17-32	E	32	6/27/2022	H	1.5
Ayer	Eagan Drive	H	17	0	17		4/11/2017		P16-25	N	18		G	8.5
Copley	Pear Drive	H	7	4	3	8/16/2016	6/14/2016	9/1/2016	P16-13	C	2	8/16/2021	H	3.5
The Preserve	Isabella Drive	H	13	0	13	6/21/2016	12/14/2015	8/30/2016	P15-16	H	14	6/21/2021	W	6.5
Indian Ridge	Emerald Ln	H	49	23	26	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2020	W	24.5
Bellamy Ridge	Red Barn Dr	H	7	3	4	10/13/2015	8/25/2015	10/15/2015	P15-05	I	6-C	10/13/2020	G	3.5
Foster's Way	Fosters Dr	H	5	2	3	9/17/2014	12/17/2013	9/17/2014	P13-49	L	89-1	9/17/2019	G	2.5
Child's Subdivision	Childs Dr	H	19	17	2	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	9.5
Arch St	Fresian Drive	H	11	2	9	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	5.5
Labrador Woods	Labrador Dr	H	9	8	1	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	4.5
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	5.0
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	8.0
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	5	4	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	4.5
Picnic Rock	Back River Rd	H	21	8	13	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	10.5
Schooner Landing	Schooner Dr	H	10	10	0	7/19/2007	4/10/2007	7/25/2007	P06-54	M	96A	7/19/2011	G	5.0
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	62	10	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	36.0
StoneCroft	Carriage Hill Ln	H	11	9	2	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	5.5
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	16.0
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	2.0
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	9.0
Total: Single Family			361	220	141									180.5
Elderly:														
Pointe Place	Pointe Place	A	136	116	20	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Sierra Hill Dr	H	31	23	8	12/21/2015	11/19/2014	4/1/2016	P14-56	K	19	12/21/2021	G	
Arbor Woods	Cielo Dr	H	61	54	7	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			228	193	35									
TOTAL APPROVED UNITS			901	491	410									201

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 and perform on site inspections at DHS. IS has been performing numerous inspections at 60 Pointe Place which

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

Ate the Senior Center, Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. Seniors enjoyed The Graduate at Winnepesaukee Playhouse and had two full buses for a glorious summer Charles River Cruise.

Product and Process Outcomes

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 communicated an update to the JBC for its August meeting.

Planning and Community Development staff worked with legal staff to review and update Chapter 152 (Sidewalks and Highways) to update material and needs relative to the City's Rights of Way.

The Planning and Community Development Department began the development of the FY17 CDBG closeout report that provides an overview of the FY17 CDBG achievements.

Planning and Community Development and staff worked with the Developer of the Third Street lot on issues related to the projects development. These included completing the conditions of approval (landscaping, sidewalk and lighting changes). Work also included developing a timeline to return the public parking lot area back to the City in a timely and efficient manner.

It Is All About Service

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. Hannaford was able to supply the license to allow work to begin on the construction of the building and tie the waterline in.

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 reviewed and approved 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.

In addition to the development agreement, Planning, Legal and Finance staff worked to review the Community Revitalization Program application and furnish an analysis for the Community to review. This review will occur with the Heritage Commission, Tax Increment Finance Board and City Council in September.

Planning and Community Development staff worked with Community Services staff to review the Cemetery Master Plan which is being developed by a consultant. The work included reviewing a draft and providing guidance about the overall City Master Plan process and ensuring that the document follows the flow and format of recommendations.

Planning and Community Development staff is reviewing opportunities to coordinate the Strategic Plans better with the City's Master Plan. Specific improvements sought include reviewing the reporting and updating process, to ensure that departments are able to easily track advancement and progress of Strategic Plan action items.

Planning and Community Development staff worked with the LEAN team to implement improvements to the permit review process. This work included updating applications, reviewing impact fee processes, investigating electronic signature of Planning Board plans and Permit Tracking software.

The Assistant City Manager attended the August 15th 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. As a result, Parking Bureau and Planning staff met to review options for a new permit system which will be recommended to avoid over subscription of the parking permits within the garage. Planning staff met with representatives of the Workforce Housing Coalition for the Greater Seacoast to discuss an upcoming panel the Assistant City Manager is serving on looking at options for diversity in housing in the region. On August 29th Vicki, of Dover Coalition for Youth, met with David Carpenter from the Dover Planning Department to see how the Coalition and Planning can work together or collaborate on projects. As a result of the meeting, Vicki connected David with several community organizations that might be interested in the Community Development Block Grant.	Planning and Community Development staff developed letters of interest for three projects which may qualify for Congestion Mitigation and Air Quality grants. The three letters were submitted to the NH Dept of Transportation. The projects are: • Chestnut Street improvements for pedestrian and vehicular access, as shown in the downtown improvements Plan. • Congestion improvements at intersections in the area of Back River Road and Exit 7 off the Spaulding Turnpike • Intelligent Transportation System improvements (traffic count cameras, and equipment upgrades) for traffic lights in the area of Week's Crossing. Sergeant Pettingill has begun organizing another Citizen Police Academy set to begin sometime in early October. Last year's program was extremely successful and several citizens have already expressed interest in attending this year's program. Due to recent vacancies within the Patrol Division, the Dover Middle School Resource Officer was assigned to a patrol shift for the majority of the month of August. She reported to school a week prior to the start of school to set up her office, meet administration and staff, and to attend several meetings and trainings along with Middle School Staff.	Due to recent vacancies within the Patrol Division, the Dover High School Resource Officer was also assigned to a patrol shift for the month of August. He reported to the high school for the first day of the school year on August 30th. Officer Khalsa has identified several areas known to be vandalized with graffiti. He continues to track the type of graffiti occurring and where 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 and other members of CREU have made a concerted effort to resolve issues related to vagrancy, fighting, drinking and many other disturbances at Henry Law Park. The vast majority of the issues have been a select few individuals. Summonses have been issued and arrests have been made numerous times on these dozen or so people. The CREU has identified and banned several individuals who were causing the majority of the problems in the park and the activity has quickly dropped off. Officer Khalsa continues to monitor Fury's Publick House for noise issues at night. One resident of The Mills had been complaining about the noise and Officer Khalsa has continued to attempt to assist him with his complaints while working with the management of the restaurant and the management of the property.	Officer Khalsa met with the Dover Transportation Center staff regarding numerous quality of life problems in the waiting area to include homelessness, drinking, drug use, vagrancy, loitering, loud music and vulgar behavior. Officer Khalsa conducted an enforcement strategy that mostly consisted of a strong police presence and intervention with people that weren't using public transportation. Officer Khalsa spent several weeks doing this and later met with staff and volunteers again. They were pleased to report that the problem had largely been resolved. Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities for two projects during the month of August, including a review of proposed site plans for a service station renovation/convenience store on Central Avenue, and an open space subdivision on County Farm Cross Road. The Traffic Bureau assisted New Hampshire Children's Museum staff in organizing their fifth annual Mini Maker Faire event on August 26 at Henry Law Park. The Traffic Bureau provided an array of equipment to help facilitate this event, including event parking signs, cones, barriers and barricades to help cordon off portions of the park.
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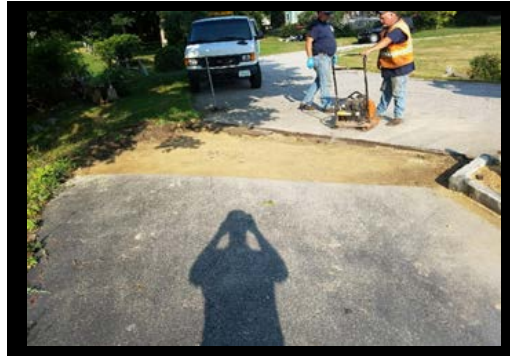
The Dover Teen Center calendar for August of 2017 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 249 participants on 18 days of programming, which yielded an average of nearly 14 participants per day. Some program highlights for the month included, but were not limited to the following: • TC Trip! – “NH Fisher Cats Baseball Games” (8/2 & 8/24) • TC Trip! – “Old Orchard Beach” (8/10) • TC Drop-In Day – “TC 80’s Movie Marathon w/Ice Cream Sundaes” (8/11) • TC Trip! – “White Lake State Park Hike BBQ & Swim” (8/14) • TC Trip! - “Portland Sea Dogs Baseball Game” (8/16) • TC Trip! – “York Beach” (8/21) • TC Annual Trip! – “Clark’s Trading Post” (8/22) • TC Trip! – “Wallis Sands Beach” (8/29) • TC Trip! - “Alton Bay Picnic & Swim” (8/29) • TC Special Days – “Welcome Back to School Days” (8/30 & 8/31) There were 2 new Teen Center registrations during the month. The playgrounds program wrapped up with our last day on August 11th. Registrations are being taken for new fall sessions of Shape up with Lisa Interval Toning classes along with Zumba® and new PiYo class. All classes are held in the McConnell Center Dance Studio. The gym was cleaned and the floor refinished to get ready for the upcoming season. Fall field scheduling continued. Assistant Recreation Director attended the NHASC (NH Association of Senior Centers) board meeting in Concord.	All of the ice arena leagues ended their season with exciting playoff games in late August. The leagues were full with a wide variety of skill levels for both men and women. Fall program sign-ups for leagues and instructional skating have started. Camp Kool ended the summer season with a mix of indoor and outdoor activities. The season ended with a trip to Fun Town Splash Town. The Seacoast Roller Derby team had last bout of the season, August 26 with great attendance. The last bout was very close battling to the finish! The Roller Derby season went well and the Arena staff expects their return for another season in Foster Rink. Use of the Indoor Pool Lot parking system continues to be strong. Although activity slowed towards the end of August as schools began to start up, the lot averaged 506 transactions per week since its mid-July transition. Two new meters were installed at the end of August to replace the two meters borrowed from the Central Avenue bridge work area. These new meters will have an expected life span of 10 years and the full one year warranty will avoid any added costs this year for the Henry Law Park fund, which will receive all net income from the parking meters in the lot. The Information Technology Division has been working with the Planning Department on wiring and cable placement relative to the office moves that will take place when the Customer Service Center opens. IT continued updating VueWorks and MapGeo applications. At their August meeting, the Parking Commission voted to recommend that the parking spaces in front of City Hall on Locust Street become metered customer parking once the City Hall lot reopens for City Hall visitor’s use at the completion of the City Hall renovations. This will increase the parking capacity for area businesses such as La Festa, Adelle’s and Dos Amigos.
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The Jenny Thompson outdoor pool has been very busy through the month of August, with all of the beautiful weather, the pool has had some of the busiest days of the summer. All swim lessons came to an end August 18th, lessons were very popular throughout the summer. Various groups continued to use the pools for swim practice such as Seacoast Swimming, Oyster River Otters, Great Bay Masters, Cannonball Swim and the Exeter Swim Team. Various camp programs used the outdoor pool, such as the City of Dover summer camps, Rollinsford Rec, Somersworth Rec, Kittery Rec, York Rec, Barrington Rec, Tri-Star Gymnastics camp and The Leach Hockey Camp just to name a few. The summer staff is now mostly departing for school though some will be staying on for the school year as well. The indoor pool closed on August 21st to undergo annual maintenance and will reopen on Tuesday September 5th. Overall it was a very good and busy summer with no major problems. The Jenny Thompson Pool closed for the season on Labor Day. Attendance for the month of August includes an average of 300 patrons at the Jenny Thompson Pool every day for Rec Swim as well as 25 Lap swimmers and 30 Masters swim team participants. The indoor pool saw an average of 50 patrons taking advantage of lap swim.

Spoils from various city construction were hauled to the Garrison Road fill area. Once dumped, a loader pushed the spoils to the bottom of the fill area.



Due to deterioration, a drain line had collapsed on Fourth Street, pictured left. In order to complete the work prior to Labor Day weekend, crews worked with a City of Dover contractor to replace 210 feet of 12 inch Advance Drainage System (ADS) drain line and two drainage manholes. While completing repairs, staff did find a soccer ball that had been lodged inside the drain line.



During inclement weather, the garage of a Landing Way home, pictured right, was experiencing excessive flooding. This was, in part, due to the steep slope of their driveway as well as the settled curbing. Crews reset the granite curbing. They also created a berm, at the end of the resident's driveway, to divert the water to a nearby catch basin.

During the month of August, the Utilities division completed two projects. The first was to relocate the fire hydrant, just south of Hale Street. As a result of the new sidewalk being installed on Locust Street, from Silver Street to Hale Street, this hydrant was sitting on the edge of a driveway and was constantly being hit by vehicles

An existing 150 foot culvert conveys a small stream under Bellamy Road into the Bellamy River. This culvert was in poor condition causing ongoing erosion into the river. As part of this project, crews constructed a rain garden adjacent to Bellamy Road, and restored a section of stream by creating a natural streambed channel into the river. Crews were able to utilize recycled city materials such as granite curbing to form the stream banks and channel breaks. The project included reestablishing the disturbed areas with over 300 plants, the majority of which were transplanted clippings of live vegetation that existed in the surrounding area. This was a collaborative effort with the city, the private property owner and NHDES.



The second and most challenging project was the relocation of the water service for city hall. Due to City Hall renovations of the lower floor this project included running a new fire line into the building. When staff attempted to shut the gate for the fire line on Locust Street, it would not work. The decision was made to run a new fire line as well as an independent two inch domestic line. This entailed cutting in a new tee and gate. Since shutting off the water would affect the area, one Heavy Equipment Operator, one Maintenance Mechanic and two Truck Drivers completed the work in the evening hours.



Picture on the right shows work being done outside of City Hall.



Pictured Left is a view of the work from inside City Hall.

Crews responded to a service leak on Cote Drive. This was on the city side of the ¾" polyvinyl chloride (pvc) service. A new ¾" copper line was used to replace the service. Another service leak occurred on Toftree Lane. This was on the property owner's side.

Utility crews replaced the copper service at 193 Washington Street. This was a service leak, on the city side, that occurred in the winter. This could not be repaired until Unitil was able to relocate their gas line services.

A water break occurred on Washington Street, just south of Fourth Street. The water main was approximately 15 years old. Corrosion occurred on the bell portion of the twelve inch ductile iron water main. This was due to not being properly polywrapped, during construction, by the contractor. Traffic was detoured during the repair. This break occurred over the weekend.

Pictured top right shows the corrosion of the bell. Shown below that is the repair taking place.



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

Mother Theresa

Crews were called out for five sewer service calls. Two were blockages and two were for odors. Both were on the property owner's side. The fifth call was for a rodent on Fourth Street. One Heavy Equipment Operator, one Maintenance Mechanic and one Truck Driver had to clean the sewer main in front of the home which flushed the rat downstream with the heavy flow.

City Hall received a new water pressure regulator as part of the renovation underway on the ground floor and an upgrade of the water service to the building completed by the Utilities Division. This upgrade included the installation of a riser for the new fire sprinkler system.

Fifty-nine work requests dealing with various grounds or public area issues were handled by Facilities, Grounds and Cemeteries employees in the month of August. Employees continued to attend various parks cleaning up areas that brush and vegetation were encroaching on, spreading playground mulch and removing damaged equipment. Several abandoned Adopt A Spots were neatened up, they cleaned up brush and overgrown vegetation obstructing the sidewalk on several areas of Sixth St. Many of these areas are on private property and not cared for by the homeowners so the City cuts the growth back to the property line to allow uninhibited travel along the sidewalks.

The Garrison Hill Tower was repainted for the third time this season to cover up offensive graffiti. This is a time consuming task and very difficult to keep up with those who persist in defacing this City treasure.

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.*

Eleven tree related complaints were investigated with some being resolved and some requiring further action. Four trees were referred to Urban Tree for removal. Employees assisted the Utilities Division in tree pruning to clear areas around antennas for the radio communications between wells and pump stations for the SCADA system. They also pruned around the area of Locust St and Silver for the traffic signal monitoring system. Several smaller trees were removed from Cocheco Street, near Atlantic Avenue, as they were dead and leaning into other trees towards the road.

One historical marker was repaired, two parking meters were moved back into place on Central Avenue after the reopening of the bridge, school zone lights were turned on and checked for proper timing and operation before the start of the school year, and six signs were replaced due to fading or damage.

Preparations for the National Night Out included picking up the park area, procuring additional trash receptacles and checking the area after the event to be sure the park was picked up. Shaw's Lane soccer fields were lined for games. The large field was moved over the summer to allow grass to rejuvenate in high wear areas and was move back to the original spot for the fall season. Two large sets of bleachers that had been purchased by the Dover Soccer Association were assembled and delivered to Shaw's Lane by Facilities & Grounds crews. The employees routinely handle a wide variety of tasks that continually expand their base of experience.

Various light décor light poles and traffic signal posts or mast arms were repainted this summer. Eight traffic signal complaints regarding timing or programming were responded to, a pedestrian crossing button was replaced at Oak Street, as was a bimodal arrow at Silver Street.

Stinging insect complaints were dealt with on the Makem Memorial Bridge, with a large nest in the rails of bridge providing a protected space for the colony.

3

"Effectively continue to communicate with the community at large through various means and support citizen engagement in local governance and community forums, and provide leadership in the implementation of the City's Master Plan."

Leadership and Governance Outcomes

Training presentations for Wentworth-Douglass Hospital continue. On August 16th and 17th, Vicki Hebert conducted a 90 minute training for emergency room nurses. The training focused on stigma and language. Six more trainings are being scheduled throughout the fall and winter.

Media Services distributed 30 press releases and numerous updates to the website and social media in August.

Staff appeared on Open Mic on WTSN twice this month. On August 1st Capt. Terlemezian was on the air promoting National Night Out and on August 29th Vicki Hebert was on the show discussing the opioid crisis and recovery supports.

The Dover Ice Arena held its annual blood drive in support of the American Red Cross, collecting 44 units of blood. This surpassed their goal of 31 units!

In addition, Media Services in August provided significant outreach for some popular community events, including the Cochecho Arts Festival and the Dover Art Walk. This outreach includes news releases and Dover Download, Channel 22 and social media. This additional outreach for community events coincides with established City goals.

During the month of August, Officer Plummer, Whittier Falls Liaison Officer, participated in Dover's National Night Out. Officer Plummer displayed equipment from the Strafford County Regional Tactical Operations Unit, which he is a member of. Officer Plummer met with many people from throughout the city and explained how some of the equipment is used and what the unit does. Officer Plummer also spoke with multiple families from Whittier Falls Housing that came to the event.

This was an opportunity for the residents of Whittier Falls to see Officer Plummer in a different aspect of his job.

During the month of August, Officer Plummer held a bike registration day at the substation. Officer Plummer purchased freeze pops for the kids that registered their bikes. Bike registration is an important thing because it assists with identifying a child's bike so if it goes missing or gets stolen the police can run the registration number to see who owns the

bike. This was also a way to promote the Whittier Falls Housing Bike Parade days later. Officer Plummer registered approximately 15 bikes. In preparation for the annual bike parade, Officer Plummer assisted with coordinating some of the emergency personnel that assisted with the parade. Officer Plummer help the children get ready for the parade and then after manned a table for bike registration before serving ice cream to the kids. The Bike Parade was once again a successful event.



Pictured left, Officer Plummer registers bikes in front of the Dover Police substation in Whittier Falls Housing before the annual bike parade.

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

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 431 Facebook (City of Dover NH Planning) friends and 841 followers on (Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,621 fans).

The Department of Planning and Community Development mailed out 82 New Homeowner letters (for sales in May and June combined). These letters introduce new property owners to their zoning district and include other basic planning information, including links to the Dover Download.

National Night Out took place on Tuesday August 1st in Henry Law Park. This event is a time for community members to meet with police officers, firefighters and members of community health and safety organizations. It is designed to promote relationship building between the community and its public safety officials. A few hundred people came and were able to see some of the specialized equipment and vehicles that the police use to carry out their duties including the crime scene and mobile command vehicles. The Police Department's Mounted Patrol and K9 officers were at the event and interacting with the public. The Dover Fire and Rescue Department had staff and fire apparatus as well.

Over a dozen community organizations were on hand to provide literature and other information related to health, safety, and wellness. Information on drug prevention, treatment and recovery resources, bike and seatbelt safety, violence prevention, and early childhood education were available to the public through various booths at the event.



On August 8th and 9th Dover Youth to Youth traveled to Riverhead, NY on Long Island to conduct 2 days of training for their student advocates and adult advisers. Y2Y students provided training on how to create media messages, taught them how to deliver a community educational presentation on e-Cigarettes, and trained them in how to conduct Freeze Action Theater, a program that helps adults prepare to have conversations about drugs with their kids. The Riverhead Drug Prevention Coalition paid all of the travel and other expenses for the training.



Above, Dover Y2Y students conduct training on creating drug prevention media for youth advocates in Riverhead, NY.

Below, Chief Colarusso stamping the scavenger hunt sheet of a young resident after he received a high five from him while others meet the police mounted unit during this year's National Night Out.



Pictured left, Tim Burt with Crime Scene Van at this year's National Night Out.

On August 25, as a member of the Strafford County Tactical Operations Unit, Whittier Falls Liaison Officer Plummer assisted with the apprehension of an armed suspect at 73 Pleasant View Circle. Officer Plummer was able to both help with the evacuation plan for residents and the tactics due to his extensive knowledge of the residents and layout of Whittier Falls Housing. After the incident Officer Plummer was able to help residents affected by the incident to get property out of their residence and be a liaison with DHA maintenance staff.

Sgt. Speidel performed 14 child passenger seat inspections during the month of August. 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 August 16 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.

Dover police joined several other NH law enforcement agencies in providing mutual aid traffic control assistance to the University of New Hampshire Police Department on August 25 and 27 for student move-in days. Personnel costs will be reimbursed by the UNH Housing Department. Additional personnel provided mutual aid security assistance at the University's first home football game on August 31.

On August 11, 2017, Officer Chris Pieniazek played in the annual Battle of the Badges baseball game to benefit the Children's Hospital at Dartmouth Hitchcock Hospital. A few days prior to the game, Officer Pieniazek met with his 3-year-old CHaD buddy, Carson at the police station. Officer Pieniazek treated Carson to a tour of the facility and dinner.



Officer Pieniazek with his CHaD buddy Carson pose in front of a police cruiser during Carson's tour of the Dover Police Department.

The Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of August:

- Seacoast Grower's Association / Chamber of Commerce Farmer's Market August 2, 9, 16, 23, 30
- National Night Out event at Henry Law Park, August 1
- NE Semi-Pro Football League events, 259 County Farm Road, August 5 and 19
- Florence Street neighborhood block party, August 12
- DHS athletic events near Bellamy Park Lot, August 25
- Dover Professional Fire Officers Association's MDA benefit road toll, August 26

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

- Mahatma Gandhi

During August 2017, Detective Travaglini taught a "Blue Courage" class at the New Hampshire Police Training and Standards facility.

On August 30 and 31, Traffic Bureau and Patrol Bureau resources were devoted to monitoring key areas to help ensure a smooth transition to the new school year. Police officers helped monitor activity and/or direct traffic near the Horne Street Elementary School, on Route 108 near Exit 7, and various other school zones in the City.

On August 29 and 30th, Det. Matthew Travaglini provided instruction in "Civilian Response to Active Shooter" for staff of the Dover schools. Media Services continued production on several video projects and public service announcements. These projects help provide community outreach about city services and programs in an accessible and engaging way. One such project includes a series of video pieces on the Community Trail, produced with the help of the Community Trail Committee and Assistant Planner Donna Benton. Significant production and postproduction work on this project occurred in August.



During the week of August 6, 2017, Detective Burt, pictured above, instructed at the International Association of Identification's International Conference in Atlanta, Georgia.

Media Services prepared and distributed several newsletters in August, including the weekly editions of Dover Download, special announcements, and updates from the Cochecho Waterfront Development Advisory Committee, as well as 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.

On August 15, 2017, the Dover Police Department hosted the first of its quarterly meetings as follow-up to last November's Dover Blue and You engagement event. Some of the participants that attended last fall's event were interested to hear more about the role of the school resource officers and how they operate in the school. This was an opportunity for members of the public to meet the department's school resource officers and learn about how the officers in our schools interact with students and the administration. The participants were also shown how to access the monthly and annual statistics on our website. These statistics range from crime statistics to use of force and citizen complaints.



Dover High School Resource Officer Ed Pike addresses the participants during the recent Dover Blue and You Quarterly Meeting

In August, DNTV-22 televised live, rebroadcast and made available online 16 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.

Dover Night Out held at Henry Law Park, was the City of Dover's participation in the National Night Out nationwide event on August 1, 2017 which is a community-police awareness-raising event held in the United States on the first Tuesday evening every August. In addition to the Police Department who had their various vehicles and representatives there so that community members in a friendly and inviting atmosphere could learn about the services provided, Fire & Rescue did the same. The department's SAFE trailer was operating where children and families could learn what to do if they woke up, to find smoke filling their bedroom during a fire. In the SAFE trailer, a brief educational program is delivered while non-toxic and safe theatrical smoke starts filling the trailer, necessitating the occupants to practice what they learned, which is to crawl low under the smoke to an exit and then to a meeting place outside the home. Additionally, a fire engine was available for residents and children to explore, including a hose and fire target where attendees could get a brief taste of what it is like to hold a firefighter's hose system and discharge water at a fire. Fire & Rescue thanks the Dover Police Department for putting this great event on and making our City's protective services so accessible. In the first photo below, Firefighter AEMT Jason Nicol helps a young child and a parent try their hand at spraying a hose at target as Firefighter AEMT Stephen Thurnstrom looks on. In the second, another young aspiring firefighter imagines what it like to drive a fire engine as he is helped by Firefighter AEMT Jason Nicol.



Fire & Rescue also participated in Dover Housing Authority's 28th annual bike parade. Emergency calls willing, Fire & Rescue does its best to honor events like this, by sending an in-service vehicle and crew who follows in the parade and then spends time being accessible to share about the services Fire & Rescue provides, including being able to get up close and personal with one of our response vehicles. Fire & Rescue is thankful for the great relationship we have with DHA and for being invited year after year to attend. Want to learn more about the Dover Housing Authority and the event? Go to <http://www.fosters.com/news/20170813/bikes-on-parade-in-garrison-city> .

Fire & Rescue crews also maintained a presence in August during the Friday Evening Concerts at Henry Law Park. During events such as this where there can be hundreds of spectators and in some cases upward of a thousand or more people in one area, it is a routine policy to stage an ambulance or fire engine which is in service for emergency response throughout the City, at the event area in case an emergency of some sort occurs there. The next special event worth mentioning is where Fire & Rescue staff mostly in off-duty capacity, held a fundraising boot drive to support the Muscular Dystrophy Association's mission as taken from their website at <https://www.mda.org/> : "We're fighting to free individuals — and the families who love them — from the harmful effects of muscular dystrophy, ALS and related life-threatening diseases so they can live longer and grow stronger."

Many years ago, the International Association of Firefighters which is the firefighters labor union that both Dover Firefighters and Dover Fire Officers belong to, formed a relationship with MDA. As part of this relationship and typically held in August, Fire Departments across the nation and across New Hampshire hold boot drives and in Dover's case, a voluntary road toll was held at the intersection of Oak Street and Central Avenue. Union members follow all city processes and acquire the required permit to hold the voluntary toll/boot drive, and then on the day of the event – collect the much-needed money that funds MDA and its research. This year's boot drive held on August 26th saw Dover Fire union members collect \$7244.

Fire & Rescue thanks Rite-Aid Pharmacy at 679 Central Avenue for allowing Fire and Rescue to place a reserve fire engine in their parking lot adjacent to the voluntary toll, where staff members in addition to the toll collection, were accessible by families and children similar to the other outreach events this month, to answer questions about services provided and to showcase the equipment used by our firefighters. A big shout out thanks is due to the many members of our organization who attended off-duty for this worthy cause. The photo below also taken from the Firefighters Union Facebook page, shows the ceremonial check ready to give to MDA. Feel free to follow them on Facebook to see what else they are doing in the community! In the photo are from left to right, Engineer Paramedic Shawn Croteau, Engineer AEMT Beth Mason, Firefighter AEMT Max Brown, Capt. Chris Jacques, Firefighter AEMT Ben Reusch, Engineer AEMT Mike Ferullo, Firefighter EMT Scott Lloyd, Firefighter AEMT David Corcoran, Firefighter AEMT Jeff Nelson, Firefighter Paramedic Pat Moynihan, and Lieut. Keith Irwin.

Fire & Rescue crews also helped the long time Dover assisted living facility, The Wentworth Home, in August with a flag pole fix, Dover High School with their start of the school year bonfire, and provided ambulance coverage at the Green Wave High School Football Scrimmages.



Media Services, through the Dover Votes initiative, provides community outreach about upcoming elections. In August, Media Services began providing information about the upcoming special and municipal elections. Work in August included the creation and maintenance of web pages and online resources, press releases and outreach via Dover Download, Channel 22 and social media. This work will continue to ramp up with additional outreach, including a video PSA campaign for both elections. Increasing voter turnout remains a top priority, as expressed by the City Council.



Media Services provides support to the High School Joint Building Committee's fundraising subcommittee. The subcommittee's task is to seek additional funding and donations for additional programs and equipment at the new high school, not included in the budget. In addition to attending all subcommittee meetings, Media Services has designed the campaign logo, Building it Brighter, drafted press releases, provided event coverage, built a web page and is producing a video intended for potential donors.

Downtown merchant marketing events produced by DBIDA, the Dover Retail Committee and Dover Main Street involving 17 downtown merchants with extended evening hours was highly successful bringing a few hundred shoppers to Dover and many thousands of dollars. This success is now being expanded to a First Friday monthly event, the first of which was an Art Walk with merchants displaying local art of all types and selling their own products in the process. It was a great success for local artists and local merchants . PR and media programs are underway to get regional shoppers/ art lovers to Dover on the first Friday of every month.	The "Bridge Reopening" event and photo of 25 downtown Dover merchants on the front page of Fosters helped to tell customers the downtown is now convenient again for parking and local shopping. Dover Retail Committee formed with local merchants and this group will sustain ongoing downtown merchant serving activities. Meeting monthly, the DRC is actively engaged with DBIDA in making the First Fridays program work.		

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

Financial and Benchmark Outcomes

Finance Department is working with the Community Services department to address questions relative to sewer investment fees and costs of sewer connection that Richardson Drive property owners have as the project progresses.

Finance continues to work with the Recreation department and the IT department to implement accepting credit card as a method of payment.

The Finance Director attended the quarterly NH Public Deposit Investment Pool (PDIP) Advisory Board meeting. The City utilized PDIP for investment of funds.

Passport executions are providing a new source of revenue for the library. At \$25 per application, the library received \$850 in revenue during August.

Planning and Community Development staff continued the developing the FY19 to 23 Capital Improvements Program. Work in August included continuing to discuss projects with municipal departments, reviewing financial analysis and making a final recommendation to the City Manager for items to be included in the CIP. His review will occur and final adjustments will be made in September.

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

The national unemployment rate has remained low this year, most recently at 4.4% in August according to the BLS. But that figure varies significantly across U.S. cities, as do other indicators of a strong labor market, like income growth and availability of professional education. So, which cities are well-suited for people who want to focus on their careers?

In its third annual study, SmartAsset analyzed data on 355 cities nationwide to uncover the best U.S. cities for career opportunities, and Dover cracks the top 25! For a look at where Dover ranked within the top 25, check out the table to the right:

smartasset							
BY THE 123 NUMBERS							
THE BEST CITIES FOR CAREER OPPORTUNITIES							
Rank	City	Unemployment Rate	Annual Employment Growth	Median Income	Early to Late Career Income Growth	Career Counselors and Postsecondary Educators per 1,000 Employees	Index
1	Ames, IA	2.6 %	2.2 %	\$ 38,360	50.7 %	5.49	100.00
2	Greeley, CO	2.5 %	3.7 %	\$ 37,400	26.1 %	8.22	98.03
3	Provo, UT	3.6 %	4.4 %	\$ 32,900	43.3 %	16.39	97.49
4	Fargo, ND	2.3 %	2.1 %	\$ 37,070	32.6 %	6.93	96.21
5	Detroit, MI	3.7 %	2.2 %	\$ 39,760	22.7 %	6.23	94.19
6	Iowa City, IA	2.9 %	3.7 %	\$ 36,850	49.6 %	2.98	88.93
7	Durham, NC	3.8 %	3.0 %	\$ 43,780	17.5 %	46.31	88.19
8	Fayetteville, AR	2.8 %	4.2 %	\$ 32,600	23.3 %	7.98	87.99
9	Columbia, MO	2.9 %	2.3 %	\$ 33,760	34.4 %	16.04	87.80
10	South Bend, IN	3.3 %	2.9 %	\$ 33,380	9.5 %	8.44	87.45
11	Logan, UT	3.3 %	2.3 %	\$ 30,530	37.6 %	9.27	87.20
12	Des Moines, IA	3.0 %	4.3 %	\$ 38,850	8.9 %	7.58	87.01
13	Boise, ID	2.8 %	4.8 %	\$ 33,310	26.2 %	7.36	86.12
14	Corvallis, OR	3.5 %	2.4 %	\$ 38,150	62.1 %	3.04	84.89
15	Dover, NH	2.5 %	3.6 %	\$ 38,240	25.9 %	2.54	84.10
16	Lincoln, NE	2.9 %	1.8 %	\$ 35,870	27.5 %	17.98	83.96
17	Colorado Springs, CO	3.1 %	2.4 %	\$ 37,240	23.4 %	11.19	83.91
18	Fort Collins, CO	2.1 %	7.2 %	\$ 37,560	19.2 %	4.34	83.32
19	Manhattan, KS	3.4 %	7.8 %	\$ 31,020	55.0 %	46.27	82.78
20	Fond du Lac, WI	3.1 %	2.3 %	\$ 37,050	11.3 %	7.69	82.58
21	Fort Wayne, IN	2.8 %	3.7 %	\$ 33,710	17.0 %	2.45	82.14
22	San Luis Obispo, CA	3.8 %	2.6 %	\$ 36,170	34.8 %	13.55	80.46
22	Elkhart, IN	2.3 %	4.4 %	\$ 33,850	10.5 %	0.79	80.46
24	Omaha, NE	3.2 %	2.3 %	\$ 36,480	23.3 %	9.72	79.18
25	Pocatello, ID	2.7 %	1.4 %	\$ 31,460	34.4 %	7.03	79.13

* Median annual housing costs were also considered in our analysis but are not included in this table.

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

Purchasing Office Bid Solicitations

Department	Bid Date	Bid Number	Description of Bid
Community Services	08/09/2017	B18014	Segregation and Recycling of Construction & Demolition Debris
	08/23/2017	B18015	Design Services for Upgrades to Varney Brook Pump Station
Planning	08/24/2017	B18013	Design Services for Community Trail Expansion TAP
Police	08/03/2017	B18012	Rugged Tablets and Accessories
	08/29/2017	B18018	Network Equip & Professional Support Services for Public Safety Communication Sites.



**PO Report
August 2017**

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	8/2/2017	201801033	SHEA CONCRETE PRODUCTS	\$5,795.00
Community Services Department	8/8/2017	201801182	WASTEQUIP MANUFACTURING CO., LLC.	\$5,825.00
Community Services Department	8/1/2017	201800998	CITY OF DOVER-WATER~SEWER DEPT.	\$5,936.00
Community Services Department	8/16/2017	201801434	BROX INDUSTRIES, INC.	\$6,472.85
Community Services Department	8/8/2017	201801177	SUR CONSTRUCTION, INC.	\$7,027.50
Recreation	8/21/2017	201801539	FOX TOURS	\$7,080.46
City Information Technology	8/29/2017	201801793	DATA MANAGEMENT, INC.	\$7,199.60
Community Services Department	8/8/2017	201801178	TRI-STATE SEALCOATING & PAVING, INC.	\$7,738.50
Recreation	8/9/2017	201801232	CITY OF DOVER-WATER~SEWER DEPT.	\$7,935.37
Executive	8/22/2017	201801609	VUE WORKS, LLC.	\$8,268.10
Community Services Department	8/8/2017	201801175	SUR CONSTRUCTION, INC.	\$8,665.00
Community Services Department	8/1/2017	201801008	SHOEM CORP.	\$9,150.00
Community Services Department	8/22/2017	201801608	SUR CONSTRUCTION, INC.	\$10,850.00
Community Services Department	8/8/2017	201801176	SUR CONSTRUCTION, INC.	\$10,850.00
Public Library	8/29/2017	201801792	BYWATER SOLUTIONS, LLC	\$11,000.00
Community Services Department	8/16/2017	201801435	BROX INDUSTRIES, INC.	\$11,412.52
Executive	8/9/2017	201801197	SHEEHAN, PHINNEY, BASS & GREEN	\$11,613.14
City Finance Office	8/1/2017	201800946	INTERWARE DEVELOPMENT CO INC	\$12,057.40
Community Services Department	8/1/2017	201801005	HALL & ASSOCIATES, PLLC	\$12,984.49
Community Services Department	8/8/2017	201801179	MACKINNON & SONS EXCAVATING, LLC	\$13,740.00
Police	8/21/2017	201801538	EAGLE POINT GUN / J MORRIS & SON	\$14,308.51
Community Services Department	8/1/2017	201801000	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$16,952.50
Community Services Department	8/24/2017	201801754	TRADEBE ENVIRONMENTAL SERVICES,, LLC.	\$27,000.00
Police	8/2/2017	201801026	PARKEON	\$43,200.00
Fire and Rescue	8/9/2017	201801248	IRVING OIL MARKETING, INC.	\$43,919.00
Community Services Department	8/10/2017	201801253	BOBCAT OF NH	\$44,970.00
Police	8/7/2017	201801108	IRVING OIL MARKETING, INC.	\$52,360.00
Community Services Department	8/28/2017	201801788	SIEMENS INDUSTRY, INC.	\$56,119.23
City Finance Office	8/1/2017	201800937	EVERSOURCE ENERGY	\$60,142.00
City Finance Office	8/29/2017	201801825	MACPAGE, LLC.	\$63,100.00
City Finance Office	8/23/2017	201801662	MACPAGE, LLC.	\$63,100.00
City Finance Office	8/1/2017	201800935	EVERSOURCE ENERGY	\$74,260.00
Public Library	8/10/2017	201801252	BAKER & TAYLOR, INC.	\$80,000.00
Community Services Department	8/8/2017	201801173	IRVING OIL MARKETING, INC.	\$90,234.00
City Finance Office	8/1/2017	201800936	EVERSOURCE ENERGY	\$93,661.52
City Finance Office	8/1/2017	201800947	FIRSTLIGHT	\$122,124.00
Community Services Department	8/10/2017	201801259	FREIGHTLINER OF NH, INC.	\$161,404.00
Fire and Rescue	8/1/2017	201800938	GREENWOOD EMERGENCY VEHICLES, INC.	\$865,000.00

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Public Safety Communications Upgrade:

Captain Breault continues to oversee the Public Safety Communications Improvement Project, which is funded as part of the Capital Improvements Program. The project includes replacing outdated public safety radio equipment that is at or near the end of its useable life. The project will increase public safety radio communications broadcast and reception strength by the installation of three new radio towers. The location of the towers has been strategically chosen to provide best radio coverage specifically in the north side of the City on property adjacent to the Longhill water tower, on the south side of the City on property adjacent to the waste water treatment facility and on Garrison Hill. All three new tower sites are city owned. The new towers as well as existing towers on Mast Road and at the police station will be connected through microwave links providing the ability for other city data to be transmitted wirelessly.

An independent review of the project design has been completed and a contract has been entered into between the City and Allstate Tower Group for the construction of the three new towers with construction expected to begin in late September. Additionally, all of the upgraded radio equipment has been purchased from Motorola and is being configured and tested in a laboratory setting prior to installation.

Finally, the Public Safety Communications Improvement Project includes the installation of commercial grade digital mobile radios in 63 Community Services vehicles. Currently several of the vehicles do not have radios and those that do have outdated analog based radios. The improvement to the digital radios will allow for better signal strength, increased coverage, and will allow for interoperability through police dispatch of Community Services crews with police and fire officials in the field. An award of bid for the purchase and installation of the radios has been given to 2-Way Communications of Newington. Installation of the new mobile radios is expected to be completed by the end of October.

Fire & Rescue – CIP

The month of August saw much work on updating Fire & Rescue's capital improvements plan submissions for the next 6 to 10 years, which was submitted to the Planning Department for review and prioritization. There are some additions into the six-year plan, with some of the proposals to fund sooner than later, as Fire & Rescue as did all other city departments, worked diligently last fiscal year on a strategic plan. That work based on data, equipment lifespan review, industry trends, ISO (Insurance Services Information) information, preparation for the pursuit of accreditation, and national standards all have driven some of the proposed changes to the CIP.

Out of that preparation for this fall's cycle to update CIP and coinciding with labor negotiations, some rapid changes occurred. Fire and Rescue in August took possession of two 2015 model year used Dover Police SUVs with approximately 50,000 miles, that have come off patrol. During the CIP work, Fire and Rescue had identified for the purpose of command vehicles, Ford police SUV vehicles are 20% cheaper to purchase than the bigger Chevy Tahoe's the organization had started buying in 2012, and though slightly smaller than Chevy Tahoe, the forecast is they will be large enough to carry all equipment needed for command rule which includes air pack, turnout gear, command boards for running incidents, additional radio equipment above normal as command vehicles have two times the radio equipment than normal vehicles, and space to store operational plans.

Because of that research to move away from Chevy Tahoe purchases, the internal City plan changed from selling those two used police SUVs with approximately 50,000 miles after coming off patrol work to transferring them to Fire & Rescue. The SUVs pictured on the next page will be assigned to the Fire and Rescue Deputy Chief and the Captain of Emergency Medical Services.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES



Projects have been re-arranged/re-prioritized at Fire and Rescue, and monies have been re-allocated to purchase the required radio equipment and warning lights, the command boxes for the rear of the vehicle in front of the hatchback and behind the rear seats that hold the equipment necessary for the vehicles function, and paint them red and letter them appropriately. Fire & Rescue was also going to paint one of the Ford Focus cars in the fleet red and letter similarly for Fire and Rescue as this car's primary assignment is travel to classes by the workforce and particularly, paramedic school... but with the last remaining and very old sedan style ex-police cruiser assigned to the Inspection Services affectionately named the Gray Ghost having a transmission failure, this plan has been put on hold with that Ford Focus now being shared between Inspection Services and Fire & Rescue. The two SUVs pictured above are now scheduled to be painted at Kustra's Auto Body in Lee in September and as the radio and warning light equipment has been ordered, that will also be installed by 2-Way Communications in September. The goal is to have these SUVs on the road by early to mid-October after all work is completed.

The addition of these used Police SUVs to the Fire & Rescue fleet will allow the FY 19 CIP money allocated to a command vehicle, to go toward the purchase of a stake/flatbed body style pickup truck with dual rear wheels which will then take over carrying the Forestry Tank and Pump skid unit. That proposed vehicle purchase being bigger than the current pickup truck that carries the Forestry Tank and Pump skid unit, will have additional room for the addition of new toolboxes for more forestry tools. The current pickup truck that is used to carry the Forestry Tank and Pump skid unit, will be assigned as a tow vehicle for the emergency response trailers that Fire and Rescue is responsible for including the Mass Casualty Trailer, and the START team equipment trailer. Fire & Rescue had identified in the last two years during needs assessments, that a vehicle with towing capacity matched properly to those trailers, was a priority. The combination of the transfer of the two used Police SUVs and upcoming and reallocation of FY 19 CIP staff car money purchase allows for an out-of-the-box solution to improve service delivery in multiple areas.

Also in August, the new Quint/Aerial Ladder pre-engineering and factory tour trip to the EONE company has been scheduled for mid-September for several staff members including the department mechanic. It is during that tour, that the final engineering design for the custom-built Quint will be solidified and signed off on. The vehicle will enter the production cycle within a month or so after that meeting with its anticipated delivery being in June 2018. The reason for a build cycle of 10 months approximately is that EONE must order everything that goes into that vehicle including the motor, transmission, fire pump, steering gear, brake system, cooling system, hydraulic and aerial ladder lifting system, and generator, just to name a few of the components that go into the build of this vehicle that is anticipated to last 20 years. For more information in general terms on the new Quint which is a Metro 100 Quint built by the EONE company, go to <http://www.e-one-aerials.com/metro-100-quint-micro.html>.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Enterprise Park II

In the past twelve months, DBIDA has identified three potential Park II sites.

1. Elk's Property on Dover Pointe Rd.
 - a. Outcome: Cost of asking price plus infrastructure costs exceeded the value of the site for development at this time. Proposal was made but the asking price was well beyond what was viable for our purposes.
2. Ray Property on Littleworth Rd.
 - a. Outcome: The property was found to include a high percentage of wetlands configured in a way that precluded its use for a Park II.
3. Eldredge Property on Production Dr.
 - a. Outcome: Rezoned successfully. Subsequently found to have a high percentage of wetlands configured in a way that precluded its use for development purposes.
4. Another property in the Littleworth area is being considered. Contact has been made with a representative of the owner who has not decided to sell at this time, but may consider a longterm lease to buy in the future, not now.
5. Another potential property/ set of properties is being pursued both on 6th St. and on Indian Brook Rd. for Park II use. Rezoning will be required to make this work. This project is still in early stages to get the rezoning supported by the Planning Board.

Street Improvements

Once paving was completed on Bayview Road and Portland Avenue, loam was applied to the sides of the roads to blend the shoulders into the lawns.

Pike has scheduled to reclaim Spruce for middle of September.

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. The contractor has finished loaming and seeding the easement area along the turnpike where the water and sewer work was done and installed the right of way fence.

Bridge Repair

Whittier Street Bridge – The contractor has set the steel and installed the precast concrete deck panels. They will install rebar and pour the concrete deck in the next month. The watermain on the bridge has been installed as well as the gas main on the bridge.

General Bridge Repair- The Central Ave Bridge deck has been completed.

Street Reconstruction

Keating/Birchwood: Utility work has continued through Shamrock Lane, Keating Avenue, Hayes Lane, and Renaud Ave. Birchwood Place and Emmet Lane road beds were reconstructed and paved.

Richardson Drive: Work continues on schedule. Many homes were connected to the new sewer system. The roadway was paved, curbing was installed.

Brick & Floral: Due to some complications discovered during the survey, the design work has been temporarily suspended.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

City Hall – Customer Service Center

The Customer Service Center on the Ground Floor of City Hall is well underway. 98% of the demolition is completed, HVAC and sprinklers systems are in place. The concrete ramp has been poured and dry wall has been installed. Most of the plumbing preparation is completed. Exterior projects such as a water line replacement was completed and City staff discussed improvements needed for the two City Hall parking lots. Assistant City Planner Benton assisted in providing old furniture for the City's auction and is reviewing new furniture to be ordered. The Customer Service Center is still on schedule to be completed by fall.

Riverfront Site Preparation

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 August 15th. Staff arranged to have a backhoe and operator from Community Services on the site to assist the archaeological consultants on August 1st. Staff worked with the Media Coordinator on revising the developer RFQ based on feedback from CWDAC and consultants. Staff worked with committee members to compile the revised Waterfront Design Guidelines for presentation at the August meeting.

Multi Use Trail Development

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 finalizing 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. The City went out to bid for design/engineering services in August and will interview and hire a consultant in September or October.

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 October meeting.

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) August 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	68,154	109,425	8.7	1,155,825	0	1,155,825	91.4
Expenditures	991,394	73,086	135,039	13.6	856,355	412,305	444,050	44.8
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	(4,933)	(25,615)	0.0	25,615	(412,305)	437,920	269.6

City of Dover

Expenditures of Major Funds

August 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	\$ 27,449	\$ 50,766	9.0%	\$ 491,292	\$ 20,500	\$ 470,792	86.9%
Executive	1,039,875	68,182	157,142	15.0	882,733	425,723	457,010	43.9
Finance	1,785,034	164,196	327,969	18.0	1,457,065	1,003,177	453,888	25.4
Planning	696,427	52,334	119,863	17.0	576,564	358,023	218,541	31.4
Misc General Government	991,492	30,113	70,402	7.0	921,090	161,068	760,022	76.7
Police	8,952,632	721,876	1,478,501	17.0	7,474,131	4,452,124	3,022,007	33.8
Fire & Rescue	8,981,979	795,094	1,508,480	17.0	7,473,499	3,968,633	3,504,867	39.0
Community Service Public Works	7,148,652	573,804	841,218	12.0	6,307,434	2,273,650	4,033,784	56.4
Recreation	2,221,921	200,232	372,004	17.0	1,849,917	834,761	1,015,156	45.7
Public Library	1,377,030	117,810	218,672	16.0	1,158,358	735,580	422,778	30.7
Public Welfare	856,608	56,765	102,111	12.0	754,497	148,994	605,503	70.7
Debt Service	12,014,563	6,273	9,025	0.0	12,005,538	62,955	11,942,583	99.4
Other Financing Sources/Uses	4,279,937	122,875	245,751	6.0	4,034,186	-	4,034,186	94.3
School	52,113,315	1,982,572	2,505,448	5.0	49,607,867	43,555,767	6,052,099	11.6
Intergovernmental	8,723,284	-	-	0.0	8,723,284	-	8,723,284	100.0
Sub-total : 1000 General Fund	\$ 111,724,807	\$ 4,919,575	\$ 8,007,352	7.2%	\$ 103,717,455	\$ 58,000,955	\$ 45,716,500	40.9%
3213 Parking Activity Fund								
Police	\$ 856,716	\$ 38,459	\$ 66,430	8.0%	\$ 790,286	\$ 277,501	\$ 512,786	59.9%
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 38,459	\$ 66,430	7.8%	\$ 790,286	\$ 277,501	\$ 512,786	59.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,134,688	\$ 79,668	\$ 96,609	9.0%	\$ 1,038,079	\$ 848,213	\$ 189,865	16.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,134,688	\$ 79,668	\$ 96,609	8.5%	\$ 1,038,079	\$ 848,213	\$ 189,865	16.7%
3381 McConnell Center Fund								
Recreation	\$ 938,007	\$ 42,350	\$ 71,949	8.0%	\$ 866,058	\$ 225,924	\$ 640,134	68.2%
Sub-total : 3381 McConnell Center Fund	\$ 938,007	\$ 42,350	\$ 71,949	7.7%	\$ 866,058	\$ 225,924	\$ 640,134	68.2%
3410 Recreation Special Revenue Fund								
Recreation	\$ 573,091	\$ 68,911	\$ 127,539	22.0%	\$ 445,552	\$ 103,405	\$ 342,147	59.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 573,091	\$ 68,911	\$ 127,539	22.3%	\$ 445,552	\$ 103,405	\$ 342,147	59.7%
5300 Water Fund								
Community Service Public Works	\$ 5,405,641	\$ 452,676	\$ 738,759	14.0%	\$ 4,666,882	\$ 1,033,756	\$ 3,633,126	67.2%
Sub-total : 5300 Water Fund	\$ 5,405,641	\$ 452,676	\$ 738,759	13.7%	\$ 4,666,882	\$ 1,033,756	\$ 3,633,126	67.2%
5320 Sewer Fund								
Community Service Public Works	\$ 7,955,449	\$ 582,197	\$ 1,049,626	13.0%	\$ 6,905,823	\$ 1,733,113	\$ 5,172,710	65.0%
Sub-total : 5320 Sewer Fund	\$ 7,955,449	\$ 582,197	\$ 1,049,626	13.2%	\$ 6,905,823	\$ 1,733,113	\$ 5,172,710	65.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,588,411	\$ 80,859	\$ 153,913	10.0%	\$ 1,434,497	\$ 544,068	\$ 890,430	56.1%
Sub-total : 6100 Dovernet Fund	\$ 1,588,411	\$ 80,859	\$ 153,913	9.7%	\$ 1,434,497	\$ 544,068	\$ 890,430	56.1%
Total : EXPENDITURES	\$ 130,176,810	\$ 6,264,696	\$ 10,312,177	7.9%	\$ 119,864,633	\$ 62,766,935	\$ 57,097,698	43.9%

City of Dover

Revenues of Major Funds August 31, 2017

(General Fund Includes Property Taxes and Education Revenues)

	<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>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 80,441,320	\$ 889,873	\$ 1,752,971	2.0%	\$ 78,688,349	\$ -	\$ 78,688,349	(97.8)%
Licenses & Permits	6,156,724	620,669	1,122,735	18.0	5,033,989	-	5,033,989	81.8
Intergovernmental	2,771,063	181,395	695,369	25.0	2,075,694	-	2,075,694	74.9
Charges for Services	3,652,922	246,599	459,817	13.0	3,193,105	-	3,193,105	87.4
Miscellaneous Revenue	748,537	27,764	111,265	15.0	637,272	-	637,272	85.1
Education	17,465,666	125,199	156,949	1.0	17,308,717	-	17,308,717	99.1
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	\$ 2,091,499	\$ 4,299,106	4.0%	\$ 107,425,701	\$ -	\$ 107,425,701	96.2%
3213 Parking Activity Fund								
Licenses & Permits	\$ 192,840	\$ 8,668	\$ 42,333	22.0%	\$ 150,507	\$ -	\$ 150,507	78.0%
Parking Income	508,876	62,201	123,717	24.0%	385,159	-	385,159	75.7%
Parking Fines	155,000	14,557	27,270	18.0%	127,730	-	127,730	82.4%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 85,427	\$ 193,320	23.0%	\$ 663,396	\$ -	\$ 663,396	77.4%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,000	\$ -	\$ -	0.0%	\$ 10,000	\$ -	\$ 10,000	100.0%
Charges for Services	930,000	83,981	165,480	18.0%	764,520	-	764,520	82.2%
Miscellaneous Revenue	0	90	98	0.0	(98)	-	(98)	0.0
Other Financing Sources	68,582	-	-	0.0	68,582	-	68,582	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,008,582	\$ 84,070	\$ 165,578	16.0%	\$ 843,004	\$ -	\$ 843,004	83.6%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 709,772	\$ 55,486	\$ 110,922	16.0%	\$ 598,850	\$ -	\$ 598,850	84.4%
Operating Transfers In	228,135	21,654	43,308	19.0	184,827	-	184,827	81.0
Sub-total : 3381 McConnell Center	\$ 937,907	\$ 77,140	\$ 154,231	16.0%	\$ 783,676	\$ -	\$ 783,676	83.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 437,015	\$ 25,222	\$ 75,588	17.0%	\$ 361,427	\$ -	\$ 361,427	82.7%
Miscellaneous Revenue	15,500	120	266	0.0	15,234	-	15,234	98.3
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	\$ 25,342	\$ 75,854	14.0%	\$ 473,095	\$ -	\$ 473,095	86.2%
5300 Water Fund								
Charges for Services	\$ 5,233,333	\$ 563,466	\$ 797,350	15.0%	\$ 4,435,983	\$ -	\$ 4,435,983	84.8%
Miscellaneous Revenue	70,500	4,134	9,742	14.0	60,758	-	60,758	86.2
Sub-total : 5300 Water Fund	\$ 5,303,833	\$ 567,600	\$ 807,093	15.0%	\$ 4,496,740	\$ -	\$ 4,496,740	84.8%
5320 Sewer Fund								
Intergovernmental	\$ 3,910	\$ -	\$ -	0.0%	\$ 3,910	\$ -	\$ 3,910	100.0%
Charges for Services	7,013,094	717,479	1,068,827	15.0	5,944,267	-	5,944,267	84.8
Miscellaneous Revenue	57,000	4,851	10,750	19.0	46,250	-	46,250	81.1
Other Financing Sources	690,557	-	-	0.0	690,557	-	690,557	100.0
Sub-total : 5320 Sewer Fund	\$ 7,764,561	\$ 722,330	\$ 1,079,577	14.0%	\$ 6,684,984	\$ -	\$ 6,684,984	86.1%
6100 Dovernet Fund								
Charges for Services	\$ 1,061,910	\$ 128,664	\$ 173,654	16.0%	\$ 888,256	\$ -	\$ 888,256	83.6%
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	\$ 128,664	\$ 173,654	14.0%	\$ 1,092,570	\$ -	\$ 1,092,570	86.3%
Total : REVENUES	\$ 129,411,579	\$ 3,782,073	\$ 6,948,412	5.0%	\$ 122,463,167	\$ -	\$ 122,463,167	94.6%

5

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

Workforce-Focused Outcomes

William Boulanger, Deputy Director, Patrick Pilewski, Pump Station Operator II, John Storer, Director of Community Services, and Ray Vermette, Waste Water Treatment Plant Supervisor, attended Construction Field Day sponsored by the New Hampshire Water Works Association. This took place in Dover, NH.

Joe Boucher, Public Works Supervisor, Kevin Coakley, Maintenance Mechanic II, Matt Cochran, Truck Driver, Ryan Grass, Truck Driver, Warren Hilton, Truck Driver, Brian Holton, Truck Driver, Erick Poitras, Truck Driver, Robert Seawards, Heavy Equipment Operator, and Dean Truax, Working Foreman, attended the Flagger Certification course sponsored by Primex. This course was held in Dover, NH.

Jamie Stevens, Pump Station Operator II, attended the Basics of Operator Math and Chemistry course sponsored by RCAP Solutions. This two day course was held in Plymouth, NH.

Jamie Stevens, Pump Station Operator II, attended the Community Water Fluoridation workshop sponsored by New Hampshire Department of Environmental Services. This workshop was held in Concord, NH.

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 Purchasing Agent continues her education attending Primex's Emerging Leader's program seminar on August 23rd.

Vickie Blackden, Jr. Accountant, continues her education to complete her Bachelor's Degree in Accounting.

Assistant City Planner Benton attended a workshop on "How to Build Trails for All Users" in Portsmouth on August 10.

Assistant City Planner Benton attended the New Hampshire Planners Association Executive Committee Meeting and toured the State House with members of the New Hampshire Planners Association Legislative Committee on August 17.

On August 24, Officer Lazos joined all other members of the Dover Police Crime Scene Unit in a 10 hour training session.

The Assistant City Manager continued 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 introduction to management class was held in August.

On August 28-September 1, 2017, Detective Courter attended training to become one of the department's firearms instructors.

Vicki Hebert and Dana Mitchell attended the Partnership for a Drug-Free New Hampshire's Be An Opportunity Prevention and Recovery Training on August 31st.

Vicki Hebert attended a training with Strafford County JPPO and DCYF workers about drug trends on August 31st.

Captain David Terlemezian has officially joined the Board of Directors for HAVEN, the region's domestic and sexual violence prevention and support service agency. Captain Terlemezian is also on the Board of Directors for the Community Action Partnership of Strafford County (until his term ends at the end of the year) as well as Dover Listens and the Seymour Osman Community Center.

Staff attended a webinar on "Flipster: Managing and ordering subscriptions using EBSCOhost Collection Manager" during August.

Dave White, City Engineer, attended the 2017 Public Works Expo sponsored by the American Public Works Association. This four day conference was held in Kansas City, MO.

The Dover Police Department welcomed four new employees during the month of August.



Molly Martuscello

Officer Molly Martuscello is a life-long resident of Dover, who graduated from Dover High School in 2010. Throughout her time in the Dover school system, Molly was a very active member of Dover Youth 2 Youth and the Dover Coalition for Youth, earning many awards and recognitions. After high school, Molly attended Bryant University in Smithfield, Rhode Island where she earned her Bachelor's Degree in Business Management. During Molly's time in college she worked with the Dover Police Community Outreach Bureau as a part time Prevention Coordinator, and after completing her college studies, she became a full time Coalition Coordinator for the City of Rochester.



Michael Volpe

Officer Michael Volpe comes to the Dover Police Department from Hatfield, Massachusetts. Michael attended Westfield State University, earning his Bachelor's Degree in Criminal Justice in May, 2017. Michael comes from a family of law enforcement officers including both of his parents who retired from the Massachusetts State Police. While in college, Michael worked as a hospital security officer, as a corrections officer with the Hampshire County Sheriff's Office, and as a cadet with the UMASS-Amherst Police Department.



Jayne Jacques

Dispatcher Jayne Jacques started her career with the Dover Police Department on Monday, August 21st. Dispatcher Jacques has worked as a corrections officer at the Valley Street Jail in Manchester for the last 5+ years. Prior to working at the jail, she worked with children in various educational roles.



Mitchell Ewing

Dispatcher Mitchell Ewing was hired on August 28, 2017. He is a recent graduate of UNH and has experience in various customer service related positions.

For fire training in August, the focus was on what is called RIT training with the word RIT being an acronym for Rapid Intervention Team. RIT training covers all skill sets that encompass rescuing a trapped firefighter from a collapsed or burning building. The skill sets are specialized and above and beyond the normal firefighter level 1 and firefighter level II training that is required before being hired as a career firefighter. Because they are specialized skill sets that require many hours of training, not all departments choose to expand into practicing them. It is one thing for firefighters to search and find a victim, and then remove them from the building using various drag or carry techniques, and it is a completely different issue when the person being removed is a firefighter wearing 60 pounds of protective gear, with one of the necessary items being air pack. Air packs typically provide 20 minutes of breathing air and when the air pack becomes low on air, the firefighter exits the building and changes out air cylinder. When a firefighter becomes trapped say by a collapsed ceiling three quarters of the way through his or her air cylinder, and it will take a team of firefighters 15 minutes to remove the debris; without advanced techniques and specialized equipment, that firefighter will run out of air and asphyxiate before being freed from the debris trapping him or her.



Though hard to see completely in the pictures here taken during one of D-Shift's training sessions, the first picture above shows a rescue manikin which is wearing an air pack, is now connected to a reserve air cylinder inside the orange "RIT" bag which would be supplying air to the manikin if the manikin was a firefighter, while the second picture above shows the difficulty in removing an injured firefighter wearing full gear down a stairwell that is typical to our homes. As this skill set is being practiced in the non-fire environment during this training session, now imagine doing these skill sets in the complete darkness of a smoke obscured environment while the fire is active somewhere in the building.

Because of the degree of specialized training required for RIT activities and because Fire & Rescue makes training on the skill sets a priority, Fire & Rescue serves as a designated RIT Team for several communities when fires are ongoing in those communities and Fire & Rescue also uses the Portsmouth Fire Department as the designated RIT Team for fires in Dover. The national standards that Fire and Rescue strives to meet requires a RIT team to be present outside the fire building while a fire is ongoing, geared up with the required RIT team equipment assembled, ready to be deployed in the fire building within a minute should a firefighter become trapped or go missing. Most communities including Dover, assume all their own firefighters will be actively engaged in putting out the fire and therefore assign RIT duties to an incoming mutual aid community that is trained appropriately. A typical RIT team size to operate properly, is three to four firefighters and once Chief Level Officer. This is one of the many reasons all command staff in Dover, carry airpacks in their cars in the event they have to serve as a RIT Team Chief.

Fire and Rescue welcomes Scott Lloyd. Scott comes to us after several years volunteering for the Madbury and Kittery Fire Departments, and has served in the Marine Corps and has recently been employed in his family's Masonry business. Scott lives in Kittery with his family, and has been assigned to C-Shift and is currently attending an Advanced EMT class and working on his list of probationary competencies that must be completed within his first year. Scott fills the vacancy created when Glenn Camire left the organization in July. Welcome Scott!

Scott Lloyd



Employment:

Separations – 4

3	Community Services
1	Police

New Hires – 6

1	Fire
4	Police
1	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!

September Anniversaries

Employee Name	Division	Years of Service	Employee Name	Division	Years of Service
Riordan, Barry	Arena	43	Mitrushi, Alexander K	Police	5
Beaudoin, Cathleen C	Library	42	Simmons, Patrick S	Fire	5
Beaulieu, Carey R	Police	35	Fontaine, Lauren E	City Clerk/Tax	4
Tremblay, Carolyn	Library	32	Young, Gretchen A	Engineering	3
Flanagan, David B	F&G	29	Carpenter, David A	Planning	2
Wentworth, Barbara A	Police	29	Mitchell, Casey S	Sewer	2
Dalton, Lisa C	Police	28	Moran, Kelly A	Library	2
Maxfield, James H	Fire	23	Losee, Heather M	Recreation	1
Berry, Lisa M	Arena	20	Michael, Cory A	Recreation	1
Frank, William R	Water	20	Neenan, Ryan W	Streets	1
Arsenault, Michael A	Pool	19			
Bessette, Colleen E	CM Office	19			
Vincent, Susan J	Library	19			
McNulty, Patrick K	Arena	18			
Hilton, Warren E	Streets	17			
Pettingill, Scott D	Police	17			
Meyers, Kathleen B	Info Tech	15			
Treadwell, Cynthia L	Finance	13			
Nadeau, Mark R	Police	8			
Moynihan, Patrick R	Fire	7			

Sustainability-Focused Outcomes

6

"Develop strategies and implement programs that encourage the efficient use and preservation of natural resources by municipal services and throughout the community."

Regarding the Dover High School project, planning staff attended a JBC meeting to review an update on the solar panel project for the high school roof. The RFP is ready for release to the public.

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.

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 reviewed the High School RFP in early

July. Staff revised the RFP and is working with the Purchasing Agent to release it to the public.

Library's Building Maintenance Mechanic changed use of pre-packaged liquid cleansers to concentrate form, mixing batches of cleansers as needed with water in spray bottles, at a fraction of the previous cost.

Lighting around the clock tower clock was changed to LED bulbs. Each face has twelve, so burned out units were removed and four LED units were placed on each face.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 6, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. 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. NPDES AND MS4 PERMIT UPDATE

Mr. Dean Peschel, Consultant for the City of Dover on environmental matters, gave an overview on the following:

- The NPDES process for the Waste Water Treatment Plant
- The performance of the Waste Water Treatment Plant after upgrades
- UNH monitoring of nitrogen levels in the water
- EPA's concern regarding macro algae
- The "State of the Estuary Report" that will be available soon. He has learned that they may be requesting even lower nitrogen levels. The coalition sent in a 91-A request in July to learn where they came up with their information, and they are still waiting for a response.
- MS4 Permit process.
- Senator Watter's bill, SB-121, which resulted in the creation of a commission to have New Hampshire become a delegated State, which means New Hampshire will issue the permits instead of the EPA.

Community Services Director Storer gave an overview of the passage of SB-121, the makeup of the committee, and his hopes for New Hampshire to become a delegated State.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 6, 2017**
Meeting Time: **7:00 pm**

B. GRIFFIN/IRELAND WELL REPLACEMENT UPDATE

Mr. Peschel gave an overview of the Griffin well contamination, the creation of a new well from the Bellamy River, and the plans to protect the Ireland Well and possibly clean up the contamination with the Griffin Well.

C. RIGHT OF WAY ORDINANCE

General Legal Counsel Blenkinsop gave an overview of the proposed changes to Chapter 152 to the Council. He answered questions from the Council.

7. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 13, 2017**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Gagnon

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add as Item #13.A.11. a raffle/tag for Seacoast Swimming Association. He moved to pull Item 13.A.10. because more information is needed for the resolution. He moved to add an Appointments Committee Report and an oral Joint Building Committee – Dover High School and Regional CTC Report.

Councilor Greenshields said she will talk on behalf of the School Board regarding the Joint Building Committee – Dover High School and Regional CTC Report.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor O'Connor.

Vote: 8/0.

7. PUBLIC HEARINGS

A. 79-E APPLICATION REVIEW 104 WASH STREET, LLC SPONSORED BY MAYOR WESTON BY REQUEST

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

B. 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; VOTE TAKES PLACE SEPTEMBER 27, 2017. SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 13, 2017**
Meeting Time: **7:00 pm**

C. REPROGRAMING UNEXPENDED BONDING AUTHORIZATION FOR PISCATAQUA ROAD PROJECT TO SPUR ROAD PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL; VOTE TAKES PLACE SEPTEMBER 27, 2017. SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CITIZEN'S FORUM

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

James Verschueren, 102B Sixth Street: He spoke in favor the Dover City Council's forward thinking. He thanked Mayor Weston for her support for the Indonesians facing deportation. He spoke about the development in the City, and recommend the City urge the developer to come up with a unique design for Dover and not a replica of what they built in Portsmouth. He spoke in favor of the Joe B. Parks Riverwalk Public Gardens.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He had a few items to bring to the Council's attention, but first asked the City Clerk to give an overview of the upcoming Elections in Dover.

City Clerk Lavertu gave an overview of the two upcoming Elections: the October 24, 2017 Special District 13 Election for Dover Ward 1, and the November 7, 2017 Municipal Election. She discussed the changes with registering to vote. She spoke about availability of absentee ballots and that the requests are available on the City's website.

City Manager Joyal talked about the ballot question regarding Keno. He gave an overview of the Citizens Leadership Academy and said due to popularity they may be scheduling a second session.

He spoke about the upcoming upgrade to the State's Motor Vehicle Registration process and said the City Clerk's Office, as Municipal Agents, will be affected and unable to register cars around Columbus Day weekend and possibly a few days afterwards if there are any glitches. He encouraged citizens to register their cars soon if their renewal time was in October.

He spoke about the Veterans Memorial Park, and said the engraved bricks will be delayed because the company is in Naples, Florida, which has been impacted by Hurricane Irma.

Deputy Mayor Carrier asked about the work on Bellamy Road.

City Manager Joyal gave an overview of the work being done by the City and UNH on Bellamy Road to the Council.



CITY OF DOVER

CITY COUNCIL – MINUTES

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Deputy Mayor Carrier referred to the gazebo that the Dover CTC built, and asked about moving it to the Dover Dog Park.

Councilor O'Connor said it's pretty big and they are working on the logistics for moving it. He said it would need a hauling permit.

Councilor Thibodeaux asked about installing a sound wall on Route 16 in the Renaud Avenue area.

City Manager Joyal said that it wasn't part of the plan a few years ago, but with the help of Senator Watters they have addressed what could be done. He said he understands that recently the DOT has changed the plan to include a sound wall as long as the community paid half. He said the Planning Department has been working with the DOT to install sound walls with residents impacted by Route 16.

Councilor Thibodeaux asked about snow plowing sidewalks.

City Manager Joyal talked about prioritizing sidewalk plowing.

Councilor O'Connor referred to the Dover Business and Industrial Development Authority (DBIDA) report and said it's great the unemployment rate is 2.2%, but it also meant businesses are having trouble finding good employees.

Mayor Weston referred to a recent email she received from DBIDA that Dover ranked 15 in the top 25 U.S. Cities for Career Opportunities.

City Manager Joyal talked about what the City is doing and the need to keep investing in Schools and the CTC.

Councilor Shanahan asked about the Whittier Street Bridge.

City Manager Joyal gave an overview of the Whittier Street Bridge, and said it should be open later this Fall.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. August 16, 2017 – Workshop

B. August 23, 2017 – Regular Meeting

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 13, 2017**
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11. MAYOR'S REPORT

Mayor Weston listed the events she's attended: several ribbon cuttings, Indonesian Festival, a Government Affairs Meeting hosted by the Greater Dover Chamber of Commerce, and a DBIDA meeting.

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

Vote: 8/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. 79-E APPLICATION REVIEW 104 WASH STREET, LLC SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Assistant City Manager Parker gave an overview of the process to the Council.
Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Dover Shockwave Robotics**
- 2. RAFFLE – First Parish Church Congregational, United Church of Christ**
- 3. RAFFLE – Woodman Museum –Antique Car Show**
- 4. RAFFLE – Woodman Museum – Voices from the Cemetery**
- 5. RAFFLE – Woodman Museum – Veterans Day at the Woodman**
- 6. RAFFLE – Woodman Museum – Victorian Celebration**
- 7. ROAD RACE – Dover High School Unified**
- 8. TAG – Dover Little Green Cheerleading**
- 9. SETTING VOTING HOURS FOR OCTOBER 24, 2017 SPECIAL ELECTION FOR DISTRICT 13 AND THE NOVEMBER 7, 2017 MUNICIPAL ELECTION
SPONSORED BY MAYOR WESTON BY REQUEST**
- ~~10. OPERATING RULES FOR HERITAGE COMMISSION
SPONSORED BY COUNCILOR SHANAHAN~~**

Pulled from agenda.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
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11. RAFFLE/TAG – Seacoast Swimming Association

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 Shanahan.

Councilor Shanahan moved to add a verbal report on the Arts Commission.

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

Deputy Mayor Carrier moved to pull the Appointments Committee Report and the Joint Building Committee – Dover High School and Regional CTC Report.

Councilor Shanahan pulled the Arts Commission Report.

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

Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and made the following recommendations for appointment:

Serena Duckrow Fonda – Arts Commission Alternate Member

Zachary Koehler – Energy Commission Regular Member

Periklis Karoutas – Parking Commission Regular Member

Heather Twombly – Recreation Advisory Board Alternate Member

Anthony Sillitta – Zoning Board of Adjustment Alternate Member

Deputy Mayor Carrier moved for their acceptance; seconded by Councilor Ciotti.

Vote: 8/0.

George Reagan – alternate to regular on Zoning Board of Adjustment

Aaron Wozmak – alternate to regular on Recreation Advisory Board

Deputy Mayor Carrier moved for their acceptance; seconded by Councilor Ciotti.

Vote: 8/0.

Deputy Mayor Carrier listed the current openings on Boards and Commissions.

Deputy Mayor Carrier and Councilor Greenshields gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Ciotti.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
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Meeting Time: **7:00 pm**

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

B. RESOLUTIONS

1. RESTORATION OF MERGED LOTS (57 FOREST STREET)
SPONSORED BY MAYOR WESTON BY REQUEST

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

2. FISCAL YEAR 2018 BUDGET AMENDMENT – RESCIND TRANSFER TO TIP CAPITAL RESERVE AND REDUCTION OF HIGHWAY BLOCK GRANT AID REVENUE (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 27, 2017, FOLLOWED BY COUNCIL VOTE, ALSO TO TAKE PLACE ON SEPTEMBER 27, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on September 27, 2017; seconded by Councilor Ciotti.
Vote: 8/0.

3. ACCEPTANCE OF ADDITIONAL STATE HIGHWAY BLOCK GRANT FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 27, 2017, FOLLOWED BY COUNCIL VOTE, ALSO TO TAKE PLACE ON SEPTEMBER 27, 2017)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on September 27, 2017; seconded by Councilor Gasses.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 152 STREETS AND SIDEWALKS (TO BE REFERRED TO A PUBLIC HEARING ON SEPTEMBER 27, 2017, FOLLOWED BY COUNCIL VOTE, ALSO TO TAKE PLACE ON SEPTEMBER 27, 2017)
SPONSORED BY COUNCILOR CIOTTI

Deputy Mayor Carrier moved to refer to a public hearing on September 27, 2017; seconded by Councilor Ciotti.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
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14. COUNCIL CORRESPONDENCE

A. Letter from Comcast, dated 8/30/2017.

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor O'Connor.
Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor O'Connor read an article from Foster's Daily Democrat regarding Somerworth's Resolution to help immigrants. He said it is about respect, human compassion, and doing the right thing.

Deputy Mayor Carrier agreed wholeheartedly on Councilor O'Connor's comments.
Councilor Shanahan also made comments about the children who are being impacted by this. He told people to contact your legislature to fix this issue.

Mayor Weston said she will be holding a Coffee with the Superintendent and Mayor session on Saturday at the McConnell Center.

16. ADJOURNMENT

Councilor Greenshields moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2017.09.13 – 006**
Ordinance Title: Streets and Sidewalks
Chapter: 152
Sections: All

The City of Dover Ordains:

1. PURPOSE

The purpose of this Ordinance is to eliminate the current Chapter 152 of the Code of the City of Dover entitled “Streets and Sidewalks” in its entirety and to substitute Chapter 152 entitled “Sidewalks and Highways”.

2. AMENDMENT

To remove the current Chapter 152 as follows:

~~STREETS AND SIDEWALKS~~

~~CHAPTER 152~~

~~PART 1~~

~~Construction Specifications~~

~~STREETS AND SIDEWALKS~~

~~ARTICLE I~~

~~STREETS; WATERS MAINS; SEWERS~~

~~152-1. — Applicability.~~

~~152-2. — Administration.~~

~~152-3. — Reserved (formerly Appeal.)~~

~~PART 2~~

~~Maintenance Procedures; Hazards~~

~~ARTICLE II~~

~~STREET EXCAVATIONS; MAINTENANCE OF~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2017.09.13 – 006**
Ordinance Title: Streets and Sidewalks
Chapter: 152
Sections: All

~~CURBS AND SIDEWALKS~~

~~152-4. Excavations and Obstructions.~~

~~152-5. Scheduling of Work; Construction Requirements; Inspections; Violations and Penalties.~~

~~ARTICLE III~~

~~WAIVER OF PROVISIONS~~

~~152-6. Application; Denial; Appeal. (formerly Article III-A; formerly Article III Specific Areas of Five-Year Prohibition formerly 152-6 Fee Required; Designation of Area)~~

~~ARTICLE IV~~

~~INDEMNIFICATION~~

~~152-7. Deposit Required; Bonding.~~

~~ARTICLE V~~

~~WELLS, CELLARS, CISTERN DRAINS~~

~~152-8. Excavation Standards.~~

~~152-9. Violations and Penalties.~~

~~ARTICLE VI~~

~~STREET NUMBERING~~

~~152-10. Powers of Building Official.~~

~~152-11. Violations and Penalties.~~

~~ARTICLE VII~~

~~MOVING OF BUILDINGS~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2017.09.13 – 006**
Ordinance Title: **Streets and Sidewalks**
Chapter: **152**
Sections: **All**

~~152-12. — Permit Required.~~

~~152-13. — Violations and Penalties.~~

~~ARTICLE VIII~~

~~MARQUESS, SIGNS AND AWNINGS~~

~~152-14. — Maintenance Standards.~~

~~152-15. Violations and Penalties.~~

~~ARTICLE IX~~

~~PUBLIC DISPLAY OF GOODS AND WARES~~

~~152-16. — Sidewalk Displays.~~

~~152-17. — Violations and Penalties.~~

~~ARTICLE X~~

~~FALLING ICE AND SNOW~~

~~152-18. — Pedestrian Protection.~~

~~152-19. — Violations and Penalties.~~

~~ARTICLE XI~~

~~LIQUIDS ON STREETS AND SIDEWALKS~~

~~152-20. — Interference with Vehicular or Pedestrian Traffic.~~

~~152-21. — Violations and Penalties.~~

~~PART 3~~

Sidewalks



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2017.09.13 – 006**
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Chapter: **152**
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~~ARTICLE XII~~

~~CONSTRUCTION STANDARDS~~

- ~~152-22. — Grade Established.~~**
- ~~152-23. — Construction Location and Type.~~**
- ~~152-24. — Maintenance and Report.~~**
- ~~152-25. — Extensions and Improvements Limited.~~**

~~ARTICLE XIII~~

~~SIDEWALK OBSTRUCTION~~

- ~~152-26. — Definitions.~~**
- ~~152-27. — Certain Public Way Obstructions Prohibited.~~**
- ~~152-28. — Licensing of Location News Rack Limited Exception.~~**
- ~~152-29. — Standards for Installation, Maintenance and Operation.~~**
- ~~152-30. — Public Way Obstruction Identification Required.~~**
- ~~152-31. — Hold Harmless and Insurance.~~**
- ~~152-32. — Removal of News Rack or Public Way Obstruction.~~**
- ~~152-33. — Severability.~~**
- ~~152-34. — Injunction.~~**



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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~~152-35. — Damage to Public Way Obstructions.~~

~~152-36. — Penalty.~~

~~[HISTORY: Adopted by the City Council on 12-14-77¹; Multiple revisions 10-14-2010 by Ord. No. 2010.09.23-24; Amendments noted where applicable.]~~

PART I

~~Construction Specifications~~

~~ARTICLE I~~

~~STREETS; WATER MAINS, SEWERS~~

~~152-1. Applicability.~~

~~The construction of streets, water mains, storm and sanitary sewers and other related physical improvements shall be governed by the construction specifications contained in Articles VII and VIII of Chapter 155, Subdivision of Land.~~

~~152-2. Administration.~~

~~This Article shall be administered by the Director of Community Services.~~

~~152-3. Reserved. (formerly Appeal. [Repealed 10-14-2009 Ord. No. 2009.09.23-24])~~

PART 2

~~Maintenance Procedures; Hazards~~

~~ARTICLE II~~

~~STREET EXCAVATIONS; MAINTENANCE OF~~

¹ Editor's Notes: Provisions of this Code derived of the former code adopted on 12-14-77; Part 1 derived from Ch. 38 of the former Code, Part 2 are derived from Ch. 39 of the former Code, Part 3 are derived from Ch. 40 of the former Code.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2017.09.13 – 006**
Ordinance Title: Streets and Sidewalks
Chapter: 152
Sections: All

CURBS AND SIDEWALKS

152-4. Excavations and Obstructions.

~~No person, firm or corporation or any agent or servant thereof shall excavate, obstruct or in any way encumber, including working within manholes and catch basins, any street, sidewalk or other city owned property or right of way in the City of Dover without first having obtained a written license to do so from the City Engineer or Director of Community Services of said city, except where such licensing power is particularly vested in the City Council. Each and every such licensee shall coordinate each request to excavate, obstruct or encumber with the City Engineer, Director of Community Services, Police Department, Superintendent of Community Services, , gas company, Fire Department, telephone companies and Public Service of New Hampshire as required by the City Engineer and as specified on a form issued by the Community Services Department. Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00) for each violation.~~

152-5. Scheduling of Work; Construction Requirements; Inspections; Violations and Penalties.

- ~~A. The Director of Community Services shall specify the time and date for the work, which work may be required at night time, Saturdays, Sundays or holidays. Scheduling will be such as to not unreasonably interfere with traffic. Except for emergencies as may be deemed essential by Community Services Director, no person, firm or corporation or any agent or servant thereof shall excavate, obstruct or in any way encumber any street or sidewalk in the City of Dover between the 15th of November and the 15th of April. [Amended on 2-29-80 by Ord. No. 4-80; Amended on 12-21-88 by Ord. No. 31-88]~~
- ~~B. The Community Services Director may require the licensee to provide a police officer at the expense of the licensee. The licensee shall erect and maintain suitable barricades with flashers or lanterns so long as public safety and convenience requires. The licensee must provide a safe and convenient pedestrian way to the satisfaction of the City Engineer. The licensee is required to use materials, do the work, backfill and replace pavement in accordance with city standards as specified by the City Engineer~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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Ordinance Number: **O – 2017.09.13 – 006**
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Chapter: 152
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~~or Community Services Director. The City Engineer or his designee shall inspect the site prior to the commencement of backfill, during the backfill operation, prior to the commencement of paving and during the paving operation. It shall be the responsibility of the licensee to arrange for these inspections during normal working hours, and he shall provide a twenty-four hour notice. [Amended 2-29-80 by Ord. No. 4-80]~~

~~C. The repair of sidewalks shall be accomplished using the same material as the rest of the sidewalk, and no ragged joints will be allowed. The licensee is required to keep the work in good repair for a period of one (1) year. The licensee, failing so to do after written notice from the City Engineer or Community Services Director, shall be liable for the cost of any required repairs.~~

~~D. Any person, persons, firm, or corporation violating any of the provisions of this section shall be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00) for each violation after written notice from the City Engineer or Community Services Director.~~

ARTICLE III

~~WAIVER OF PROVISIONS~~

~~[Added 1-12-83 by Ord. No. 1-83]~~

~~(formerly SPECIFIC AREAS OF FIVE-YEAR PROHIBITION; 152-6 Reserved (formerly Fee required; Designation of area.) [Added on 10-14-81 by Ord. No. 17-81; Amended on 4-9-86 by Ord. No. 5-86; Amended on 9-28-88 by Ord. No. 17-88; Amended on 12-6-89 by Ord. No. 27-89; Amended on 03-06-91 by Ord. No. 07-91. ; Repealed 10-14-2009 by Ord. No. 2009.09.23-24])~~

~~152-6. Application; Denial; Appeal.~~

~~A. Any person, firm or corporation desirous of excavating, obstructing or in any way encumbering a street or sidewalk in the City of Dover between the 15th of November and the 15th of April must apply in writing for the right to do so to the Community~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

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~~Services Director pursuant to the terms of 152-5 of this Chapter. {Amended on 12-21-88 by Ord. No. 31-88}~~

~~B. In the event that said application is denied pursuant to the terms of 152-5, the applicant may appeal said denial in writing to the City Council.~~

~~C. The City Council, upon receipt of such an appeal, shall, within thirty (30) days, act on said appeal giving due consideration to the following factors:~~

~~(1) Any potential adverse impact that granting the appeal would have upon the public — safety and welfare.~~

~~(2) Any undue hardship that denial of the appeal would have upon the applicant.~~

~~D. The City Council shall promptly notify the applicant in writing of its decision to grant or deny the appeal citing the reasons for its decision.~~

ARTICLE IV

INDEMNIFICATION

~~152-7. Deposit Required; Bonding.~~ ~~{Amended on 4-9-86 by Ord. No. 4-86; Amended on 04-19-95 by Ord. No. 02-95}~~

~~Whenever the Community Services Department shall grant any person, firm or corporation permission to excavate in any street, sidewalk or other city owned property, in granting such permission, it shall require the requesting party to furnish a deposit to the City of Dover in the amount set forth in the schedule of fees adopted by the City Council.~~

~~ARTICLE V~~

~~WELLS, CELLARS, CISTERN DRAINS~~

~~152-8. Excavation Standards.~~

~~If any person shall dig or sink or cause to be dug or sunk, or leave uncovered any well, cellar, cistern drain or other cavity in the ground near to or adjoining any street, lane, alley or~~



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~~sidewalk in the city, he shall erect a railing or fence on or near the line of such street, lane, alley or sidewalk sufficient to guard and protect travelers and passengers from falling into such well, cellar, cistern, drain or other cavity in the ground or being injured thereby, to the satisfaction of the Building Inspector, and this railing or fence shall be maintained until the Building Inspector grants written permission for its removal.~~

~~152-9. Violations and Penalties.~~

~~Any person, persons, firm or corporation violating any of the provisions of this Article shall be fined not more than twenty dollars (\$20.00) for each day such violation shall continue after written notice from the Building Official.~~

ARTICLE VI

STREET NUMBERING

~~152-10. Powers of Building Official~~ ~~[Amended on 04-19-95 by Ord. No. 03-95; Amended 10-14-2009 by Ord. No. 2009.09.23-24]~~ The Building Official may order the buildings on any street to be numbered or may order any street to be renumbered and shall then require the number by him designated for each building to be affixed thereto or inscribed thereon. He shall, upon application in writing, designate the number or numbers required for any building that may hereafter be erected or any building to which numbers have not previously been assigned if, in his judgment, such action is necessary.

~~A. The numbers shall be designated in such a manner so that a number will be assigned or reassigned to every fifty (50) feet of street frontage.~~

~~B. The street numbers, assigned or reassigned, shall be attached to the building in such a manner and in such a place as to be easily seen from the street. Furthermore, such numbers shall be placed in such a location so that it can be illuminated, if necessary, to ensure rapid location by police, fire or other emergency personnel during hours of darkness. Buildings located in rural type locations, or located in such a manner that the above requirement is inappropriate, shall be identified at the intersection of the entryway to the building and the public right of way, and the number shall be of sufficient size to be easily seen by the operator of a vehicle approaching said entryway.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

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~~152-11. Violations and Penalties.~~

~~Any owner or occupant of a building who, more than fifteen (15) days after receiving written notice, neglects or refuses to affix to or inscribe on said building the street number lawfully designated therefor or retain thereon, a street number other than the one (1) so designated shall be fined not more than ten dollars (\$10.00) for each day such violation shall continue after written notice from the Building Official.~~

~~ARTICLE VII~~

~~MOVING OF BUILDINGS~~

~~152-12. Permit Required.~~

~~No person shall move or assist in moving any house, shop or other building through any street, lane or alley or over any bridge in this city without first having obtained a permit issued jointly by the Building Official, Chief of Police and Community Services Director. Said person shall comply in all respects with the conditions of the permit.~~

~~152-13. Violations and Penalties.~~

~~Upon the finding of any person, persons, firm or corporation violating any of the provisions of this Article, he shall be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00).~~

~~ARTICLE VIII~~

~~MARQUEES, SIGNS AND AWNINGS~~

~~152-14. Maintenance Standards.~~

~~No person shall establish or maintain any marquee, sign or awning before or on or attached to his place of business, house or tenement over any part of any sidewalk, unless the same is safely fixed and supported so as in no way to impede, hinder or endanger pedestrians. The lowest part of such sign or awning shall be at least eight (8) feet above the sidewalk, and lowest of any marquee shall be at least ten (10) feet above the sidewalk; nor shall any person hang, affix or fasten or place or allow to remain upon the outer edge of any sidewalk any sign or showcase whatever or display any goods, merchandise or samples of any business calling, trade,~~



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~~art or craft, so as to obstruct the free passage and view from the street to sidewalk or from the sidewalk to street.~~

~~152-15. Violations and Penalties.~~

~~Any person, firm or corporation violating any of the provisions of this Article shall be fined not more than ten dollars (\$10.00) for each day such violation shall continue after written notice from the Building Official.~~

~~ARTICLE IX~~

~~PUBLIC DISPLAY OF GOODS AND WARES~~

~~152-16. Sidewalk Displays.~~

~~It shall be unlawful for any person, persons, firm or corporation maintaining an establishment in the City of Dover to maintain and/or display goods, wares, racks, counters or other objects in front of its place of business, on the sidewalk beyond a distance of two (2) feet six (6) inches from the building of said establishment, except for city wide sidewalk sales.~~

~~152-17. Violations and Penalties.~~

~~Any person, persons, firm or corporation violating any of the provisions of this Article shall be fined not more than twenty five dollars (\$25.00).~~

~~ARTICLE X~~

~~FALLING ICE AND SNOW~~

~~152-18. Pedestrian Protection.~~

~~The roofs of all buildings located on or near the line of a street shall be protected by railing or guards of sufficient height and strength to prevent the falling of ice and snow from such roofs to the sidewalks of such streets. The owner of such a building shall be responsible for the adequacy of such railings or guards.~~

~~152-19. Violations and Penalties.~~



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~~Any person, persons, firm or corporation violating any provisions of this Article shall be fined not more than twenty dollars (\$20.00) for each day such violation shall continue after written notice from the Building Inspector.~~

ARTICLE XI

~~LIQUIDS ON STREETS AND SIDEWALKS~~

~~152-20. Interference with Vehicular or Pedestrian Traffic.~~

~~No person shall deposit or cause to be deposited, including but not limited to deposits from roof and/or foundation drains, any liquid from private property in or upon any street, sidewalk or city owned land in the City of Dover in such a manner so as to cause a condition hazardous to pedestrian movements or to the normal and reasonable flow of motor vehicular traffic.~~

~~152-21. Violations and Penalties.~~

~~Any person, persons, firm or corporation violating this Article shall be fined not more than twenty dollars (\$20.00) for each day such violation shall continue after written notice from the City Engineer or Director of Community Services.~~

PART 3

Sidewalks

~~ARTICLE XII~~

~~CONSTRUCTION STANDARDS~~

~~152-22. Grade Established.~~

~~All sidewalks hereafter constructed or relaid within the limits of the City of Dover shall conform to the established grade of the highways, and all such construction shall be under the immediate supervision of the Director of Community Services.~~



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~~152-23. Construction Location and Type.~~

~~The City Council shall have the final determination of the location and type of construction of all new sidewalks within the City of Dover. The actual construction of such sidewalks shall be under the direction of the Director of Community Services, and only funds so specified by the City Council may be used for this purpose.~~

~~152-24. Maintenance and Repair.~~

~~Existing sidewalks shall be repaired and maintained under the direction of the Director of Community Services with such funds as shall be appropriated by the City Council for such purpose.~~

~~152-25. Extensions and Improvements Limited.~~

~~The provisions of this Chapter shall not obligate the Director of Community Services to assume liabilities for sidewalk extension or improvement, in excess of the sum provided for such purpose by the City Council.~~

ARTICLE XIII

SIDEWALK OBSTRUCTIONS

~~{Added 02-24-2010 by Ord. No. 2010.02.10-3; Amended 07-14-2010 by Ord. No. 2010.07.14-24}~~

~~152-26. Definitions.~~

As used in this Chapter the following terms mean:

~~NEWSPAPER OR NEWS PERIODICAL~~ ~~A daily or weekly publication containing all of the following: current news, editorials, feature articles and advertising.~~

~~NEWS RACK~~ ~~Any self-service or coin-operated box, container, storage unit or other dispenser installed, used, or maintained for the display and sale of Newspapers or News Periodicals.~~

~~PUBLIC WAY OBSTRUCTION~~ ~~Any object, not including sandwich board signs governed by the provisions of Chapter 170-32 which in any way obstructs the free passage of pedestrians, wheelchairs or vehicles on the streets, sidewalks, or roadways.~~



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~~152-27. Certain Public Way Obstructions Prohibited.~~

- ~~A. No person shall install, use, attach or maintain any Public Way Obstruction which projects onto, into, or over any part of the roadway of any public street.~~
- ~~B. No person shall install, use, attach or maintain any Public Way Obstruction which, in whole or in part, rests upon, in, or over any public sidewalk, when such installation, use or maintenance results in one or more of the following:~~
- ~~(1) Endangers the safety of persons or property, or~~
 - ~~(2) When such site or location is used for public utility purposes, public transportation purposes or other governmental use, or~~
 - ~~(3) When such public way obstruction unreasonably interferes with, or impedes the flow of, pedestrian or vehicular traffic, including any legally parked or stopped vehicle, the ingress into or egress from any residence or place of business, or the use of poles, posts, traffic signs or signals, hydrants, mailboxes, or other objects permitted at or near said location.~~

~~152-28. Licensing of Location — News Rack Limited Exception.~~

- ~~A. No person shall install or maintain any Public Way Obstruction which, in whole or in part, rests upon, in or over any public sidewalk, except News Racks, without first applying for and obtaining a license from the Dover Licensing Board (See Chapter 35 Licensing Board). The license application shall include the following:~~
- ~~(1) The physical dimensions of the public way obstruction;~~
 - ~~(2) The name, address and telephone number of the person or company responsible — for the obstruction;~~
 - ~~(3) A diagram showing the location of the obstruction and the dimensions of the — sidewalk upon which it is to be located.~~



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~~B. News Racks shall require the submission of a license application, but the license shall be granted by the City Clerk on a ministerial basis without the requirement of Licensing Board approval. News Racks must comply with the remaining provisions of this ordinance.~~

~~C. The Licensing Board (see Chapter 35) may waive licensing requirements for applicants who plan to temporarily maintain a public way obstruction for the purpose of public expression of views and/or non-commercial objects such as cigarette disposal containers or complimentary non-business related seating or similar related activities. [Added 07-14-2010 by Ord. No. 2010.07.14-11]~~

~~152-29. Standards for Installation, Maintenance and Operation.~~

~~Any public way obstruction which, in whole or in part, rests upon, in, or over any public sidewalk or parkway shall comply with the following standards:~~

~~A. No Public Way Obstruction shall be placed, installed, used or maintained in any location whereby the clear space for the passageway of pedestrians is reduced to less than forty (40) inches; or would otherwise interfere with the free passage of a wheelchair. [Amended 07-14-2010 by Ord. No. 2010.07.14-11]~~

~~B. Every Public Way Obstruction shall be maintained in compliance with any conditions attached to the issuance of the license.~~

~~152-30. Public Way Obstruction Identification Required.~~

~~Every person, or other entity, which places or maintains a Public Way Obstruction on the streets of the City including News Racks shall have his/her, or its name, address and telephone number displayed in a place where such information may be easily seen.~~

~~—— A. Public Way Obstructions shall be licensed individually by location.~~

~~B. The City shall issue a proof of license to be displayed to the public by the licensee in
—— a prominent location.~~



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~~C. Fees for licenses for Public Way Obstructions shall be adopted by the City Council on an annual basis, for each table, chair, or other Public Way Obstruction except that there shall be no fee for a News Rack license.~~

~~D. All licenses must be renewed annually prior to July 1st.~~

~~E. Unlicensed News Racks or public way obstructions will be considered abandoned and subject to removal without notice.~~

~~F. All licenses are non-transferable.~~

~~G. Members of the public shall be permitted to use outdoor seating and tables installed
—by licensees irrespective of whether there is a purchase of products or services from
—the licensee.~~

~~H. A License shall only be issued for locations in front of, or on the side of, businesses or
—properties owned by the licensee.~~

~~152-31. Hold Harmless and Insurance.~~

~~Every person or other entity which places or maintains a public way obstruction on a public sidewalk, parkway, roadway or street in the City shall file a written statement with the City Clerk satisfactory to the General Legal Counsel, whereby he/she, or it agrees to indemnify and hold harmless the City, its officers, City Council Members and employees, from any loss or liability or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, or maintenance of the public way obstruction within the City. A Certificate of Insurance in a form approved by the General Legal Counsel indicating no less than one million dollars (\$1,000,000.00) in general liability insurance coverage and naming the City as an additional insured shall be maintained on file with the City Clerk by each such person or entity.~~

~~152-32. Removal of News Rack or Public Way Obstruction.~~

~~The City Manager or his/her designee shall remove any Public Way Obstruction placed on any street, sidewalk, parkway or roadway in violation of this Chapter.~~



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~~152-33. Severability.~~

~~The provisions of this Chapter are severable. If any provision of this Chapter or its application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Chapter which can be given effect without the invalid provisions or application.~~

~~152-34. Injunction.~~

~~Any violation of this Chapter is hereby declared to be a nuisance. In addition to any other relief provided by this ordinance, the City may apply to a Court of competent jurisdiction for an injunction to prohibit the continuation of any violation of this Chapter. Such application for relief may include seeking a temporary restraining order, preliminary injunction and permanent injunction.~~

~~152-35. Damage to Public Way Obstructions.~~

~~Any damage to Public Way Obstructions, whether or not properly licensed, by any cause whatsoever, including snowplowing and removal, will be at the sole expense of the owner.~~

~~152-36. Penalty.~~

~~Any person, firm or corporation violating any provision of this ordinance shall be fined one hundred dollars (\$100.00) for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.~~

3. AMENDMENT

To add the following language in substitution as follows:

SIDEWALKS AND HIGHWAYS

CHAPTER 152

152-1. Purpose.

152-2. Definitions.



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ARTICLE I

152-3. Requests for New Streets; City Acceptance of Streets.

152-4. Street Names.

152-5. Unauthorized Street Names and Signs.

152-6. Street Numbers.

ARTICLE II

152-7. Construction of Sidewalks.

152-8. Permit Required to Work in the Right-of-Way.

152-9. Permit Required to Obstruct or Encumber a Public Road.

152-10. Railings, Fences, and Traffic/Pedestrian Controls.

152-11. Permit for Driveways.

152-12. Permission to Erect Entrances to Structures.

152-13. Uncovered Cellars, Drains, and Other Cavities.

152-14. Marquees, Signs, Awnings, and Other Intrusions into the Right-of-Way.

152-15. Permit Required to Move Buildings Through Streets.

152-16. Snow, Ice, and Liquids on Streets and Sidewalks.

152-17. Right-of-Way Protection.

152-18. Selling Merchandise on Streets or Sidewalks.

152-19. Vehicles Selling Consumable Merchandise.



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152-20. Sidewalk Seating.

152-21. Permit Required for the Installation of Monitoring Wells on City Property or in a Public Road.

ARTICLE III

152-22. Poles, Wires, and Water & Gas Lines Subject to City License.

152-23. Quality of Materials Used and Construction Performed.

152-24. Posting Bills.

152-25. Wires Attached to Trees.

152-26. Fastening of Wires.

152-27. Removal of Wires.

152-28. Wires and Poles Passing out of Use.

152-29. Inspection of Wires.

152-30. Wires, Poles, and Fixtures Shall be Kept in a Safe Condition.

152-31. Licensed Structures to be Identified and Numbered.

ARTICLE IV

152-32. Penalties.

152-1. Purpose.

The purpose of this Chapter is the regulation of the use and occupancy of RIGHT-OF-WAYS in the interest of public safety and convenience, and the operation and protection of public infrastructure and investment. Excavation and restoration standards are required to preserve the integrity, operational safety, and functionality of the public RIGHT-OF-WAYS.



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152-2. Definitions.

The following are definitions of terms as used in this Chapter.

CITY – Dover, New Hampshire.

CITY MANAGER – The Dover City Manager, or designee.

DIG SAFE – The “Underground Facility Damage Prevention System,” also commonly known as the Dig Safe law, found at NH RSA 374:48.

DIRECTOR – The Director of the Community Services Department, or designee.

EMERGENCY – Any event which threatens public health, safety, or infrastructure.

EXCAVATE – To dig into or in any way physically disturb, penetrate, and/or remove any part of or within the RIGHT-OF-WAY.

OBSTRUCT – To place any tangible object in the RIGHT-OF-WAY so as to hinder free and open passage over any part of the RIGHT-OF-WAY for more than a momentary period of time.

OBSTRUCTION – Any tangible object in the RIGHT-OF-WAY that hinders free and open passage over any part of the RIGHT-OF-WAY for more than a momentary period of time.

PERSON – An individual or entity subject to the laws and rules of this State, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

PRIVATE ROAD – A road constructed and maintained by a private owner or owners, to be used for either public or private use which provides access to a PUBLIC ROAD and which may service three (3) or four (4) adjacent parcels of land constructed in accordance with the provisions of Chapter 155.

PUBLIC ROAD - Any public highway as defined in RSA 229:1.

RIGHT-OF-WAY – The area on, below, above, or adjacent to the PUBLIC ROAD, highway, street, cart way, bicycle lane, or public sidewalk in which the CITY has a



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property or viatic interest by which it permits, or may permit, the public to use, occupy, and/or pass and repass.

UTILITY – A public or private utility, as defined in RSA 362:2, as it may be hereinafter amended.

ARTICLE I

152-3. Requests for New Streets; City Acceptance of Streets.

- A. All requests for new streets within the CITY shall be referred to the Planning Board for a report and recommendation.
- B. The City Council may, at its discretion, accept any street dedicated for CITY ownership that has been constructed to CITY standards consistent with Article VII and VIII of Chapter 155. The City Council may refuse to accept any dedicated street for any reason including, but not limited to, a street in which easements, UTILITY or otherwise, have been granted to third parties prior to CITY acceptance, a street which has not been constructed to CITY standards, or a street which has not been constructed consistent with Planning Board conditions of approval.
- C. The DIRECTOR is authorized to establish and publish rules, regulations, and procedures including general construction requirements related to the standards for construction of CITY streets and sidewalks, including, but not limited to the placement of utilities in the RIGHT-OF-WAY. These rules, regulations, and procedures shall be subject to review and approval by the CITY MANAGER, and a copy shall be filed with the City Clerk.

152-4. Street Names.

- A. Any new PUBLIC ROAD or PRIVATE ROAD, with four (4) or more lots fronted on the PUBLIC ROAD or PRIVATE ROAD, shall be assigned a street name pursuant to Subsection B.
- B. Any new street name, public or private, shall be approved and assigned in writing by the Building Official following consultation with the Police Chief and Fire Chief.
- C. Any new PUBLIC ROAD or PRIVATE ROAD assigned a street name pursuant to Subsections A and B shall have a street name sign at any entrance to the street, which



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conforms to the CITY street name sign guidelines as prepared by the Community Services Department. The owner(s) of any PRIVATE ROAD shall be responsible for maintaining all street name signs on such road.

152-5. Unauthorized Street Names and Signs.

- A. No PERSON shall erect, post, or display any sign within twenty (20) feet of a public RIGHT-OF-WAY which purports to be, or may be mistaken to be, a street name sign unless the street name has been reviewed and approved pursuant to Section 152-4. The cost and responsibility of erecting such a sign shall be that of the party applying to the Building Official for approval. The approved sign shall conform to the CITY street name sign guidelines as prepared by the Community Services Department. Any PRIVATE ROAD sign shall clearly denote its status as a PRIVATE ROAD.
- B. No PUBLIC ROAD or PRIVATE ROAD shall be named with a name that is the same as or similar to that of an existing PUBLIC ROAD or PRIVATE ROAD within Dover. If a PUBLIC ROAD or PRIVATE ROAD is so named, the CITY MANAGER may petition the City Council to order the name to be changed. Upon receipt of the CITY MANAGER's petition, the City Council shall hold a public hearing to determine if there are public safety reasons to order the name of the PUBLIC ROAD or PRIVATE ROAD to be changed. The City Clerk shall give notice of the public hearing to the owners of all property abutting the PUBLIC ROAD or PRIVATE ROAD that is the subject of the hearing. Notice shall be given by certified mail, mailed to the owners at least ten (10) days prior to the hearing. If after the hearing the City Council determines that it is in the interest of public safety that the name be changed, it shall declare the name to be a public nuisance and order it changed. The City Attorney is authorized to initiate any court proceedings necessary to enforce the order.

152-6. Street Numbers.

The Building Official may order the buildings on any PUBLIC ROAD or PRIVATE ROAD to be numbered or may order any such buildings to be renumbered and shall then require the number designated for each building to be affixed thereto or inscribed thereon. The Building Official shall, upon application in writing, designate the number or numbers required for any building that may hereafter be erected or any building to which numbers have not previously been assigned if, in his/her judgment, such action is necessary. Prior to finalizing the Building Official's designation, the Planning Board shall hold a public hearing with at least ten (10) days' notice, posted in at least two (2) public places within the CITY, by publication in a newspaper in circulation in the CITY, and by first class mail to all owners of property being numbered or



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renumbered, as indicated by CITY records. No public hearing shall be required where said property owner(s) voluntarily consent to the numbering or renumbering by the Building Official.

- A. The numbers shall be designated in such a manner so that a number will be assigned or reassigned to every fifty (50) feet of street frontage.
- B. The street numbers, assigned or reassigned, shall be attached to the building in such a manner and in such a place as to be easily seen from the PUBLIC ROAD or PRIVATE ROAD. Furthermore, such numbers shall be placed in a location so that they can be seen from the PUBLIC ROAD or PRIVATE ROAD, if necessary, to ensure rapid location by police, fire or other EMERGENCY personnel during hours of darkness. Buildings located in rural-type locations, or located in such a manner that the above requirement is inappropriate, shall be identified at the intersection of the entryway to the property the building is on and the PUBLIC ROAD or PRIVATE ROAD, and the number shall be of sufficient size to be easily seen by the operator of a vehicle approaching said entryway.

ARTICLE II

152-7. Construction of Sidewalks.

- A. All sidewalks in the CITY shall be of the width and slope, and laid upon the grade, established by the DIRECTOR, shall be true to the required cross sections, even, free from hollows, tears, gouges, corrugations, or other irregularities, and constructed under the supervision of the City Engineer.
- B. The DIRECTOR is authorized to establish and publish rules, regulations, and procedures including general construction requirements related to the standards for construction of CITY sidewalks. These rules, regulations, and procedures shall be subject to review and approval by the CITY MANAGER, and a copy shall be filed with the City Clerk.

152-8. Permit Required to Work in the Right-of-Way.

- A. No PERSON shall grade, fill, disturb, EXCAVATE, or open the ground or pavement in any PUBLIC ROAD, or sidewalk within a CITY RIGHT-OF-WAY, or on CITY property, without first obtaining a written permit of authorization. Such permit shall be issued by the Community Services Department on an application form provided by the Department.



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B. All applications for a permit pursuant to Subsection A shall include for each permit applied for, the application fee(s) and street/sidewalk damage fee(s) listed in the CITY's annual Schedule of Fees adopted by the City Council. The DIRECTOR, at his/her discretion, may waive the street/sidewalk damage fee(s) if the CITY has scheduled the PUBLIC ROAD or sidewalk to be reconstructed within one (1) year of the permit application date. The Dover Utilities Commission shall establish a process for waiver of the street/sidewalk damage fee(s) in the case of a demonstrated financial hardship.

C. Protection of streets.

(1) In an effort to protect the CITY's investment in its infrastructure, excavations in newly constructed, reconstructed, rehabilitated, or overlaid pavements within PUBLIC ROADS, the public RIGHT-OF-WAY, or on CITY property, are prohibited for five (5) years after the effective date of notice of completion or acceptance of the new, reconstructed, rehabilitated, or overlaid improvements except as follows:

- (a) Excavations to remedy a public EMERGENCY or a situation that creates an imminent threat to the public safety, health, or welfare.
- (b) Repair or modification to prevent interruption of essential UTILITY services where no reasonable alternatives are available to avoid excavation in new pavements.
- (c) Relocation work that is mandated by State or Federal legislation.
- (d) UTILITY services for new buildings or parcels without existing UTILITY services where no other reasonable means of providing service exists, as determined by the City Engineer.
- (e) Excavations within protected streets where the CITY has scheduled the reconstruction within one (1) year due to the failure of the original pavement.
- (f) Other situations deemed by the CITY MANAGER to be in the best interest of the general public.

(2) In all of the above exceptions, although a permit will not be denied, the applicant will be responsible for paying a pavement life reduction factor. The



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pavement life reduction factor may be waived by the DIRECTOR, at his/her discretion, if the applicant agrees to perform a full roadway width re-pavement (edge of pavement to edge of pavement) of the impacted area, consistent with the rules, regulations, and procedures established by the DIRECTOR. The pavement life reduction factor will be assessed to the street damage fee(s) as follows:

- (a) Street pavement less than two (2) years old: Three (3) times the street damage fee.
- (b) Street pavement from two (2) years to five (5) years old: Two (2) times the street damage fee.

D. Within six (6) months of the completion of the excavation in the RIGHT-OF-WAY, the permittee shall provide the DIRECTOR with electronic copies of the as-built plans for the work performed, in a form compatible with the CITY's GIS system. The DIRECTOR may waive this requirement in writing at his/her discretion.

E. Whenever a PERSON is granted a permit to EXCAVATE in any street, sidewalk, or CITY-owned property or RIGHT-OF-WAY, prior to any work commencing, the DIRECTOR shall require the requesting party to furnish a two (2) year surety to the CITY, or a bond in favor of the CITY, in an amount sufficient to complete the project and ensure its viability for the surety period.

F. The DIRECTOR is authorized to establish and publish rules, regulations, and procedures, including general construction and paving requirements, general permit instructions related to street excavation permits, including, but not limited to, a review by DIG SAFE of the proposed work, and to prescribe the forms necessary for the management and operation of the excavation permit program under this Section. These rules, regulations, and procedures shall be subject to review and approval by the CITY MANAGER, and a copy shall be filed with the City Clerk.

152-9. Permit Required to Obstruct or Encumber a Public Road.

No PERSON shall OBSTRUCT a PUBLIC ROAD or sidewalk without a permit from the Community Services Department. All applications for a permit to OBSTRUCT a PUBLIC ROAD or sidewalk shall include for each application the fee listed in the annual Schedule of Fees adopted by the City Council. Notwithstanding the foregoing, Block Parties, Parades, and Road Toll permits may be issued by the City Council, upon the recommendation of the Police Department, subject to Chapter 35 of the Dover Code.



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152-10. Railings, Fences, and Traffic/Pedestrian Controls.

Wherever any PUBLIC ROAD, sidewalk, or other CITY property shall under any permit granted as provided in Section 152-8 or 152-9 be disturbed, dug up, obstructed, or encumbered, and thereby rendered unsafe or inconvenient for travelers, the PERSON performing such work shall put, and at all times maintain, a suitable railing, fence, or traffic/pedestrian controls around the section or parts of any PUBLIC ROAD, sidewalk, or other CITY property so disturbed, dug up, obstructed, or encumbered, so long as the same shall be or remain unsafe or inconvenient. Said PERSON shall also, within such reasonable time as the DIRECTOR shall direct, repair such PUBLIC ROAD, sidewalk, or CITY property to the acceptance of the City Engineer.

152-11. Permit for Driveways.

All applications for a permit to repair, widen, reconstruct, or construct a driveway from a residential property onto a PUBLIC ROAD shall comply with the provisions of Chapter 92 of the Dover Code. All applications for a permit to repair, widen, reconstruct, or construct a driveway from a commercial property onto a PUBLIC ROAD shall comply with the provisions of Chapter 149 of the Dover Code.

152-12. Permission to Erect Entrances to Structures.

No PERSON shall construct, erect, or maintain any stepping stone, doorstep, portico, porch, entrance, or passageway to any cellar or basement or any other structure in or upon any PUBLIC ROAD or sidewalk in the CITY, without a written license approved by the City Council. No PERSON shall suffer the platform or grate of the entrance passageway to his/her cellar or basement in any PUBLIC ROAD or sidewalk to rise above the even surface of such street or sidewalk, and every such entrance or passageway shall be kept at all times covered by suitable and substantial platform or grate, or in case it shall be kept open, it shall be guarded and protected by a sufficient railing on both sides thereof, at least three and one-half (3½) feet high, or higher if required by applicable building or safety code, and be well lighted at night.

152-13. Uncovered Cellars, Drains, and Other Cavities.

If any PERSON shall dig or sink, or cause to be dug or sunk, or have uncovered, or cause to be left uncovered, any cellar, drain, or other cavity in the ground adjoining any street or sidewalk in the CITY, he/she shall at all times erect and maintain, so long as it may be necessary for the purpose, a railing or fence on or near the line of such street or sidewalk, sufficient to guard and protect travelers and passengers from falling into such cellar, drain, or other cavity in



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the ground or being injured thereby. No PERSON shall permit or suffer his/her drain in any street or sidewalk in the CITY to be or remain open or uncovered unless it shall be enclosed by a strong and safe curb, guard or fence.

152-14. Marquees, Signs, Awnings, and Other Intrusions into the Right-of-Way.

No PERSON shall establish or maintain any marquee, sign, awning, or other structure on, or attached to, his/her place of business, house, or structure over any part of any sidewalk, unless the same is safely fixed and supported so as in no way to impede, hinder or endanger pedestrians, or impact the free passage over or across the sidewalk. The lowest part of such sign, awning, marquee, or other structure shall be at least ten (10) feet above the sidewalk; nor shall any PERSON hang, affix or fasten or place or allow to remain upon the outer edge of any sidewalk any sign or showcase whatever or display any goods, merchandise or samples of any business calling, trade, art or craft, so as to OBSTRUCT the free passage and view from the street to sidewalk or from the sidewalk to street. Any and all signs shall otherwise comply with the provisions of Chapter 170 of the Dover Code.

152-15. Permit Required to Move Buildings Through Streets.

No PERSON shall move, or assist in moving, any building, not including garden sheds, or modular and manufactured housing as defined under State law, through or over any street or over any bridge in the CITY without first having obtained a permit issued by the DIRECTOR, following consultation with the Building Official and Police Chief. Said PERSON shall comply in all respects with the conditions of the permit. Such permit shall be issued by the Community Services Department on an application provided by the Department. All applications for a permit to move a building through streets shall include for each application the fee listed in the annual Schedule of Fees adopted by the City Council.

152-16. Snow, Ice, and Liquids on Streets and Sidewalks.

- A. No PERSON shall put or place, or cause to be put or placed, any snow or ice upon the surface of the traveled portion of any street or sidewalk, nor shall such snow or ice be put or placed on a street so as to block sidewalks or hydrants.
- B. No PERSON shall push snow or ice across the traveled surface of a street or sidewalk for the purpose of snow removal from land adjoining said street or sidewalk.



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- C. No PERSON shall deposit, or cause to be deposited, including, but not limited to deposits from roof and/or foundation drains, any liquid from private property in or upon any street, sidewalk, or CITY-owned property, in such a manner so as to cause a condition hazardous to pedestrian movements and/or to the normal and reasonable flow of vehicle traffic.

152-17. Right-of-Way Protection.

- A. The roofs of all buildings located on or near the edge line of any street or sidewalk shall be protected by railings or guards of sufficient height and strength to prevent the falling of ice and snow from such roofs onto the street or sidewalk. The owner of such a building shall be responsible for the adequacy of such railings or guards.
- B. All trees or shrubs planted on private property that stand along any RIGHT-OF-WAY, the branches of which extend over any part of a street or sidewalk, shall be maintained by the owner of such private property so that such branches do not impede the safe and orderly passage of PERSONS and vehicles over the street or sidewalk, failing which the CITY may perform such maintenance consistent with the provisions of RSA Chapter 231.
- C. No fences, walls, or other structures shall be placed or constructed within the CITY RIGHT-OF-WAY, without a license for such structure provided by the City Council.
- D. No PERSON shall put, or place, or cause to be put or placed, any trash in or on any street, sidewalk, or CITY property, except as is permitted pursuant to the provisions of Chapter 97 of the Dover Code.
- E. No PERSON shall put, or place, or cause to be put or placed, in or on any street, sidewalk, or CITY property, any article or material which would be liable to cause damage to the tires or wheels of automobiles, bicycles, or any other vehicles traveling lawfully thereon.

152-18. Selling Merchandise on Streets or Sidewalks.

No PERSON shall use the street, sidewalk, or CITY property for the sale of merchandise, without first obtaining a written license for each day of such use pursuant to Chapter 133 of the Dover Code.



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152-19. Vehicles Selling Consumable Merchandise.

No cart, wagon, or other vehicle, loaded with any consumable article to be exposed for sale, shall be permitted to stand for a market on any street, sidewalk, or CITY property without first obtaining a written license for each day of such use pursuant to Chapter 133 of the Dover Code.

152-20. Sidewalk Seating.

A business that regularly and customarily sells food or drink may obtain a permit from the DIRECTOR to operate an outdoor seating area on a sidewalk within the CITY RIGHT-OF-WAY, for food prepared on premises, on the terms and conditions set out below. The permit shall specify the area to be used for outdoor seating, the furniture to be used within the outdoor seating area, and the proposed arrangement of the furniture. Permits may only permit outdoor seating between May 15th and November 15th and shall only be valid for the calendar year in which issued. Businesses wishing to serve alcohol in an outdoor seating area shall also comply with the provisions of Chapter 99-12 of the Dover Code. Such permit shall be issued by the Community Services Department on an application provided by the Department. All applications for a permit for sidewalk seating shall include for each application the fee listed in the annual Schedule of Fees adopted by the City Council.

An outdoor seating area shall meet all of the following requirements:

- A. The building in which the licensed business operates must share a common boundary line with a public sidewalk.
- B. The outdoor seating area shall not extend beyond the boundaries fronting the licensed business and shall be open and available to all individuals, not solely customers of the permittee.
- C. The outdoor seating area shall allow a minimum four (4) foot wide unobstructed pedestrian corridor at all times. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances. Furniture in an outdoor seating area may be located next to the curb, with two (2) feet clearance, and/or adjacent to the building, so long as clearances are maintained. Where existing OBSTRUCTIONS are present (such as fire hydrants), the corridor can be measured to go around these OBSTRUCTIONS.
- D. The outdoor seating area must not block access to public amenities like street furniture, trash receptacles, and way finding, or directional signs.



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- E. Furniture must be made of durable material. No plastic, or unfinished or pressure treated wood furniture is permitted.
- F. Planters or pots may be used to define the outdoor dining space but are not required.
- G. Lighting must not cause glare to pedestrians or vehicular traffic and must not be affixed to CITY trees.
- H. The outdoor seating area must be kept clean and neat, and all trash shall be properly disposed.

152-21. Permit Required for the Installation of Monitoring Wells on City Property or in a Public Road.

- A. A PERSON shall not disturb or EXCAVATE within the CITY's RIGHT-OF-WAY, or on CITY property, for the purposes of installing a groundwater monitoring well without first obtaining a written permit of authorization from the City Engineer. Monitoring well permits may be issued following submission of an application form provided by the Community Services Department. Such permit shall be issued by the Community Services Department on an application provided by the Department. All applications for a permit to install monitoring wells on CITY property shall include for each application the fee listed in the annual Schedule of Fees adopted by the City Council.
- B. The DIRECTOR is authorized to establish and publish rules, regulations, and procedures including general permit instructions and construction requirements related to groundwater monitoring well permits, and to prescribe the forms necessary for the management and operation of the monitoring well permit programs under this Section. These rules, regulations, and procedures shall be subject to review and approval by the CITY MANAGER, and a copy shall be filed with the City Clerk.

ARTICLE III

152-22. Poles, Wires, and Water & Gas Lines Subject to City License.

- A. No PERSON shall hereinafter erect, construct, put up, or maintain any pole, wire(s), terminal, or other electrical appurtenances for telephonic, telegraphic, electric power



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or electric lighting, or for any other purpose, or any water or gas lines, along, across, under or over any PUBLIC ROAD, sidewalk, or RIGHT-OF-WAY without a license having first been obtained from the CITY consistent with RSA 231:159-189, or successor statute, and no such license shall be granted except upon written application to the City Clerk stating for what purpose or purposes said pole or wire(s) are to be used. Any PERSON granted such license shall not permit other PERSONs to attach wires to such licensed poles unless such other PERSONs also obtain a license from the CITY pursuant to this Section. All licenses issued under this Section shall forever thereafter be subject to such alterations and requirements as the CITY may from time to time impose, and be further subject to revocation when, in the judgment of the CITY, the public interests will be best served thereby; and all poles, wires, terminal or other electrical appliances now in use shall be subject to the same conditions.

- B. Authority to issue the License under this Section is delegated to the CITY MANAGER pursuant to RSA 231:161, I (b).
- C. The DIRECTOR is authorized to establish and publish rules, regulations and procedures related to the standards for installation pursuant to licenses issued under this Section. These rules, regulations and procedures shall be subject to the review and approval by the CITY MANAGER, and a copy shall be filed with the City Clerk.
- D. Within six (6) months of the completion of the installation in the RIGHT-OF-WAY, the Licensee shall provide the DIRECTOR with electronic copies of the as-built plans, compatible with the CITY's GIS system, for all of the items placed/installed in the RIGHT-OF-WAY pursuant to the license granted. Failure to provide such plans within six (6) months of placement/installation shall be cause to revoke the license.

152-23. Quality of Materials Used and Construction Performed.

All construction work performed pursuant to a license granted under Section 152-22 shall be thoroughly performed in accordance with all applicable codes, and all kinds of material used shall be of the best quality obtainable, and subject to the approval of the DIRECTOR. The poles shall be sound, smooth, and straight, firmly set in the ground, and of such height, and erected at such points and in such a manner and the wires secured with such insulators, or other fixtures of fastenings, as shall preclude all danger from fire or other injury to PERSONs or property; all poles from which are suspended a wire or wires carrying more than five hundred (500) volts shall be plainly so marked. All pavements removed in the erection or removal of poles shall be properly replaced, and all removal of each for the same purpose shall be properly restored and the streets left in a condition which shall fully satisfy the DIRECTOR.



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152-24. Posting Bills.

No PERSON shall use said poles for which a license has been granted pursuant to Section 152-22 for the posting of bills or other advertising purposes or any other purpose except that for which the license was granted.

152-25. Wires Attached to Trees.

No PERSON shall, without a written permit of the Community Services Department, attach any electric wires, insulator, or any device for the holding of any wire to any tree growing or planted upon any PUBLIC ROAD, sidewalk, or RIGHT-OF-WAY of the CITY.

152-26. Fastening of Wires.

Every PERSON or corporation having any wire or wires running through a PUBLIC ROAD or RIGHT-OF-WAY pursuant to a license issued pursuant to Section 152-22, shall securely fasten such wire or wires to such pole(s), so that they shall not come lose and come into contact with any PERSON.

152-27. Removal of Wires.

Whenever in the event of a fire it may be deemed necessary by the officers of the Fire Department, to cut, break, pull down, or remove any of said wires installed pursuant to a license issued pursuant to Section 152-22, in order to extinguish or prevent the spread of a fire, or protect the safety of PERSONs, or property, such action may be taken without any liability therefor on their part or the part of the CITY, and such wires so damaged or destroyed shall be repaired and restored by the owners thereof, at their expense, without expense or cost to the CITY.

152-28. Wires and Poles Passing out of Use.

Whenever any wires or poles now in use or hereafter constructed shall pass out of use or become useless or "dead wires," so-called, the owners thereof shall within sixty (60) days take down and remove the same together with all the other fixtures belonging to said wires or poles; and in case of any refusal or neglect to comply with this provision, the CITY may forthwith revoke the license by which such wires or poles were installed.



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152-29. Inspection of Wires.

The CITY shall have the right, but not the obligation, to examine and inspect all wires, poles, conduits, and all fixtures and appliances pertaining thereto, erected upon, over, under, or along any PUBLIC ROAD, highway, sidewalk, building, common, within the limits of the CITY; and the CITY shall have full power and authority to order any and all needed repairs of such wires, poles, conduits, and other fixtures, and to further require of the owners of such wires, poles, conduits, or other fixtures to use safety and protective devices in accordance with generally accepted standards of construction for the protection of property to the public. The CITY shall also have the right, but not the obligation, from time to time, to make such inspections as may be reasonably necessary in its discretion to ascertain that said poles, wires, conduits, and other fixtures and appliances are in a safe and suitable condition; and in cases of defective or dangerous wires, poles, conduits, and other fixtures, they shall be authorized to take such immediate action with reference thereto as may be necessary for the public safety. The CITY may also require the use of guard wires wherever needed, and all construction of additional poles and wires provided for under this Section shall be under the CITY's supervision and direction.

152-30. Wires, Poles, and Fixtures Shall be Kept in a Safe Condition.

At any time when the owners of wires, poles or fixtures shall neglect to repair and keep them in a safe condition, to the satisfaction of the CITY, upon fifteen (15) days' notice to said owners, or any agent, and a hearing if requested, the CITY may order the removal forthwith of said wires, poles and fixtures; and any license previously obtained shall thereby be revoked. Nothing in this Section shall be construed as exempting the owners of said wires from frequent and careful inspection of the same by their own agents. Any inspection by a municipal officer is in addition to such inspections and is intended as supplemental to the owners' required inspection.

152-31. Licensed Structures to be Identified and Numbered.

All corporations, firms and individuals owning or having the care or control of structures erected in the streets, sidewalks, and RIGHT-OF-WAYS of the CITY, shall cause the same to be numbered in numerical order, with the initials of the corporation, firm or individual owning or having care or control of said structure.



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ARTICLE IV

152-32. Penalties.

Any PERSON who violates any provision of this Chapter shall be subject to the fines set forth in the Schedule of Fees adopted by the City Council.

4. TAKES EFFECT

This ordinance shall take effect on January 1, 2018 following passage and publication of notice as required by RSA 47:18.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Dennis Ciotti
Approved as to Legal Form and Compliance:	Anthony Blenkinsop General Legal Counsel		
Recorded by:	Karen Lavertu City Clerk		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2017.09.13 – 006**
Ordinance Title: Streets and Sidewalks
Chapter: 152
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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

This ordinance is a comprehensive rewrite of Chapter 152. The purpose of this ordinance is the regulation of the use and occupancy of right-of-ways in the interest of public safety and convenience, and the operation and protection of public infrastructure and investment. Excavation and restoration standards are required to preserve the integrity, operational safety, and functionality of the public right-of-ways.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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:
The amount of \$255,000 of unexpended bonding authorization is hereby reprogrammed from Union Street to Hanson Street project as follows:

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:
The amount of \$150,000 of unexpended Water Capital Reserve authorization is hereby reprogrammed from Union Street to Hanson Street project as follows:

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#: 12.C.1.

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: 08/23/2017	Public Hearing Date: 09/13/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.08.23 – 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#: 12.C.2.

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:
The amount of \$3,671,950.79 of unexpended bonding authorization is hereby reprogrammed from Piscataqua Road project to Spur Road project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted 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#: 12.C.2.

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: 08/23/2017	Public Hearing Date: 09/13/2017
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

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.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R –2017.09.13 – 118**
Resolution Re: **Fiscal Year 2018 Budget Amendment – Rescind
Transfer to TIP Capital Reserve and Reduce Highway
Block Grant Aid Revenue**

WHEREAS: The City Council adopted the Fiscal Year 2018 City Operating Budget on May 3, 2017 which included an appropriation of \$470,000 for Transfer into Transportation Improvements Program (TIP) Capital Reserve to be funded through additional State Highway Block Grant funds; and

WHEREAS: The NH State Legislature adopted Senate Bill 38 which has provided additional State Highway Block Grant funds to the City of Dover for Fiscal Year 2018; and

WHEREAS: On July 27, 2017 the NH Department of Revenue Administration (DRA) issued guidelines on how the additional SB38 Highway Block Grant funds are to be accepted and expended by municipalities in accordance with RSA 31-95-b as unanticipated moneys and expended as a grant under RSA 235:23 and RSA 235:25; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The appropriation of \$470,000 for Transfer into Transportation Improvements Program (TIP) Capital Reserve is hereby rescinded and Highway Block Grant Revenue is hereby reduced by \$470,000.

Account Number	Account Description	Adopted	Budget	Revised
		Budget	Adjustment	Budget
1000.1.550.49000.4918.00000.00.000.000.910	Transfer to Capital Reserves	1,541,250.00	(470,000.00)	1,071,250.00
1000.1.300.43111.3353.00000.00.000.000.R30	CS Admin - Highway Block Grant Revenue	1,026,862.00	(470,000.00)	556,862.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R –2017.09.13 – 118**
Resolution Re: **Fiscal Year 2018 Budget Amendment – Rescind
Transfer to TIP Capital Reserve and Reduce Highway
Block Grant Aid Revenue**

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#: 12.C.3.

Resolution Number: **R –2017.09.13 – 118**
Resolution Re: **Fiscal Year 2018 Budget Amendment – Rescind
Transfer to TIP Capital Reserve and Reduce Highway
Block Grant Aid Revenue**

RESOLUTION BACKGROUND MATERIAL:

As part of adoption of the Fiscal Year 2018 City operating budget, the City Council anticipated receiving an additional \$470,000 in State Highway Block Grant revenue and appropriated the \$470,000 to be transferred into the TIP Capital Reserve.

The NH State legislature adopted Senate Bill 38, which provided additional highway block grant funds to municipalities. In SB38 there is specific language that references RSA 31:95-b that allows municipalities to accept and expend these additional highway block grant funds. NH DRA issued guidelines on July 27, 2017 that identified that these additional highway block grant funds are to be accepted and expended by municipalities in accordance with RSA 31-95-b as unanticipated moneys and expended as a grant under RSA 235:23 and RSA 235:25.

The NH DRA contacted the City in August as part of their review of the City's Fiscal Year 2018 submission of adopted budget appropriations and initial estimates of non-property tax revenues. NH DRA noted that there was a substantial increase in the estimate for Highway Block Grant Revenue and wanted to confirm if the amount reported by the City included an amount for the SB38 additional Highway Block Grant funds. The City acknowledged that SB38 additional Highway Block Grant funds were included in the reported revenue amount. NH DRA communicated to the City that the \$470,000 could not be included as part of the City's operating budget and a budget amendment should be made to remove that amount from estimated revenues and a corresponding reduction in appropriations be made if appropriate.

This budget amendment does not change the property tax levy as anticipated when City Council adopted the Fiscal Year 2018 operating budget on May 3, 2017.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2017.09.13 – 119**

Resolution Re: **Acceptance of Additional State Highway Block Grant Funds**

WHEREAS: The NH State Legislature adopted Senate Bill 38 which has provided additional State Highway Block Grant funds to the City of Dover in the amount of \$510,718.15; and

WHEREAS: On July 27, 2017 the NH Department of Revenue Administration (DRA) issued guidelines on how the additional SB38 Highway Block Grant funds are to be accepted and expended by municipalities in accordance with RSA 31:95-b as unanticipated moneys and expended as a grant under RSA 235:23 and RSA 235:25; and

WHEREAS: On August 10, 2017 the NH Department of Transportation (DOT) issued guidelines to municipalities on the acceptable use of SB38 additional Highway Block Grant funds; and

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

In accordance with RSA 31:95-b the City of Dover hereby accepts the \$510,718.15 of SB38 Highway Block Grant Funds to be expended for highway purposes that do not already have locally budgeted and approved funding.

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

The Purchasing Agent is hereby authorized to issue Change Order #2 to Brox Industries, Inc., in the amount of \$470,716.25 consistent with rates provided in conjunction with Bid B17038. The City Manager, or designee, is hereby authorized to finalize and enter into the change order with the vendor, consistent with the authorization herein. The amount of this authorization shall be limited so as not to exceed available funding.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Staples Business Advantage, in the amount of \$36,983.00 consistent with rates provided in conjunction with National Joint Powers Alliance (NJPA) Contract #110415-SCC for a Tennant Compact Rider Sweeper. The City Manager, or designee, is hereby authorized to finalize and enter into the Purchase Order with the vendor, consistent with the authorization herein. The amount of this authorization shall be limited so as not to exceed available funding.

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2017.09.13 – 119**

Resolution Re: **Acceptance of Additional State Highway Block Grant 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

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#: 12.C.4.

Resolution Number: **R – 2017.09.13 – 119**

Resolution Re: **Acceptance of Additional State Highway Block Grant Funds**

RESOLUTION BACKGROUND MATERIAL:

The NH State legislature adopted Senate Bill 38, which provided additional highway block grant funds to municipalities. In SB38 there is specific language that references RSA 31:95-b that allows municipalities to accept and expend these additional highway block grant funds. NH DRA issued guidelines on July 27, 2017 that identified that these additional highway block grant funds are to be accepted and expended by municipalities in accordance with RSA 31-95-b as unanticipated moneys and expended as a grant under RSA 235:23 and RSA 235:25.

The City will account for the expenditure of these funds in a separate grant fund that exists for other NH DOT grants.

Adoption of this resolution will not change the property tax impact anticipated when City Council adopted the Fiscal Year 2018 operating budget on May 3, 2017.

The Sealed Request for Bid #B17038 was issued and received for Hot Bituminous paving (asphalt) laid in place on March 15, 2017 at 11:00 AM. The bid requested unit pricing on various scopes of services and products for paving various streets.

Two bids were received with the low bid being submitted by Brox Industries, Inc in the total amount of \$938,550. City Council approved an award to Brox Industries Inc., at the per item rates as outlined in the results page in the amount not to exceed \$838,550 (a reduction of \$100,000) due to lack of funding availability via resolution [R-2017.04.12-036](#). The City Council has approved change order #1 in the amount of \$89,900.00 adding Heaphy Lane, Leighton Road, and Piscataqua Road making new contract price of \$928,450.00.

The City intends on increasing the Contract with Brox adding change order # 2 in the amount \$470,716.25 based on the pavement priority list attached to this resolution.

The City of Dover is a member of the National Joint Powers Alliance (NJPA) and therefore may purchase utilizing any of their agreements. The NJPA solicited bids and has entered into an agreement know as Staples Facility Solutions Contract #110415-SCC with Staples Business Advantage for various pieces of equipment. One of the categories awarded to them is for a Tennant Compact Rider Sweeper and accessories. The City of Dover has reached out to the local distributor in Portsmouth NH for pricing of one Tennant S20 Sweeper with attachments and received pricing in the amount of \$36,983.00.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: R – 2017.09.13 – 119

Resolution Re: Acceptance of Additional State Highway Block Grant Funds

Suggested Streets for Reclamation & Overlay - very poor conditions, but do not show up on Pavement Priority List

On Street	From Street	To Street	Pavement Width (ft)	Pavement Length (ft)	Pavement Area (yd2)	Project Current PCI	Rehab Activity	Average Unit Rate (\$/yd2)	Segment Cost (\$)	Accumulative Totals
Lakeview Dr	Gage St	End	24	573	1528	29	Reclaim + 4" Olay	\$34.00	\$ 51,947	\$ 51,947
Earle St	New Rochester Rd	NE END	20	315	699	38	Reclaim + 4" Olay	\$34.00	\$ 23,768	\$ 75,715
Gage St	New Rochester Rd	Lakeview Dr	12	461	615	24	Reclaim + 4" Olay	\$34.00	\$ 20,897	\$ 96,612
Lake St	New Rochester Rd	Lakeview Dr	24	472	1259	29	Reclaim + 4" Olay	\$34.00	\$ 42,790	\$ 139,402
Sherman St	New Rochester Rd	Lakeview Dr	14	470	731	19	Reclaim + 4" Olay	\$34.00	\$ 24,855	\$ 164,257
Auburn St	New Rochester Rd	Lakeview Dr	16	476	846	21	Reclaim + 4" Olay	\$34.00	\$ 28,769	\$ 193,026
Cranbrook Ln	Old Rochester Rd	End	24	1523	4061	23	Reclaim + 4" Olay	\$34.00	\$ 138,072	\$ 331,097

Continuation of Pavement Priorities, addresses highest ranked streets either not proposed in a CIP Project, nor part of a larger utilities upgrade project

On Street	From Street	To Street	Pavement Width (ft)	Pavement Length (ft)	Pavement Area (yd2)	Project Current PCI	Rehab Activity	Average Unit Rate (\$/yd2)	Segment Cost (\$)	Accumulative Totals
Maplewood Ave	Old Rochester Rd	Cranbrook Ln	35	1068	4154	34	FWM + 2" Olay	14.01	\$ 58,200.00	\$389,297.42
Grove St	Ash St	Chesley St	22	1107	2707	31	FWM + 2" Olay	14.00	\$ 37,900.00	\$427,197.42
Hough St	Hull Ave	Hillcrest Dr	25	149	414	31	FWM + 2" Olay	14.02	\$ 5,800.00	\$432,997.42
Hough St	Horne St	Hull Ave	23	411	1049	31	FWM + 2" Olay	14.01	\$ 14,700.00	\$447,697.42
Ash St	Horne St	WEST END	21	266	621	47	Shim + 2" Olay + RR	12.23	\$ 7,600.00	\$455,297.42
Berry Brook Ct	Horne St	EAST END	20	193	430	25	Reclaim + CI + 4" Olay	35.88	\$ 15,418.83	\$470,716.25

Potential Equipment Purchase - Transportation-related vehicles

Equipment	Justification	Cost (\$)	Accumulative Totals
Sidewalk Sweeper	Existing sweeper is not effective. Does not have a vacuum unit, power broom blows debris into adjacent areas, i.e. hits cars	\$ 40,000.00	\$510,716.25

Recommended Expenditures →



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,

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

Organization Name: Dover childrens center - Holiday Parade
Federal Tax ID number for Organization: 02-0303815

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Holiday Parade

Contact Person: Melissa Fischetto Day Time Telephone: (603) 343-8542

Address: 43 Back River Rd Dover Email: Melissadee@gmail.com

Date of Event: Nov. 20th 2017 Specific Time: 2:30pm

Location of Event (if parade, attach course description or map): Starting at Chamber of Commerce
Ending at CVS parking lot. Floats proceed to Dover High School Parking

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: _____

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

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

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

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

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

SIGNATURE OF APPLICANT: Melissa Fischetto DATE: 8/29/17

(duly authorized)
PRINTED NAME: Melissa Fischetto

Licensing Board Approval (Signature) Date: 9/8/17



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: DOVER KNIGHTS OF COLUMBUS COUNCIL #807

Federal Tax ID number for Organization: 23-754 3527

Check(☒) Nature of Organization:

Religious ☒ , Educational ☐ , Charitable ☐ , Civic ☒ , Sports ☐ , Veterans ☐ , Fraternal or Political ☐ , Other ☐
Name/Description of Event (if applicable):

Contact Person: PAUL K. McMANUS Day Time Telephone: (603) 953-4260

Address: 5 ANNOXBROOK RD, DOVER, NH Email SURFBUZZ@COMCAST.NET

Date of Event: OCTOBER 01, 2017 Specific Time: 2-3:30 PM

Location of Event (if parade, attach course description or map): 150 CENTRAL AVE (ST JOSEPH CATH SIDEWALK

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

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

Police Department Parade Route Approval Signature: [Signature]

Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☐

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Paul K. McManus DATE: 9/01/2017

(duly authorized)

PRINTED NAME: PAUL K. McMANUS

Licensing Board Approval [Signature] Date: 9/8/17



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Cocheco Valley Humane Society
Federal Tax ID number for Organization: 22-2561784

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☒, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) Animal Shelter

Contact Person: Janet Quintero Day Time Telephone: 603 749-5322 Ext.
Address: 262 County Farm Rd. Dover Email: adminassist@cvhsonline.org
Purpose of Permit: Raffle at Apple Harvest Day 10/7/17
Date of Event: 10/7/17 Specific Time: 10am - 4pm
Location of Event: Downtown Dover, NH

*****RAFFLE / TAG PERMITS*****
Prize (s) To Be Awarded: 2 Gift Baskets (Dog-related items)
Cost of Ticket: \$ Date of Drawing: 10/9/17
Place of Drawing: CVHS, Dover, NH

* 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: Janet P. Quintero DATE: 9/13/17
(duly authorized)

PRINTED NAME: Janet P. Quintero

Licensing Board Approval [Signature] Date: 9/18/17

1/2015

<http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20raffle.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: GARRISON Players, Inc
Federal Tax ID number for Organization: 02-6006429

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic ☒, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) Community Theater Organization And Youth Ed.

Contact Person: Gregory Turcotte Day Time Telephone: 603-540-7344

Address: 449 Roberts Rd Rollinsford Email: Building@GarrisonPlayers.org

Purpose of Permit: Raffle for Afghan being used in show calendar girls

Date of Event: 10/7/17 Specific Time: 9AM - 4PM 10/7/17

Location of Event: Henry Law Park - Apple Harvest Festival

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

Prize (s) To Be Awarded: HAND CRAFTED Afghan

Cost of Ticket: \$5.00 (Five Dollars) Date of Drawing: 10/7/17

Place of Drawing: GARRISON Players Art Center, Rollinsford NH

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: [Signature] DATE: 9/13/17

(duly authorized)

PRINTED NAME: Gregory J. Turcotte - Board of Directors

Licensing Board Approval [Signature] Date: 9/18/17



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: Saint Mary Academy
Federal Tax ID number for Organization: Non-Profit

Check (☒) Nature of Organization:

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

(Describe) Trivium Night for 21 yr + , winning team receives gift cards

Contact Person: Brenda Perretti Day Time Telephone: 781-838-0547

Address: 222 Central Ave. Dover NH Email _____

Purpose of Permit: Trivium Night for 21 yr + , winning team receives gift cards

Date of Event: 10/20/17 Specific Time: 5:00 pm - 10:00 pm

Location of Event: Mercy Hall, St Mary Academy, 222 Central Ave, Dover NH

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

Prize (s) To Be Awarded: up to 8 (eight) \$10.00 gift cards

Cost of Ticket: \$10.00/pp Date of Drawing: 10/20/17

Place of Drawing: Mercy Hall, St Mary Academy, 222 Central Ave Dover NH

* 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: B Perretti DATE: 9/13/17

(duly authorized)

PRINTED NAME: Brenda Perretti

Licensing Board Approval [Signature] Date: 9/14/17



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.09.27 – 120**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #3

WHEREAS: Sealed Request for Qualifications [#B16013B](#) were solicited and received on January 12, 2016 at 1:00 pm for design build services for the customer service center at City Hall. The committee selected Martini Northern to begin negotiating scope of work and costs for the design portion in the amount of \$48,000 approved by council via [R-2017.01.25-002](#); and

WHEREAS: Martini Northern submitted the (GMP) Guaranteed Maximum Price, Change order #1, which includes the multiplier of 4% of the final (GMP) of the construction value to be utilized for a total amount of \$1,164,891.00 approved via resolution [R-2017.04.12-035](#). The city had requested additional work in the amount of \$134,723.00, Change order #2 for expanded scope of electrical and tele/data future expansion as well as existing HVAC in back area for Information Technology office which was approved via resolution [R-2017.07.26-082](#); and

WHEREAS: The city has received Change Order #3 in the amount of \$49,569.00 for a revised scope of work to include additional floor preparation due to previous damage to floor base and abatement, emergency lighting to meet life safety code, additional door hardware so all locks match current City Hall key system, additional data drops, new counter tops in the future IT office, and to provide underground electrical service to allow for air conditioning in the ground floor and any future electrical needs for the building.

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

The purchasing agent is hereby authorized to issue a change order #3 to Martini Northern for design build services at rates provided in conjunction with RFQ B16013B in the amount not to exceed \$49,569.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.190.41991.4840.00000.00	Misc Gen Gov Contingency	348,146.0	194,340.0
6100.1.550.49200.4725.09100.97	Dovernet Building Improvements	71,859.0	7,021.0
6100.1.550.49200.4725.09100.00	Dovernet Building Improvements	70,000.0	40,000.0

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2017.09.27 – 120**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #3

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 – 2017.09.27 – 120**
Resolution Re: B16013B Design Build of Customer Service Center
Additional Scope of Work - Change Order #3

RESOLUTION BACKGROUND MATERIAL:

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

Furthermore, Change Order #2 in the amount \$134,723.00 for design changes to the future IT offices were approved as well as electrical and other infrastructure are being brought up to code, including existing electrical and telephone/data to ensure that future expansion and updating of systems in the full City Hall cause only minimal disruption in the Customer Service Center.

The City has received Change Order #3 in the amount of \$49,569.00 for additional scope of work to include additional floor preparation due to previous damage to floor base and abatement, emergency lighting to meet life safety code, additional door hardware so all locks match current City Hall key system, additional data drops for HVAC controls and security cameras, new counter tops in the future IT office suite, and to provide underground electrical service to allow for air conditioning in the ground floor and any future electrical needs for the building.

Bid Information:

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

Award Information:

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

Purchasing Information:

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

[B16013B Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.09.27 – 121**
Resolution Re: B17048 Sidewalk Improvements

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

WHEREAS: One bid was received which was submitted by John H Lyman and Sons Inc for unit pricing of various services and products in the amount of \$206,500. City Council approved the recommendation to award to John H Lyman Inc in the amount of \$100,000 via resolution [R-2017.04.26-045](#) so as not to exceed available funding; and

WHEREAS: Additional funds are now available and staff is seeking approval to award the remainder of the work solicited in the Request for Bid.

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

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

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4715.00000	CS Street Improvements	1,635,933	1,414,639

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.09.27 – 121**
Resolution Re: B17048 Sidewalk Improvements

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2017.09.27 – 121**
Resolution Re: B17048 Sidewalk Improvements

RESOLUTION BACKGROUND MATERIAL:

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

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

Bid Information:

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

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	395	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2017 construction	Estimated Delivery:	As needed
Recommended Award to:	John H Lyman & Sons Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17048 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.09.27 – 122**
Resolution Re: **B18014 Segregation and Recycling of Construction
Debris and Demolition Waste**

WHEREAS: The sealed Request for Bid [#B18014](#) was requested and received for the Segregation and Recycling of Construction Debris and Demolition Waste on August 30, 2017 at 2:00 p.m. The City also requested pricing for stump and tree waste recycling services should the need arise; and

WHEREAS: Responses were received from two vendors, of which one was a no bid. Pricing was offered by the current vendor and was reviewed and evaluated and deemed most advantageous for the city to accept. It is the recommendation to accept proposal submitted by Aggregate Recycling Corp. in the amount of \$72.00 per ton for construction and demolition debris for year one with option to extend at no price increase for two additional one year terms. Should the need arise, the offer for stump removal is \$30.00 per ton and tree waste is \$25.00 per ton which is same as previous year.

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 Aggregate Recycling Corp of Eliot ME for segregation and recycling of construction debris and demolition waste given per ton rates provided in conjunction with [B18014](#). The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43240.4421.0000.00	CS Recycling Mgmt Waste Disposal	100,025.00	100,025.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.09.27 – 122**
Resolution Re: **B18014 Segregation and Recycling of Construction
Debris and Demolition Waste**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2017.09.27 – 122**
Resolution Re: **B18014 Segregation and Recycling of Construction Debris and Demolition Waste**

RESOLUTION BACKGROUND MATERIAL:

The Community Service Department has solicited to several companies that provide segregation and recycling of construction debris and demolition waste services. The City has moved away from sending construction debris waste to land fills and toward recycling as much of this material as possible. The City generates approximately 925 tons of debris annually and has two dumpsters that it will fill and haul to Aggregate Recycling in Eliot ME for segregation and recycling.

Award Information:

A purchase order will be issued to Aggregate Recycling Corp to be used as needed.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	74	Number of Responses:	2
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	No
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Aggregate Recycling Corp	Fund:	Recycling Management
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

[B18014 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.09.27 – 123**

Resolution Re: Street Lighting Inventory and Data Collection with VHB Inc

WHEREAS: The City of Portsmouth along with the City of Dover formed a co-operative purchasing request for proposal for LED Street Lighting Improvements. After a thorough evaluation of products and costs by both municipalities, there was a unanimous award to Affinity Lighting which was approved by council via resolution [R-2017.01.25-005](#); and

WHEREAS: Part of the agreement with Affinity Lighting is to inventory 1,781 street lights and they have hired a subcontractor (VHB) Vanasse, Hangen Brustlin, Inc for these services. The City has requested additional scope of work beyond that outlined in the Affinity Lighting Contract and has sought pricing direct from VHB for additional data collection as detailed in the background section of this resolution; and

WHEREAS: The City requests approval to enter into agreement with VHB in the amount of \$65,902.00 for additional data collection services for all City of Dover utility poles.

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 VHB, Inc in the amount not to exceed \$65,902 for additional inventorying and data collection service. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43160.4341.00000	CS Street light Technical Services	66,000	66,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.09.27 – 123**

Resolution Re: Street Lighting Inventory and Data Collection with VHB Inc

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2017.09.27 – 123**

Resolution Re: Street Lighting Inventory and Data Collection with VHB Inc

RESOLUTION BACKGROUND MATERIAL:

The City of Portsmouth along with the City of Dover formed a co-operative purchasing request for proposal for LED Street Lighting Services. The City's requested proposals for turnkey services relating to LED streetlights. The firm selected for this project will perform the following project related services. These shall include, but are not limited to; project management, GIS asset confirmation and tracking, utility interface, layout and lighting installation

The City of Dover seeks to enter into an agreement with VHB for additional inventorying and data collection services to be obtained by subcontract hired by Affinity Lighting who is already collecting some information.

Fee Estimate

- The first estimate is limited to the 1,781 Eversource Ledger Lights that VHB is auditing as part of the LED Retrofit project.
 - The cost to collect the additional attribute information is \$2/Street light
 - $1,781 \times 2 = \mathbf{\$3,562}$
- The second cost estimate covers all utility poles (6,234) within the public ROW that are not the Eversource Ledger.
 - The per pole cost is \$10/utility pole
 - $6,234 \times 10 = \mathbf{\$62,340}$

For total cost not to exceed \$65,902.00

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	By City of Portsmouth	Number of Responses:	6
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:	VHB	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding and Purchase to exceed the \$25,000 amount requiring Council approval

[Portsmouth RFP03-17 Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.09.27 – 124**

Resolution Re: Authorization to Commit Funds to the Support of the
NPDES Permit Negotiations

WHEREAS: The Cities of Dover, Portsmouth, and Rochester, (Coalition) have been working together on (NPDES) National Pollutant Discharge Elimination System permit; and

WHEREAS: NHDES and EPA are now saying they believe Macroalgae, or Seaweed is increasing its presence in the estuary as a result of excess nitrogen in the estuary and that the Macroalgae is having an impact on eelgrass. The City of Rochester is hiring the engineering firm of Brown and Caldwell to perform an independent evaluation of the Macroalgae in the estuary. The evaluation will provide important information that will benefit the Coalition communities including Dover and Portsmouth. Rochester has requested that Dover and Portsmouth participate in the funding of the study. Dover's portion of the work would be \$21,666.67; and

WHEREAS: It is the recommendation to commit funds Brown & Caldwell in the amount not to exceed \$21,666.67.

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 Brown & Caldwell for water quality evaluation services in the amount not to exceed \$21,666.67. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
5320.1.300.43256.4339.00000.00	WWTP Consulting Svs	100,000.00	85,671.22

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.09.27 – 124**

Resolution Re: Authorization to Commit Funds to the Support of the
NPDES Permit Negotiations

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2017.09.27 – 124**

Resolution Re: Authorization to Commit Funds to the Support of the
NPDES Permit Negotiations

RESOLUTION BACKGROUND MATERIAL:

The City of Dover owns and operates a waste water treatment plant which discharges to the Piscataqua River and is reliant on a (NPDES) National Pollutant Discharge Elimination System permit issued by the (EPA) Environmental Protection Agency. Dover's permit expired in October 2011. A new draft permit was issued in December of 2011 and a public Hearing was held by EPA in February 2012 to receive comments.

Nutrients have been identified as pollutants adversely impacting the water quality and natural habitat of the Great Bay Estuary, and that the NH Department of Environmental Services (NHDES) published a Numeric Nutrient Criteria document which established water quality limits for nitrogen in the estuary that NHDES believed to be necessary to protect the resource.

The communities of Dover, Portsmouth, and Rochester all of which operate waste water treatment plants in the watershed, have formed a coalition to review the findings and conclusions of the Nutrient Criteria. The coalition communities' technical consultants concluded that some of the methods of analysis and assumptions used in development of the Nutrient Criteria are inappropriate and the conclusions drawn in the report are unreliable.

The EPA issued a draft NPDES permit to Dover which includes "limits of technology" nitrogen permit limits based on the NHDES Nutrient Criteria, and which will cost the communities tens of millions of dollars in waste water plant upgrades. The remaining coalition communities will soon be receiving new NPDES permits from the EPA with nitrogen limits. In light of the concerns over the efficacy of the Nutrient Criteria findings and the extraordinary costs associated with upgrades to the waste water treatment plants, the coalition communities with their consultants raised questions to NHDES about the Nutrient Criteria. The coalition communities want to be sure that the investments they will be required to make in nutrient reduction are warranted and will produce the desired benefits to the natural resources of the estuary.

The Coalition tried to meet with NHDES and present findings from the work completed by the Coalition's consultants that dispute the conclusions drawn in the Numeric Nutrient Criteria without success. With help from Senators Watters and Bradley NHDES agreed to participate with the coalition to conduct an independent peer review of the 2009 Numeric Nutrient Criteria document which includes all of the available data and research used in the document as well as data collected after the issuance of the Numeric Nutrient Criteria. The Final Peer Review report issued by the four technical experts in February 2014 strongly challenged the methods and conclusions of the Nutrient Criteria document and as a result NHDES has entered into a settlement agreement in the NH Supreme Court case that says NHDES will no longer use the 2009 Nutrient Criteria document and the nitrogen water quality limits established.

NHDES and EPA are now saying they believe Macroalgae, or Seaweed is increasing its presence in the estuary as a result of excess nitrogen in the estuary and that the Macroalgae is having an impact on eelgrass. The City of Rochester is hiring Brown and Caldwell to perform an independent evaluation of the Macroalgae in the estuary in September 2017. The evaluation will provide important information that will benefit the Coalition communities including Dover and Portsmouth. Rochester has requested that Dover and Portsmouth participate in the funding of the study. A copy of the Brown and Caldwell work scope is attached. Task II \$36,060 and III \$27,440 totaling \$63,500. Dover 1/3 share is \$21,666.67.

BROWN AND CALDWELL/CITY OF ROCHESTER, NEW HAMPSHIRE
Task Order Authorization No. 23
Water Quality Evaluations in Support of NPDES Permit Negotiations

BC Project Number _____

Client Name City of Rochester, New Hampshire
Client Address 45 Old Dover Road
 Rochester, NH 03867

Effective Date
of Authorization _____

Upon execution of this Task Order, and effective as of the date shown above, the parties agree that Brown and Caldwell (BC) shall perform the following services for the City of Rochester (City):

SCOPE OF SERVICES

This document presents the scope and projected costs for supplemental technical activities related to 2017 Cocheco River Assessment activities. The scope and projected costs included herein are in reference to Task 1 (Non-Tidal Cocheco River – Duckweed and Macrophyte Assessment), Task 2 (Algal Assessment of the Tidal Cocheco River), and Task 3 (Tidal Cocheco, Piscataqua, and Portsmouth Harbor Macroalgae Assessment) as described below.

Task 1 – Non-Tidal Cocheco River – Duckweed and Macrophyte Assessment

Background and Purpose: BC will perform water quality monitoring and visual/photographic surveys of the non-tidal Cocheco River from upstream of Rochester to the tidal dam in downtown Dover. The monitoring include water quality sampling, photographic surveys, and viewing bucket surveys of algal growth.

Subtask A - Non-Tidal Field Monitoring

The non-tidal field monitoring will be performed at up to 5 locations for 2 separate trips. At each location, BC will conduct viewing bucket surveys and collect water quality samples for analysis of total nitrogen, total phosphorous, nitrite/nitrate, TKN, ammonia, orthophosphate and chlorophyll-*a*. Field measurements of turbidity, dissolved oxygen (DO), specific conductance, pH, and water temperature will be recorded. Stream velocity measurements will be taken at each station. The field team will collect photos to document stream conditions, and will specifically document the location and extent of dense coverage of floating plants (e.g. duckweed) within the study reaches.

Subtask B - Technical Memorandum

Methods and results of Subtask 1-A will be documented in a draft technical memo. The memo will include interpretations of sample results, such as professional judgments of whether or not the field observations indicate impairments of designated uses and a comparison with similar monitoring

from previous years.. The draft technical memorandum will be revised and finalized based on review comments from the City.

Task 2 –Algal Assessment of the Tidal Cocheco and Piscataqua River

Background and Purpose: BC will perform water quality monitoring and visual/photographic surveys of the tidal Cocheco River and Upper Piscataqua River during up to 2 trips. The purpose of this monitoring is to document water quality and algal conditions/coverage (including macroalgae), and quantify the associated nutrient concentrations.

Subtask A - Tidal Water Quality Monitoring and Algal Assessment

The tidal water quality sampling and algal assessment will consist of water quality samples of up to 5 locations along the tidal lower Cocheco and Upper Piscataqua rivers. Water quality samples will be collected 0.5 m below the water surface using a beta bottle sampler. The water quality samples will be analyzed for total suspended solids, total phosphorous, orthophosphate, chlorophyll *a*, total nitrogen, nitrite and nitrate, microcystins, anatoxin-a and basic algal taxonomy. The team will also collect depth profiles of turbidity, salinity, DO, pH, specific conductance, and water temperature . The field team will collect photos to document estuarine conditions, and will specifically document the visual factors related to the presence or absence of algal blooms.

Subtask B - Technical Memorandum

Methods and results of subtask 2.A will be documented in a technical memo. The memo will include interpretations of sample results, such as whether or not the field observations indicate impairments of designated uses, and comparison to similar monitoring in previous years. The draft technical memorandum will be revised and finalized based on review comments from the City.

Task 3–Cocheco, Piscataqua, and Portsmouth Harbor Macroalgae Assessment

Background and Purpose: The purpose of this task is to provide quantifiable data-based evidence in relation to macroalgal occurrence in the tidal Cocheco and upper Piscataqua Rivers, expanding the scope of technical activities outlined in Task 2 (Algal Assessment of the Tidal Cocheco River). This assessment in 2017 will be similar to the macroalgal assessment that BC conducted in 2016, to provide an annual update.

Subtask A - Tidal Field Monitoring

BC will perform a single round of field monitoring of macrophyte occurrence at up to 8 representative stations in the lower Cocheco River and upper Piscataqua River. Up to 4 stations will be located in the Cocheco River and up to 4 stations will be located in the Piscataqua River. In addition, algal monitoring will be conducted at up to 4 additional reference stations, representing similar conditions to the tidal Cocheco River, in other nearby waterbodies. Monitoring stations will be positioned at approximately 1,000 to 2,500–foot intervals on alternating riverbanks (e.g. east bank, west bank) along each river course. The algal assessment will be based on a standardized

protocol (such as the 2013 *New Hampshire Department of Environmental Services (NHDES) Protocols for Benthic Algal Surveys*), with appropriate modifications drawn from other federal or state agency-approved assessment protocols. At each station, an assessment will be conducted to document the presence of visible algal features, such as scums, mats or major discolorations (or lack thereof), estimate percent areal cover using a quadrant assessment method and assess a rank value characterizing the extent of algal impact. In addition, measurements will be collected for major field parameters (DO, pH, temperature, specific conductivity and turbidity).

This task is budgeted assuming one 2-day field survey (2 days total) to occur in late summer or early fall 2017 (e.g. mid-August - mid-September). The survey will document the aerial and longitudinal extent of macrophyte accumulations, as well as the typical form and occurrence of macrophytes, at up to 12 representative locations. Dominant macrophyte species will be identified, and photographs will be collected of each representative monitoring location and sampling quadrat. Monitoring stations and photograph collection will be conducted at, or as close as possible to, the photograph stations established by USEPA Region 1 on September 11, 2014 as presented in the “*Draft – 2014 Macroalgae in the Lower Tidal Cocheco River and Upper Piscataqua*.”

Subtask B - Technical Memorandum

Methods and results of subtask 3-B will be documented in a technical memo. The memo will include interpretations of sample results, such as whether or not the field observations indicate impairments of designated uses, and comparisons to the 2016 results. This subtask includes budget to prepare the information associated with this supplemental effort (e.g. preparation of narrative, mapping information, photographs) for inclusion in the Technical Memorandum. The draft technical memorandum will be revised and finalized based on review comments from the City.

SCHEDULE

The scope of services as described in Tasks A, B and C will be completed during the summer and fall of 2017. Deliverables as described in Task A, B and C will be completed by the December 31, 2017.

COMPENSATION

Compensation will be based on a rate chart and invoiced monthly when costs are incurred. Compensation will be based on the rate chart included in Attachment A. The budgeted amount for this task order is \$117,000 for the services as described above.

Brown and Caldwell shall also be reimbursed for actual expenditures made by Brown and Caldwell in the interest of the project for the following:

- A. Mileage for private cars at the IRS mileage rate in effect during the period of service.
- B. Other reasonable expenses at cost including per diem, travel and overnight accommodations.

GENERAL TERMS AND CONDITIONS

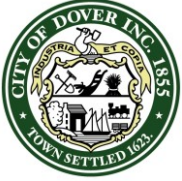
Brown and Caldwell's services shall be governed by the Master Agreement dated October 28, 2009, together with this Task Order.

ATTACHMENT A

BROWN AND CALDWELL RATE CHART

Work Category	Rate
Principal	\$233.00
Senior Scientist	\$225.00
Project Manager	\$200.00
Engineer IV	\$185.00
Staff Scientist	\$162.00
Engineer III	\$156.00
Engineer II	\$122.00
Engineer I	\$ 96.00
Clerical	\$ 91.00
Intern	\$ 64.00

This rate chart supersedes the rate chart included in the Master Services Agreement dated October 28, 2009.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2017.09.27 – 125**

Resolution Re: Operating Rules for DBIDA

WHEREAS: The Dover Business and Industrial Development Authority (DBIDA) wishes to establish Operating Rules; and

WHEREAS: DBIDA reviewed and adopted the proposed Operating Rules at its meeting on September 11, 2017.

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

The City Council approves the Operating Rules for the DBIDA as adopted by DBIDA on September 11, 2017.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.11. Resolution Number: R – 2017.09.27 – 125 Resolution Re: Operating Rules for DBIDA	

DOCUMENT HISTORY:

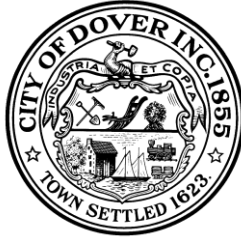
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Operating Rules for the Dover Business and Industrial Development Authority.



DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY OPERATING RULES

Article I. Name

The name of the Authority is the Dover Business and Industrial Development Authority (DBIDA).

Article II. Location

DBIDA's principal place of business shall be 288 Central Avenue, Dover, County of Strafford, and State of New Hampshire, 03820.

Article III. Purpose

DBIDA shall provide the leadership and coordination necessary to foster and encourage business and commercial development within the City of Dover, in order to improve the quality of life within, and fiscal health of, the City of Dover.

Article IV. Powers

DBIDA shall have all of the powers granted under New Hampshire Revised Statutes Annotated Chapter 162-G.

Article V. Membership

- A. **Membership.** DBIDA shall consist of not less than nine (9) members and not more than fifteen (15) members on the Board. Members shall be appointed to terms of three (3) years. A majority of the Board shall be Dover residents. The Board shall be appointed by the Dover City Council with the recommendation of the DBIDA Board. The initial terms of Board Members shall be staggered, so that 1/3 of the Board Members will be appointed every year. The City Manager, the Mayor, and the Economic Development Director shall be *ex officio* non-voting members of the Board of Directors.
- B. **Attendance, Vacancies and Removal.** All appointments to the Board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any Board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority pursuant to Section A above. Appointments made to fill any vacancies shall be filled for the balance of any expired terms. Conditions for removal of any Board Member shall be defined by statute, ordinance or the Charter.

Article VI. Officers and Staffing

- A. **Officers.** The officers consist of a Chair, Vice Chair, and Secretary who shall be selected by the membership and who shall serve at the pleasure of the membership for one (1) year terms. Officers may be re-elected to successive terms.
- B. **Chair.** The Chair shall be the chief executive officer of the Board and shall preside at all meetings of the Board when present. The Chair or Vice Chair, unless some other person is thereunto specifically authorized by vote of the Board members, shall sign all certificates of bonds issued by the Board, and all deeds and contracts to be executed on the part of the Board. The Chair shall perform such other duties and have such other powers as the Directors may from time to time designate.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Secretary.** The Secretary shall execute all powers of the Chair in the absence of the Chair and the Vice Chair and be responsible for ensuring minutes of all meetings are kept pursuant to the requirements of State law and the City Code.
- E. **Staff.** The City may provide City staff support to the Board for meeting notification, typing, copying, and information gathering to the extent permitted by the City budget.
- F. **Election and Terms of Officers.** The officers of the Board shall be chosen at the annual meeting of the Board Members, by majority vote, and such officers shall hold office for one (1) year. In the event that such elections are not held at the annual meeting for whatever reason, existing officers shall continue to serve until their successors are elected and any vacancies shall be filled at another meeting of the Board.

Article VII. Procedures

- A. **Meetings.** The Board shall meet as needed at the call of the Chair, but shall meet a minimum of once per quarter. All meetings shall be in Dover at a location selected by the Chair. Notice of meetings shall be sent to each Member at least five (5) days prior to the meeting. An agenda shall accompany the meeting notice. Notices shall be published in at least two (2) public places. All meetings shall be open to the public unless the Board shall meet in non-public session pursuant to RSA 91-A.

Special meetings may be called by giving notice as set forth herein at the request of the Chair, the Vice Chair, or any five (5) members of the Board.

An annual meeting shall be held during the month of January. The annual meeting business shall include a review of the financial records of the Board, preparation of the budget for City Council approval, election of officers for the ensuing year, and filing of an achievement report by the Chair.

- B. **Quorum.** Fifty-one percent (51%) of the voting membership of the Board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary guidance for the board is *Robert's Rules of Order Revised, 11th ed*, or duly published successor edition, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the Board. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the Members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk consistent with the requirements of RSA 91-A. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the Board at the next meeting of the Board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the City website.

- E. **Recording of Meetings.** The Board shall arrange for recording at all meetings consistent with the requirements of Chapter 5 of the City Code. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Board members shall be provided a City of Dover e-mail address by the City to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the Board. In addition, Board members shall refrain from conducting the official business of the Board outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The Board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of DBIDA with the approval of the Dover City Council.

ARTICLE VIII. Committees

- A. The Executive Committee shall be a standing committee and shall consist of the Chair, the Mayor, and the City Manager, or designee, and two (2) other DBIDA members appointed by the Chair. During the intervals between meetings of DBIDA, the Executive Committee shall have the powers of the Board to act on policies, programs, and budget previously established by the Board. A quorum of the Executive Committee shall consist of three voting members.
- B. The Chair, from time to time, may establish ad hoc committees to undertake specific projects or assignments for a temporary period of time. The Chair shall appoint, remove, or approve the members of the ad hoc committee and the chairperson thereof.
- C. Committees shall meet at the call of the committee chair and shall institute and direct studies and present reports to the Members of the Board with a recommendation for a course of action where appropriate.
- D. Subject to veto by the Board or Executive Committee, the Chair of the Board or the chairperson of the committee may add non-members to the various committees, but the majority of members of any committee, as well as its chairperson, shall be DBIDA Board members.
- E. The Chair shall be an ex-officio member of any/all committees and the Chair shall receive notice of all committee meetings.

ARTICLE IX. Retention of Assistants, Agents and Consultants

Pursuant to City purchasing procedures, DBIDA may engage such agents, assistants, and consultants as it deems necessary and/or desirable to carry on its purposes, including but not limited to the following:

- Liaison personnel to coordinate with Federal, State, and Municipal or organizations, governmental and private in nature;
- Personnel to coordinate activities with the City of Dover and its environs relating to economic development;
- Such personnel as are necessary to prepare preliminary reports to be submitted to the City Council for proposed projects.

ARTICLE X. Validity

If any section of these Operating Rules shall be deemed inconsistent with any statute or law and be declared invalid, then such section shall be deleted from said Operating Rules, but shall not affect the validity of the remaining Operating Rules.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2017.09.27 – 126**

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

WHEREAS: The City of Dover and representatives of the Dover Professional Fire Officers 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 Professional Fire Officers 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 - 2017.09.27 – 126**
Resolution Re: Collective Bargaining Agreement Between City of Dover
and DPFOA

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2017.09.27 – 126**

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

RESOLUTION BACKGROUND MATERIAL:

The City participated in negotiations with DPFOA. Discussions started on January 26, 2017 bringing the contract to this point.

The summary of costs is as follows:

City of Dover

Summary of Change – DPFOA (Fire Officers) Tentative Agreement Cost Summary

DPFOA	Wage	Dental	Medical	Retirement	Other	Total	Wage &		Change from
FY18	Amount				Fringe	Fringe	Fringe		FY18 SQ
Estimate	1,409,156	9,592	322,428	449,380	22,889	804,289	2,213,445		37,801 1.74%
								Change from	Change from
								FY18 Estimate	FY19 SQ
FY19									
Estimate	1,457,569	9,723	336,776	464,819	23,654	834,972	2,292,541	79,096 3.57%	90,136 4.09%
								Change from	Change from
								FY19 Estimate	FY20 SQ
FY20									
Estimate	1,500,450	10,069	354,489	508,803	24,315	897,676	2,398,126	105,585 4.61%	139,987 6.20%
Totals	4,367,175	29,384	1,013,693	1,423,002	70,858	2,536,937	6,904,112		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.09.27 – 127**
Resolution Re: Disposal of Tax Deeded Real Estate @ 179 Locust St
Parcel ID 12063-000000

- WHEREAS: The City of Dover is owner of a parcel of real estate located at 179 Locust St., listed as parcel ID 12063-000000 (the “Parcel”), having taken it by tax deed dated January 3, 2017; and
- WHEREAS: The Parcel contains an unoccupied residential structure that is not currently habitable; and
- WHEREAS: Pursuant to City Ordinance 79-11 “Disposing of Tax-Deeded and City Owned Real Estate,” the City Manager has evaluated the Parcel for its current and future use and recommends that the Parcel be sold pursuant to N.H. RSA 80:80 so that the Parcel is placed back on the tax rolls and so that the City may recover back taxes, fees, costs, and interest consistent with New Hampshire law; and
- WHEREAS: Pursuant to N.H. RSA 80:89, the City provided the former owner of the Parcel requisite notice of its intent to sell the Parcel via letter dated May 10, 2017, but received no response to the notice; and
- WHEREAS: Within a reasonable period of time from the transfer, the City desires that the residential structure on the Parcel either be made habitable or removed from the Parcel.

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

Pursuant to N.H. RSA 80:80 and Dover City Ordinance 79-11 the City Council directs the City Manager to sell Parcel 12063-000000, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder offering a minimum of 80% of the fair market value as established by the City Assessor, subject to the City’s retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Parcel within the Request for Bids as he deems to be in the best interests of the City, including, but not limited to, requirements for the demolition of the existing structure on the Parcel, and/or issuance of a certificate of occupancy for the existing structure on the Parcel, within a specified period of time from transfer, failing which the Parcel would revert back to the City; and

Notice of the intent to sell shall be published in a newspaper of general circulation, solicited through the public bidding process, and sent by certified mail to abutters of the Parcel.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2017.09.27 – 127**
Resolution Re: Disposal of Tax Deeded Real Estate @ 179 Locust St
Parcel ID 12063-000000

DOCUMENT HISTORY:

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

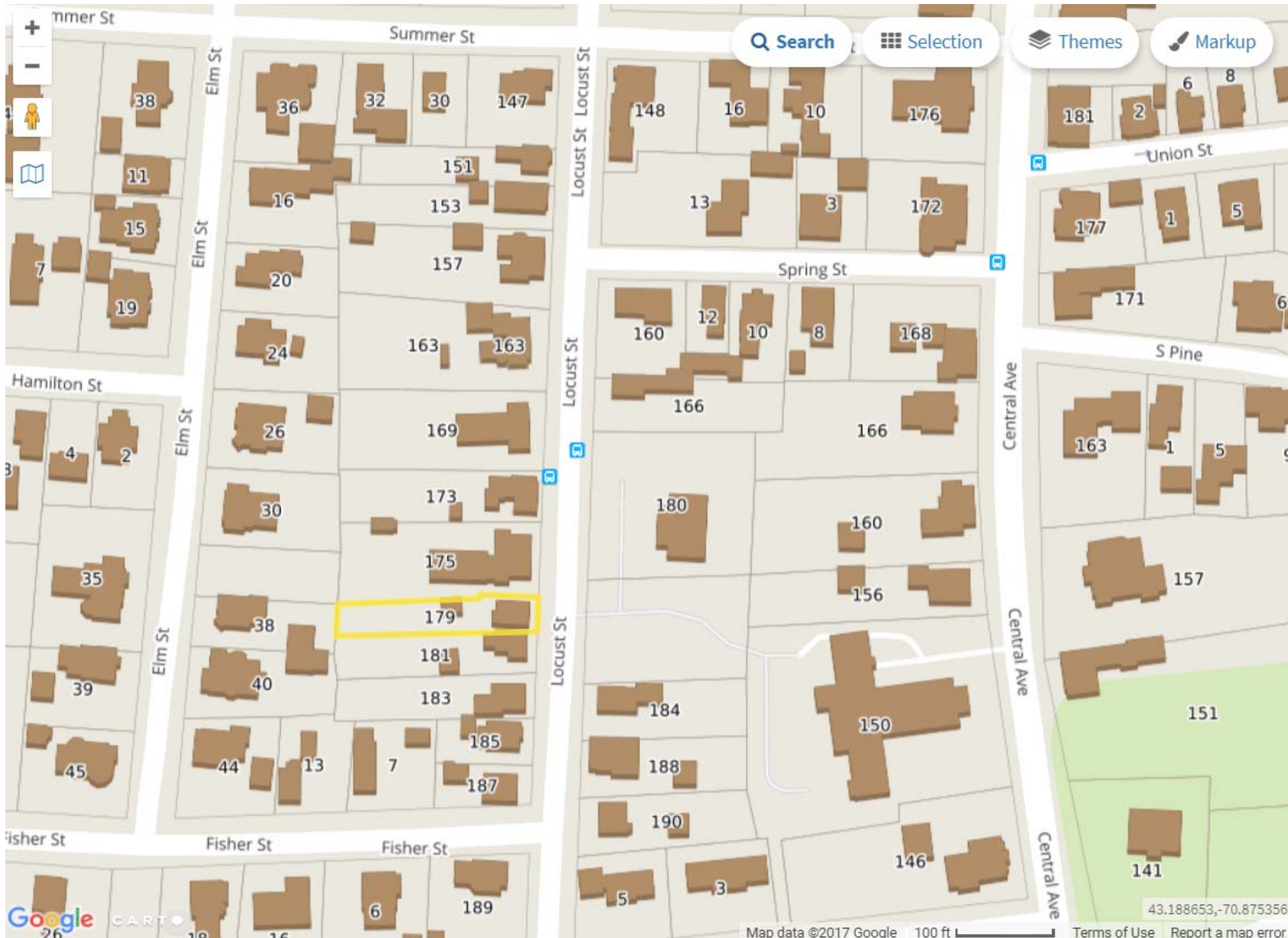
DOCUMENT ACTIONS:

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:

Please see attached:

Map of Parcel
Parcel Tax Card
Parcel Tax Deed
City's Notice to Former Owner
Summary of taxes, interest, fees, and costs owed to City



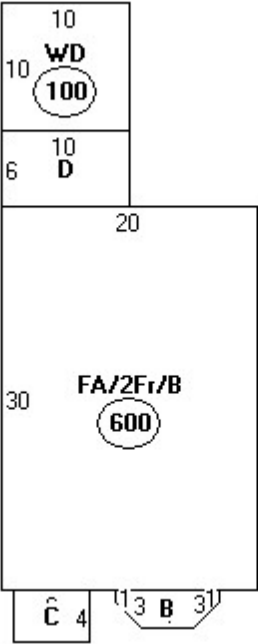
Residential Property Record Card - Dover, New Hampshire

Use: 101 **Card 1 of 1**

A photograph of a two-story white house with dark shutters and a small porch, surrounded by snow and bare trees. A date stamp '03/16/2015' is visible in the bottom right corner.

Inspection witness by: _____

Dwelling Information					Replacement Costs					
Style:		Conventional			Base Price:		127,110			
Condo Style:					Additions:		7,700			
Exterior Walls:		Frame			Unfinished Area:		0			
Story Height:		2.0			Basement:		0			
Attic:		Part Finsh			Attic:		10,820			
Interior/Exterior:		Same			Plumbing:		0			
Basement:		Full			Heating A/C Adj.:		0			
Bsmt Garage:		0			FBLA:		0			
Rec Room size:		0	0		Rec Room:		0			
FBLA size:		0	0		Fire Place:		0			
Unfinished Area:		0			Basement Garage:		0			
WB Fireplace:		Stacks	0	Openings	0	Exterior Trim:		0		
MTL Fireplace:		Stacks	0	Openings	0	Subtotal:		145,630		
Heating Type:		Basic			Grade Factor:		1.08			
Fuel:		Oil			C & D Factor:		0.00			
Heating System:		Steam/Hot Wa			Total RCN:		157,280			
Year Built:		1890			Percent Good:		0.35			
Eff. Yr Built:		0			Eco Depr:		-5			
Ground Flr Area:		600			Func Depr:		-10			
Tot Living Area:		1370			Under Constcn %:		0			
Basement Area:		0			Market Adj.:		0.00			
Grade:		C+			Total RCNLD:		47,100			
Condition:		Very Poor								
CDU:		VP								
Building Notes:										



- Descriptor/Area
- A: FA/2Fr/B

600 sqft

B: FBAY

20 sqft

C: OFP

24 sqft

D: EFP

60 sqft

E: wD

100 sqft

KNOW ALL MEN BY THESE PRESENTS

That I, Karen S. Lavertu, collector of taxes for the City of Dover, in the County of Strafford, and the State of New Hampshire, for the year 2017, by the authority in me vested by the laws of the state, and in consideration of value received to me paid by the City of Dover, located at 288 Central Avenue do hereby sell and convey to the said City of Dover successors/heirs and assigns a certain tract or parcel of land situated in the City of Dover, NH, aforesaid, to have and to hold with the appurtenances forever, taxed by the Assessing Officials in 2009 to:

Anne Redden located at and described in the Warrant Book as:

179 Locust Street 12063-000000

This deed is the result of the tax lien execution held at the Tax Collector's Office in the City of Dover, New Hampshire, on the 20th day of August, 2010 and I hereby covenant with the said City of Dover that in making this conveyance I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner foresaid.

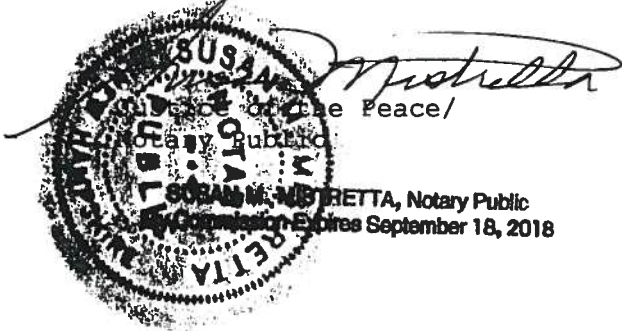
In Witness whereof, I have hereunto set my signature and seal, the 3rd of January, in the year of our Lord 2017.

Karen Lavertu

Karen S. Lavertu, Tax Collector

State of New Hampshire, Strafford, SS. 1/3/2017

Personally appearing Karen S. Lavertu above named, and acknowledged the foregoing instrument to be his/her voluntary act and deed. Before me



R: 01/09/2017

S: 01/03/2017

\$: Ø

12063-000000-1

CERTIFIED MAIL®



7016 1970 0000 9700 2021

NEOPOST

FIRST CLASS MAIL

05/10/2017

US POSTAGE

\$006.77⁰



ZIP 03820

041L11256875

Anne Redden
179 Locust St
Dover, NH 03820

4008 2021

CERTIFIED MAIL®



116 1970 0000 9700 2038

NEOPOST

FIRST CLASS MAIL

05/10/2017

US POSTAGE

\$006.77⁰



ZIP 03820

041L11256875

Anne Redden
8 colonial village
Somersworth, NH 03878

DC
513
1 minute
-17

NIXIE

015 DE 1

0006/06/17

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

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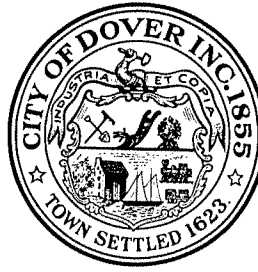
BC: 03820416999

*2584-03723-11-44

1547 0005
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Karen S. Lavertu
City Clerk/Tax Collector



Central Avenue
Dover, NH 03820
(603) 516-6020

Sent via certified and U.S. Mail
7016 1970 0000 9700 2021
8 Colonial village
Somersworth, NH 03878
May 10, 2017
Dear Anne Redden:

On January 3, 2017, a tax deed for your property located at 179 Locust Street (property ID 12063-000000) was issued to the City of Dover, NH for nonpayment of 2009-2013 property taxes. This deed conveys 100% ownership to the City of Dover, NH.

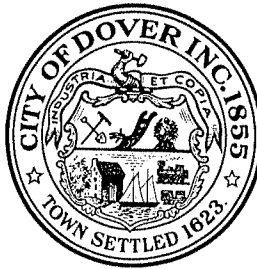
For your information, a copy of the deed to the city of Dover and copies of the New Hampshire State statutes regarding the sale of tax deeded properties and your right to repurchase are also enclosed. At this time, you are no longer allowed access to the property without prior approval from the City of Dover. You have 60 days from the date of this letter to contact the City of Dover to make arrangements to remove any personal belongings from the property.

We are also notifying you of the City of Dover intent to sell the property in 90 days and you are being given the opportunity to repurchase the property. You must notify us by certified mail, return receipt requested of any intent to repurchase the property from the municipality, stating that you are willing, ready and able to pay back all back taxes, interest, costs and penalty, described in RSA 80:90. If all such back taxes, interest, costs and penalty have not actually been tendered within 15 days of such notice of intent to repurchase, the municipality may proceed with its offering and dispose of the property without any interest by you (RSA 80:89).

If you have questions regarding the process to repurchase your property, please contact the City of Dover Tax Collector.

Karen S. Lavertu
Karen S. Lavertu

Karen S. Lavertu
City Clerk/Tax Collector



Central Avenue
Dover, NH 03820
(603) 516-6020

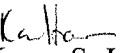
Sent via certified and U.S. Mail
7016 1970 0000 9700 2021
179 Locust St
Dover, NH 03820
May 10, 2017
Dear Anne Redden:

On January 3, 2017, a tax deed for your property located at 179 Locust Street (property ID 1 2063-000000) was issued to the City of Dover, NH for nonpayment of 2009-2013 property taxes. This deed conveys 100% ownership to the City of Dover, NH.

For your information, a copy of the deed to the city of Dover and copies of the New Hampshire State statutes regarding the sale of tax deeded properties and your right to repurchase are also enclosed. At this time, you are no longer allowed access to the property without prior approval from the City of Dover. You have 60 days from the date of this letter to contact the City of Dover to make arrangements to remove any personal belongings from the property.

We are also notifying you of the City of Dover intent to sell the property in 90 days and you are being given the opportunity to repurchase the property. You must notify us by certified mail, return receipt requested of any intent to repurchase the property from the municipality, stating that you are willing, ready and able to pay back all back taxes, interest, costs and penalty, described in RSA 80:90. If all such back taxes, interest, costs and penalty have not actually been tendered within 15 days of such notice of intent to repurchase, the municipality may proceed with its offering and dispose of the property without any interest by you (RSA 80:89).

If you have questions regarding the process to repurchase your property, please contact the City of Dover Tax Collector.


Karen S. Lavertu

179 Locust Street

Taxes, Interest and Fees Owed to City

Fiscal Year	Tax Bill	Interest	Fees	Subtotal
2017	\$2,994.43	\$309.12	\$32.00	\$3,335.55
2016	\$2,887.19	\$759.26	\$37.50	\$3,683.95
2015	\$3,334.49	\$1,514.57	\$37.75	\$4,886.81
2014	\$4,204.54	\$2,729.12	\$54.00	\$6,987.66
2013	\$4,131.69	\$3,486.29	\$53.50	\$7,671.48
2012	\$4,066.93	\$4,221.19	\$52.50	\$8,340.62
2011	\$3,897.38	\$4,771.73	\$52.50	\$8,721.61
2010	\$3,828.47	\$5,448.31	\$52.50	\$9,329.28
	\$29,345.12	\$23,239.59	\$372.25	\$52,956.96

Administrative Penalty Per RSA 80:90

Fiscal Year 2017 Equalized Assessed Value

	Assessed Value	Equalization Ratio	Equalized Value	Penalty Rate	Penalty Amount
179 Locust Street	113,900	92.60%	123,002	10%	\$12,300

Total Amount Owed to City: \$65,256.96



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2017.09.27 – 128**

Resolution Re: **PILOT Agreement with HINEC Dover LLC**

WHEREAS: HINEC Dover LLC owns property located at 250 Mast Road in Dover, known as Mast Landing Senior Care Housing, a 58-unit affordable apartment complex primarily utilized as a permanent residence by families whose head is 62 years or more of age or families that include a handicapped member; and

WHEREAS: Housing Initiatives of New England Corporation is the sole member of HINEC Dover LLC; and

WHEREAS: HINEC Dover LLC is exempt from property taxes in accordance with RSA 72:23-k, Charitable, Nonprofit Housing Projects; and

WHEREAS: In accordance with RSA 72:23-k, HINEC Dover LLC has approached the City with an Agreement to make a payment in lieu of property taxes.

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

In accordance with RSA 72:23-k, the attached Payment in Lieu of Property Tax Agreement between the City of Dover and HINEC Dover LLC is hereby authorized.

AND, FURTHER BE IT RESOLVED;

That the City Manager is designated as the agent of the City to enter into and sign this Agreement.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Karen Weston, Mayor
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 – 2017.09.27 – 128 Resolution Re: PILOT Agreement with HINEC Dover LLC		

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

In accordance with RSA 72:23-k *Charitable, Nonprofit Housing Projects*, the governing body of a municipality may approve a Payment in Lieu of Property Tax Agreement. HINEC Dover LLC has approached the City with an Agreement to make a payment in lieu of property taxes. A copy of the proposed Agreement is attached to this resolution, along with a July 18, 2017 correspondence from Housing Initiatives of New England Corporation (without attachments).

The Agreement provides that HINEC Dover LLC will make an annual payment equivalent to the assessed value of its property times the City portion of the annual tax rate.

For 250 Mast Road - Unit A, HINEC Dover LLC is assessed at a value of \$2,074,400. The estimated payment in lieu of property tax would be \$2,157.38, which is based on the City portion of the tax rate of \$10.40 (\$2,074,400/\$1,000 x \$10.40).

For 250 Mast Road – Unit B, HINEC Dover LLC is assessed at a value of \$2,258,400. The estimated payment in lieu of property tax would be \$2,348.74, which is based on the City portion of the tax rate of \$10.40 (\$2,258,400/\$1,000 x \$10.40).

**PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN
THE CITY OF DOVER AND HINEC DOVER, LLC**

This Agreement is made as of this _____ day of _____, 2017, pursuant to NH RSA 72:23-k by and between HINEC DOVER, LLC, a limited liability company under the laws of the State of New Hampshire, having a place of business at _____, and the CITY OF DOVER, a municipal corporation established under the laws of the State of New Hampshire (the “CITY”), having a place of business at 288 Central Avenue, Dover, New Hampshire 03820.

RECITALS

- A. HINEC DOVER, LLC is a New Hampshire Limited Liability Company which owns the property at 250 Mast Road, Dover, New Hampshire, known as Mast Landing Senior Care Housing (the “Property”).
- B. Mast Landing Senior Care Housing is a 58-unit affordable apartment complex primarily utilized as a permanent residence by families whose head is 62 years or more of age or families that include a member with a disability. The 58-units are comprised of two condominiums designated as Property ID H0004 00305 A with 32 units and H004 00305 B with 26 units.
- C. Mast Landing Senior Care Housing was developed and is sponsored by Housing Initiatives of New England Corporation, a tax exempt charitable non-profit under Section 501(c)(3) of the Internal Revenue Code, which is the sole member of HINEC DOVER, LLC. The income and profits of Mast Landing Senior Care Housing is used solely for community housing purposes.

- D. RSA 72:23-k defines the property to which the Charitable, Non-Profit Housing Projects property tax exemption applies and is supplemented by N.H. Code of Administrative Rules Part Rev 423.
- E. The CITY recognizes that as presently constituted Mast Landing Senior Care Housing/the Property satisfies the requirements of these laws and is, therefore, entitled to a property tax exemption.
- F. Pursuant to RSA 72:23-k, II, HINEC DOVER, LLC shall make a payment in lieu of taxes a sum to defray the costs of municipal, non-utility, services in an amount equivalent to that derived from application of the current municipal, non-school, portion of the local tax rate against the net local assessed value of the Property.
- G. The CITY is willing to recognize and grant to HINEC DOVER, LLC an exemption from taxation and accept a payment in lieu of taxes by HINEC DOVER, LLC as set forth in this Agreement based on the current ownership and current use of Property.

WHEREFORE, based upon the mutual covenants and promises contained herein, and for other good and valuable consideration which the parties acknowledge, HINEC DOVER, LLC and the CITY agree as follows:

1. *Tax Exempt Status.* The CITY recognizes, agrees, and grants to HINEC DOVER, LLC that the Property and all improvements located thereon, are currently exempt from taxation under the provisions of RSA 72:23-k based on the current ownership and current use of Property.
2. *Payment in Lieu of Taxes.*
 - (a) While exempt from taxation under the provisions of RSA 72:23-k, the CITY shall assess the Property as developed real estate and HINEC DOVER, LLC shall pay, in

lieu of taxes, the sum equal to the annual assessed value of the property times the CITY portion of the annual tax rate.

(b) Subject to the terms of this Agreement, commencing December 1, 2017 the CITY shall assess the Property and the improvements thereon, in accordance with assessments of other properties within the CITY. On such date, and each December 1st thereafter, HINEC DOVER, LLC shall pay, in lieu of taxes, the sum equal to the annual assessed value of the property times the CITY portion of the annual tax rate.

(c) Nothing in this Agreement shall prevent HINEC DOVER, LLC from challenging the CITY's assessment of the real estate or the improvements in accordance with applicable law.

(d) If the method of calculating the CITY's tax under RSA 72 is changed, the parties agree to enter into good faith negotiations to amend this Agreement.

3. *Lease of Property by HINEC DOVER, LLC to Nonexempt Person or Entity.* In the event that all or a portion of the Property is leased by HINEC DOVER, LLC to a person or entity which is not exempt from taxation, such person or entity shall pay taxes on such portion determined by multiplying the tax derived from application of the full tax rate to the assessed value of the Property by a fraction, the numerator of which shall be total square footage of the building constructed on the property (including the tenant's portion of common areas, if any) leased to such person or entity, and the denominator of which shall be to the total square footage of the building constructed on the Property.

4. *Termination.* In the event the Property is sold or disposed of by HINEC DOVER, LLC, then the terms and conditions of this Agreement shall terminate on the date of execution of

such sale or disposition. In the event the Current Use of Property is altered and/or ceases, the City may terminate this Agreement at its discretion.

5. *Binding Effect.* This Agreement constitutes the binding agreement of the CITY and HINEC DOVER, LLC, their respective successors and assigns. This Agreement cannot be modified except by an instrument in writing agreed to by the parties.

6. *Representation of Authority.*

(a) HINEC DOVER, LLC represents and warrants that this Agreement is binding upon execution of this Agreement by its duly authorized member.

(b) The CITY represents and warrants that this Agreement is binding upon execution by the City Manager of the City after authorizing vote of the Dover City Council.

7. *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of New Hampshire. The parties consent to the jurisdiction of the New Hampshire Board of Tax & Land Appeals and/or Strafford County Superior Court to resolve any dispute hereunder.

8. *Entire Agreement.* This Agreement constitutes the entire agreement of the CITY and HINEC DOVER, LLC with regard to the tax-exempt status of HINEC DOVER, LLC and payment in lieu of taxes regarding the property located at 250 Mast Road, Dover, New Hampshire.

Authorization for the City Manager to enter into this Agreement was given by the City Council on _____.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

CITY OF DOVER

Witness

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

STATE OF NEW HAMPSHIRE
Strafford, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2017 by J. Michael Joyal, Jr., City Manager for the City of Dover, New Hampshire, on behalf of the City.

Notary Public
My Commission Expires:

HINEC DOVER, LLC

Witness

By: _____
Print:
Duly Authorized

STATE OF NEW HAMPSHIRE
_____, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2017 by _____, a duly authorized member of HINEC DOVER, LLC, a New Hampshire corporation, on behalf of the corporation.

Notary Public
My Commission Expires:

Housing Initiatives

OF NEW ENGLAND CORPORATION

36 Union Wharf, Suite 4

Portland, Maine 04101

TEL: 207-774-8812

FAX: 207-775-2327

www.hinec.org

July 18, 2017

Wil Corcoran
City of Dover
PO Box 818
Dover, NH 03821-0818

Re: Charitable, Non-Profit Housing Projects Exemption
Dover Mast Landing Senior Care Housing
250 Mast Road, Unit A & B

Dear Mr. Corcoran:

I am writing to follow up on our discussion regarding the applicability of NH RSA 72:23-k to Mast Landing Senior Care Housing Units A & B (the "Project"). In this letter I describe the facts and circumstances relating to the sponsorship and operation of the Project and the manner in which those facts and circumstances qualify the Project for the exemption described in RSA 72:23-k.

Project

The Project is a 58-unit affordable apartment complex primarily utilized as a permanent residence by families whose head is 62 years or more of age or families that include a handicapped member. The Project property of 58 units is comprised as two condominiums and is designated as Property ID H0004 00305 A with 32 units and H0004 00305 B with 26 units on the City Assessor's tax bills.

Project Sponsor

The Project was developed by Housing Initiatives of New England Corporation (Sponsor) beginning on November 21, 2014. The Sponsor has received from the US Internal Revenue Service confirmation of its status as a 501(c)3 organization (Attachment 1). Sponsor's funds are restricted to community housing as set forth in its Articles of Incorporation (Attachment 2). Sponsor continues to be a registered charity with the NH Department of Justice (Registration No. 4282).

The land beneath the Project is owned by HINEC Dover LLC, of which the Sponsor is the sole member. Sponsor's ownership interests are outlined in Attachment 3.

Project Ownership Structure

The ownership structure of the Project is complex. The structure was established to allow the use of specialized housing finance resources including tax credits and mortgage insurance and driven by the federal statutory and income tax requirements for such programs. Two Nominees were required to meet these requirements, Mast Landing LLC (Nominee A) and Mast Landing Bond LLC (Nominee B). The Nominees acquired the land by lease from the Sponsor. Sponsor continues to be responsible for and control the Project through its ownership of 100% of Mast Landing Manager LLC (Managing Member A), the managing member of Nominee A; and 79% of Mast Landing Bond Manager LLC (Managing Member B), the managing member of Nominee B. Nominees' Certificates of organization are Attachments 4A & 4B. Sponsor's ownership interests are demonstrated by Attachments 5A & 5B. Sponsor's 100% and 79% interests permit it to elect all of the directors of Managing Member A and Managing Member B. The directors of Managing Member A and Managing Member B are elected from among the directors of Sponsor.

To ensure that all of the income and profits are used solely for community housing purposes, Sponsor retained mortgage interests in the principal amount of \$3,089,226 (Attachments 6A & 6B) and Sponsor will repurchase the Project for the sum of \$1 plus assumption of outstanding debt in the manner and at the earliest time permitted by the federal income tax requirements (Attachments 7).

Sponsor provides financial guarantees (Attachments 8A & 8B) of, among other things, (i) the completion of the improvements made to the Project, (ii) satisfaction of the terms of the NH Housing Finance Authority (NHHFA) construction mortgage (Attachments 8A & 8B) and (iii) operating deficits arising from expenses of the Project and the NHHFA permanent debt service. Upon completion of improvements, the construction mortgage was converted to permanent debt by virtue of a required reduction of principal.

Project Operation and Assistance Under NH Law and HUD Rules

The Project is financed and regulated by NHHFA (Attachments 9A & 9B and 10A & 10B) and receives assistance from HUD in the form of mortgage insurance (Attachments 11A & 11B), subject to rules set forth in Title 24 of the Code Of Federal Regulations at Part 266 and elsewhere.

Applicability of RSA 72:23-k

RSA 72:23-k defines the property to which the Charitable, Non-Profit Housing Projects exemption applies. NH Code of Administrative Rules supplements RSA 72:23-k at Part Rev 405.

Eligibility for exemption requires:

1. The Project is a community housing or community health care facilities for elderly or disabled persons and that none of the income or profits be used for purposes other than community housing or community health care.
2. The Project must be sponsored or owned by a nonprofit, charitable organization either within or outside New Hampshire or be organized, operated or assisted under state law or pursuant to rules and regulations of a state agency and or the Department of Housing and Urban Development (HUD).

As described below, the Project qualifies under both Paragraphs 1 and 2.

The requirements of Paragraph 1 are met by:

- a. The Project is a community and health care housing facility as described at Rev 405.01(b) and Rev 405.02(a). The Project is a 58-unit apartment complex with light services and meals primarily utilized as a permanent residence by families whose head is 62 years or more of age or people who are handicapped (Attachment 12).
- b. None of the income or profits are or will be used for any other purpose other than community housing since all cash remaining after expenses of operation of the Project and payment of the NHHFA mortgage loan goes to Sponsor as payment on loans made by Sponsor. Since Sponsor's funds are restricted to community housing uses, none of the income or profits are used for any purpose other than community housing (Attachments 2 and 6A and 6B).

The cash available for the 2016 calendar year to repay the Sponsor loans (after payment of all costs relating to the Project and principal and interest on NHHFA loans) was \$0. The secured debt owed to Sponsor at December 31, 2016 was \$330,995 for Unit A and \$2,758,231 for Unit B with interest at 1% per annum. For the foreseeable future, there will be no cash or profit that will be used other than to pay for services and or repay Sponsor. Additionally, any increase in value that might lead to a profit in future years accrues solely to Sponsor through the purchase option.

The Project meets the requirements of Paragraph 2 in three ways, any one of which is sufficient to qualify the Project for the exemption.

- a. A charitable corporation sponsors the Project as described at Rev 4.05.02(b)(1). Rev 405.01(c) and 405.01(d) define the nature of a non-profit charitable corporation or organization sponsor. Sponsor meets the definition being a non-profit charitable corporation (State Registration No. 4282) approved by HUD as

demonstrated by provision of mortgage insurance for the NHHFA debt (Attachments 11A and 11B).

- b. The Project is operated and assisted pursuant to the rules and regulations of HUD as described at Rev 4.05.02(b)(2). (Attachment 10A & 10B). All incomes for eligibility to live in this housing are regulated by HUD and New Hampshire Housing Finance Authority.
- c. The Project is operated and assisted under state law as described at Rev 4.05.02(b)(2). (Attachments 9A & 9B and 10A & 10B).

Summary

The use of the Project as community housing with services for the elderly, the restriction of income and profits to community housing uses combined with any of (a) sponsorship by a charitable non-profit organization or (b) the organization, operation or assistance of the Project under (i) state law or (ii) pursuant to rules issued by New Hampshire Housing Finance Authority qualifies the Project for exemption pursuant to RSA 72:23-k.

I would be delighted to discuss this issue with you in further detail. Please do not hesitate to call me at 207-774-8812.

Very truly yours,



Cynthia J. Milliken Taylor

President

Housing Initiatives of New England Corporation

- c: William W. Walker
Kara Sweeney, Preti-Flaherty
Hand Delivered with attachments



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2017.09.27 – 129**
Resolution Re: **Amendment of FY2018 Fee Schedule to Create an Overnight Permit Option for the Orchard Street Parking Garage**

WHEREAS: The City Council adopted the FY2018 City of Dover Fee Schedule on May 3, 2017, and;

WHEREAS: The City regulates Parking permits, and;

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

That the City Council authorizes changes to the Police Department section of the approved FY 2018 Fee Schedule, p. 9, to reflect adding fee change, as follows:

SERVICES	CURRENT FEE	PROPOSED FEE
Parking Monthly Permit Fee		
Overnight – Parking Garage	\$0.00	\$30.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2017.09.27 – 129**
Resolution Re: **Amendment of FY2018 Fee Schedule to Create an Overnight Permit Option for the Orchard Street Parking Garage**

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 Parking Commission, at the September 2017 meeting, voted to recommend that an overnight parking permit be made available for the Orchard Street Parking Garage to coincide with their recommendation that parking be limited to permit holders between the hours of 2 am and 6 am. The recommended Monthly Permit fee is \$30.00.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2017.09.27 – 007
Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 15, 16, 17, 19, 21, 23, 33, 38, 39, 47, 57, 59

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to make specific changes to Sections 166-15, 166-16, 166-17, 166-19, 166-21, 166-23, 166-33, 166-38, 166-30, 166-47, 166-57 and 166-59.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-15 Violations and Penalties is hereby amended as follows:

166-15. Violations and Penalties.

A violation of any provision in this Chapter shall be punishable by a fine ~~of up to one thousand dollars (\$1,000.00) for each offense, unless otherwise noted as set forth in the~~ Schedule of Fees as adopted by City Council.

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-16 General Parking Restrictions is hereby amended by adding Paragraph E.(4) and amending Paragraph F as follows:

166-16. General Parking Restrictions.

E. Restricted Parking. [Added 10-02-96 by Ord. No. 13-96; Amended 05-25-2016 by Ord. No. 2016.05.11-007; Amended 04-12-2017 by Ord. No. 2017.03.22-004]

- (1) Henry Law Park – River Street parking area. No Person shall park a Vehicle in designated parking in the River Street parking area at the Henry Law Park and Recreation Facility unless they are a City Employee on City business or are present and using the recreational facility or grounds at Henry Law Park. The parking of Vehicles for any other purpose is prohibited. Violators shall be subject to Table B fines under 166-30 as set forth in the ~~Fee-Schedule of Fees~~ as adopted by City Council.
- (2) Summer Street. No Person, except for visitors to the Woodman Institute, shall be allowed to park on the northerly side of Summer Street from the intersection with Central Avenue westerly for one hundred twenty (120) feet, during operating hours when the Woodman Institute is open for the season. Signage shall be posted that indicates the hours, days and/or months of the restricted parking, based



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on the Woodman Institute's operating hours. Violators shall be subject to Table A fines under 166-30. [Added on 03-11-2015 by Ord. No. 2015.02.25-009]

(3) Orchard Street. No Person, except for visitors to the Dover Police Station, shall be allowed to park in the two (2) posted police station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) and the three (3) posted police station visitor spaces on the first floor of the parking garage. Violators shall be subject to Table A fines under 166-30.

(4) Orchard Street Parking Garage: Between the hours of 2:00 A.M.to 6:00 A.M., no persons shall park a Vehicle in the Orchard Street Parking Garage unless it is properly displaying a valid permit.

F. Parking for Primary Purpose of Advertising Prohibited. [Added 10-19-2005 by Ord. No. 19-2005]

No Person shall park a Vehicle upon any public way for the primary purpose of advertising goods or services, except as provided in Chapter 133 – Peddlers and Vendors. Violators shall be subject to Table B fines under 166-30 as set forth in the Schedule of Fees as adopted by City Council.

4. AMENDMENT

Chapter 166 entitled "Vehicles and Traffic" Section 166-17 General Parking Provisions is hereby amended by making revisions to Paragraph A.(2) , A(9), A(12), Paragraph C.(1) and Paragraph E as follows:

166-17. General Parking Provisions.

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

A. Stop, stand or park a Vehicle:

- (1) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
- (2) On or over a sidewalk except for bicycles.
- (3) Within an intersection.



CITY OF DOVER

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Agenda Item#: 13.C.1.

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- (4) On a crosswalk.
- (5) Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic.
- (6) Upon any bridge or other elevated structure upon a highway or within a highway tunnel, unless a parking space is specifically provided.
- (7) On any railroad tracks.
- (8) Within twenty (20) feet of the corner of any intersecting street, unless a parking space is specifically provided.
- (9) It shall be unlawful for the owner or operator of any motor vehicle to park or allow to be parked any motor vehicle for any length of time in a designated fire lane. Violators will be subject to Table B fines under 166-30 as set forth in the Schedule of Fees as adopted by City Council. [Amended 02-24-82 by Ord. No.3-82]
- (10) At any place where official signs prohibit parking. [Added 05-15-96 by Ord. No. 07-96]
- (11) In any parking place, whether on public or private property, specially designated for a person with a walking disability by means of a sign as required by RSA 265:73-a stating that the space is reserved for a person with a walking disability or displaying the international accessibility symbol, unless that person has a special number plate, decals, or a card issued pursuant to RSA 261:86, 87 or 88, or a similar license plate, decal or card issued by another state or country displaying the international accessibility symbol and the persons who qualifies for the plate, decal or card is being transported to or from the parking place. [Amended 04-21-93 by Ord. No. 05-93]
- (12) In or overlapping into any access aisle. “Access aisle” shall mean a designated space for maneuvering a wheelchair or other mobility device when entering or exiting a vehicle, that is immediately adjacent to a properly designated parking space for persons with a walking disability, whether public or private property. Access aisles shall be so marked as to discourage parking in them. Violators will



CITY OF DOVER

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be subject to Table B fines under 166-30 as set forth in the Schedule of Fees as adopted by City Council. [Added 04-30-2005 by Ord. No. 07-2005]

- C. Stand or park a vehicle in a roadway, other than paralleled with the edge of the roadway, headed in the direction of traffic, and with the right side of the vehicle within twelve (12) inches of the edge of the roadway, except as provided in the following subsections:
- (1) In locations where the Police Department shall have marked or cause to be marked off individual parking spaces on the public streets, public parking areas or highways of the city, in which case it shall be unlawful to park any vehicle in such a way that said vehicle shall not be entirely within the spaces so designated, unless such vehicle is too large to be confined to one (1) such space and the vehicle is not extending into any restricted area or travel lane.
- E. Notwithstanding the provisions of Subsection C, allow or permit a motor vehicle to stand unattended, on any public highway within the City of Dover, without first stopping the engine, locking the ignition and removing the key from the vehicle. Violators will be subject to Table B fines under 166-30 as set forth in the Schedule of Fees as adopted by City Council.

5. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-19 Winter Parking is hereby amended by making revisions to Paragraph D. as follows:

166-19. Winter Parking. [Amended on 11-16-83 by Ord. No. 31-83; Amended on 03-11-87 by Ord. No. 5-87; Amended on 11-11-98 by Ord. No. 15-98; Amended on 02-11-2015 by Ord. No. 2015.01.28-002]

- D. Chronic Offenders. Any Person with five (5) violations in a season will be fined as set forth in the Schedule of Fees as adopted by City Council ~~one hundred dollars (\$100.00)~~ for each subsequent offense. In addition to a fine, any Vehicle to be found in violation of the aforementioned provisions may be towed by the direction of the Police Department. The expenses of both towing and storage shall be paid by the owner of the Vehicle before acquiring the same. [Added on 11-11-98 by Ord. No. 15-98; Amended 12-09-2015 by Ord. No. 2015.10.28-022]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

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Ordinance Title: Vehicles and Traffic
Chapter: 166
Sections: 15, 16, 17, 19, 21, 23, 33, 38, 39, 47, 57, 59

6. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-21 Resident Parking Permit is hereby amended by making revisions to Paragraphs A and C as follows:

166-21. Resident Parking Permit. [Added on 04-27-83 by Ord. No. 10-83; Repealed on 08.13.2008 by Ord. No. 2008.07.23-6; Added on 04-15-2015 by Ord. No. 2015.03.25-010; Amended on 12-09-2015 by Ord. No. 2015.10.28-023; Amended on 05-25-2016 by Ord. No. 2016.05.11-007; Amended on 12-26-2016 by Ord. No. 2016.10.12-013]

- A. The Police Department is authorized to sell and distribute parking permits for residents of downtown who reside within two hundred (200) feet of an authorized residential parking area. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits.
- B. A maximum of two (2) residential parking permits may be issued per legal residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific Vehicles owned by occupants of such residential unit. Permits are only valid for the nearest parking area designated by the Police Department for a particular residential unit.
- C. Authorized residential parking areas include the Metered Parking Garage (spaces 201 and above) and City controlled parking lots that are not leased or deeded to a third party excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: First Street (northerly side spaces not subject to third party license), Chestnut Street between First Street and Orchard Street, Second Street (west of the meter in front of 10 Second Street), Main Street and School Street (angled parking spaces only).

7. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-23 Business Parking Permit Program is hereby amended by making a revision to Paragraph B as follows:

166-23. Business Parking Permit Program. [Added 05.25.2016 by Ord. No. 2016.05.11-007]

- B. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits.



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8. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-33 Summons to Court/Towing or Immobilization of Motor Vehicle for Non-Payment of Parking Fines is hereby amended by making a revision to Paragraph C(1) and Paragraph E as follows:

166-33. Summons to Court/Towing or Immobilization of Motor Vehicle for Non-Payment of Parking Fines. [Amended on 03-11-87 by Ord. No. 5-87; Amended on 08-03-88 by Ord. No. 09-88]

C. Any vehicle towed and stored or immobilized in accordance with the preceding may be released as follows:

(1) By payment of all charges due including an administrative fee as set forth in the Schedule of Fees as adopted by City Council ~~of twenty five dollars (\$25.00).~~
[Amended 04-19-2000 by Ord. No. 03-2000]

E. Any person attempting to remove a Police Department immobilization parking device from a vehicle without authorization by the Police Department, shall be guilty of a violation, and fined as set forth in the Schedule of Fees as adopted by City Council ~~One Hundred Dollars (\$100.00)~~, no portion of which may be suspended.

9. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-38 Unlawful Acts; Separation Violations is hereby amended by making a revision to Paragraph C(4) and Paragraph J as follows:

166-38. Unlawful Acts; Separate Violations. [Amended on 8-24-2015 by Ord. No. 2015.07.08-014; Amended on 11-11-2015 by Ord. No. 2015.10.28-024; Amended 04-12-2017 by Ord. No. 2017.03.22-004]

C. It shall be unlawful for any Person to park or allow any Vehicle registered in their name to be parked or left standing in any area where parking is controlled by a Multi-Space Parking Meter:

- (1) Without purchasing a receipt from said Multi-Space Parking Meter for such parking or standing time.
- (2) Without displaying any receipt so purchased from a Multi-Space Parking Meter in a position on the dashboard of the Vehicle in order that the time printed on said receipt is clearly visible from outside the Vehicle, except in a Metered Parking Garage when



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the proper space number is entered into the Pay by Space parking meter, wherein such receipt display is not required.

- (3) After parking or standing time which has been purchased has expired.
- (4) Displaying an altered or falsified receipt or any receipt that has not been purchased from the Multi-Space Parking Meter controlling the parking space in which the Vehicle displaying the receipt is parked. Violators will be subject to Table B fines under 166-30 as set forth in the Schedule of Fees as adopted by City Council.

J. Chronic Offenders. Any Person with five (5) violations of any paragraph of 166-38.C, E & G or 166-44 in a calendar year for any Metered On-Street Parking Space shall be fined as set forth in the Schedule of Fees as adopted by City Council ~~one hundred dollars (\$100.00)~~ for each subsequent offense.

10. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-39 Truck Parking is hereby amended as follows:

166-39. Truck Parking.

Vehicles over nineteen (19) feet in overall length, with permission of the Chief of Police, or designee, may stop and unload merchandise in a Multi-Space Parking Meter Zone, but under no circumstances shall any Vehicle obstruct or impede the free flow of traffic.

11. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-47 Weight Limits is hereby amended by making a revision to Paragraph D as follows:

166-47. Weight Limits. [Amended on 4-27-83 by Ord. No. 10-83; Repealed on 08-13-2008 by Ord. No. 2008.07.23-6; Amended on 2-25-2015 by Ord. No. 2015.02.11-008]

D. Violations of 166-47 shall be punishable by the imposition of a fine as set forth in the Schedule of Fees as adopted by City Council ~~one hundred fifty dollar (\$150.00) citation~~ for the first offense. Repeat offenders may be punished by the imposition of citations as set forth in the Schedule of Fees as adopted by City Council ~~up to two hundred fifty dollars (\$250.00)~~ for each subsequent offense.

12. AMENDMENT



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

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Chapter 166 entitled “Vehicles and Traffic” Section 166-57 Schedule J. Limited Time Parking is hereby amended by adding Chestnut Street Lot and to change Kirkland Street as follows:

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

A. [Repealed on 05-23-12 by Ord. No. 2012.05.09-9]

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

<u>STREET</u>	<u>LOCATION</u>
Adelle Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
Broadway	Northerly side, from the intersection with St. John Street westerly to the PSNH pole #114/A1
Broadway [Amended on 10-26-2016 by Ord. No. 2016.10.12-013]	Southerly side from the driveway between 3 and 7 Broadway easterly to the intersection with St. John Street
Central Avenue [Added on 02-11-2015 by Ord. No. 2015.01.28-005]	Westerly side from the driveway between 572 and 574 Central Avenue, southerly to the intersection with Fifth Street
Central Avenue [Added on 12-21-88 by Ord. No. 30-88; Amended on 02-11-2015 by Ord. No. 2015.01.28-005]	Easterly side from the intersection of New York Street, southerly to the intersection with Fifth Street
<u>Chestnut Street Lot</u>	<u>3 spaces in the northeast corner</u>
Fairfield Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th



CITY OF DOVER

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<u>STREET</u>	<u>LOCATION</u>
Fourth Street	Both sides, from the intersection with Chestnut Street westerly to the intersection with Grove Street except as otherwise posted
Hartswood Road [Added on 08.13.08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
Kirkland Street [Added on 01-15-97 by Ord. No. 21-96; Amended 09-17-03 by Ord. No. 14-2003]	Northerly side, from the intersection with Locust Street easterly to the intersection with ~~Central Avenue~~ <u>Academy Street</u>

13. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” Section 166-59 Schedule L. Parking Meter Zones under Metered On-Street Parking Spaces by making changes to Central Avenue and Locust Street and adding Kirkland Street as follows:

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

<u>METERED ON-STREET PARKING SPACES</u>	<u>LOCATION</u>
Broadway [Added on 10-26-2016 by Ord. No. 2016.10.12-013]	Southerly side from the intersection with Central Avenue easterly to the driveway between 3 and 7 Broadway
Central Avenue	~~Both sides, from the intersection with Fourth Street southerly to the intersection with Kirkland Street~~ <u>Easterly side, from the intersection with Fourth Street southerly to the intersection with Kirkland Street</u>



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<u>Central Avenue</u>	<u>Westerly side, from the intersection with Fourth Street southerly to the driveway between 236 and 240 Central Avenue</u>
Chapel Street [Amended on 8-24-2015 by Ord. No. 2015.07.08-016]	Southerly side, from the intersection with Central Avenue easterly to the driveway on the west side of 15 Chapel Street
Chestnut Street [Amended on 8-24-2015 by Ord. No. 2015.07.08-016]	Easterly side, from the intersection with Fourth Street northerly to the intersection with Fifth Street
First Street	Northerly side, from the westerly edge of 1 First Street westerly to the intersection with Chestnut Street
Fourth Street	Both sides, from the intersection with Central Avenue westerly to the intersection with Chestnut Street
Hale Street	Both sides, from the intersection with Central Avenue westerly to the intersection with Locust Street
Henry Law Avenue	Easterly side, from the intersection with Washington Street southerly to George Street
<u>Kirkland Street</u>	<u>Northerly side, from the intersection with Central Avenue westerly to the intersection with Academy Street</u>
Locust Street	Both sides, from the intersection with ~~St. Thomas Street~~ <u>Hale Street</u> northerly to the intersection with Washington Street, <u>unless otherwise posted</u>



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14. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

Re: 166-16 General Parking Restrictions

At their September 2017 meeting, the Parking Commission voted to recommend that access to the Parking Garage be limited to permit holders between the hours of 2:00 A.M. and 6:00 A. M.



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Re: 166-17 is to make the ordinance consistent with State law

Re: 166-21 and 166-23

These changes are due to the City going to an optional sticker that won't have details on the permit but that information will be provided on a separate sheet of paper.

Re: 166-57 Schedule I Limited Time Parking Re: Kirkland Street
and 166-59 Schedule L Parking Meter Zones Re: Central Avenue

At their June 2017 meeting, the Parking Commission voted to extend the metered parking area on the south end of the downtown. This was recommended to accommodate customer parking needs for the Central Avenue businesses between Hale Street and Kirkland Street due to the addition of Wing Itz restaurant and Stronghold Barbershop/Arcade.

Re: 166-59 Schedule L Parking Meter Zones Re: Locust Street

With the opening of the City Hall service center on the Locust Street side of the building this fall, the adjacent parking lot will be reopened for use by persons conducting business at City Hall. The spaces on Locust Street where the police cruisers use to park will be made available for area business customers. At their August meeting, the Parking Commission voted to recommend that the easterly side of Locust Street from Hale Street to St. Thomas Street be added to the metered parking program.