



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 24, 2018**
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 166 – VEHICLES AND TRAFFIC: SECTIONS 37 and 57**
SPONSORED BY COUNCILOR CIOTTI
 - B. AWARD OF CONSTRUCTION OF WATER WELL AT SHAW’S LANE ATHLETIC FIELDS AND APPROPRIATION OF RECREATIONAL FIELD CONSTRUCTION FUND REVENUE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. REPROGRAMING UNEXPENDED BONDING AUTHORIZATION FOR WWTP SLUDGE DEWATERING PROJECT TO WWTP BUILDING IMPROVEMENTS PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
(CITY COUNCIL VOTE TO OCCUR ON FEBRUARY 14, 2018.)
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. January 2, 2018 – Organizational Meeting**
 - B. January 3, 2018 – Workshop Session**
 - C. January 10, 2018 – Regular Meeting**
- 11. MAYOR’S REPORT**



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC: SECTIONS 37 and 57**
SPONSORED BY COUNCILOR CIOTTI

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. DOVER SCHOOL DISTRICT LED LIGHTING UPGRADE AND AUTHORIZATION FOR FINANCING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. AWARD OF CONSTRUCTION OF WATER WELL AT SHAW'S LANE ATHLETIC FIELDS AND APPROPRIATION OF RECREATIONAL FIELD CONSTRUCTION FUND REVENUE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – COTA for Chad Capalbo**
- 2. RAFFLE – Greater Dover Chamber of Commerce – May 4, 2018**
- 3. RAFFLE – Greater Dover Chamber of Commerce – Arts Festival Raffles**
- 4. RAFFLE – Greater Dover Chamber of Commerce – December 7, 2018**
- 5. ROAD RACE & WALK – Cocheco Valley Humane Society**
- 6. AUTHORIZE SALE OF TAX DEEDED REAL ESTATE @ 179 LOCUST STREET
PARCEL ID 12063-000000**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 13. Ordinance Committee |
| 2. Planning Board | 14. Parking Commission |
| 3. 400 th Anniversary Committee | 15. Pool Advisory Committee |
| 4. Appointments Committee | 16. Recreation Advisory Board |
| 5. Arena Commission | 17. Solid Waste Advisory Commission |
| 6. Arts Commission | 18. Transportation Advisory Commission |
| 7. Conservation Commission | 19. Joint Building Committee – Dover High School
and Regional Career Technical Center |
| 8. Energy Commission | 20. Joint Building Committee – Garrison
Elementary School |
| 9. Heritage Commission | 21. Dover Main Street |
| 10. Legislative Liaison | |
| 11. Library Board of Trustees | |
| 12. McConnell Center Advisory Committee | |



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B. RESOLUTIONS

- 1. APPROVAL OF TEMPORARY LICENSE AND MAINTENANCE AGREEMENT BETWEEN CITY OF DOVER AND 104 WASH STREET, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. APPROVAL OF PURCHASE AND SALES AGREEMENT BETWEEN CITY OF DOVER AND ALBERT E. SOUTHER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. COLLECTIVE BARGAINING AGREEMENT BETWEEN CITY OF DOVER AND AFSCME**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2018.01.10 – 003**
Resolution Re: **Reprogramming Unexpended Bonding Authorization for
WWTP Sludge Dewatering project to WWTP Building
Improvements project**

WHEREAS: On January 26, 2011 the City Council adopted the Debt Financing authorization for FY2012 CIP projects, which included funding \$4,000,000 for WWTP Sludge Dewatering project; and

WHEREAS: The WWTP Sludge Dewatering project was completed under budget and currently \$694,244 is available to be reprogrammed to other Sewer CIP projects; and

WHEREAS: The City has determined that there are two critical building improvements at the WWTP that need to be addressed, replace a failed aeration blower and replace the WWTP facility emergency generator; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$513,000 of unexpended bonding authorization is hereby reprogrammed from WWTP Sludge Dewatering project to WWTP building improvements project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
5320.1.300.43256.4741.04597.12	Sludge Dewatering Equipment	694,244.00	(513,000.00)	181,244.00
5320.1.300.43256.4725.04590.12	WWTP Building Improvements	0.00	513,000.00	513,000.00
	Total Available Funding	694,244.00	0.00	694,244.00

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.

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



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Resolution Re: **Reprogramming Unexpended Bonding Authorization for
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Improvements project**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

On January 26, 2011 the Dover City Council approved the FY12-FY17 six-year Capital Improvements Program (CIP), which included an appropriation in FY12 for WWTP Sludge Dewatering Equipment.

This request is being made as a result of Community Services Department evaluating equipment and building improvements necessary at the WWTP.

The aeration blower replacement is the most critical. The WWTP has 3 aeration blowers and 1 blower has failed. The replacement of this blower is critical because a failure of one of the remaining 2 blowers could cripple operations. NH DES requires that the City have at least one backup blower. Estimated replacement cost, to include installation is \$200,000.

The WWTP emergency generator is original to the 1991 facility construction and is reaching the end of its useful life. The recommended emergency generator replacement and installation is estimated at a cost of \$313,000. The proposed project would be installation of a new 450 kW diesel generator.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Sludge Dewatering Equipment in the FY12 CIP. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the Sludge Dewatering Equipment project. This resolution reprograms funding from the Sludge Dewatering Equipment project to WWTP Building Improvements project, a project contained within the City's CIP.

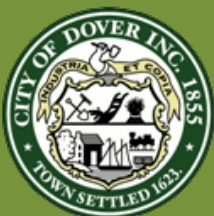
City of Dover

City Manager's Report

January 24, 2018



Christmas Parade 2017
- Michael Gillis



Reporting on December, 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

CREU = Community Response & Enforcement Unit

DPL = Dover Public Library

Inspection Services Fire Inspector Jalbert performed safety training with the smoke trailer at Woodman Park, St. Mary's, Portsmouth Christian Academy and Garrison Elementary schools.

Building Official Maxfield met with the architectural firm for the temporary classroom configuration and overall renovations for Garrison School.

According to Fire Chief Hagman, for calendar year 2017, there were nineteen EOC alert events and three emergency EOC activations during storms, and 1 drill alert.

December library circulation totaled 18,931 items. (10,300 adult + 6,126 children's print items; plus 2,505 items downloaded including 1,658 audiobooks & eBooks, 777 Hoopla streaming music and movies, and 70 eMagazines).

POP Officer Khalsa coordinated with Great Bay Services located on Cataract Avenue to assist with community outreach with their clients. Great Bay Services is a residential and outpatient provider to mentally and physically handicapped adults ranging from 18-65. Officer Khalsa went to their facility and met with clients and did a presentation on safety, and stayed for a question and answer session.

Responsiveness & Measurables

The shell of the new Dover High School has taken shape and frequent inspections of trades are ongoing. During December the permanent power has been energized to the Main electrical service and RTUs are being commissioned to heat the building. Inspection Services continues to review revised plans and work with HMFH and the design team.

Residential tenants of 60 Pointe Place continue the moving in process while commercial tenancies are being constructed and inspected.

After multiple field inspections, COs were issued for the Silver Square 78 unit assisted living owned by LCB, Little Tree Child Care Facility and the fifth floor of Members Way for Wentworth Douglass Hospital medical offices.

Other projects ongoing that are being monitored by Inspection Services are Bradley Commons, Optima Bank, Newbury Bank, 50 Pointe Place mixed use structure and new commercial structure on Central Avenue.

Inspection Services is following up on DFR holiday spot inspection discrepancies. Plans for the 58 unit memory care facility and new buildings on the corner of Central Ave and Glenwood are in the building permit process.

The Youth Coalition hosted a meeting with members to discuss ways to address youth opioid use. The brainstorming session will serve as a base for the Community-Based Coalition Enhancement Grant to Address Local Drug Crises that the Police Department will be applying for in January. If awarded, the grant would provide the Coalition with \$50,000 per year for 3 years to address and prevent opioid and prescription drug misuse among 12-18 year olds.

The Public Works Facility experienced a boiler issue just before the Christmas holiday. Temporary heat was set up until the boiler could be replaced.

With the severe cold snap there were several buildings that experienced minor freeze up of water or drain pipes, fortunately some additional heat helped to thaw these with no damage resulting.

December was a busy month for Fire & Rescue in calendar year 2017. Fire & Rescue responded to 471 calls for service and Fire & Rescue between these responses, conducted 84 Holiday Safety Spot Inspections in the community's businesses for a total activity level of 555 calls for service. 8 of the calls for service were for fires, 262 were for medical emergencies, 23 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 66 were either false or good intent in nature, with the remaining 196 being for non-emergent requests (including the Holiday Safety Spot Inspections which will be explained later in this report). Of the emergencies, there were 103 times where simultaneous emergencies were occurring with 15 of those times where 3 or more emergencies were occurring at the same time. The busiest day in December for Fire & Rescue, excluding spot inspections, was Saturday, 12/23/2017 when there were 25 calls for service while the slowest day of the month was a tie between Sunday 12/3/2017 and Monday 12/18/2017 with only 8 calls for service occurring.

Looking at Fire & Rescue's activity level for calendar year 2017, Fire & Rescue responded to 5608 calls for service which is just over an average of 15 responses per day helping Dover citizens. 127 of the calls for service were for fires which is a fire of some type every 3rd day on average, 3236 were for medical emergencies (over 9 per day), 309 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 866 were either false or good intent in nature, with the remaining 1070 being for non-emergent requests.

Officer Khalsa identified a suspect who had exposed himself to an underage female in the drive thru line of Dunkin Donuts on Portland Avenue. With the help of the suspect's identification and location, Detectives with the Dover Police Department were able to draft arrest warrants for the offender and arrest him.

79 new library patrons registered; total active cardholders 14,663. 9 of these new patrons were non-resident Dover workers or students (now 491 in that category).

Library museum passes were borrowed 103 times.

1,095 people attended, or registered for, 50 free programs at the library during December.

The library executed 48 U.S. passports in December, a new high.

The circulation desks filled 1,110 patron hold requests.

Internet and PC uses by the public totaled 1,293 on library workstations, plus 3,008 via Wi-Fi, plus 41 Chromebook loans.

Average Internet use per day was 159.

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 task force with a number of drug related investigations within the City and surrounding communities. These investigations will continue into the coming year.

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

Officer Khalsa assisted with several civil court hearings involving Division of Children Youth and Families (DCYF) and the removal of children from unsafe homes, including a NH Attorney General's appeal in Strafford County Superior Court.

Officer Khalsa has identified several areas known to be vandalized with graffiti. He continues to track the type of graffiti and at what location for future reference and prevention. The graffiti tracking is part of a larger prevention program geared towards reducing some of the quality of life issues in the City.

In December 2017 Special Investigations Bureau detectives investigated after receiving a report from the Division of Children, Youth, and Families regarding a three year old boy repeatedly being assaulted. After an investigation, a Dover man was arrested and charged with Simple Assault as an enhanced misdemeanor.

Special Investigations Bureau detectives investigated after receiving a report from the Division of Children, Youth, and Families regarding a nine year old girl being injured. After an investigation, a Dover man was arrested and charged with Second Degree Assault, a felony.

SIB detectives investigated after a man exposed himself to an employee at a Dunkin Donuts' drive thru. After an investigation, a Dover man was arrested and charged with Indecent Exposure.

SIB detectives investigated after receiving information a sex offender had failed to update his employment information with the Police Department. After an investigation, a Dover man was arrested and charged with a felony level offense for failing to comply with sex offender regulations.

One of the most newsworthy events in December was the fire in one of the buildings at Dover Housing Authority's Edgar Bois Terrace Facility. This fire displaced 9 seniors residing in that building. The cause of the fire was unattended cooking where the tenant left a heating pan of fry oil, to move laundry in or out of her laundry appliances. The tenant rapidly evacuated the first-floor apartment once she realized her kitchen was on fire. The fire spread upward into the apartment above as well as into the attic space where most of the buildings mechanical systems were located. Because of the below zero cold that evening, a number of the tenants in adjacent apartments chose not to leave their apartments even though the fire alarm had activated, and smoke was filling their apartments. This created a challenge for Fire & Rescue crews where on arrival, they saw occupants in the windows of those apartments. This necessitates the crews splitting into two activities, fire attack and rescue as it appeared those occupants were trapped. As it turned out, firm and rapid evacuation of the occupants in those adjacent apartments was what was required. Fire & Rescue through several news and social media outlets, reinforced the message that apartment occupants always need to be prepared to evacuate, even in extreme cold, should a fire alarm go off. Often, fire alarms only give two to three minutes of time to evacuate before a fire can spread into that area. Photos to the right show damage to the building.

In the arena of emergency management in December, two EOC (Emergency Operation Center) alert events were enacted. For each event, all department heads and additional appropriate staff were put on notice to monitor in this case, the weather-related events ranging from snow or ice storms to extreme cold. During the course of the events, updates are issued with storm timing, impact information, and any needed preparations. During the last event of the month during the last week of December, Fire and Rescue staff participated in a conference call with New Hampshire Homeland Security and Emergency management representatives including Gov. Hassan. It is not uncommon during significant weather-related events, to participate in these conference calls which include emergency management directors from across the state and representatives from all the primary state agencies as the response statewide is managed into one coordinated team approach.



Dover Housing Authority fire.

During the month of December 2017, the Dover Police Department responded to 1,809 incidents throughout the city. Police officers made a total of 451 motor vehicle stops during which they issued a warning or a summons.

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

Another fire which was a result of a malfunctioning heating system, occurred in December at the City's Community Services Building. The heating system located on a balcony on the second floor, had its vent mechanism fail, pushing heat and exhaust down under the unit. That eventually started a fire in the flooring round the heating unit. Community Services workers started rapidly removing vehicles from the building in case the fire escalated fast, as Fire & Rescue crews arrived. As it turned out, Fire & Rescue crews took care at removing the burned flooring, leaving the bulk of the area around the heating unit undamaged. The first look also indicated in addition to the floor being damaged, so were a number of components in the heating system, so Community Services was left to work on a plan for repair or replacement.

The Traffic Bureau has been closely monitoring traffic conditions on Watson Road in connection with the student dismissal times at Seacoast Charter School. School staff and administrators instituted new pickup procedures for parents, in an effort to reduce conflicts and backup on Watson Road. During the first week of December, Sgt. Speidel worked closely with staff on site to monitor and enforce the procedures. Sgt. Speidel also attended a meeting of key officials from the school and City to discuss security protocols, traffic, and other matters related to the SCC's certificate of occupancy.

On December 5, Sgt. Speidel attended a meeting between City staff and consultants from Horsley Witten Group, an engineering and design firm working to advance the Waterfront Development project. City staff provided technical review and input on the concept design pertaining to street layout and design, parking, streetscape, utility connections, storm water management, and emergency access.

Sgt. Speidel performed 24 child passenger seat inspections during the months of November and December. 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.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the Dover Fire Toys for Tots Distribution event, December 17 and Funeral escort services, December 20.



On December 20, the Dover Fire Department Liberty North End station was the host site for the monthly Dover Police / WDH child seat check program.

Officer Brown and K9 Barco participated in 20 hours of training during the month. On December 12th, K9 Barco took part in a monthly training session with the tactical team. The focus of this training was hostage rescue and building searches.

During the month of December K9 Barco was called out a total of 3 times.

On December 1st, Officer Brown and Barco responded to Madbury in an attempt to locate a juvenile who had fled from his mother's vehicle and was possibly intoxicated. A track was located and led to a nearby parking area. At that time, the juvenile's mother spoke with him and learned he was picked up in a vehicle.

On December 9th, as a member of the Strafford County Regional Tactical Operations Unit, K9 Barco was requested to Canal Street for a barricaded subject. The subject surrendered shortly after the call was issued and response was cancelled.

On December 10th, K9 Barco was requested to Samuel Hanson Avenue for a reported burglary in progress. Upon arrival, Officer Brown located the juvenile suspects on foot in the area and the K9 was not used on the call.

*"Customers may forget
what you said but they'll
never forget how you
made them feel."*

Unknown Author

Police Response to Calls by Priority December

Priority 1: Immediate
Crimes in progress; injury
accidents; alarms
= 193 Responses

Priority 2: Rapid
Crimes/incidents not in progress
but require quick response to
preserve evidence, locate
witnesses or provide for public
safety.
= 77 Responses

Priority 3: Timely
Disturbances, noise violations,
welfare checks, motor vehicle
disturbances, minor collisions
= 444 Responses

**Priority 4: As Officers are
Available**
Non-criminal, crimes reported well
after committed; message
delivery; tow request, littering,
fingerprints; assistance,
abandoned vehicles
= 644 Responses

**Priority 5: Motor Vehicle
Stops**
= 451 Responses

**The Dover Police
responded to 62% of
emergency calls in less
than 6 minutes.**

Dispatch Communications

December

Radio Transmissions
11,165

Phone Calls
7,351

911 Calls Received
375

Lobby Customers
401

Police Alarms Received
127

Police Alarms Cancelled
Prior to Arrival
18

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

11,368 people visited the library during December, an average of 437 per day (open 26 days).

50 December programs at the Dover Public Library were attended by 1,095 people. These included:
12 story times 203; 2 craft sessions 187; Head Start visit 34; STEM Saturday 28; Hour of Code 10; Holiday workshop 65; Star Wars 50; Self-defense 20; Local author 19; Snowflake craft 3; Piano concert 28; Escape Room 26; 3D prints 29; 4 movies 32; Factory on Fire 28; 4 Lego Saturdays 92; Game Night 14; 2 Technology classes 9; 2 Book groups 29; Toddler Yoga session 9; Book Jar Guesses 13; Paws to Read 2; Teen Advisory Board 7; 4 Little Free Library visits, adding 150 books; 4 Book-A-Librarian appointments, 4 Exams proctored; and Passports 48.

The Facilities, Grounds and Cemeteries handled 133 work orders in the month of December. In Pine Hill Cemetery, employees attended 1 full and 5 ash burials. One marker was installed. Some tree work was conducted in Pine Hill Cemetery, pruning of trees so that snow removal equipment is not damaged by low hanging branches or limbs. Grade stakes were purchased and put out to mark hazards to plows. This is done to protect stones or corner markers that may be subject to damage if hit during snow removal. These stakes also assist in identifying the actual roadway after a storm, as the cemetery is only plowed after the streets are finished. As snow piles up, the roadways are evident, but during the first storms, it can be difficult.

Employees finished up with putting up Christmas decorations in various locations, clearing Rotary Park of leaves that tend to collect there and checking the Christmas tree to be sure it looked lovely for the celebration around the tree on December 1st.

Seventeen work orders were generated regarding facilities and grounds issues, some pertaining to the cemetery. Immigrants Park was cleared of leaves and trash, empty tree pits were loamed to prevent the sidewalk tractors from catching an edge and being pulled away. Garrison Hill was cleared of vegetation and growth on the sledding hill and the snow board slopes. Some smaller pieces of playground equipment were replaced or installed and any tasks that needed to be completed before snow fall were taken care of. Snow removal equipment was checked out and necessary repairs were made to trucks, plows and snow blowers.

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.*

Nine traffic light issues were addressed, testing the operation of the traffic control signals when on generator power at two locations, repairing a pedestrian crossing light, replacing two shields at two locations, checking the timing at certain intersections and responding to complaints from the public. One décor light was replaced and two others were checked and found to have no power where a light posts had come down previously. Six tree complaint issues were addressed, Urban Tree has a lengthy list of pruning and trees to remove, in a prioritized manner as the budget allows.

Eleven sign issues were resolved, from re-securing a sign to a post, to removing or relocating signs for various projects and also meeting to determine where signs should go after a neighborhood utility reconstruction project.

Thirty-five work orders pertaining to buildings were handled. Facilities & Grounds employees worked in the new Customer Service Center at City Hall to iron out details after the move to the new area. Martini/Northern worked to make sure all punch list items were addressed and resolved to the satisfaction of the City and those working in the new space. Cores for locks were moved around, heat issues were addressed and many items were moved from the first floor to the ground floor vaults. Floor outlets on the first floor were removed as they are no longer needed.

Recently vacated offices on the first floor were prepped for painting, walls and woodwork wiped and taped for the new paint to be applied. There are several offices that needed attention. Seasonal employees, home on college break, assisted to get this done. On December 31st, the new backflow preventer in the recently renovated Customer Service Center sally port discharged and the ground floor was flooded with 3-5" of water. Crews from the Fire Department and Facilities and Grounds responded to assist with removing the water. Primex was notified and Insurcomm BoardUp came to finish cleaning up and start the drying out process.

On a daily basis, the Dover 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 December, 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 a sense of being part of the community together. This is especially important with the children. The officers are told on a daily basis by people they meet how much they appreciate seeing the horses around.

On December 6th, the Mounted Unit gave a presentation to the Citizen's Police academy class. The group was very engaging and happy to learn a few new things about exactly what the mounted unit does on a day to day basis. People are always amazed at the actual size of the horses when they meet them in person. CJ weighs over 1800 LBS and is 17.2 hands high, which is 5'10" to the withers (highest point on their back) and Rasa is approximately 1600 LBS and 16.2 hands high or 5'6" to the withers. Both horses are definitely considered "gentle giants."

The Mounted Unit attended the canned food drive and holiday basket delivery on December 16th. They also attended the Dover Main Street canned food drive. The Officers and horses escorted Mr. & Mrs. Claus through the downtown to numerous businesses to collect canned goods that had been donated and delivered them to the food Pantry.

Dover Police Mounted Patrol

31 public assists
17 parking assists
13 assists of community
action/homeless

Approximately 2,000 tons of salt, 33 tons of solar salt and 1,000 yards of sand was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed. Two Truck Drivers continued to patch potholes, utilizing cold patch, throughout the city.

In preparation of plowing, crews lowered manholes on Morin Street, Dover Neck Road and Durham Road. They also repaired two on Central Avenue and Mast Road. The block structures holding the frame of the catch basins had crumbled and needed to be replaced.

Sidewalk repairs were conducted at the following locations: Chestnut Street, Sixth Street, Washington Street, Green Street and Locust Street. Frost had caused portions of the sidewalk to become raised and were trip hazards.



Pictured left, Sergeant Janine Harrington greets CJ during a recent break from patrol.

Planning ,Community Service and Legal staff continued worked to review and resolve issues related to infrastructure on Arch Street. Staff resolved an issue with merging lots on the same property, on Arch Street, to nullify a previously approved subdivision.

Planning and Community Development, Police, Inspections and Fire staff worked with Seacoast Charter School, on Watson Road to address outstanding permit issues, required for the Change of use from an office to educational facility. Resolution is expected to be in place within the next 18 months. Planning ,Community Service and Legal staff continued worked to review and resolve issues related to infrastructure on Arch Street.

Staff resolved an issue with merging lots on the same property, on Arch Street, to nullify a previously approved subdivision. Planning staff continued to work with Legal and Community Services staff to review issues regarding correcting drainage and pedestrian safety issues on Floral Avenue and Brick Road. Staff met with property owners and outside professional agents to understand ownership, flowage rights and the history of the area.

December 2017

Total of Animal Calls for Service: 46

Calls handled by Officers = 26

Calls handled by Dispatch = 10

Calls handled by Animal Control = 10

Calls Handled by Officers	
Found Animals	05
Welfare Checks	04
Loose Animals	03
Animal Bites	02
Deceased Animals	03
Barking Dog	02
Deer Collisions	06
Lost Dog	01
Calls Handled by Dispatch	
Lost Animals	06
Deceased Animals	04
Calls Handled by ACO	
Loose Animals	04
Lost Animals	03
Welfare Checks	02
Barking Dog	01

The ACO received 39 voicemail messages and returned those calls. She followed up on 7 reports from officers. Two of those follow-ups included rabies quarantines.

A water main break occurred on Coolidge Avenue. This was a lateral crack on the six inch cast iron water main which is shown below. A leak was discovered on Arcola Avenue. This leak was on a one inch water line. Staff replaced the leaking water gate on Cushing Street at Washington Street.



During the month of December, the Utilities crew kept busy with hydrant winterization. This process involves pumping out water and making sure the area from the steamers to the bottom of the hydrant is dry. This will prevent the water from freezing and ensure they're operational if needed. Utilizing VUEWorks and the tablets, crews were able to complete all of the record keeping themselves. Hydrants have been secured for the winter.

Staff was called out for two sewer backups. One was on High Ridge Drive and the other was at 1 Woodland Avenue. Both were the homeowner's responsibility. The Utilities Division was also busy assisting with snow operations during the month of December.

During the month of December, the meter crew conducted 13 stopped meter appointments, 9 backflow appointments, 8 meter installation appointments, 5 meter tamper appointments and 31 final reading appointments.



Sidewalk Tractor Plowing

During the month of December, the Highway Division was kept busy with winter storm operations. Roads were pretreated with a brine solution prior to seven winter events, applying a total of approximately 11,000 gallons. All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Crews sanded and salted the roadways and sidewalks as needed, often having to return after cold temperatures resulted in icy, slippery conditions. The residential sand/salt pile, located in the Shaw's Lane ball field lot, was restocked and several of the bins in the downtown were also refilled. Employees continued to mix sand and salt for upcoming storms and another order was placed for several more loads of salt. Mailboxes damaged by plows were repaired or replaced. Temporary boxes will be replaced with permanent ones in the spring.

December Inspections:

Inspections - Life Safety	63	Inspections - Plumbing/Mechanical	132	Inspections - Woodstove/Fireplace	1
Inspections - Business	10	Inspections - Blasting	0	Permits Issued - Blasting	0
Inspections - Sprinkler/Alarm	28	Inspections - Health	35	Permits Issued - Building	26
Inspections - Building	150	Inspections - School / Daycare	12	Permits Issued - Certificate of Occupancy	14
Inspections - Electrical	128	Inspections - Oil Burner	4	TOTAL	602

2017 Year End Inspection Totals:

Inspections - Life Safety	784	Inspections - Plumbing/Mechanical	1795	Inspections - Woodstove/Fireplace	2
Inspections - Business	226	Inspections - Blasting	0	Permits Issued - Blasting	7
Inspections - Sprinkler/Alarm	338	Inspections - Health	495	Permits Issued - Building	541
Inspections - Building	1257	Inspections - School / Daycare	137	Permits Issued - Certificate of Occupancy	142
Inspections - Electrical	1449	Inspections - Oil Burner	24	TOTAL	7197

In December, Inspection Services work load continues to be very busy. A few noteworthy items Inspections worked on include the final inspections and certificate of occupancy issuance for the Residence at Silver Square on Sterling Way. Inspections also worked heavily in December with Dover Housing on the early stages of their planned renovation of each building in their Whittier Falls Community. It was also found during inspections that one of the electrical subcontractors involved in the new High School build, had not had personnel licensed appropriately in NH on site. PC Construction and Griffin Electric, have dealt with the subcontractor and IC Reid and Sons was brought in to assume oversight of that work package and ensure all compliance issues are met appropriately.

Total Permits Issued: December 2017

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-453	LDSS HOLDINS, LLC	375	SIXTH STREET	CONST. A ONE STORY ADDITION TO A	C	D	16-A-	130000	1325
17-418	851 CENTRAL AVENUE, LLC	865A	CENTRAL AVENUE	FIT-UP EXISTING VACANT SPACE FOR FI C		38	6-A-0	318294	3205
17-488	WASHINGTON STREET MILL, L	1	WASHINGTON STREET	TENANT EXPANSION OF SUITE 539	C	23	14-0-0	270000	2725
17-492	COCHECHO DEVELOPMENT, L	801	CENTRAL AVENUE	RENOV. OF STE 2 TO MEET ACCESSIBILI C		37	2-B-2	27000	295
17-531	353 MANAGEMENT LLC	353	CENTRAL AVENUE	CONST. A SHELL FOR A SECOND FLR A	C	2	35-0-0	48000	505
17-557	29 LITTLEWORTH ROAD, LLC	29	LITTLEWORTH ROAD	DEMOLISH STRUCTURE AND REMOVE	C	B	6-0-0	10000	50
17-444	BARROWS	47	TOFTREE LANE	RMV TXTING DECK & CONST. A BUDR	R	M	129-0-	24200	265
17-494	ROSS FURNITURE CO. INC.	23	SECOND STREET	DEMO BUILDING	R	6	33-0-0	25000	50
17-509	TURGEON	193	SPUR ROAD	CONST. A REAR PORCH & TWO 2ND FLR R		L	47-A-	30000	325
17-515	WILLIAMS	19	PICARD LANE	RMV EXSING DECK & CONST. A SUNPO	R	A	19-16	39526	425
17-516	INDIAN RIDGE AT DOVER, LL	172	EMERALD LANE	CONST. A SFD WITH ATT. GARAGE	R	F	15-38	223000	2255
17-523	KELLIHER	27	COTE DRIVE	REMODEL BATHROOM	R	L	58-Y	37321	400
17-524	DUSTON	1	WELLINGTON ROAD	FINISH BSMNT & RENO. TO A SDD	R	D	9-T	33000	355
17-527	MAYRELLES	11	HIGHLAND STREET	INT. RENOVAITONS	R	10	19-0-0	29110	315
17-528	CROTTY	23	DURELL STREET	INT. RENO. OF A KITCHEN, BATHRM &	R	24	27-0-0	70000	725
17-530	CREGO	141	EMERALD LANE	INSTALL A ROOFTOP SOLAR PANEL PV	R	F	15-20-	17000	195
17-537	BRAGG	1	SMITH WELL ROAD	INSTALL A BULKHEAD FOR BASEMENT	R	38	32-C-	3600	65
17-538	WEEKS	56	DURHAM ROAD	UNIT 44, INSTALL 9 RPLCMNT WINDOW	R	I	9-B-4	16538	195
17-539	HILL	2	RIVERSIDE DRIVE	INSTLG NEW WINDOWS THRGHOUT SF	R	L	92-F-	8000	105
17-541	MCLAUGHLIN	28	ISAAC LUCAS CIRCLE	KITCHEN RENOVATION	R	M	90-0-1	100000	1025
17-542	WOLCOTT HOLDINGS	264	BLACKWATER ROAD	CONST. A REAR DECK	R	A	31-A	2500	55
17-543	CALCULATOR	10	REYNERS BROOK DRIVE	INSTALLING REPLACEMENT WINDOWS	R	A	47-11-	34000	365

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-544	SMITH	2	SUSANNAHS CROSSING	INSTALL A ROOF MOUNTED SOLAR PA	R	F	23-A-	10000	125
17-545	ALLIE	66	STOCKLAN CIRCLE	ADDING DRYWALL TO VERTICAL FRAM	R	G	24J14	1000	35
17-546	GREIG	91	OLD DOVER POINT ROAD	REPLACING 16 WINDOWS	R	M	47-A-	24636	275
17-547	KELLY	7	MIDDLEBROOK ROAD	INSTALL SOLAR PANEL ARRAY W/STRU	R	K	40-0-0	26930	285

Total Permits Issued: 26

Total Construction Value: \$1,558,655.00

Total Fees Collected: \$15,945.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	1	Change of Use	0
Commercial Renovations	4	Commercial	3
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	2
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	3
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	1	Single Family Dwellings	6
Renovations Dwelling Unit	18	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	2		
Accessory Dwelling Unit	0		
		Total	14

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														
Salty Sea	52 New Rochester Rd	A	15	0	15		12/12/2017	Site	P17-74	40	25		H	0.5
Cathartes	Washington Street	A	130	0	130		12/12/2017	Site	P17-66	2	4		H	3.9
Chinburg	Washington Street	A	54	0	54	9/26/2017	9/12/2017	Site	P17-46	23	14	9/26/2022	H	1.6
Changing Places/Robbins	Mechanic Street	C	15	0	15	11/14/2017	4/25/2017	Site	P17-11	24	98	11/17/2022	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	49	39	10	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.5
Total: Mixed Use			323	39	85									3.7
Multi-Family:														
Wolcott Holdings	Wolcott Drive	C	6	2	4	8/22/2017	6/13/2017	Site	P17-25	I	73	8/22/2022	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	74	62									14.96
Subdivisions:														
Singh	Couty Farm Cross Road	H	4	0	4		10/24/2017		P17-58	B	6G		H	2.0
Coughlin	Piscataqua Road	H	3	0	3	12/12/2017	7/25/2017	12/14/2017	P17-42	I	94-A/B	12/12/2017	G	1.5
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	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	6/28/2017	P17-32	E	32	6/27/2022	H	1.5
Ayer	Eagan Drive	H	17	0	17	11/17/2017	4/11/2017		P16-25	N	18	11/17/2022	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
Indian Ridge	Emerald Ln	H	49	26	23	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	4	1	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	0	11	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	11	10	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	10.5
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	62	10	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	36.0
StoneCroft	Carriage Hill Ln	H	11	10	1	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			342	217	125									171
Elderly:														
Pointe Place	Pointe Place	A	116	116	0	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Artisan Way	A	20	5	15	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	56	5	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			228	200	28									
TOTAL APPROVED UNITS			1029	530	300									190

2

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

Product and Process Outcomes

Fire & Rescue was relicensed as transport agency which is critical to allowing Fire & Rescue to operate transport ambulances and bill for and receive annually the previously mentioned \$1.3 million in ambulance billing revenue. The ramifications to not be licensed properly, is Medicare fraud, so maintaining compliance with all regulations and holding a State of NH Unit Transport License is a major requirement of the Division Chief of EMS position.

In December, Middle School Resource Officer (MSRO) Dunne attended the 7th and 8th grade dance, keeping a presence and ensuring all students' safety. No issues arose at the dance that required police or other assistance.

Officer Dunne continues to teach DARE to six 5th grade classrooms. She also continues to coordinate the PACT program helping parents learn valuable communication skills when speaking to their young teenagers.



Officer Dunne looks on as students work on DARE assignments.

It Is All About Service

On two occasions, Officer Dunne assisted the administration with bringing a student to the Dean's Office after the students refused a staff request to do so. Officer Dunne spoke with the students about the ramifications of not following a teacher's instruction and the students both went to the Dean's office.

At the request of the Guidance office, Officer Dunne sat with a student who had been making self-harm comments while waiting for his parent to arrive. Officer Dunne spoke to the student about his mental health and provided safe and healthy alternatives he could try when he is feeling upset.

As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction services. She contacted three such individuals this month.

Officer Pike, the Dover High Resource Officer, DHRO, attended the department's citizen's police academy on Tuesday, December 12, and Tuesday, December 19. The first session was an introduction to the School Resource Officer program, while the second, Officer Pike and Det. Sgt. Pettingill presented a completed investigation to the class.

On December 11, 13 and 17th, Officer Pike made the same complete investigation presentation to Jess Bonnello's Criminal Law class.

Officer Pike continued coordinated efforts with the Auto Technology & Collision students to have a Dover Police cruiser brought to Dover High School each Thursday to be detailed. In coordination with Auto Body teacher Nathan Kalway, three Dover Police Cruisers were detailed during this reporting period. As a "Thank You" to the students, On December 21, 2017, Officer Pike hosted a pizza party for the students who worked hard on keeping the cruisers clean.

During the month of December, Officer Plummer, with the assistance of Stacey Kearns from the SOCC, was able to identify a 6-year-old boy from DHA that was in need of a bike. A local business owner was able to purchase a bike and donate it to this child. This is something the child would not have received if it was not for the business owner.

During the month of December, Officer Plummer received multiple bikes from the toy bank. These bikes will be used throughout the year to give to children who need the bikes. This will also allow Officer Plummer to address some of the bikes that kids are riding that are unsafe. It allows Officer Plummer to have a real solution when speaking with a child about an unsafe bike. During the month of December, Officer Plummer addressed a situation that was occurring in Addison Place. Over the past few months Officer Plummer had taken many reports of drug activity in a specific area. Officer Plummer, with the assistance of other members of the Community Response and Enforcement Unit, was able to identify the suspect and residence the activity was coming from and take enforcement action. This type of enforcement assists DHA in raising the quality of living for other residents. The Diversion Committee's breakdown of cases is below: 2 cases already in active Diversion Contracts 0 successful completion 0 new cases heard 4 cases awaiting the next meeting. The Community Service program continued to track six active participants during the month of December 2017. A total of 5.5 community service hours were completed during the month. None of the participants finished his/her assigned hours.	In the arena of emergency management in December, two EOC (Emergency Operation Center) alert events were enacted. For each event, all department heads and additional appropriate staff were put on notice to monitor in this case, the weather-related events ranging from snow or ice storms to extreme cold. During the course of the events, updates are issued with storm timing, impact information, and any needed preparations. During the last event of the month during the last week of December, Fire and Rescue staff participated in a conference call with New Hampshire Homeland Security and Emergency management representatives including Gov. Hassan. It is not uncommon during significant weather-related events, to participate in these conference calls which include emergency management directors from across the state and representatives from all the primary state agencies as the response statewide is managed into one coordinated team approach. Due to the condition of the pavement of the lot on First Street, Community Services is unable to plow it. Upon approach of adverse weather, the lot is closed until the snow/ice melts and the surface can be sanded. Once deemed safe again, the lot is reopened. Permit holders in the Central Fire Station Lot are also required to park elsewhere on storm nights. The Third Street Lot is a no parking area from 1 am to 6 am each night to allow for winter maintenance.	The Parking Bureau instituted a new program to improve the condition of the parking areas on First Street this winter. When the First Street lot was closed for in-fill development two years ago, the City authorized First Street "Resident" Parking Permit holders to park on the street during the Winter Parking Ban and not have to go to the Transportation Center Lot each night. Unfortunately, two years of results showed a major problem with trying to clear the street when cars were present 24/7. This year, the street is posted for No Overnight Parking on storm nights thus allowing the plows to clear the parking spaces. This resulted in a monumental improvement in the conditions which were well received by the residents even if they have to park further away on storm nights. Parking Manager Bill Simons was able to ask Severino Trucking to provide a solar powered light tower to illuminate both the Doug's Hoagies Lot as well as the Third Street lot. The light poles had already been removed from the Third Street lot due to the planned development. When the project was delayed, the City was able to lease the lot back from the developer, for no cost, to provide added customer parking during the holiday season.	 Above, Parking Officer Phil Hunter devising his combination snow shovel/ice scraper pole to be able to reach the higher portions of the solar panels of the temporary light tower in the Third Street Lot. Parking Manager Bill Simons is also working closely with the management at the Cocheco Mills to improve the conditions of the School Street Lot during the winter. This lot also has vehicles parked there 24/7 thus making it very difficult to clear. This year, the Parking Bureau will post the lot closed for a morning a couple days after each storm. Cocheco Mill contractors will then plow the lot. Later, City trucks will remove the snow piles when it can be scheduled. The implementation of the overnight parking regulations in the garage is accomplishing what was intended. On storm nights, permit holders are able to find parking (when they had no other option) on the upper floors of the garage, while the bottom floor was available for single night visits. The top floor is kept closed whenever possible on storm nights to allow for plowing.
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The Parking Commission continued to discuss electric vehicle charging stations for the garage. Parking Manager Bill Simons was able to get a commitment from Tesla to provide four charging stations (two dedicated for Tesla vehicles and two universal) at no cost to the city for the wall mounted units and \$4,000 towards the installation costs. The total cost of installation would be \$7,600. Bill Simons will bring a proposal to the Commission in January on the funding of the city's portion of \$3,600. At their December meeting, the Parking Commission voted to support the Parking Bureau's FY19 budget as submitted by the Parking Manager.

December saw the grant funded update to Dover's Hazard Mitigation Plan continue with several meetings of representatives from various City Departments. This plan outlines hazard's to Dover ranging from floods and ice storms, to epidemics and dam failures. The grant funded contractor facilitating the update is Strafford County Planning Commission's Kyle Pimental. The Strafford County Regional Planning Commission completed the previous update 5 years ago, and brings that organizational knowledge to the update. A complete and accepted Hazard Mitigation Plan is a requirement of other plans and grant funded opportunities. This update is funded through a NH Homeland Security and Emergency Management Grant that was competed for, with the City's cost being the soft match of employee time who attend the meetings and help shape the plan, and the fair market value of the meeting space. As of the end of December, the required City soft match amount had been achieved. A workshop is expected to review the draft plan with the City Council in late January, with acceptance by the Council either in January, or February. The plan is to identify ways to mitigate hazards, which then is used to guide decision making. Recommendations from past plans have been to install emergency power generators for critical infrastructure such as wells, sewer pumping stations, and the primary City shelter location – the McConnell Center. Many of those recommendations have been achieved so using this document as a planning tool works!

The Assistant City Manager continues to advise both the Garrison and High School JBCs/SAU on planning and traffic related issues. For the High School project, the Assistant Manager assisted in the review of the Animal Science building component of the CTC.

Planning and Community Development staff assisted in the review of the City Manager's FY19 to 23 Capital Improvements Program at Planning Board and City Council meetings. Upon approval, by the City Council of the CIP, staff worked with departments to understand which projects had been approved and what next steps for implementing the projects is.

The Assistant City Manager reviewed software for implementation and tracking of City goals and strategic plan implementations. This software should be able to monitor and report to the Council and public process on the service area strategic plans, as well as the City's Master Plan.

Planning and Community Development and staff worked with the Developer of the Third Street lot on allowing the public to use the lot, which geo technical work is reviewed and addressed. The parking will be open for the holidays and then resume development timeline afterwards.

The Planning and Community Development Department submitted two fellowship proposals to the UNH Sustainability Institute for projects that would be undertaken by a graduate or undergraduate fellow during the summer of 2018.

Planning and Community Development, Parking and Finance staff worked to prepare and release a request for proposals for a portion of the Waldron Court right of way and land adjacent, which the City owns in the vicinity of the Orchard Street parking lot. Responses for a mixed use project are due in March and will be reviewed by staff, various Boards and Commissions and ultimately the City Council.

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. The Site Plan was approved December 12 by the Planning Board, and the development agreement, and other documents were signed by both parties soon after.

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.

The Dover Teen Center calendar for December of 2017 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 509 participants on 17 days of programming, which yielded an average of just under 30 participants per day. There were two new registrations.

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

TC Special Event/Trip! – “Boston Celtics Game @ TD Garden” (12/4)
TC Trip! – “UNH Men’s Basketball Game” (12/5)
TC Snack Special – “Pasta-Fest” (12/6)
TC Special Event – “Intern Appreciation @ Dover Bowl” (12/8)
TC Snack Special – “Pancake Mania” (12/14)
TC Special Holiday Event – “Holiday Crafts Day” (12/20)
TC Special Holiday Event – “11th Annual Holiday Party” (12/21)
TC Winter Holiday Vacation Event – “Movie Marathon Day” (12/26)
TC Winter Holiday Vacation Trip! – “Funspot Arcade” (12/27)
TC Winter Holiday Vacation Trip! – “BarnZ’s Movie Theater” (12/28)
TC Winter Holiday Vacation Trip! – “Fox Run Mall” (12/29)

Pictured right, Dover Teen Center Participants pose with UNH mascot Gnarlz at the UNH Men’s Basketball game on December 5, 2017.



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.

KinderShots, Lil’ Shots and Midget basketball began on December 2nd at Garrison Elementary (Kinder Shots, lil’ shot girls and midget girls) or Woodman Park (lil’ shots and midget boys). Fifth and Sixth graders (both boys and girls) began their games on Saturdays at the McConnell Center and continued practices during the week at Garrison Elementary School, Woodman Park School, Horne Street School and the McConnell Center. The High School basketball leagues had their workouts and participants were separated into 6 teams. JH teams were able to have their first games before the holidays while HS games begin January 6th. The 18+ Men’s Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. All adult fitness classes wrapped up and began sign-ups for new sessions to kick off the new year. Interval Strength, Zumba® and PiYo are offered throughout the week. Additional Youth Open gym times were scheduled for vacation week at the McConnell Center basketball court.

Early Bird seems to be the largest attended swim at the Dover Indoor Pool, seeing as many as 45 swimmers every morning. Hydrofitness usually has 15-20 attendees and the Great Bay Masters program has 25-30 swimmers. High School swimming is in full swing with Dover High, St. Thomas, Spaulding and Berwick Academy using the pool on a daily basis as well as Oyster River during vacation and early release days. Seacoast Swimming also has seen its usual swim time over the past month. Overall, see an average of 75-90 lap/rec swimmers per day with as many as 250-300 swim team members each day during the week. December also saw an end to weekly Tuesday/Thursday swim lessons session. Both will begin again after the New Year. The Dover Indoor Pool hosted a holiday pool party on 12/9 that was well attended. The new Program Supervisor Kelsey Boese plans to make these parties a regular occurrence. High School swimming will come to an end in mid-February, pool schedule will change to accommodate more Rec Swim time after that.

Recreational Public skates are very busy with lots of skating fun for adults and youth skaters. Over 1,500 skaters attended recreational skating this month with a mix of both adult and youth skaters. High school hockey is in full swing with games mostly on Mondays, Wednesdays and Saturdays. On some Saturdays there may be 6 high school hockey games at the arena which makes for a very busy day! Santa and Mrs. Claus visited the Dover Arena on Sunday, December 10 and there was lots of excitement with holiday songs and holiday stories. Santa and Mrs. Claus handed out candy canes for all of the children. Great Bay Figure Skating Club held their winter holiday show on Saturday, December 9. Adult and Youth Stick Practice: 298, Birthday Parties: 5

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. This month held a travel presentation on 2018 trips (Alaska in July and South Dakota in August). Also celebrated having sold 800 memberships in 2017! Mystery Lunch: 35, Christmas Party: 39

Planning and Community Development staff attended a public hearing to review toll increases as proposed by the Executive Council. Staff supported the implementation of safety and traffic efficiency improvements along the Spaulding Turnpike and the need to allocate resources in a responsible and pragmatic fashion.

Planning and Community Development staff received word that a grant application to PlanNH has been approved. The grant will support the creation of design guidelines for the Central Business District, though an extensive community engagement process. This process begins with the development of a Request for Proposals for consulting services. This RFP should be released in mid-January.



Senior Center Events



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

Mother Theresa

Leadership and Governance Outcomes

3

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

On December 1st and 5th Vicki Hebert along with Youth to Youth student Belle Wensley taught in the health classes at Dover High School. The presentation covered the opioid epidemic, what is being done, and featured a personal story of someone in recovery.

On December 5, 7 and 11th a team of seven Dover Youth to Youth members provided a presentation on underage drinking and the influences teens receive in the media relating to drinking. The presentation was a part of the Police Department's PACT training program for the parents of fifth graders.



Y2Y members delivering a humorous skit for the parents of 5th graders in the PACT program.

On December 14th, members of Dover Y2Y provided two presentations on Youth empowerment to the employees of the Velcro Corporation at the request of the Greater Seacoast United Way. Different members of Y2Y provided two similar presentations to the staff at Dover's Federal Savings Bank.

In December, Dover Youth to Youth conducted its annual Santa's Castle event. Over the weekend of December 16-17 the Y2Y students provided a Christmas experience for hundreds of people that came to the event to meet, the elves, various costume characters and Santa himself.

Media Services continued production on several video projects and public service announcements in November and December, many of which were related to the holiday season, including the annual Holiday Parade, Festival of Trees, annual City Christmas Tree lighting ceremony and the Youth to Youth Santa's Castle.

Pictured right, Santa, Rudolph, and many of the elves working at Dover Y2Y's Santa's Castle event.



Pictured right, Santa and two Y2Y "elves" talking to a young customer in Santa's Castle.



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

For community outreach, Fire & Rescue assisted new families by providing the location for a class on how to install infant car seats. This is a partnership between this agency, the Police Department, and Wentworth Douglass Hospital. During colder winter months, this class is conducted inside the North End Fire Station. Fire & Rescue vehicles are moved so that attendees can simply drive their car inside the fire station. Once inside, police Sgt. Marn Spiedel instructs the family and how to properly install their infant car seats. Wentworth Douglass Hospital provides the registration and feeder for attendees, as most attendees are expecting families being followed by Wentworth Douglass Hospital system medical providers. In the warmer months, this class is conducted within the parking garage attached to the police station. In the case of this December, it was much easier to do the installation class inside the fire station versus outside work was well below freezing.

Fire & Rescue provided a class on how to use fire extinguishers for the GioMarie group, which is one of Dover's businesses. Any group interested in experiencing Fire & Rescue's fire extinguisher simulator can contact 516 – 6150 for more information. The simulator matches a controlled fire to special fire extinguishers to simulate in a safe manner, a citizen response to a small fire with a fire extinguisher. Typically, there is a small fee to cover the labor cost to deliver this class.

One neighborhood blasting meeting was held at City Hall in preparation for the upcoming blasting work for the riverfront project. Due to the riverfront project being a City Project, this meeting was coordinated by Steve Bird from the Planning Department with Fire & Rescue attending as a supporting actor to answer any questions on blasting permits. Blasting permits are a crossover of responsibility between the Planning Department and their site review regulations, Inspection Services, and Fire & Rescue per City Code 109. These regulations are actually at least 5 times more stringent than the State of NH regulations found at SAF-C 1607.05 and SAF-C 1625.04. One of the pillars of the regulations is the requirement for the blasting company to hold a neighborhood meeting where our residents can meet the blasting company and get any questions answered before the permit is issued.

Media Services distributed 40 press releases and numerous updates to the website and social media in December.

Fire and Rescue staff from all levels of the organization with countless hours in an off-duty capacity, assisted with the Dover Toy Bank program for needy Dover families. Similar to past years, this year was no exception with over 180 needy families being assisted and with most having more than one child. This has been a long-standing partnership between Fire and Rescue and City Welfare with the City Welfare Office coordinating the need request while Fire and Rescue coordinates the toy donations and wrapping with assistance from numerous community organizations. A thank you is due to all those organizations that came and wrapped an hour here and an hour there. Additionally – a very special thank you goes out to community member Chinburg Properties, who provided this past year at no cost, the location for toy storage and toy wrapping within the Cocheco Falls Millworks building. Fire and Rescue really can't thank Chinburg Properties enough for this immeasurable donation. A very special shout out of thanks is also due to firefighter/paramedic Josh Ambrose who for a number of years, has been the lead on coordinating the Dover Toy Bank. Thank you Josh for coordinating this year's efforts!

Vicki Hebert, Dover Youth Coalition, has been working with Dover High School's Health teacher to offer two Youth to Youth students an extended learning opportunity to gain class credit for their prevention efforts. Isabelle Wensley and Will Demers will be participating in the independent study type project in the spring. If the project goes well there may be opportunities to offer similar projects for school credit to other Youth to Youth students.

Sergeant Pettingill CREU Supervisor, completed the final course of instruction for the Dover Citizens Police Academy on Tuesday December 12th. Graduates of the course were treated to a pizza and salad dinner, and each received a certificate of completion and Dover Citizens Police Academy t-shirt. Chief Colarusso spoke to participants and opened the floor for any questions or comments about the program or the police department. School Resource Officer E. Pike provided a case overview of a robbery investigation he conducted while serving as a detective in the Special Investigations Bureau. The Citizens Police Academy was extremely well received and Sergeant Pettingill is now preparing for the Student CPA offered to area high school students in the spring.

Media Services provided video content and production to help promote community events organized by the Greater Dover Chamber of Commerce and Dover Main Street, including the annual Hometown Holiday and Festival of Trees.

Dover Police Department employees and members of their families volunteered their time to deliver food baskets to the needy in Dover. One hundred and thirty baskets were delivered during the annual event.



In December, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather, including extreme cold weather. This information aims to help residents prepare for and be safe during difficult weather. Alerts and content included safety tips, updated lists of closings and cancellations, and notices about the City's warming center at the McConnell Center.

Media Services in December stepped up live production assistance and training for high school students interested in broadcasting. As part of this collaborative, several Dover High School hockey games were televised live and made available for rebroadcast. This work is expected to continue and expand in the coming months.

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

In December, DNTV-22 televised live, rebroadcast and made available online 15 public meetings and 10 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

The library has 3,656 subscribers to its two monthly e-newsletters.

Library staff posted 158 items to its various social media platforms in December.

The library has 2,516 Facebook followers, 1,374 Pinterest followers, 1,124 Instagram followers, and 926 Twitter followers.

The library blog was viewed 147 times in December.

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

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

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

- Mahatma Gandhi

During the month of December, Officer Plummer, Whittier Falls Resource Officer (WFRO) assisted with the Dover Police Charities Christmas Basket program. Food is collected from many sources throughout the City of Dover. The food is then sorted and placed in even quantities into baskets. Officer Plummer assisted with this process. Also helping were kids from the Seymour Osman Community Center who spent their afternoon loading the baskets up to be delivered by DPD members the next morning.

Once the baskets were loaded with food, Officer Plummer returned with his family the next morning along with many other members of DPD. Officer Plummer delivered many Christmas food baskets on Mineral Park Drive, Pleasant View Circle, and Hampshire Circle. Officer Plummer also had two residents approach him days later and speak about how receiving a food basket changes their holiday for their family.



Officer Plummer and members of the SOCC after they sorted and loaded food baskets.

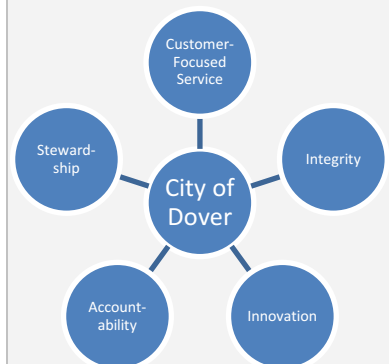
Problem Oriented Police Officer (POP) Khalsa coordinated with Great Bay Services located on Cataract Avenue to assist with community outreach with their clients. Great Bay Services is a residential and outpatient provider to mentally and physically handicapped adults ranging from 18-65. Officer Khalsa went to their facility and met with clients and did a presentation on safety, as well as questions and answers.

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 462 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 1,633 fans).

The Assistant City Manager was a featured speaker at the December Chamber of Commerce Government Affairs meeting, on December 11. The Assistant City Manager spoke to the Master Plan work, CIP and answered questions about projects before the Planning Board.

Planning and Community Development staff continued to update the City website with presentations and reports regarding updates to the Stewardship chapter of the Master Plan, Community Trail, and general demographic information. There are now over 440 sources of information listed.



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."

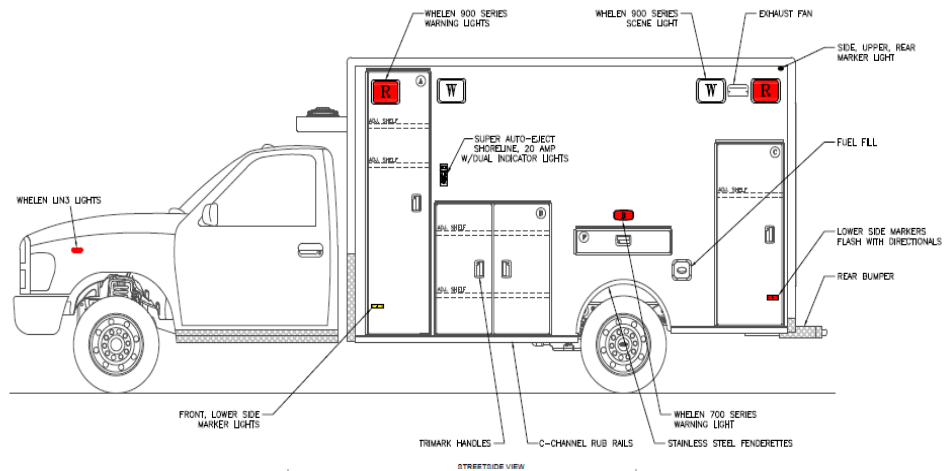
Water Rate: \$4.98
Sewer Rate: \$8.52

FY2018 Total Tax Rate: \$25.87

- City: \$9.96
- School: \$10.91
- State Education: \$2.23
- County: \$2.77

Tax Year = April 1 to March 31
Taxes Due in December & June

Financial and Benchmark Outcomes



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

Also in December, the specifications for the purchase of a new ambulance are near complete with only a final pass over them to insure nothing required was missed. Monies were approved by the City Council in December as part of the FY 19 CIP (Capital Improvements Program). Since monies for this purchase are reserve funded, funds are ready for purchase now, so the goal is to release the specifications for bid in January with bids back in February. The committee of Fire & Rescue members of all ranks, have honed the design with some layout improvements here and there. This purchase will be the first Dodge truck chassis under an Ambulance body for the department as the price is similar to the Ford chassis' that have been more prevalent historically in the industry.

The committee learned during its research with Fire & Rescue agencies that have switched to the Dodge chassis, that the Dodge cab has more room than the Ford cab. Those departments using Dodge chassis also reported better reliability and lower incidences of warranty claims, than with the Ford Chassis. Will Fire & Rescue experience the same trends? Only time will tell over the 8 years life expectancy of the vehicle. The plan is to run this ambulance for 4 years front line and 4 years in reserve/backup status. At the end of the 8 years based on current mileage patterns, this ambulance is expected to retire with 100,000 miles and 11,000 hours on the motor.

Also in December, the next to last shop order review of the new Quint vehicle by the specification committee, which is a full ladder truck with the attack capability of a fire engine, was completed with a few minor changes required in the shop order language. Paint was matched to the fleet of existing vehicles, and other details finalized. It takes 33 pages of following language to produce a Quint, Aerial ladder truck, or Fire Engine.

The expectation is this vehicle will last 20 years, respond on approximately 10,000 incidents, and accumulate in the vicinity of 150,000 miles and 12,000 motor hours based on current usage patterns.

Purchasing Office Bid Solicitations December 2017

Department	Bid Date	Bid Number	Description of Bid
Community Services	12/05/2017	B18030	Curbside Weed Control Services
	12/13/2017	B18024	Hanson Street Reconstruction
	12/13/2017	B18039	Design Consultant for Spur Road Reconstruction
	12/19/2017	B18038	On Site Grinding of Municipal Brush & Tree Waste
	12/28/2017	B18042	Waldron Court Redevelopment
Finance	12/19/2017	B18028B	Sale of Tax Deeded Property: 179 Locust Street
Police	12/14/2017	B18031	Wrecker Towing Services
	12/13/2017	B18040	Purchase of a Ford Transit Connect Cargo Van
Recreation	12/13/2017	B18041	Fence at McConnell Center

Installation was completed in December on the McConnell Center Emergency Power Generator and Transfer Switch. Wiring, installation, and site work was finished with the help of Community Services, Eversource, and Martineau Electric staff. As of the writing, the generator and transfer switch is operational and can power the McConnell Center, which is the City's primary shelter location as designated by various emergency plans.



What is left for work is the installation of a fence on top of the concrete wall pictured here, and around the front of the generator, transformer, and transfer switch. A pre-bid meeting was facilitated by City Purchasing Agent Ann Legere in December with bids due back in January. When this project is finished, a 5-year attempt at protecting the McConnell Center ends. This \$300,000 project was made possible by a grant that covered \$100,000 of the installation costs, coupled with funding from the City's Capital Improvements Program. This grant was competed for and ultimately obtained from, NH Homeland Security and Emergency Management.

Passport executions are providing a new source of revenue for the library. At \$25 per application, the library received \$1,225 in revenue during December. During 2017, 358 passports were processed, resulting in \$8,825 in total revenue to the library for the calendar year.

Donations to the library in December included \$350 from Mildred Parks and \$365 from Donna and Michael Capern.

Library staff participated in our first-ever Staff Development Day on Friday, December 8. The library was closed that day and staff participated in Active Shooter training, Memory Lab training, database training, and completed a walkabout exercise in facility planning.

Planning and Community Development staff were alerted that one of the two applications for projects will receive a Congestion Mitigation and Air Quality grant. The applications 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. This project was not selected, but remains eligible, should another project not be implemented.
- Intelligent Transportation System improvements (traffic count cameras, and equipment upgrades) for traffic lights in the area of Week's Crossing.

PO Report - above \$5,000
December 31, 2017

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	12/20/2017	201805543	BROX INDUSTRIES, INC.	\$5,030.81
Community Services Department	12/6/2017	201805102	HALL & ASSOCIATES, PLLC	\$5,148.61
Community Services Department	12/6/2017	201805103	SHOEM CORP.	\$5,175.00
Fire and Rescue	12/6/2017	201805108	ZCO COPORATION	\$5,292.00
Community Services Department	12/20/2017	201805549	ROCHESTER TRUCK REPAIR, LLC	\$5,297.15
Community Services Department	12/12/2017	201805310	WOODARD & CURRAN INC.	\$5,458.00
City Information Technology	12/28/2017	201805684	TREENO SOFTWARE	\$5,838.00
Fire and Rescue	12/19/2017	201805459	HUBBARD CONSULTING, LLC.	\$6,000.00
Community Services Department	12/6/2017	201805104	SHOEM CORP.	\$6,119.36
Recreation	12/4/2017	201805012	CITY OF DOVER-WATER~SEWER DEPT.	\$6,147.73
City Information Technology	12/28/2017	201805686	FIRSTLIGHT	\$6,500.00
Community Services Department	12/12/2017	201805303	BROX INDUSTRIES, INC.	\$6,716.25
Community Services Department	12/20/2017	201805553	SHOEM CORP.	\$7,275.00
Community Services Department	12/6/2017	201805094	BROX INDUSTRIES, INC.	\$7,685.11
Recreation	12/18/2017	201805423	DENNIS MUNSON PLUMBING HEATING	\$7,760.00
Community Services Department	12/6/2017	201805093	BROX INDUSTRIES, INC.	\$7,905.24
City Finance Office	12/4/2017	201805016	FREEDOM PRINTERS, LLC.	\$8,970.00
Community Services Department	12/20/2017	201805551	TRI-STATE SEALCOATING & PAVING, INC.	\$11,428.50
City Information Technology	12/21/2017	201805613	DELL MARKETING L.P.	\$12,091.31
City Information Technology	12/21/2017	201805612	DELL MARKETING L.P.	\$17,230.01
Community Services Department	12/6/2017	201805109	GENERATOR CONNECTION, INC. (THE)	\$17,460.00
Community Services Department	12/6/2017	201805097	PAN AM RAILWAYS	\$20,570.00
Executive	12/29/2017	201805721	HALL & ASSOCIATES, PLLC	\$21,000.00
Fire and Rescue	12/18/2017	201805422	NEW ENGLAND EMS INSTITUTE D/B/A	\$21,820.00
Community Services Department	12/20/2017	201805550	SOUTHWORTH-MILTON INC	\$22,600.00
Police	12/20/2017	201805578	QUEUES ENFORTH DEVELOPMENT, INC.	\$24,018.00
Executive	12/6/2017	201805089	CCMSI	\$24,274.47
Executive	12/29/2017	201805720	SHEEHAN, PHINNEY, BASS & GREEN	\$40,800.00
Police	12/15/2017	201805387	EPLUS TECHNOLOGY	\$49,324.92
Police	12/28/2017	201805683	GRAPPONE FORD	\$144,590.00

Snow Management Summary Report

Date	Condition	Approx. Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt Sand Yard	Salt Sand Cost	Sand Only	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
12/8/2017	School Dept	0	0	\$0.00	\$0.00	14	\$744.10	0	\$0.00	0.00	\$0.00	0	\$0.00	\$744.10
12/9/2017	light snow	0.5	449.15	\$14,279.80	\$910.00	267.5	\$14,217.63	89	\$2,130.66	4.50	\$70.88	9000	\$720.00	\$32,328.96
12/12/2017	Pickup Gargage onl	0	0	\$0.00	\$385.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$385.00
12/13/2017	School Dept	0	0	\$0.00	\$0.00	14	\$744.10	0	\$0.00	0.00	\$0.00	0	\$0.00	\$744.10
12/13/2017	Snow	3.5	117.32	\$3,520.10	\$920.00	415	\$22,057.25	210	\$5,027.40	34.00	\$535.50	0	\$0.00	\$32,060.25
12/18/2017	Snow	3	15.45	\$497.23	\$0.00	127	\$6,750.05	3	\$71.82	0.00	\$0.00	0	\$0.00	\$7,319.10
12/19/2017	School Dept	0	0	\$0.00	\$0.00	14	\$744.10	0	\$0.00	0.00	\$0.00	0	\$0.00	\$744.10
12/19/2017	Icy Roads	0	700.38	\$21,894.51	\$0.00	202.5	\$10,762.88	27	\$646.38	0.00	\$0.00	0	\$0.00	\$33,303.77
12/22/2017	Snow	5	493.07	\$15,437.05	\$2,386.25	326.5	\$17,353.48	177	\$4,237.38	15.00	\$236.25	0	\$0.00	\$39,650.41
12/23/2018	Snow	1.5	156.88	\$5,520.02	\$1,190.00	88.75	\$4,717.06	294	\$7,038.36	0.00	\$0.00	0	\$0.00	\$18,465.44
12/25/2017	Snow	7	559.12	\$13,954.16	\$3,441.25	65.5	\$3,481.33	40.5	\$969.57	4.50	\$70.88	0	\$0.00	\$21,917.18
12/27/2017	Pickup Gargage onl	0	0	\$0.00	\$1,075.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$1,075.00
12/29/2017	Snow	0.25	17.12	\$567.61		19	\$1,009.85	79.5	\$1,903.23	0.00	\$0.00	0	\$0.00	\$3,480.69
1/2/2017	School Dept	0	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	8.00	\$126.00	0	\$0.00	\$126.00
1,539.75 \$81,837.71 920.00 \$22,024.80 66.00 \$1,039.50 9,000.00 \$720.00 \$191,599.99														

City of Dover

Revenues of Major Funds December 31, 2017

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 80,441,320	\$ 38,116,465	\$ 41,819,624	52.0%	\$ 38,621,696	\$ -	\$ 38,621,696	(48.0)%
Licenses & Permits	6,156,724	512,586	3,157,252	51.0	2,999,472	-	2,999,472	48.7
Intergovernmental	2,301,063	1,675,380	2,054,531	89.0	246,532	-	246,532	10.7
Charges for Services	3,652,922	347,604	1,620,615	44.0	2,032,307	-	2,032,307	55.6
Miscellaneous Revenue	748,537	62,716	383,007	51.0	365,530	-	365,530	48.8
Education	17,465,666	473,767	5,699,121	33.0	11,766,545	-	11,766,545	67.4
Operating Transfers In	393,575	-	-	0.0	393,575	-	393,575	100.0
Other Financing Sources	95,000	-	22,400	24.0	72,600	-	72,600	76.4
Sub-total : 1000 General Fund	\$ 111,254,807	\$ 41,188,519	\$ 54,756,550	49.0%	\$ 56,498,257	\$ -	\$ 56,498,257	50.8%
3213 Parking Activity Fund								
Licenses & Permits	\$ 192,840	\$ 27,333	\$ 127,881	66.0%	\$ 64,959	\$ -	\$ 64,959	33.7%
Parking Income	508,876	52,803	316,895	62.0%	191,981	-	191,981	37.7%
Parking Fines	155,000	15,194	86,208	56.0%	68,792	-	68,792	44.4%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 95,330	\$ 530,984	62.0%	\$ 325,732	\$ -	\$ 325,732	38.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,000	\$ -	\$ -	0.0%	\$ 10,000	\$ -	\$ 10,000	100.0%
Charges for Services	930,000	64,436	499,798	54.0%	430,202	-	430,202	46.3%
Miscellaneous Revenue	0	23	216	0.0	(216)	-	(216)	0.0
Other Financing Sources	68,582	-	-	0.0	68,582	-	68,582	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,008,582	\$ 64,459	\$ 500,013	50.0%	\$ 508,569	\$ -	\$ 508,569	50.4%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 709,772	\$ 58,101	\$ 336,664	47.0%	\$ 373,108	\$ -	\$ 373,108	52.6%
Operating Transfers In	228,135	21,654	144,497	63.0	83,638	-	83,638	36.7
Sub-total : 3381 McConnell Center	\$ 937,907	\$ 79,755	\$ 481,161	51.0%	\$ 456,746	\$ -	\$ 456,746	48.7%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 437,015	\$ 23,889	\$ 185,124	42.0%	\$ 251,891	\$ -	\$ 251,891	57.6%
Miscellaneous Revenue	15,500	393	1,904	0.1	13,597	-	13,597	87.7
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	\$ 24,282	\$ 187,028	34.0%	\$ 361,921	\$ -	\$ 361,921	65.9%
5300 Water Fund								
Charges for Services	\$ 5,233,333	\$ 509,731	\$ 1,667,689	32.0%	\$ 3,565,644	\$ -	\$ 3,565,644	68.1%
Miscellaneous Revenue	70,500	9,782	35,213	50.0	35,287	-	35,287	50.1
Sub-total : 5300 Water Fund	\$ 5,303,833	\$ 519,513	\$ 1,702,902	32.0%	\$ 3,600,931	\$ -	\$ 3,600,931	67.9%
5320 Sewer Fund								
Intergovernmental	\$ 3,910	\$ 33,611	\$ 962,021	24604.0%	\$ (958,111)	\$ -	\$ (958,111)	-24504.1%
Charges for Services	7,013,094	650,248	2,164,266	31.0	4,848,828	-	4,848,828	69.1
Miscellaneous Revenue	57,000	(562)	43,389	76.0	13,611	-	13,611	23.9
Other Financing Sources	690,557	-	-	0.0	690,557	-	690,557	100.0
Sub-total : 5320 Sewer Fund	\$ 7,764,561	\$ 683,297	\$ 3,169,676	41.0%	\$ 4,594,885	\$ -	\$ 4,594,885	59.2%
6100 Dovernet Fund								
Charges for Services	\$ 1,061,910	\$ 56,934	\$ 508,612	48.0%	\$ 553,298	\$ -	\$ 553,298	52.1%
Miscellaneous Revenue	25,000	25,000	25,000	1.0	-	-	-	0.0
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	\$ 81,934	\$ 533,612	42.0%	\$ 732,612	\$ -	\$ 732,612	57.9%
Total : REVENUES	\$ 128,941,579	\$ 42,737,088	\$ 61,861,925	48.0%	\$ 67,079,654	\$ -	\$ 67,079,654	52.0%

City of Dover

Expenditures of Major Funds December 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	\$ 27,535	\$ 249,630	46.0%	\$ 292,428	\$ 183,829	\$ 108,599	20.0%
Executive	1,039,875	64,277	442,162	43.0	597,713	263,646	334,067	32.1
Finance	1,785,034	144,169	909,357	51.0	875,677	633,047	242,630	13.6
Planning	696,427	51,272	331,260	48.0	365,167	241,086	124,080	17.8
Misc General Government	991,492	131,684	501,256	51.0	490,236	70,845	419,391	42.3
Police	8,952,632	735,349	4,558,708	51.0	4,393,924	2,820,739	1,573,185	17.6
Fire & Rescue	8,981,979	934,427	4,693,470	52.0	4,288,509	2,500,896	1,787,613	19.9
Community Service Public Works	7,148,652	435,911	2,512,445	35.0	4,636,207	1,953,471	2,682,737	37.5
Recreation	2,221,921	146,587	1,012,883	46.0	1,209,038	563,889	645,149	29.0
Public Library	1,377,030	106,515	652,841	47.0	724,189	466,575	257,614	18.7
Public Welfare	856,608	45,934	308,379	36.0	548,229	104,637	443,592	51.8
Debt Service	12,014,563	1,002,689	1,021,985	9.0	10,992,578	43,258	10,949,320	91.1
Other Financing Sources/Uses	3,809,937	122,875	737,253	19.0	3,072,684	-	3,072,684	80.6
School	52,113,315	6,429,328	19,778,461	38.0	32,334,854	31,107,662	1,227,192	2.4
Intergovernmental	8,723,284	8,713,747	8,713,747	100.0	9,537	-	9,537	0.1
Sub-total : 1000 General Fund	\$ 111,254,807	\$ 19,092,299	\$ 46,423,837	41.7%	\$ 64,830,970	\$ 40,953,581	\$ 23,877,390	21.5%
3213 Parking Activity Fund								
Police	\$ 856,716	\$ 38,215	\$ 248,138	29.0%	\$ 608,578	\$ 156,142	\$ 452,436	52.8%
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 38,215	\$ 248,138	29.0%	\$ 608,578	\$ 156,142	\$ 452,436	52.8%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,134,688	\$ 74,531	\$ 446,683	39.0%	\$ 688,005	\$ 526,760	\$ 161,245	14.2%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,134,688	\$ 74,531	\$ 446,683	39.4%	\$ 688,005	\$ 526,760	\$ 161,245	14.2%
3381 McConnell Center Fund								
Recreation	\$ 938,007	\$ 28,047	\$ 192,121	20.0%	\$ 745,886	\$ 177,536	\$ 568,350	60.6%
Sub-total : 3381 McConnell Center Fund	\$ 938,007	\$ 28,047	\$ 192,121	20.5%	\$ 745,886	\$ 177,536	\$ 568,350	60.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 573,091	\$ 26,229	\$ 252,990	44.0%	\$ 320,101	\$ 75,662	\$ 244,439	42.7%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 573,091	\$ 26,229	\$ 252,990	44.1%	\$ 320,101	\$ 75,662	\$ 244,439	42.7%
5300 Water Fund								
Community Service Public Works	\$ 5,405,641	\$ 323,037	\$ 2,033,207	38.0%	\$ 3,372,434	\$ 755,138	\$ 2,617,296	48.4%
Sub-total : 5300 Water Fund	\$ 5,405,641	\$ 323,037	\$ 2,033,207	37.6%	\$ 3,372,434	\$ 755,138	\$ 2,617,296	48.4%
5320 Sewer Fund								
Community Service Public Works	\$ 7,955,449	\$ 483,914	\$ 2,993,279	38.0%	\$ 4,962,170	\$ 1,254,817	\$ 3,707,353	46.6%
Sub-total : 5320 Sewer Fund	\$ 7,955,449	\$ 483,914	\$ 2,993,279	37.6%	\$ 4,962,170	\$ 1,254,817	\$ 3,707,353	46.6%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,588,411	\$ 73,862	\$ 539,503	34.0%	\$ 1,048,908	\$ 410,269	\$ 638,639	40.2%
Sub-total : 6100 Dovernet Fund	\$ 1,588,411	\$ 73,862	\$ 539,503	34.0%	\$ 1,048,908	\$ 410,269	\$ 638,639	40.2%
Total : EXPENDITURES	\$ 129,706,810	\$ 20,140,134	\$ 53,129,758	41.0%	\$ 76,577,052	\$ 44,309,905	\$ 32,267,147	24.9%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) December 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	215,424	568,825	45.0	696,425	0	696,425	55.0
Expenditures	991,394	62,512	431,135	43.5	560,259	289,919	270,339	27.3
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	152,912	137,690	0.0	(137,690)	(289,919)	152,229	269.6

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Public Safety Communications Upgrade:

Project Description: Police, Fire and Community Services radio communication platforms are in need of an upgrade. This project will upgrade the current system to a microwave communication system capable of supporting current technology. The project will upgrade all Community Services mobile radios to a digital GPS based system, and will upgrade all Fire Department mobile, portable and base radios from analog to digital. The system will expand other city services such as remote water meter reading as well as provide a platform for city wide data communications.

Current Update: 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 receive strength by the installation of three new radio towers. During the month of December crews from Allstate Tower Inc. erected the 150' towers and the equipment shelters.



A crew from AllState Tower erects the 150' communications tower at the Garrison Hill Site

Last Update: 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.

During the month of October crews from Allstate Tower Inc. constructed the foundations for the towers, the tower equipment shelters and emergency generators. Also, as part of the radio improvements project, during the month of October new mobile digital radios were installed in 70 Community Services vehicles.



CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

City Hall – Structural / Safety Improvements / Atrium Replacement (Community Services)

Project Description: This project makes repairs to the Municipal Building. Repairs include replacement of existing elevator atrium structure, where panels and joints need replacement or repair. The steel clock tower will be painted, refurbishing of the gold leaf on the lower tower dome and repair as needed of the louvers.

Current Update: Skovic Construction has begun work on the atrium replacement project, which includes replacement of the vertical glass curtain wall, reconstruction of the glass ceilings on ground and second floor by replacing them with heated metal roofing. To date the new curtain walls on the first and second floor are in place and the second floor glass ceiling has been replaced with a solid structure.

Last Update:

The ceiling in the auditorium was started at the end of November and was finished on December 8th. Van Gerven Plastering conducted the repairs and painting to match the rest of the ceiling. The quality of their work is obvious and they also repaired water damaged areas on some walls that had not been included in the original scope of the project, but that they had noted while working in the room. Our thanks to Virgil van Gerven and his employees for restoring the beauty of the space.

City Hall – Customer Service Center (Planning Department)

Project Description: With the relocation of the Police Department from the ground floor of City Hall, the Council authorized the creation of a customer service center, where the City Clerk/Tax Collection office as well Water/Sewer billing and the Parking Bureau will all be located off a common lobby, to enhance the efficiency of the customer experience.

Current Update:

The Customer Service Center on the Ground Floor of City Hall opened on November 13 to the public. A punch list of items was created and continued being worked on in December for the Ground Floor. The Customer Service Center is home to the City Clerk/Tax Collector office, Water & Sewer Billing Office, and Parking Bureau. The Information Technology Department also now resides on the Ground Floor. After an issue with the sprinkler on December 31st, more work to some of the walls, flooring, and furniture will be necessary.

Last Update:

The Customer Service Center on the Ground Floor of City Hall is well underway. Another round of abatement occurred in the last section that had not been demolished yet. The wiring work is near complete, meaning the future Parking Office work can be completed next. Finishing touches and testing for the Ground Floor were completed in October and will continue into early November. Planning and the Information Technology Offices will move to their new locations by the beginning of November with the Customer Service Center offices moving on November 10th to be ready to open to the public on November 13th.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

HVAC Citywide Building Transducer Replacement (Community Services)

Project Description: This project provides replacement of 14 HVAC System Control Modules in 6 city buildings, including the Public Works Facility, McConnell Center and Library

Current Update:

HVAC Siemens panels in municipal buildings are being replaced, in process, City Hall underway at this time, the McConnell Center Arena, Indoor Pool are complete, Public Works had one panel replaced and two or three smaller to do in the future. The Library panel will be done when the HVAC project is underway.

HVAC System Installation – Library/City Hall

Library plans are under review for cost estimation verification by Martini Northern due to the excessive figure presented with the plans. Awaiting funding.

Last Update:

HVAC Siemens panels in municipal buildings are being replaced, in process, City Hall underway at this time, the McConnell Center Arena, Indoor Pool are complete, Public Works had one panel replaced and two or three smaller to do in the future. The Library panel will be done when the HVAC project is underway.

Library plans are under review for cost estimation verification by Martini Northern due to the excessive figure presented with the plans. Awaiting funding.

Park Improvements – Amanda Howard (Recreation)

Project Description: This neighborhood park, serving the residents of Elmwood Avenue, Fairview Avenue, Atlantic Avenue and Cross Street is will be updated to create a more user friendly experience while still honoring the memory of Amanda Howard.

Current Update:

Project has not begun yet.

Last Update:

Park Improvements – Veteran’s Park (Recreation)

Project Description: A memorial to those who served our Country will be constructed on the lawn of the McConnell Center. This park will feature a plaza and salutes those who served all branches of the armed services.

Current Update:

The Dover Veterans Park project was dedicated on Veterans Day, November 11th. The first 400 donated bricks honoring veterans was delivered in late November and will be installed in the spring. Donated brick orders are still coming in very strong and another order will be placed later this winter.

Last Update:

The Dover Veterans Park project continues to move along with the brick and granite installation happening this month. Donated brick orders are still coming in very strong. A dedication ceremony is planned for Veterans Day, November 11th.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Multi Use Trail Development (Planning Department)

Project Description: This work will bring the trail along Central Avenue/Durham Road to Daley Drive, constructing trail heads and trails running parallel to the Bellamy River over land of the Dover Middle and High Schools connecting to Bellamy Road. From here, users will be able to connect through Bellamy Park to trails parallel to the Bellamy River, along property fronting on NH Route 155.

Current Update:

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 in the final design stage. 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 selected a firm to continue negotiations further before requesting an award of bid. Negotiations continue in December and January.

Assistant City Planner Benton, Media Services, and the Community Trail Advisory Committee created a short video to promote the Dover Community Trail. The draft video was shown at the December CTAC meeting and further work will be completed to expand the video and create new video topics in the future.

Last Update:

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 in the final design stage. 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. Assistant City Planner Benton and Assistant City Manager Parker met with Downeast Energy on October 24th to discuss the possibility of obtaining a formal trail easement.

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 selected a firm to continue negotiations further before requesting an award of bid.

Planning and Community Development staff completed development contracts for all recipients of FY18 CDBG funding.

Assistant City Planner Benton, Media Services, and the Community Trail Advisory Committee are working on a short video to promote the Dover Community Trail.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

General Street Improvements (Community Services)

Project Description: Annual road paving based on road surface management program.

Current Update:

Contractors finished up with the paving and gravel shoulders on Chestnut Street, Spruce Lane, Fourth Street and Leighton Way.

Last Update:

In the month of September, Spruce Lane was reclaimed and cement injected with a base coat. This was from Back River Road to Mast Road.

In the month of October, the contractor will be raising structures and applying the top coat. Another contractor milled Chestnut Street from the RR tracks to Central Avenue. Fourth Street was milled from the Fourth Street Bridge to Chestnut Street.

Approval has been received for additional paving work through City Council.

Street Lighting Improvements (Community Services)

Project Description: LED lights provide improved nighttime visibility and safety through better color rendering, more uniform lighting distributions and the elimination of many dark areas between poles. LEDs reduce direct and reflected uplight which are the primary causes of urban sky glow. There is typically a 40-80% energy savings (depending on incumbent lighting source and lighting design criteria), and a potential 50-75% street lighting maintenance savings.

Current Update:

Affinity Lighting commenced installation and has installed one gateway at the Police Station. Once that gateway was installed the LED light change over started. Four hundred and twenty four LED lights were changed out as well as four hundred and twenty four smart controls were installed.

Last Update:

A Purchase Order has been issued to Affinity Lighting. An initial delivery of 1,568 lighting fixtures has been delivered to Community Services. A total of 1,781 lights are slated for replacement. GIS work will be completed the Week of October 9 to map & locate all street lights. A final review of the proposed lighting plan will be completed late-October, with installation of the new LED's expected to begin by the first of November. The conversion process is expected to last throughout the month of November.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Street Reconstruction – Roberts Road (Community Services)

Project Description: This project will reconstruct the road as well as drainage improvements. This project will supplement the general street improvements.

Current Update:

Holden Engineering was selected, completed the survey of the site area and began design engineering. A neighborhood meeting was held with the abutting residents to inform them of the project and solicit project feedback. A Wetland Permit Application for was submitted to the City of Dover Conservation Commission, to be included in on the January meeting agenda.

Overall project is anticipated to include the following:

Road – reconstruction of roadway to include an improved roadway bed and standardized pavement width. Drainage improvements will be incorporated.

Water- N/A

Sewer- N/A

Last Update:

Engineering received engineering consultant proposals on October 17, 2017. Holden Engineering was selected, and the contract will go to City Council for approval in November.

Street Reconstruction – Bellamy Road (Community Services)

Project Description: This project will design and construct improvements for drainage, sidewalks and street reconstruction from 66 Bellamy Road to Durham Road.

Current Update:

Funding has been approved. Waiting on approval of Route 108 Corridor Study to make sure project conforms to recommendations of Study.

Last Update:

Funding has been approved. Waiting on approval of Route 108 Corridor Study to make sure project conforms to recommendations of Study.

Street Reconstruction & Water Main Replacement – Tanglewood Drive (Community Services)

Project Description: This is a road reconstruction project for the entire street. In addition to drainage and roadway improvements, there is water service and main work being accomplished.

Current Update:

Street is slated for reconstruction including new drainage. Design is on hold until survey work can be completed along Spruce Lane and Old Garrison Road, as new drainage infrastructure from Tanglewood will likely tie in there.

Last Update:

Street is slated for reconstruction including new drainage. Design is on hold until survey work can be completed along Spruce Lane and Old Garrison Road, as new drainage infrastructure from Tanglewood will likely tie in there.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Street Reconstruction – Keating / Birchwood (Community Services)

Project Description: This project will design and construct improvements for drainage, sidewalks, water/sewer and street reconstruction on Birchwood, Emmet, Keating, Renaud, and Shamrock.

Current Update:

Road – The contractor completed the reconstruction of Renaud Ave and added curbing, sidewalk and retaining walls throughout the neighborhood. The roadway and curbing were stabilized for the winter shutdown.

Water- reconstruction of the water main and services was completed on Renaud Ave.

Sewer- Sewer work was completed on Renaud Ave. and Stark Ave.

Last Update:

Utility work has continued primarily on Renaud Ave. and Stark Ave. We continued to encounter ledge. Birchwood Place and Emmet Lane received sidewalks and individual driveways. The contractor reconstructed and paved Shamrock Lane, Keating Ave., and Hayes Lane. We began to reconstruct Renaud Ave. We will continue to reconstruct Renaud Ave. and will add curbing, sidewalk and retaining walls throughout the neighborhood in November.

Street Reconstruction – Spur Road (Community Services)

Project Description: Project would reclaim, inject concrete base and repave Spur Road. The design of this project will take into account elements, as outlined in the City's Complete Streets/Traffic Calming policy.

Current Update:

RFP for design is currently being advertised.

Last Update:

Engineer is working on RFP for project design.

Street Reconstruction & Water Main Replacement – Richardson Drive (Community Services)

Project Description: This project will design and construct improvements for drainage, curbing and street reconstruction for the whole road.

Current Update:

Work has been suspended for the winter and anticipate returning to do top coat of pavement in April of 2018. Other contractors may be present to connect individual services to the recently installed municipal sewer line. These will be private contracts between the residents and contractor. The following work will be completed in the spring:

Road – top coat of paving on recently paved roadways and driveway. Minor drainage improvements may be included based on the winter and spring conditions. Water- no attentional water work anticipated other than raising structures to final pavement elevation. Sewer- no attentional sewer work anticipated other than raising structures to final pavement elevation.

Last Update:

Work has been suspended for the winter and anticipate returning to do top coat of pavement in April of 2018. Other contractors may be present to connect individual services to the recently installed municipal sewer line. These will be private contracts between the residents and contractor.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Street Reconstruction – Oak / Ham / Ela / Broadway (Community Services)

Project Description: This Complete Street project will design and repair the infrastructure in the Oak, Ham, Ela and Broadway area of the city. The project will include improvements to streets, water/sewer drainage, roadways and sidewalks.

Current Update:

This project is contingent on new Broadway Railroad Culvert, as this entire neighborhood will drain downstream to an already overloaded drainage system.

Last Update:

This project is contingent on new Broadway Railroad Culvert, as this entire neighborhood will drain downstream to an already overloaded drainage system.

Intersection Reconstruction – Sixth / Venture Drive (Community Services)

Project Description: This project will include the design and reconfiguration of the intersection of Sixth Street and Venture Drive. The changes will widen the turning lanes and accommodate larger vehicle, which run into issues turning onto and from Venture Drive.

Current Update:

Engineering will move forward with hiring a consultant to design a wider entrance on venture drive. This will involve relocation poles and underground electrical services.

Last Update:

Engineering will move forward with hiring a consultant to design a wider entrance on venture drive. This will involve relocation poles and underground electrical services.

Street Reconstruction – Floral Avenue & Brick Road (Community Services)

Project Description: This project will design and construct improvements for drainage, sidewalks and street reconstruction from Central Avenue to Oak Street on this pair of roads.

Current Update:

City staff has continued to work with abutters prior to formalizing the design. It is the intention to include the following work in this project:

Road – reconstruction of roadway to include an improved roadway bed with a standardized pavement width and pedestrian sidewalks. Drainage improvements will be incorporated.

Water- connect the existing water line in Floral Avenue to the existing line in Oak Street.

Sewer- construction new sewer mains and services from Oak Street to the top of High Ridge Avenue. Extend sewer main to homes along Floral Avenue to eliminate long service runs.

Last Update:

City staff has continued to work with abutters prior to formalizing the design.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

General Sidewalk Improvements (Community Services)

Project Description: Annual management program for sidewalk replacements.

Current Update:

Sidewalk construction and reconstruction was completed on both sides of Locust Street from Silver Street to the 93 Locust Street on one side and 84 Locust Street on the other; along the front of 191 Washington Street; and along the front of 63 Washington Street. This concludes the sidewalk work for the 2017 construction season with the exception of some minor cleanup in areas.

Last Update:

Sidewalk construction/reconstruction was completed on Locust Street from Silver Street to the 93 Locust Street on the west side and from Silver Street to 84 Locust Street on the east side. Work was also completed along the front of 191 Washington Street and along the front of 63 Fourth Street. This concludes the sidewalk work for the 2017 construction season.

Sidewalk – Upper Whittier Street (Community Services)

Project Description: Design sidewalk on Whittier Street between Glenwood Ave and Sixth Street. The sidewalk location will be determined by the design.

Current Update:

Survey work will be initiated this fall. Limits of the right-of-way need to be established before design can begin. Engineering staff will design in-house. Goal is to be ready for bidding by spring 2018.

Last Update:

Survey work will be initiated this fall. Limits of the right-of-way need to be established before design can begin. Engineering staff will design in-house. Goal is to be ready for bidding by spring 2018.

Varney Brook Pump Station Upgrade (Community Services)

Project Description: This project will update the Varney Brook Pump station, which is the City's third largest pump station. The plant had to be shut down and flow had to be bypassed due to equipment failures. The station handles all flows from the southern end of Dover, and pumps directly to the Waste Water Treatment Plant on Middle Road.

Current Update:

City Council has approved the scope of work for the design with Wright-Pierce.

Last Update:

No Update.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Storm Drain Replacement – Broadway RR Culvert (Community Services)

Project Description: This project includes replacing a deteriorating granite box culvert, which is undersized, under the railroad tracks at Red's Shoe Barn with a 72" drain line. The culvert accepts all the drainage from the New York Street, Ham Street and Ela Street portions of the city.

Current Update: City pursuing eminent domain on the RR for the easement. An agreement has been reached with Red's on condition of an easement.

Last Update:

City pursuing eminent domain on the RR for the easement.

Central & South End Stations – Heating Plant (Fire Department)

Project Description: Replacement of boiler and apparatus floor heaters

Current Update:

The goal is by the end of January, to have a bid package ready to go out for both.

Last Update:

The goal is by the end of December, to have a bid package ready to go out for both.

Water Main Replacement – Main Street / Washington Street (Community Services)

Project Description: Replacement of existing 8-inch cast iron main on Main Street from Broadway to Washington Street. Replacement includes main on Washington Street from Main Street to Lower Square.

Current Update:

Underwood has started on the design.

Last Update:

Engineering is working on an amendment for Underwood to design the project.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Street / Sidewalk Reconstruction & Water/Drainage/Sewer Reconstruction – Hanson Street (Community Services)

Project Description: This project will be a total reconstruction of the street and sidewalks along this urban street, connecting Central Avenue with Henry Law Avenue. Included in the reconstruction will be an updating of water and drainage utilities.

Current Update:

Engineering staff reviewed and revised reconstruction plans that were completed in 2015. The project was put out to bid in December, with contractors expected to submit bids in January of 2018. Overall project to include:

Road – reconstruction of roadway to include sidewalks and improved roadway bed. Drainage improvements will be incorporated.

Water- reconstruction of water line from the intersection of Henry Law Ave to Central Ave., including services.

Sewer- reconstruction of sewer line and services from the intersection of Henry Law Avenue to a point in-front of 17 Hanson Street.

Last Update:

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Water & Sewer Main Replacement – Spaulding Turnpike (Community Services)

Project Description: NH DOT is expanding the Spaulding Turnpike at Dover Point. There are conflicts with the water lines in the DOT's right-of-way and the water line must be relocated to avoid those conflicts. Part of agreement upon original construction of the Spaulding Turnpike stated all utilities placed in the right-of-way after construction will be the responsibility of the municipality. Thus making the relocation of the water lines the responsibility of the City of Dover.

Current Update: Temporary sewer pumps are in place and will continue to operate until the permanent crossings are done in two years. Housing to protect the pumps for winter have been constructed.

Last Update:

Temporary sewer pumps are in place and will continue to operate until the permanent crossings are done in two years. Housing to protect the pumps for winter are under construction.

Water & Sewer Main Replacement – Oak/Broadway/Ela (Community Services)

Project Description: Replaces sewer mains on Oak Street, Broadway, Florence Street & Rose Street

Current Update: This project is contingent on new Broadway Railroad Culvert, as this entire neighborhood will drain downstream to an already overloaded drainage system.

Last Update:

This project is contingent on new Broadway Railroad Culvert, as this entire neighborhood will drain downstream to an already overloaded drainage system.

Sewer Inflow / Infiltration Mitigation (Community Services)

Project Description: . Description: During periods of heavy rainfall and snow melt, clean water enters the sewer distribution system and occasionally causes surcharging of the system resulting in the bypass of untreated sewerage to the Bellamy and Cochecho Rivers. This storm water is known as Inflow and Infiltration and must be reduced. It enters the systems through leaking manholes, pipes, roof leaders, basement drains and catch basins discharging to the sewer system.

Current Update:

The City is waiting for approval from City Council for a contract extension for Wright-Pierce to find a large source of I&I. Will be moving some of the flow meters around different sewer sheds. This will help to identify more I&I issues.

Last Update:

The city received results from two rain events. Wright-Pierce is waiting for results from two more rain events to put into a wastewater model.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Cochecho Riverfront Site Preparation (Planning Department)

Project Description: This project will focus on the improvements to the City's waterfront parcel, to create a developable site for private investment. Work includes removing the aggregate from the "bluffs" as well as raising the elevation of the parcel to mitigate impacts of sea level rise

Current Update:

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Staff organized and attended a meeting on December 5th between City technical staff and consultants from Horsley Witten to review the development plans. The CWDAC meeting was held on December 19th. Staff worked with Purchasing Agent to receive and open the developer RFQ submittals on December 6th. Staff attended a City Council meeting on December 13th for the award of the public dock bid and approval of a donation from the Great Bay Rowing Club. Staff organized and attended a meeting of the RFQ Review Sub-committee on December 15th to review the 6 submittals. Staff attended a waterfront pre-blast meeting on December 20th with representatives from Severino Trucking and Maine Drilling & Blasting.

Last Update:

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Staff organized and attended a Park sub-committee meeting on October 4th. The CWDAC meeting was held on October 17th. Staff worked with Purchasing Agent to issue the developer RFQ. Staff held a waterfront site visit on October 19th for parties interested in the developer RFQ. Staff attended a public dock bid meeting with the Purchasing Agent on October 31st.

Cochecho Riverfront Park / Dock Development (Recreation Department)

Project Description: This project will focus on the improvements to the Cochecho Riverbank and extension of the Riverwalk Park to allow for recreational access and activities as well as the extension of utilities and site improvements, landscape work and parking areas. Also docks and water access areas will be included to encourage activities to begin in the near future.

Current Update:

The Paddlesports dock construction project went out to bid this month for the second time. The bids were received and The Dock Doctors of Vermont is the selected contractor which was sent to the City Council and approved at its December meeting and with plans for a spring construction schedule. Great Bay Rowing contributed \$19,000 toward the total cost of \$149,000.

Last Update:

The Paddlesports dock construction project went out to bid this month for the second time. The bids were received and The Dock Doctors of Vermont is the selected contractor which will be sent to the City Council for its December meeting and with plans for a spring construction schedule.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Cochecho River Dredge Cell Closure (Planning Department)

Project Description: As part of the dredging of the Cochecho River, a storage cell for the soil removed from the river bed was created alongside Maglaras Park. Additional material were inserted into the cell as well, and working with the partners, the cell is being capped and closed, per a DES permit.

Current Update:

Last Update:

Cochecho Riverfront Bank Stabilization (Planning Department)

Project Description: This project focuses on the improvements to the Cochecho Riverbank, to ensure that the soil erosion that currently occurs is curtailed, and stabilized, so that development of the adjacent waterfront property can be undertaken.

Current Update:

No update.

Last Update:

The City has hired Horsley Witten Group for assistance with developing plans for the redevelopment of the waterfront, including engineering plans for the stabilization of the shoreline along the Cochecho River. These design plans will be incorporated into the park design plans. Meetings will be held with the various state and federal permitting agencies throughout the process. The schedule is for the final plans to be completed by June of 2018.

Fire Apparatus / Vehicles- Fire Quint/Pumper Replacement (Fire Department)

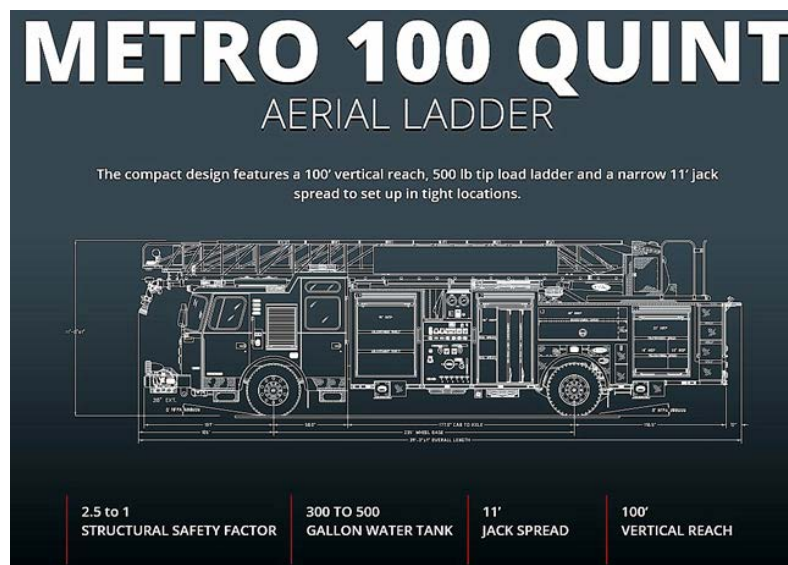
Project Description: Replacement of 2000 Smeal pumper/Quint Replacement of 1994 Becker Pumper

Current Update:

Also in December, the next to last shop order review of the new Quint vehicle by the specification committee, which is a full ladder truck with the attack capability of a fire engine, was completed with a few minor changes required in the shop order language. Paint was matched to the fleet of existing vehicles, and other details finalized.

The expectation is this vehicle will last 20 years, respond on approximately 10,000 incidents, and accumulate in the vicinity of 150,000 miles and 12,000 motor hours based on current usage patterns.

When delivered in 6 to 7 months approximately, the vehicle will look close to this design taken from the manufacturer's website at: <https://e-one-aerials.com/metro-100-quint-micro.html>.



Last Update:

The EONE factory is finishing the production order and final production drawings that are the next step, after the engineering meeting that was held in September with the department representatives that visited the factory. That production order and drawings package should arrive in Dover in November where the committee will review it carefully and approve, and or make final minor changes. The vehicle then enters the production line with delivery expected between mid-May and mid-June as it looks currently...

McConnell Center Generator (Fire Department)

Project Description: Emergency Generator – McConnell Center

Current Update:

Installation was completed in December on the McConnell Center Emergency Power Generator and Transfer Switch. Wiring, installation, and site work was finished with the help of Community Services, Eversource, and Martineau Electric staff. As of the writing, the generator and transfer switch is operational and can power the McConnell Center, which is the City's primary shelter location as designated by various emergency plans.



What is left for work is the installation of a fence on top of the concrete wall pictured here, and around the front of the generator, transformer, and transfer switch. A pre-bid meeting was facilitated by City Purchasing Agent Ann Legere in December with bids due back in January. When this project is finished, a 5-year attempt at protecting the McConnell Center ends. This \$300,000 project was made possible by a grant that covered \$100,000 of the installation costs, coupled with funding from the City's Capital Improvements Program. This grant was competed for and ultimately obtained from, NH Homeland Security and Emergency Management.

Last Update:

Planning and preparation work progressed in October for an upcoming attempt at the installation of the McConnell Center Emergency Power Generator and Transfer Switch. Wiring and other materials are being stock piled, with Community Services, Eversource, and Martineau Electric staff all scheduled to attempt the power down of the building, and re-routing of the wiring that bring power to the building, through the automatic transfer switch which will start the diesel generator and power the building when a electrical power outage occurs. This is scheduled on a week-end in November and requires coordinating a road closure, the start of work at 5 AM with the assumption work will last into the evening, and coordination with all tenants that the building will be closed on that day.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Water System Facilities Upgrade (Community Services)

Project Description: Project will continue with the reconstruction of the city's wellheads and water treatment facilities. Phase III of this project includes refurbishing the Hughes Well Facility, connecting the Hughes Well to French Cross WTP, chemical treatment facility for DPH-1 and Ireland Well and the replacement of the Bellamy Recharge Facility.

Current Update:

The City's water production has been steadily running at 2.0 to 2.5 Million Gallons per Day (mgd) for the month. Production should hold steady around 2.2 mgd throughout the winter. Currently, wells in operation are Ireland Well, Campbell Well, Calderwood Well, Hughes Well, DPH1 and French Cross Water Treatment Plant. Smith Well and Cummings Well are not operating due to construction of the Lowell Avenue Plant. Griffin Well is off due to the PFOA issue. The Dover Utilities Commission is still working on the water ban for next spring and summer if needed. The Calderwood Chemical building was started. Calderwood Well is being connected to the new system. Once the system has been calibrated and debugged the contractor will be tying Campbell Well to the system. Phase 2 of the facility plan has begun. Underwood Engineers is beginning the design work. This includes the wells and building for Willand Pond, a new raw line from Willand Pond to Smith Well and Cummings Well sites, interconnecting with Somersworth, Smith Well and Cummings Wells' new common building, Garrison Hill rehab, the Isinglass recharge relocation and assessing the water quality for Bellamy River and the Isinglass River.

Last Update:

Enterprise Park II (Economic Development)

1. A coalition is being formed for rezoning to include representation from the Planning Board, Planning Dept., DBIDA, Greater Dover Chamber of Commerce, Dover Main Street, Dover School District. This coalition will be designated at the next Planning Board meeting and will provide a more broad based community push for rezoning appropriate residential properties of sufficient size and infrastructure proximity to commercial/industrial. This may eventually result in property usable for an Enterprise Park II.
2. At present, commercial new-build building costs at approximately \$150/ square foot, have stalled 4 new build projects at Enterprise Park last year due to "sticker shock".

5

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

Workforce-Focused Outcomes

The New Hampshire Department of Health and Human Services, Division of Public Health Services (DPHS) has announced that several New Hampshire cities and towns have been awarded a Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC). The City of Concord, the **City of Dover Water Department**, UNH/Durham Water System, Laconia Water Works, the Lebanon Water Department, the Lancaster Water Department, and Manchester Water Works were all recognized for excellence in community water fluoridation. Fluoridation is the adjustment of the level of fluoride, a naturally occurring element, in drinking water to an amount that is effective for preventing tooth decay.

Caitlyn Hassen, Account Clerk in the City Clerk/Tax Collection office provided excellent customer service to an elderly person seeking to complete a motor vehicle registration. The customer had entered the main floor of City Hall, out of breath, and was unable to compose himself in order to get down to the new Customer Service Center before closing time. Caitlyn proceeded to walk back and forth between the two floors multiple times to complete the transaction.

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.

December saw after the completion of the recent labor negotiations, the job descriptions finalized with the City HR Director for the reorganization of Chief Officer positions as well as the part-time fire apparatus mechanic assistant position and accreditation coordinator. Due to an early snow season, the filling of the part-time fire apparatus mechanic assistant position and accreditation coordinator are on hold and may have to be delayed until FY 19 for filling.

The Chief Officer reorganization occurred in late December. The Captain level position overseeing Fire & Rescue's paramedic level emergency medical services was reorganized to a chief level position with the title being, Division Chief of EMS. The existing position of Deputy Chief of Safety and Training was retitled to: Division Chief of Safety and Training. The current Assistant Chief position which was the number two position at Fire &

Rescue, was aligned with the other city departments where the number two in succession is the Deputy Director, with the title changed to Deputy Chief. This reorganization achieves several objectives. In addition to aligning titles better with functional responsibilities and consistency with other city departments, upgrading the Captain position to a chief level position is commensurate with the degree of responsibility and regulations that comes with a paramedic level emergency medical system that brings in \$1.3 million in ambulance billing revenue. Upgrading the position also brings a fourth person to the command function that Fire and Rescue must provide per national standards. To meet NFPA 1710 which is standard governing career fire department operations, at least one and normally two chief level personnel are supposed to be dispatched to major incidents with the response personnel, and arrive

within eight minutes of dispatch to oversee the command and safety functions of the incident. Chief officers on arrival at major incidents such as a fire or technical rescue, coordinate and track the moving of all personnel to a tactical radio channel, command and control the overall operation, and maintain accountability as to the location around the incident and inside any buildings of all personnel.

Vicki Hebert attended the Police Assisted Addiction Recovery Initiative National Law Enforcement Summit in Boston MA. The training highlighted programs that departments across the county are implemented and showcased best practices and innovative solutions.

Sergeant Janine Harrington attended training on Conflict Management for Supervisors.

Fire and Rescue in December, saw the entire department relicensed as a PIFT provider. PIFT stands for Paramedic Inter-Facility Transfer. This culminates two years of work ensuring training sessions delivered system wide to all employees include required competencies for PIFT licensing. How the service works operationally, is Fire & Rescue's ambulance responds emergently to the hospital (normally Wentworth Douglass Hospital) when a patient must be transferred emergently to a higher level facility say for extreme cardiac issues or head trauma issues that exceed WDH's capabilities. The patient is transferred to the ambulance, and then the ambulance transports emergently to the appropriate receiving hospital, which could be in: Portland, ME, Lebanon, NH, or normally – Boston, MA. In these situations, additional nursing staff is provided by the hospital to assist the Fire & Rescue ambulance crew in the ambulance. Off-duty Fire & Rescue staff are called in to staff a reserve ambulance put in its place, so the coverage of Dover's daily call volume is seamless, and the ambulance billing revenue from the emergency transfer covers the cost of the called in cover staff. PIFT licensing is regulated by the New Hampshire Bureau of EMS with its own protocols and requires significant training and additional licensing requirements every two years above and beyond the normal requirements for an emergency medical service. By meeting these additional above and beyond requirements and by providing

the service, Fire & Rescue staff maintain a higher level of medical proficiency throughout the organization that benefits all citizens every day by our response vehicles. More information on PIFT and protocols governing ambulance service operations in general can be found in the New Hampshire Bureau of EMS website <http://www.nh.gov/safety/divisions/fstems/ems/advlifsup/patientcare.html>. Relicensing Fire & Rescue's emergency medical services as a PIFT provider is one of the many functions of the newly re-organized Division Chief of EMS.

Fire & Rescue also saw all paramedic level personnel due by March of 2018, re-certified as ACLS providers. ACLS stands for Advanced Cardiovascular Life Support and holding that certification is a requirement for the re-licensing of each provider by the NH Bureau of EMS. Approximately half of the department's personnel must be re-certified and re-licensed every year in March, with the duration of the certifications and licenses lasting two years.

On December 8, 2017, members of the Dover Police Department Accident Investigation Team attended a joint training with members of the Strafford County Regional Accident Reconstruction Unit. Training topics included review of a recent Milton fatal crash investigation, Total Station setup procedures, and Total Station practical application.

Dispatcher Kintz attended Disaster Operations training.

Officer David Anderson began his employment with the Dover Police Department on December 18, 2017. David is a lifelong resident of the Dover/Barrington area graduating from Dover High School in 2013. He completed his studies at the University of New Hampshire in December and earned his Bachelor's degree in Justice Studies. Prior to being hired, he worked as an intern at the Dover Teen Center and in the police department's Special Investigation Bureau. He will attend the 175th Police Academy beginning on January 2, 2018.



Officer David Anderson

Dispatchers Moore and Kintz, attended training to become Communications Training Officers which means that they will be able to train new dispatchers.

Detective Burt along with Officers Levin, Lazos, Turner, Petrin and Gaudreault attended the New England Division of the International Association for Identification Conference.

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

-Aristotle

Officers Glowacki and Couch attended training on Dealing with Emotionally Disturbed Persons which provides clues and tips for officers handling calls for service involving the mentally ill.

Officers Mitrushi and Turner attended training on Thought Patterns that Lead to High Performance. The class focused on how a positive mental attitude can help achieve goals.

Assistant Dispatch Supervisor Salantri attended training covering topics related to Communications Staffing and Employee Retention.

Donna Langley, Assistant City Assessor attended the Assessors Educational session put on by the New Hampshire Municipal Association (NHMA).

The Finance Department with the help of the Executive Department partnered with KBW Financial Staffing and Recruiting for the End 68 Hours of Hunger. Overall the City Departments and Residents contributed over 5 food collection boxes of non-perishable food items in addition to close to \$500.00 in gift cards.

William Boulanger, Deputy Director, and Jamie Stevens, Pump Station Operator II, attended the New Hampshire Water Pollution Control Association Winter Meeting. This meeting took place in Durham, NH. At this meeting, Jamie Stevens was recognized for graduating from a 19 month Management Training Course.

Gordon Couch, Maintenance Mechanic II, attended the Collection Systems Grade I exam, sponsored by the New England Water Environment Association. The exam took place in Portland, ME.

Eric Poitras, Truck Driver, and Warren Hilton, Truck Driver, attended the Treating Pavement Beyond Preservation course sponsored by the University of New Hampshire Technology Transfer Center. This course took place in Exeter, NH.

Eric Poitras, Truck Driver, and Warren Hilton, Truck Driver, attended the Road Maintenance 101 course sponsored by the University of New Hampshire Technology Transfer Center.

FY17 Financial Audit and Comprehensive Annual Financial Report (CAFR) was completed on December 28, 2017. The CAFR has been submitted to the National GFOA's Certificate of Achievement for Excellence in Financial Reporting Award Program. The City believes the CAFR meets the award criteria which would represent the 14th consecutive year of recognition.

Michael O'Brien, Heavy Equipment Mechanic II, attended the Introduction to Cross Connection course sponsored by the Granite State Rural Water Association. This course took place in Franklin, NH.

Alan Mandigo, Heavy Equipment Operator, and Matt Rabideau, Maintenance Specialist I, attended the Water Main Disinfection course sponsored by the New England Water Works Association. This course took place in Franklin, NH.

Kevin Sullivan, Truck Driver, attended the Lines, Levels and Layouts course sponsored by the University of New Hampshire Technology Transfer Center. This course took place in Weare, NH.

Kevin Sullivan, Truck Driver, attended the Green Snow Pro Training course sponsored by the University of New Hampshire Technology Transfer Center. This course took place in Derry, NH. Bill Frank, Maintenance Mechanic II, Jason Lavoie, Maintenance Mechanic III, and Fulton Mountain, Heavy Equipment Operator, attended the How to Successfully Operate and Maintain Your Pump Station course sponsored by the New England Water Works Association. This course took place in Franklin, NH.

Jason Lavoie, Maintenance Mechanic III, attended the Intermediate Concepts of Reading Prints and Drawings course sponsored by the New England Water Works Association. This course took place in Franklin, NH.

Jason Lavoie, Maintenance Mechanic III, attended the Energy Management for Water Utilities course sponsored by the New England Water Works Association. This course took place in Franklin, NH. Jamie Stevens, Pump Station Operator II, attended the Distribution Grade III exam sponsored by the New Hampshire Department of Environmental Services. This exam was held in Concord, NH.

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. Three sessions were held in December: Strategic Planning and a review of the Capstone project process.

The library was awarded a national Special Recognition Award by the U.S. Department of State for its performance as a first-year Passport Acceptance Facility. Cathy Beaudoin and Susan Dunker will travel to Washington DC on January 29 for the award ceremony.

Employment:

December

Separations – 7

1	Fire
3	Police

New Hires – 3

1	Police
2	Recreation

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

Congratulations!

December & January Anniversaries

Employee Name	Division	Years of Service	Employee Name	Division	Years of Service
Bannon, Gary S	Recreation	28	Bennett, Diane	Finance / CCTC	39
Haas, Paul W	Fire	20	Simons, William C	Police	31
Keefe, Timothy J	Police	18	Breault, William M	Police	19
Plante, Marc A	Fire	17	Burt, Timothy J	Police	19
Carmichael, John R	Police	14	Dolleman, Brant M	Police	19
Carlson, Oake D	Police	12	Hunter, Philip	Police	17
Daudelin, Susan M	Exec/HR	12	Lawson, Lisa M	Police	17
Michaud, Matthew L	Fire	9	Truax, Dean C	CS / Streets	17
Retrosi, Stephanie W	Police	8	Caproni, Joseph A	Police	15
Fournier, Amber	Exec/Legal	7	Ferullo, Michael W	Fire	15
Peters, David	Exec/IT	7	Nicholson, Brian	Fire	15
Plummer, Christopher R	Police	7	Spainhower, Dale S	Fire	14
Falconer, Patricia M	Library	2	LaFlamme, Marc E	CS / Fleet Services	13
Glowacki, Nicholas D	Police	2	Nadeau, Michael P	CS / Water	13
Lepage, Marcel J	Recreation	1	Coakley, Kevin B	CS / Streets	11
Roselli, Robert C	CS/WWTP	1	Steneri, Denise M	Finance / CCTC	11
			Brzycki, Robert T	Police	10
			Gray, Marilyn C	Library	6
			Kilday, Michael J	Fire	3
			Lockhardt, Michael A	Exec/ IT	3
			Blonigen, Rachel	Finance/Assessing	2
			Corcoran, David J	Fire	2

Sustainability-Focused Outcomes

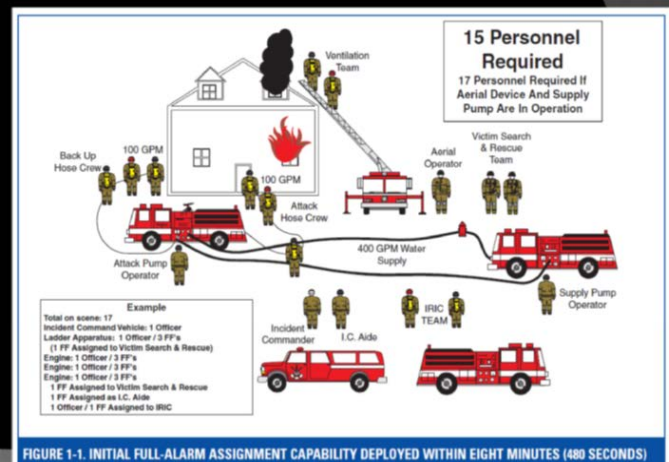
6

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

Fire and Rescue switched in October from the pagers this organization have used for many years for recalling personnel when needed, to the EDispatches application on the personal cell phones all employees have. This item is mentioned under sustainability because in addition to being a better system, EDispatches costs \$100 less a month approximately than the pager system cost. December saw the Chief Alert Tone function, to meet the Command Coverage standards and role previously mentioned, fully operationalized with EDispatches. When Dover's public safety dispatchers send apparatus from Dover's three stations to a fire, they simply click an additional icon on the computer screen and the on-call Chief level coverage is activated at the same time. At a number of recent incidents, Chief Officers have left their homes and arrived simultaneously with the last arriving apparatus. With the old pager system, Chief's typically arrived about eight minutes after the arrival of the fire apparatus as the pager system was not as fast nor as flexible, versus the national standard of arriving within 8 minutes from the initial dispatch of fire apparatus. The graphic below shows a simplified version of how to meet the national standard titled NFPA 1710, of **arriving** at a fire with 15 to 17 personnel. This isn't the amount of personnel needed to control a typical building fire which is greater and a subject for another report. Fire & Rescue achieves NFPA 1710 compliance when the duty shift of 13 personnel split between the three stations, and 2 Chief Officer's, arrive at fire.

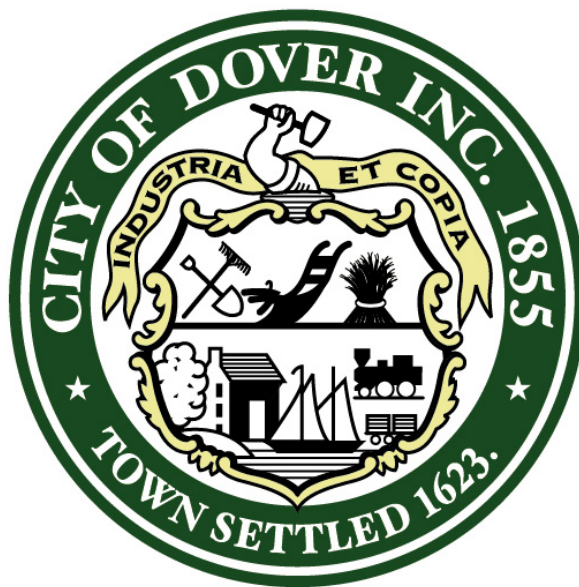
As NFPA 1710 is based on evidence based research, Fire & Rescue is focused on finding sustainable ways to suppress building fires as efficiently as possible within the monies allocated to Fire & Rescue, while meeting the applicable national standards.

National Standards based on scientific research, require 15 to 17 personnel initially at a fire.



The Assistant City Manager toured a commercial composting facility in Merrimack New Hampshire with the idea of understanding, from the private sector, the role regulation plays in encouraging composting of materials within a corporate setting.

The Climate Adaptation Chapter of the Master Plan Steering Committee met on December 4th to review citizen feedback on the draft chapter and action plan obtained at the workshop.



J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: Organizational Meeting
Meeting Location: Office of the City Manager, City Hall
Meeting Date: **Tuesday, January 2, 2018**
Meeting Time: **5:30 pm**

1. OATH OF OFFICE

The City Council was sworn in by City Clerk Lavertu.

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Keane, Councilor Muffett-Lipinski, Councilor Shanahan, Councilor Thibodeaux and Councilor Williams.

Also Present: City Manager Joyal, City Attorney Blenkinsop, and City Clerk Lavertu.

2. ELECTION OF DEPUTY MAYOR

Councilor Ciotti nominated Councilor Carrier for Deputy Mayor.

Vote: 9/0.

3. COMMITTEE APPOINTMENTS

Mayor Weston made a motion to accept the recommended Committee Appointments; seconded by Councilor Shanahan.

Mayor Weston listed the appointments.

Vote: 9/0.

4. ADOPTION OF 2018-2019 COUNCIL PROCEDURAL RULES

The Council reviewed the proposed changes.

Councilor Thibodeaux moved to accept the amendments; seconded by Councilor Shanahan.

Vote: 9/0.

Councilor Thibodeaux moved for the adoption of the 2018-2019 City Council Procedural Rules & Decorum Guidelines; seconded by Councilor Shanahan.

Vote: 9/0.

5. ADJOURN

Councilor Gasses moved to adjourn; seconded by Councilor Gasses.

The Committee Appointments list and updated 2018-2019 City Council Procedural Rules & Decorum Guidelines have been archived with these minutes.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Monday, January 3, 2018**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Gasses led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Keane, Councilor Muffett-Lipinski, Councilor Shanahan, Councilor Thibodeaux and Councilor Williams.

Also Present: City Manager Joyal, City Attorney 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. GREAT BAY MUNICIPAL COALITION UPDATE

B. NEW HAMPSHIRE STORM WATER COALITION UPDATE

C. DOVER WATER UTILITY IMPROVEMENTS UPDATE

Community Services Director Storer gave a presentation to the Council regarding all three topics, drinking water, wells, wastewater, and storm water.

Environment Project Consultant Dean Peschel gave an overview of the City's wells and drinking water.

D. GREAT BAY MUNICIPAL COALITION UPDATE

E. NEW HAMPSHIRE STORM WATER COALITION UPDATE

F. DOVER WATER UTILITY IMPROVEMENTS UPDATE

Environment Project Consultant Dean Peschel gave an overview of all three projects.

City Manager Joyal wrapped up the discussion by giving an overview of all the projects the City is working on regarding these issues.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Monday, January 3, 2018**
Meeting Time: **7:00 pm**

7. ADJOURNMENT

Councilor Gasses moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 9/0.

Presentation and Handout have been archived with these Minutes.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2018**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Keane, Councilor Muffett-Lipinski, Councilor Shanahan, Councilor Thibodeaux and Councilor Williams.

Also Present: City Manager Joyal, City Attorney Blenkinsop, and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add the Appointments Committee Report.

Councilor Gasses moved to add the Conservation Commission Report.

Councilor Williams moved to add the Recreation Advisory Board Report.

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

Vote: 9/0.

7. PUBLIC HEARINGS

**A. DOVER SCHOOL DISTRICT LED LIGHTING UPGRADE AND AUTHORIZATION FOR FINANCING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON JANUARY 24, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

8. CITIZEN'S FORUM

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

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2018**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

A. January 10, 2018 Report

B. Presentation of FY2017 Comprehensive Annual Financial Report and Independent Auditor's Review

City Manager Joyal said he submitted his report in writing. He thanked staff for their work during the holiday storms making the streets safe, and dealing with the flood in the City Hall basement. He thanked the Police and Fire Departments for their work in putting out the fire at a Dover Housing Authority facility on Niles Street in the bitter cold weather.

City Manager Joyal introduced Christian Smith of MacPage LLC to give the Council a presentation on the Results of the Audit and discuss the Management Letter Comments. Mr. Smith gave his PowerPoint presentation on the results of the audit to the Council. City Manager Joyal asked the Council to read through the document and address questions to the Mayor and him. He said a workshop can be scheduled if needed.

City Manager Joyal gave an overview of the Financial Policy Report for Fiscal Year 2017 handout with the Council.

City Manager Joyal congratulated Community Services employee, Gretchen Young, who successfully completed a series of course and received the designation of Roads Scholar.

Mayor Weston asked the City Manager to contact Comcast to request a breakdown of fees.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. December 13, 2017

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston said she attended the Land Use meeting. She said the Joint Building Committee for Garrison Elementary School had their first meeting of the year, and she thanked Councilor Ciotti for becoming the new Chairperson.

As part of her Mayor's Report, she is recommending Councilors Gasses, Shanahan and Williams to serve on the Ordinance Committee.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2018**
Meeting Time: **7:00 pm**

As a Mayoral recommendation, she asked the Council to approve Samia Touma for consideration and approval for appointment by the Dover Housing Authority to the Cocheco Waterfront Development Advisory Committee.

Mayor Weston spoke about the 400th Celebration Committee, and wanted to reaffirm Deputy Mayor Carrier's appointment as a Council member. She said they hope to establish the complete Committee within the next two to four weeks.

Mayor Weston referred to SB193, which in essence took money away from the Dover School Department, and said the School Board has asked her to sign off a letter and send to the State's Finance Committee. The letter hopes to show the dilemma to the Schools.

Mayor Weston spoke about a letter she received from the Mayor of Clairmont, which referred to SB247 addressing childhood lead poisoning.

She said in passing the Mayor's Report will authorize her to sign these letters.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Ciotti.
Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. PARADE – American Cancer Society – Making Strides Against Breast Cancer**
- 2. ROAD TOLL – American Cancer Society Relay for Life – April 28, 2018**
- 3. ROAD TOLL – American Cancer Society Relay for Life – June 9, 2018**
- 4. PHASE II INFILTRATION AND INFLOW STUDY - AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE CHANGE ORDER #1
SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2018**
Meeting Time: **7:00 pm**

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved to adopt the Consent Calendar; seconded by Councilor Thibodeaux. Mayor Weston asked the Councilor if they had items they would like pulled for further discussion. Councilor Thibodeaux asked to pull Items 13.A.1. and 13.A.4.

Councilor Gasses asked to pull the Conservation Commission Report.

Deputy Mayor Carrier asked to pull the Appointments Committee Report.

Councilor Shanahan asked to pull the Arts Commission Report and the Legislative Liaison Report.

Councilor Williams asked to pull the Recreation Advisory Board Report.

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

Vote: 9/0.

Deputy Mayor Carrier moved to approve Item 13.A.1.; seconded by Councilor Thibodeaux.

Councilor Thibodeaux discussed problems with the form over the past 5 years.

City Clerk Lavertu said there are two separate forms now and it is much clearer.

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

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report and recommending the following appointments:

Maria Ayer to the Arts Commission as an alternate member

Michael Behrmann as a regular member to the Energy Commission

Lisa Logel as the alternate member to the Energy Commission

Walter Milliken as the alternate member to the Energy Commission

John O'Connor to the Recreation Advisory Board as a regular member

Rich Onufry to the Zoning Board of Adjustment as an alternate member

Sarah Wheeler to the Planning Board as an alternate member

Deputy Mayor Carrier moved to approve the appointments; seconded by Councilor Ciotti.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2018**
Meeting Time: **7:00 pm**

Mayor Weston talked about the qualifications of the volunteers.
Councilor Ciotti included the successful Leadership Academy being instrumental in some of the applicants coming in.

Deputy Mayor Carrier listed the remaining openings on Boards and Commission.

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

Vote: 9/0.

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Arts Commission Report; seconded by Councilor Thibodeaux.

Vote: 9/0.

Councilor Shanahan gave an overview of the Legislative Liaison Report to the Council.

Deputy Mayor Carrier moved to accept the Legislative Liaison Report; seconded by Councilor Keane.

Vote: 9/0.

Councilor Williams gave an overview of the Recreation Advisory Board Report to the Council.

Deputy Mayor Carrier moved to accept the Recreation Advisory Board Report; seconded by Councilor Ciotti.

Vote: 9/0.

Councilor Gasses gave an overview of the Conservation Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Conservation Commission Report; seconded by Councilor Williams.

Vote: 9/0.

B. RESOLUTIONS

- 1. AWARD OF CONSTRUCTION OF WATER WELL AT SHAW'S LANE ATHLETIC FIELDS AND APPROPRIATION OF RECREATIONAL FIELD CONSTRUCTION FUND REVENUE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 24, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on January 24, 2018; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, January 10, 2018**
Meeting Time: **7:00 pm**

- 2. REPROGRAMING UNEXPENDED BONDING AUTHORIZATION FOR WWTP SLUDGE DEWATERING PROJECT TO WWTP BUILDING IMPROVEMENTS PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 24, 2018, WITH CITY COUNCIL VOTE OCCURRING ON FEBRUARY 14, 2018.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on January 24, 2018; seconded by Councilor Gasses.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC: SECTIONS 37 and 57 (TO BE REFERRED TO A PUBLIC HEARING ON JANUARY 24, 2018.)**
SPONSORED BY COUNCILOR CIOTTI

Deputy Mayor Carrier moved to refer to a public hearing on January 24, 2018; seconded by Councilor Williams.
Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Ciotti spoke about the Silver Street tunnel on the Community Trail and asked the City to look into LED lighting.

16. ADJOURNMENT

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2018.01.10 – 001**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **37 Hours of Operation**
57 Schedule J. Limited Time Parking

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to extend the hours of operation for parking meters and to add a portion of Broadway to Schedule J for limiting parking to two hours per day.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 37, Hours of Operation, Section A as follows:

166-37. Hours of Operation and Rates. [Amended on 01-13-88 by Ord. No. 34-87; Amended 04-12-2017 by Ord. No. 2017.03.22-004]

- A. Parking Meters shall be in operation daily between the hours of 9:00 a.m. and ~~7:00 p.m.~~ 8:00 p.m., except on Saturdays, Sundays and ~~legal state~~ holidays with the exception of the Henry Law Recreation Parking Lot, which shall be in operation daily between the hours of 9:00 a.m. and 5:00 p.m., except on Saturdays, Sundays and ~~legal state~~ holidays.

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 57, Schedule J. Limited Time Parking as follows:

166-57. SCHEDULE J. Limited Time Parking. [Amendments noted where applicable]

- J. 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 per day in the following described locations:

<u>STREET</u>	<u>LOCATION</u>
<u>Broadway</u>	<u>Easterly side, from the intersection with Florence Street northerly to the intersection with Oak Street, except as otherwise posted.</u>
Chestnut Street [Added on 10-26-2016 by Ord. No. 2016.10.12-013]	Westerly side, from the intersection with Third Street northerly to the intersection with Sixth Street
Chestnut Street [Added on 10-26-2016 by Ord. No. 2016.10.12-013]	Easterly side, from the intersection with Fifth Street northerly to the intersection with Sixth Street



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2018.01.10 – 001**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **37 Hours of Operation**
57 Schedule J. Limited Time Parking

4. TAKES EFFECT

This Ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Dennis Ciotti
Finance Director

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.01.10 – 001
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 37 Hours of Operation
57 Schedule J. Limited Time Parking

ORDINANCE BACKGROUND MATERIAL:

Section 37:

The downtown parking system is a self-funded, user-fee based program. Each year, during their annual budget review, the Parking Commission reviews all aspects of the parking program to include meter rates, hours of operation, days of operations, permit fees, token rates and other current fees. At their December meeting, the Commissioner voted to recommend that the meter hours of operation be extended from the current 7 pm to 8 pm. No other fee changes were recommended. The Parking Manager projects a net increase in yearly income of \$80,000.

Section 57:

The Tri-angle Club provides numerous recovery support programs throughout the day at their location at 120 Broadway. Proximate parking is an important part of the promotion of the available services. Unfortunately, employees from the large commercial center at 121 Broadway park on the easterly side of the street for the entire day even though there are numerous parking lots provided for them on the property. The manager of the Tri-angle Club has requested that the parking on the easterly side of Broadway be posted for two hour parking to provide parking for their clients. The Parking Manager contacted the property manager of 121 Broadway, who supports the restriction and confirmed that there is more than sufficient parking for employees of 121 Broadway on-site. Under the authority of 166-3, the Chief of Police authorized the area to be posted as a temporary measure to evaluate the change. The Parking Manager reported that the posting of a two hour limit met the goal of opening up the parking spaces for shorter periods of time.



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.12.13 – 183**
Resolution Re: Dover School District LED Lighting Upgrade and
Authorization for Financing

WHEREAS: A sealed Request for Proposal [#B15021](#) was issued and received for qualified firms to provide and install LED lighting at the Dover Arena with the option to include other city buildings in the future should it be advantageous for the city. The proposal deemed most advantageous was submitted by Affinity LED Lighting of Dover NH and award was made via council resolution [R-2015.03.11-027](#); and

WHEREAS: Affinity LED Lighting has submitted a proposal to the City School District for LED lighting upgrades to the public schools in the amount of \$552,004.07 and is eligible for net rebates totaling \$115,354.80. This will result in the amount of \$436,649.27 being financed. The proposal was sent to PSNH d/b/a/ Eversource Energy and funding is available through their Smart Start Revolving Fund program for the School district public school buildings LED Lighting Upgrade; and

WHEREAS: The Dover School Board voted on November 13, 2017 to accept and approve the proposal submitted by Affinity LED Lighting and requests approval and authorization of the City Council to debt finance the project; and

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

The School Superintendent, or designee, is hereby authorized to finalize contract language with the PSNH d/b/a Eversource Energy, consistent with the Purchase Agreement authorized herein, for the School Superintendent's signature.

AND FURTHER BE IT RESOLVED:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover's participation in the Smart Start Revolving Fund Program is hereby authorized for financing the City's School District public school buildings LED Lighting Upgrade project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the Smart Start Revolving Fund Program and obtain a loan through the program for the School district public school buildings LED Lighting Upgrade project.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.12.13 – 183**
Resolution Re: Dover School District LED Lighting Upgrade and
Authorization for Financing

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.12.13 – 183**
Resolution Re: Dover School District LED Lighting Upgrade and
Authorization for Financing

RESOLUTION BACKGROUND MATERIAL:

The City solicited requests for proposals for qualified vendors to provide and install LED lighting upgrades to the Dover Arena. Firms were asked to provide details in the proposal of a full lighting audit, utility rebate process, and detailed payback proposal. The City used the Dover Ice Arena as the initial test site with potential to include several other city buildings that could benefit from this service that may be incorporated in the future to the selected vendor. Vendors were instructed that it is probable that the economic success of these projects will depend on funding sources. These funds may derive from a variety of sources including rebates, and renewable energy credits.

Affinity LED Lighting proposal offered a program funded by PSNH d/b/a Eversource Energy where they pay 100% of cost to the selected vendor 50% down and 50% upon completion of the project. The school district would then pay back the amount through a monthly invoice. The Efficiency Loan payback would show a separate line on the monthly invoice from Eversource. The estimated monthly savings is \$9,362.91 with monthly payback charge of \$9,256.64 yielding net positive of \$106.27 monthly.

The Dover School District buildings LED Lighting Upgrade is eligible for Smart Start funding. The upgrade project is estimated to cost \$531,211.24 and is eligible for net rebates totaling \$94,561.97. This will result in the amount of \$436,649.27 being financed. In accordance with the NH Municipal Finance Act (RSA Chapter 33), the Purchase Agreement with Eversource Energy and related participation in Smart Start Program is deemed long term debt. The City has determined utilization of the Smart Start Program is most advantageous to the City of Dover and has already been utilized in the Arena, Indoor Pool, McConnell Center and Public Works Facility.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired:

	General
Description	Fund
Pending FY19 CIP Authorization	1,200,000
This Resolution Authorization	436,649
FY19 Debt Retirement	(1,891,205)
Net Change	(254,556)

Rate Impacts

The financing of \$436,649.27 through the Smart Start Program over a 51-month period is estimated to cost \$9,256.64 per month, or \$111,079.68 per fiscal year. This is estimated to have about a \$0.04 tax rate impact. This impact is forecasted to be offset by savings in electrical costs for the school district buildings. Therefore, there is estimated to be no actual tax impact.

Legal Debt Limits

The following table summarizes the amount of school debt outstanding & authorized-unissued, as of June 30, 2017 and this authorization, against the legal debt limits. Legal debt limit for the School General Fund is based on 7.0% of equalized assessed value.



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2017.12.13 – 183**
Resolution Re: Dover School District LED Lighting Upgrade and
Authorization for Financing

	General
Description	Fund
School Debt Outstanding	88,441,956
Authorized - Unissued	6,900,000
Total Issued & Unissued	95,341,956
Pending School FY19 CIP	1,200,000
This Resolution Authorization	436,649
Grant Total	96,978,605
Legal Debt Limit	227,702,907
Unused Capacity	130,724,302
Percent Unused	57.41%

The Dover School Board adopted a resolution on November 13, 2017 to approve the LED Lighting project and request acceptance and authorization of the Dover City Council to debt finance the project through the Smart Start program. A copy of the School Board resolution and supporting documentation is attached to this City Council resolution.

Bid Information:

B15021 LED Lighting upgrade for Dover Public Works Facility and potentially other city facilities

Purchasing Information:

Type:	Contract	Advertised:	
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until Competed	Estimated Delivery:	As needed
Recommended Award to:	Affinity LED Lighting of Dover NH	Fund:	PSNH / Eversource Efficiency Loan Fund
Other Approvals Required:	Yes PSNH d/b/a Eversource Energy	References Checked:	Satisfactory
Previously Worked for City:	No	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.01.10 – 002**
Resolution Re: Award of Construction of Water Well at Shaw's Lane
Athletic Fields and Appropriation of Recreational Field
Construction Fund Revenue. Groundwater Exploration and
Development Program C/O 1 & 2

WHEREAS: Emery and Garrett Groundwater Investigations LLC Inc (EGGI) was the awarded firm through Sealed Bid [B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: The City received a scope of work and cost proposal in the amount of \$36,500 from EGGI to conduct groundwater exploration and development program of a city wide bedrock aquifer assessment. Due to their vast experience in this field, City Council awarded this project to EGGI in the amount of \$36,500 via resolution [R-2016.12.14-160](#); and

WHEREAS: In July 2017, the city received and created change order #1 in the amount of \$15,000 for assessment of groundwater at Shaw's Lane Field. In October 2017 the city received change order #2 for the installation of well at Shaw's Lane in the amount of \$79,900.00, thereby bringing change orders in excess of the \$25,000 threshold and requiring council approval.

WHEREAS: Dover purchasing Code 3-36 B: the competitive bid procedure may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Revision to Emery and Garrett Groundwater Investigations LLC for the groundwater exploration and development program for change orders one and two as outlined. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, 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	Available Balance
4510.1.350.45123.4757.05203.00.000	Shaws Lane Utility Systems	94,900.00	367,540.00

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

The sum of \$94,900.00 for the design and construction of a water well at Shaw's Lane athletic fields is hereby appropriated from the Recreation Field Construction Fund.

As of June 30, 2017, the Recreation Field Construction Fund has a balance of \$480,040, less the transfer of \$112,500 for the FY18 CIP amount to be transferred into the Parks Improvement Reserve, leaving an available balance of \$367,540.

This resolution will require a public hearing and a 2/3 favorable vote of the City Council.



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.01.10 – 002**

Resolution Re: Award of Construction of Water Well at Shaw's Lane
Athletic Fields and Appropriation of Recreational Field
Construction Fund Revenue. Groundwater Exploration and
Development Program C/O 1 & 2

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.01.10 – 002**
 Resolution Re: Award of Construction of Water Well at Shaw's Lane
 Athletic Fields and Appropriation of Recreational Field
 Construction Fund Revenue. Groundwater Exploration and
 Development Program C/O 1 & 2

RESOLUTION BACKGROUND MATERIAL:

PHASE I: Hydrogeologic Site Characterization-Selection of Favorable Areas for Groundwater Development	
Task A: Remote Sensing Analyses of Local Hydrogeologic Environment	
Task B: Evaluation of Bedrock Geology	
Task C: Geologic Field Mapping/Fracture Fabric Analyses	
Task D: Groundwater Recharge Analyses	
Task E : Review of Potential Threats to Groundwater Quality	
Task F: selection and prioritization of Specific Zones considered Favorable for Groundwater Development	
Total Costs for Phase I	\$36,500
C/O 1 Adding Shaws Lane Groundwater Availability Study	\$15,000
C/O 2 Install one 8-inch diameter Water Supply Well/Screen @ Shaws Ln Field Includes pumping test and water quality analysis with summary report	\$79,900

Purchasing Information:

Type:	Purchase Order	Advertised:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	As needed
Recommended Award to:	Emery & Garrett Groundwater Investigation Inc	Fund:	CIP
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding



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: GOTFA for Chad Caputo
Federal Tax ID number for Organization: 35-1674365

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) Fund raiser for Lung Transplant

Contact Person: Donald Messier Day Time Telephone: 603-842-9392

Address: 64 Rocky Hill Rd. Somersworth Email Danmessier53@gmail.com

Purpose of Permit: RAISE money for Lung Transplant

Date of Event: 2/21/2018 Specific Time: All Day

Location of Event: Margaritas Rest. 23 Members Way Dover, NH

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

Prize (s) To Be Awarded: MISC. Item, gift cards

Cost of Ticket: \$1.00 ea. Date of Drawing: 2-21-18

Place of Drawing: Margaritas Rest. 23 Members Way Dover

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Donald R. Messier DATE: 1-8-18
(duly authorized)

PRINTED NAME: Donald R. Messier

Licensing Board Approval (Ar) Date: 1/10/18

Sweepers



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

Check (☒) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

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

Contact Person: Morgan Faustino Day Time Telephone: (603) 742-2218

Address: 550 Central Avenue Email: events@dovernh.org

Purpose of Permit: Annual Sweepstakes and Auction

Date of Event: May 4th 2016 Specific Time: 6pm - 10pm

Location of Event: Wentworth - Douglass Hospital

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

Prize (s) To Be Awarded: various - cash and other prizes

Cost of Ticket: \$100 Date of Drawing: 5/4/16

Place of Drawing: Wentworth - Douglass Hospital

* 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: 1/8/16

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature] Date: 1/10/16

Caf - raffle



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

Check(☒) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☒
(Describe) chamber of commerce

Contact Person: Morgan Faustino Day Time Telephone: (603) 742-2216

Address: 550 Central Avenue Dover, NH Email events@dovernham.org

Purpose of Permit: Cocheco Arts Festival Raffle

Date of Event: 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17 Specific Time: _____

Location of Event: Upper Henry Law Park

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

Prize (s) To Be Awarded: Various prizes donated by local businesses

Cost of Ticket: \$1 Date of Drawing: _____

Place of Drawing: Rotary Pavilion Stage

* 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: Morgan Faustino
(duly authorized)

DATE: 7/8/16

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature]

Date: 11/10/16

Festival of Trees



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

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (✓) Nature of Organization:

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

Contact Person: Morgan Faustino Day Time Telephone: (603) 742-2214

Address: 550 Central Avenue Email: events@dovernham.org

Purpose of Permit: Festival of Trees

Date of Event: December 7th, 2014 Specific Time: 4pm - 6pm

Location of Event: Rivermill at Dover Landing

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

Prize (s) To Be Awarded: Tree with various restaurant/retailer prizes

Cost of Ticket: \$5 Date of Drawing: 12/7/14

Place of Drawing: Rivermill at Dover Landing

* 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: 1/6/15

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature] Date: 1/10/15



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: 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____

Name/Description of Event (if applicable): Tails to Trails Dog Walk & 5K Run

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

Address: 262 County Farm Rd Dover, NH Email: devidirector@cuhsonline.org

Date of Event: April 29, 2018 Specific Time: 11am Run Starts 11:30 Dog Walk Starts

Location of Event (if parade, attach course description or map): Dover, NH Start & End at Henry Law Park
See attached map

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: Sgt. 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: Deborah H. Shelton DATE: 1/9/2018
(duly authorized)

PRINTED NAME: Deborah H. Shelton

Licensing Board Approval (Signature) Date: 1/18/18



Rachel's Race 5K - For

Dover, New Hampshire



RACHEL'S RACE 5K
USATF CERTIFICATE NH14018TY
EFFECTIVE 6-25-14 TO 12-31-24

CVHS
Tails to
Trails Dog
Walk &
5K Run

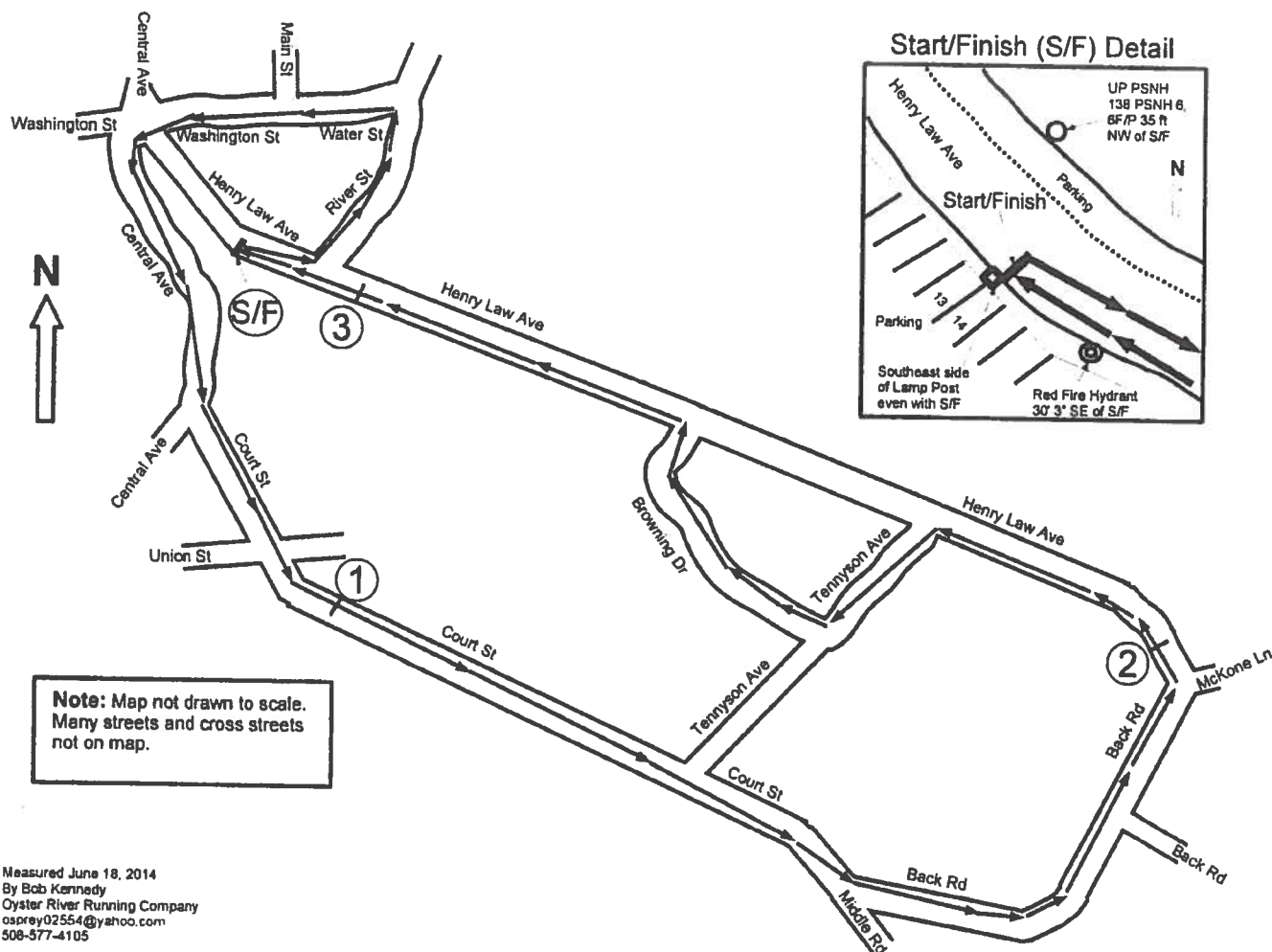
Start and Finish, and all mile markers are marked with White paint and P-K Nails (UP = Utility Pole).

Start/Finish: On southwest side of Henry Law Ave even with the southeast side of light post between parking spots 13 & 14 in adjacent parking lot, 30 ft 3 inches NW of red Fire Hydrant with two red protective posts, and 35 ft SE of UP 138 PSNH 6, 6 F/P on opposite side.

Mile 1: On north side of Court St even with the west edge of driveway for 60 Court, and 20 ft W of large Storm Drain on same side.

Mile 2: On northwest side of Henry Law Ave in front of 199 Henry Law, and 72 ft SE of UP 138 44, Verizon 43 with "Blind Drive" sign on it.

Mile 3: On south side of Henry Law Ave 43 ft 10 inches E of UP PSNH 12S, 12S V/Z on same side.





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.01.24 – 004**

Resolution Re: Authorize Sale of Tax Deeded Real Estate @ 179 Locust Street
Parcel ID 12063-000000

WHEREAS: The City of Dover is owner of a parcel of real estate located at 179 Locust Street, listed as parcel ID 12063-000000 (the “Parcel”), having taken it by tax deed dated January 3, 2017; 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 December 19, 2017, but received no response to the notice; and

WHEREAS: Via Resolution Number [R – 2017.12.13 – 180](#) the City Council directed the City Manager to sell the Parcel pursuant to certain requirements; and

WHEREAS: Consistent therewith, the City solicited a second Request for Bid [B18028B](#); and received one bid offer in the amount of \$5,000.00; and

WHEREAS: The City desires to sell the Parcel so that it may be placed back on the tax rolls of the City.

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 12063-0000000, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to James P. Seavey of Somersworth NH in the amount of \$5,000.00 as well as satisfaction of all other requirements of the Request for Bid; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Parcel as were set forth within the Request for Bids, including, but not limited to requirements for the demolition of the existing structure on the Parcel within a specified period of time from the transfer and removal of all debris, failing which the Parcel would revert back to the City.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.01.24 – 004**

Resolution Re: Authorize Sale of Tax Deeded Real Estate @ 179 Locust Street Parcel ID 12063-000000

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, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2018.01.24 – 004**

Resolution Re: Authorize Sale of Tax Deeded Real Estate @ 179 Locust Street
Parcel ID 12063-000000

RESOLUTION BACKGROUND MATERIAL:

By submitting a bid the Bidder is representing that it is willing, ready, and able to close on the property within sixty (60) days of the bid opening. If the closing does not take place within such time period the City may, in its discretion, retain the deposit and sell the property to the next most qualified bidder.

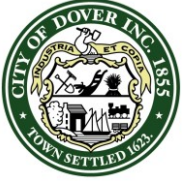
Within Sixty (60) days of the date of transfer of the property to the purchaser from the City, the purchaser is required to demolish the existing structure on the property and fill and grade the site pursuant to any local approval(s)/permit(s) that may be required.

The City shall retain a right of reverter in the deed to the purchaser, to be exercised in the City's discretion, if the purchaser fails to satisfy this condition. If/when the condition is satisfied by the purchaser, the City would issue a discharge of its right of reverter to be recorded by the purchaser in the Strafford County Registry of Deeds.

Each Bidder is responsible for ascertaining the requirements of all applicable State and City laws and codes applicable to the work proposed to be done on the property. No City approvals for such work are provided or guaranteed by being selected as the most qualified Bidder.

Proposal Narrative:

The buyer, James P. Seavey of 25 Stackpole Dr, Somersworth NH submitted an Official Certified check #151832 in the full bid amount of \$5,000.00 stating: I plan to demolish the existing home in a safe and expeditious manner. I then propose building a new single family or two family dwelling according to all zoning and permitting requirements, including historic district requirements to ensure the new building fits the character of the neighborhood and matches the esthetics of the surrounding homes.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.01.24 – 005**
Resolution Re: **Approval of Temporary License and Maintenance Agreement between City of Dover and 104 Wash Street, LLC**

- WHEREAS: The City of Dover is the owner of a certain right of way located at the intersection of Locust Street, St. Thomas Street and Chestnut Street (“City Property”); and
- WHEREAS: 104 Wash Street, LLC is the owner of a certain lot or parcel of land off Washington Street, Locust Street and Chestnut Street in the City of Dover; and
- WHEREAS: On December 13, 2017 the Planning Board conditionally approved 104 Wash Street, LLC’s Site Plan on its parcel for development of a Mixed Use Residential and Commercial Building; and
- WHEREAS: As part of the Site Plan presented to the Planning Board, 104 Wash Street, LLC will incorporate a public park on a portion of the City Property; and
- WHEREAS: 104 Wash Street, LLC requests a temporary license upon, over and across a portion of the City Property to install said park; and
- WHEREAS: 104 Wash Street LLC would be responsible for the maintenance, repair, and replacement of park landscaping, pursuant to a maintenance agreement between the parties.

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

The City and 104 Wash Street, LLC shall enter a Temporary License and Maintenance Agreement for a public park at the intersection of Locust Street and Chestnut Street consistent with the terms and conditions as set forth in the attached Temporary License and Maintenance Agreement; and

That the City Manager has the authority to sign said Temporary License and Maintenance Agreement with 104 Wash Street, LLC to install and maintain a public park.

THORIZATION

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 – 2018.01.24 – 005 Resolution Re: Approval of Temporary License and Maintenance Agreement between City of Dover and 104 Wash Street, 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 Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached draft Temporary License and Maintenance Agreement between the City of Dover and 104 Wash Street, LLC.

TEMPORARY LICENSE & MAINTENANCE AGREEMENT

This TEMPORARY LICENSE & MAINTENANCE AGREEMENT ("**AGREEMENT**"), is made as of the _____ day of January, 2018 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **104 WASH STREET, LLC**, a New Hampshire Limited Liability Company, with a mailing address of c/o Cathartes, 11 Beacon Street, Suite 1120, Boston, MA 02108 ("**104**").

RECITALS

A. The City is the owner of a certain right of way in the City of Dover, County of Strafford, State of New Hampshire (the "**ROW**"), being more particularly shown at the intersection of **LOCUST STREET, ST THOMAS STREET AND CHESTNUT STREET** on a certain plan entitled "**SITE PLANS PROPOSED MIXED USE DEVELOPMENT 104 WASHINGTON STREET**" prepared by **Tighe and Bond, Inc** dated **September 13, 2017**, (the "**Plan**"), which Sheet C-102.1 of Plan, titled "Maintenance Agreement Landscape Plan," is attached hereto as Schedule A and made a part hereof.

B. 104 is the owner of a certain lot or parcel of land off Washington Street, Locust Street and Chestnut Street in the City of Dover, County of Strafford and State of New Hampshire, depicted on the Plan, and being further designated by the City of Dover as Tax Assessors Map 2 Lot 4 (the "**104's Parcel**").

C. On December 12, 2017 the Planning Board for the City of Dover, New Hampshire approved the 104's Site Plan prepared by **Tighe and Bond, Inc** for the development of a **MIXED USE RESIDENTIAL AND COMMERCIAL BUILDING** (the "**Project**") on 104's Parcel.

D. 104 requests a temporary license upon, over and across a portion of ROW for the benefit of 104, in order to install a public park, and the City agrees to issue such temporary license pursuant to the terms and conditions set forth in this Agreement.

E. Following construction of the public park, 104 requests the right to enter onto the public park to maintain the landscaping thereon and the City agrees to allow 104 to maintain the landscaping in the public park pursuant to the terms and conditions set forth in this Agreement.

AGREEMENT

Now therefore, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and 104 hereby agree as follows:

1. **Temporary License.** The City hereby grants to 104, and 104 accepts from the City, a temporary license over, across and through a portion of the ROW to install landscaping and construct and install improvements, including but not limited to sidewalks and benches, over, across, and through that portion of the ROW, all as shown on the Plan, beginning at the intersection of Chestnut Street and Locust Street and extending one hundred nineteen and seven tenths feet (119.70') in a northeasterly direction along the westerly sideline of the Locust Street roadway to a point with the southeasterly property boundary, thence running in a westerly direction approximately eighty-nine and ninety-nine one-hundredths feet (89.99') to the boundary of Chestnut Street roadway, and thence running southerly one hundred twenty-three and fifteen one-hundredths feet (123.15') by said roadway to the point of the intersection with Locust Street at the beginning, containing approximately 4,620 square feet (the "**Park Area**"). The term of this Temporary License shall commence upon the City's issuance of a building permit to 104 for the construction of the improvements shown on the Plan and shall terminate upon the City's issuance of a final Certificate of Occupancy to 104 for the improvements shown on the Plan.

2. **Maintenance.** During the term of this Agreement, as set forth in paragraph 3 below, 104 shall maintain the landscaped sections of the Park Area in good condition and repair by performing landscaping services including but not limited to lawn care and lawn mowing and the planting, removal and trimming of shrubs, bushes, plants and trees. This right/obligation to maintain the landscaped sections of the Park Area shall include the right/obligation to install, maintain, repair and replace the natural, landscaped features of the Park Area. The right/obligation to maintain the landscaped sections of the Park Area under this Agreement does not, however, extend to the maintenance or replacement of any improvements constructed or installed upon or below the Park Area, including without limitation, sidewalks, benches, flagpoles, trash receptacles, or below-ground utilities, wires, pipes, lines or other services. In the event the City requires access to those utilities, it shall repair and replace the land surface to its prior condition, at its cost, and 104 shall repair and replace the landscaping and improvements made by 104 in the Landscape Area at the expense of 104. No work of 104 pursuant to the rights granted under this Agreement shall interfere with the orderly and free flow of vehicular and pedestrian traffic in or upon the traveled portion of the ROW adjacent to the Park Area. The Park Area shall be open as public space.

3. **Term.** The term of this Agreement is twenty-five (25) years. (The term of the Temporary License created under paragraph 1 of this Agreement shall be as set forth in paragraph 1.) Notwithstanding the foregoing, in the event the City determines, in its reasonable discretion, that the landscaping creates a traffic hazard for the motoring public or other reasonable public safety grounds exist that would justify revoking the Agreement, then the City may terminate the Agreement and release 104's rights under this Agreement, or request that 104 modify its rights under this Agreement, in order to remedy the public safety issue. This Agreement shall automatically renew for successive five (5) year terms, unless terminated in writing by either party at least thirty (30) days prior to the expiration of the current term.

4. **Indemnification.** 104 shall defend and indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from 104's exercise of its rights hereunder, except if caused by the negligence or misconduct of the City, its contractors, subcontractors and/or employees. Notwithstanding any provision contained in this Agreement to the contrary, no member, manager, officer, or employee of 104 shall have any personal liability hereunder.

5. **Transferability and Assignment.** This Agreement is not transferable or assignable without the written consent of the City, which shall not be unreasonably withheld.

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

If to 104, at: 104 Wash Street, LLC
 c/o Cathartes
 11 Beacon Street, Suite 1120
 Boston, MA 02108

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

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

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

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

CITY OF DOVER, NEW HAMPSHIRE

Witness
Print Name: _____

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

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ of _____, 2018, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Notary Public
My Commission Expires: _____

GRANTEE:

104 Wash Street, LLC

Witness
Print Name: _____

By: Jeff Johnston
Its: Managing Member

STATE OF _____
COUNTY OF _____

On this, the _____ of _____, 2018, before me, the undersigned Officer, personally appeared Jeff Johnston, who acknowledge himself to be the Managing Member of 104 Wash Street, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed 104 Wash Street, LLC.

Notary Public
My Commission Expires: _____

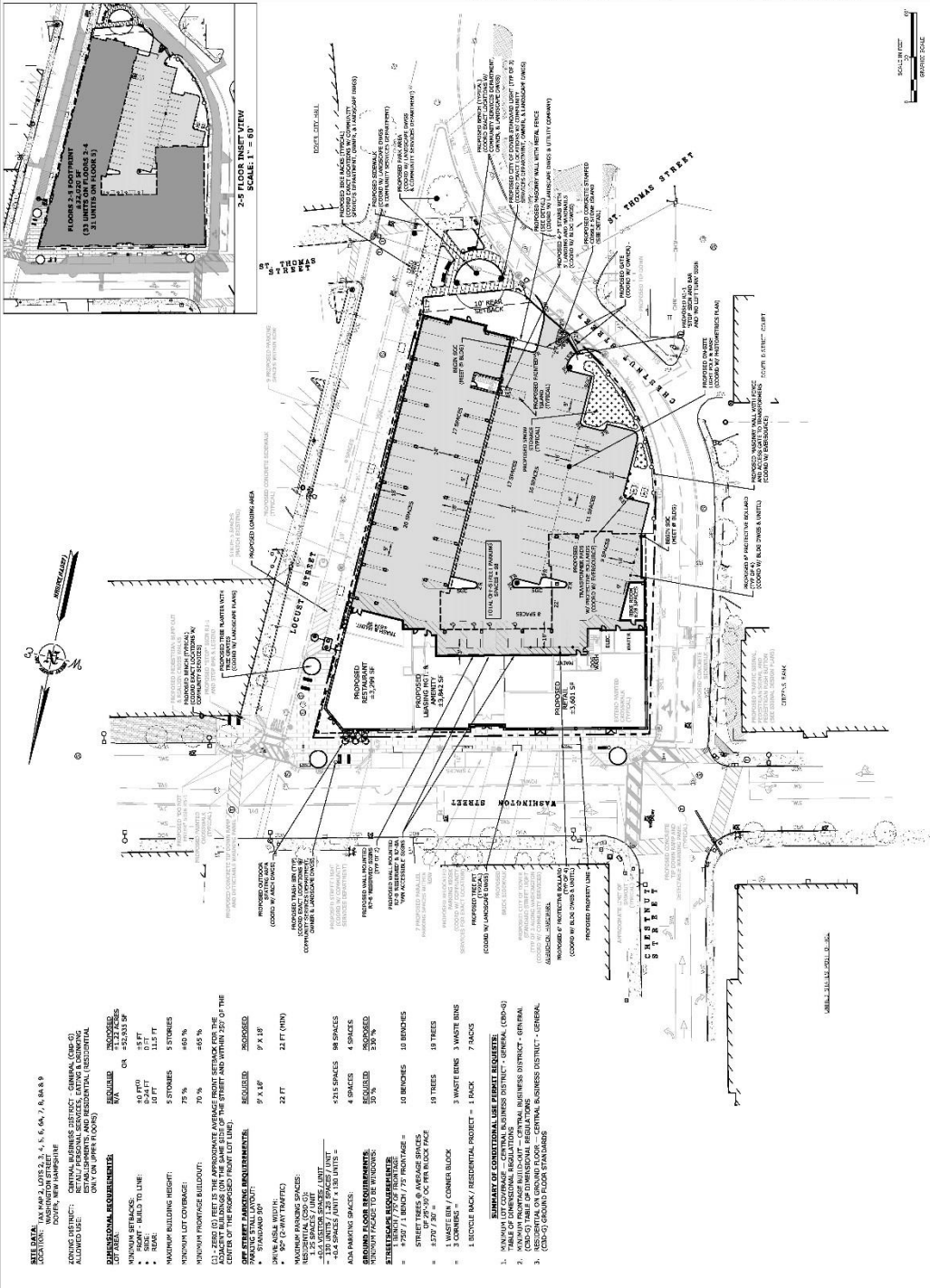
SCHEDULE A

Tighe & Bond
ARCHITECTS



Proposed Residential
Owner/Applicant:
104 Wash Street LLC,
c/o Cathartes
Co-Owner:
City of Dover
Dover Plan Number:
P17-66
Dover, New Hampshire

DATE	12/20/17
DESIGNED BY	ARCHITECT
CHECKED BY	ARCHITECT
IN CHARGE	ARCHITECT
SCALE	AS SHOWN
C-102	



SITE DATA:
TAX MAP 2, LOTS 2, 3, 4, 5, 6, 6A, 7, 8, 8A & 9
DOVER, NEW HAMPSHIRE

ZONING DISTRICT: CENTRAL BUSINESS DISTRICT - GENERAL (CBD-G)
ALLOWED USE: RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL
ONLY ON UPPER FLOORS

- MINIMUM REQUIREMENTS:**
- MINIMUM SETBACKS:
 - FRONT - BUILD TO LINE
 - REAR - 5 FT
 - SIDE - 10 FT
 - REAR - 11.5 FT
 - MINIMUM BUILDING HEIGHT: 5 STORIES
 - MINIMUM LOT COVERAGE: 75 %
 - MINIMUM FRONTAGE BUILDOUT: 40 %

(1) - ZERO (0) FEET IS THE APPROXIMATE AVERAGE FRONT SETBACK FOR THE CENTER OF THE PROPOSED FRONT LOT LINE.

- OFF-STREET PARKING REQUIREMENTS:**
- MINIMUM 30' WIDE DRIVEWAY
 - MINIMUM 30' WIDE DRIVEWAY
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R -2018.01.24 – 006**
Resolution Re: Approval of Purchase and Sale Agreement Between City of
Dover and Albert E. Souther

- WHEREAS: Albert E. Souther is the owner of two abutting parcels of property, one located in Dover and one located in Madbury, totaling 69.3 +/- acres in size (the “Property”); and
- WHEREAS: The Property abuts other City-owned land off of Tolend Road, in the vicinity of the old Tolend Road landfill, as well as the Bellamy Reservoir; and
- WHEREAS: The Property has significant conservation and water protection values, as well as potential opportunities for future public recreation; and
- WHEREAS: The parties have come to an agreement whereby the City will purchase the Property from Souther for the price of \$165,000.00; and
- WHEREAS: Purchase of the Property will also conclude any and all obligations of the parties relative to a Purchase and Sale Agreement and Administrative Agreement dated May 18, 2001, regarding the conveyance of certain real estate to the City of approximately 3.8 acres located off of Tolend Road (Lot 25, Map C), and resolve a civil suit currently pending in the Strafford County Superior Court, Docket No. 219-2017-CV-00096.

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

That the City Council approves the Purchase and Sale Agreement between the City of Dover and Albert E. Souther regarding two abutting parcels of property, one located in Dover and one located in Madbury, totaling 69.3 +/- acres in size for the amount of \$165,000.00; and

That the City Manager, or designee, may finalize the Purchase and Sale Agreement and take all steps necessary to effectuate the transfer of the Property to the City and record all necessary documents in the Strafford County Registry of Deeds.

AUTHORIZATION

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R -2018.01.24 – 006**
Resolution Re: Approval of Purchase and Sale Agreement Between City of
Dover and Albert E. Souther

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached draft Purchase and Sale Agreement between the City of Dover and Albert E. Souther.

PURCHASE AND SALE AGREEMENT

On this ____ day of January, 2018, the City of Dover, a municipal corporation with a principal place of business at 288 Central Avenue, Dover, New Hampshire (hereinafter "City") and Albert E. Souther, 225 Washington Street, Dover, New Hampshire (hereinafter "Souther") hereby enter into this agreement for the sale by Souther and purchase by the City of certain real estate (hereinafter "Agreement") under the terms and conditions described herein.

1. **Premises:** This Agreement addresses all of the real property and every collateral and subsidiary interest of any kind owned by Souther in the parcels of property in Madbury and Dover conveyed to him by deeds recorded at Book 1506, Page 295, Grantor, Richard G. Hale, Jr. and William H. Hale, and Book 1506, Page 302, Grantor, William H. Hale and Richard G. Hale, Jr., in the Strafford County Registry of Deeds (hereinafter "Premises") (consisting of 69.3 +/- acres), as well as any/all real property owned by Souther which may abut the Premises. The Premises shall include all standing timber as of the date of this Agreement and no timber shall cut as of the date of this Agreement. The Premises are generally shown/designated on the attached **Exhibit A**.
2. **Purchase Price:** The total purchase price for the Premises shall be in the full amount of \$165,000.00, payable by the City to Souther as follows:
 - a. \$10,000.00 deposit payable upon the execution of this Agreement to be held in escrow by Atty. David Azarian. This deposit is refundable to the City should the parties fail to close on the Premises pursuant to the terms of this Agreement unless the City shall fail to put this Agreement before the Dover City Council for an up/down vote at a regular meeting in either January or February 2018 (see paragraph 13 below).
 - b. \$155,000.00 to be paid at closing.
3. **Closing:** On or before February 28, 2018, at a location in New Hampshire mutually agreed to by the parties. The parties may mutually agree in writing to extend the deadline for closing by up to 15 days.
4. **Deed:** Souther shall convey the Premises to the City by Warranty Deed(s).
5. **Risk of Loss:** Until transfer of the title to the City the risk of loss or damage to all or any part of the Premises shall remain with Souther.
6. **Taxes and Utilities:** At closing, taxes and utilities shall be pro-rated between Souther and the City pursuant to the Strafford County Bar Association tax proration policy.
7. **Transfer and Recording Fees:** The City shall pay recording fees for the deed(s) to the Premises and the transfer taxes shall be paid as required by State law.
8. **Inspection:** Within 15 days of the date of this Agreement the City shall have the complete and unimpeded right to inspect the Premises for any purpose deemed appropriate by the City. Such inspection shall include, but not be limited to, all environmental purposes. If the result of any inspection is unsatisfactory to the City, the City may declare this Agreement null and void by notifying Souther in writing that the results of the inspection were unsatisfactory and the

reason(s) why. Souther shall have 30 calendar days to cure any unsatisfactory inspection result to meet the City's satisfaction, subject to the City's right to inspect such cure. Should the City fail to inspect the Premises within 15 days of the date of this Agreement, such right of inspection is waived.

9. Occupants of Any Kind: Souther shall deliver the Premises to the City free and clear of all occupants and personal property of any kind.
10. Entire Agreement: This Agreement sets forth the entire agreement between the City and Souther.
11. Heirs and Assigns: This Agreement shall extend to and be binding upon the heirs, personal representatives, successors, and assigns of the City and Souther.
12. Counterparts: This Agreement may be executed in duplicate originals or counterparts, and a copy, facsimile, or pdf of this Agreement shall for all purposes be deemed an original.
13. Approvals: This Agreement is subject to the approval of the Dover City Council. The failure of the Council to approve this Agreement at a duly noticed public meeting of the Council shall render it null and void.
14. Agreements/Litigation: Transfer of the Premises at the closing shall constitute a satisfaction of all terms of the 2001 agreements between the City and Souther at issue in the litigation pending in the Strafford County Superior Court (219-2017-CV-00096). Within 10 days of closing the parties shall exchange mutual releases and Souther shall file a voluntary non-suit with prejudice of the litigation pending in the Strafford County Superior Court (219-2017-CV-00096). The provisions of this paragraph shall survive the closing on the Premises.
15. Choice of Law: This Agreement has been entered into in New Hampshire and shall be interpreted in accordance with New Hampshire law.

CITY OF DOVER

J. Michael Joyal, Jr.
City Manager

Witness (Sign and Print)

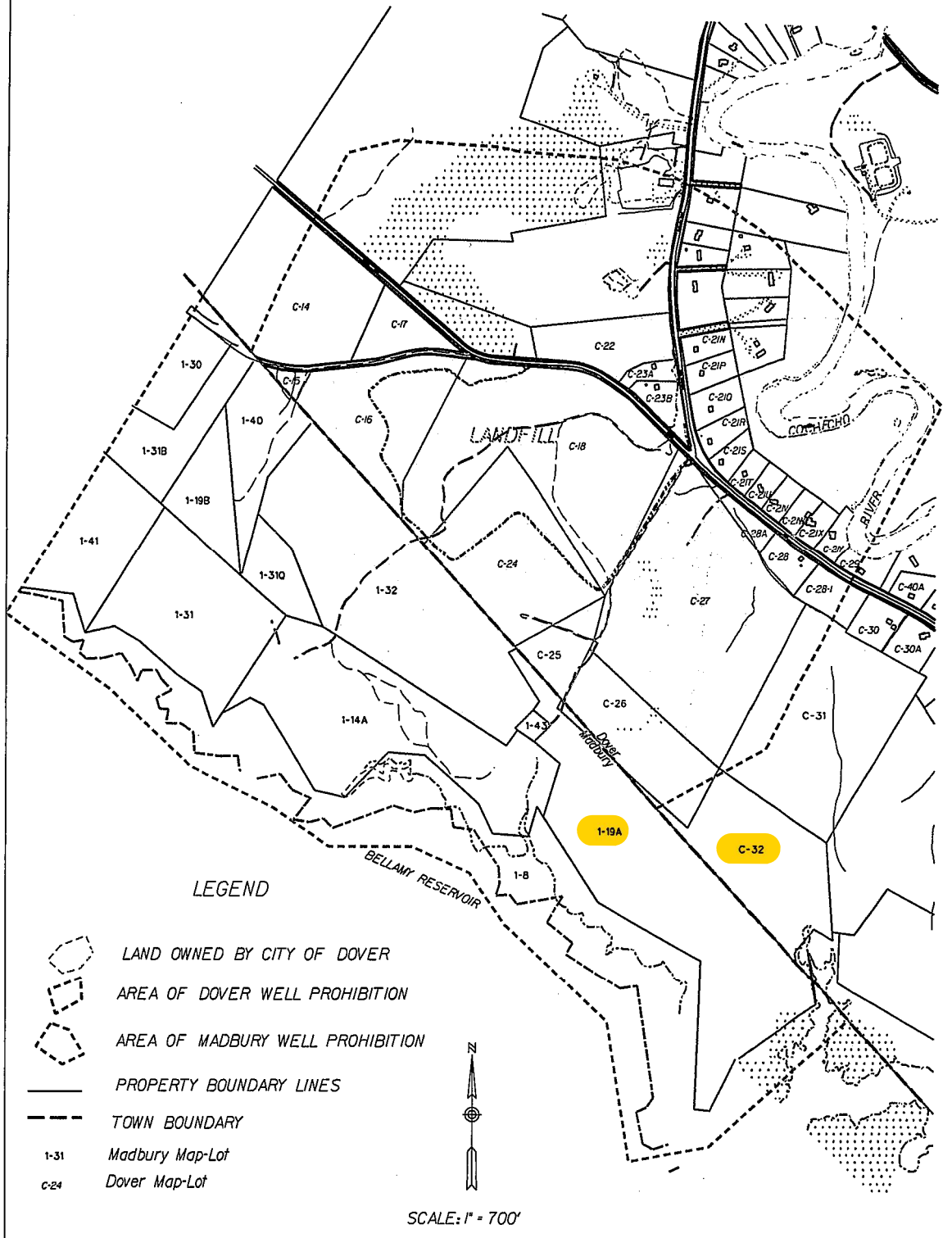
Albert E. Souther

Witness (Sign and Print)

As to Escrow Provision (Paragraph 2)

David P. Azarian, Esq.

Map Of Land Use Institutional Controls Tolend Landfill





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2018.01.24 – 007**

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

WHEREAS: The City of Dover and representatives of the American Federation of State, County & Municipal Employees 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 American Federation of State, County & Municipal Employees.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2018.01.24 – 007**

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

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 Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2018.01.24 – 007**
 Resolution Re: Collective Bargaining Agreement Between City of Dover and AFSCME

RESOLUTION BACKGROUND MATERIAL:

The City participated in negotiations with AFSCME. Discussions started on January 27, 2017 bringing the contract to this point.

The summary of costs is as follows:

City of Dover

Summary of Change – AFSCME (Public Works) Tentative Agreement Cost Summary

AFSCME	Wage Amount	Dental	Medical	Retirement	Other Fringe	Total Fringe	Wage & Fringe		Change from FY18 SQ
FY18 Estimate	1,816,621	23,090	652,806	206,731	135,607	1,018,234	2,834,855		47,374 1.70%
								Change from FY18 Estimate	Change from FY19 SQ
FY19 Estimate	1,877,079	23,406	679,214	213,612	139,977	1,056,209	2,933,288	98,433 3.47%	98,844 3.49%
								Change from FY19 Estimate	Change from FY20 SQ
FY20 Estimate	1,944,684	24,240	711,808	227,334	144,776	1,108,158	3,052,842	119,554 4.08%	153,152 5.28%
Totals	5,638,384	70,736	2,043,828	647,677	420,360	3,182,601	8,820,985		