



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 14, 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**
- 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. February 21, 2018 – Workshop Session**
 - B. February 28, 2018 – Regular Session**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

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

- 1. B18024 HANSON STREET RECONSTRUCTION
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**



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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Cocheco Valley Humane Society**
2. **RAFFLE – Dover Little Green Football**
3. **RAFFLE – Dover Shockwave Robotics Corp.**
4. **RAFFLE – Great Bay Figure Skating Club**
5. **ROAD RACE – Dover Middle School PTA**
6. **ROAD RACE – UNH Relay for Life**
7. **WALK – Arts in Reach**

8. **B15060 ADDITIONAL DESIGN SERVICES FOR WATERFRONT DEVELOPMENT
PHASE III FLEX FUND**
SPONSORED BY MAYOR WESTON BY REQUEST

9. **B16059 CONSULTANT FOR CEMETERY MASTER PLAN**
SPONSORED BY MAYOR WESTON BY REQUEST

10. **B17025 VETERANS MEMORIAL ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST

11. **DOVER PUDDING HILL AQUIFER CHANGE ORDER #4 - EMERY & GARRETT
GROUNDWATER INVESTIGATIONS LLC**
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. ADOPTION 2018-2019 CITY COUNCIL GOALS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. REAFFIRMATION OF APPOINTMENT OF NEW BOARD MEMBER TO THE JBC REGARDING DOVER HIGH SCHOOL AND THE REGIONAL CAREER TECHNICAL CENTER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2019 CDBG ENTITLEMENT FUNDS**
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 28, 2018, WITH CITY COUNCIL VOTE OCCURRING ON APRIL 11, 2018.)

C. ORDINANCES IN 1ST READING

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

City Manager's Report

March 14, 2018

Reporting on February 2018



Legal Department

by Anthony Blenkinsop

The Office of General Legal Counsel provides legal support to the City Council, City Manager, city staff and volunteers on boards, commissions and committees of the City of Dover to assist efforts in providing services to our constituents and/or customers. In addition, legal support is also provided to the Dover School Board and Superintendent of Schools.

Customer Focused Outcomes: Right to Know Requests

- ROCHESTER, NH – AGENDA MATERIALS AFTER 01/31/2018 BUT BEFORE 03/08/2018, 5 REQUESTS
- ROCHESTER, NH - GREAT BAY COALITION EXPENDITURES

Financial Outcomes: Litigation

City v. Joel Bernier: No payments made in Dec & Jan. Alicia (Bernier) Cacoiola filed bankruptcy.

Ventas Realty Limited Partnership v. City:
(2014 tax year) Bench Trial rescheduled for June 2018.
(2015 tax year) City filed Answer to Petition for Abatement with Certified Record; City filed Case Structuring and ADR Order. Case stayed pending resolution of 2014 case.

(2016 tax year) City served with complaint.

Albert E. Souther v. City – Interrogatories prepared; Purchase & Sales Agreement Signed.

	For month	FY18	FY17	FY16
Legal Matters/Questions Handled	34	295	354	244
Document Creation & Review Including Contracts	19	174	271	267
Right to Know Requests Processed	06	60	73	66
Resolutions	05	49	42	53
Ordinances	01	07	13	29

**Product & Process Outcomes:
Assistance to City Departments**

City Council	Drafting/review of resolutions and ordinances.
City Manager	Review of documents for signature, 91-A requests; Ongoing work with General Code; Commitment to Organic Land Management Practices resolution
Community Services	Sawyer Mill dam removal MOA; Extended Aquifer Pilot Test MOU; Great Bay Coalition; Bellamy Reservoir Research; Tree growth issue; Fairpoint low hanging wires; Pot hole on Oak Street issue; Winter Road Maintenance Agreement with Town of Rollinsford; Snow removal letter; Termination of water service letter; Expansion of Waste Management Facility in Rochester; Dover/Somersworth interconnection agreement
Executive	No legal assistance needed.
Fire & Rescue	Data export for ambulance billing; Ambulance billing Hardship Application; 2018 Multi Hazard Mitigation Plan Approval resolution; Abandoned house with water damage
Finance	Discharges and Liens; T-Mobile site 271 Mast Road; Dover Spat Challenge Funding; 179 Locust Street sale; Verizon Cell Tower construction costs; Investment Fees issue; Tax abatement proposal;
Planning	Lot line adjustment; Cochecho Waterfront Development Request for Proposals; NH Municipal Tech Assistance Grant Program; Zoning Board complaint; Paper streets; Business zoning violation question; Climate Adaption Chapter review; Blackwater Road Conservation Easement Farming License renewal
Police	Dover/Rollinsford radio equipment; Granite State Youth Alliance Grant
Public Library	No legal assistance needed.
Public Welfare	No legal assistance needed.
School	JBC gift donation form; JBC Animal Science Building guaranteed maximum price; JBC vacancy
Recreation	Art mural for indoor pool; Lease Agreement resolutions (2)

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters.

Dover Business & Industrial Development Authority

by Daniel Barufaldi

Leadership & Governance Outcomes:

Summary:

Business activity in the region expanded at a modest to moderate pace on average with variations across industry segments. Manufacturing and retail businesses are reporting sales and revenues with mid single digit year over year gains. Software and IT companies are reporting gains from flat to double digit. Commercial real estate activity was flat regionally but in modest growth locally, up \$8.9 million in 2017 limited by the high cost of new builds. Residential real estate is experiencing robust demand, up \$209.3 million in 2017, but sales are limited by lack of inventory. Staffing firms report hiring for specific skill sets is brisk but limited by available potential employees. Planned wage increases remain moderate with prices increasing slightly to moderately in most sectors. Contacts expect further growth consistent with recent results going forward. Some concern is being expressed about the rate of growth as the Dow surpassed 26,000, dipped suddenly and then substantially recovered most recently. The Fed has stopped renewing Treasury bond purchases as they expire which will cause interest rates to rise but they did not add another 25 basis points as expected at their last meeting. Downtown retailers, bars and restaurants are experiencing a mixed performance in this traditionally slow period. The most marketing savvy establishments are experiencing improved sales growth aided by the multiple marketing events cosponsored and implemented by DBIDA and Dover Main Street. Those less creative in their marketing efforts or not open to market changes are experiencing the traditional Q1 doldrums. Retailers reported they were helped by the First Fridays Art Walk events and the Hometown Holiday weekends that combined, brought 3,000 people downtown with the cooperation of virtually all merchants City-wide on weekends in December and January.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing vastly improved results versus the previous year sales. Services to the healthcare sector have recently increased as walk-in convenient care centers are being added. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital's merger with Mass General is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties availability to the Dover market. WDH has opened a medical practice facility at the Pease Development Authority. Wages, while up significantly in critical skill areas, remain just above inflation on average, as do prices. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with the uncertainty of the future reform of the Affordable Care Act and the challenge of being able to increase pricing to cover the increased cost. Experienced wait staff is at a premium. Overall the sector is optimistic and expecting high single digit growth over the next two quarters and beyond.

Local walk-in healthcare centers are hiring strongly as these in demand skill sets become available.

Predictions for 2018 revenue growth are in the 5%-10% range.

Commercial Real Estate:

Commercial real estate sales activity continued with moderate sustained growth locally, and with flat activity in the Boston and Portland markets. Demand locally has remained positive with several local commercial developments, mixed use infill, multifamily and assisted living investment projects coming to fruition. New build costs for needed 20,000 SF – 30,000 SF manufacturing/ assembly/ warehouse/ office spaces at Enterprise Park are causing sticker shock for several prospects and delaying project initiation. Office leasing continued to be just above flat this month. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong, especially for industrial space. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with slow employment growth. A small amount of speculative office construction as part of mixed use building is now being done. Some recent mixed use developments are experiencing difficulty in filling the commercial component while booking the residential component immediately. The lending environment remains highly favorable to borrowers, with historically low, but increasing interest rates and somewhat tighter lending standards. Abundant investment capital continues to flow into commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. “Quantitative Easing” ended last December with two additional 25 basis point hikes anticipated in the first half of 2018. The first of these, anticipated this month, did not happen. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains at a very healthy pace with local inventory in this category rising rapidly. The outlook remains optimistic across the region. Forecasts call for more slow improvement in fundamentals moving forward, pending steady employment growth. Fiscal policy and uncertainty around the business and employment effects of the Healthcare Bill and Medicaid status are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that produces improvement in leasing and construction activity. Some major capital spending projects are underway and some about to be announced. The Fosters building at 333 central Ave. was recently sold to a local developer (the Kostas brothers). This project is currently at the TRC stage. The Robbins building downtown sold to Cathartes who has now obtained Planning Board approval to demolish the building to make room for a full block mixed use development on the site.

See Local Major Development Projects Section below.

Residential Real Estate:

Residential real estate markets continue to exhibit strong performance in the Seacoast. Home buyer confidence is up. Completed sales of single family homes increased year-over-year in Q1 and Q2 but Q3 and Q4 unit sales declined due to low inventories. Rising prices are convincing sellers to put homes on the market before interest rates go up any more (now averaging 4.15% on residential mortgages). Median selling prices continue to rise locally and are up 7-9% year-over-year 2016-2017. Condo sales though somewhat mixed regionally, are up locally as well, as are condo pricing and pending sales. Closed unit sales of both single family homes and condominiums improved very slightly over the past month. Dollar sales and prices are up in the sector. Median sale prices in NH and in Dover increased again in the period. Pending sales suggest the markets for single family houses and condos will continue to do well throughout 2018.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting strength in sales and improved year over year profits. One point-of-purchase systems supplier is experiencing sales increases significant enough to require some out sourcing of production. Exporters to both Europe and China are concerned with the UK exit from the EU, but most world economies are now doing well and that helps to support the US economy. The Chinese economy has slowed but China's GDP is still growing at a 6-7% rate and their investment in infrastructure, often purchased here, is also down significantly. Some concern exists that the new administration's "America First" policies will negatively affect exports but the tax reform law is expected to make exporting US companies more competitive internationally. Currently, local manufacturers are experiencing growing sales. The North Korean tension buildup and the effects they will cause in world-wide markets and economies are a growing uncertainty and concern. Other uncertainties surrounding the first year of federal administration change are evident in local manufacturers, including import taxes and a relaxation of the regulatory constraints on businesses that will reduce costs. NAFTA revisions, if implemented, could cause some local manufacturers concern that have facilities in Mexico or Canada or are importing raw materials or parts from those NAFTA partners. Local manufacturers are still slightly uncertain about the tax reform package but are encouraged by the most recent amended tax reform law passed. Pickup truck and auto sales continue in decline this month with large holdover inventories triggering sell-off sale prices. GM has experienced a large Q2, 2017 loss and is phasing out Australia production. Ford Focus model manufacturing is being transferred to China. Other expensive car brands sales appear to be falling off here as well. Locally we are seeing some confidence in future auto sales expressed in two large dealership expansion and upgrade investments on Dover Point Road. Manufacturing firms reporting on inventory levels are split with half citing flat inventory levels and half citing higher levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth are now headed up slightly. Capital investment is up locally except for new-builds due to building costs exceeding the value of the completed building at present. Foreign investment in the US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, and European economies and the pro-business messages from the new administration. Aerospace parts manufacturers previously reporting a pause in formerly increasing sales, are now anticipating a return to the up side with the proposed increase in defense spending. Locally, Safran and Albany International that were experiencing a decline in their aerospace composites businesses due to their inability to meet performance specs consistently are now seeing an uptick and are hiring again when qualified workers can be found. Some major capital spending projects are underway and some about to be announced. A number of other commercial projects are currently underway or about to be underway during the next building season. Outlook for the balance of the year remains very positive. Very few manufacturing buildings in the 20,000-30,000SF range are available locally. Buildings at 44 Venture drive and 111 Venture Drive in Enterprise Park have finished fit out for new owners that have already moved in. The Silver Square development (roundabout complete) is now well underway with Phase II progress on this \$50 million dollar development. The Residence at Silver Square assisted living building has been erected and fit out is complete. The new on-site Garrison 66 room boutique hotel is now open and experiencing excellent occupancy rates.

Price pressures remain moderate. Regional manufacturers remain optimistic.

Labor demand has been strong in IT and software. Nursing, electronics, engineering, quality assurance tech and legal skills demand remain strong. Most firms in the field have begun to hire with wages beginning to move upward. Qualified workers in many tech skills areas are not available locally and a lack of a comprehensive worker training program locally is beginning to be detrimental to acquiring relocation candidate companies, especially when the local cost of electricity and water is folded into the mix. New initiatives with the Greater Dover Chamber of Commerce Education Committee, Great Bay Community College and UNH for BIZEDConnect intern programs are getting underway as the school season progresses, and the DBIDA Board is replenished.

Recent reductions in the NH BPT and EPT are helpful but more is needed in both corporate tax reduction and regulatory relief to reclaim the "NH Advantage".

Retail & Tourism:

Retailers contacted for this period report mixed results in Holiday sales. Year-over-year store sales range from up 12% to up 80% but these sectors are now in their annual first quarter slow period. The recent stock market increases are spilling confidence into Main Street businesses at present so there is some hope for retail improvement over previous years for this first quarter. The uncertainty about the effect of the tax reform law on household income and the issues of the effect on healthcare coverage and cost has faded to some degree. Local restaurants are having difficulty hiring wait staff to support desired expansions. The recent gasoline price volatility (now on a slightly lower price cycle), has had no discernible effect on retail, hotel and restaurant sales so far. OPEC's recent decision to extend their oil production cuts are not expected to materially affect current pricing at the gas pump during the rest of the winter driving season. A pending significant increase in military spending could have a very positive effect on the number of shipyard and Air Force workers electing to get better value for their Fed per diem allowance by staying in Dover hotels and having dinner in Dover. On-line shopping has reinforced a "just-in-time" shopping mentality that has exacerbated erratic monthly sales results. Sears / K-Mart, Macys, Walmart and Target are experiencing declining sales and are doing some store closings and layoffs. Looking at longer term retail results tends to dispel the shopping center apocalypse reports. As overall brick and mortar retail sales are up by double digits through Black Friday (Plaid Friday in Dover) over the same period last year. Walmart has initiated a multi-million dollar made-in-America program designed to provide several thousand jobs over the next two years. Many retailers are making infrastructure investments to participate more fully in on-line sales which are up by 18%+ year-over-year. Bus tours to Dover are fully booked for early 2018. Pricing that has remained steady up to now, is beginning to be affected by wage rates for experienced retail clerks and wait staff and is beginning to force prices to rise at local restaurants.

Employment and Wages:

Local labor markets continued to tighten in January with President's Day sales retail labor demand adding to the pressure. Dover's current unemployment rate is 1.9%. Salary increases for highly skilled employees are increasingly frequent as retention and attraction efforts multiply to sustain growing sales. Lack of STEM skills and drug test failures by prospective employees are real limits to the potential hiring pool.

Wages for wait staff and experienced retail workers have begun to move upward modestly. 2017 wage gains averaged 2.7%. Restaurants are expressing concern about labor shortages.

In the higher skill set categories, engineers, paramedics, physician's assistants and nurses are in short supply and are commanding top salaries and temporary living subsidies for those traveling to the region to work.

Local Major Development Projects:

- First Street Development Phase 2.
- Third Street Development
- McIntosh properties Development: Phase 1 completion, Phase 2 just sold.
- Yacht Club Development (residential full, Commercial empty)
- Dover Parking Garage: performing as projected.
- 49,000 SF at 27 Production Drive leased to buy option exercised.
- Robbins Building site / Cathartes Project (Demolition to start 3/15).
- Broadway mixed use development
- Purchase of 44 Venture drive: refit completed.
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments suffering from "sticker shock" for new builds.
- Fosters Building sold for \$1.5 million / Kostas Brothers.
- The Old courthouse Building on First and 2nd is being demo'd to make room for a mixed use facility.
- 6 Grove St. Project in TRC.

J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, February 21, 2018**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

Mayor Weston called the meeting to order at 7:00 pm

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier led the Pledge of Allegiance

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Keane, Councilor Shanahan, and Councilor Thibodeaux. Councilor Gasses arrived at 7:35 pm.

Absent: Councilor Muffett-Lipinski 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.

Steve Phillips, Representative of Non Toxic Dover spoke in support of moving towards an organic program

Deputy Mayor Carrier motioned to allow a second representative from the same organization to speak; Seconded by Councilor Shanahan

Roll Call Vote: 6/0

Ted Jankowski of Non Toxic Dover spoke in support of moving towards an organic program and the financial impacts.

Richard Spence, 8 Madeline Drive: He spoke in support of an organic program

Kristen Murphy, 17 Robbins Street: She spoke in support of an organic program

6. DISCUSSIONS

A. HAZARD MITIGATION PLAN

Fire Chief Hagman and Strafford Regional Planning Commission member Kyle Pimental gave a presentation on the history, process, changes and adoption of the Hazard Mitigation Program



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B. PEST CONTROL AND TURF MANAGEMENT PRACTICES

Community Service Director Storer, Department of Agriculture representative Doug Cygan, City of Dover Turf Management vendor Eric Sweetser and members of the UNH Cooperative Extension gave a presentation of curbside weed control and turf management.

Councilor Shanahan motioned to suspend the rules to allow discussion by individuals who have not had the opportunity to provide information that was given to others; Seconded by Councilor Gasses.

Roll Call Vote: 7/0

Steve Philips of Non Toxic Dover again spoke on his experience with organic management

Councilor Gasses motioned to suspend the rules to allow anyone present to speak to this issue; seconded by Councilor Shanahan.

Roll Call Vote: 7/0

Ted Jankowski of Non Toxic Dover spoke about his experience with the cost and outcomes or organic Management

7. ADJOURNMENT

Councilor Shanahan motioned to adjourn; seconded by Councilor Ciotti
Vote: 7/0



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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal and City Clerk Lavertu.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add a Joint Building Committee – Dover High School and Regional CTC Report.

Councilor Ciotti moved to add a Joint Building Committee – Garrison Elementary School Report.

Councilor Gasses moved to add a McConnell Center Advisory Board Report.

Councilor Williams moved to add a Recreational Advisory Board Report.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Ciotti.
Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 109, SECTION 31 – FIRE PREVENTION AND LIFE SAFETY SPONSORED BY MAYOR WESTON BY REQUEST

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

B. B18024 HANSON STREET RECONSTRUCTION (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON MARCH 14, 2018.) SPONSORED BY MAYOR WESTON BY REQUEST

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



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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.

Arthur Burke, 2 Union Street: He spoke to two points: 1. Hold to the tax cap. 2. He spoke about the understood sacrifices with the new High School, and asked the Council to hold to those sacrifices.

William Baber, 5 Gerry's Lane: He spoke in favor of the Commitment to Organic Land Management Practices resolution.

Melissa Paly, Great Bay-Piscataqua Water Keeper, Non-Dover Resident: She spoke in favor of the Commitment to Organic Land Management Practices resolution.

Kristen Lanzer, 93 Stark Avenue: She spoke in favor of the Commitment to Organic Land Management Practices resolution.

Allison Davis, 11 Hidden Valley Drive: She spoke in favor of the Commitment to Organic Land Management Practices resolution.

Kathy Russell, Dover Resident: She spoke in favor of the Commitment to Organic Land Management Practices resolution.

Erik Sweetser, 2 Wallingford Street: He said a previous speaker mentioned that Springfield was an organic City, which he said was not true. He listed the products that Springfield uses, which showed they didn't remove control products. He was not in favor of passing this resolution.

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

9. CITY MANAGER'S REPORT

City Manager Joyal gave an update on the City's snow budget to the Council. He said the snowshoe walk on March 3, 2018 has been cancelled due to the absence of snow, and recommended they attend the Art Walk in the Downtown area. He listed employee anniversaries. As part of his Manager's report he is reappointing Patricia Silberblatt to the Dover Housing Authority. He gave an overview of some legislation in Concord that will have a significant impact on communities and local taxpayers; HB 1381 Relative to determining the taxable value of utility property for local property taxation, and HB1673 Relative to the interest charged on late and delinquent property tax payments.

Mayor Weston asked about SB 193.

Councilor Shanahan said there has been a rewrite and it's still pending.

Councilor Keane asked if there was an easy way to contact a NH Representative.

City Manager Joyal gave an overview of where to go on the internet.

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

Vote: 9/0.



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10. APPROVAL OF MINUTES

A. February 14, 2018

Deputy Mayor Carrier moved for the approval of the Minutes; seconded by Councilor Gasses.
Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston spoke about judging the Woodman's Park Elementary School Young Inventors event. She talked about the Patriots Malcolm Mitchell, his book *The Magic Hat*, and he'll do a reading program with some of the elementary children.

Deputy Mayor Carrier said he was a judge at the Horne Street Elementary School Young Inventors event. He also mentioned the grand opening of The Triangle Club.

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

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 109, SECTION 31 – FIRE PREVENTION AND LIFE SAFETY SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Mayor Weston gave an overview of the Ordinance correction to the Council.
Roll Call Vote: 9/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. REPROGRAMMING UNEXPENDED BOND PROCEEDS FROM CERTAIN FIRE DEPARTMENT PROJECTS TO PUBLIC SAFETY COMMUNICATIONS UPGRADE PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Mayor Weston gave an overview of the resolution to the Council.
Roll Call Vote: 9/0.



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1. **RAFFLE – Wentworth-Douglass Foundation – Boothbay Harbor Package**
2. **RAFFLE – Wentworth-Douglass Foundation – Samoset Resort Package**
3. **ROAD RACE – Dover Main Street**
4. **ROAD RACE – Red's Race**
5. **B18039 DESIGN CONSULTANT FOR SPUR ROAD RECONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **PUBLIC SAFETY COMMUNICATION ADDITIONAL UPGRADES**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

Mayor Weston said she was pulling the four Committee Reports and Item #13.A.5., and asked the Council if they had other items they would like pulled for further discussion.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.5.; seconded by Councilor Shanahan. Mayor Weston asked if the State was helping with these costs.

City Manager Joyal said they were not contributing to the design costs, but the City is working on the State paying for any damages to the road. He gave an overview of the proposed project to the Council.

Roll Call Vote: 9/0.



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Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 28, 2018**
Meeting Time: **7:00 pm**

Councilor Gasses gave an overview of the McConnell Center Advisory Board Report to the Council.

Deputy Mayor Carrier moved to accept the McConnell Center Advisory Board Report; seconded by Councilor Thibodeaux.

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 Shanahan.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council. He spoke about Jason Gagnon resigning from the Committee and recommended Councilor Shanahan to take his place.

Mayor Weston said they can approve it now, but they will have a formal resolution appointing Councilor Shanahan at the next meeting.

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

Vote: 9/0.

Councilor Ciotti gave an overview of the Joint Building Committee – Garrison Elementary School Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Garrison Elementary School Report; seconded by Councilor Williams.

Vote: 9/0.

B. RESOLUTIONS

1. COMMITMENT TO ORGANIC LAND MANAGEMENT PRACTICES SPONSORED BY COUNCILOR SHANAHAN

Councilor Shanahan moved for its adoption; seconded by Councilor Ciotti.

Councilor Shanahan gave an overview of the Resolution to the Council, and they discussed the issue.

Roll Call Vote: 9/0.

2. 2018 MULTI HAZARD MITIGATION PLAN APPROVAL SPONSORED BY MAYOR WESTON BY REQUEST

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

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 28, 2018**
Meeting Time: **7:00 pm**

3. APPROVAL OF REACH FOR THE TOP THERAPY SERVICES LEASE AGREEMENT SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Roll Call Vote: 9/0.

4. APPROVAL OF ZEBRA CROSSINGS SECOND AMENDMENT TO JULY 15, 2015 LEASE AGREEMENT SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from xfinity, dated January 24, 2018.

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Muffett-Lipinski.
Vote: 9/0.

15. COUNCIL MATTERS OF INTEREST

Mayor Weston talked about the upcoming Art Walk, which is the one-year anniversary.

Councilor Gasses thanked Community Services for their work on roads and sidewalks with snow conditions and other weather issues.

Councilor Ciotti noted there is a position open on the Strafford County Regional Planning, and asked for volunteers to contact the Planning Department on how to sign up.

Deputy Mayor Carrier listed the openings on City Boards and Commissions. He talked about a tour of the High School.

16. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Gasses.
Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.02.14 – 012**
Resolution Re: B18024 Hanson Street Reconstruction and Reprogram
Capital Project Funding to Hanson St Project

WHEREAS: A Sealed Request for Bid B18024 was issued and received for Hanson Street Reconstruction on January 30, 2018 at 2:00 pm. A prebid meeting was conducted on January 10, 2018 with fourteen firms attending; and

WHEREAS: The City received four bid replies and one non-conforming bid reply. It is the recommendation of the evaluating team to award this project to SUR Construction at the bid rates submitted in the amount of \$908,820.00; and

WHEREAS: The available funding for the Hanson Street project is \$570,000 and \$338,820 of additional funding is needed, and there being other street reconstruction projects that are near completion under budget: and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$338,820 of unexpended bond proceeds is hereby reprogrammed from the identified Community Services Department CIP project for the Hanson Street Reconstruction as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4014.1.300.43121.4751.03142.14	Tolend Rd Reconstruction Project	530,915.00	(205,915.00)	325,000.00
4014.1.300.43121.4751.03151.14	Hanson Street Reconstruction	255,000.00	205,915.00	460,915.00
4015.1.300.43121.4751.03175.15	Silver St Reconstruction	231,607.00	(132,905.00)	98,702.00
4015.1.300.43121.4751.03151.15	Hanson Street Reconstruction	0.00	132,905.00	132,905.00
	Total Available Funding	1,017,522.00	0.00	1,017,522.00

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.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to SUR Construction of Rochester NH for Hanson Street Reconstruction at rates provided in conjunction with Bid B18024. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.02.14 – 012**
Resolution Re: B18024 Hanson Street Reconstruction and Reprogram
Capital Project Funding to Hanson St Project

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03561.16	Water-Hanson St	150,000.00	150,000.00
5320.1.300.43250.4757.04570.16	Sewer Utilities	285,726.00	12,849.00
5320.1.300.43250.4757.04570.17	Sewer Utilities	300,000.00	57,300.00
5320.1.300.43250.4757.04570.18	Sewer Utilities	300,000.00	94,851.00
4014.1.300.43121.4751.03151.14	Streets - Hanson	460,915.00	460,915.00
4015.1.300.43121.4751.03151.15	Streets - Hanson	132,905.00	132,905.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.02.14 – 012**
Resolution Re: B18024 Hanson Street Reconstruction and Reprogram
Capital Project Funding to Hanson St Project

DOCUMENT HISTORY:

First Reading Date: 02/14/2018	Public Hearing Date: 02/28/2018
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:

Document Created by: Purchasing	R-2018.02.14 B18024 Hanson Street Reconstruction
Document Posted on: March 7, 2018	Page 3 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.02.14 – 012**
Resolution Re: B18024 Hanson Street Reconstruction and Reprogram
Capital Project Funding to Hanson St Project

The work consists of new gravels, pavement, granite curbs, concrete sidewalks, pavement markings, replacement of existing drainage systems, repair and replacement of the sewer and water systems including hydrants and water services. It is anticipated that soils at the top of Hanson Street may be contaminated with petroleum. The contractor will need to work with an environmental engineering consultant and NHDES to retrieve, screen and ultimately dispose of contaminated soils encountered during construction.

The firms responding to this Bid must be on the States pre-qualified contractors list for roadwork. The firm shall also provide evidence of having staff with current certification of OSHA-HAZWOPER training available to handle any contaminated soils.

The available funding for the Hanson Street project is \$570,000 and \$338,820 of additional funding is needed. In the FY14 CIP city council approved funding for Tolend Rd reconstruction, this project is complete and has available funding of \$205,915 for reprogramming to another CIP project. In the FY15 CIP city council approved funding for Silver Sr reconstruction, this project is near completion and has available funding of \$132,905 for reprogramming to another CIP project. This resolution does not increase appropriations and does not increase the debt obligations of the city.

Bid Information:

A Sealed Request for Bid B18024 was issued and received for Hanson Street Reconstruction on January 30, 2018 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	510	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	SUR Construction	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B18024 Bid Documents and Vendor List](#)



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Cocheco Valley Humane Society

Federal Tax ID number for Organization: 22-2561784

Check (✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☒, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) Humane Society provides shelter to homeless animals

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

Address: 62 County Farm Road Email: devidirector@cvhsonline.org

Purpose of Permit: raffle at Dog Waste at Henry Law Park

Date of Event: April 29, 2018 Specific Time: 8am - 2pm raffle at 1:30pm

Location of Event: Henry Law Park Dover, NH

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____

Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Deborah H. Shelton DATE: 2/20/18

PRINTED NAME: Deborah H. Shelton
(duly authorized)

Licensing Board Approval (Signature)

Date: 2/23/18



PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

RAFFLE*☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Dover Little Green Football

Federal Tax ID number for Organization: 20-418262

Check (☒) Nature of Organization:

Religious ☐, Educational ☐, Charitable☒, Civic ☐, Sports☒, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) Raising Awareness for Suicide Prevention and The Dover Little Green Football Organization

Contact Person: Nick Couturier

Day Time Telephone: 603-817-3876

Address: 18 Partridge Ln

Email Nick@rprnh.com

Purpose of Permit: To be able to raffle off local business donations and 3 autographed tom brady jerseys

Date of Event: 3/30/2018

Specific Time: mid afternoon

Location of Event: The Moose Lodge

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

Prize (s) To Be Awarded: Brady Jerseys + Local Business gifts

Cost of Ticket: 20/ticket

Date of Drawing: 3/30/18

Place of Drawing: Dover Legion

*** 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: _____

Nick Couturier

dotloop verified
02/26/18 7:09PM EST
WPSX-GLB9-6DB8-PM4D

(duly authorized)

PRINTED NAME: Nicholas Couturier

Licensing Board Approval _____

[Signature]

ALJW6

Date: 3/1/18



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

Check(☒) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Dover Shockwave Robotic Corp
Federal Tax ID number for Organization: 47-1399117

Check (☒) Nature of Organization:

Religious ☐, Educational ☒, Charitable ☐, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) We are non profit educational team formed to benefit DHS students.

Contact Person: Aimee Marchesi Day Time Telephone: 498 5969
Address: 106 Durham Rd Email: marc327@comcast.net

Purpose of Permit: raffle to raise 2010 Budget
Date of Event: March 29 / 10 Specific Time: 12pm - 10pm
Location of Event: Margarita

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

Prize (s) To Be Awarded: 25\$ -> 50\$ Baskets // Gift Cards
Cost of Ticket: 1- 5\$ Date of Drawing: 3/29/2010
Place of Drawing: Margarita

*** 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: Aimee Marchesi DATE: 3/17/2010
(duly authorized)

PRINTED NAME: Aimee Marchesi

Licensing Board Approval DR ACTM Date: 2/28/10



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: GREAT BAY FIGURE SKATING CLUB

Federal Tax ID number for Organization: 22-743-0844

Check (☒) Nature of Organization:

Religious ☐ , Educational ☐ , Charitable ☐ , Civic ☐ , Sports ☒ , Veterans ☐ , Fraternal or Political ☐ , Other ☐
(Describe) SKATING LESSONS AND ICE TIME FOR PEOPLE OF ALL AGES

Contact Person: DONNA EASON Day Time Telephone: 603-749-4697

Address: 2 PENNY LANE, DOVER NH 03820 Email djeason@comcast.net

Purpose of Permit: 50/50 RAFFLE AT ANNUAL SPRING ICE SHOW

Date of Event: APRIL 7, 2018 Specific Time: 10:30 AM

Location of Event: DOVER ARENA

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

Prize (s) To Be Awarded: ONE HALF OF MONEY COLLECTED

Cost of Ticket: 1 FOR \$1, 10 FOR \$5 Date of Drawing: APRIL 7, 2018

Place of Drawing: DOVER ARENA

* 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: FEBRUARY 26, 2018

(duly authorized)
PRINTED NAME: DONNA J. EASON

Licensing Board Approval [Signature]

Acqu

Date: 2/26/18



COI pending (MES)

PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____,

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

Organization Name: Dover Middle School PTA

Federal Tax ID number for Organization: 90-0130944

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Trick or Trot 5K Road Race

Contact Person: Tim Little Day Time Telephone: 617-413-7704

Address: 21 Pondview Drive, Dover, NH 03820 Email doverlittles@comcast.net

Date of Event: 10/28/18 Specific Time: 9:00 am

Location of Event (if parade, attach course description or map): Shaws Lane Athletic Fields

*****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: ☒ X

*****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.

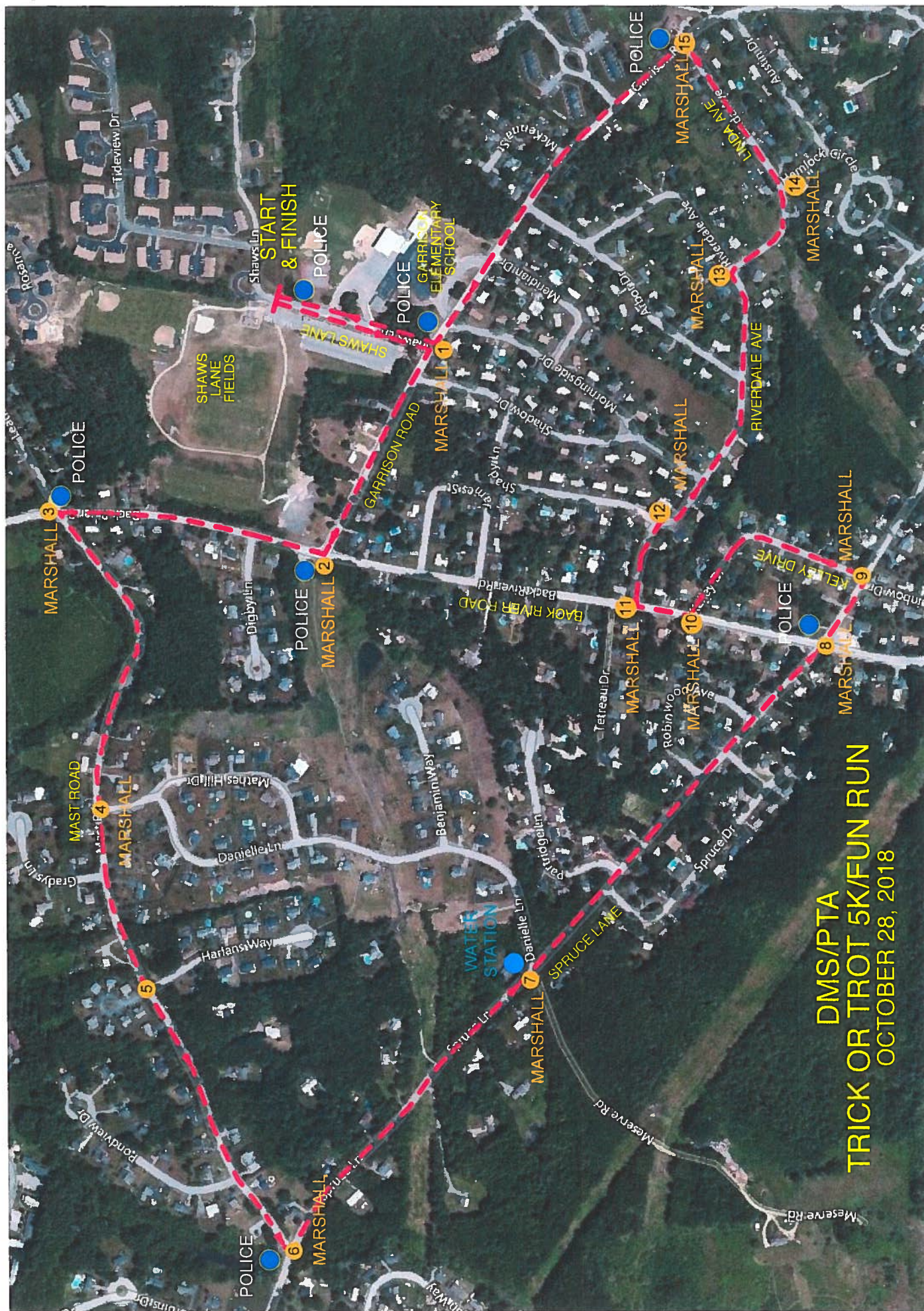
SIGNATURE OF APPLICANT: _____ DATE: 2-14-18

(duly authorized)

PRINTED NAME: TIMOTHY D LITTLE

Licensing Board Approval _____ Date: 2/28/18

1/2015



DMS/PTA
TRICK OR TROT 5K/FUN RUN
OCTOBER 28, 2018



**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: UNH Relay For Life
Federal Tax ID number for Organization: 13-1788491

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Fundraising road toll for ACS

Contact Person: Erin Frost Day Time Telephone: 603 754 3943

Address: 33 Greenwich Litchfield NH 03052 Email epf2000@wildcats.unh.edu

Date of Event: March 25, 2018 Specific Time: 9-1pm

Location of Event (if parade, attach course description or map): intersection at route 108 + Oak Street

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: Central Avenue at Oak Street

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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 287-4, RSA 31:91 and/or RSA 286 and I agree to abide by the same.

SIGNATURE OF APPLICANT: Erin Frost DATE: 2/16/2018
(duly authorized)

PRINTED NAME: Erin Frost

Licensing Board Approval [Signature] Acme Date: 2/28/18



COI pending MES

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: Arts In Reach

Federal Tax ID number for Organization: 02-0507428

Check(☒) Nature of Organization:

Religious____, Educational____, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____

Name/Description of Event (if applicable): AIRWalk

Contact Person: Katie Lusa Day Time Telephone: (860) 336-1418

Address: PO Box 236, Portsmouth, NH 03802 Email katie@artsinreach.org

Date of Event: 6/2/18 (Rain date: 6/9/2018) Specific Time: 9:30 AM - 1:30 PM

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

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. 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: Kathryn Lusa DATE: 2/13/2018

(duly authorized)

PRINTED NAME: Kathryn Lusa

Licensing Board Approval [Signature] Date: 2/28/18

1/2015

AIRWalk 2018

ARTS-IN-REACH 7th
ANNUAL AIRWALK!

artsinreach.org
@artsinreach
@artsinreachnh



Welcome
to
beautiful
DOVER
N.H.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.03.14 – 019**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase III Flex Fund

- WHEREAS: A Sealed Request for Qualifications B15060 was issued and received for a Design / Engineering Team for the Waterfront Development on May 12, 2015 at 11:00 am; and
- WHEREAS: Eight firms replied and the proposals were evaluated by the Design Team RFQ Review Sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. The Council approved award of the contract to the team of Union Studio, Horsley Witten, Ironwood Design, GZA, Waterstone Engineering, and Abramson & Associates. Total costs for Phase I and Phase II to date are \$395,000; and
- WHEREAS: In June 2017 the City received the scope of work for Phase III for engineering services to include surveying, design development and construction documents in the amount of \$423,677.00. Due to the nature of the scope of work, Union Studio proposed a change of the prime consultant to team member, Horsley Witten Group, Inc which was approved by council via [R-2017.06.14-055](#); and
- WHEREAS: Horsley Witten Group has submitted a proposal for additional work and unforeseen conditions outside the original contract scope in the amount of \$186,100.00. It is the recommendation to award additional scope as detailed in background section of this resolution.

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

The Purchasing Agent is hereby authorized to issue a Change Order #1 to Horsley Witten Group Inc. of Sandwich, MA for additional engineering services for the waterfront development Phase III Flex Fund in the amount of \$186,100.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.180.41910.4715.02513.17	Cochecho Riverfront	1,650,000	304,621

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

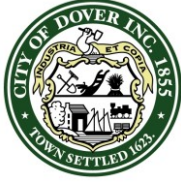
Resolution Number: **R – 2018.03.14 – 019**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase III Flex Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor 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.8. Resolution Number: R – 2018.03.14 – 019 Resolution Re: B15060 Additional Design Services for Waterfront Development Phase III Flex Fund
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RESOLUTION BACKGROUND MATERIAL:

The additional scope of work includes:

- Civil Engineering and landscape Architecture Technical Assistance
- Army Corps of Engineers Permitting
- Mitigation for resource impacts and long term monitoring plans
- Electrical and structural engineering
- Park building architectural design and out of pocket expenses

	Original	C/O 1
Task 1 75% Design Development (preliminary permit set)	\$151,184	
Task 2 99% Design Development (final permit set)	\$71,889	
Task 3 RAP Development	\$40,765	
Task 4 100% Construction Documents	\$84,149	
Flex Fund as needed Technical Assistance	\$75,689	\$186,100
TOTAL	\$423,677	\$609,777

Bid Information:

A Sealed Request for Qualifications B15060 was issued and received for Design Service for Waterfront Development on May 12, 2015 at 11:00 am.

Award Information:

A purchase change order will be issued to Horsley Witten Group Inc to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	265 engineers and 180 architects	Number of Responses:	8 and 1 NB
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Recommended Award to:	Horsley Witten Group Inc	Fund:	Consulting
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval

B15060 Bid Documents and Vendor List

Document Created by: Purchasing Document Posted on: March 7, 2018	R-2018.03.14 B15060 Additional Design Services for Waterfront Development Phase III Flex Fund Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.03.14 – 020**
Resolution Re: B16059 Consultant for Cemetery Master Plan

- WHEREAS: A Sealed Request for Bid B16059 was issued and received for professional consulting services to prepare a masterplan for the city cemeteries on July 27, 2016 at 11:00 am. A prebid meeting was conducted on July 7, 2016 with seven firms attending; and
- WHEREAS: The City received four bid replies and evaluations were conducted. Award and Agreement was issued to the low bidder Mitchell & Associate in the amount of \$19,994.00. In April 2017 the city received a change order #1 in the amount of \$2,235.00 for additional scope which increased the project to \$22,229.00.
- WHEREAS: The city requested a change order #2 for a change in the final plan document in the amount of \$3,194.30 bringing the total project to \$25,423.30 which is over the \$25,000 threshold, thereby requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a change order #2 in the amount of \$3,194.30 to Mitchell and Associates of Portland ME for consulting services as provided in conjunction with Bid B16059. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4015.1.300.41951.4715.01105.15	Cemetery Improvements	12,553.67	10,318.67

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.03.14 – 020**

Resolution Re: B16059 Consultant for Cemetery Master Plan

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.9.

Resolution Number: **R – 2018.03.14 – 020**
Resolution Re: B16059 Consultant for Cemetery Master Plan

RESOLUTION BACKGROUND MATERIAL:

The City of Dover Community Services Department wishes to engage a consultant to prepare a master plan for the city cemeteries located in Dover NH. The master plan will provide a road map on which to implement improvements to the roadways, grounds and facilities.

In addition to providing an existing condition analysis of the Pine Hill Cemetery, recommendations for needed improvements at the facilities, and a prioritized implementation strategy for incorporation into the City of Dover's Capital Improvement Plan. The Cemetery staff wish to make sure building upgrades, security, space needs, worker safety, energy efficiency, back-up power generation, electrical system upgrades are addressed as part of the study.

Change order one added research material options for landscaping items not included in original bid.

Change order two added edits to final document as a result of meetings with city personnel and cemetery board members.

Bid Information:

A Sealed Request for Bid B16059 was issued and received for professional consulting services to prepare a master plan for the city cemeteries on July 27, 2016 at 11:00 am.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	407	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until completed	Estimated Delivery:	As needed
Recommended Award to:	Mitchell and Associates	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B16059 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.03.14 – 021**

Resolution Re: B17025 Veterans Memorial Additional Scope of Work

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

WHEREAS: The firm deemed most qualified and awarded the project via resolution [R-2017.02.08-009](#) was Ironwood Design Group. One subcontractor hired by Ironwood was Rye Beach Landscaping, LLC. In an effort to ensure the integrity of the project is maintained, the city would like to contract directly with this vendor for additional work at the Veterans Memorial which includes swapping out blank bricks for engraved bricks as well as additional lawn work needed. Rye Beach Landscaping, LLC has submitted a cost of \$12,636.01; and

WHEREAS: Per City of Dover Purchasing Code: 3-36B Competitive Bidding may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a purchase order to Rye Beach Landscaping, LLC of Rye beach NH in the amount not to exceed \$12,636.01. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.350.45220.4715.05232.17	Veterans memorial Park	74,941.98	58,811.08

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.03.14 – 021**

Resolution Re: B17025 Veterans Memorial Additional Scope of Work

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.10.

Resolution Number: **R – 2018.03.14 – 021**

Resolution Re: B17025 Veterans Memorial Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is seeking to hire a firm to assist in the Design and Build of a Veterans Memorial to be located off Locust Street at the McConnell Center lawn. The scope of this work will involve working with the City to develop final plans and specifications and construction for the memorial.

City wishes to contract directly with Rye Beach Landscaping LLC for the swap out of blank bricks for engraved bricks, lay poly-sand and prep areas to receive new sod in the amount of \$12,636.01

Bid Information:

Sealed Request for Qualification # B17025 was issued and received for a design build firm on 12/20/16 @ 11:00am of which Rye beach Landscaping LLC was a sub-contractor.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	598	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	1 yr	Estimated Delivery:	As needed
Recommended Award to:	Rye Beach Landscaping LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waiving Bid Process

[B17025 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2018.03.14 – 022**
Resolution Re: Dover Pudding Hill Aquifer Change Order #4 - Emery & Garrett Groundwater Investigations LLC

- 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; and
- WHEREAS: City Council awarded a scope of work at costs totaling \$378,830 to EGGI for the development of artificial recharge basins at the Dover Pudding Hill Aquifer via resolution [R-2016.09.28-127](#). EGGI had submitted Change Order #1 for extending the Artificial Recharge Pilot Study for an additional month at a cost of \$48,850.00 which was approved via resolution [R-2017.04.12-037](#) EGGI had submitted Change Order #2 for extending the Artificial Recharge Pilot Study for an additional month at a cost of \$48,850.00 which was approved via resolution [R-2017.08.09-098](#); and
- WHEREAS: In December 2017, EGGI submitted Change Order #3 for Temperature and Sampling Survey of the Bellamy River, additional groundwater sampling at 15 wells, and meeting attendances at a cost of \$124,500.00 and Schnitzer Steel (New England Metal Recycling) committed to reimbursing the City for 100% of these costs. City Council approved via resolution [R-2017.12.13-176](#); and
- WHEREAS: EGGI has now submitted Change Order #4 for a one year extension of the pilot testing for the Pudding Hill Aquafer at a cost of \$293,550.00. Schnitzer Steel (New England Metal Recycling) has committed to reimbursing the City for 100% of these costs; and
- 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:

Upon receipt of the executed Memorandum of Understanding from Schnitzer Steel (New England Metal Recycling), the Purchasing Agent is hereby authorized to issue a Change Order to Emery and Garrett Groundwater Investigations LLC for the extended services listed in change order #4 in the amount not to exceed \$293,550.00. 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	Balance
5300.1.300.43320.4757.03592.18	CS Water Pudding Hill Aquifer	293,550.00	293,550.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2018.03.14 – 022**
Resolution Re: Dover Pudding Hill Aquifer Change Order #4 - Emery & Garrett Groundwater Investigations LLC

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor 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.11.

Resolution Number: **R – 2018.03.14 – 022**
 Resolution Re: Dover Pudding Hill Aquifer Change Order #4 - Emery & Garrett Groundwater Investigations LLC

RESOLUTION BACKGROUND MATERIAL:

At a meeting with NHDES, the State declared the development of artificial recharge basins was not eligible for funding under the terms of the MTBE settlement. The City had reached out to Schnitzer Steel to request their agreement to pay the cost to develop the artificial recharge system as it is needed to insure contaminants from their site do not reach the new replacement well in the future.

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	Emery & Garrett Inc	Fund:	CIP
Previously Worked for City:	Yes	Reason for Council Approval:	Waive Bidding

Scope	Original	C/O 1	C/O 2	C/O 3	C/O 4	Total
Task I: Develop scope of work & fee schedule	\$ 6,570					\$ 6,570
Task II: Design & construction of temporary recharge basins	\$117,610	\$ 6,000				\$123,610
Task III: Design & construction of temporary artificial recharge-discharge system	\$ 40,350	\$ 20,500				\$ 60,850
Task IV: Application for temporary groundwater discharge permit	\$ 11,185					\$ 11,185
Task V: Installation of water quality monitoring wells and purchase of pumps	\$103,845					\$103,845
Task VI: Pilot testing of artificial recharge system	\$ 71,005	\$ 55,500	\$48,850			\$175,355
Task VII: Application for permanent ground water discharge permit	\$ 13,315	\$ 4,500				\$ 17,815



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2018.03.14 – 022**

Resolution Re: Dover Pudding Hill Aquifer Change Order #4 - Emery & Garrett Groundwater Investigations LLC

Task VIII: Other-meetings and public hearings	\$ 14,950	\$ 7,000		\$ 12,500		\$ 34,450
Task IX: Other PDC Sampling		\$ 48,000				\$ 48,000
Task X: Bellamy River Sampling				\$ 24,000		\$ 24,000
Task XI: Additional Groundwater 15 wells				\$ 87,500		\$ 87,500
Task XII Preparation of Equipment for extended testing					\$ 30,000	\$ 30,000
Task XIII installation of Expanded Artificial Recharge Basins					\$ 85,000	\$ 85,000
Task XIV Installation of 3 monitoring wells					\$ 17,500	\$ 17,500
Task XV water level monitoring 1 year					\$ 18,500	\$ 18,500
Task XVI water quality monitoring 1 year					\$ 71,800	\$ 71,800
Task XVII Update numerical modeling of Pulling Hill Aquifer					\$ 12,750	\$ 12,750
Task XVIII 401 Certificates					\$ 12,500	\$ 12,500
Task XIX Semi-Annual Report					\$ 18,000	\$ 18,000
Task XX Misc. Consulting and Engineering Support					\$ 15,000	\$ 15,000
Task XXI Meetings & Conference calls 1 year					\$ 12,500	\$ 12,500
Total Costs	\$378,830	\$141,500	\$48,850	\$124,000	\$293,550	\$986,730



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.14 – 023**

Resolution Re: **Adoption 2018-2019 City Council Goals**

- WHEREAS: The Mayor and members of the City Council held a goal setting retreat to identify goals and a series of objectives to be accomplished in the next two years; and
- WHEREAS: The Mayor and City Council are committed to serving their Dover community in an open, positive, and respectful manner while working towards the long-term betterment of the Dover community; and
- WHEREAS: The mission of the Dover City Council is to provide leadership and vision for the City of Dover to ensure affordable, high quality services and to provide opportunities through responsive and accessible government; and
- WHEREAS: The Mayor and City council desire to articulate to the community, all City boards and commissions, the City Manager and the City's professional staff their collective aspirations and expectations for the term of their service.

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

The 2018-2019 Mayor and Dover City Council establish the goals and objectives as identified and finalized in the attached January 27, 2018 Goal Setting Report for the purpose of communicating aspirations, expectations and direction which the Mayor and members of the City Council intend to focus upon and pursue during the course of their current City Council terms.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.14 – 023**
Resolution Re: **Adoption 2018-2019 City Council Goals**

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 Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached January 27, 2018 Goal Setting Report.

Working together is success.
— Henry Ford



City of Dover
New Hampshire

Goal Setting Session

January 27, 2018

Primex
NH Public Risk Management Exchange

Center for
Public Sector
Advancement

Promoting Excellence in the Public Sector



City of Dover Goal Setting Report

Participants

Mayor and Council

Karen Weston, Mayor
Robert Carrier, Deputy Mayor
Dennis Shanahan, City Councilor
Marcia Gasses, City Councilor
Matthew Keane, City Councilor
Lindsey Williams, City Councilor
Michelle Muffet-Lipinski, City Councilor
Deborah Thibodeaux, City Councilor

City Manager and Department Heads

Chris Parker, Assistant City Manager, Planning Director
Anthony Blenkinsop, City Attorney
Dan Barufaldi, Economic Development Director
Daniel Lynch, Finance Director
Susan Daudelin, HR Director
Eric Hagman, Fire Chief
Anthony Colarusso, Police Chief
Annie Dove, Information Technology Director
John Storer, Community Services Director
Cathleen Beaudoin, Public Library Director
Lena Nichols, Public Welfare Director
Gary Bannon, Recreation Director

The session was facilitated by:

Carl Weber, Director of Member Services, Primex³
Jennifer Brennan, Assistant to the CEO, Primex³
Mia M. Lee, Director of Public Works, Town of Hancock
Captain Craig Frye, Operations Division, Milford Police Department

Purpose and Intended Results

The purpose of this goal setting session was to assist the Dover City Council and City department heads in establishing short- and long-term goals that will move the City's vision forward. The goals identified will become part of the Council and management staff's ongoing action plan moving forward.

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

Ground Rules

At the outset of the session, participants identified a list of ground rules that set the stage for how to proceed. Participants chose the following ground rules for themselves:

- Silence cell phones / devices
- Sidebars get shared
- All ideas welcome
- Participate / think outside the box
- Stay on task

BLACK: January 23, 2016

BLUE: January 27, 2018

Brief Review of Dover's Vision, Mission and Values

Facilitators and participants briefly reviewed the City's Vision Statement, Mission Statement, and Core Values. These factors make up a lens through which goals and objectives can be evaluated and developed. A few additional words and or phrases were added by the group to provide clarity and to expand on the prior concepts to reflect the current state of the City. [The additional sections appear in their respective section in BLUE.](#)

"To be a City with an emerging urban vibrancy guided by a small-town sense of community."

"To provide affordable, high-quality municipal services and responsive, accessible local governance ensuring all persons the opportunity to enjoy contributing to, and being part of, the Dover community."

Customer-Focused Service

Integrity

Innovation

Accountability

Stewardship

[Education](#)

[Healthy Lifestyles](#)

Vision Statement

"To be a city with an emerging urban vibrancy guided by a small town sense of community."

Mission Statement

"To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community."

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

SWOT Analysis

Participants were asked to review the prior Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. This structured process helps identify the internal attributes of the organization in the context of its external environment, and provides the foundation to help the City of Dover maximize its strengths to pursue opportunities, and minimize threats by addressing – or at least understanding – its weaknesses. The SWOT Analysis then becomes another lens through which participants evaluate and develop goals and objectives.

A few additional words and or phrases were added to the 2016 SWOT analysis by the group to provide clarity and to expand on the prior concepts to reflect the current state of the City. **The additional sections appear in their respective section in BLUE.**

Strengths Identified:

- Exceptional, passionate, capable and accessible department heads and staff. Managers are “leaders.”
- Good teamwork and communication within the organization
- Strong footprint from which to work / build
- Location (centrally located between Portland and Boston)
- Amenities (parks, trails, recreation and various City events)
- Full City services (public safety, trash pick-up, etc.)
- Ongoing long-range planning, including financial planning / strategy
- Innovation and openness to new ideas
 - ✓ Council that explores, researches and debates various options
 - ✓ Supportive community
- Creative tension
- **Location envy**
- **Attention to resource management**
- **Diverse options for residences, businesses, industry and services**
- **Active citizen participation**
- **Facilities**
- **Focus on invisible infrastructure**
- **Downeaster**
- **Desire to be seen as a leader in the State and region**
- **History of proactive solid management / financial health**
- **Public / private partnerships local and regional**
- **Diversity of types of residents**
 - ✓ Thought, age, economic status
- **City active in development and planning waterfront redevelopment**
- **Proximity to UNH**

Vision Statement

“To be a city with an emerging urban vibrancy guided by a small town sense of community.”

Mission Statement

“To provide affordable, high-quality municipal services and responsive accessible local governance ensuring all persons the opportunity to enjoy contributing to and being part of the Dover community.”

Core Values

- Customer-Focused Service
- Integrity
- Innovation
- Accountability
- Stewardship



City of Dover Goal Setting Session

Weaknesses Identified:

- Large debt service in the short term
 - ✓ The new high school bond
- Limited open land
- No clear long-term growth plan
- Lack of promotion / outreach and public education about what the City does
- Internal communication – risk of departments competing for resources
- Tension between City development and increasing cost of rent
- 19-percent voter turnout in 2015 election
- Impending retirements will bring loss of institutional knowledge and will necessitate new recruitment and selection efforts
- Limited payment options / technology in City offices (cash / check only – no credit cards)
- Limited employee advancement / growth opportunities
- Electricity costs
- Ongoing long-term cost obligations: Landfill closure, retiree healthcare costs
- Increased service demands on employees limits time for training / professional development
- Connecting trades jobs with students
- Traffic congestion
- Tax cap
- Backlog of equipment and infrastructure needs
- “Good governance is proactive and forward-thinking, but government is reactive”
- **Voter turnout lower by 4%**
- **1.9 % Unemployment**
 - ✓ **Workforce Training and Housing**
- **Turnover in critical management / administration in school department**
- **Increasingly divergent vision between ‘lifers’ and ‘newbies’**
- **Victim of own success**
- **Decreasing availability of low income / affordable / workforce housing**
- **Expanding recovery (SUD) services and capacity (Bonfire Recovery Services / SOS Recovery Community Organization / Triangle Club / Goodwin Community Health-Medication Assisted Therapy)**
- **Investment in K-12 education (quality)**
- **External perception of lack of support for schools (impact on attracting talent for business)**
- **Increasing tax burden even with CAP**

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City of Dover Goal Setting Session

Opportunities identified:

- A progressive and thoughtful community
- Increase in businesses moving to the seacoast area
- Surrounding communities' "problems of success" = opportunities for Dover
- Transportation improvements and initiatives
- More smaller biotech and medical device companies with a smaller City footprint
- Proximity to the University of New Hampshire, Wentworth-Douglass Hospital, and various nearby cultural / recreational opportunities
- Infrastructure and community-based opportunities
- Educational channel for the City
- Increasing use of City parks and more recreational activities
- Low environmental risk to businesses (hurricanes, tornadoes, etc.)
- Highlighting the City in upcoming quadricentennial anniversary celebration (2023)
- Leveraging technology to attract people to the City
- A positive reputation, both regionally and nationally
- **Active non-profits that want to engage with City**
- **State / Federal grants for public safety initiatives**
- **Proximity to Great Bay, ocean, rivers, etc. (recreation, education, etc.)**
- **Younger generation wants small socially responsible businesses – we're set up well with UNH proximity, non-profits, etc.)**
- **Waterfront development**
- **Proactive Main St. organization**
- **Economic development isn't just new buildings, in fill etc.**
- **Green technology**

Threats Identified:

- You know you are from Dover, NH if... (Facebook Group)
- Unfavorable state and federal regulations
- Unpredictable regional / national / global economy
- Shrinking state aid and a limited County government
- A small, vocal minority (that may not speak for, or know, what the majority wants)
- Political change
- Busy pace of modern life impacting the City
- Development outgrowing / outpacing the City's ability to keep up with it
- Competition with neighboring communities for:
 - ✓ Talented workforce
 - ✓ Investors
 - ✓ Development
- Growing pains associated with demographic changes
- Competition between City departments (also identified as a potential weakness)

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City of Dover Goal Setting Session

- Community health issues (e.g. opioid abuse) at all economic levels, and the impact on Police / Fire / EMS
- Carbon emissions / energy use
- Groundwater contamination
- State retirement changes (creating various incentives / disincentives)
- Can't control external news sources
- Can't control external perceptions
- Part-time jobs (not a liveable wage)
- Unavoidable future economic downturn impact
- Fear: How can we help people feel less fearful?
- External 'fake' communications via social media
- Lack of affordable housing
- Unfavorable State and local regulations
- Unpredictable Federal government
- Extreme weather events (increase) warm, cold, water, snow, etc.
- Labor shortage
- Under-funded state liabilities NHRS
- Declining Federal resources (in some cases)
- Property tax increases
- Changing State and Federal regulations increasing unfavorable conditions
- Increased mental health and educational Special Ed. needs - changing needs of adolescents
- Downshifting to a City or town
- Cybersecurity
- Don't control why people move or stay here

Identification and Categorization of Goals

Goals were defined as qualitative statements of what the City intends to accomplish over a period of years. These are "big picture" items vital to organizational success.

Participants were asked to present no more than three goals to move the City forward. (Most participants had already completed a pre-session assignment that asked them to identify three goals they felt were essential to move the City forward.) As each goal was presented, the individual decided whether it was similar to, or different from, a previously stated goal. Similar goals were placed in the same category and at the end of the process, the group had created a total of six categories, each with its own sub-goals. They were as follows:

1. Sustain Long-Term Economic Development

- a. Rezone from residential to business / industrial to offset ratio of tax burden
- b. Rezoning residential to commercial to stabilize our property tax rate
- c. Develop and finalize a 10-year rezoning plan

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City of Dover Goal Setting Session

- d. Improve our knowledge and understanding of the relationship between commercial growth and residential growth, focusing on:
 - ✓ Impact of the spectrum of economic climates
 - ✓ Inversion of 'jobs attracting people vs. people attracting jobs'
- e. Increase business development vs. residential 60 / 40
- f. Continue long-term development through user-friendly, supportive and responsive City services
- g. Implement long-term economic development that reduces residential tax burden
- h. Development of the waterfront
- i. Ensure the success of the waterfront development
- j. Work to keep Dover from being a victim of own success
- k. Keep Dover affordable for all incomes
- l. Long-term financial sustainability
- m. Business engagement
 - ✓ Meeting places
 - ✓ Don't stop regulations
- n. Sufficient development resources to compete with enhanced resources of surrounding communities
- o. Coordinated workforce training / retraining to grow a qualified workforce
- p. Economy: Robust local economy that is diverse in its workforce, offerings, facilities, size, etc. Provides jobs, tax base, services / products, etc.

2. Communication and Engagement

- a. Continue, expand, optimize, and publicize the rules of citizen policy makers
- b. Increase citizen's options and experience with engaging their local community / government
- c. Improved communication and interaction with public
- d. Stronger, more robust ways to communicate City messages, info, notices, alerts, etc. to citizens. (City website has incredible amounts of info, but difficult to search and navigate)
- e. Improve citizen engagement – two-way social media / Dover 311 / Business voice / Non-Profit outreach
- f. Innovate to be inclusive and effective in service delivery
- g. Get public to attend meetings
- h. Work with landowners for more affordable housing
- i. Increase contact and collaboration with various segments of the community to add trust and understanding of City operations at all levels
- j. Greater interaction between private and public agencies
- k. Clearly define and articulate the areas of services provided by the City to the citizens and update benchmarks for the quality and quantity of services

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City of Dover Goal Setting Session

- l. Do what it takes to make Dover a well-rounded City — infrastructure, City services, recreation, education, businesses
- m. Improve citizen and City employee engagement / communication by leveraging current and future technology and social media
- n. Enhance use of technology to provide / improve interaction with our customers
- o. Improve residents' lives
- p. Use technology to increase efficiency of staff in order for our customers to have a better experience with the City

3. Execute Strategic Plans and Infrastructure Priorities

- a. Reinvest in our resources and infrastructure using long-range / strategic planning as a guide
- b. Long-term Master Plans for all critical infrastructure
- c. Enhance downtown; improve traffic flow, sidewalks, amenities, lighting, trees, adopt-a-spots
- d. Infrastructure
 - ✓ Noise level-how, why?
 - ✓ Pipes-laying in, digging up
 - ✓ Roads-structure, use
- e. Easier flowing traffic patterns in the downtown, especially Central Ave. corridor
- f. Maintain and expand infrastructure system and service to address present and future needs
- g. Environmental infrastructure; be a leader in technology and innovation – Dover first! (water, sewer, storm drainage)
- h. Maintain existing (and often historic) infrastructure in City. Revitalize, repair, recondition, renovate, re-use — just in time for Dover's 400th anniversary in 2023
- i. Increase use of green technologies / sustainable solar

4. Health and Safety

- a. More holistic approach, mental / addictive
- b. Ensure that Dover is a safe community to live, work and visit
- c. A clean and healthy environment as the underpinning of a robust economy and the well-being of residents and visitors
- d. Increase healthy opportunities for all citizens.
- e. Dover, NH will take a leadership role in addressing the opioid crisis by providing prevention (intervention support in our schools, treatment and recovery support, as well as training for first responders and school personnel)

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City of Dover

Goal Setting Session

5. Education / Municipal Collaboration

- Increase education investment: Shared services, appropriations, and finance reform
- School Board and City Council will work together to develop strategic plans that effectively communicate the needs with all citizens. Improve the perception of conflict by collaboration
- Nurture and promote a municipal corporation collaboration to provide quality services to all customers
- Work with school board to provide an excellent education for the full spectrum of students
- Create more links between City and school services so the two parts of City government become more clearly a single entity in function and image
- A strong local education system that prepares our students to contribute to whatever community they join in the future

6. [Unnamed Goal Board] *Not fully developed due to time constraints*

- Encourage a culture of involvement in the life of the community. Help create a vision for the type of hometown we want to be now and in the years to come
- Expand activities to draw citizens / visitors to downtown
- Enhance community engagement
- Preserve historic culture
- Promote the healthy lifestyle opportunities available in our City (gyms, yoga, McConnell, ski, hike)

7. [Unnamed Goal Board] *Not fully developed due to time constraints*

- Ensure continuity of current and future services during times of turnover in key positions within the City through formal succession planning
- Develop training and education opportunities for long term (internal) workforce development.

Development of Strategic Objectives for Goals

Strategic Objectives were defined as short- and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, and consistent with the goals, and should also align with the City's overall vision, mission and core values. These objectives create the basis for an ongoing action plan going forward.

Participants were broken into groups, and each group was tasked with developing at least two strategic objectives to help the City achieve its goals. Each group was

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City of Dover Goal Setting Session

assigned to address one of the five broad goals listed above. (The sixth and seventh categories were not addressed due to time constraints, but are captured above and can be addressed by the City in the future.) Participants then returned to report their identified strategic objectives to the full group, and the full group had the opportunity to provide additional feedback and direction on the objectives. The strategic objectives identified for each goal category are listed below.

Goal: Sustain Long-Term Economic Development

- **Strategic Objective 1:** Support Cochecho Waterfront Development Advisory Committee (CWDAC) for needed permitting, municipal infrastructure work and creation of development agreements (June 30, 2019).
- **Strategic Objective 2:** Establish by June 30, 2018 a Rezoning Committee to research, review and recommend areas to be rezoned (December 30, 2018) - CWDAC and Planning Board
- **Strategic Objective 3:** Continue to develop relationships with school district, higher education and local businesses for workforce development — ongoing
- **Strategic Objective 4:** Continue to support and maintain initiatives to sustain affordable housing — ongoing

Goal: Communication and Engagement

- **Strategic Objective 1:** Should the City have a Chief Informational Officer?
 - a. Responsible for crafting City messages, summarizing complex information into simple bites across multi-media.
 - b. Tracking what is being said by public – newspaper, social media, website and crafting messages to respond / counteract. Get ahead of issues, e.g. budget
 - c. Getting people signed up for message platforms
- **Strategic Objective 2:** Gain better understanding and utilize various media platforms to disseminate City information and messages
 - a. Facebook, Twitter, Instagram, newspapers, YouTube, live streaming, email
 - b. Are there existing pathways to communicate information?
 - W / S bills
 - Dover download
 - Channel 22
 - c. Use of interns (UNH)

Goal: Execute Strategic Plans and Infrastructure Priorities

- **Strategic Objective 1:** By October, 2018 (and then annually), review and update existing Strategic Plan and CIP
- **Strategic Objective 2:** By December 2018, City Council prioritizes infrastructure needs:
 - Environmental
 - Historic / Cultural resources
 - Technology

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City of Dover Goal Setting Session

- **Strategic Objective 3:** By May, 2019 (and then annually), City Council passes individual department appropriations for infrastructure improvements and innovations

Goal: Health and Safety

- **Strategic Objective 1:** City Manager working with department heads: Define Dover's role in encouraging quality healthcare for all citizens
- **Strategic Objective 2:** Council to support continued high-quality public health and safety services through budgeting process – annually
- **Strategic Objective 3:** Planning to execute on strategies included in the City's master plan (climate chapter) – annually
- **Strategic Objective 4:** Identify and *invest* in organizations who are in Dover to help and protect our citizens well-being – for FY20 (CDBG or other)

Goal: Education / Municipal Collaboration: Revisit 2016 strategic objectives

- Joint City Council / school board (two from each)
- Joint Strategy / fiscal meetings
- **Strategic Objective 1a:** Investigate opportunities for shared services across City and school
- **Strategic Objective 1b:** Investigate pathways for implementation including barriers and roles for staff / policymakers (acknowledge need for independence)
 - Who: Manager and Superintendent or joint small group
 - What: Report at Oct, 2018 JFC (>6 months)
- **Strategic Objective 2:** Communication: Unified (where appropriate) messages, shared vision, messaging about success together, community benefit overall
 - Policymaker to policymaker – establish 2 x 2 City council / board group (two way)
 - Staff to staff: Manager and Superintendent (two way)
 - Policymaker to community (two way)
 - Primary and secondary schools, City, businesses, non-profits, residents, post-secondary
 - (GBCC and UNH, etc.) (two way)-overarching goal to all engage better
- **Strategic Objective 3:** Community Event at new high school / Career Technical Center (CTC) to explore opportunities to connect across all parts of the City and identify partnership opportunities

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City of Dover Goal Setting Session

Wrap-Up, Recap and Action Plan

The next step following this session will be for the City Manager, department heads, and City staff to work together to develop specific tactics for accomplishing the identified goals and objectives. **Tactics** describe specifically *HOW* the goals and objectives will be met.

Additional work will be necessary to identify strategic objectives for the sixth and seventh categories not addressed during this session. Other strategic decisions may require further refinement to identify the targeted date of completion and responsible parties.

Concluding Thoughts

Thank you again for the opportunity to participate in this important process. Primex³ appreciates the opportunity to provide assistance to members with goal setting, and to help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how *"good management is good risk management."*

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Center for
Public Sector
A d v a n c e m e n t



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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.03.14 – 024**

Resolution Re: Reaffirmation of Appointment of New Board Member to the JBC regarding Dover High School and the Regional Career Technical Center

WHEREAS: Pursuant to Resolution 2014.03.12-20, the City Council and School Board formed a Joint Building Committee (“JBC”) regarding the potential renovations/construction of the Dover High School and the Regional Career Technical Center; and

WHEREAS: The JBC is made up of six (6) members – three (3) appointed by the City Council and three (3) appointed by the School Board; and

WHEREAS: Jason Gagnon, a City Council appointed representative, resigned from the JBC effective February 21, 2018; and

WHEREAS: In response to the resignation of Mr. Gagnon, at its meeting on February 28, 2018 the City Council voted to appoint City Councilor Dennis Shanahan to fill the vacant seat on the JBC.

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

That the appointment of Dennis Shanahan to the JBC in accordance with the February 28, 2018 vote of the Dover City Council, is hereby reaffirmed and memorialized.

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 – 2018.03.14 – 024 Resolution Re: Reaffirmation of Appointment of New Board Member to the JBC regarding Dover High School and the Regional Career Technical Center		

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 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 Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover is constructing a new Dover High School and Regional Career Technical Center. State statutes require the formation of, and oversight by, a Joint Building Committee in such a circumstance.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.03.14 – 025**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2019 CDBG Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the FY 2019 CDBG Entitlement year, including program income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Action Plan" which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of low and moderate income residents of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FY19 Community Development Block Grant funds.

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

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the return to fund pool amounts be different than anticipated in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

Note: To be referred to public hearing and vote on March 28, 2018.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.03.14 – 025**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2019 CDBG Entitlement Funds

Financing		
Estimated Revenue		
Account	Description	Appropriation
2100.1.180.46311.3311.06311.18.000.000.R30	Federal Grant	\$272,734.00
2100.1.180.46311.3421.06311.18.000.000.R40	School Street Parking Income	\$4,260.00
2120.1.180.46323.3933.00000.00.000.000.R90	Housing Partnership Loan Income	\$1,000.00
2100.1.180.46348.3592.06360.18.000.000.R50	Welfare Deposit Returns	\$2,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	Return to Fund Pool from Prior Activity	\$86,000.00
2100.1.180.46311.3311.06311.18.000.000.R30	Unexpended FY17 Action Plan Allocations	\$4,098.00
2100.1.180.46341.3599.00000.18.000.000.R50	From DELP Pool to Public Facilities Fund Pool	\$30,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY17 Revolving Loan Income	\$68,176.00
TOTAL		\$468,268.00

Financing Appropriations		
Account	Description	Appropriation
2100.1.180.46348.4835.06367.18.000.000.800	AIDS Response	\$7,482.00
2100.1.180.46348.4835.06333.18.000.000.800	Community Partners	\$6,482.00
2100.1.180.46348.4835.06377.18.000.000.800	Cross Roads House	\$9,000.00
2100.1.180.46348.4835.06360.18.000.000.800	Dover Welfare	\$7,277.00
2100.1.180.46348.4835.06361.18.000.000.800	HAVEN (A Safe Place)	\$3,980.00
2100.1.180.46348.4835.06380.18.000.000.800	Homeless Center for Strafford County	\$7,182.00
2100.1.180.46348.4835.06342.18.000.000.800	My Friend's Place	\$11,082.00
2100.1.180.46323.4835.06335.18.000.000.800	CAP (Weatherization)	\$25,000.00
2100.1.180.46341.4835.063xx.18.000.000.800	Maglaras Park: Skateboard Park	\$100,000.00
2100.1.180.46341.4835.063xx.18.000.000.800	MFP: 368 Wash. St. Improvements	\$67,700.00
2100.1.180.46341.4835.063xx.18.000.000.800	Annie E Woodman Institute	\$30,000.00
2125.1.180.00000.1715.xxxxx.18.000.000.800	DELP FY17 Income returned to loan pool	\$68,176.00
2100.1.180.46311.4110.06311.18.000.000.800	CDBG Administration	\$84,217.00
2100.1.180.46525.4110.06621.18.000.000.800	DELP Servicing	\$30,000.00
2100.1.180.46341.4110.06314.18.000.000.100	Public Facilities ADC	\$5,690.00
2100.1.180.46323.4110.06314.18.000.000.100	Weatherization ADC	\$5,000.00
TOTAL		\$468,268.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.03.14 – 025**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2019 CDBG Entitlement Funds

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:	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 – 2018.03.14 – 025**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2019 CDBG Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

Following is a brief synopsis of Dover's Community Development Block Grant Program, the Goal and Objectives of the Community Development Program, the available funds for this year's Action Plan and description of the agencies, organizations and Planning Department's use of requested funds.

The City of Dover is an Entitlement Community. As such, the City receives CDBG funds directly from HUD rather than applying through the State. To help determine how the funds should be allocated, the City developed a 5-year Consolidated Plan. The Plan was built with guidance from the community and serves as a road map for CDBG funding allocations. The Plan includes a ranking (low, medium, high) of the objectives listed in the Plan. Dover is entering year 3 of the Plan.

To be eligible for CDBG funding, proposed activities must comply with the Goal, and at least one of the five Objectives, found in Dover's Consolidated Plan. Additionally, the activities must achieve one of HUD's 3 National Objectives: 1) Low income benefit, 2) Elimination of slums or blight, 3) Urgent need. The Planning Board acts in a citizens' advisory capacity in reviewing proposals to be included in the Action Plan (one year use of funds) and how the funds should be allocated. Their review process includes a public hearing and a recommendation to the City Council.

The City Council's review of the Action Plan includes a public hearing which provides applicants, and others, an opportunity to comment on the proposed expenditures before the Council votes on the Final Action Plan. Once approved by the Council, there is a 30-day comment period during which time anyone can submit comments on the Action Plan. At the end of that time frame, all comments received are included with the Action Plan and forwarded to HUD for their review and approval. HUD has 45 days to perform their review.

Dover's anticipated FY19 CDBG grant amount is \$272,734.00. There is also \$7,260.00 in anticipated FY18 program income and \$86,000.00 in anticipated funds to return to the fund pool from a prior activity. A total of \$30,000 is being removed from the economic loan pool and added to the FY19 general fund pool. Combined, these sources create a funding pool of \$468,268.00 for the FY19 Action Plan. We received \$68,176.00 in FY17 DELP income which is to be returned to the economic loan pool.

Under the Public Services category, Dover received seven applications totaling \$92,040.00. Pursuant to a HUD required funding formula, this year's maximum funding amount allowed for this category is \$52,485.00. The Planning Board has recommended providing the maximum amount allowable and that the funds be disbursed among the seven applications.

After accounting for the Public Services, Administrative and Economic Development categories, there is \$233,390.00 remaining for Public Facilities related funding. Dover received applications from CAP, the Recreation Department and My Friend's Place. Additionally, the Action Plan includes requests for the Woodman Museum, Weatherization Activity Delivery Costs and Public Facility Activity Delivery Costs. Allocations are proposed for all six requests.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.03.14 – 025**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal
Year 2019 CDBG Entitlement Funds

CDBG PROGRAM DESCRIPTION

Applicant/Requested Funding Amount/Planning Board Recommended Funding Amount

Public Services

Aids Response Seacoast

Requested Funding: \$15,000

Planning Board Recommended Funding: \$7,482

Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Community Partners

Requested Funding: \$10,080

Planning Board Recommended Funding: \$6,482

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Requested Funding: \$12,000

Planning Board Recommended Funding: \$9,000

Funding to provide emergency shelter and supportive services to homeless families and individuals.

Dover Welfare

Requested Funding: \$8,000

Planning Board Recommended Funding: \$7,277

Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.

HAVEN (A Safe Place)

Requested Funding: \$5,000

Planning Board Recommended Funding: \$3,980

Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County

Requested Funding: \$25,960

Planning Board Recommended Funding: \$7,182

Funding to help support the overall operations of an emergency shelter for homeless women and families.

My Friend's Place

Requested Funding: \$16,000

Planning Board Recommended Funding: \$11,082

Funds will be used for overall operations of the year round emergency homeless shelter.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.03.14 – 025**

Resolution Re: Acceptance of the Action Plan and Expenditures for Fiscal Year 2019 CDBG Entitlement Funds

Public Facilities

Community Action Partnership of Strafford County

Requested Funding: \$25,000

Planning Board Recommended Funding: \$25,000

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

Maglaras Park

Requested Funding: \$100,000

Planning Board Recommended Funding: \$100,000

Funding for development of a skateboard facility to be located in Maglaras Park. The existing skateboard facility is being removed as part of the Waterfront project.

My Friend's Place

Requested Funding: \$85,286

Planning Board Recommended Funding: \$67,700

Funding for kitchen expansion and other improvements at the 368 Washington Street site.

Annie E Woodman Institute

Requested Funding: \$30,000

Planning Department Recommended Funding: \$30,000

The Planning Board had recommended providing \$17,586 to complete ADA compliant external access to the main floor of three buildings and to upgrade an existing bathroom to ADA standards. Upon further discussion with the Museum, it is recommended that the amount be increased to \$30,000.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED PLAN GOAL STATEMENT

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific Objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To weatherize and improve the older housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominately by low and very low income persons.
4. To provide increased employment opportunities for low and very low income persons, with a focus on access to transportation.
5. Removal of architectural barriers to allow increased handicapped accessibility.