



CITY OF DOVER

CITY COUNCIL – AGENDA

REVISED

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

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2019 CDBG ENTITLEMENT FUNDS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
 - A. March 28, 2018**
 - B. Fiscal Year 2019 Proposed Budget Presentation**
- 10. APPROVAL OF MINUTES**
 - A. March 14, 2018 – Workshop Session**
 - B. March 14, 2018 – Regular Meeting**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**
 - A. ORDINANCES IN THE 2ND READING**
 - B. ORDINANCES IN THE 3RD READING**
 - C. RESOLUTIONS**
 - 1. ACCEPTANCE OF THE ACTION PLAN AND EXPENDITURES FOR FISCAL YEAR 2019 CDBG ENTITLEMENT FUNDS**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – AGENDA

REVISED

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

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Cocheco Valley Humane Society**
2. **ROAD RACE – Children’s Museum of New Hampshire**
3. **ROAD RACE – Horne Street School Parent/Teacher Group**
4. **ROAD RACE – Interact Club of Dover**
5. **ROAD RACE – Triangle Club, Inc.**
6. **B18051 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **B18056 AWARD OF BID TRAFFIC CONTROL/FLAGGING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **PURCHASE OF A TYPE 1 CLASSIC AMBULANCE**
SPONSORED BY MAYOR WESTON BY REQUEST
9. **PURCHASE OF FIREFIGHTING TURNOUT GEAR**
SPONSORED BY MAYOR WESTON BY REQUEST
10. **OPERATING RULES FOR HERITAGE COMMISSION**
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 | |

B. RESOLUTIONS

1. **FISCAL YEAR 2019 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
(TO BE REFERRED TO A SCHOOL DEPARTMENT PUBLIC HEARING ON APRIL 11, 2018, AND THE CITY PORTION PUBLIC HEARING ON APRIL 25, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL – AGENDA

REVISED

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

**2. DISPOSAL OF TAX DEEDED REAL ESTATE @ IONA AVENUE PARCEL ID
33101-000000**

SPONSORED BY MAYOR WESTON BY REQUEST

**3. DISPOSAL OF TAX DEEDED REAL ESTATE @ ARCOLA AVENUE PARCEL ID
33109-000000**

SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from Christina Shea, Irvine's Mayor Pro Tem, dated March 5, 2018.

15. COUNCIL MATTERS OF INTEREST

16. ADJOURNMENT

City of Dover

City Manager's Report

March 28, 2018



Reporting on February 2018

J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

City of Dover's Municipal Leadership Team



Gary Bannon
Recreation Director



Daniel Barufaldi
DBIDA Director



Cathleen Beaudoin
Library Director



Anthony Blenkinsop
City Attorney



Anthony Colarusso
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology Director



Eric Hagman
Fire & Rescue Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City Manager-
Planning Director



John Storer
Community Services
Director

Report Highlights

Section 1:

Customer-Focused
Outcomes

Section 2:

Product & Process
Outcomes

Section 3:

Leadership & Governance
Outcomes

Section 4:

Financial & Benchmark
Outcomes

Section 5:

Workforce-Focused
Outcomes

Section 6:

Sustainability-Focused
Outcomes

Customer-Focused Outcomes

1

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

Common Abbreviations:

ACO = Animal Control Officer

MSRO = Middle School Resource Officer

HSRO = High School Resource Officer

WFRO = Whittier Falls Resource Officer

POP – Problem Oriented Policing

SIB – Special Investigations Bureau

CREU = Community Response & Enforcement Unit

DPL = Dover Public Library

F&G = Facilities & Grounds

Four traffic light complaints were addressed again this month. One involved checking the timing at an intersection and three involved work at traffic signal boxes addressing problems that occurred when putting the lights on flash in emergency situations.

There were a few weather events that required snow removal or sand salt operations where Facilities & Grounds employees were called in to work.

The Christmas tree in Rotary Park was removed after the lights had been taken from it. The Fire Department assisted in removing the garland from the columns on City Hall and put back in storage.

Sixty-two work orders pertaining to buildings were addressed. Facilities & Grounds employees continued to work on addressing small details in the new Customer Service Center and other areas in City Hall. Heating concerns continued to be dealt with by employees or Siemens service technicians. The monthly elevator inspections and fire extinguisher inspections conducted in house, were completed as well.

Responsiveness & Measurables

During the month of February, the Utilities Division experienced five water breaks. The first was located on Washington Street at Richmond Street. This was on a six inch cast iron water main feeding into Richmond Street. The second water break was on Summer Street at Central Avenue. This was a ring crack on the six inch cast iron main. The third water break was on Ash Street near Central Avenue. This was another a ring crack on a six inch cast iron main. (pictured below, left) The fourth water break was at the intersection of Main Street and Central Avenue on an eight inch cast iron main. (pictured below, right) The water main at this location is due for a replacement in 2019. The project is in the design phase. The last water break was at 161 Portland Avenue. The old corporation was leaking and crews capped it off.



During the month of February, the Highway Division was kept busy with winter storm operations. Roads were pretreated with a brine solution prior to three winter events, applying a total of approximately 9,920 gallons. All City streets and parking lots were plowed and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Spot sanding/salting was performed on icy roadways and sidewalks (and straight sand on all dirt roads) after varying temperatures resulted in slippery conditions. The residential sand/salt pile, located in the Shaw's Lane ball field lot, was restocked and several of the bins in the downtown were also refilled. Employees continued to mix sand and salt for upcoming storms and another order was placed for several more loads of salt. When not responding to storm-related events, crews were busy washing and cleaning out the vehicles. Four tree issues were investigated - a widow maker that needed to be removed by Urban Tree on Fisher St, some limbs in various locations and one tree that needed to be removed.		Five work orders involved delivering supplies or moving items to other locations were dealt with by F&G employees. Ice melt was provided to various buildings. Custodial services were provided in the Public works building this month in the absence of the custodian. We thank Roy Brazeau for his service in that position and welcome Luis Miranda aboard as the new custodian. Fifty-two work orders were generated regarding facilities and grounds issues, including twenty-four that dealt with sign issues. Five were removed from the parking lot behind the Robbins Building, several required new bases and posts while reusing the same signs and a few needed new signs on existing posts. Four new sign assemblies were installed. Three Dig Safes were called in for sign replacement. Three décor lights were reported with bulbs being out and one street light being reported as damaged. The damaged light on Silver Street is waiting on parts, on order, to be replaced.	
Planning and Community Development and staff worked with the Developer of the Third Street lot on allowing the public to use the lot, which geo technical work is reviewed and addressed. Planning and Inspection staff continue to work with the developer to resolve conflicts between the site plan and the building permit plan. <i>"Customers may forget what you said but they'll never forget how you made them feel."</i> <i>Unknown Author</i>	Utilities staff received a report for a service leak at 8 Old Colony Road. Crews had to replace the curb box in order for the contractor to repair the leak. A service leak was reported at 59 Bellamy Road. A private contractor has since repaired this leak. Utility crews have been repairing hydrants that were found to be leaking during winterization. Hydrants that need to be excavated for replacement or upcoming paving projects are located at Oak Street at Portland Avenue, Toftree Lane, Cranbrook Lane and 2 hydrants in the Lakes Region (off of New Rochester Road). Due to the large amount of snow fall, crews worked through the night to remove snow piles from the Dover Public Library parking lot and downtown parking spots.	In the Utility Division's hunt for illicit connections, staff found a sewer service that was tied into the drain at 176 Central Avenue. City staff will have to excavate Central Avenue to complete a tie in. During the installation of the sewer main, a stub was not left for this property. Utility staff received a report of a sewer odor at 113 Crosby Road/Forums Court. After further investigation, it was determined that the private three inch force main had an issue. A private contractor found that an elbow had separated from the pipe due to the force main pressure. Repairs were made and the pump station is back in full operation.	Mailboxes damaged by plows were either repaired or replaced, as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring, and any lawn damages will be repaired at that time as well. It was a combined effort between Dover and Rollinsford's Highway Divisions to repair the excessive potholes on Oak Street. Dover had the equipment to travel to Dracut for the hot top. With the help of Rollinsford, crews were able to prep and pave Oak Street. This process took approximately three days to complete. The Facilities, Grounds and Cemeteries handled 132 work orders in February and 3 service calls. In Pine Hill Cemetery, employees attended 1 ash burial.

The traffic signal for the South Side Fire Station was struck and taken down as a result of a motor vehicle accident. Eversource responded that night to disconnect the power to the pole and the Fire Department moved everything to the side of the road. Electric Light came out to replace the pole and the light fixtures the following week. These signals assist the fire trucks in getting out of the station and on the road when responding to an alarm.

On a positive note, tennis nets were installed at Woodman Park and the pickle ball nets were put up at Garrison Park as the weather has been so warm and the courts were clear of snow. The plumbing is being reconnected at the Jenny Thompson Outdoor Pool but the water will not be turned on for some weeks yet. Shaw's Lane concession stand plumbing was prepped as well, again the water will not be turned on at this time.

Our Nation grieves with those who have lost loved ones in the shooting at the Marjory Stoneman Douglas High School in Parkland, Florida. As a mark of solemn respect for the victims of the terrible act of violence perpetrated on February 14, 2018, the President ordered that the flag of the United States be flown at half-staff until sunset, February 19, 2018.

31 new patrons registered for downloadable audiobooks/ eBooks (total = 4,217) and 22 registered for Hoopla (total = 1,141).

Internet and PC uses by the public totaled 1,316 on library workstations, plus 3,209 via Wi-Fi, plus 21 Chromebook loans. Average Internet use per day was 168.

February library circulation totaled 22,496 items. (11,422 adult + 8,140 children's print items; plus 2,934 items downloaded including 1,975 audiobooks & eBooks, 853 Hoopla streaming music and movies, and 106 eMagazines).

126 new library patrons registered in February! Total active cardholders is now 14,694. 19 of these new patrons were non-resident Dover workers or students (now 522 in that category).

Museum passes were borrowed 122 times from the library.

1,587 people attended, or registered for, 66 free programs at the library during February.

The library executed 60 U.S. passports in February.

The circulation desks filled 1,243 patron hold requests.

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

14,822 people visited the library during February, an average of 549 per day (open 27 days).

The library's new 3D printer fulfilled 15 customer requests for printed objects.



Look what the new 3D printer can do at the library!



Mini Golf at the Dover Public Library!

66 February library programs were attended by 1,587 people. These included:

12 story times 239; Family Place workshop 25; 3 Craft sessions 263; Curious Creatures 160; Mini-golf 100; Beach Party 105; 2 preschool visits 40; 2 Toddler Yoga sessions 26; 3 Spy Science 24; Teen Advisory Board 6; 2 Escape Rooms 29; 3D prints 15; Herbal Tea 20; Yoga for adults 9; Organic Gardening 30; Wellspring Health 9; STEM Saturday 29; 4 Exams proctored; Memory Lab scanner 3 uses; Memory Lab cassette 2 uses; 5 movies 78; 4 Lego Saturdays 114; Game Night 17; 9 Technology classes 87; 2 Book groups 17; Book Jar Guesses 15; Paws to Read 7; 2 Little Free Library visits, adding 95 books; 8 Book-A-Librarian appointments, 2 Langdon Place visits 11; and Passports 60.

February was a slightly slower month for Fire & Rescue as Fire & Rescue responded to 378 calls for service. 9 of the calls for service were for fires, 241 were for medical emergencies, 12 were for other hazardous situations requiring emergent intervention (natural gas leak for example), 55 were either false or good intent in nature, with the remaining 61 being for non-emergent requests. Of the emergencies, there were 99 times where simultaneous emergencies were occurring with 14 of those times where 3 or more emergencies were occurring at the same time. The busiest day in February for Fire & Rescue was Sunday, 02/11/2018 when there were 23 calls for service. The slowest day of the month was President's Day on Monday, 2/19/2018 with only 5 calls for service occurring with that number being a statistical outlier as the average is 16 calls for service per day! February's average number of calls for service was 13 per day which is why February was rated as slower than unusual, and probably attributed to the sections of the month that were warmer than usual where rain occurred during several storms, instead of the normally significant snow falls.

One of the most newsworthy events in February was the fire in the multi-unit apartment building at 71 Grove Street on Superbowl Sunday. At approximately 5:25 p.m. on that Sunday, Fire & Rescue was dispatched to the apartment building for a fire in a second-floor apartment with the first Engine arriving from the Central Fire Station, within 4 minutes. Around the time the firefighters had finished stretching the hose line up the stairs and down the hallway to the door of the apartment, one sprinkler head from the fire sprinkler system activated extinguishing the fire. Instead of having to evacuate apartments and work at extinguishing the fire, the operation shifted to shutting the water off, ventilating the smoke from the building, and assisting with some water removal and clean up. This Superbowl Sunday fire began in the kitchen while residents were getting ready to fry food when the oil overheated and ignited. After assisting with the cleanup, Fire & Rescue waited for the property manager to arrive to show the property manager the damage in the apartment where the fire started, as well as the apartment below which had sustained some water damage.

This was quite different than the last fire in the building which started in a second-floor apartment similarly, on April 1, 2002. That fire spread to other apartments and the roof system, causing extensive damage, with two occupants needing rescue over ladders from the third floor. The main difference between the two fires is during the rebuild from the first fire, a fire sprinkler system was required to be installed for compliance with the version of the State of NH Fire Code in effect in 2002, as the fire code had been updated since the building had been first built without fire sprinklers many years before. A rebuild over 50% of the building value, or a change of zoning use, are the normal triggers for updating to the current version of the State Fire Code which Inspection Services is mandated to enforce under State Law.

The first photo to the right shows the recent fire event all controlled with no damage visible from the outside while the second photo shows a different story back in 2002, very early in the fire before it was controlled and just after the rescues occurred from the third floor window where the ladder is visible.



Police Response to Calls by Priority

February

Priority 1: Immediate

Crimes in progress; injury accidents; alarms
= 131 Responses

Priority 2: Rapid

Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety.
= 75 Responses

Priority 3: Timely

Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions
= 437 Responses

Priority 4: As Officers are Available

Non-criminal, crimes reported well after committed; message delivery; tow request, littering, fingerprints; assistance, abandoned vehicles
= 625 Responses

Priority 5: Motor Vehicle Stops

= 666 Responses

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

Dispatch Communications

February

Radio Transmissions
9,736

Phone Calls
6,653

911 Calls Received
338

Lobby Customers
308

Police Alarms Received
78

Police Alarms Cancelled
Prior to Arrival
20

During the month of February 2018, there were no letters generated by the Dover Police Department that were sent to certain licensed liquor establishments in Dover. When necessary, these letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined that an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

Sergeant Pettingill, the CREU Supervisor, continues to serve as a part-time supervisor for the Strafford County Drug Task Force. On February 15th, the Strafford County Drug Task Force, along with Sergeant Pettingill, and other Dover officers, participated in a statewide operation executing a number of arrest warrants for outstanding drug offenses related to ongoing investigations. Four of the arrests made by the task force took place in Dover. During one of the arrests a dangerous semi-automatic "Mac-11" pistol was recovered with possible charges forthcoming.

Sergeant Pettingill assisted the Dover School Department with an investigation of a parent who had moved out of the Dover School District several months ago but continued to surreptitiously send her child to school in Dover. The parent lied to the school department and provided a false address in Dover where she reported she was living along with her daughter. Sergeant Pettingill verified that the woman and her child were in fact living in Somersworth, and the woman had an active lease at an apartment at that location. The woman admitted to the school department she was not living in Dover, and voluntarily withdrew her daughter from school.

Customer-Focused Service: *We engage our customers, with a focus on listening to and supporting their needs, anticipating and delivering high quality services and ensuring their satisfaction.*

The library executed 66
U.S. passports in
January.

There are a number of noteworthy builds and projects Inspections worked at or on in February. The first to mention is the new development on the lot at 99 Sixth Street where four single-family homes are proposed in the lower price point range. This project has a number of engineering challenges due to the topography with the first design being too steep for emergency vehicles, and it has taken considerable work between Inspections, Planning, Engineering, the Police Department, and the developer to reduce the grade of the access road to something that works for city vehicles, as well as considering the required transition depth from Sixth Street while incorporating a proper turning space and needed sightlines for vehicles traveling on Sixth Street. All parties are getting closer to an engineering solution!

Inspection personnel also worked with the Garrison School renovation project team with inspection timing and with occupancy granted for the temporary classrooms that were installed in the gymnasium. The goal was to get occupancy just before school vacation started, so some of the classrooms could move at the end of the school week before vacation, with others moving over school vacation into these temporary classrooms with minimal disruption for those students. That set of moves allowed renovation to start in a section of the school and to maintain a carefully scripted timeline around the school year schedule, to minimize student disruption.

Inspection Services continued to be steadily busy with a total count for inspections in February conducted and permits issued at 553. Here is the Inspection Services activity breakdown for February:

Inspections - Life Safety	80	Inspections - Plumbing/Mechanical	140	Inspections - Woodstove/Fireplace	0
Inspections - Business	16	Inspections - Blasting	0	Permits Issued - Blasting	1
Inspections - Sprinkler/Alarm	23	Inspections - Health	33	Permits Issued - Building	40
Inspections - Building	92	Inspections - School / Daycare	06	Permits Issued - Certificate of Occupancy	07
Inspections - Electrical	110	Inspections - Oil Burner	04	TOTAL	553

Work also continues at the new Woof Meow store (<http://www.woofmeownh.com/>) adjacent to Merry Street on Central Avenue which is shown in the first photo below, as well as at the multi-building retail project across Central Avenue on the corner of Glenwood and shown in the second photo below.



Problem Oriented Police Officer Khalsa, (POP Officer) has noted an increase in homeless persons trespassing in the mills owned by Chinburg Properties which, in some cases, have resulted in arrests or warnings for trespassing. There have also been homeless persons trespassing in other buildings, to include City owned properties. This is due to the severe cold in the winter months. As in previous months, Officer Khalsa continues to assist property owners with this issue while also attempting to provide assistance to the individuals involved.

Officer Khalsa assisted with the Strafford County Drug Task force in various capacities to include intelligence gathering, interdiction stops and Operation Granite Shield. This included a one day statewide arrest sweep funded by the NH Granite Shield Grant. This sweep targeted opioid related crimes and totaled over 150 arrests statewide and 6 arrests in Dover.

February 2018

Total of Animal Calls for Service: 60

Calls handled by Officers = 21

Calls handled by Dispatch = 19

Calls handled by Animal Control = 20

Calls Handled by Officers	
Found Dogs	03
Barking Dogs	04
Loose Dogs	02
Deceased Animals	05
Welfare Checks	07
Calls Handled by Dispatch	
Welfare Checks	04
Lost Animals	13
Deceased Animals	02
Calls Handled by ACO	
Welfare Checks	03
Loose Dogs	06
Animal Bite	02
Found Animals	06
Barking Dog	01
Lost Animals	02

The ACO received 55 voicemail messages and returned those calls. Additionally, she followed up on 2 reports originally investigated by patrol officers.

The ACO was called to a home for a found snake in the basement. The California King Snake is not native to NH, but they are sold in pet stores as pets. This snake was approximately 2 feet long. The homeowner did not know where the snake came from. The snake was secured and the ACO contacted the Wildlife Ecology Center in Barrington. The Ecology Center accepted the snake for rehabilitation. The snake may have escaped or was released intentionally.

California King Snake that was found in a basement here in Dover.



During the month of February 2018, the Dover Police Department responded to 1,934 incidents throughout the city. Police officers made a total of 666 motor vehicle stops during which they issued a warning or a summons.

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

During the month of February, Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give the officers and the public a sense of being part of the community together. This is especially important with the children. The officers are told on a daily basis by people they meet how much they appreciate seeing the horses around.

During the winter months, the Mounted Unit continues normal patrols in the downtown area although the horses are out for fewer hours at a time. A few warm winter days during February vacations led to large numbers of visitors in the downtown area. The Maine and Massachusetts vacation is the week before New Hampshire schools go on vacation. During both weeks the mounted unit engaged with hundreds of families at the Children's Museum and the new Henry Law playground. Visiting with the horses has become an annual attraction for families from other states.

The Mounted Unit is very familiar with the transient and homeless population and continues to monitor their welfare while also helping to direct them to resources such as shelter, food sources and other services. During the month of February, family members of one specific homeless individual continued to maintain communication with the officers to check in on this person's wellbeing. The officers assisted in securing a PO Box for this individual at the family's request so they could send checks and gift cards. The family appreciates the link to their loved one that the mounted officers provide.

Below, CJ meets a young admirer during February vacation outside the Children's Museum



In February, Dover Mounted Patrol was responsible for:

- 44 Public Assists
- 24 Parking Assists
- 10 Community Action/Homeless Assists



Officer Caproni and Rasa spending time at the Henry Law Park playground during February school vacation.

The first **Coffee with the Cops** event was a success. The officers planned the event as another way to have communication with the public. The bonus is that the public loves to visit the horses. The stables were packed with over 100 people who chatted with the mounted officers as well as Chief Colarusso and several patrolmen as well. This was a great opportunity for people to casually engage with the police over a cup of coffee as well as visit with CJ & Rasa.



POP Officer Khalsa assisted NH State Liquor Enforcement with an age assessment screening for alcohol “buyers” who volunteered to participate in alcohol compliance checks in Strafford County. The “buyers” are sent into licensed establishments and attempt to purchase alcohol and tobacco products and verify that the clerks are asking for proper identification cards. This age assessment screening was conducted at Avis Goodwin Community Health Center.

Officer Khalsa provided multiple tours of police headquarters to both the Boy Scouts and Girl Scouts throughout the month.

During the month of February 2018, 12 registered sex offenders were processed by the Dover Police Department’s Special Investigations Bureau. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

In February 2018 Special Investigations Bureau detectives investigated two unattended deaths, one of which is believed to be a drug overdose.

In February 2018, SIB detectives followed up on a report of a man firing a gun outside his girlfriend’s residence. As a result of the investigation, a Rochester man was charged with felony level reckless conduct.

The Special Investigations Bureau is responsible for conducting background investigation for potential employees of the police department. During February 2018, multiple investigations of this type were on-going.

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

On February 2 and 3, the Dover Police Department provided security and traffic control services for an Eversource contractor that was performing high-risk utility line maintenance in the south Dover area. The contractor utilized helicopters to raise and lower utility workers along a high tension transmission line which stretches between Eliot, Maine and Deerfield, NH.

Sgt. Speidel and other members of the Dover Police Department joined several other law enforcement agencies to provide mutual aid resources in security and crowd control for the University of New Hampshire Police Department following the New England Patriots’ Super Bowl appearance on February 4.

The Traffic Bureau worked closely with the Dover Community Services Department and the Rollinsford Public Works Department to coordinate the temporary closure of Oak Street during the week of February 12 to facilitate emergency road repairs.

On February 16, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during peak commuting hours under the Dover Police Department “Sustained Traffic Enforcement Program” (STEP) grant which provides federal funding to reimburse the agency’s personnel costs. Targeted violations included moving violations tending toward aggressive driving behavior or distracted driving. Targeted locations on that date included upper Sixth Street, Indian Brook Drive, Old Rochester Road, Watson Road, and French Cross Road.

The Dover Police Department performed 12 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of February, in addition to regular duty patrols. These patrols, scheduled and coordinated through the Traffic Bureau, are funded with a federal grant through the Office of Highway Safety which is effective through September 2018. Dover Police made a total of 10 DWI arrests during the month of February.

Sgt. Speidel performed 11 child passenger seat inspections during the month of February. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver’s vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the Police Department provides this service free of charge.

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

Valentine dinner at St. Thomas Episcopal Church, February 10

Funeral services at Taskers, February 23

Funeral escort assisting Sanford, Maine Police, February 24

The first meeting of the recently formed Planning Board subcommittee on rezoning was held on February 27th. This committee is set up to review existing and proposed amendments to the zoning code which will enhance commercial opportunities in Dover. The group will review area rezonings as well as use and other regulatory aspects which might prohibit growth and development of non-residential uses.

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. The CWDAC meeting was held on February 20th. Staff attended a pre-permitting meeting on February 8th in Concord with DES and other agencies to discuss design plans and permitting requirements. Staff worked to prepare the RFP document for review and approval. Staff met with the Foster's reporter to discuss the past and future of the waterfront in preparation for an upcoming article.

Officer Brown and K9 Barco participated in 20 hours of training during the month. They also participated in training with the Strafford County Regional Tactical Operations Unit (SCRTOU). The training was focused on house searches and integrating Barco into the process of searching a house along with other officers.

During the month of February 2018, K9 Barco was utilized a total of three times.

On February 4th, K9 Barco was requested to the scene of a motor vehicle accident where the driver had fled. Due to heavy foot traffic in the area, the dog was not able to track the driver. The driver later admitted to walking to an apartment complex within a 100 feet of the crash site.

On February 24th, K9 Barco and Officer Brown responded to the area of Hanson Street for a motor vehicle accident because the initial belief was that the driver had fled the scene. Before deploying the dog, the officers learned that the operator had struck a curb, damaged the vehicle and walked to an open business to call someone for help.

On February 28th, K9 Barco was requested by Somersworth Police to assist with locating a female who had escaped from a patrol vehicle. While Officer Brown and Barco were on their way to the call, the woman was located and taken back into custody so the K9 team's response was cancelled.

Planning and Community Development staff continued to work with Legal and Community Services staff to review issues regarding correcting drainage and pedestrian safety issues on Floral Avenue and Brick Road. Staff met with property owners and with outside professional agents to understand ownership, flowage rights and the history of the area.

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

Community Development Planner Carpenter and City Engineer White continued to work on the environmental review process for the Portland Avenue Sidewalk and Ice Arena Crosswalk project for a proposed 2018 build.

Planning and Community Development, Police, Inspections and Fire staff finalized a path to resolution of outstanding permit issues with Seacoast Charter School, on Watson Road. Resolution is expected to be in place within the next 18 months.

Planning and Community Development staff developed update material regarding potential impact fee increases. Work included reviewing statutory requirements, and grandfathering, as well as developing outreach materials to alert builders of increased fees. The new fees were adopted February 27th, and went into place for newly approved projects. The fees are used to offset continued impacts created by growth and development, on the City's infrastructure.

Community Development Planner Carpenter prepared several environmental reviews for CDBG funded projects including placement of four bus shelters, improvements to the roof over the Children's Center portion of the McConnell Center, improvements to the Teen Center and certain weatherization projects.

Planning and Community Development staff coordinated the annual review of operational Strategic Plans and the City's Master Plan. Staff met with departments to review the action plans for all documents, reviewed progress and identified priorities for FY 19. These priorities will assist departments in identifying budgetary priorities and ensure that the budget requests are aligned with our strategic objectives.

Planning and Community Development staff worked with the LEAN team to implement improvements to the permit review process. This work included updating applications, reviewing impact fee processes, investigating electronic signature of Planning Board plans and Permit Tracking software. Staff also prepared for the follow up meeting to be held considering new LEAN opportunities.

Planning and Community Development staff attended various Strafford Regional Planning Commission meetings, including the Technical Advisory, meetings. There were two vacancies to be filled of Dover's four seats on the Commission. One of the two was filled by Councilor Shanahan.

Planning and Community Development as well as Community Services staff met with NHDOT to discuss the approved and funded railroad crossing replacement project located on Third Street and Chestnut Street. Discussion was focused on the proposed roundabout contained within the Downtown Pedestrian Vehicular Access Plan and how the two can be implemented together, with potential financial assistance from the state.

Planning and Economic Development staff met with a representative of the New Hampshire department of Business and Economic Affairs to discuss the Economic Recovery Zones in Dover and the process of expanding them, as well as opportunities to educate property owners about benefits of being within them.

Planning and Community Development staff attended a meeting of the UNH Planning Club to review the results of a survey conducted by the students on 13 elements about Dover's downtown. The students reviewed public art, walkability, wayfinding, parking, streetscapes and cleanliness among other items. The students did a survey using mobile devices creating GPS points for response areas and pictures. Their work provides an alternative point of view for downtown which we have not had in the past.

Planning and Community Development staff began the process of reviewing land use amendments as a follow up to the Planning Board's January 9 goal setting meeting. Staff worked primarily on zoning amendments, focused on streamlining elements. Of particular note is a desire to incentivize affordable single family homes. After reviewing opportunities and limitations, staff has formulated an option to present to the Planning Board using the existing transfer of development right's ordinance to allow developers to purchase additional units for lots in Dover, with parameters. One restriction would be on the square footage of the unit developed. This limitation of a 1,400 square foot unit would create smaller homes for sale at a more reasonable price for new home owners or those looking to downsize. The funds collected would be placed within the Conservation Fund to allow for future purchase of conservation easements within Dover. Additional areas reviewed include some definition changes, updating the impact fee ordinance, and clarifications of the conservation district and ability to restore dilapidated non-conforming uses.

Total Permits Issued: February 2018

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-413	FEDERAL CIGAR BAR	505	CENTRAL AVENUE	INT. RENO.& ALT. FOR MERCHANTILE U C		4	1-0-0	99000	1015
17-491	OKAD OF DOVER, LLC	826	CENTRAL AVENUE	CONST. A MULTIPLY TENANCY COMME C		37	3600	1059000	10615
17-507	WEST	10	GROVE STREET	CREATE 4 BUSINESS OFFICES W/FIRE SE C		31	1500	15000	175
17-521	JEWETT CONST.	24	CROSBY ROAD	FIT-UP SUITES 1 & 2 FOR FITNESS TRAIN C		G	3130	1000	35
17-556	CITY OF DOVER	25	ALUMNI DRIVE	REPLACE ROOF OF FIELD HOUSE	C	H	1200	28000	0
18-002	SGI REALTH LLC	150	GARRISON ROAD	TO RENOVATE A BATHROOM	C	J2	10	28525	325
18-027	HELLENIC REALTY PARTNERS	333	CENTRAL AVENUE	INT. DEMO. OF NON LOAD BEARING MA C		2	1900	50000	50
18-030	TWO M LUCIER CENTRAL CO	750	CENTRAL AVENUE	INT. REPAIRS & RENO. DUE TO WATER C		29	170B	10000	250
18-033	JENSENS INC.	39	PLEASANT VALLEY ROAD	CONST. A UTILITY STRUCTURE	C	I	22	16250	185
18-040	POINTE PLACE DEV., LLC	60	POINTE PLACE	SUITE 33, LIGHTHOUSE THERAPY FITUP C		K	19-5	60000	625
18-051	104 WASHINGTON STREET, LL	104	WASHINGTON STREET	ABATEMENT PRIOR TO DEMO. (SEPARA C/R		2	4	75000	50
18-087	HELENIC REALTY PARTNERS,	333	CENTRAL AVENUE	INT. DEMO/ABATEMENT OF ASBESTOS C/R		2	1900	28000	100
17-208	CLOUSE	65	CHILDS DRIVE	FINISH BSMNT TO HABITABLE AREA	R	N	8AM	72000	745
17-474	WARD	91-93	RUTLAND STREET	INT. RENOV. OF A TWO FAMILY DWELLI R		14	1600	100000	1025
17-554	SINCLAIR	29	SHAWNEE LANE	2ND FLR BTROOM REMODEL	R	A	9N0	12000	145
18-003	1623 SETTLEMENT DOVER LI	11-17	MINERAL PARK DRIVE	INT. & EXT. RENO. OF BLDG. 18	R	33	2&3	160868	1635
18-004	1623 SETTLEMENT DOVER LI	24-28	MINERAL PARK DRIVE	INT. & EXT. RENO. OF BLDG. 19	R	33	2&3	160868	1635
18-005	1623 SETTLEMENT DOVER LI	13-19	HAMPSHIRE CIRCLE	INT. & EXT. RENO. OF BLDG 34	R	33	2&3	160868	1635
18-006	1623 SETTLEMENT DOVER LI	57-59	HAMPSHIRE CIRCLE	INT. & EXT. RENO. OF BLDG. 39	R	33	2&3	160868	1635
18-007	1623 SETTLEMENT DOVER LI	2-8	HAMPSHIRE CIRCLE	INT. & EXT. RENO. OF BLDG 49	R	33	2&3	160868	1635
18-017	GREEKE	130	LONG HILL ROAD	CONST. A DETACHED GARAGE	R	A	6800	19725	225
18-021	BOHAN	45	PISCATAQUA ROAD	CONST. A SFD W/3 CAR ATT. GARAGE & R		I	127A	336000	3385

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-023	SHEA	9	CHANDLER WAY	RELOCATE INT. WALLS TO CREATE A S	R	H	2300	6500	90
18-024	CAMPBELL	66	CHILDS DRIVE	CONVRT 2ND FLR TO HABITABLE AREA	R	N	8AS	30700	335
18-025	PERLEY LANE, LLC	188	WATSON ROAD	CONST. A SFD W/2 CAR ATT. GRGE W/U	R	E	32B2	251000	2535
18-026	CLAIRMONT	29	HUBBARD ROAD	INSTALL SOLAR ROOFTOP ARRAY, CO	R	K	14-37	26041	285
18-031	GROULX	39	PARK STREET	INSTALL 4 REPLACEMENT WINDOWS	R	27	125B0	1720	45
18-032	ORMAN	26	SADDLE TRAIL DRIVE	INT. RENO. OF 2 BTHRS & RPLC FLR T	R	N	811	93000	955
18-036	PETTIS	16-18	ATKINSON STREET	RPLC. INT./EXT. DOORS, WINDOWS & D	R	1	1100	12000	145
18-037	ANGERS	34	BALDWIN WAY	INSTALL A ROOF MOUNTED SOLAR PA	R	L	40170	13000	155
18-039	LANE	108	TIDEVIEW DRIVE	INSTALL HEADER FOR DOORLESS OPEN	R	I	2I108	400	35
18-04	DEMO	274	DOVER POINT ROAD	CONST. A 2 STORY ADD. W/TWO CAR A	R	L	10300	323883	3265
18-041	TURMELLE	45	CIELO DRIVE	RPLC. 2 ENTRY DRS, 1 SLIDING DR, NO	R	H	4O45	15000	175
18-042	HUBLEY	49	TOFTREE LANE	INSTALL REPLACEMENT WINDOWS	R	M	13000	2340	45
18-059	HANSON	72	BACK RIVER ROAD	PERFORM REPAIRS DUE TO WATER DA	R	I	6600	4500	70
18-06	MOE	40	LUCY LANE	RMV REAR DECK & RECONSTRUCT A N	R	G	26-12	18000	205
18-060	CLAIRMONT	29	HUBBARD ROAD	ADD'L PERMIT FOR STRUCTURAL UPGR	R	K	14-37		0
18-071	TEDESCHI	54	PROSPECT STREET	INT. RENO. OF A SFD & ADD DECK TO F	R	32	2900	30000	325
18-075	TDAK & COMPANY, LLC	99	SIXTH STREET	DEMO & RMV. DETACHED GARAGE/BA	R	35	5700	2000	50
18-102	CHINBURG BUILDERS	4	LEATHERS LANE	CONST. A SFD W/ATT. GARAGE	R	I	410	235000	2375

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
----------	-------------------	----------	--------	-------------	------	-----	-----	--------------------	-----

Total Permits Issued: 40

Total Construction Value: \$3,878,924.00

Total Fees Collected: \$38,215.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	3	Change of Use	0
Commercial Renovations	9	Commercial	1
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	2
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	1
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	3	Single Family Dwellings	3
Renovations Dwelling Unit	37	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	7

NAME	STREET NAME		Total Units	Units Built**	Units Left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Salty Sea	52 New Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Cathartes	Washington Street	A	130	0	130	1/9/2018	12/12/2017	Site	P17-66	2	4	1/9/2023	H	3.9
Chinburg	Washington Street	A	54	0	54	9/26/2017	9/12/2017	Site	P17-46	23	14	9/26/2022	H	1.6
Changing Places/Robbins	Mechanic Street	C	15	0	15	11/14/2017	4/25/2017	Site	P17-11	24	98	11/17/2022	H	0.5
Carnegie Hill	Third Street	A	20	0	20	9/12/2017	4/25/2017	Site	P17-02	6	54A	9/12/2022	H	0.6
Third/Grove	Grove Street	A	30	0	30	6/13/2017	3/28/2017	Site	P16-31	31	14	6/13/2022	H	0.9
Old Courthouse	First Street	A	10	0	10	5/23/2017	6/14/2016	Site	P16-15	6	20	5/23/2022	H	0.3
Bradley Commons	Central Ave	A	49	39	10	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.5
Total: Mixed Use			323	39	85									3.7
Multi-Family:														
Wolcott Holdings	Wolcott Drive	C	6	6	0	8/22/2017	6/13/2017	Site	P17-25	J	73	8/22/2022	G	0.7
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			136	78	58									15.0
Subdivisions:														
Singh	Couty Farm Cross Road	H	4	0	4		10/24/2017		P17-58	B	6G		H	1.4
Coughlin	Piscataqua Road	H	3	0	3	12/12/2017	7/25/2017	12/14/2017	P17-42	I	94-A/B	12/12/2022	G	1.1
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Whitney Scott	Topaz Drive	H	9	0	9	1/9/2018	6/13/2017		P17-18	G	9	1/9/2023	W	3.2
Sophie Lane	County Farm Road	H	3	0	3	6/27/2017	5/9/2017	6/28/2017	P17-32	E	32	6/27/2022	H	1.1
Ayer	Eagan Drive	H	17	0	17	11/17/2017	4/11/2017		P16-25	N	18	11/17/2022	G	6.0
Copley	Pear Drive	H	7	4	3	8/16/2016	6/14/2016	9/1/2016	P16-13	C	2	8/16/2021	H	2.5
Indian Ridge	Emerald Ln	H	49	26	23	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2020	W	17.2
Bellamy Ridge	Red Barn Dr	H	7	3	4	10/13/2015	8/25/2015	10/15/2015	P15-05	I	6-C	10/13/2020	G	2.5
Foster's Way	Fosters Dr	H	5	4	1	9/17/2014	12/17/2013	9/17/2014	P13-49	L	89-1	9/17/2019	G	1.8
Child's Subdivision	Childs Dr	H	19	17	2	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	6.7
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Labrador Woods	Labrador Dr	H	9	8	1	7/19/2010	5/25/2010	7/19/2010	P10-19	A	51-9	7/19/2014	H	3.2
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Harbor Hills	Shore Rd	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.6
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	5	4	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	13	8	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
Goldberg/Tolend Rd Prop.	Stocklan Dr, etc	H	72	62	10	10/5/2006	7/14/2005	11/2/2006	P03-36	G	24	10/5/2010	W	25.2
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	27	5	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.3
Total: Single Family			342	219	123									119.7
Elderly:														
Pointe Place	Pointe Place	A	116	116	0	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Artisan Way	A	20	10	10	8/26/2016	3/22/2016	Site	P16-05	K	19	8/26/2021	G	
Pointe Place	Sierra Hill Dr	H	31	23	8	12/21/2015	11/19/2014	4/1/2016	P14-56	K	19	12/21/2021	G	

Arbor Woods	Cielo Dr	H	61	60	1	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			228	209	19									
TOTAL APPROVED UNITS			1029	545	285									138

In addition to the construction activity on the attached spreadsheet the shell of the new DHS has taken shape and frequent inspections of trades are ongoing.

Inspection Services continues to standby for Animal Science building revisions.

Abatement began at the 104 Washington Street project and the demolition plans for the structures are in final stages of review with multiple departments

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

The temporary classrooms in the gym at Garison School were completed and are in use. Abatement of the first wing was completed and interior renovations of Garrison School have began

Other projects ongoing are Bradley Commons, Newbury Bank, 50 Pointe Place mixed use structure and numerous commercial structures on Central Avenue.

The Building Official, Deputy Chief, and IT met w/ E-911 to review several Emergency 911 discrepancies. Revisions will be required within the next several months.

Inspection Services presented some common code discrepancies related to rental properties at the seacoast landlord organization. This was welcomed by the group with an invitation to return.

The three telecommunication tower sites are ongoing.

2

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

Product and Process Outcomes

Discussions are underway with Skatepark patrons to begin the planning for the relocation of the River Street Skatepark to Maglaras Park now that the removal of the adjacent bluff is underway and will eventually impact the continuing use of the area at some point. Funding for the design and some of the construction of the Skatepark is being sought through the CDBG program this upcoming year.

The library debuted its Memory Lab equipment in February. Patrons may now set up appointments (up to 3 hours) to use a VHS tape converter, a cassette tape converter, or a digital scanner for photographs, negatives, and slides. Each piece of equipment will transform old forms of physical media into digital files that can be saved on a flash drive, a patron's own laptop, or in the cloud.

The Community Service program continued to track fourteen active participants during the month of February 2018. A total of 21.5 community service hours were completed during the month. One of the participants finished his/her assigned hours.

Sergeant Pettingill has been working with Officer Pike, the High School Resource Officer, in order to begin recruitment of participants for the Student Citizen Police Academy scheduled to begin in April.

It Is All About Service

The Dover Public Library's Summer Reading Program for 2017 "Build a Better World" ran from June 21 to August 1. 630 Dover children from preschool through grade 6 read for a total of 355,200 minutes. Additionally, we had 106 pre-teen and teenage participants from the Middle and High Schools, making the total number of student registrants for the Summer Reading Program 736.

The Dover Public Library worked with the school librarians before the start of the Summer Reading Program to obtain the summer reading list suggestions for each grade. By borrowing those titles from the school libraries' collections for the summer, we ensure that we have on hand multiple copies of the most popular and/or required books.

The Dover Public Library is gearing up to collaborate with the schools to promote the Public Library's annual student (K-12) Poetry Contest each April. Teachers often coordinate poetry units with the timing of our contest and contest entry poems may be submitted at each school.

The Dover Diversion Committee met on February 15 and 21, 2018. As of the end of the month, the breakdown of cases is below:

4 cases already in active Diversion Contracts

1 successful completion and release

2 new cases heard during the month

0 cases awaiting the next meeting.

Officer Dunne, Dover Middle School Resource Officer, handled several welfare checks over the course of the month. The guidance office requested a welfare check on an 8th grade student who had not been to school in several days without a parent calling the school. Officer Dunne requested a patrol unit contact the family. The student was safe and well, and the school was notified. In addition, several students brought to Officer Dunne's attention suicidal comments made by an 8th grade student. Officer Dunne contacted the student's parents and learned he has a history of mental health issues and is being actively treated and properly monitored at home.

Gym	Pool	Arena	Senior Center
Basketball for grades K-4 wrapped up on 2/24/2018. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week. Games ended for this league with a day of playoffs at on 2/10/18. All-star teams were formed for both girls and boys. The girls won the 5/6 girls division of the NH Elite tournament at the RIM and the boys were runners-up in the Farmington 500 tournament over February vacation. These teams will compete in local tournaments during March as well including Deerfield, Rochester and Seabrook. The 7th & 8th grade basketball teams finished out their seasons with playoffs on 2/10/2018. Recs HS boys teams entered the second half of their schedules and will wrap up with playoffs in March. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March. Interval Toning, Zumba® and PiYo continued running sessions. Recreation has begun the process of field scheduling for Recreation's spring sports. Rec held the first day of Spring Sports sign-ups on Saturday, February 10th and will have the last week of Spring Sports Sign-ups the week of March 5th at the McConnell Center. Many leagues now utilize on-line registrations. Badminton continued on Friday nights in February.	High School swimming came to an end in the middle of February. All of the teams represented their schools with pride and Dover Pool personnel is extremely proud of all of the teams and their performances! With High School Swimming coming to an end, afternoon rec swim has opened back up to the public. It is expected that swim use will pick up as the temperatures become milder. Adult Lap Swim has seen steady attendance; a range of 75-100 people a day during lap swim depending on the day of the week and the weather. Hydrofitness continues to draw in a great crowd with as many as 15-20 patrons at each class. Great Bay Masters has seen as many as 30 swimmers on their busy practices and the program is running very well. Winter swim lessons are ongoing with the spring sessions just around the corner. Seacoast Swimming continues to use the facility and will continue through mid-March. Dover Pools New Program Supervisor held a Pool Party on 2/24 that was well attended. As we move forward, these events will be held monthly and should gain attendance every month.	February is a busy month at the Dover Ice Arena with the Maine and New Hampshire school vacations as well as the high school hockey season wrapping up with playoff games. Public Skating is very popular during the day for the families. There were several playoff games that were hosted in Dover that brought in very large crowds to the arena facility. Rock Night continues to be a huge hit with the younger crowd bringing in hundreds of participants on Saturday Nights. The Dover Arena Coed Hockey League is gearing up for playoffs and the Over 45 League is in full swing, the Spring 3 on 3 League is filling up rapidly with only a few spots left! The Bay State Girls Tournament was a great success. Twenty-eight teams from all over New England came to our arena to play in this year's tournament. The weekend was very smooth and everyone is excited for next year. Adult and Youth Stick Practice: 239, Birthday Parties: 2	In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. This month the center hosted Granite State Giggles, rehearsed for a Reader's Theater performance and had a large group go out for a Valentine dinner – no date required! Mystery Lunch: 35,



The Dovertnet Library System includes both the Dover Public Library and the five Dover School Libraries in one consortium. Through Dovertnet, the six libraries share an online circulation and catalog system called Koha. Peggy Thrasher, Dover Public Library's Systems & Technology Librarian, provides all system administration for Koha. She answers questions and resolves errors for the school libraries, and is the primary interface with the Koha vendor. In FY2017, 70 school queries or issues were answered.	At the start of school on February 9, 2018, a 5th grade student caused a disturbance in the Dean's office by throwing items and screaming loudly. The parents of the student did not have transportation to respond to the school to remove their child, therefore MSR Officer Dunne made arrangements for another officer to bring the child home to the parents. Officer Dunne provided a police presence at a 7th and 8th grade school dance. She also assisted Dover Youth 2 Youth present an alcohol awareness assembly.				
The Public Library and schools jointly sponsor software enhancements to Koha to improve system functionality. Peggy supervises all system upgrades and developments, and provides detailed summaries of any major upgrades or software changes to the schools. Koha allows patrons from any of the libraries to see and request items from any other library. In FY2017, 2,172 items were borrowed among the six libraries. On a regular basis (we try for weekly), the school administration sends Peggy a current list of students which she then uploads, thus correcting any address changes and adding new students. Peggy also adds faculty accounts at the beginning of each new school year. The Public Library also provides technical assistance to the High School in uploading their new items into the statewide union catalog that runs the interlibrary loan system. On two occasions, MSRO Dunne spoke with students about bus safety and pedestrian safety. It was reported that a 7th grade student was seen jumping in front of traffic while walking home from school, and a bus driver reported unsafe passenger loading by students in the morning. Officer Dunne spoke with all involved students and there have been no further reports of it happening again.	<table border="1"> <tr> <td data-bbox="787 598 1169 976"> On February 19, 2018, four students walked out of the school and left campus. Officer Dunne was able to locate and retrieve the students on Durham Road and escorted them back to the school. The students advised they were protesting school shootings. All four received in school sanctions. </td><td data-bbox="1169 598 1510 976"> As always, Officer Dunne greeted the students as they entered the school in the morning and assisted with traffic related issues as needed. Officer Dunne completed the DARE program and began preparations for DARE graduation scheduled for April. </td></tr> <tr> <td data-bbox="787 976 1169 1438"> Officer Dunne assisted the school nurse on February 13 after a student, who is allergic to nuts, ingested a nut product. The student's mother was unable to get to the school to take custody of her child, therefore the decision was made to transport him to WDH by DFD. Officer Dunne coordinated this effort and the student received proper medical attention. </td><td data-bbox="1169 976 1510 1438"> As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction services. She contacted four such individuals this month. </td></tr> </table>	On February 19, 2018, four students walked out of the school and left campus. Officer Dunne was able to locate and retrieve the students on Durham Road and escorted them back to the school. The students advised they were protesting school shootings. All four received in school sanctions.	As always, Officer Dunne greeted the students as they entered the school in the morning and assisted with traffic related issues as needed. Officer Dunne completed the DARE program and began preparations for DARE graduation scheduled for April.	Officer Dunne assisted the school nurse on February 13 after a student, who is allergic to nuts, ingested a nut product. The student's mother was unable to get to the school to take custody of her child, therefore the decision was made to transport him to WDH by DFD. Officer Dunne coordinated this effort and the student received proper medical attention.	As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction services. She contacted four such individuals this month.
On February 19, 2018, four students walked out of the school and left campus. Officer Dunne was able to locate and retrieve the students on Durham Road and escorted them back to the school. The students advised they were protesting school shootings. All four received in school sanctions.	As always, Officer Dunne greeted the students as they entered the school in the morning and assisted with traffic related issues as needed. Officer Dunne completed the DARE program and began preparations for DARE graduation scheduled for April.				
Officer Dunne assisted the school nurse on February 13 after a student, who is allergic to nuts, ingested a nut product. The student's mother was unable to get to the school to take custody of her child, therefore the decision was made to transport him to WDH by DFD. Officer Dunne coordinated this effort and the student received proper medical attention.	As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction services. She contacted four such individuals this month.				
HSR Officer Pike assisted the Dover High School with directing afternoon traffic on multiple occasions on Bellamy Rd. and Alumni Dr. This traffic direction allows for the safe passage of students/faculty crossing Alumni Dr. to the Senior Parking Lot. It also allows for the prompt exit of school busses from DHS in conjunction of all other traffic coming and going from the school. Officer Pike met with students in his office on a daily basis. Those meetings consist of general questions not necessarily related to law enforcement. Many questions have been asked about another junior police academy. Given the recent Parkland shooting, students felt concerned and approached Officer Pike about the incident. Officer Pike was able to have an open conversation with the students about their concerns.	Officer Pike met with school officials to assist with school investigations in determining if criminal activity occurred. Most of this activity is usually centered on potential bullying matters and the use of social media. Officer Pike makes frequent checks around the school ensuring doors are secure and in operable condition. Officer Pike also makes frequent checks of the new Dover High School Construction site and communicates with construction officials about any potential issues. Officer Pike is in the process of recruiting DHS students for the upcoming Student Citizens Police Academy.				

February saw dialogue back and forth between ISO (Insurance Services Office) and Fire & Rescue over the new Communications System installation project, as Fire & Rescue's every 5-year rating review is in progress. ISO rates municipal fire departments on their effectiveness and that rating is a factor insurance companies use to set the fee structure for commercial and residential property insurance policies. The better the rating, the lower the cost for property insurance. The ongoing installation of the new multi-tower communication system and the purchase of the Zetron station alerting system and SCADA monitoring systems that was recently approved by the City Council, as well as improvements in dispatching capability redundancies that are incorporated into the new Police Station built recently, are items being counted by ISO during this review that were not available in the last review. The review by ISO is a complicated process as Dover's growth increases the requirements ISO measures against and that challenges Fire & Rescue to do its best to incorporate in nearly every aspect of its operation, what ISO will be looking for during the next review. At the end of the day, it is not about focusing on the ISO points, it is that ISO has analytical formula that is very effective at rating a fire department's effectiveness and by striving to meet those requirements, those efforts equate to providing a more effective delivery of fire services for our citizens. Fire & Rescue's goal is to maintain the current rating of a 3 in the hydrant district and a 9 in the non-hydrant district as during the last review, the rating of 3 was just barely achieved. There is some chance that ratings in both of these areas will improve at the end of this review cycle, though it is too hard to forecast with any certainty currently.

With the bulk of the infrastructure for the communication system installation project being completed in February, March's goal will be the installation of the new radio equipment that will be using the new infrastructure, in every fire department vehicle, as well as the switch over to the new portable radios that every firefighter carries when on-duty. The installation project as part of the CIP funded communications upgrade, will allow for multiple tower sites to transmit and receive simultaneously eliminating the dead spots in communication coverage that exist currently. Eliminating dead spots and or weak areas as compared to conditions that exist today with the old system, will greatly improve safety and all communications in general for Police, Fire, and Community Services. Other areas that will be improved by the new infrastructure include SCADA utility monitoring, traffic signal management and coordination, smart street light management, and City network data transmissions.

Fire & Rescue also in February, assisted the Dover School District as the School District considers providing Narcan to the School Nurses. Superintendent Harbron, and other school district staff, along with Fire & Rescue Division Chief of EMS Michael McShane, as well as Director of Population Health for New Hampshire IDN Region 6 (Strafford County/Seacoast Public Health Regions) Tory Jennison who has worked with other New Hampshire Schools on Narcan implementation, all became connected and are discussing regulatory issues, legal issue, training issues, and internal procedures needed to get to the goal of providing Narcan in the schools. Look in future reports for more information as this progresses.

During the month of February, Officer Plummer, Whittier Falls Resource Officer, attended the Young Inventors event at Woodman Park School. During this event Officer Plummer was able to talk to many students about their inventions. Officer Plummer found that the students were excited about their invention and excited to have a police officer listening to them and rating their inventions. This is the third year Officer Plummer was a judge for the event.



During the month of February, Officer Plummer, with the assistance of the Strafford County Drug Task Force, conducted an investigation into the sale of a controlled drug and possession of a firearm by a Regent Drive resident. As a result of this investigation, there was an arrest made for sale of a controlled drug. There was also a high powered firearm that was seized during the investigation. These types of investigations directly affect the quality of living for those who reside at Whittier Falls Housing.

During the month of February, Officer Plummer met with a Whittier Falls Housing resident about his current drug abuse recovery. Officer Plummer provided the man with further information to assist with his recovery. This resident checks in routinely to update Officer Plummer about his recovery.

At their February meeting, the Parking Commission discussed the resident parking permit system and its effect on parking space availability for customers of downtown businesses. The current policy allows unlimited (location-wise) permits to residents (two per unit) that qualify by the rules established in the City Ordinance. For example, there are 20 public spaces on the north side of First Street and 22 resident permits leaving few customer spaces. The Commission is considering reducing the number of qualified subsidized resident permits from two per unit to one and will again be discussed at their March meeting.

Integrity: *We conduct ourselves at all times in a manner that is ethical, legal and professional, with the highest degree of honesty, respect and fairness.*

Parking Manager Bill Simons, Library Director Cathy Beaudoin and Recreation Director Gary Bannon met with City Manager Joyal to discuss anticipated parking issues in the Library/McConnell Center lot when the employee lot at the Robbin's property closed. Several ideas were discussed and will be implemented to hopefully open up parking spaces for attendees of programming at the two buildings.

Planning and Community Development, Fire and Rescue, Legal and Finance staff worked to dispose of the property located at 179 Locust Street. This property was obtained through tax deed, and was subject to an RFP for reconstruction/ruse. The City Council awarded the sale at its January 24th meeting, and a closing occurred on February 14th. Planning staff met with the new owner to discuss rehabilitation/replacement issues.

Planning and Community Development staff met with the Community Trail Committee on February 20th and had follow up conversations with members of the Dover Arts Commission to discuss the idea of a mural project in the Silver Street tunnel and a larger project to identify opportunities for public art in Dover.

Planning and Community Development staff are working on a request for proposals to retain a consultant to assist staff and the Planning Board with developing design guidelines for future downtown development. The guidelines will be partially paid for with a technical assistance grant from PlanNH. In February, working with the City Attorney, staff resolved grant agreement language and worked to finalize elements of the RFP, after reviewing similar requests from other communities.

2018 Paving List

Notes	Street	From	To	Avg. Width	Approx. Length	Depth of Overlay
1,3	Cataract Avenue	Bellamy Road	Sunset Drive	25 ft.	825 ft.	2"
1,3	Cataract Avenue	Sunset Drive	Rutland Street	24 ft.	1864 ft.	2"
1,2,3	Central Avenue	Mill Street	Trakey Street	48 ft.	2750 ft.	1.5"
1	Columbus Avenue	Littleworth Road	Tolend Road	28 ft.	4700 ft.	1.5"
1,2,3	Dover Point Road	Stark Avenue	Sheffield Drive	36 ft.	1800 ft.	1.5"
1,3	Glenwood Avenue	Sixth Street	Near Central	30 ft.	5900 ft.	1.5"
1,3	Hartwood Road	Hartwood Connector	East End	28 ft.	760 ft.	2"
1,3	Hartwood Connector	Bellamy Road	Hartwood Road	29 ft.	225 ft.	1.5"
1,3	Hull Avenue	Hough Street	North End	25 ft.	870 ft.	2"
1,2,3	Indian Brook Drive	Sixth Street	Members Way	60 ft.	990 ft.	1.5"
1,3	Isaac Lucas Circle	Ruthies Run	Isaac Lucas Circle	33 ft.	813 ft.	2"
1,3	Lexington Street	Silver Street	West Concord Street	29 ft.	550 ft.	1.5"
1,3	Lexington Street	West Concord Street	Washington Street	30 ft.	630 ft.	2"
1	Long Hill Road	Sandy Lane	Varney Street	24 ft.	610 ft.	1.5"
1	Middle Road	Back Road	Dover Point Road	30 ft.	7100 ft.	1.5"
1	Oak Street	Portland Avenue	Atlantic Avenue	28 ft.	2100 ft.	2"
1,3	Rogers Street	Cocheco Street	Portland Avenue	28 ft.	950 ft.	2"
1,3	Shaws Lane	Garrison Road	Tideview Drive	33 ft.	1002 ft.	2"
1,3	Shaws Lane	Tideview Drive	East End	21 ft.	771 ft.	2"
1,2,3	Stark Avenue	East Watson Street	Dover Point Road	36 ft.	3350 ft.	1.5"
1	Tuttle Lane	Dover Point Road	Middle Road	28 ft.	1650 ft.	2"
1,2,3	Venture Drive	Sixth Street	Innovation Way	32 ft.	3215 ft.	1.5"
5	Dover Neck Road	Middle Road	End	18 ft.	3000 ft.	4"
5	Ela Street	Pearl Street	Oak Street	20 ft.	501 ft.	4"
5	Gilman Street	Ridge Street	City Limit	22 ft.	485 ft.	4"
5	Hall Street	Merry Street	City Limit	18 ft.	593 ft.	4"
5	Industrial Park Drive	#3	#39	32 ft.	625 ft.	4"
5	Oak Street	Broadway	Portland Avenue	24.5 ft.	2035 ft.	4"
5	Old Cataract Avenue	Rutland Street	Rutland Street	24 ft.	175 ft.	4"
4	Old Garrison Road	Rabbit Road	Fish & Game Driveway	20 ft.	270 ft.	4"
5	Rabbit Road	Piscataqua Road	Old Garrison Road	20 ft.	475 ft.	4"
5	Ridge Street	Merry Street	Gilman Street	24 ft.	360 ft.	4"

Notes Key

1. The road shall be tack coated with Emulsified asphalt prior to paving per section 401
 2. Highlighted = night paving
 3. Cold Plane
 4. Dirt road to be graded and paved with binder and top
 5. Reclaim
 6. Shim only
- Note: List is subject to change with additions/subtractions and adjustments.
Total width includes shim and overlay.

3

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

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

The Systems and Technology librarian taught nine free technology classes for patrons, including Word, Excel, Memory Lab training, and 3D printing.

Leadership and Governance Outcomes

The IT Division is hosting demo of VUEWorks/Treeno Asset Management solution for Rochester and other nearby communities.

Media Services began preproduction assistance for the annual Fire Safety Festival, which is typically held in June. This year's show will include assistance from the state Department of Homeland Security.

Media Services helps represent the City on the Dover Main Street board. To that end, Media Services helps create content and distribute information about Main Street's mission and upcoming events, including the Dover Art Walk.

In February, Media Services distributed numerous media releases, special alerts, social media coverage and video PSAs related to weather and safety.

Media Services continued production on several video projects and public service announcements in February, including an update on waterfront development, the new high school, and storm safety. Some of these initiatives include multiple media, including video, social media, press releases and bulletin board information for Channel 22.

Media Services in February continued to train and assist high school students with live broadcast production assistance. This work is expected to continue and expand in the coming months.

Media Services distributed 48 press releases and numerous updates to the website and social media in February.

The library blog was viewed 89 times in February.

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

In February, DNTV-22 televised live, rebroadcast and made available online 15 public meetings and 5 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

On February 6, 2018, Detective Matthew Travaglini conducted a "Civilian Response to Active Shooters" (CRASE) presentation at Qualidigm.

On February 9, 2018, Det. Travaglini coordinated a "CRASE" training at Dover Rehab. (Civilian Response to Active Shooter Events.)

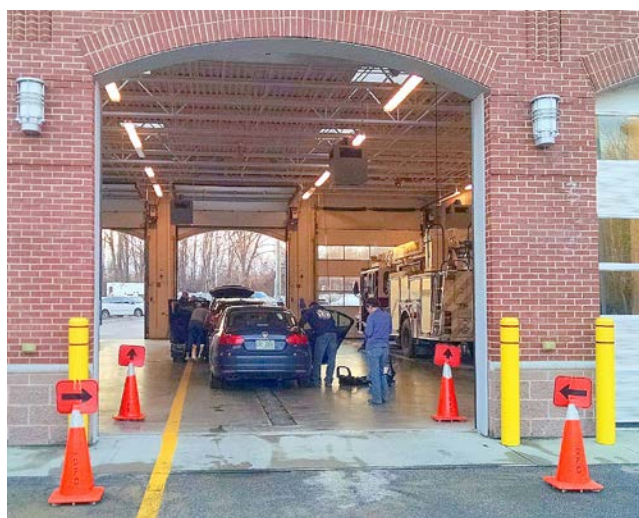
On February 9, 2018, Det. Travaglini conducted a presentation regarding social media dangers at Portsmouth Christian Academy.

On February 20, 2018, Det. Travaglini was a "guest judge" at the Woodman Park School's "Young Inventors" program.

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

Media Services is working with the fundraising subcommittee for the new high school Joint Building Committee to produce specialized video and informational content for the Building it Brighter campaign. Building it Brighter is the JBC's effort to raise additional funds through donations for expanded services and amenities at the new high school. Media Services designed and distributed the campaign logo and other related content, including press releases and web pages.

February saw Fire & Rescue assist the Wentworth Douglass Hospital/Dover Police collaborative, Infant Car Seat Installation Night. How this works is new parents register ahead through WDH and in the warmer months, installation occurs in the new parking garage hosted by Dover Police. In the (normally) colder months such as the installation night shown in the photo below on February 21st, these new parents drive into the fire station where they are taught to install their infant car seats properly.



Fire & Rescue also assisted the Woodman Park School Young Inventor's event on February 15th by sending Division Chief Michael McShane to assist with the judging and discussion with the young inventors. DC McShane joined other city department members such as the Police, the Mayor, as well as other community members.

Work started in February on this year's delivery of what is actually called Fire Safety Festival.

On February 15th Vicki Hebert of Dover Coalition for Youth, conducted a one-hour long training class for Wentworth Douglass Hospital's patient care learning series. The training focused on stigma and language regarding addiction.

Vicki met with the new outreach coordinator at the Triangle Club on February 16th. She toured the new space and they discussed how the Coalition and the Triangle Club can work together to promote recovery services.

The Dover Survey Committee is working to analyze and disseminate the 2017 Dover Behavior Survey results. Vicki summarized the results during a presentation to the Dover School Board on February 12th and has continued to share the data with various community groups. The survey committee will be working in the coming months to share the data with a variety of community partners and will plan for implementing the 2019 survey.

Vicki and 3 Granite Youth Alliance students were invited to present to the United Way Leadership Council on February 20th. The leadership council provides recommendations to the United Way of the Greater Seacoast on grant priorities and funding allocations. The students shared updates on the projects they are working on and what they have gained from their involvement in the program. Vicki provided updates on successes of the group including program expansion and evaluation results.

Preparation for the 6th Annual Granite Youth Film Fest is under way. Vicki Hebert and the students met with United Way staff on January 9th and have signed a MOU with Jeff Spires to provide media support. The pitch event took place on February 21st where 10 teams presented their film ideas to a panel of adult mentors. All of the teams received funding and are now in the process of filming and editing their videos. All of the films will premiere at Epping O'Neil Cinema on June 10th and 11th.

Below, Dover students Kylan Mastro and Will Demers present their idea for the 6th Annual Granite Youth Film Fest to a panel of adults on February 21st.



In February, Youth to Youth students conducted two assemblies of Samantha Skunk Loves Her Os, a 30-minute play performed in colorful costumes that teaches the students how smoking anything hurts athletic performance. On February 8th this presentation was provided to almost 100 Horne Street School 2nd graders. On February 9th the same assembly was provided to 100 students in the 2nd grade at the Garrison School.

Dover Youth to Youth concluded its webinar series for this school year with two webinars. All webinars are presented by Y2Y student members, last for 1 hour, and are broadcast from the McConnell Center. The webinars are designed to help other youth groups replicate the Dover approach to engaging youth in drug prevention. On February 20th members of Dover Youth to Youth broadcast a webinar on Involving Youth in Policy Change & Legislation. Individuals from 27 drug prevention coalitions and youth groups registered for this session.

On February 12th four students from Y2Y took part in the State of NH's Age Assessment Panel to determine eligibility to take part in compliance checks run by the NH Liquor Commission. The age assessment process insures that students performing compliance checks look their age. Once approved by the Liquor Commission, the students will be eligible to participate in checks at stores to see if they will sell tobacco to underage kids.

In February, Dover Youth to Youth students provided 3 presentations of an underage drinking presentation called "Eight Things" that covered the entire Dover Middle School 7th grade, almost 300 students. The multi-media presentation focuses on 8 effects that alcohol has on different parts of the teenage brain and contrasts those consequences with the way alcohol is advertised.

Below, Y2Y team members present the 8 Things About Alcohol to the entire 7th grade at Dover Middle School



On February 26, 2018, Det. Travaglini conducted a safety evaluation at the Silver Square assisted living facility.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 465 Facebook (City of Dover NH Planning) friends and 841 followers on Twitter @DoverNHPlanning).

The Assistant City Manager was part of a panel held by Leadership Seacoast for its Economic Development Day. The discussion focused on how communities work to create individual visions for their communities and involve policy makers and the public to promote economic development.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,633 fans).

The library has 3,772 subscribers to its two monthly e-newsletters.

Library staff posted 129 items to its various social media platforms in February.

The library has 2,580 Facebook followers, 1,386 Pinterest followers, 1,156 Instagram followers, and 940 Twitter followers.

Below, Y2Y members show 7th graders the very small print of a warning label on an alcohol ad during the 8 Things presentation on Feb. 14th.



Teen Center

The Dover Teen Center calendar for February of 2018 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 540 participants on 19 days of programming, which yielded an average of just over 28 participants per day.

There were 5 new Teen Center registrations this month.

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

TC Tournament – “8-Ball Billiards” (2/1)
TC Trip! – “UNH Men’s Basketball Game (2/8)
TC Music Event! – “Karaoke Jam Party” (2/9)
TC Arts & Crafts Day – “Valentine’s Crafts” (2/13)
TC Snack Special – “TACOS” (2/12)
TC Classic Program – “Mega Bingo” (2/16)
TC Snack Special – “Hot Chocolate Bar w/Toppings & Flavors” (2/20)
TC Snack Special – “Pancake Mania” (2/22)
TC Friday Fun – “Dodgeball” (2/23)

Arts In Action Weekly Events – February 2018

Music Enrichment-Guitar & Ukulele Lessons (w/Jordan Elias, The Sonatina Center)

Mondays, 4:00-5:00 pm

Downtown Art Mural Project (w/Brian Cartier and Dover Arts Commission)

Wednesdays, 4:00-5:15 pm

“Tell Your Story” (w/Deb Schuler & Al Brandano, The Voice Library)

Thursdays, 4:00-5:15 pm



Pictured left, Dover Teen Center participants and Interns take in the Celtics game on February 28, 2018.

Pictured above, Dover Teen Center participants and Interns work on repainting the mural on the wall in the Teen Center.



"Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year."

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

FY2018 Total Tax Rate: \$25.87

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

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

Financial and Benchmark Outcomes

Passport application processing fees are providing a new source of revenue for the library. At \$25 per application, the library received \$1,500 in revenue during February. Per order of the State Department, the execution will rise to \$35 per passport on April 2.

The Friends of the Library contributed \$1175 for two museum pass renewals, \$300 for an Organic Gardening program series, \$385 for the children's "Curious Creatures" program, and \$100 for prizes for the Peeps Contest.

The Information Technology Division aided in continued development of the City of Dover's new VisGov, visual budget site.

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

Continuing in February on the march toward the purchase of another set of turnout gear for the firefighters at Fire & Rescue, Fire & Rescue has learned that the specified Globe manufacturing Athletix style turnout gear <http://globeturnoutgear.com/turnout-gear/athletix-product> can be purchased with a considerable savings through the Massachusetts State Bid purchasing structure. This bid compliant pricing documentation from the local dealer Bergeron Protective Clothing (<http://www.bergeronprotectiveclothing.com/>) has made it to the Purchasing Division. The goal similar to the purchase of the new ambulance, is to present a purchase resolution to the Council for the City Council meeting the last week of March or the second week of April once all final compliance details are confirmed.

Fiscal year 2019 budget preparation has been completed and department heads are gearing up for their budget presentations. Below is the budget schedule. This schedule is subject to amendment. To be sure a meeting will take place, visit the City of Dover website as an agenda and meeting information will be posted. We encourage you to attend and to be involved.

March 28 7pm Regular Meeting – Overall Budget Presented to City Council and Budget Adoption Resolution referred to Public Hearings

April 4 7pm Workshop Meeting – Budget Review School, Executive, Finance, Planning, Library, Welfare

April 11 7pm Regular Meeting – School Public Hearing

April 18 7pm Workshop Meeting – Budget Review Police, Fire, Recreation

April 19, 2017 7pm Workshop Meeting – Budget Review Community Services, Other

April 25 6pm Workshop Meeting –General Budget Discussion

April 25 7pm Regular Meeting – City Budget Public Hearing

May 2 7pm Workshop meeting – General Budget Discussion immediately followed by Special Meeting – Budget Adoption

May 9 7pm Regular Meeting – Fallback Date for Budget Adoption

Purchasing Office Bid Solicitations February 2018

Department	Bid Date	Bid Number	Description of Bid
Community Services	02/20/2018	Q18-010	Temporary Hire Clerk Typist/Receptionist
	02/20/2018	Q18-011	Masonry Supplies
	02/20/2018	B18051	Construction Equipment Rental
	02/20/2018	B18052	Sand & Gravel
	02/27/2018	B18056	Traffic Control Flagging Services
Executive	02/01/2018	B18029	Employee Performance Management System
Recreation	02/08/2018	B18044	Arena Concession Food & Snacks
	02/08/2018	Q18-008	Hockey Jerseys

It was reported in January that it was learned by the new ambulance committee that Dodge has a new gasoline motor/chassis ambulance package available and how it was found to be the best fit and value for Fire & Rescue's next ambulance. During February, it was learned the PL Custom (<http://www.plcustom.com/>) which was the builder of the ambulance purchased new two years ago by Fire & Rescue, builds on that Dodge chassis (not all ambulance manufacturers do) and it was also learned that the local dealer serving this area being Sugarloaf Emergency Vehicles (<http://www.sugarloaf-ambulance-rescue-vehicles.com/>), is one of the few PL Custom dealers that participates in the HGAC competitive bid process. HGAC stands for Houston Galveston Area Compact which is a purchasing group that started in the Houston, Texas metro area, but has grown to be a nationwide purchasing compact. This group solicits competitive bids for a whole host of items that municipalities purchase and Dover is one of the 21 New Hampshire communities that occasionally use the HGAC when the products available through the HGAC bid process, fits the need. In this case, the Purchasing Agent has received pricing from Sugarloaf Emergency Vehicles and it is expected midway through March, that the HGAC will confirm with the City's Purchasing Agent that the pricing submitted by Sugarloaf Emergency Vehicles meets the bid that they previously submitted to the HGAC. Provided that aligns up as expected, the goal is to present a purchase resolution to the City Council for the City Council meeting the last week of March or the second week of April. After the purchase is approved, the build time for this custom-built ambulance will be about 8 to 10 months.

If this all happens as expected, this will be the second vehicle purchased in this manner as the new Quint in production currently at the E-One company, was purchased through a HGAC competitive bid. It is expected that this ambulance will serve the City for eight years before being retired with a mileage projected in the vicinity of 100,000 miles, and with the equivalent of 300,000 miles of engine idle time. Fire & Rescue orders custom built vehicles with enough compartmentation space to carry all the equipment that is required in a dual-role Fire/EMS vehicle which ranges from firefighting airpicks and water rescue equipment to a ventilator for critical patients requiring an emergency transfers from Wentworth Douglass Hospital to other specialized facilities. The new Ambulance will look similar to this Ambulance purchased two years ago except built on a Dodge chassis. Both the ambulance below and the new Dodge chassis ambulance, will be built on a 4 wheel drive chassis as the price difference turns out to be minimal at the cab/chassis only level, and assists during winter storm responses. Following after the picture below, are several engineering drawings for the new ambulance.



CAPITAL IMPROVEMENT PLAN

PROJECT UPDATES

Public Safety Communications Upgrade:

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

Current Update: The Communications Project is in its final phase and is close to full implementation. Fire & Rescue has new digital radios and battery chargers installed in all vehicles/apparatus, and new digital portable radios are being engraved and programmed this week. Radio charging stations have been installed in each fire station, with the ability to ID radios to their individual users. This will aid in firefighter location accountability at emergency scenes, and ultimately will be an increase in firefighter safety on the fireground.

Three new Communications towers have been constructed (Wastewater Treatment Plant; Garrison Hill and Longhill Rd water tower) and are completely outfitted with new Motorola radio transmit/receive equipment, including microwave networking ability between all towers (including an existing City-owned tower at the Mast Rd Public Works facility. The microwave network system is up and running, and additional testing is being completed this week to bring the entire system fully online. Backup generator power is installed and being brought online this week.

Projected "switchover" date to the new, digital network is Tuesday, March 27. The primary benefit immediately realized will be 4 tower-based sites to receive portable radio traffic from our police and firefighters in the field. The previous system of one primary antenna at PD headquarters, combined with (2) rooftop-mounted antennas at Liberty Mutual and Hilton Park left many gaps in radio reception citywide, resulting in portable radios in the field unable to transmit back to headquarters from many locations. Additionally, the new microwave network will allow for simulcast tower-based broadcasting from the Dispatch Center at PD headquarters, as well as the same multi-location signal reception and monitoring ability for many of the City's infrastructure needs. These include constant monitoring of the status of City facilities (pump stations, water towers, emergency generators, etc) as well as the newly installed LED street lighting network, residential water meters and traffic control devices.

New radios have also been installed in all Community Service vehicles, resulting in increased ability to communicate out in the field. The new microwave network provides the support system necessary for future CS radio-based location tracking, and will allow for a much more efficient ability to deploy CS resources in weather related incidents in the future.

Last Update: Captain Breault continues to oversee the Public Safety Communications Improvement Project, which is funded as part of the Capital Improvements Program. The project includes replacing outdated public safety radio equipment that is at or near the end of its useable life. The project will increase public safety radio communications broadcast and receive strength by the installation of three new radio towers. During the month of December crews from Allstate Tower Inc. erected the 150' towers and the equipment shelters.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

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

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

Current Update:

Skovic Construction continues work on this project, which includes replacement of the vertical glass curtain wall, reconstruction of the glass ceilings on ground and second floor by replacing them with heated metal roofing. The several warm and sunny days this February has been a boon to this project over the last two weeks.

Last Update:

Skovic Construction continues work on this project, which includes replacement of the vertical glass curtain wall, reconstruction of the glass ceilings on ground and second floor by replacing them with heated metal roofing. Due to last week's warm weather the contractor was able to get the electric melting system installed with the electrician. They have also cut the reglets for the new flashing into the perimeter masonry. Upcoming weeks they will be installing the copper roofing, then the staging will come down.

City Hall – Customer Service Center (Planning Department)

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

Current Update:

Clean up and moisture remediation has been completed, waiting to start repairs to walls and furniture replacement. Items identified during walk-throughs with upper management are being addressed by facilities & Grounds employees.

Last Update:

Clean up and moisture remediation has been completed, waiting to start repairs to walls and furniture replacement.

Assistant City Planner Benton coordinated other improvements to City Hall such as the installation of the new Customer Service Center sign on the Locust Street entrance and Department signage throughout the building to match the historic integrity of City Hall.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

HVAC Citywide Building Transducer Replacement (Community Services)

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

Current Update:

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

Last Update:

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

Park Improvements – Amanda Howard (Recreation)

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

Current Update:

Project has not begun yet.

Last Update:

Park Improvements – Veteran’s Park (Recreation)

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

Current Update:

The Dover Veterans Park first 400 donated bricks honoring veterans that are in storage along with 176 others that are on order will be installed in the spring. Donated brick orders are still coming in and they can continue to be purchased for the foreseeable future.

Last Update:

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

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Multi Use Trail Development (Planning Department)

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

Current Update:

No update.

Last Update:

Assistant City Planner Benton continues to facilitate the Transportation Alternatives Program (TAP) project to expand the Community Trail with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The project is in review to be able to go out to bid for construction however easements need to be in place first so Assistant City Planner Benton and Assistant City Manager Parker are negotiating and drafting those easement documents with the assistance from the City's Legal Counsel. The project is still on schedule to be fully completed by the end of 2018. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street.

The Planning Department is under negotiations with an engineering firm to complete Phase IV of the Community Trail through a second round of TAP funds. Assistant City Planner Benton and Assistant City Manager Parker met with the engineering firm on January 29th to discuss the cost proposal. The project is proposing to continue the trail from the future trailhead at Route 108 and Rutland Street to the Middle School and High School, paving a new walk way along the school fields into Bellamy Park, then behind the multi-family housing units and terminating this phase at Route 155.

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

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

General Street Improvements (Community Services)

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

Current Update:

No update

Last Update:

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

Street Lighting Improvements (Community Services)

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

Current Update:

Waiting for the Communication Towers to go active so the City can engage the "smart" feature of the new street lights by being able to monitor them real-time via a computer network.

Last Update:

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

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Street Reconstruction – Roberts Road (Community Services)

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

Current Update:

Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in March.

The overall project will include the reconstruction of roadway to include an improved roadway bed and standardized pavement width. Drainage improvements will be incorporated.

Last Update:

The Conservation Commission and the Planning Board reviewed and endorsed/approved a Wetland Permit Application and Conditional Use Application. The Wetland Permit has been submitted to the NHDES for approval. The project also received a NHDES Shoreland Protection Permit for work adjacent to the Piscataqua River. Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in February. The overall project will include the reconstruction of roadway to include an improved roadway bed and standardized pavement width. Drainage improvements will be incorporated.

Street Reconstruction – Bellamy Road (Community Services)

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

Current Update:

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

Last Update:

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

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

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

Current Update:

No update.

Last Update:

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

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Street Reconstruction – Keating / Birchwood (Community Services)

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

Current Update:

No update. Work has been suspended for the winter and anticipate returning to do top coat of pavement in April of 2018. The following will be completed in the spring:

Road – top coat of paving on recently paved roadways and driveway. Landscaping and other miscellaneous improvements will be completed as part of project compassion. Minor drainage improvements may be included based on the winter and spring conditions.

Water- no attentional water work anticipated other than raising structures to final pavement elevation.

Sewer- no attentional sewer work anticipated other than raising structures to final pavement elevation.

Last Update:

None

Street Reconstruction – Spur Road (Community Services)

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

Current Update:

Underwood has been awarded the contract to design the project.

Last Update:

RFP's for design services are currently being reviewed.

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

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

Current Update:

No Update. Work has been suspended for the winter and anticipate returning to do top coat of pavement in April of 2018. The following work will be completed in the spring:

Road – top coat of paving on recently paved roadways and driveway. Minor drainage improvements may be included based on the winter and spring conditions.

Water- no attentional water work anticipated other than raising structures to final pavement elevation.

Sewer- no attentional sewer work anticipated other than raising structures to final pavement elevation.

Last Update:

No Update.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

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

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

Current Update:

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

Last Update:

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

Intersection Reconstruction – Sixth / Venture Drive (Community Services)

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

Current Update:

No update.

Last Update:

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

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

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

Current Update:

No update. City staff has continued to work with abutters prior to formalizing the design. It is the intention to include the following work in this project:

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

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

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

Last Update:

No update.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

General Sidewalk Improvements (Community Services)

Project Description: Annual management program for sidewalk replacements.

Current Update:

No update.

Last Update:

Staff are assessing potential sidewalk projects for the 2018 season.

Sidewalk – Upper Whittier Street (Community Services)

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

Current Update:

No update.

Last Update:

Survey/design work will be initiated this winter. The goal is to be ready for bidding by spring 2018.

Varney Brook Pump Station Upgrade (Community Services)

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

Current Update:

The wet well has been cleaned. Wright Pierce has conducted a building inspection. The City is waiting for the design phase to begin.

Last Update:

No activity.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Storm Drain Replacement – Broadway RR Culvert (Community Services)

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

Current Update:

No update.

Last Update:

The City has reached an agreement with Red's for an easement. The City has acquired the easement from the railroad. The city is pursuing the final easements and moving forward with the wetlands permitting.

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

Project Description: Replacement of boiler and apparatus floor heaters

Current Update:

In January, it was also reported that progress is continuing developing the specifications for the replacement of the heating systems for both the South End Fire Stations and the Central Fire Stations, with direct vented [Lochinvar](#) high efficiency boilers chosen as the replacement boilers for each station. Fire & Rescue continued progress in February by working with one of the City's contracted heating vendors on installation pricing, which has been approved by the Purchasing Department as meeting the City bid requirements for plumbing and heating services. Consequently, a purchase requisitions for the installation of the new boilers in each station have been established and confirmed with Dennis Munson Plumbing and Heating. Installation will start once the winter heating system ends as each fire station will be without heating capability for a few days during the installation.

Last Update:

In January, progress continued on developing the specifications for the replacement of the heating systems for both the South End Fire Stations and the Central Fire Stations. A direct vented Lochinvar high efficiency boiler model has been chosen as the replacement boiler. In addition to that, the project scope objectives have evolved, to move to installing in each fire station, two smaller boilers versus replacing the one larger boiler in kind that each station has currently. The idea is 80% of the time, only one boiler will be needed to be running and when there are peak cold times, both boilers will run. The advantage in addition to more efficient operation and cost savings than what currently happens, is if there is a boiler failure, there is always at least one boiler operating while the other boiler gets repaired. Fire & Rescue has learned in the current manufacturing environment, it can take days to weeks even with a rush order, to get replacement parts for boilers in some instances. Because of that, Fire and Rescue is reducing the risk of requiring emergency temporary heat in a fire station due to a heating boiler failure. When this project is completed, all three fire stations will have two boiler systems each and a degree of redundancy that comes with that, in the event of a boiler failure. In addition to defining the boiler model, it was determined that by buying for boilers of the same size, there will be a bulk buy discount that will save the City money and initial cost estimates for these boilers and the conversion, appears to be within the budget money appropriated. Fire & Rescue will be working in February with the City's contracted heating vendor on installation pricing and or bid specifications under the guidance of purchasing department.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

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

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

Current Update:

Underwood Engineers has been hired to complete the design of the new water main. They are currently surveying portions of lower Washington Street and Main Street.

Last Update:

Underwood has started on the survey and design.

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

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

Current Update:

SUR Construction was selected in February and the contract was submitted for City Council approval. Staff anticipate holding a neighborhood meeting in March and for construction to start in April.

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

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

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

Last Update:

Construction bids were received on January 30th, staff expects to award the bid in February and start construction in March or April.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

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

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

Current Update:

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

Last Update:

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

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

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

Current Update:

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

Last Update:

Underwood Engineers has been hired to complete the design of the new water main. They are currently surveying portions of lower Washington Street and Main Street.

Sewer Inflow / Infiltration Mitigation (Community Services)

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

Current Update:

City Council has approved a contract extension for Wright-Pierce. All of the TV work has been completed in the downtown area. Preliminary report shows that the 30" pipe is in good shape. We are awaiting the final report from Wright Pierce.

Last Update:

City Council has approved a contract extension for Wright-Pierce. They have begun cleaning and TV work in the downtown area.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Cochecho Riverfront Site Preparation (Planning Department)

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

Current Update:

Site work is underway. Blasting has curtailed for the summer, as the material is processed and utilized by Severino per the terms of the contract the City has with them, and the permit allowances.

Last Update:

Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Commission in its pursuit of developing the City's River Street parcel. Staff organized and attended meetings of the Developer Review sub-committee on January 8th, 10th and 11th, with the first two meeting being interviews of the 6 developers that submitted response to the RFQ. The CWDAC meeting was held on January 16th. Staff appeared on Open Mike with Dana Lynch on January 3rd to promote the waterfront development process. Staff attended a pre-permitting meeting on January 11th in Concord with DES and other agencies to discuss design plans and permitting requirements. Staff met with the Finance Director on January 17th to discuss the waterfront TIF financing and projected expenditures for the waterfront. Staff organized and attended meeting of the Park Design sub-committee on January 30th to review the building design options.

Cochecho Riverfront Park / Dock Development (Planning Department)

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

Current Update:

The dock is on hold until weather allows installation.

Last Update:

The planned Paddlesports dock is funded by the LWCF grant award of \$150,000 contract with the Doc Doctors was awarded with a planned installation this spring. This will be combined with other Waterfront development plans to begin the improvements to the park overall in the next year.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Cochecho River Dredge Cell Closure (Planning Department)

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

Current Update: Project currently on hold.

Last Update:

Cochecho Riverfront Bank Stabilization (Planning Department)

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

Current Update:

Riverbank stabilization is in design and permit review stage. No implementation until completed.

Last Update:

Staff attended a pre-permitting meeting on January 11th with various state and federal permitting agencies and the city's consultants to discuss numerous environmental issues. These included shoreland stabilization design options based on the historical uses of the property and erosion issues of the riverbank during flooding events. Both structural and living shoreline designs were discussed. Several larger trees along the riverbank will be preserved during construction to provide wildlife habitat. The consultants are working to complete 75% design plans that can be used to file the required permit applications.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

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

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

Current Update:

As for an update on the new Quint vehicle, production has started and the vehicle is starting its trip down the assembly line of E-One with the build projected to complete sometime in May, and with delivery in June, and with training before deployment completed mid-July. As reported in previously reports, this vehicle is designed to fulfill a number of ISO (Insurance Services Offices) fire department rating requirements that weren't previously attainable by Fire & Rescue during the 2012 review process. This vehicle increases the total aerial ladder capacity, the total available ground ladder capacity, and will be located at the South End Station for better deployment points as there will be a full aerial ladder truck at both the North End Stations and South End Stations when this purchase is complete. This means the bulk of Dover's commercial and residential properties will fall within the 2 and ½ mile radius from each of those stations that ISO gives full deployment points for aerial ladder truck coverage. For engine deployment, the radius for full deployment points is 1 and ½ miles which is why Dover's three fire stations are located where they are to cover the bulk of the commercial and residential properties. Want to see pictures of the vehicle being built, go to <http://www.e-oneinprocess.com/index.php/AERIALS-01/141674> . The first photos shows a representation of what the finished vehicle will look like while the second series of photos shows the cab of the new Quint partially assembled and painted.



Last Update:

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

The expectation is this vehicle will last 20 years, respond on approximately 10,000 incidents, and accumulate in the vicinity of 150,000 miles and 12,000 motor hours based on current usage patterns. When delivered in 6 to 7 months approximately, the vehicle will look close to this design taken from the manufacturer's website at: <https://e-one-aerials.com/metro-100-quint-micro.html>

McConnell Center Generator (Fire Department)

Project Description: Emergency Generator – McConnell Center

Current Update:

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

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

Last Update:

In other project news, progress on the CIP approved and partially grant funded emergency power generator installation in the McConnell Center, which is the City's primary shelter space should a shelter be needed in Dover, is progressing and is moving through the planning phase. The transfer switch which will automatically start the generator and power the building when an outage occurs, arrived for storage at the Community Services Garage until installation time occurs. The photos below show Fleet Services Manager Sam Crowley unloading the transfer switch from the delivery truck, and Bill Boulanger and Simon Bell from Martineau Electric looking at where the power feed comes into the main electrical room in the McConnell Center. This project is a team project with Community Services providing much of the excavation work for the generator and transfer switch installation in conjunction with Martineau Electric who is the approved installation vendor. Community Service also completed in September which is shown in the last picture, exploratory digging on the St. Thomas Street side of the McConnell Center around the electrical transformer that feeds the building, to expose the location of conduits and other utilities necessary for the installation of the transfer switch and generator.

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Water System Facilities Upgrade (Community Services)

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

Current Update:

Water facilities plan Phase 1

4 sites under this contract

North End Tank: The City has signed off on substantial completion. The generator setup is still under warranty.

Calderwood & Campbell The piping work at Calderwood did resolve the turbulence issue. The city is able to run both wells at the same time. The City is able to process over 900 gallons per minute through the Calderwood Chemical building.

The generator at Campbell Well has not been able to run under full load. This is still an outstanding item for the contractor to find a solution.

A solution has been received from Caterpillar. We will implement the recommendations this month and conduct another startup test.

Lowell Ave: Progress is moving along. The startup date has been moved to the end of March. City Staff is being trained on all of the new equipment as it is being installed and tested out.

Water Facilities Phase 2

7 sites under this contract (No change in activity)

Smith & Cummings: New meter, and Drive building to replace Smith and Cummings sites, as well as new submersible pump for Cummings Well, Plans and Spec are complete

Willand Pond: Develop new wells at Willand Pond and build common building similar to Smith and Cummings for metering and drives, under design not 30% yet, survey and borings underway

Somersworth Interconnect- Under design to be incorporated within the Willand Pond Building to add metering and booster pumps. Under design. Not 30% yet, survey and boring underway

Raw water line from Willand Pond to Smith and Cummings-connect to raw line at Smith well site:

Under design not 30% yet, survey and boring underway

Garrison hill tank rehab – under design, not 30% yet

Isinglass River recharge pump relocation - Under design not 30% yet, relocating recharge station out of the flood plain

Isinglass & Bellamy-Review of River quality: The State of New Hampshire is requiring water quality reports for both rivers due to the city wants to use both rivers for recharge. Just started work

CAPITAL IMPROVEMENT PLAN PROJECT UPDATES

Water System Facilities Upgrade (Community Services)

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

Last Update:

Water facilities plan Phase 1

4 sites under this contract

North End Tank: The North End Tank will be completed, as part of the Phase 1 project, June 1st. The work has already been completed but the City is not able to sign off on this portion until all of the Phase 1 projects have been completed.

Calderwood & Campbell chemical feed building, and rebuilding old well house:

City Staff installed new piping outside of the Calderwood Chemical building. This will, hopefully, resolve the turbulence issue that has not been allowing both wells to run at the same time. The generator at Campbell Well is not able to run under full load. This is still an outstanding item for the contractor to find a solution.

Lowell Ave: Progress is moving along with a projected startup date of spring 2018. City Staff is being trained on all of the new equipment as it is being installed and tested out.

Water Facilities Phase 2

7 sites under this contract (No change in activity)

New meter, and Drive building to replace Smith and Cummings sites, as well as new submersible pump for Cummings Well, Plans and Spec are complete

Develop new wells at Willand Pond and build common building similar to Smith and Cummings for metering and drives, under design not 30% yet, survey and borings underway

Somersworth Interconnect- Under design to be incorporated within the Willand Pond Building to add metering and booster pumps. Under design. Not 30% yet, survey and boring underway

Raw water line from Willand Pond to Smith and Cummings: connect to raw line at Smith well site- Under design not 30% yet, survey and boring underway

Garrison hill tank rehab – under design, not 30% yet

Isinglass River recharge pump relocation - Under design not 30% yet, relocating recharge station out of the flood plain

Review of River quality Isinglass and Bellamy. The State of New Hampshire is requiring water quality reports for both rivers due to the city wants to use both rivers for recharge. Just started work

Enterprise Park II (Economic Development)

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

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

PO Report
February 2018

DAC	PO Date	PO No.	Vendor Name	Amount
City Finance Office	2/23/2018	201807460	THE DIRT DOCTORS, LLC	\$5,336.00
Community Services Department	2/14/2018	201807189	CITY OF DOVER-WATER~SEWER DEPT.	\$5,422.37
Executive	2/20/2018	201807320	MITCHELL MUNICIPAL GROUP, P.A.	\$6,691.02
Recreation	2/8/2018	201807037	CITY OF DOVER-WATER~SEWER DEPT.	\$6,822.41
Recreation	2/8/2018	201807038	CITY OF DOVER-WATER~SEWER DEPT.	\$7,104.01
Police	2/27/2018	201807524	QUEST SOFTWARE, INC.	\$8,786.00
Community Services Department	2/20/2018	201807359	ELECTRIC LIGHT CO, INC.	\$9,142.00
City Information Technology	2/20/2018	201807360	ESRI CORP.	\$13,326.05
Community Services Department	2/7/2018	201806966	DENNIS MUNSON PLUMBING HEATING	\$22,001.30
Executive	2/6/2018	201806891	CCMSI	\$25,256.39
Community Services Department	2/20/2018	201807319	HI-WAY SAFETY SYSTEMS,INC	\$39,798.00
Recreation	2/6/2018	201806890	A YANKEE LINE, INC.	\$51,561.25
Community Services Department	2/20/2018	201807318	HI-WAY SAFETY SYSTEMS,INC	\$63,297.58
Community Services Department	2/21/2018	201807366	AERZEN USA CORPORATION	\$108,753.00
City Finance Office	2/6/2018	201806882	VMD EQUITIES DVR, LLC.	\$1,000,000.00

City of Dover

Revenues of Major Funds February 28, 2018

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 81,343,226	\$ 451,393	\$ 43,710,132	54.0%	\$ 37,633,094	\$ -	\$ 37,633,094	(46.3)%
Licenses & Permits	6,156,724	506,337	4,160,790	68.0	1,995,934	-	1,995,934	32.4
Intergovernmental	2,329,263	205	2,178,098	94.0	151,165	-	151,165	6.5
Charges for Services	3,552,922	265,707	2,588,538	73.0	964,384	-	964,384	27.1
Miscellaneous Revenue	698,537	70,143	537,948	77.0	160,589	-	160,589	23.0
Education	16,843,130	255,193	10,440,502	62.0	6,402,628	-	6,402,628	38.0
Operating Transfers In	393,575	-	-	0.0	393,575	-	393,575	100.0
Other Financing Sources	95,000	-	22,400	24.0	72,600	-	72,600	76.4
Sub-total : 1000 General Fund	\$ 111,412,377	\$ 1,548,978	\$ 63,638,407	57.0%	\$ 47,773,970	\$ -	\$ 47,773,970	42.9%
3213 Parking Activity Fund								
Licenses & Permits	\$ 192,840	\$ 12,266	\$ 167,852	87.0%	\$ 24,988	\$ -	\$ 24,988	13.0%
Parking Income	508,876	33,941	392,490	77.0%	116,386	-	116,386	22.9%
Parking Fines	155,000	15,612	121,471	78.0%	33,529	-	33,529	21.6%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 61,819	\$ 681,813	80.0%	\$ 174,903	\$ -	\$ 174,903	20.4%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,000	\$ -	\$ -	0.0%	\$ 10,000	\$ -	\$ 10,000	100.0%
Charges for Services	930,000	50,708	629,469	68.0%	300,531	-	300,531	32.3%
Miscellaneous Revenue	0	2,704	3,462	0.0	(3,462)	-	(3,462)	0.0
Other Financing Sources	68,582	-	-	0.0	68,582	-	68,582	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,008,582	\$ 53,412	\$ 632,930	63.0%	\$ 375,652	\$ -	\$ 375,652	37.2%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 709,772	\$ 56,969	\$ 451,606	64.0%	\$ 258,166	\$ -	\$ 258,166	36.4%
Operating Transfers In	228,135	21,654	187,806	82.0	40,329	-	40,329	17.7
Sub-total : 3381 McConnell Center	\$ 937,907	\$ 78,623	\$ 639,412	68.0%	\$ 298,495	\$ -	\$ 298,495	31.8%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 437,015	\$ 12,811	\$ 260,592	60.0%	\$ 176,423	\$ -	\$ 176,423	40.4%
Miscellaneous Revenue	15,500	502	2,948	0.2	12,552	-	12,552	81.0
Operating Transfers In	15,500	-	-	0.0	15,500	-	15,500	100.0
Other Financing Sources	80,934	-	-	0.0	80,934	-	80,934	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 548,949	\$ 13,313	\$ 263,540	48.0%	\$ 285,409	\$ -	\$ 285,409	52.0%
5300 Water Fund								
Charges for Services	\$ 5,233,333	\$ 410,788	\$ 2,294,278	44.0%	\$ 2,939,055	\$ -	\$ 2,939,055	56.2%
Miscellaneous Revenue	70,500	5,762	43,954	62.0	26,546	-	26,546	37.7
Sub-total : 5300 Water Fund	\$ 5,303,833	\$ 416,549	\$ 2,338,232	44.0%	\$ 2,965,601	\$ -	\$ 2,965,601	55.9%
5320 Sewer Fund								
Intergovernmental	\$ 3,910	\$ -	\$ 962,021	24604.0%	\$ (958,111)	\$ -	\$ (958,111)	-24504.1%
Charges for Services	7,013,094	581,327	3,099,616	44.0	3,913,478	-	3,913,478	55.8
Miscellaneous Revenue	57,000	4,023	52,147	91.0	4,853	-	4,853	8.5
Other Financing Sources	690,557	-	-	0.0	690,557	-	690,557	100.0
Sub-total : 5320 Sewer Fund	\$ 7,764,561	\$ 585,350	\$ 4,113,783	53.0%	\$ 3,650,778	\$ -	\$ 3,650,778	47.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,061,910	\$ 174,068	\$ 739,614	70.0%	\$ 322,296	\$ -	\$ 322,296	30.4%
Miscellaneous Revenue	25,000	-	25,000	1.0	-	-	-	0.0
Operating Transfers In	-	-	-	0.0	0	-	0	0
Other Financing Sources	179,314	-	-	0.0	179,314	-	179,314	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,266,224	\$ 174,068	\$ 764,614	60.0%	\$ 501,610	\$ -	\$ 501,610	39.6%
Total : REVENUES	\$ 129,099,149	\$ 2,932,112	\$ 73,072,730	57.0%	\$ 56,026,419	\$ -	\$ 56,026,419	43.4%

City of Dover

Expenditures of Major Funds February 28, 2018 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 542,058	\$ 82,853	\$ 363,912	67.0%	\$ 178,146	\$ 114,888	\$ 63,258	11.7%
Executive	1,039,875	57,789	729,611	70.0	310,264	183,831	126,433	12.2
Finance	1,785,034	120,372	1,146,831	64.0	638,203	464,586	173,617	9.7
Planning	696,427	51,046	423,989	61.0	272,438	190,120	82,318	11.8
Misc General Government	1,158,599	43,007	579,992	50.0	578,607	62,848	515,759	44.5
Police	8,952,632	591,266	5,768,623	64.0	3,184,009	1,906,701	1,277,308	14.3
Fire & Rescue	8,981,979	654,056	5,951,574	66.0	3,030,405	1,695,851	1,334,554	14.9
Community Service Public Works	7,148,652	440,342	3,506,409	49.0	3,642,243	1,422,609	2,219,634	31.0
Recreation	2,221,921	175,798	1,358,130	61.0	863,791	361,642	502,149	22.6
Public Library	1,377,030	107,578	846,347	61.0	530,683	328,254	202,428	14.7
Public Welfare	856,608	45,623	398,353	47.0	458,255	92,043	366,212	42.8
Debt Service	12,014,563	5,723	4,579,180	38.0	7,435,383	28,510	7,406,873	61.6
Other Financing Sources/Uses	3,809,937	122,875	983,003	26.0	2,826,934	-	2,826,934	74.2
School	52,113,315	4,144,181	28,340,599	54.0	23,772,716	22,904,478	868,238	1.7
Intergovernmental	8,713,747	-	8,713,747	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 111,412,377	\$ 6,642,508	\$ 63,690,301	57.2%	\$ 47,722,076	\$ 29,756,361	\$ 17,965,714	16.1%
3213 Parking Activity Fund								
Police	\$ 856,716	\$ 33,363	\$ 344,395	40.0%	\$ 512,321	\$ 106,355	\$ 405,967	47.4%
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 33,363	\$ 344,395	40.2%	\$ 512,321	\$ 106,355	\$ 405,967	47.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,134,688	\$ 67,792	\$ 591,851	52.0%	\$ 542,837	\$ 362,866	\$ 179,970	15.9%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,134,688	\$ 67,792	\$ 591,851	52.2%	\$ 542,837	\$ 362,866	\$ 179,970	15.9%
3381 McConnell Center Fund								
Recreation	\$ 938,007	\$ 45,089	\$ 306,000	33.0%	\$ 632,007	\$ 118,926	\$ 513,081	54.7%
Sub-total : 3381 McConnell Center Fund	\$ 938,007	\$ 45,089	\$ 306,000	32.6%	\$ 632,007	\$ 118,926	\$ 513,081	54.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 573,091	\$ 88,859	\$ 359,713	63.0%	\$ 213,378	\$ 79,320	\$ 134,058	23.4%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 573,091	\$ 88,859	\$ 359,713	62.8%	\$ 213,378	\$ 79,320	\$ 134,058	23.4%
5300 Water Fund								
Community Service Public Works	\$ 5,405,641	\$ 220,548	\$ 2,741,612	51.0%	\$ 2,664,029	\$ 559,827	\$ 2,104,202	38.9%
Sub-total : 5300 Water Fund	\$ 5,405,641	\$ 220,548	\$ 2,741,612	50.7%	\$ 2,664,029	\$ 559,827	\$ 2,104,202	38.9%
5320 Sewer Fund								
Community Service Public Works	\$ 7,955,449	\$ 294,261	\$ 3,933,350	49.0%	\$ 4,022,099	\$ 872,065	\$ 3,150,035	39.6%
Sub-total : 5320 Sewer Fund	\$ 7,955,449	\$ 294,261	\$ 3,933,350	49.4%	\$ 4,022,099	\$ 872,065	\$ 3,150,035	39.6%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,588,411	\$ 135,986	\$ 758,268	48.0%	\$ 830,143	\$ 232,584	\$ 597,560	37.6%
Sub-total : 6100 Dovernet Fund	\$ 1,588,411	\$ 135,986	\$ 758,268	47.7%	\$ 830,143	\$ 232,584	\$ 597,560	37.6%
Total : EXPENDITURES	\$ 129,864,380	\$ 7,528,407	\$ 72,725,489	56.0%	\$ 57,138,890	\$ 32,088,304	\$ 25,050,587	19.3%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 28, 2018

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,265,250	176,581	934,983	73.9	330,267	0	330,267	26.1
Expenditures	991,394	96,799	620,057	62.5	371,337	180,261	191,076	19.3
Debt Service								
Principal	241,823	0	0	-	241,823	0	241,823	100.0
Interest	32,033	0	0	-	32,033	0	32,033	100.0
	0	79,782	314,926	0.0	(314,926)	(180,261)	(134,665)	269.6

Workforce-Focused Outcomes

5

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

Matt Wentworth, IT Division attended: How state and local governments combat ransomware with Veeam and Cisco webinar.

Kathleen Meyers, IT Division, attended Embracing Stress Seminar at McConnell Center.

Allen Arbeau, IT Division attended a Budgeting Basics webinar.

Library staff attended a class on Stop motion Animation and a webinar on "Libraries, Social Media & Politics".

Colleen Bessette, Executive Assistant, attended a webinar on Volunteer Liability: Strategies for Minimizing Exposure

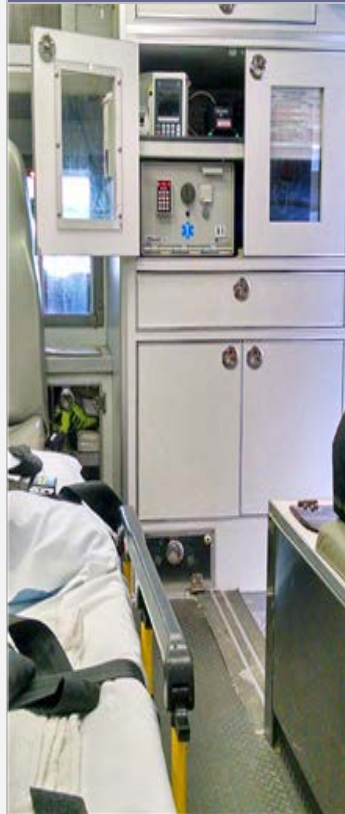
Stewardship: *We service as trusted stewards of the public's financial, environmental, social and physical resources seeking to responsibly utilize, conserve and sustain for current and future generations.*

Fire and Rescue and Inspections in February, saw many and varied training sessions delivered at Fire & Rescue. The entire organization attended a presentation by the City Manager or Assistant City Manager depending on the delivery date, on the National Citizen Survey results. The entire organization (as did the entire City) attended regularly scheduled training sessions on Harassment Prevention delivered by the City's insurance carrier Primex. This update explained how the workplace and societal landscape has changed and what may have been acceptable 10 years ago for workplace social interactions, may not be today including what is the legal responsibility of everyone. Typically, these this training session are delivered every three years or so with some of examples of past deliveries occurring in 2015 and 2011.

In the realm of emergency medicine in February, the four

shifts received an update on Ketamine which is being added to the controlled substances boxes that our medical resource hospital pharmacy issues to Fire & Rescue ambulances. To condense a myriad of state and federal regulations, Wentworth Douglass Hospital as Fire & Rescue's medical resource hospital, issues the controlled substances boxes with regulated amounts of various medications in the controlled substance category, and then it is Fire & Rescue responsibility to maintain security and accountability through procedures and controlled access vaults in our ambulances. All amounts of these medications including what is used and what is left over, must be completely accounted for with any leftover or waste being returned to the pharmacy. Depending on the types of incidents Fire & Rescue responds to on any given day, medication box exchanges happen daily and often, more than once a day.

As the medical industry struggles to not contribute to the opioid problem, scientific research is rapidly changing what medications should be stocked by medical professionals as well as how these medications should be used, particularly in the objective of pain management. Because of these changes, this older medication named Ketamine has returned to use on ambulances after falling out of favor approximately 20 years ago. The first photo on the next page shows the medication vault system in one of the Fire & Rescue ambulances that is part of the overall system of accountability for Ketamine and similar medications.



Medication vault system in Dover ambulance.

Fire Department Ice Rescue Training



In February 8, 2018, Officer Gebers was recertified as a firearms instructor. This one day course is required every second calendar year to maintain firearms instructor certification.

February 12-16, 2018, Officer Collis attended Firearms Instructor training. This class is the certification course needed for the officer to be a pistol instructor for the department.

On February 16, 2018, Animal Control Officer Kathy Ladisheff attended a two hour training on Associated Risks with Handling Animals. The training included discussing diseases to include rabies, leptospirosis, and parasites.

On February 26-27, 2018, Assistant Communications Supervisor Salantri and Dispatcher Moore attended Tactical Dispatcher training. This training will assist the Incident Commander by taking on the burden of establishing reliable incident field communications and helping to establish a workable incident commander structure.

The February was an unusual month weather wise and even though some of the days were 40° or above, the Fire & Rescue shifts reviewed their ice rescue techniques on the Cocheco River behind Walden Towers on ice that was upwards to several feet thick. This is one of the many skill sets that Fire & Rescue employees must be ready to deliver on a moment's notice with perfect performance. Pictures below show several firefighters in cold water immersion suits practicing rescue techniques. The first photo, left, shows a simulated victim being assisted by a rescuer while the second shows both the victim and rescuer being pulled out of the water on a rescue sled by other firefighters out of view. These photos left were taken during a B-Shift training day – thank you B-Shift!

Fire & Rescue shifts completed an infection control update that was delivered by Wentworth Douglass Hospital staff. Industry standards for good reason, require these updates every year or two to ensure Fire & Rescue as well as any other medical professionals, stay current on the latest infection control/prevention practices. The delivery of this program was a field test as some of the shifts received the training in person and some through a field test of an online system. Wentworth Douglass Hospital is field testing, that recorded the presentation.

On February 5, 2018, Detective Mask attended Telephone Records in Criminal Investigations training. This training will provide the skills and strategies to obtain and effectively utilize telephone call records and subscriber information in criminal investigations.

On February 6, 2018, Detective Courter and Officer Levin attended Glock Armorer's training. This training will allow the officers to help maintain the upkeep of the department issued Glock firearms.

February 6-8, 2018, Assistant Communications Supervisor Lyndsay Salantri attended a three day training titled Communications Center Supervisor training. This training covered the necessary topics to be an effective supervisor in regards to middle management and counseling employees on sensitive matters.

The Assistant City Manager continued the second year of the Certified Public Managers program offered by the State of New Hampshire. This program is designed to educate managers and supervisors on management techniques and policies. Two sessions were held in February: knowledge management and leadership development.

Employment:

February

Separations – 2

2	Recreation
---	------------

New Hires – 3

3	Recreation
---	------------

March Employment Anniversaries

Employee Name	Employee Division	Employee Years
O Brien, Michael J	Fleet Services	19
Camire, David R	Fire & Rescue	18
Poitras, Eric K	Community Services - Streets	16
Vermette, Claire I	Assessing	16
Wolcott, Kenneth A	Facilities & Grounds	16
Hudick, Jeffrey	Fire & Rescue	15
Turner, Gregory A	Police	12
Letendre, Ronald A	Police	11
Barufaldi, Daniel J	Economic Development	9
Crowley, Lisa B	Police	5
Hunter, Karen N	Parking Enforcement	5
Landry, Brian D	Community Services - Water	4
McCassey, Holly S	City Clerk/Tax Collection	4
Couch, Gordon C	Community Services - Water	3
Roesch, Benjamin E	Fire & Rescue	3
Cochran, Matthew P	Community Services - Water	2
Hassen, Caitlyn M	City Clerk/Tax Collection	2
Rowe, Amanda B	Wastewater Treatment	1

Sustainability-Focused Outcomes

6

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

February saw in the area of the efficient use and preservation of resources, the unusual surprise after the auctioning off by Purchasing, of an old and uninspectable Fire & Rescue pickup truck and plow selling for more than \$6000 with those monies returning as revenue to the general fund. This vehicle after nearly 20 years of use, and a number of frame repairs already, will apparently live as a plow truck on someone's property or become a parts truck. The amount gathered through the auction is about double what was expected based on the estimated value left in that uninspectable vehicle/plow combination.

The Planning and Community Development Department was notified that one of two proposed projects was selected for a summer 2018 UNH Sustainability Fellowship. The fellow will spend ten full weeks working out of the Planning Department under the guidance of Assistant City Planner Piekut. The fellow will use the Sustainability Indicator Management & Analysis Platform (SIMAP) to measure the carbon and nitrogen footprints of municipal operations. This is a pilot project to adapt the SIMAP tool from campus to municipal applications. Staff reviewed applications submitted by potential fellows and identified applicants to interview. Additionally, Planning Staff met with Community Services staff to refine the project, and expectations.

Planning and Community Development staff are working with Competitive Energy Services to release and review a Request for Proposals for the development of a solar photovoltaic array on the roof of the Dover High School. In February, staff worked with CES to refine the RFP and remove areas deemed cumbersome and to clarify intent of the RFP.



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, March 14, 2018**
Meeting Time: **6:00 pm**

1. CALL TO ORDER-

Mayor Weston called the meeting to order at 6:05 pm.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Keane led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gasses, Councilor Keane, and Councilor Thibodeaux. Councilor Williams arrived at 6:50 pm.

Absent: Councilor Ciotti, Councilor Muffett-Lipinski, and Councilor Shanahan.

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

5. CITIZEN'S FORUM

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

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

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

6. DISCUSSIONS

A. UPDATE ON IMPROVEMENTS TO BERRY BROOK

This topic will be discussed at the March 21, 2018 Workshop.

B. UPDATE ON MASTER PLAN

C. DEPARTMENT STRATEGIC PLANS

Assistant City Manager Parker gave an overview of the plans and their impact on the budget process.

7. ADJOURNMENT

Councilor Keane motioned to adjourn; seconded by Councilor Gasses.

Vote: 6/0



CITY OF DOVER

CITY COUNCIL – MINUTES

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

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gasses, Councilor Keane, Councilor Thibodeaux, and Councilor Williams. Councilor Ciotti and Councilor Muffett-Lipinski arrived at 7:15 pm.

Absent: Councilor Shanahan.

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

5. PROCLAMATIONS/AWARDS

Mayor Weston read a proclamation for Genoveffa DiMambro Lambert.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add an Appointments Committee Report, a Joint Building Committee – Dover High School and Regional CTC Report, and a Dover Main Street Report. Councilor Williams moved to add a Recreation Advisory Board Report.

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

Vote: 8/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He spoke about the recent snow storm and the snow removal budget.

Community Services Director Storer gave an overview of the snow removal.

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 14, 2018**
Meeting Time: **7:00 pm**

10. APPROVAL OF MINUTES

- A. February 21, 2018 – Workshop Session**
- B. February 28, 2018 – Regular Session**

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Ciotti.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston listed and gave a brief overview of all the meetings and events she attended.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Keane.
Vote: 8/0.

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**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
City Manager Joyal gave an overview of the enormity of this project and the impact on traffic and parking in the area.
Roll Call Vote: 8/0.

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**



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 14, 2018**
Meeting Time: **7:00 pm**

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 | |

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

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

Deputy Mayor Carrier pulled the Appointments Committee Report, the Joint Building Committee – Dover High School and Regional CTC Report, and the Dover Main Street Report.

Councilor Muffett-Lipinski pulled the School Board Report.

Councilor Williams pulled Items #13.A.8, 13.A.11., and the Recreation Advisory Board Report.

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

Roll Call Vote: 8/0.

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

Assistant City Planner Bird gave an overview of the resolution to the Council.

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.11.; seconded by Councilor Keane.

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

Roll Call Vote: 8/0.

Councilor Muffett-Lipinski gave an overview of the School Board Report to the Council.

Deputy Mayor Carrier moved to accept the School Board Report; seconded by Councilor Thibodeaux.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 14, 2018**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council and recommended the following appointments:

Michelle Champagne – McConnell Center Advisory Board

Christopher Prior – Waterfront TIF Advisory Board

Coleen Sheehy Ayers – 400th Celebration Committee

Kevin McEneaney – 400th Celebration Committee

Dave Landry - Regional Planning Commission

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

Vote: 8/0.

Deputy Mayor Carrier said the Committee had to remove Cathy Beaudoin as Woodman Institute representative because of her employment with the City. He said they are recommending the appointment of Douglas Steele as Woodman Institute representative.

Deputy Mayor Carrier moved to accept the appointment of Douglas Steele as the Woodman Institute representative; seconded by Councilor Keane.

Councilor Thibodeaux asked if Ms. Beaudoin will still participate on the Committee.

Deputy Mayor Carrier listed the current openings.

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

Vote: 8/0.

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 Keane.

Vote: 8/0.

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

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

Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Dover Main Street Report to the Council.

Deputy Mayor Carrier move to accept the Dover Main Street Report; seconded by Councilor Thibodeaux.

Vote: 8/0.

B. RESOLUTIONS

1. ADOPTION 2018-2019 CITY COUNCIL GOALS

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Muffett-Lipinski.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 14, 2018**
Meeting Time: **7:00 pm**

**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**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Williams
Mayor Weston gave an overview of the resolution to the Council.

Vote: 8/0.

**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)**

Deputy Mayor Carrier moved to refer to a public hearing on March 28, 2018; seconded
by Councilor Thibodeaux.

Vote: 8/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski said the Dover Varsity Basketball Team is going to the State Championship on Saturday.

Councilor Williams spoke about Horne Street Elementary School Teacher, Lily O’Gara, and her students reaching out to the Council, and she thanked the students for their letters.

Mayor Weston asked for an update regarding the bricks at the Veterans Memorial. Recreation Department Director Bannon gave an overview of the progress at the Veterans Memorial and the plans for laying out the bricks. He spoke about ordering the bricks, sponsoring trees and benches.

16. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Keane.

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

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 - RESOLUTION

Agenda Item#: 12.C.1.

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#: 12.C.1.

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: Anthony Blenkinsop
Form and Compliance: General Legal Counsel

Recorded by: Karen Lavertu
City Clerk

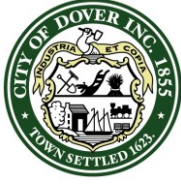
DOCUMENT HISTORY:

First Reading Date: 03/14/2018
Approved Date:

Public Hearing Date: 03/28/2018
Effective Date:

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.1. Resolution Number: R – 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#: 12.C.1.

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#: 12.C.1.

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

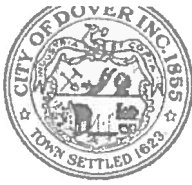
The Planning Board had recommended providing \$17,586 to complete ADA compliant external access to the main floor of three buildings and to upgrade an existing bathroom to ADA standards. Upon further discussion with the Museum, it is recommended that the amount be increased to \$30,000.

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.



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: 22-2501784

Check (✓) Nature of Organization:

Religious____, Educational____, Charitable✓, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
(Describe) Non-profit Animal Shelter

Contact Person: Melanie Burger Day Time Telephone: 603 749 5322 x113

Address: 262 County Farm Rd, Dover, NH Email mburger@cvhsonline.org

Purpose of Permit: to allow vendors and activities in Henry Law Park for fundraiser

Date of Event: 4/29/2018 Specific Time: 11am-2pm (Setup Starting @ 9am)

Location of Event: Henry Law Park

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Henry Law Park

Police Department Block Party Approval Signature: _____
Printed Name: Sgt. Marn Speidel Traffic Bureau (Henry Law Avenue)

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: 3/20/2018

(duly authorized)

PRINTED NAME: Melanie Burger

Licensing Board Approval [Signature] Date: 3/21/18



COI received.

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: Children's Museum of New HampshireFederal Tax ID number for Organization: 02-0363746Check(☒) Nature of Organization:Religious _____, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other ☒Name/Description of Event (if applicable): Children's Museum of NH Skid-Venture Course non profitContact Person: Sarah Lavoie Day Time Telephone: 603-828-4930Address: 60 CMNH, 6 Washington St., Dover, NH 03824 Email: slavoie@burnsbryant.comDate of Event: 5/5/18 Specific Time: Sk start 9:00 am (setup & break down too)*Location of Event (if parade, attach course description or map): see attached. Henry Law Park.

*****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: [Signature]DATE: 3/15/18

(duly authorized)

PRINTED NAME: Sarah E. LavoieLicensing Board Approval [Signature]Date: 3/15/18

1/2015

<http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20parade.pdf>

*total time for set up, race, kids-venture course and breakdown is usually 5am - noon.

the CHILDREN'S MUSEUM OF NH Dover, NH

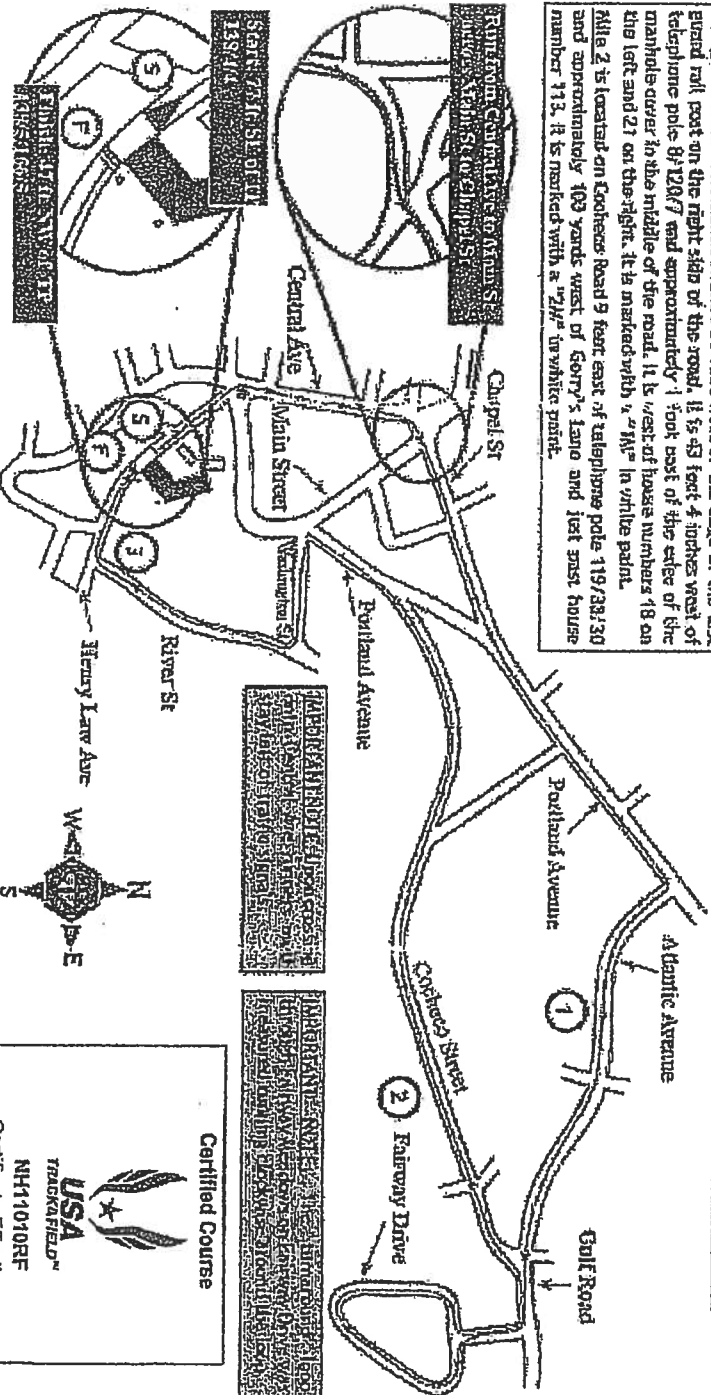
Station line is located on Henry Law Avenue approximately .3 kilometers southeast of the intersection of Henry Law, Ash Street, Central Avenue, and Washington Street in Dover, NH. It is 77 feet southeast of telephone pole 135/414 (on the east side of road) across from Central Towers Apartment building. The station line is marked on both sides of the street by a white letter "Q" and arrows pointing northwest with a white line marking the start. Three P.K. marks were handwritten into the start line on each side of the road.

Alle 1 is located on Atlantic Avenue 30 feet west of the edge of the last round rail post on the right side of the road. It is 49 feet 4 inches west of telephone pole 89/128/7 and approximately 1 foot east of the edge of the manhole cover in the middle of the road. It is west of house numbers 18 on the left and 21 on the right. It is marked with a "1M" in white paint.

Alle 2 is located on Lookhouse Road 9 feet east of telephone pole 119/23/30 and approximately 103 yards west of Gorry's Lane and just east house number 113. It is marked with a "2M" in white paint.

Alle 3 is located on River Street 110 feet 6 inches southwest of telephone pole 136/72 and 49 feet 5 inches northwest of Shop Sign at corner of River Street and Henry Law on the west side of River Street. It is marked with a "3M" in white paint.

Station line is located on Henry Law Avenue approximately 49 feet northwest of telephone pole 18/6/6 and 62 feet 2 inches southeast of telephone pole 138/25/166/5. It is marked with a white letter "Q" and arrows pointing north with a white line marking the start. Three P.K. marks were handwritten into the start line on each side of the road.



Measured by Dave Abbott [dave.abbott@gmail.com] on April 17, 2011

Certified Course



USA
TRACK&FIELD™

NH11010RF
 Certificate Effective:
 4/17/2011 - 12/31/2021



**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: HORNIS ST. SCHOOL PARENT TEACHER GROUP

Federal Tax ID number for Organization: 27-4610691

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): 510 ROAD RACE & WALK - 8TH ANNUAL

Contact Person: Fergus Cullen Day Time Telephone: 603 520 5450

Address: 152 Boxwood Ln DOVER Email FERGUS@FERGUSCULLEN.COM

Date of Event: 9/16/18 Specific Time: 9:00 AM

Location of Event (if parade, attach course description or map): 78 HORNIS ST; 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: _____ DATE: 7/18/18

(duly authorized)
PRINTED NAME: FERGUS CULLEN

Licensing Board Approval _____ Date: 3/18/18

5K RUN: Loop course with the start and finish at Horne Street School. Go down Horne Street, turn right on Sixth Street, turn right on Glenwood Ave, do a short out-and-back on Conifer Commons, continue on Glenwood Ave, then turn right onto Horne Street and finish at the school.

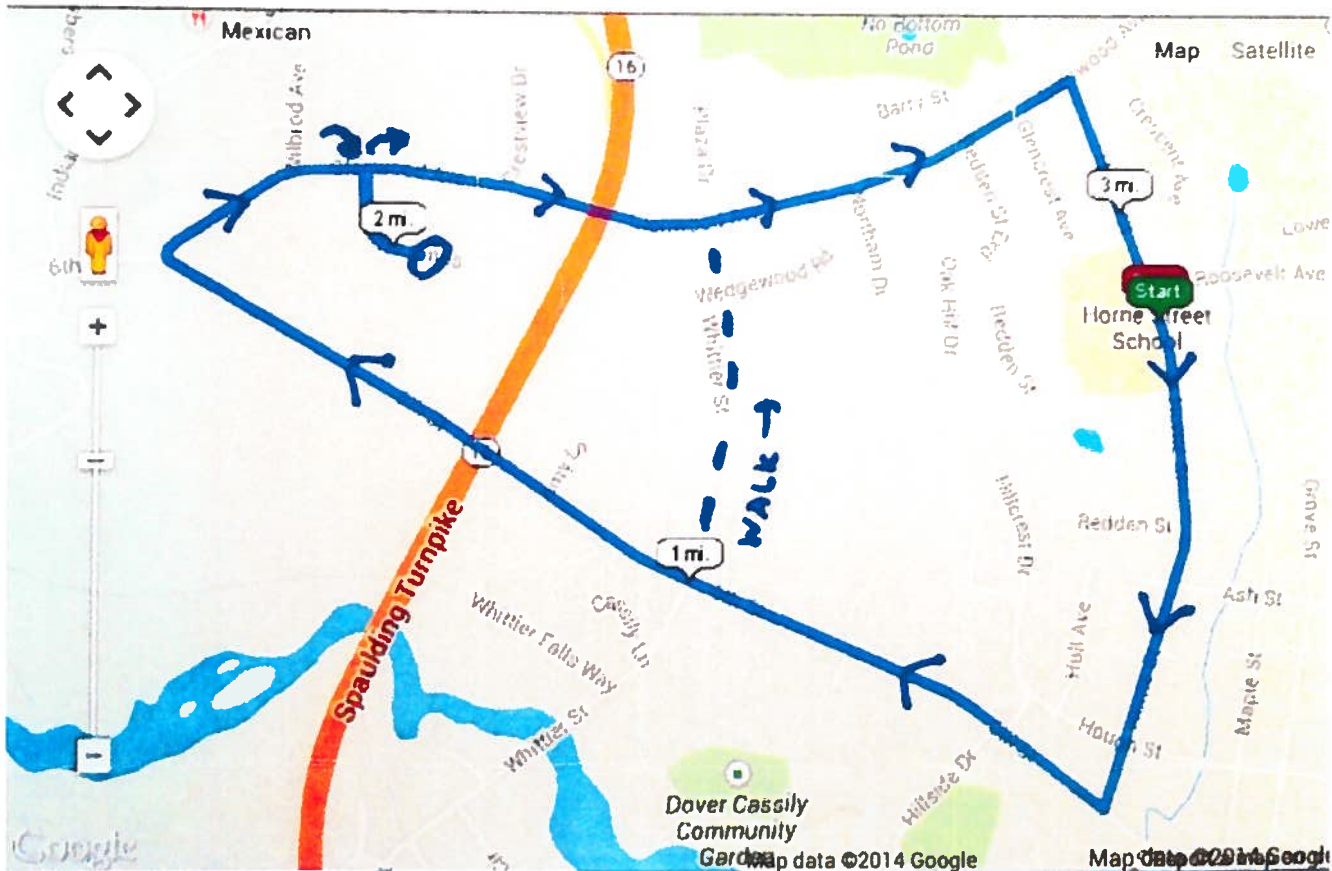
2 MILE WALK: Same start and finish and follow the same loop, but take a short cut on Whittier Street.

Horne Street School 5K & 2 mile fitness walk

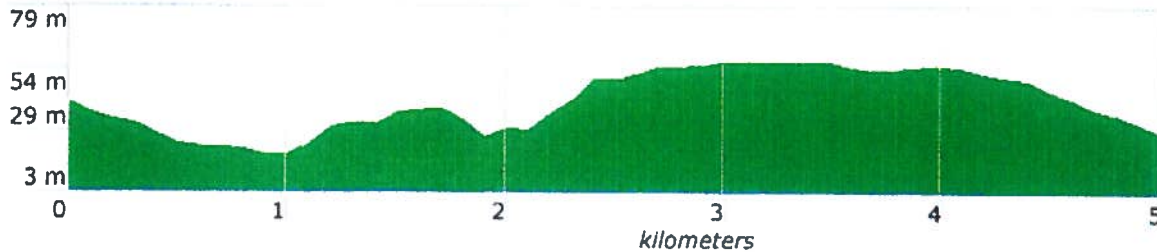
Distance: 3.10 miles / 5.00 km

Location: Start: Horne Street School
Dover, NH, US

Attributes: loop, mixed flat & hills, sidewalks



Elevation Profile



Total climb: 54 feet / 16 m

Total elevation change: 121 feet / 37 m



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

(5K) Check(✓) the type of application:
PARADE** X, ROAD TOLL*** _____,

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

Organization Name: Interact Club of Dover
Federal Tax ID number for Organization: 02-6000230

Check(✓) Nature of Organization:
Religious____, Educational____, Charitable X, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____
Name/Description of Event (if applicable): Color Run Road Race (5k)
Contact Person: Candace Hall Day Time Telephone: (603) 978-2647
Address: 25 Alumni Drive Dover, NH Email: c.hall@dover.k12.nh.us
Date of Event: 06/02/18 Specific Time: 9:00 am
Location of Event (if parade, attach course description or map): _____

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: 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.

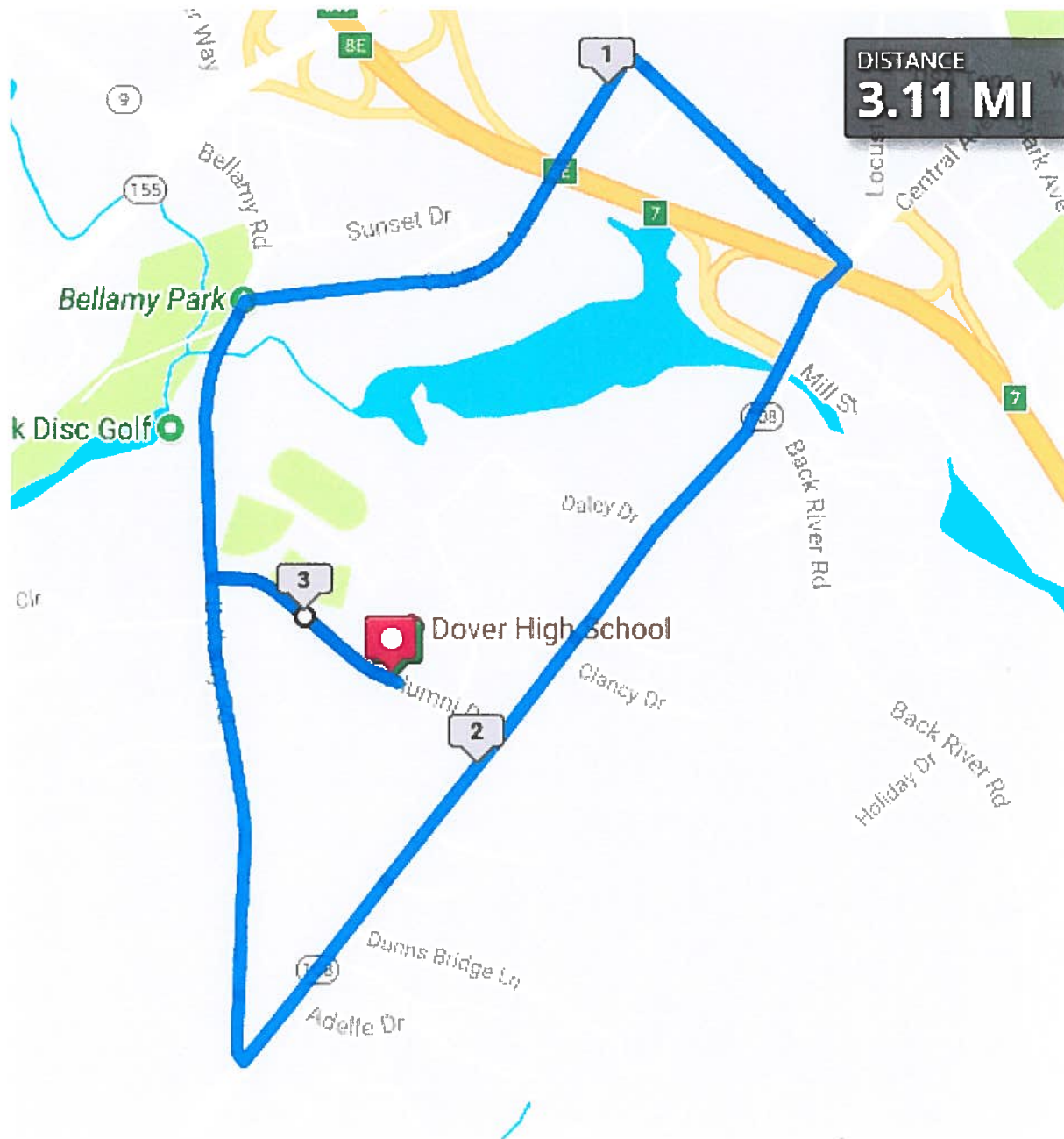
SIGNATURE OF APPLICANT: Candace Hall DATE: 3/5/18
(duly authorized)

PRINTED NAME: Candace Hall

Licensing Board Approval APL Date: 3/20/18

DOVER HIGH SCHOOL

5K course map





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

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** ☐ ,
(Scot race on Dover race)

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

Organization Name: TRIANGLE CLUB INC 120 Broadway, Dover
Federal Tax ID number for Organization: 22-2533853

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): SPIRIT OF RECOVERY 5K

Contact Person: John Garity Day Time Telephone: 603-686-3395

Address: 97 Halls Mill, Nashua NH Email: aj11822002@yahoo.com

Date of Event: May 20, 2018 Specific Time: 10 AM

Location of Event (if parade, attach course description or map): Liberty Way

*****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: John Garity DATE: 3/7/18

(duly authorized)

PRINTED NAME: JOHN H GARITY

Licensing Board Approval (AFC) Date: 3/18/18

1/2015

Spirit of Recovery 5k

Dover, NH



Start: The race starts on Liberty Way heading east. The Start Line is located on the south side of the road directly across from a light pole and 22 feet 6 inches west of the stop sign and 40 feet 1 inch west of a perpendicular line drawn from fire hydrant 86 located in entryway to parking lot; it is also 140 feet 1 inch east of storm drain on Liberty Way. The start is marked with a dark red "S" and arrow pointing toward line; 3 p-k nails are embedded in the painted start line.

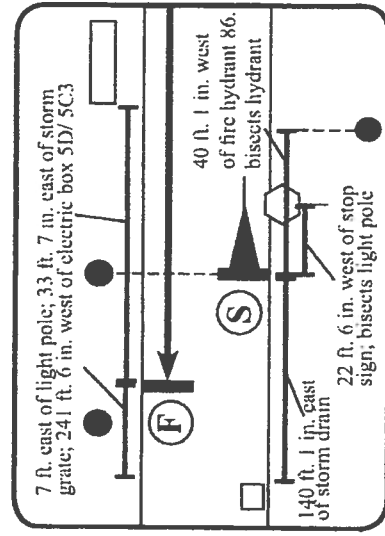
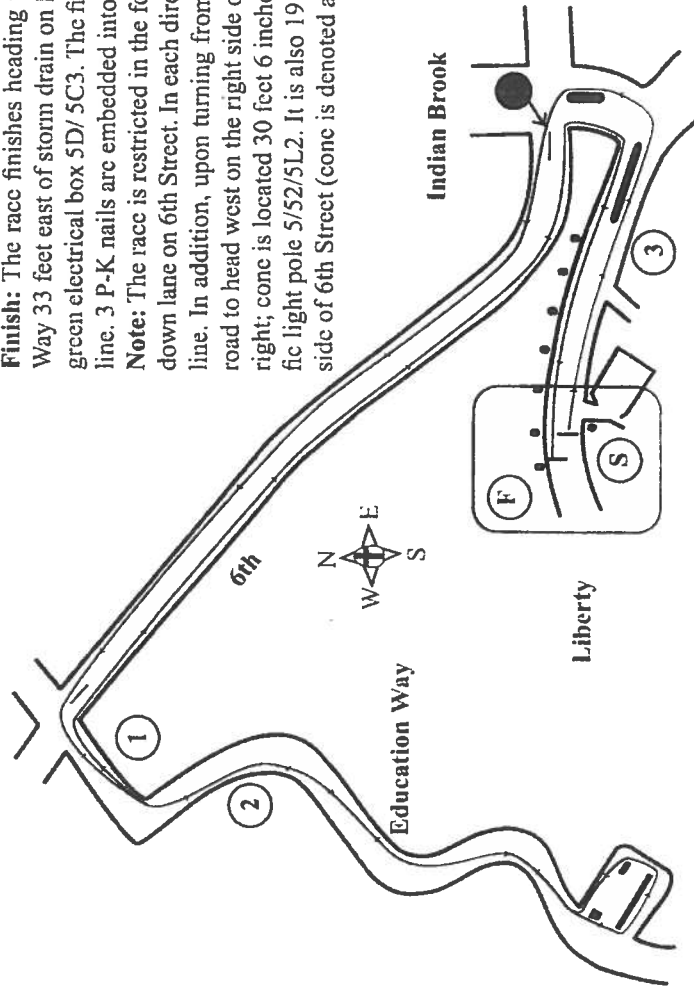
Mile 1: is located on Education Way on the left side of the road heading southwest. It is marked with a white painted M1. The mile marker is located 26 ft. 7 in. northeast of light pole #3 and 36 ft. 6 in. southwest of south corner of storm grate and 91 ft. 5 in. southwest of light pole #4.

Mile 2: is located on Education Way on the right side of the road heading northwest. It is marked with a white painted M2. The mile marker is located 65 ft. 4 in. southeast of light pole #8, 50 ft. 10 in. northwest of light pole #6 and 126 ft. 6 in. northwest of fire hydrant 2846.

Mile 3: is located on the right side of Liberty Way heading west. It is marked with a dark red painted M3. The mile marker is located 15 ft. 3 in. east of the fifth light pole beginning with the light pole 7 feet east of finish line. It is also 111 ft. 5 in. west of the next light pole (sixth from starting light pole 7 ft. west of the finish).

Finish: The race finishes heading west on Liberty Way. The Finish Line is located on Liberty Way 33 feet east of storm drain on Liberty Way and 241 feet 6 inches west of the corner of large green electrical box 5D/ 5C3. The finish is marked with a dark red "F" and arrow pointing toward line. 3 P-K nails are embedded into the painted start line.

Note: The race is restricted in the following manner-the runners are required to run in the breakdown lane on 6th Street. In each direction they must travel remaining right of the breakdown lane line. In addition, upon turning from Indian Brook Drive left onto 6th Street runners must cross road to head west on the right side of the road. A cone will be placed where runners must remain right; cone is located 30 feet 6 inches south of north side walk and 41 feet 8 inches south of traffic light pole 5/52/5L2. It is also 19 feet 9 inches east of telephone pole 50T located on the north side of 6th Street (cone is denoted as a "C" in a circle on the map).



Measured by Dave Abbett, Sub5 Race Management on Saturday May 14, 2011 [dave.abbett@gmail.com]



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2018.03.28 – 026**
Resolution Re: **B18051 Award of Bid for Construction Equipment Rental**

- WHEREAS: The sealed bid # B18051 was requested and received for Construction Equipment Rental Rates on March 14, 2018 at 2:30 PM EST; and
- WHEREAS: Rental rates will hold for the 2018 construction season and vendors will be utilized on an as needed basis, depending upon their different types of equipment, its availability and the need for timely assistance on various city projects; and
- WHEREAS: The bids meeting specifications were submitted for both different and similar types of construction equipment with varying hourly rates by numerous vendors. The list of vendors is outlined in the 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 Purchase Order to each of the vendors identified in the background section for Construction Equipment Rental “as needed” at rates provided in conjunction with Bid B18051. 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
xxxx-x-300-xxxxx-4443-xxxxx-xxx	CS Equipment Rental FY18	100,000.00	16,229.00
xxxx-x-300-xxxxx-4443-xxxxx-xxx	CS Equipment Rental FY19	100,000.00	anticipated

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2018.03.28 – 026**
Resolution Re: **B18051 Award of Bid for Construction Equipment Rental**

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.6.

Resolution Number: **R - 2018.03.28 – 026**
Resolution Re: **B18051 Award of Bid for Construction Equipment Rental**

RESOLUTION BACKGROUND MATERIAL:

Sealed Bid B18051 was solicited for Construction Equipment Rental and received on March 14, 2018. The bids meeting specifications were submitted for both different and similar types of Construction Equipment with varying hourly rates by numerous vendors, as listed below.

SUR Construction, Rochester
Norman R Gagnon, Rollinsford
Bob Sherwood Landscape Co, Dover
MacKinnon & Sons, Somersworth

Greatview Landscape, Rochester
EPA Excavation, Barrington
Dale Sprague, Somersworth
Select Excavation & Landscape, Sandown

Purchasing Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	109	Number of Responses:	8
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Dec 31, 2018	Estimated Delivery:	As needed
Recommended Award to:	Various	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2018.03.28 – 027**

Resolution Re: **B18056 Award of Bid Traffic Control/Flagging Services**

WHEREAS: The Sealed Request for Bid #B18056 was requested and received for Traffic Control / Flagging services on March 20, 2018 at 2:00 PM EST; and

WHEREAS: Three replies were received with rates to hold for one year with option to renew at mutually agreed upon rates for two additional one year terms. The low bid meeting specifications was submitted by Project Flagging, Inc with hourly rates for regular, overtime and emergency call out services; and

WHEREAS: Depending on the magnitude of the City's construction work schedule, there is often a need for a secondary vendor to provide back up traffic control services. For this, American Flagging and Traffic Control is the second low bidder. It is the recommendation to award this service to both vendors on an as needed basis.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Project Flagging Inc and American Flagging and Traffic Control for, as needed, traffic control services at rates provided in conjunction with Bid B18056. 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
xxxx.1.300.xxxxx.4715.xxxxx.xx	Various CS Streets Land Improv	10,308,003.00	8,656,981.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R - 2018.03.28 – 027**

Resolution Re: **B18056 Award of Bid Traffic Control/Flagging Services**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor 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.7.

Resolution Number: **R - 2018.03.28 – 027**

Resolution Re: **B18056 Award of Bid Traffic Control/Flagging Services**

RESOLUTION BACKGROUND MATERIAL:

The Community Services Department has construction projects upcoming this year for which there will probably be the need for traffic control / flagging services. The City hopes to identify a qualified company with certified and trained personnel that it would call upon, as needed, to provide said services. The bids, meeting specifications, were submitted in varying amounts for different hourly rates by three companies.

Depending upon the specific need at a certain time and availability of the vendor, the City will utilize Project Flagging Inc as the primary vendor and American Flagging and Traffic Control as a backup vendor. It is possible that the 2018 season will exceed \$25,000 threshold, therefore requiring city council approval.

Bid Information:

Sealed bids # B18056 were requested and received for Traffic Control Flagging Services on March 20, 2018 at 2:00 pm EST.

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:	33	Number of Responses:	3
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2018 construction season	Estimated Delivery:	As needed
Recommended Award to:	Project Flagging Inc and American Flagging and Traffic Control	Fund:	Various CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B18056 results and vendor list](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.03.28 – 028**

Resolution Re: Purchase of a Type 1 Classic Ambulance

WHEREAS: The (H-GAC) Houston-Galveston Area Council is a Municipal Government Cooperative Purchasing Program that has established several procurement contracts through bid solicitations. One such contract is for emergency and fire apparatus of various makes and models; and

WHEREAS: The H-GAC has awarded an agreement with Roland B Morin DBA Sugarloaf Ambulance/Rescue Vehicles for this new ambulance. The pricing terms and conditions are extended to non-profits, counties, cities, and towns; and

WHEREAS: The City wishes to utilize this H-GAC agreement for the purchase of a 2018 Dodge D4500 Type 1 Classic Ambulance using funds approved in the FY19 CIP; and

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

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Roland B. Moring DBA Sugarloaf Ambulance/Rescue Vehicles of Wilton ME for a 2018 Dodge D4500 Type 1 Classic Ambulance in the amount not to exceed \$217,514.99. 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
4019.1.220.42220.4743.02252.19	Ambulance Replacement	240,000	240,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.03.28 – 028**
Resolution Re: Purchase of a Type 1 Classic Ambulance

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 – 2018.03.28 – 028**
Resolution Re: Purchase of a Type 1 Classic Ambulance

RESOLUTION BACKGROUND MATERIAL:

The (H-GAC) Houston-Galveston Area Council is a Municipal Government Cooperative Purchasing Program that has established several procurement contracts through bid solicitations. One such contract is for emergency / fire apparatus of various makes and models.

The H-GAC has awarded contracts for ambulances for Type 1 Classic Ambulance to Ronald B. Morin DBA Sugarloaf Ambulance / Rescue Vehicles of Wilton ME. Pricing was requested for the unit and is submitted within budget. A complete description of the unit offered is provided in the link below.

Chassis Type	2018 Dodge D4500
Bid Price	218,815.99
Partial Pre-Payment – included in bid price \$1,000 discount	0
Bond Fees – Deduct-not required	(2,166.00)
Delivery – Deduct, city will pick up	(635.00)
Trade in – Not trading – add back into bid price	1,500.00
TOTAL Cost	217,514.99

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Prepay of Chassis FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	225 days from award
Recommended Award to:	Ronald B. Morin DBA Sugarloaf Ambulance/Rescue Vehicles	Fund:	FY19 CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive city bidding requiring Council approval

[B18070 Equipment Offered](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2018.03.28 – 029**

Resolution Re: Purchase of Firefighting Turnout Gear

WHEREAS: The Commonwealth of Massachusetts conducted a bid solicitation for Fire/EMS and Police equipment and supplies. Bergeron Protective Clothing LLC of Epsom NH is the distributor of Globe Manufacturing gear and offers volume discounting on specialty items which included turnout gear and equipment and was approved by the Commonwealth of Massachusetts via contract FIR04; and

WHEREAS: The City of Dover Fire & Rescue currently utilizes G-Extreme turnout gear and has had great success with the product. This gear is in need of replacement the department will need approximately 54 sets of which includes coats, pants, escape kits, and lettering. The City would like to utilize the Commonwealth of Massachusetts contract, at the volume price discount of 39.5% off manufacturing prices, through Bergeron Protective Clothing LLC. Also offered is a 1% discount if payment is made within 10 days of invoicing, which the city will take advantage of; and

WHEREAS: Per 3-37B, Exceptions to Competitive Bidding, of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the city manager, waive bidding procedures when purchasing through the state of NH, other governmental agencies or cooperative buying groups.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Bergeron Protective Clothing LLC for turnout gear at discounted pricing of 39.5% off manufacturers pricing. 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
4019.1.220.42220.4741.02254.19	F&R Protective Gear	149,500.00	149,500.00

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.9.

Resolution Number: **R - 2018.03.28 – 029**
Resolution Re: Purchase of Firefighting Turnout Gear

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 - 2018.03.28 – 029**
Resolution Re: Purchase of Firefighting Turnout Gear

RESOLUTION BACKGROUND MATERIAL:

Turnout gear is the head-to-toe firefighter gear which provides protection for our personnel during all types of emergencies. The protective gear allows firefighters to enter untenable atmospheres and fire situations to rescue victims. The gear is used on a regular basis and is essential to emergency response.

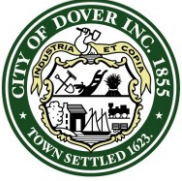
The current turnout gear is 10 years old and in need of replacement. The NFPA suggests a replacement every 6-8 years. This replacement project has been identified in the CIP and is now a current project.

Items	List Price	Dover Cost
G-Xtreme jacket 39.5% discount	\$2,075.30	\$1,255.56
Scotchlite lettering - no discount	\$2.60	\$2.60
Harness ready Pants 39.5% discount	\$1,703.60	\$1,030.69
Personal Escape Kit made to order no discount	\$244.80	\$244.80
Light Gold Self Mic Strap – no discount	\$2.39	\$2.39

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	Commonwealth of Massachusetts Bid	Number of Responses:	NA
Warranty:	Meets NFPA Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	na	Contract:	Yes
Prices will hold for:	Until delivered 2018	Estimated Delivery:	As needed
Recommended Award to:	Bergeron Protective Clothing LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waived bid – Cost exceeds \$25,000.00

[B18059 Results](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.03.28 – 030**

Resolution Re: Operating Rules for Heritage Commission

WHEREAS: The Heritage Commission wishes to establish Operating Rules; and

WHEREAS: The Heritage Commission reviewed and adopted proposed Operating Rules at its meeting on February 6, 2018.

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

The City Council approves the Operating Rules for the Heritage Commission as adopted by the Heritage Commission on February 6, 2018.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Shanahan

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.03.28 – 030**

Resolution Re: Operating Rules for Heritage Commission

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

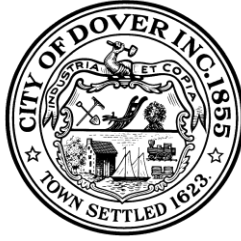
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Operating Rules for the Heritage Commission adopted by the Heritage Commission on March 6, 2018.



HERITAGE COMMISSION OPERATING RULES

Article I. Name

The name of the commission is the Heritage Commission.

Article II. Authority and Duties

The Heritage Commission shall have the following duties and functions consistent with RSA 674:

Survey and inventory all cultural resources.

Conduct research and publish findings.

Assist the Planning Board, as requested, in the development and review of those sections of the master plan which address cultural and historic resources.

Advise, upon request, local agencies and local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources, including advising the City Council on the Historic Value of potentially "replaced qualifying structures" pursuant to RSA 79-E:4.

Coordinate activities with appropriate service organizations and nonprofit groups.

Hold and disburse any appropriation established by the City Council for use by the Heritage Commission in a Heritage Commission Fund in accordance with RSA 674:44-b subject to the requirements of the City's purchasing procedures and accounting requirements as administered by the City Manager.

Article III. Membership

- A. **Membership.** The Heritage Commission shall consist of five (5) voting members, including: one (1) City Councilor; one (1) Citizen recommended by the Woodman Institute Museum; and three (3) Citizens, one of which may be a Planning Board member and one of which may be a Downtown Dover Tax Increment Finance Advisory Board member. Term of service shall be for three (3) years, except the City Council member whose term shall coincide with his/her term of office. Original appointments may be staggered so that all Commissioner's terms do not expire at the same time.
- B. **Attendance, Vacancies and Removal.** All appointments to the Commission shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any Commission member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for the remainder of the unfulfilled term. Conditions for removal of any Commission member shall be those defined by statute, ordinance or the City Charter.

Article IV. Officers and Staffing

Officers. The officers consist of a Chair, Vice Chair and Secretary who shall be elected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.

Chair. The Chair shall have general supervisory and directional powers over the Commission. The Chair shall preside at all Commission meetings and set the Commission's agenda. The Chair shall also be an ex-officio member of all sub-Commissions and shall be the sole spokesperson for the Commission, unless this responsibility is delegated in writing.

Vice Chair. The Vice Chair shall execute all powers of the chair in the absence of the Chair.

Secretary. The Secretary shall review the meeting minutes before authorizing their distribution in draft.

Article V. Procedures

A. **Meetings.** The Commission shall hold meetings at a place and time designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. Notice of all meetings of the Commission and Sub Commissions shall be posted in compliance with state law.

B. **Applications.** Each application for review by the Commission shall be made on forms approved by the Commission and provided by the Planning Department. At least 3 days prior to each meeting of the Commission, staff shall provide the Commission with all applications received by the Planning Department. Applications must be received by the Planning Department no less than twenty-one (21) days before the date of the Heritage Commission meeting at which it will be presented.

All application forms for the Heritage Commission, and any revisions thereto, shall be adopted by resolution of the Board and shall become part of these Rules of Procedure.

C. **Quorum.** Fifty-one percent of the voting membership of the Commission shall constitute a quorum.

D. **Parliamentary Authority.** The parliamentary guidance for the Commission is Robert's Rules of Order Revised, 11th ed, or duly published successor editions, except as provided by these rules or local, state or federal law.

E. **Minutes.** Minutes shall be kept for all meetings of the Commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk consistent with the requirements of RSA 91-A. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions, shall be approved by the Commission at the next meeting of the Commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.

F. **Recording of Meetings.** The Commission staff shall arrange for video recording of all meetings, if available. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.

G. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall not use e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the Commission. Commission members shall refrain from conducting the official business of the Commission outside the view of the public and the press unless permitted by state law.

H. **Nonpublic meetings.** The Commission shall conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall use the Checklist prepared by the City Attorney for conduct of nonpublic meetings.

I. Heritage Commission procedures for considering and making a decision about the Historical, Cultural and Architectural value of a building or set of Buildings applying for Tax relief under RSA 79E.

1. Applicants should submit a completed application showing location, ownership and a complete description of the known history of the building (site) including construction date, architect, if known, alterations with the time of the alteration, any existent photographs showing the original look and alterations. The description should also include a list of known uses of the structure and any notable events associated with the building. The application should also include a description of the plans for renovation and/or reconstruction/reuse of the building (site), including floor plans and architect rendering of the reconstructed or renovated structure. The Heritage Commission may waive submissions, in part or in whole, at the request of the applicant.

The application shall also include a list of names and address of property owners within two hundred (200) feet of the site.

2. The Heritage Commission will notify property owners within two hundred (200) feet of the site to give them an opportunity to comment on the planned changes and attend the meeting at which the project will be presented to the Commission. The notice shall be mailed at least ten days prior to the meeting at which the presentation will be made. The applicant will be required to place a public service ad in a paper of local distribution giving the time and place of the Heritage Commission meeting and a short description of the proposal at least ten days prior to the meeting at which the presentation will be made.
3. After the presentation by the applicant, the Heritage Commission will hold a public forum at which any member of the public present at the meeting may comment on the proposed changes. The heritage Commission is not a quasi-judicial board and the forum is not an evidentiary hearing, but merely an opportunity for those affected to comment on the proposal and give pertinent information to the Commission. Persons eligible to speak at the forum are residents of Dover and property or business owners in the effected neighborhood or their representatives. Commission members may ask questions of any person speaking at the forum.
4. After the public forum is completed, the Heritage Commission will have time to discuss the proposal and make a decision about the Historical Value of the structure (site) concerned. If the Commission thinks it is necessary, they may defer a decision on the application for purposes such as, but not limited to, a site visit or seeking advice from staff or experts. If the Commission feels it is necessary, the applicant may be required to hire an expert to advise the Commission at the applicant's expense.

The Heritage Commission's finding as to the Historical, Cultural and/or architectural values of the structure or structures will be communicated to the City Council and other interested bodies as soon as it is available.

5. An application fee, as set by the City Council in the annual City Fee Schedule, shall accompany the application.

J. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the Commission.

Adopted: March 6, 2018

Approved by City Council _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.28 – 031**

Resolution Re: Fiscal Year 2019 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 28, 2018; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2019, (July 1, 2018 through June 30, 2019);

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

1. The annual budget for the City of Dover for Fiscal Year 2019, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund			General Fund
2100	Community Development Fund			Special Revenue
2210	Police Dept. of Justice Grants			Special Revenue
2220	Dover Housing Auth Policing			Special Revenue
2245	DHHS Assistance Programs			Special Revenue
2250	Youth Tobacco & Alcohol Awareness			Special Revenue
2800	School Cafeteria Fund			Special Revenue
2820	School Dept. of Education Grants			Special Revenue
2900	School Special Pgms & Grants Fund			Special Revenue
3207	Public Safety Special Details			Special Revenue
3213	Parking Activity Fund			Special Revenue
3320	Residential Solid Waste Fund			Special Revenue
3381	McConnell Center Fund			Special Revenue
3410	Recreation Programs			Special Revenue
3455	Library Fines Fund			Special Revenue
3500	OPEB Liability Fund			Special Revenue
3710	Downtown Dover TIF Fund			Special Revenue
3715	Waterfront TIF Fund			Special Revenue
3810	School Tuition Program Fund			Special Revenue
3830	School Facilities Fund			Special Revenue
5300	Water Fund			Enterprise
5320	Sewer Fund			Enterprise
6100	DoverNet Fund			Internal Service
6110	Central Stores Fund			Internal Service
6310	Fleet Maintenance Fund			Internal Service
6800	Workers Compensation Fund			Internal Service
	Totals		<u>0</u>	<u>0</u>



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.28 – 031**
Resolution Re: Fiscal Year 2019 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2018 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$_____ for City operations, \$_____ for School Department operations, \$_____ for Debt Service and \$_____ for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2018 (Fiscal Year 2019).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2019 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2018, the Water and Sewer User Fees will be \$_____ and \$_____, respectively.
7. Effective July 1, 2018, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2018, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2018, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2018, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2018, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2018, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.28 – 031**

Resolution Re: Fiscal Year 2019 Budget Appropriations, Fees and Capital Improvements Program

13. Effective July 1, 2018, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2018, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2018, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. Effective July 1, 2018, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.
17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
18. In accordance with RSAs 674:8 and 674:21-V(b), the FY19-24 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2019 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
20. The sum of \$_____ representing budgeted transfers to fund 30% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
21. The sum of \$_____ collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2019 COAST Bus grant subsidy.
22. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Facilities Improvement Capital Reserve is hereby appropriated for use by the Dover School District for Fiscal Year 2019 Debt Service payments associated with Dover High School and Regional Career Technical Center construction project.
23. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Parking Capital Reserve is hereby appropriated for use by the City of Dover for Fiscal Year 2019 Debt Service payments associated with Downtown Parking Garage project as budgeted in the Downtown Dover TIF Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.28 – 031**
Resolution Re: Fiscal Year 2019 Budget Appropriations, Fees and Capital
Improvements Program

24. The sum of \$_____, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Information Technology Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2019 Information Technology capital outlay as budgeted in the School District's General Fund budget.
25. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless School General Fund revenues are increased or School General Fund appropriations are decreased to result in school property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, April 11, 2018

City Budget hearing Wednesday, April 25, 2018

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.03.28 – 031**
Resolution Re: Fiscal Year 2019 Budget Appropriations, Fees and Capital Improvements Program

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.03.28 – 031**
Resolution Re: **Disposal of Tax Deeded Real Estate @ Iona Avenue**
Parcel ID 33101-000000

WHEREAS: The City of Dover is owner of a parcel of real estate located at Iona Avenue listed as Parcel ID 33101-000000 (the “Parcel”), having obtained it by tax deed dated July 9, 1964 and recorded in the Strafford County Registry of Deeds at Book 781, Page 321; and

WHEREAS: Pursuant to City Ordinance 79-11 “Disposing of Tax-Deeded and City Owned Real Estate,” the City has been approached about the sale of the Parcel; and

WHEREAS: The City Manager has evaluated the Parcel for its current and future use and recommends that the Parcel be sold pursuant to N.H. RSA chapter 80 so that the Parcel is placed back on the tax rolls consistent with New Hampshire law.

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

Pursuant to N.H. RSA chapter 80 and Dover City Ordinance 79-11 the City Council directs the City Manager to sell Parcel 33101-000000, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder offering a minimum of 80% of the fair market value as established by the City Assessor, subject to the City’s retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Parcel within the Request for Bids as he deems to be in the best interests of the City; and

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

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.2. Resolution Number: R – 2018.03.28 – 031 Resolution Re: Disposal of Tax Deeded Real Estate @ Iona Avenue Parcel ID 33101-000000	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Please see attached:

- Map of Parcel
- Parcel Tax Card

Property Location:

Iona Av

Commercial Property Record Card - Dover, New Hampshire**Parcel ID:** 33101-000000**Map Block No.** 33-101-0-0**Class:** E**Use:**

903

Card 1 of 1

Current Owner		Previous Owner History			Miscellaneous		Assessment Information	
City Of Dover Central Avenue Dover Nh 03820		Name	Deed	Date	Deed Info: 781/322-07/01/1964 Zoning: R-12 Neighborhood: 187 Units: 0		Assessed Value: *	
							Inc:	Prior
							Land:	1,000 800
							Bldg:	
							Total:	1,000 800
							Assessed Information:	
							Value:	1,000
							Effective DOV:	4/1/2017
							Value Flag:	COST VALUE

Sales History				
Book/Page	Date	Price	Type	Validity
781/322	07/01/1964		1	

Permit Information				
Date	Permit #	Price	Purpose	% Comp.
				0
				0

Land Information				
Type	Size	Grade	Influence Factor 1, 2 and %	Value
Residual	A	0.11	0	950
Total Acres for this Parcel		0.11	Total Land Value	1,000

No Picture Available

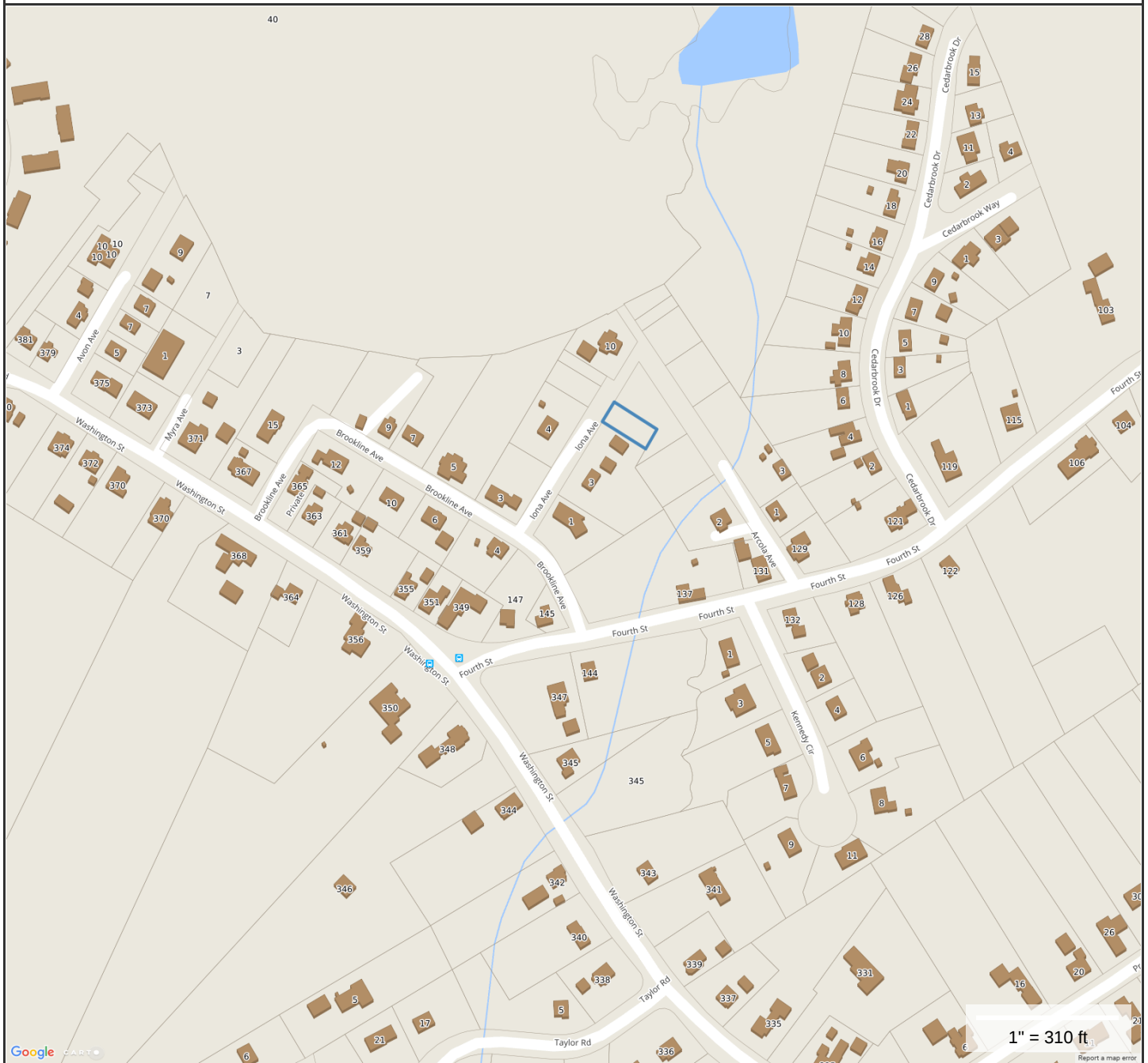
Inspection witness by: _____

Exterior/Interior Information																
Sec	Levels	Size	Perimeter	Use Type	Height	Exterior Walls	Construction Type	Finish	Partitions	Heating	A/C	Plumbing	Physical Condition	Functional Utility	%Good Override	Unadjusted RCNLD
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0
0	-	0x0	0		0			0							0%	0

Building Information		Building Summary		Out Building Information				Lgth/ Ident.	Physical	Functional	Percent			
Building No:	0	Total Unadjusted RCN:	0	StructureCode	+/-	Width	SqFt	Units	Gr	Condition	Utility	Year	Good	RCNLD
Year Built:	0	Average Percent Good:	.00			0	0	0				0	0%	0
No of Units:	0	Total Unadj. RCNLD:	0			0	0	0				0	0%	0
Structure Type:		Grade Factor:	0.00			0	0	0				0	0%	0
		No of Identical Units:	0			0	0	0				0	0%	0
Grade:		Economic Cond Factor:	0.00			0	0	0				0	0%	0
Identical Units:	0	RCNLD:	0			0	0	0				0	0%	0

Efficiencies:	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
---------------	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Iona Ave Map 33 Lot 101

**Property Information**

Property ID 33101-000000
Location IONA AV
Owner CITY OF DOVER

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 02/16/2018
Properties updated 03/12/2018



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.03.28 – 032**
Resolution Re: **Disposal of Tax Deeded Real Estate @ Arcola Avenue**
Parcel ID 33109-000000

WHEREAS: The City of Dover is owner of a parcel of real estate located at Arcola Avenue listed as Parcel ID 33109-000000 (the “Parcel”), having taken it by tax deed dated July 9, 1964 and recorded in the Strafford County Registry of Deeds at Book 781, Page 322; and

WHEREAS: Pursuant to City Ordinance 79-11 “Disposing of Tax-Deeded and City Owned Real Estate,” the City Manager has evaluated the Parcel for its current and future use and recommends that the Parcel be sold pursuant to N.H. RSA chapter 80 so that the Parcel is placed back on the tax rolls.

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

Pursuant to N.H. RSA chapter 80 and Dover City Ordinance 79-11 the City Council directs the City Manager to sell Parcel 33109-000000, as is and with all faults, via sealed bid, to be transferred via quitclaim deed to the most qualified bidder offering a minimum of 80% of the fair market value as established by the City Assessor, subject to the City’s retained right to reject all bids in its sole discretion, as well as satisfaction of all other requirements of the Request for Bids; and

Justice requires that the City Manager is authorized to include any and all conditions on the sale of the Parcel within the Request for Bids as he deems to be in the best interests of the City; and

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

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.3. Resolution Number: R – 2018.03.28 – 032 Resolution Re: Disposal of Tax Deeded Real Estate @ Arcola Avenue Parcel ID 33109-000000	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Please see attached:
Map of Parcel
Parcel Tax Card

Residential Property Record Card - Dover, New Hampshire

Property Location:

Arcola St		Parcel ID: 33109-000000				Map Block No. 33-109-0-0		Class: E		Use: 903		Card 1 of 1			
Current Owner		Previous Owner History						Miscellaneous				Assessment Information			
City Of Dover Central Avenue Dover Nh 03820		Name		Deed		Date		Deed Info: 781/321-07/08/1964 Zoning: R-12 Neighborhood: 187 Living Units: 0				Assessed Value:		*	Prior
												Land:		39,000	40,700
												Building:			
												Total:		39,000	40,700
												Assessed Information:			
												Value:		39,000	
Notes		Entrance Information						Estimates MRA: Weighted: Market:				Effective DOV: 4/1/2017 Value Flag: COST VALUE			
		Date	Time	ID	Actv	Entrance Code	Source								
Wooded/Rolling/Low						Entry & Sign									
						Entry & Sign									
		08/09/2006	C	TC		Vac/Ob&y									

Sales History				
Book/Page	Date	Price	Type	Validity
781/321	07/08/1964		1	

Permit Information				
Date	Permit #	Price	Purpose	% Comp.
				0
				0

Land Information							
Type	Size	Grade	Influence Factor 1, 2 and %			Value	
Primary	A	0.28 0	Topography	Restriction	-50	38,950	
Total Acres for this Parcel		0.28	Total Land Value			39,000	

Out Building Information								
Type	Qty	Year	Size1	Size2	Grade	Cond	%Good	Value
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
	0	0	0	0			0%	0
Total OBY for this card								0

No Picture Available

Inspection witness by: _____

Residential Property Record Card - Dover, New Hampshire

Arcola St

Parcel ID: 33109-000000

Map Block No. 33-109-0-0

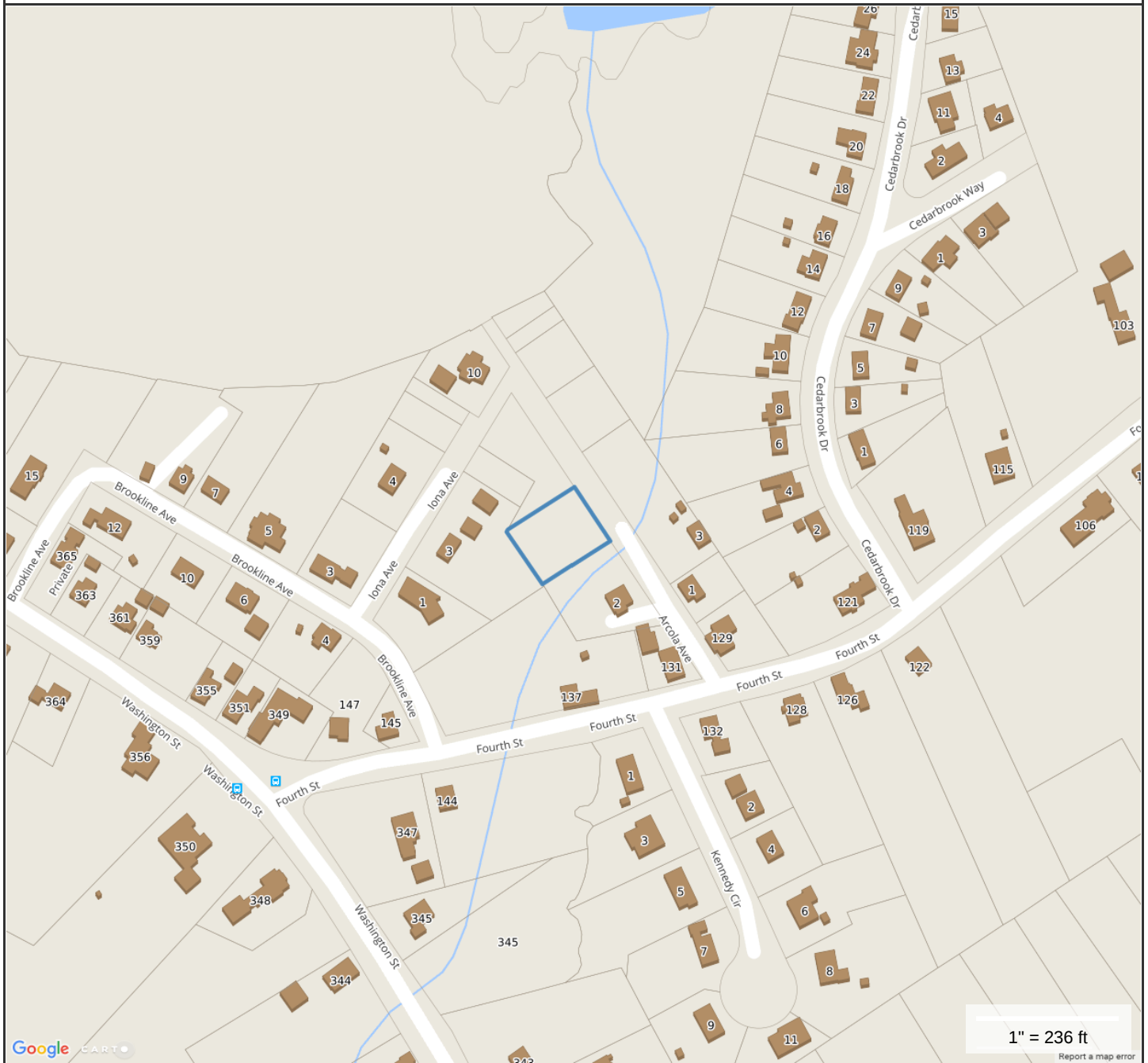
Class: E

Use:

903

Card 1 of 1

[illegible]Descriptor/Area

**Property Information**

Property ID 33109-000000
Location ARCOLA ST
Owner CITY OF DOVER

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 02/16/2018
Properties updated 03/22/2018



Christina Shea, Mayor Pro Tem

cityofirvine.org

1 Civic Center Plaza, Irvine, CA 92606-5208

949-724-6233

March 5, 2018

Mayor Karen Weston and City Council Members
City Hall of Dover, New Hampshire
288 Central Avenue
Dover, New Hampshire 03820

Dear Mayor Weston and City Council Members,

I would personally like to thank you for unanimously voting to pursue a resolution committing your City to the use of organic land management practices on public land. This non-toxic landscaping approach will effectively shift the City of Dover away from the use of synthetic pesticides, such as glyphosate. Your unanimous vote represents a commitment to a non-toxic system for future generations of Dover's residents and visitors.

Two years ago I brought this concept to our Council, and we unanimously adopted an organically driven pest management plan.

Since then, we have been able to successfully resist pest pressure, from weeds to rodents, in an organic fashion in many of our parks, athletic fields and public right-of-way, including street medians and parkways. We have also been successful using this program on our tree inventory, as well as nearly 1.5 million square feet of facilities.

Again, congratulations for becoming a non-toxic City.

My Best,

Christina Shea
Mayor Pro Tem

CS/ks