



CITY OF DOVER

CITY COUNCIL – AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 23, 2018**
Meeting Time: **7:00 pm**

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 56, 57, 59 and 60**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. AMENDMENT OF FY2018 FEE SCHEDULE TO CREATE A METER FEE FOR ELECTRIC VEHICLE CHARGING STATION SPACES IN THE ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. B17048 SIDEWALK IMPROVEMENTS ADDITIONAL SCOPE – SPRUCE LANE AND REPROGRAMING OF UNEXPENDED BOND PROCEEDS (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.) (COUNCIL VOTE TO OCCUR ON JUNE 13, 2018.)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. May 2, 2018 – Workshop Session**
 - B. May 2, 2018 – Special Meeting**
 - C. May 9, 2018 – Regular Meeting**
- 11. MAYOR'S REPORT**



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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. **CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 56, 57, 59 and 60**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **AMENDMENT OF FY2018 FEE SCHEDULE TO CREATE A METER FEE FOR ELECTRIC VEHICLE CHARGING STATION SPACES IN THE ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Greater Dover Chamber of Commerce**
2. **BLOCK PARTY – Hot Rod City**
3. **BLOCK PARTY – 7th Catering, Seacoast Microbrew Festival**
4. **ROAD RACE – Garrison School**
5. **TAG – Seacoast Titans Football and Cheer**
6. **B17003 SIEMENS INDUSTRIES INC. ADDITIONAL SCOPE OF WORK FOR POOL AND LIBRARY**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 14. Ordinance Committee |
| 2. Planning Board | 15. Parking Commission |
| 3. 400 th Anniversary Committee | 16. Pool Advisory Committee |
| 4. Appointments Committee | 17. Recreation Advisory Board |
| 5. Arena Commission | 18. Solid Waste Advisory Commission |
| 6. Arts Commission | 19. Transportation Advisory Commission |
| 7. Downtown TIF Advisory Board | 20. Waterfront TIF Advisory Board |
| 8. Conservation Commission | 21. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 9. Energy Commission | 22. Joint Building Committee – Garrison Elementary School |
| 10. Heritage Commission | 23. COAST |
| 11. Legislative Liaison | 24. Dover Main Street |
| 12. Library Board of Trustees | |
| 13. McConnell Center Advisory Committee | |



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Meeting Type: Regular Meeting
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Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

- 1. MERIT PLAN AMENDMENT – CLASSIFICATION AND PAY PLANS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. FISCAL YEAR 2019 BUDGET AMENDMENT – RESCIND SCHOOL CAPITAL RESERVE TRANSFERS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 13, 2018.)
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2018.05.09 – 052**

Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

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

WHEREAS: One bid was received which was submitted by John H Lyman and Sons Inc for unit pricing of various services and products in the amount of \$206,500. City Council approved the recommendation to award to John H Lyman Inc in the amount of \$100,000 via resolution [R-2017.04.26-045](#) so as not to exceed available funding. Additional funds became available and council approved award the remainder of the work solicited in the RFB via resolution [R-2017.09.27-121](#); and

WHEREAS: Recently, city staff requested pricing to install sidewalks at Spruce Lane as well as some tree, water and sewer work and received a quote from John H Lyman and Sons in the amount of \$576,741.00. The sidewalk work proposed is within the bid specifications and meets the bid rates provide in B17048 but the remainder was not part of the RFB. Therefore the city is seeking council approval for the complete project.

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

The amount of \$307,114.55 of unexpended bond proceeds is hereby reprogrammed from the identified Community Services Department CIP projects for Watson Road and Bellamy Road to Mast Road/Spruce Lane sidewalks project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4015.1.300.43121.4751.03178.15	Watson Rd Reconstruction	57,114.01	(57,114.01)	0.00
4004.1.300.43121.4751.03137.04	Bellamy Rd Improvements	0.54	(0.54)	0.00
4017.1.300.43121.4751.03137.17	Bellamy Rd Improvements	250,000.00	(250,000.00)	0.00
4015.1.300.43121.4715.03173.15	Mast Rd/Spruce Ln Sidewalks	0.00	57,114.01	57,114.01
4004.1.300.43121.4715.03173.04	Mast Rd/Spruce Ln Sidewalks	0.00	0.54	0.54
4017.1.300.43121.4715.03173.17	Mast Rd/Spruce Ln Sidewalks	0.00	250,000.00	250,000.00
	Total Available Funding	307,114.55	0.00	307,114.55

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to John H Lyman and Sons Inc. of Gilford NH for Sidewalk Improvement services at rates provided in conjunction with Bid B17048 and cost proposal in the amount of \$576,741.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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



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Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprogramming of Unexpended Bond Proceeds

Financing

Account	Description	Available Balance
40xx.1.300.43121.4715.03173.xx	Mast Road/Spruce Lane Sidewalk Improvements	\$ 609,654.31 after reprogramming authorization

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date: 05/09/2018	Public Hearing Date: 05/23/2018
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



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Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

RESOLUTION BACKGROUND MATERIAL:

On December 9, 2015 the Dover City Council approved the FY17-FY22 six-year Capital Improvements Program (CIP), which included an appropriation in FY17 for improvements to Bellamy Road. On January 26, 2014 the Dover City Council approved the FY15-FY20 six-year Capital Improvements Program (CIP), which included an appropriation in FY15 for Watson Road reconstruction. On February 12, 2003 the Dover City Council approved the FY04-FY09 six-year Capital Improvements Program (CIP), which included an appropriation in FY04 for Bellamy Road improvements.

The Watson Road reconstruction project has been completed under budget and therefore there is unexpended bond proceeds to be utilized on another similar CIP project. The Bellamy Road intersection improvement project is being put on hold pending the State of New Hampshire Department of Transportation completing their Route 108 corridor improvements study. Since the City expects the NH DOT Route 108 study to take some time, the existing Bellamy Road project authorization for bonding is available to be reprogrammed to another street/sidewalk improvements project. Once NH DOT has completed the Route 108 study the City will place the Bellamy Road intersection improvement project back into a subsequent six-year CIP. This reprogramming request is being made as a result of the Community Services Department evaluating the Spruce Lane sidewalk bid proposal received from John H Lyman and Sons Inc. and the need for additional funding for the project.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Community Services Department CIP projects. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified Community Services Department CIP projects. This resolution reprograms funding from the identified Community Services Department CIP projects to Spruce Lane Sidewalks CIP project.

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

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

The scope of work and costs is submitted electronically via the link listed below under results tab.



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Resolution Re: B17048 Sidewalk Improvements Additional Scope – Spruce Lane and Reprograming of Unexpended Bond Proceeds

Bid Information:

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

Award Information:

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

Purchasing Information:

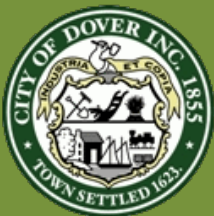
Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	395	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2017 construction	Estimated Delivery:	As needed
Recommended Award to:	John H Lyman & Sons Inc	Fund:	Various
Other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

[B17048 Bid Documents and Vendor Lists](#)

City of Dover

City Manager's Report

May 23, 2018



Reporting on April 2018

J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

City of Dover's Municipal Leadership Team

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

Section 7:

2018-2019 City Council
Goals

			
Gary Bannon Recreation Director	Daniel Barufaldi Economic Development Director	Cathleen Beaudoin Public 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

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

Strafford County Regional Tactical Operations Unit (SCRTOU)

DPL = Dover Public Library

F&G = Facilities & Grounds

During the month of April 2018, ten 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.

On April 2, 2018, a vehicle struck and seriously injured a pedestrian in downtown Dover and fled the scene. Special Investigations Bureau detectives investigated the case and ultimately arrested a Newmarket man on felony charges.

The Info Tech Division was responsible for 109 support requests this month, most coming from the Community Services Department.

On April 16, 2018, Special Investigations Bureau detectives and Crime Scene Unit officers responded to a Palmer Drive residence after two people were discovered dead. The subsequent investigation revealed the deaths were the result of a domestic violence related murder-suicide.

In April 2018 Special Investigations Bureau detectives investigated four other unattended deaths.

Responsiveness & Measurables

During the month of April 2018, two letters generated by the Dover Police Department that were sent to certain licensed liquor establishments in Dover. These letters are sent as a result of analysis of police reports involving overly intoxicated persons. When it is determined that an overly intoxicated person had been over-served, a letter is sent from the police department to the establishment. The letter, along with the police report, is also sent to the NH Liquor Commission's Bureau of Enforcement.

Officer Khalsa continues to see homeless persons trespassing in the mills owned by Chinburg Properties. He has made or assisted in several arrests for trespassing. There have also been homeless trespassing in other buildings, to include City owned properties. Officer Khalsa continues to attempt to mitigate this issue on an ongoing basis.

Officer Khalsa assisted with the Strafford County Drug Task force in various capacities to include intelligence gathering, interdiction stops and Operation Granite Shield. This resulted in several confidential informants being cultivated.

Officer Khalsa coordinated with Strafford County YMCS to set up a career day with a police officer at the Horne Street School.

Officer Khalsa continues to monitor areas known for graffiti as well as reports taken from officers involving graffiti in order to look for the emergence of patterns. This will continue through the spring and summer months when this type of activity tends to increase.

Officer Khalsa continues to work closely with management staff at Bradley Commons, the workforce housing on Dover Street, in order to monitor any incidents affecting quality of life for the residents and neighbors.

During the month of April 2018, the Dover Police Department responded to 2,497 incidents throughout the city. Officers made a total of 1,232 motor vehicle stops during which they issued a warning or a summons.

The Locust Street parking lot (below) has closed as part of the development agreement of the adjacent parcel that will add 135 residential units and new commercial space to downtown. The project will return parking spaces to Washington Street across from Aubuchon hardware while also expanding and aligning the Chestnut/Washington Street intersection. Locust Street parking lot permit holders have been relocated to the parking garage and usage surveys are being conducted to see if any employee parking can be allowed on Locust Street.



The City is considering going to an "as needed" parking ban during the winter instead of the current "calendar based" program. This would allow residents/visitors to park on the street except when a ban is called for winter maintenance (plowing/sanding/cleanup). The transition to a new system will present challenges. Societal changes that have moved residents away from the use of mass media for notifications to the numerous modern options (phone alerts, Twitter, Facebook, etc.) will most likely leave gaps in getting the word out. Staff will review and recommend which options will optimize communication to the public if the change is ultimately authorized by City Council.

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.

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

Unknown Author

April was designated by the National Highway Traffic Safety Administration as "National Distracted Driving Awareness Month". The Dover Police Department, in association with law enforcement partners from around New Hampshire and with enhanced funding from the Office of New Hampshire Highway Safety, participated in the National Distracted Driving Enforcement Week campaign from April 12-16. During this enforcement effort, Dover Police performed a total of 15.5 man-hours of targeted patrols to enforce the prohibited use of mobile electronic devices while driving. A total of 20 summonses were issued for this offense in addition to citations for various other motor vehicle infractions and an arrest for Operating after Revocation.

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

Sgt. Speidel fulfilled several Planning Board Technical Review Committee responsibilities during the month of April on behalf of the police department. This included a proposed Sixth Street residential development on April 5, review of 75% design plans for the waterfront development project on April 19, and a proposed Dover Point Road residential development on April 26.

April library circulation totaled 23,312 items. (11,764 adult + 8,509 children's print items; plus 3,039 items downloaded including 2,029 audiobooks & eBooks, 898 Hoopla streaming music and movies, and 112 eMagazines)

136 new library patrons registered; total active cardholders 14,641. 14 of these new patrons were non-resident Dover workers or students (now 548 in that category). **(GOAL1)**

Sgt. Speidel coordinated all traffic control particulars and police personnel assignments for the 37th annual Red's "Race for a Better Community" 5 mile road race and 2.4 mile walk on April 8, the St. Mary Academy "Run for God" 5K event on April 14, and the "Tails to Trails Walk" 5k and fundraiser at Henry Law Park on April 29. The Traffic Bureau handled the advance deployment of cones, barricades, and signs to facilitate temporary parking restrictions and traffic diversions for all three races.

1,918 people attended, or registered for, 79 free programs at the library during April.

The library executed 30 U.S. passports in April.

32 new patrons registered for downloadable audiobooks/ eBooks (total = 4,286) and 19 registered for Hoopla (total = 1,169).

On Tuesday morning April 17, 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. The Dover Police Department performed 12 man-hours of targeted DWI saturation patrols on Friday and Saturday nights during the month of April, 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 8 DWI arrests during the month of April. Sgt. Speidel performed 10 child passenger seat inspections during the month of April. 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. Sgt. Speidel worked closely with Fulcrum Associates and its subcontractor, SUR Construction, to coordinate the lane shifts and street closures necessary for the safe demolition of the former Robbins property at 104 Washington Street during the month of April. This included regular updates to affected abutters and public transit providers.	Sgt. Speidel worked closely with Sargent Corporation, the City's contractor for the Keating/Birchwood/Renaud neighborhood reconstruction project, to implement a detour plan for an overnight closure of Central Avenue on April 29. The closures were required to facilitate completion of utility improvements and to properly compact and resurface the intersection of Central/Birchwood. 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 April: • Woodman Museum promotional event at 7th Settlement, April 17 • Children's Museum Consignment Sale at Hellenic Center, April 7-8 • American Cancer Society Relay for Life team road toll, April 28 16,383 people visited the library during April, an average of 565 per day (open 29 days).
During the month of April 2018, K9 Barco was utilized twice. On April 20, as a member of SCRTOU, Officer Brown and K9 Barco responded to the Amazon Campground in Rochester NH for a barricaded subject. K9 Barco was utilized as a less lethal option of the arrest team. After a lengthy standoff, the male subject was taken into custody. On April 30, Officer Brown and K9 Barco responded to the area of Sixth Street for a reported juvenile who had fled from his residence at 57 County Farm Cross Road. The juvenile's parents stated they chased him for a period of time before they lost him. Officer Brown deployed K9 Barco in the area and located no odor to indicate the juvenile was in the woods. It was later learned that he was not in the woods and was taken into custody in Rochester.	During the month of April 2018, Officer Brown and K9 Barco participated in 20 hours of training. The Patrol K-9 Unit trains on a daily basis and attends formal training on Mondays at the New Hampshire Police K-9 Academy, which is located at the Sig Sauer grounds in Epping NH, or at other designated areas in New England for a minimum of 20 hours a month. Additionally, on April 10, Officer Brown and K9 Barco attended one of the two monthly Strafford County Regional Tactical Operations Units (SCRTOU) trainings. The focus of the training was conducting high risk motor vehicle stops while utilizing K9 Barco to apprehend fleeing suspects and suspects within the vehicle. Repurposing of former magazine space at the Dover Public Library to become new Computer Lab/Makerspace area continued in April with completion of new electrical work. (GOAL 3) Through the library's shared Dovernet Library System, DPL made 104 loans to Dover schools and borrowed 106 items from the schools. (GOAL 5) The library's System Administrator aided school librarians with four Koha ILS issues this month. (GOAL 3) Mulch was spread at the schools during April vacation and in Henry Law Park near the Children's Museum.

79 April programs were attended by 1,918 people at the Dover Public Library in April! These included:

16 story times totaling 251 people; 2 Craft sessions, 381 people; Stop Motion Animation, 32; Snap Circuits 16; Head Start visit 36; Little Tree visit 10; Toddler Yoga session 27; Adult yoga 18; 3 Spy Science 25; 279 poem entries; Storywalk craft 47; Messy Art 75; Princess Tea Party 72; Fly Guy celebration 39; Knitting group 7; 2 Friends programs 71; Nutrition class 16; Meditation class 13; Self-defense class 20; Adult spelling bee 31; Teen Advisory Board 4; 2 Escape Rooms 23; 3D prints 24; 6 Exams proctored; Memory Lab scanner 3 uses; Memory Lab cassette 1 use; Memory Lab VHS uses 3; 7 movies 63; 4 Lego Saturdays 105; Game Night 10; 10 Technology classes 35; 2 Book groups 23; 3 Book Jar Guesses 38; 2 Little Free Library visits, adding 103 books; 7 Book-A-Librarian appointments, Langdon Place visit 4; and Passports 30.

Facilities, Grounds and Cemeteries handled 169 work orders in April and 66 service calls. In Pine Hill Cemetery, employees attended 1 full burial, 1 ash interment and 1 disinterment of a full burial. Three markers were set and time was spent picking up downed limbs and tree issues in the Cemetery this month.

Forty-eight work orders were generated regarding facilities and grounds issues, including ten that dealt with sign issues. With the closing of the Locust Street lot, signs were removed and parking meters were relocated. A couple days were spent picking up downed limbs, several days were spent pruning trees that had suffered damage or removing limbs impacting sidewalks or roadways. There were 10 different concerns regarding trees, seven work orders for pruning and six for picking up limbs. The downtown area was checked and issues were addressed as the men moved through the area.

A red bulb was replaced, and several times throughout the month the traffic signals at various intersections went to flash and had to be reset multiple times. Glenwood Avenue was a frequent spot that went to flash. Seven other traffic light complaints were investigated.

Employees repaired one décor light and thirteen street light issues were reported to Affinity. Four new metal benches were installed, replacing four 40-year old wooden benches, with a special bench dedicated in memory of the Guillemette's at Harvey's Bakery. The Maple Square bench will be dedicated in a special ceremony on May 5th.

The Jenny Thompson Outdoor Pool was drained, cleaned, any necessary repairs were made and the pool was filled in hopes that summer will actually arrive this year. Shaw's Lane concession stand water was turned on a bit early this year, as the Dover High School softball team is utilizing the fields and games start earlier in the season than for the youth teams. The lining of the soccer field at Shaw's Lane and ball field at Woodman Park has begun. Water has been turned on at other locations and other ball fields prepped for use, as well.

A set of viewing binoculars was mounted on the Garrison hill Tower replica in Adventure Park. Spring clean-up of public turf areas on the weekly mowing list received attention, fixing plow ups, trying to remove the copious amounts of sand deposited through the winter sand/salt/snow removal operations.

Thirty-two work orders pertaining to buildings were addressed. Baby changing stations were installed in the rest rooms of the indoor pool. Filters were changed in various buildings for HVAC equipment and four issues were dealt with by employees or Siemens service technicians.

Flags were ordered to be flown at half staff from April 17th until April 21st in Barbara Bush's honor.

Pump station staff will assist the collection staff who have started cleaning wet wells around the city

Police Response to Calls by Priority

April

Priority 1: Immediate

Crimes in progress; injury accidents; alarms
= 141 Responses

Priority 2: Rapid

Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety.
= 85 Responses

Priority 3: Timely

Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions
= 401 Responses

Priority 4: As Officers are Available

Non-criminal, crimes reported well after committed; message delivery; tow request, littering, fingerprints; assistance, abandoned vehicles
= 638 Responses

Priority 5: Motor Vehicle Stops

= 1,232 Responses

The Dover Police responded to 73% of emergency calls in less than 6 minutes

Dispatch Communications

Radio Transmissions
10,633

Phone Calls
7,050

911 Calls Received
317

Lobby Customers
353

Police Alarms Received
69

Police Alarms Cancelled
Prior to Arrival
12

April was a slightly slower month for Fire & Rescue as Fire & Rescue responded to 420 calls for service. 11 of the calls for service were for fires, 267 were for medical emergencies, 15 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down for example), 72 were either false or good intent in nature, with the remaining 55 being for non-emergent requests. Of the emergencies, there were 104 times where simultaneous emergencies were occurring with 24 of those times where 3 or more emergencies were occurring at the same time. The busiest day in April for Fire & Rescue was Wednesday, April 4, 2018 when there were 20 calls for service while the slowest day of the month was Wednesday, April 11, 2018 with only 7 calls for service.

Drinking water production has been steady 1.6 to 2.0 million gallons per day (MGD) for the past 2 months and is expected to hold steady, till summer. The current wells operating are Ireland, Campbell, Calderwood, Hughes, DPH1 and French Cross WTP. Griffin is off due to the PFOA issue. Smith well had to be taken off line due to a motor failure. A contractor was hired to remove the pump and motor from the well casing, and it is at the contractors shop for repairs, Staff is still running Cummings well to Lowell at about 350 gallons per minute. The Dover Utilities Commission is still working on the resolution to be presented to City Council for an emergency water ban if needed.

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.*

With the warmer weather, staff has received approximately 12 calls for curb box damage, or caps missing, and landscaping issues. Service calls and work orders have been issued for the repairs. Crews had two water mains breaks during the month, the first at 161 Portland Avenue, an old corporation leaking; the second was on Horne Street, north of Hough Street, crews replaced 13ft of 6" pipe. This main has had four breaks over the last five years. Crews also responded to a leak on a service at 5 New Bellamy Road, the elderly couple had no water so crews did a spot repair. Staff is assisting with finding a contractor for them to replace the entire line. Crews replaced the hydrant on Tofftree Lane that was hit during a snow plow event. Crews also conducted four fire flows around the city for current development, repaired a sink hole on Summer Street due to a winter water break nearby and assisted with running the pipe line to two new recharge basins behind the Bouchard Public Works Facility. Staff is anticipating the recharge system will be operational by early May. Crews are also gearing up for the annual dead end flushing that will begin on May 6.th

Inspection Services was very busy in April with a total count for inspections conducted and permits issued at 684. Here is the Inspection Services activity breakdown for April:

Inspections - Life Safety	60	Inspections - Plumbing/Mechanical	215	Inspections - Woodstove/Fireplace	0
Inspections - Business	37	Inspections - Blasting	0	Permits Issued - Blasting	0
Inspections - Sprinkler/Alarm	40	Inspections - Health	65	Permits Issued - Building	42
Inspections - Building	91	Inspections - School / Daycare	13	Permits Issued - Certificate of Occupancy	15
Inspections - Electrical	98	Inspections - Oil Burner	08	TOTAL	684

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

During the month of April, 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 children. The officers are told on a daily basis by people they meet how much they appreciate seeing the horses around.

Each spring there is an increase in the homeless population in the city which brings along with it many challenges. The Mounted Unit works closely with the Community Action Partnership (CAP) Homeless Liaison to help get the individuals the services that they need. The officers simply text or call Community Action with a request or an introduction to an individual they encounter during their patrol and CAP is able to steer them in the direction for the assistance they need to get off the street. The mounted patrol checks on known areas where homeless tend to shelter. The unit has recently been working with property owners to locate homeless individuals and assist in cleanup of old campsites. Serve Pro has proven to be a huge asset by donating labor for the cleanup of these areas.

The Mounted Unit was requested to visit Stay and Play daycare for a school tour. The children had a chance to meet the horses and learn all about them. The children learn that the officers are people just like everyone else and bonds are formed along with trust.

Officer Caproni and Rasa attended the Tails to Trail 5K event on April 29th. This event hosted hundreds of people and numerous vendors in Henry Law Park. This event raised money for The Cocheco Valley Humane Society. The mounted team led the dog walk.



Pictured left, Officer Caproni and Rasa at the Tails to Trails 5k event at Henry Law Park.

In April, the Mounted Patrol was responsible for 44 public assists, 40 parking assists, and 19 Assists with Community Action/Homeless interventions.

Dover Housing Authority's Police Liaison Program

This program puts a police officer at the large public housing facility at Mineral Park. This officer plans community programs, youth programs, crime prevention initiatives and generally responds to incidents and problems in that neighborhood – often intervening before a call to the police department's dispatch center is initiated.

The Strafford County Regional Tactical Operations Unit

This is a highly trained unit that responds to situations that require a more specialized police response. The unit is a regional tactical team comprised of law enforcement and fire officials within Strafford County. The Chief of Police is a member of the board of directors and the FOD Commander is the agency liaison between the SCRTU and the Dover Police Department. Dover officers serve in various capacities on the tactical team.

April 2018

Total of Animal Calls for Service: 57

Calls handled by Officers = 32

Calls handled by Dispatch = 15

Calls handled by Animal Control = 10

Calls Handled by Officers	
Loose Animals	11
Found Animals	05
Deceased Wildlife	07
Barking Dog	01
Deceased Cat	03
Welfare Checks	05
Calls Handled by Dispatch	
Found Animals	02
Lost Animals	09
Loose Animals	02
Hit Deer	02
Calls Handled by ACO	
Loose Dogs	02
Lost Animals	04
Welfare Checks	04

The ACO received 41 voicemail messages and returned those calls.

A drain line on Keating Avenue was discovered during the road reconstruction. The pole guide installed by evesource was drilled into the drainage pipe. Eversource secured the pole in place while the repair was made by Streets & Stormwater crews to the 15 inch drain line.



Gravel roads were graded on Boston Harbor Road and Old Garrison Road. Curbing repairs took place on Cranbrook Lane prior to the road being reclaimed and paved. Roads were also reclaimed and paved in the Willand Pond/Lake View area.

Drainage line repairs at 46 Hough Street took place on a box culvert prior to overlay of pavement.

Crews also repaired a drain running under the sidewalk on the corner of Main Street and Chapel Street.

Two Streets & Stormwater employees have been working with the IT team to evaluate the condition of all city sidewalks and log the asset into the GIS system.

The City has been working with Wright Pierce on the inflow and infiltration program. Flow meters have been moved into the west end of the sewer shed to further isolate where the high flows are coming from. Attention is focused on the downtown area. During TVing a significant amount of infiltration was discovered with no Inflow sources. We have installed meters in the First and Second Street areas to capture rain events.

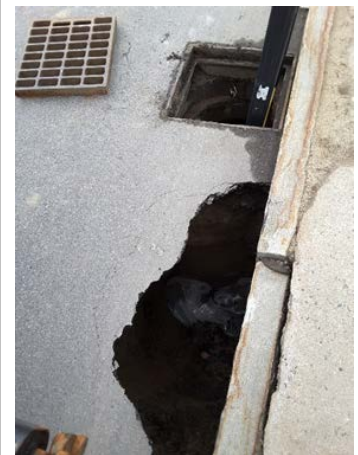
Staff, with the assistance of a local contractor, removed a sewer service that was tied to the drain line at 176 Central Avenue. This service should have been disconnected in the late 70's. This building in the 80's was tied into the drain on Summer Street. The city did remove it and placed it in the sewer at that time. City staff thought they had the entire building at that time.

During the month of April, Street crews repaired 217 potholes and applied 14.5 tons of asphalt for shims. Crews also responded to a weather event on April 15th for icy roads. Sanders and plows were removed from the trucks and placed into storage for the spring/summer season.

Street and sidewalk sweeping has begun. Roads slated for restriping are typically completed first, in conjunction with the downtown area, then all other remaining City streets. Crews will return to re-sweep any trouble spots as needed. One crew member has been assigned to the downtown area for sidewalk sweeping and debris removal.

Temporary drainage repairs were done on a line at 851 Central Avenue. A hired contractor will be in to do the permanent repairs. The drain line needed to be relocated away from the water main.

A sink hole on Central Avenue near the Silver Street intersection was repaired, as well as catch basin repairs on Whittier Street, Summer Street and Central Avenue, downtown near Nichols Hallmark Store.



There are several noteworthy builds and projects the Inspection Services Division worked at in April. Construction continues at the various buildings on the corner of Glenwood and Central Avenue. Punchlist items are finishing up at Woof Meow on the corner of Central Avenue and Merry Street. Inspections also continued for Bradley Commons at the site of the former St. Charles Church on Central Avenue. Plan review has also started for the new Orpheum building which is going to be built at the site of the former Robbins Auto-Parts complex of buildings at 104 Washington Street. Construction has also resumed across from the Dover Elks at the Assisted Living Facility on the Durham Road after being dormant for a good part of a year, after some changes to scope of work for the building were ironed out by the owner.

Below: Glenwood and Central Avenue multi-building project



Below, Woof Meow Project



**Pictured left is the
Bradley Commons
Project**

**Pictured right is
Johnson Creek
Assisted Living project**



Total Permits Issued: April 2018

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-151	BOUCHER	67	PORTLAND AVENUE	RENO. KITCHN, BEDRM & BATHRM	18-1	24	108	14000	165
17-549	RIPARIA LLC	100	FIRST STREET	FIT-UP 1ST FLR SUITE FOR EDWARD JO	C	6	3-0-0	135210	1375
18-028	THE STROAG BARN	385	SIXTH STREET	CONST. 2 STRGE BLDG'S (A) COLD & (C)	C	D	16	385000	3875
18-035	STF DEVELOPMENT CORP.	50	SHEFFIELD DRIVE	TENANT FIT-UP OF UNITS 103 & 104	C	K	37-0-0	50000	525
18-052	HYNES	284	CENTRAL AVENUE	RENO./ALT. CREATE AN ASSEMBLY US	C	9	11401	50000	525
18-085	VARNEY BROOK LLC & 375 Ce	353	CENTRAL AVENUE	INSTALL AN ADA RAMP & STAIRS TO A	C	2	35-0-0	23500	260
18-097	WENDCO OF NH LLC	909	CENTRAL AVENUE	INTERIOR ALTERATIONS	C	38	11B0	240000	2425
18-099	STF DEVELOPMENT CORP.	50	SHEFFIELD DRIVE	INTERIOR FIT-UP OF UNITS 101 & 102	C	K	37-0-0	50000	525
18-106	CRAMER FABRICS INC.	20	VENTURE DRIVE	INT. ALTER. OF RESTRMS & BREAKRM	C	D	13-I	110409	1135
18-145	MURRAY	55	NEW YORK STREET	RENO. DETACHED COMMERCIAL GARA	C	4	56-0-0	40354	425
18-153	KNOX MARSH CONDOS ASSO	251	KNOX MARSH ROAD	UNIT 9, WINDOW REPLACEMENT	C	H	3709	1000	35
18-154	KNOX MARSH CONDOS	251	KNOX MARSH ROAD	UNITS 1, 2, & 3, ROOF REPAIRS	C	H	37 (1,	10000	125
16-472	RIDGESTONE BUILDERS & DE	16	RED BARN DRIVE	CONST. A SFD WITH ATT. GARAGE	R	I	6C3	230000	2325
17-065	O'CONNELL	14	WILLARD ROAD	FINISH BASEMENT FOR ADD'L LIVING A	R	4	45	10000	125
17-338	DOVER POINT COOPERATIVE.	44	POLLY ANN TRAILER PARK	CHANGE OF USE OF STORAGE AREA TO	R	M	47C44	2800	55
17-548	CONTE	14	PHILLIP STREET	CONST. A ONE CAR ATT. GARAGE	R	A	9-R-0	20000	225
18-046	ROULEAU	68	STOCKLAN CIRCLE	FINSISH BASEMENT FOR ADD'L LIVING	R	G	24-J-1	15000	175
18-065	PROVINCE REALTY TRUST, LL	53	PICNIC ROCK DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	16	20-14	150000	1525
18-066	PROVINCE REALTY TRUST, LL	55	PICNIC ROCK DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	16	20-13	150000	1525
18-083	STABILE TOWNHOMES @ POI	31 33 35	ARTISAN WAY	CONST. A 5 UNIT TOWNHOUSE W/ONE C	R	K	19-7	838500	8410
18-088	GRANT REALTY TRUST	201	LONG HILL ROAD	DEMO FIRST FLR OF SFD	R	A	18M1	100000	50
18-093	PK BROWN	71	GROVE STREET	UNIT 2-6, INT. RENO. AFTER WATER DA	R	30	82-0-0	35000	375

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-095	BURNS	16	NELSON STREET	BATHRM RENOVATION	R	09	051	8400	109
18-098	BENSON	27	HORNE STREET	ADD 1ST FLR BATHRM, ENCLOSE PORC	R	30	5-0-0	61000	635
18-100	PETER	13	LANDING WAY	PERFORM INT. RENOV. & ALT. OF A BAT	R	L	951M	30000	325
18-103	MACE	93	GLEN HILL ROAD	CONST. TWO DECKS	R	C	C-214	7000	95
18-108	RIDGESTONE BUILDERS & DE	24	RED BARN DRIVE	CONST. SFD W/ATT. 2 CAR GARAGE	R	I	5	250000	2525
18-109	JONES	1	MOUNT PLEASANT STREET	CONST. A SHED & CARPORT	R	21	18A0	8000	105
18-110	THOMAS	251	KNOX MARSH ROAD	UNIT #2, AFTER THE FACT INT. RENO. O	R	H	37-2	6700	92
18-111	ALLEN	12 14	SILVER STREET	REPLACE EXISTING FRONT STAIRWAYS	R	12	3000	6000	85
18-112	LAZERBY	23	CHILDS DRIVE	CONVT. BASMNT TO HABITABLE AREA	R	N	8-A-1	40000	425
18-113	CARO	79	EZRAS WAY	CONST. A FARMERS PORCH	R	F	23A34	8400	105
18-115	SEAVEY PROPERTIES, LLC	179	LOCUST STREET	DEMO EXISTING SFD	R	12	63-0-0	11000	135
18-123	MAYRAND	44	ASH STREET	CONST. A DORMER	R	30	1-0-0	35000	375
18-144	NOWICK	5	FORSYTHIA DRIVE	RENOV. AN EXISTING BATHRM	R	L	97A0	3800	65
18-148	MAROLD	38	MALLARD LANE	FINISH BASEMENT FOR ADD'L LIVING A	R	N	20-3	19000	215
18-150	SEAVEY PROPERTIES, LLC	179	LOCUST STREET	CONST. SINGLE FAMILY DWELLING	R	12	63-0-0	170000	1725
18-152	KNOX MARSH CONDOS ASSO	251	KNOX MARSH ROAD	UNIT 3, REPLACE WINDOWS AND INSTA	R	H	3703	3000	55
18-155	INVICTUS, LLC	49	BELLAMY ROAD	DEMO SFD	R	H	48-0-0	4000	50
18-157	PROCTOR	124	GROVE STREET	REPLACE OLD DECK	R	29	68-D-	4000	65
18-159	KIRT & BRITT SCHUMAN TRU	136	COUNTY FARM ROAD	TWO STORY ADDITION & RENO./ALTER.	R	C	3B1	175000	1775
18-168	LEIGHTON	9	OVERLOOK DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	M	83-A	325000	3275

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 42

Total Construction Value: \$3,836,073.00

Total Fees Collected: \$38,421.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	5	Change of Use	0
Commercial Renovations	3	Commercial	3
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	2
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	6	Single Family Dwellings	10
Renovations Dwelling Unit	24	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	3		
Accessory Dwelling Unit	0		
		Total	15

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
Salty Sea	52 New Rochester Rd	A	15	0	15	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	4	2	8/22/2017	6/13/2017	Site	P17-25	I	73	8/22/2022	G	0.7
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			136	76	60									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	1	2	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	5	2	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	25	24	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	4	3	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	9	0	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	14	7	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	72	0	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	233	109									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	15	5	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	214	14									
TOTAL APPROVED UNITS			1029	562	268									138

In addition to the construction activity on the attached spreadsheet the New DHS interior finishings are in progress and more frequent inspections throughout are ongoing. The Animal Science building has also began. Inspection staff is on site approximately four times per week working through the process with PC and HMFH.

The demolition of 104 Washington Street (a/k/a Robbins building) was compleeted and site work has begun. A building permit was filed and plans have started to be reviewed.

Residential tenancies of 60 Pointe Place are being occuppied. The 59 residential units at 50 Pointe Place reached substantial completeion after multiple field inspections and additional commercial tenancies are being fit up.

Multiple inspections are ongoing at Bradley Commons as building finishes are in progress. Other large projects are the continued redevelopment of the two downtown mill buildings as well as the commercial development at Central Avenue and Glenwood Avenue.

The Building Offical continues to work with w/ E-911 to review several Emergency 911 discrepancies. Revisions will be required within the next several months.

The Building Official and Life Safety Inspector completed NFPA Fire Inspector II training and certification.

The Dover Housing Authority project for renovating 189 units within 49 building is in progress and inspections will be ongoing for several months.

Plans for the Third St. and Mechanic Street mixed use structures continue to be resubmitted and reviewed for approval.

Inspection Services continues to work with the Planning Department on the river front development.

2

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

Product and Process Outcomes

On April 28, 2018, Vicki Hebert and Officer Matt Harnish participated in the DEA Drug Take Back Day. During the course of the day, they collected eight boxes weighing more than 213 lbs. Once again this event, which is held twice a year, was a successful effort to allow the public to rid their homes of unused and unwanted medications.

During the month, Coalition Coordinator Vicki Hebert continued to work closely with the Dover Youth to Youth program to assist with the planning of the NH Youth Empowerment Conference at the NH Technical Institute in Concord. She also provided invaluable assistance to the Granite Youth Alliance teams as they continue their youth empowerment work.

The Community Service program continued to track four active participants during the month of April 2018. A total of 6.5 community service hours were completed during the month. One of the participants finished his/her assigned hours.

It Is All About Service

The Community Services Utilities Division will begin flushing fire hydrants throughout the City on Sunday, May 6, 2018. This phase of hydrant flushing will occur on dead-end streets and is expected to take one week. Crews will work at night from 9 p.m. to 5 a.m. Hydrant flushing is essential to maintain water quality and allow adequate fire flows throughout the distribution system. No disruption of water service is expected. Residents may notice some discoloration of the water. This is temporary and does not pose any threat to public health.

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.

City of Dover Community Services crews began spring street sweeping in April. Street sweeping operations began at 3:30 a.m. and continued for two consecutive eight-hour shifts throughout the day. Work is expected to be complete prior to the end of June.

The Dover Diversion Committee met on April 19 and April 25, 2018. As of the end of the month, the breakdown of cases is below:

3 cases already in active Diversion Contracts
1 successful completion and release
0 new cases heard during the month
0 cases awaiting the next meeting.

Sergeant Pettingill, the CREU Supervisor, continues to serve as a part-time supervisor for the Strafford County Drug Task Force.

Also in April, Sergeant Pettingill began providing blocks of instruction for 19 Dover High School students who have enrolled in the Dover Police Department's Student Citizen Police Academy. So far the students have learned about Crime Scene Processing and Investigation, Dangerous Drug Awareness and Basic Police Operations. The classes will continue to meet each Monday from 4:30PM to 6:30PM until May 14, 2018. **(Goal 5)**

Adult fitness classes continue to be very popular at the McConnell Center, with new sessions of PiYo, Zumba® and Interval Toning being held in Recreation's dance studio. City & school fields were finally opened up to the youth leagues for practices and games after a very cold and wet spring. All field requests were completed. Dover Baseball held their opening day at Dunaway on April 14th for the 2018 season. Men's 35+ Basketball league wrapped up with their finals in mid-April. They will be offering a spring league for the first time beginning April 30th. Women's open gym has been temporarily moved to Wednesday evenings to accommodate AAU practice rentals in the gym. Badminton continues on Friday evenings. Sign-ups are also ongoing for Rec's Granite State Track and Field program which will begin in May. Sign-ups have begun for summer programs including Playgrounds and theater camps. Youth Music Theater and Fun on Stage are taking registrations. April is a busy month at the Dover Ice Arena with several off-ice events on the Foster Rink and a full schedule of skating programs on the Holt Rink. The arena spring programs are in full swing. The Flyball Dog Show on the Foster Rink was a great success along with the Dover Home Show both drawing in large crowds all weekend long. Seacoast Roller Derby has been on the Foster Rink floor practicing every week.	Camp Kool registrations opened up and already have 5 weeks full. The Circus is coming to town on May 12th; Stellar Entertainment Group will be showing "The Cirque" on the Foster Rink. The Dover Yard Sale will be on the Foster Rink on May 19th. Registrations for summer programs have begun and are filling up quickly. Adult and Youth Stick Practice: 445, Birthday Parties: 3 The month of April brought the first session of spring lessons at the Dover Indoor Pool. As with the other sessions, staff have added classes to accommodate all that were on the waitlist. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase in swimmers. A robotics program from Dover Middle School used the indoor pool in April for a number of days. The Dover Fire Department also utilized the indoor pool facility for training with their new stokes litter basket. The Jenny Thompson Pool will open in May for Seacoast Swimming and other area teams. Attendance as follows: Adult Lap Swim: 75-100 swimmers daily; Rec Swim: 20 swimmers daily; 3 pool rentals, 2 birthday parties 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, senior members visited the New England Aquarium in Boston and the center also held several special events, including a "Behind the Iron Curtain" talk about the cold war, as told from the Russian perspective. Mystery Lunch attendees totaled 32. On April 4, 2018, the parent of a 7th grade student contacted Dover Middle School to advise her son had intentionally set a fire in their residence the previous night. The parent requested that both Officer Dunne, the Middle School Resource Officer, and the guidance counselor speak with him about his behavior and impress upon him the dangerousness of this act. The student expressed remorse and said he would not set further fires. During the month of April, Officer Plummer, Whittier Falls Resource Officer, assisted with a safety check of the Seymour Osmond Community Center SOCC. Officer Plummer met with Director Krans, Stacy Kearns, and staff from CATA to talk about building safety and response to an incident that may jeopardize the safety of the people inside the building. There were multiple questions answered and small issues addressed. Overall the building was found to be safe with the staff taking many good precautions already.	During the month of April, Officer Plummer attended the DHA Easter Egg hunt. This is an annual event that the neighborhood looks forward to each year. Officer Plummer helps by hiding the eggs and helping the younger kids find them. This year there was a gathering at the SOCC right after the egg hunt. There Officer Plummer raffled off 4 brand new bikes. Any child who attended the Easter Egg hunt was given a ticket for the drawing of the bikes. The library led classes on the use of the library's Memory Lab equipment in April. 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 Planning Department continued to create modified DELP payment protocols and procedures to make the payment process easier for DELP recipients. In April, a review of existing and potential repayments was completed. Community Development Planner Carpenter met onsite with certain CDBG applicants to review proposed projects in preparation for the 2018 building season.
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Home Show at the Dover Ice Arena



Above, Winners of the Senior Center Pickleball Shoot-out held on April 2, 2018. From left to right: Men's runner up Bruce Freeman, men's winner Mike Shannon, women's winner Sharon Hadwen, women's runner up Lorraine Dusingberre.

Pictured below, Teen Center participants and interns pose for a picture with the UNH Wildcat after a tour and lunch at UNH.



Planning staff reviewed responses to 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. Four firms responded and three were interviewed. A vendor was selected and a scope of services is being negotiated.

Planning staff worked to revise site and subdivision regulations through amendments. These are related to streamlining the process, and to incorporate the provisions of Chapter 92, driveways into the subdivision regulations.

April also saw the second of two drills occur for Fire & Rescue this season related to the State of NH Radiological Emergency Plan. Federal Laws require the State of NH to have a Radiological Emergency Response Plan and these drills creatively test agencies such as Dover Fire & Rescue in what their role is and how to respond. Part of that plan requires evacuation of all residents within a 10-mile zone of Seabrook, so systems to achieve that requirement are tested several times a year. Several communities of residents within that zone are designated to come to Dover where they would be processed for State and Federal Aid. Other communities in that zone go to Rochester and Manchester. Most of the costs for the plans and practicing these plans are borne by the Plant Owner – NextEra Energy with NH Homeland

Security coordinating the pass through of funding from NextEra to communities such as ourselves. For the drill in April, Fire & Rescue staff practiced converting the Dover Middle School, into a reception center following Dover's host Community Radiological Plan and building on the first set up drill held in January. Initially for 2018, the plan was for three drills. It was learned with some changing federal requirements, that only two were necessary this year so the drill held in April completes this project for this fiscal year.

Discussions are underway with Skatepark patrons to begin the planning for the relocation of the River Street Skatepark to another location yet to be determined. 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 was approved through the CDBG program available July 1st

The Henry Law Park Adventure Playground is busy with many visitors daily this month. There are several small projects planned for the park this spring to enhance the work that has already been done. These include additional brickwork and planning for addition of shade sails.

The Dover Teen Center calendar for April of 2018 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 553 participants on 20 days of programming, which yielded an average of just under 28 participants per day.

Some program highlights for the month of April 2018 included, but were not limited to the following:

Weekly TC "Arts In Action" Projects

Every Monday – Guitar & Ukulele Music Enrichment w/The Sonatina Center

Every Wednesday – Downtown Art Mural Project w/ Brian Cartier

Every Friday – "Telling Your Story" Workshops w/ The Voice Library

TC Snack Special Day – "Make Your Own Mini-Pizza" (4/8)

TC Friday Flix – "Thor: Ragnarok" (4/13)

TC Special Program – "Girl's Group" (4/16)

TC Outdoors – "UNH College Wood Trail Hike" (4/17)

TC April Vacation Event – "DVD Movie & Popcorn Chill-Zone" (4/23)

TC April Vacation Trip – "Fox-Run Mall Trip" (4/24)

TC April Vacation Trip – "UNH Tour & Lunch" (4/25)

TC April Vacation Special Event – "Tye-Dye Party" (4/26)

TC April Vacation Special Music Event- "DoverPalooza: Spring Fever Show" (4/26)

TC Special Event – "Heroes vs. Villains" Challenge for Supremacy Olympics (4/30)

There were 6 new registration forms received in April 2018 at the Dover Teen Center.

Planning and Community Development staff applied for a planning grant to develop performance measures for applications for development within the Central Business District. This grant would be from the New Hampshire Planners Association and would allow staff to develop measurable outcomes to see if projects approved in the CBD reflect the spirit and intent the Planning Board had for the regulations the projects conform with.

On April 12, 2018, to celebrate the completion of the DARE program, DPD hosted the DARE Graduation ceremony for all 5th grade students and their parents. 270 students completed the DARE program and received a certificate and their Drug Free ID. The students heard an inspiring speech from the Chief of Police and shook the hands of the dignitaries in attendance including the Deputy Mayor and the Superintendent of Schools.



Left, Chief Colarusso addresses the DARE graduates and their parents as the Deputy Mayor and the Superintendent look on.

What is Dover Diversion?

Court Diversion is an early-intervention program that works with first-time offenders. If referred to the program, you will only be able to take advantage of it one time, and one time only.

The program recognizes that you made a mistake and that you are willing to take responsibility. It will look for you to learn from, and sometimes repent for your mistake without ending up with a juvenile record. It is up to you to decide what you make of this opportunity. No one is forced into the program, and involvement in this program does not prove one's guilt in a court of law.

**Dover Police Department
Juvenile Community Service
Program**

Juveniles that are interested in completing community service hours within the City of Dover can do so through the Dover Teen Center. Projects include, but are not limited to; trash and debris community clean-ups (parking areas, public parks and recreation areas), painting and beautification activities, as well as other directed tasks. The Teen Center will keep a detailed log that includes dates, hours performed and tasks/projects. Letters of verification may be provided upon request. Referrals for juveniles to complete community service come from Juvenile Justice Services, the school resource officers, the Dover Children's Home, and the Diversion Committee.

What is the Dover Coalition For Youth?

The Coalition is the means by which we hope to bring all of the elements of the community together to take on underage drinking, marijuana use and prescription drug abuse. No one agency, business, or program can solve the complex issues associated with substance abuse. The Coalition attempts to bring all of the potential community resources and partners to the table, including parents, schools, police, the recreation community, businesses, religious leaders, health and social services, the media, and youth. The Coalition promotes a cooperative approach to prevention that results in a consistent strategy and message about alcohol, tobacco, and other drugs. This will insure, for example, that kids are not getting conflicting messages about alcohol from their coaches, DARE Officers, teachers, and parents.

On April 16-17, 2018, Officer Dunne attended the Advisory period in Mrs. Dillingham's classroom to engage the students in a discussion about social media. Many students are using social media platforms to bully other students and send sexual content to one another. Officer Dunne spoke about the appropriate use of social media as well as the consequences both in and out of school for engaging in inappropriate use.

On April 17, 2018, Officer Dunne assisted with a stranded student after school hours. The student was unable to locate a parent or adult to bring him home after staying for an after school function. Officer Dunne arranged for a patrol unit to transport the student to his residence.

On April 18, 2018, the Dover Middle School hosted the annual Dodge Ball tournament after school. A group of six 5th grade students asked Officer Dunne to be their coach. Although they did not make it to the finals, the Mountain Lions put in a valiant effort.



Above, Officer Dunne poses with the students on the volleyball team that she coached on April 18, 2018.

On April 26, 2018, Officer Dunne participated in the YMCA day camp's Career Day at the Horne Street School. She spoke with a group of 2nd-5th grade students about being a police officer and what the job entails.

As part of Officer Dunne's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, and outside during the morning drop-off. Officer Dunne continues to participate in Advisory with her assigned 7th grade classroom, as well as volunteer as assistant coach with Girls on the Run.

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 addition services. She contacted 2 such individuals this month.

Planning and Community Development staff reviewed responses 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.

During the month of April 2018, 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. This activity also allows for the prompt exit of school busses from DHS in conjunction of all other traffic coming and going from the school.

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

Mother Theresa

Each month, Fire & Rescue highlights an incident or two to illustrate the depth of services provided. One of the most newsworthy events in April occurred on Fire & Rescue's busiest day in April being Wednesday April 4th, at approximately 4 PM when Fire & Rescue was called to 1 Washington Center when a passerby reported smoke coming from the roof which was subsequently confirmed by Police Department. The initial incident priorities included finding where the smoke was coming from and the evacuation of the building which was started when fire crews activated the building's fire alarm.

After having crews focus on the wing of the building where the smoke was coming from with a floor by floor search, a fire was discovered in an industrial oven at Uraseal on the first floor. Though the baking of various chemicals in this oven is a normal everyday occurrence for Uraseal, on this day, something went wrong with the process causing ignition of the chemicals and the production of heavy smoke. Ultimately and with consultation of Uraseal staff members, it was determined the safest method to control the incident was through extinguishment by a hose line (which is not always the case with a chemical fire). All of the incident's tasks required the entire on duty shift of 13 personnel from the fire stations, command staff, several mutual aid partners on scene and for station coverage, and the recall of off-duty personnel with some assisting on scenes. This Incident lasted approximately two hours and during that time, there were several other emergencies in Dover handled by recalled off-duty personnel and the communities that were assisting in covering Dover's fire stations through our mutual aid agreements.

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.*

What is the Dover Teen Center?

The Dover Teen Center provides a variety of activities and support to Dover youth in grades 6 thru 12. We are more than just an after school, drop-in spot. The TC is a place where participants can get involved in a number of artistic, educational, adventure and athletic activities that embrace our community values and expectations.

What is Dover Youth to Youth? Y2Y

Dover Youth to Youth is an after-school drug-prevention program coordinated by the Dover Police Department Community Outreach Bureau. Y2Y is open to students in 6th -12th grade in local schools in Dover.

What is Community Response & Enforcement Unit (CREU)?

This unit is comprised of the Dover Housing Liaison Officer, the Problem Oriented Police Officer, the Mounted Patrol Unit, and the Dover High School and Middle School Resource Officers. There is Sergeant assigned to oversee the unit.

Each of the positions within the CREU allow for officers to interact with the community in a more proactive manner than that of the normal patrol officer responding to calls for service. These positions allow for officers to focus more on education of the community in working toward the prevention of crimes or becoming a victim of a crime.



Another newsworthy and unusual incident, occurred on Monday, April 2nd around 9 AM when the operator of a Shipyard Waste garbage truck realized the load of trash the truck was transporting was on fire, prompting the operator to dump the load in the parking lot of Consolidated Electrical Distributors on Portland Avenue to prevent the truck from catching fire. A shout-out goes to Community Services and Dover Police for assistance with this incident which illustrates that no department ever operates in a vacuum. Community Services provided a tractor and operator to pull the pile of trash a part to allow firefighters to extinguish the deep-seated hotspots within the pile, while Dover Police managed traffic on Portland Avenue which at times was reduced to one lane of travel.



Last month Fire and Rescue completed the ambulance billing revalidation process for NH Medicaid, and this month it was the revalidation for Veteran's Affairs. This validation is good for several years and meeting those compliance requirements allows Fire & Rescue to bill the VA for services provided to its members. Some required updates to Fire and Rescue's Medicare account were also completed as well allowing Fire and Rescue to continue billing Medicare.

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

Fire and Rescue also worked through the complicated process of finalizing an update to the Anthem Blue Cross ambulance billing agreement before moving that on to the Legal Department and the City Manager for signing. This agreement allows Fire and Rescue to continue billing Anthem Blue Cross for ambulance transports, at their new rates which have increased slightly. Interestingly and even though Anthem Blue Cross increased their rates, they do not automatically pay the increased rates unless the provider agreements with ambulance services are updated. Having a provider agreement with Anthem Blue Cross also accelerates by nearly 2 months, the time span between when Fire and Rescue transports a person with Anthem Blue Cross insurance and when it is paid by Anthem Blue Cross.

Fire and Rescue along with several other departments in April, reviewed four performance evaluation and goal tracking systems with the goal of moving forward to the City Manager, a recommendation as to which system to purchase and implement citywide. This project coordinated by Human Resources and Info Technology, and monitored by the City Purchasing Agent, consisted of sitting through web-based demonstrations of each of the systems with an eye toward if the systems will work for all City Departments. (Goal 2 & 3)

Fire and Rescue also participated with a regional workgroup in April that is tasked with developing a regional Mass Casualty Incident plan. Fire and Rescue's MCI plan was updated a year ago, and now through its continuing membership in the Seacoast Fire Chief's Mutual Aid District, is sharing the key components of its MCI plan while this working group develops a common framework that will cross multiple communities. The goal is to, if possible, align the various plans that the many communities in the area have for common terminology and common structure, to reduce the amount of training needed and improve the outcome in the event of an incident where ten or more people are injured.

Planning and Community Development staff continued 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. The Planning Board posted these amendments and will hold public hearings over the next few months to gather feedback.

A meeting of the recently formed Planning Board subcommittee on rezoning was held on April 10th. This committee is set up to review existing and proposed amendments to the zoning code which will enhance commercial opportunities in Dover. The group reviewed a concurrence map of transportation, zoning, utilities and developed parcels. In addition staff provided copies of the future land use map and conservation map, and the uses allowed in each zone.

Planning staff assisted the Community Services Department in a review of proposals for the repair work needed on the walls alongside the Central Falls dam on the Cochecho River downtown.

Planning and Community Development staff followed up with the UNH Planning Club to review the results of their First Impressions 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 was presented to the Council in a workshop. After the presentation, staff met with the Club to discuss expectations for follow up and the process used.

Planning and Community Development staff and Community Services staff worked with the developer of 104 Washington Street to review the offsite improvements package to layout traffic flow improvements on Chestnut and Washington Street. The Council awarded the bid for this package to Fulcrum and Associates in April.

Planning and Community Development and Legal staff reviewed Federal, State and local regulations regarding communications towers to prepare for a Zoning Board request to allow a 180 foot tower where it would not ordinarily be allowed, on Henry Law Avenue. In addition to the ZBA request, the Heritage Commission and Planning Board would need to be involved in a site plan review, should the variance be granted.

Planning and Community Development staff continues to work on a stakeholder engagement manual. This manual will review ways staff can interact with stakeholders on projects, and in the general course of processing plans and implementing Master Plan recommendations. The manual will be developed to work with efforts of other departments and the Media Services office to ensure that staff are industry leaders in outreach and education.

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."

All items in this section correspond with Council Goal 2, Communication & Engagement.

Leadership and Governance Outcomes

Vicki Hebert also worked closely with Officer Pike during the month to plan classes in the high school health department. The classes cover awareness surrounding the opioid crisis and the stigma attached to addiction. (Goal 2, 4 & 5)

Vicki also worked closely with Officer Dunne, the Dover Middle School Resource Officer, to begin the planning for National Night Out in August. (Goal 2, 4 & 5)

Officer Pike was a guest speaker in Eric Salmonsens's Social Studies class on Thursday, April 19 and Friday, April 20. The topic of discussion was search and seizure laws.

The library has 3,844 subscribers to its two monthly e-newsletters.

Fire and Rescue provided a safety talk to the National Active and Retired Federal Employees Association April meeting at held at Newick's.

Officer Plummer met with about fifteen 5-9 year old students from the after school YMCA program at Woodman Park School. Officer Plummer talked to them about being a police officer. Officer Plummer answered many question and interacted with the kids.

Also during the month of April, Officer Plummer conducted meetings with elderly housing residents. Officer Plummer conducted 4 meetings in different locations managed by the Dover Housing Authority throughout the city. Officer Plummer educated the residents on the topic of fraud (prevention and what to do if they become a victim). These meetings were eye opening for many of the residents and they asked a lot of questions.

Library staff posted 162 items to its various social media platforms in April.

The library has 2,662 Facebook followers, 1,393 Pinterest followers, 1,172 Instagram followers, and 956 Twitter followers.

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

The Systems and Technology librarian taught ten free technology classes for patrons, including Word, Excel, and Memory Lab training.

In April, Fire and Rescue participated by staging at the 37th Annual Reds Race 5 Mile Road Race & 2 Mile Walk on April 8th and the Saint Mary's Academy 5K Road Race on April 14th. This type of presence provides Emergency Medical and Fire protection at the special events where crowds of our citizens and visitors are. Both road races are part of the Dover Race Series races that can draw upwards to a thousand people

Communication works for those who work at it. ~John Powell

Each of the five 4th grade classrooms at Woodman Park School received the 2-lesson *TRUTH About Tobacco Program* in April. The first lesson is about tobacco and e-cigarette consequences. The second lesson is presented by Dover Youth to Youth students and focuses on media literacy, tobacco advertising, and the tobacco industry's deceptive promotion of its products. During this school year, this information was provided to over 300 students in 4th grade, covering all 3 public elementary schools.



Above, three members of Youth to Youth shown above presenting a media literacy and tobacco lesson in a Woodman Park School 4th grade classroom in April.

On April 17th, Dover Youth to Youth staff assisted the Epping Y2Y in their efforts to create and record two radio public service announcements at WBYY The Bay radio station in Dover.

Students from Granite Youth Alliance teams have been regularly attending Dover Youth to Youth meetings in order to take advantage of training and other opportunities. During April, two students from Epping and one from Newmarket participated in two evening meetings.

Planning and Community Development as well as Community Services staff met with abutters and the developer of the 6 Grove street redevelopment project to review and understand abutter concerns and to look for creative solutions to addressing the concerns. These concerns included stormwater management, parking and building improvements.

On April 3rd, four members of Dover Youth to Youth provided a presentation at WDH to parents and educators about the increasing problem of e-cigarettes and vaping.

On April 5th, a team of six Youth to Youth members provided two presentations in Meredith for the Moultonborough, NH Middle School. The presentations focused on the consequences of underage drinking.

On April 10 and 11th, Dana Mitchell traveled to Essex Junction, VT and provided training to their high school youth advocates. They wanted to learn more about e-cigarettes and vaping. The students then assisted Dana Mitchell the next day in a presentation to parents at Essex High School on both e-Cigarettes and the "Mock Bedroom" presentation where parents are warned about signs that their child may be using drugs.



Dana Mitchell shown presenting about the risks of e-cigarettes and vaping to youth and parents at Essex High School in Essex Junction, Vermont.

On April 12th, 15 members of Youth to Youth put on a theatrical skit on tobacco at the annual DARE Graduation for 300 5th graders and many parents.

On April 13th Dover Youth to Youth hosted the NH Youth Empowerment Conference at the NH Technical Institute in Concord. Dover students put on a series of workshops, along with outside presenters on Marijuana and other topics. The conference was co-hosted by New Futures which paid for the facilities and taught sessions about being involved in state legislative initiatives. Almost 80 students and 40 adults attended the all-day training. Twenty students from Dover attended and presented.



Group picture of the students from Dover Youth to Youth that attended and presented at the Youth Empowerment Conference on April 13, 2018.



Shown above, on April 3, 2018, Sergeant Collopy, Officer Couch and Teen Center Director Pappajohn participated in the UNH Justice Studies Career and Internship Fair. This was an opportunity for the department to meet and recruit police officer candidates who are studying in the criminal justice field. It is also a tool used to recruit interns who serve as mentors and guides for the Dover Teen Center. Although not a heavy turnout, the contacts made were with individuals who are familiar with the region and would likely remain within the area when career opportunities present themselves.

During April 2018, Detective Matthew Travaglini conducted an "Active Shooter" Drill at the New Hampshire Children's Museum on April 2, 2018. He also assisted with a security walk through at the Seymour Osmond Community Center on April 3, 2018.

On April 4, 2018, Detective Travaglini conducted "Civilian Response to an Active Shooter" (CRASE) training at Pentair and at the Seymour Osmond Community Center.

He also conducted "CRASE" training at Crossroads Childcare on April 10, 2018 and at the First Parish Church on April 23, 2018.

Lastly, he conducted a bank safety program at Optima Bank on April 12, 2018



Pictured left, on April 12, 2018, Sergeant Collopy attended the New Hampshire College and University Council Career Fair, which was held at Saint Anselm College in Manchester, NH. This was a job fair that was open to all the New Hampshire college students. Unlike the UNH job fair, this job fair was for all majors of study with a very diverse group of employers in attendance. This event had a strong turn out with multiple face to face contacts among police officer candidates.

Media Services distributed 39 press releases and numerous updates to the website and social media in April. In April, DNTV-22 televised live, rebroadcast and made available online 19 public meetings and 3 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.	Planning and Community Development as well as Community Services and Recreation staff met to review outstanding issues at Park Street Park. This park was rehabilitated in 2011, and a project in the vicinity provided funds for adding to the rehabilitation. That work includes paving the walkway around the park, and adding more benches and picnic tables. 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 interviewed by WOKQ about local development activity and about the need to promote public engagement in the planning activities. The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,633 fans). The Assistant City Manager spoke at the State of the City to discuss development activity and the zoning amendment process In April, Media Services coordinated and prepared numerous initiatives to help engage the public about the proposed budget. Among these initiatives are the Budget Revealed newsletter, which was sent once a week during budget deliberations; detailed and updated information about the budget and budget process on the Budget Revealed online resources; special video and online content about the budget process, and budget content designed specifically for Channel 22. In addition, Media Service utilized social media and electronic newsletters to share budget information and remind residents of important meetings and budget workshops. In April, Media Services provided support to Dover Main Street to help support one of Main Street's banner events, Dover Cleanup Day. Media Services in April began preproduction on two short films that are part of the annual Fire Safety Festival. Production was expected to begin in May. In addition, Media Services is providing the design of the set's backdrop. Media Services provided live and taped coverage of the annual State of the City, held on Tuesday, April 17, 2018, at the McConnell Center. Media Services also produced a video retrospective of some of the current projects under way in Dover, which was shown during the event. The entire event can be viewed here: https://dovernh.viebit.com/player.php?hash=rF6K69bAhGkd Media Services in April continued to train and assist high school students with live broadcast production assistance. This included the first live-streamed coverage of high school baseball, which featured Dover High School versus Spaulding. Media Services prepared and distributed several newsletters in April, 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.
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Financial and Benchmark Outcomes

4

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

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

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

The graphic to the right illustrates the old and new response models in layperson terms.

The City Clerk and Tax Collector's Office have mailed tax bills to all property owners. The current bill, which is the second half billing of the annual tax levy bill, is due by Friday, June 1, 2018. The City of Dover's property tax rate for fiscal year 2018, as calculated by the New Hampshire Department of Revenue Administration, is \$25.87 per \$1,000 assessed valuation.

Budget meetings were ongoing through the month of April. Departments Heads continued to present their budgets and answer questions. All budget information can be found on the Budget Revealed page on the City's website at: <http://www.dover.nh.gov/government/open-government/budget-revealed/>

Passport application processing fees are providing a new source of revenue for the library. At \$35 per application, the library received \$1,050 in revenue during April.

The Friends of the Library contributed \$1250 to renew museum passes to the Children's Museum of NH and the New England Aquarium, plus \$200 for Harry Potter Day prizes.

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

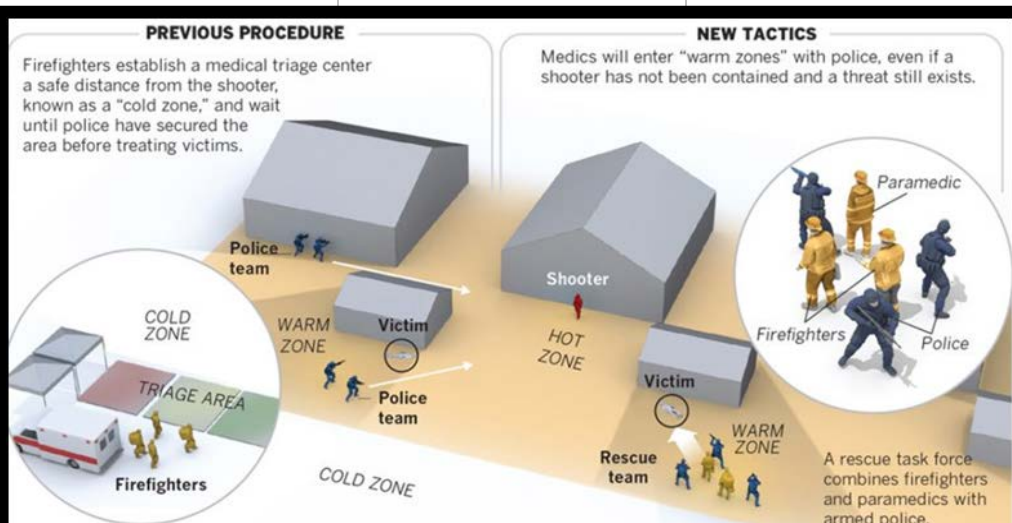
In April, Fire and Rescue completed the ordering of 4 sets of ballistic body armor to be placed on the two primary ambulances. The purchase of this equipment utilizes the grant funding received last year that came from New Hampshire Homeland Security and Emergency Management as part of a nationwide initiative to train fire department and emergency medical services, along with a community's Police Department, to the new industry practices for active shooter events.

The previous industry response model for an active shooter event in a school or major business complex, was for the police to secure perimeter and await a tactical team to enter the building before engaging the shooter while EMS providers wait outside in a safe zone for any victims to be brought out by the tactical team.

Research has shown that it is far more effective, for the initial police responders to enter the building and engage the shooter, and for body armor equipped EMS providers to

enter as well behind those police officers and with some police protection of their own, to start treatment of the injured immediately.

To get this grant, Fire & Rescue had to agree to complete some training benchmarks before being approved for the actual purchase of the equipment, which have been completed. When the equipment arrives, additional training benchmarks will need to be completed. This initiative is referred to in industrywide jargon, as EMS in the Warm Zone.



Purchasing Office Bid Solicitations April 2018

Department	Bid Date	Bid Number	Description of Bid
Community Services	04/03/2018	B18075	Design Consulting Services for Belknap Elm Recon. Project
	04/03/2018	B18063	Shaws Lane Athletic Complex Mowing & Maintenance
	04/05/2018	B18077	Design Consulting Services for Sixth & Venture Intersection Impr.
Executive	04/03/2018	B18065	Enterprise Park Lawns & Grounds Mowing & Maint. Services
Fire	04/13/2018	B18058	Fire Dept. Uniforms & Clothing
Planning	04/04/2018	B18007	Solar Power Purchase Agreement for DHS & CTC
Police	04/13/2018	B18057	Police Clothing & Equipment
Recreation	04/03/2018	B18064	Athletic Fields Lawns and Grounds Mowing & Maintenance
	04/05/2018	B18046	McConnell Center-Daycare Area Roof Replacement

The photos below show what some of the equipment Fire & Rescue is purchasing through this grant looks like, which includes goggles, a ballistic helmet, and body armor (bullet resistance vests).



Fire and Rescue also heard in April that it received a New Hampshire Homeland Security and Emergency Management Grant that will augment the donations received from the many Dover businesses for the next Fire Safety Festival. This is the capstone for community outreach which is delivered in June in all of Dover's elementary schools, public and private. In the months preceding the delivery, a safety-themed script is written, a mobile set is built inside the South End Fire Station that can be taken apart and moved through doorways, songs are developed, and short video segments recorded by City Media staff, and costumes either made or rented. The show is then trucked from school to school and delivered to the approximately 2000 students ranging from Kindergarten through 4th grade by on-duty and off-duty staff. All of this is accomplished while continuing to meet the ever-present daily demand for Fire and Emergency Medical Services. This year's show is the first with an Emergency Preparedness theme throughout and will add several new safety messages to the long list developed during previous shows. It is also the first delivered in partnership with NH Homeland Security and Emergency Management, who will distribute CD/DVD's of the show to other communities after the delivery to Dover's elementary schools.

Planning and Community Development staff developed update material regarding impact fee increases. 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. In April, staff developed letters to be sent to all developers affected by the changed fees and to alert them to timelines and costs.

CAPITAL IMPROVEMENT PROJECT:

Park Improvements - Amanda Howard

Responsible Department: Recreation Department
Gary Bannon, Director

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.*

Previous Month Update:	Current Month Update:
This project has not begun yet.	This project has not begun yet.

CAPITAL IMPROVEMENT PROJECT:

Ambulance Replacement

Responsible Department: Fire & Rescue Department
Eric Hagman, Fire Chief

Project Description:

In 2019, Replace 2008 ambulance, with 122K miles. The life expectancy of an ambulance running under the conditions that the City of Dover requires is 8 years; 4 years as front line, 4 years as a backup.

Previous Month Update:	Current Month Update:
February 2018: 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 using the HGAC (Houston Galveston Area Compact purchasing group) purchase process as the new Quint in production currently at the E-One company, was purchased through a HGAC competitive bid as well. 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 airpacks 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 the Ambulance purchased two years ago except built on a Dodge chassis. Both that ambulance 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. March 2018: The purchase of the new ambulance to be built by PL Custom Emergency Vehicles located in Manasquan, NJ was approved by the City Council in March. The purchasing agent has created the purchase order with the regional dealer being Sugarloaf Ambulance and Rescue Vehicles located in Wilton, Maine. Arrival of the ambulance is projected for November currently which is dependent upon the projected arrival of the Dodge chassis at the factory. There is some uncertainty as to the exact arrival of the Dodge chassis which could shift the delivery schedule by a month or two as Dodge is currently starting the move of a truck chassis factory from Mexico to Michigan.	April 2018: Progress is occurring with the order in process and the committee comprised of members of all ranks, currently reviewing preliminary engineering drawings for this new ambulance from PL Custom.

CAPITAL IMPROVEMENT PROJECT:

Central Falls Dam Repairs

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

Project Description: *This project will repair the 40 year old retaining wall adjacent to the Central Falls dam and the Fish ladder located off Central Avenue downtown*

Previous Month Update:	Current Month Update:
March 2018: No update.	April 2018: The City issued a Request for Qualifications for a consultant specializing in retaining walls and related geotechnical experience. The firm of Tighe & Bond was recommended based on their recent experience with other granite block retaining walls. A Scope of Work was subsequently developed for an initial investigation stage. In the interim, a chain link fence was installed around the top of the retaining wall, specifically where a large sink-hole or depression has started adjacent to the retaining wall. This was installed as a safety precaution until a detailed analysis can get underway.

CAPITAL IMPROVEMENT PROJECT:

City Hall - Customer Service Center

Responsible Department: Planning Department
Christopher Parker, Assistant City Manager
John Storer, Community Services Director

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: Clean up and moisture remediation has been completed, waiting to start repairs to walls and furniture replacement. The City's insurance carrier, Primex, has intentionally delayed authorization to commence repairs in order to allow other insurers to conduct their own independent inspections. There could potentially be claims against the sprinkler line company, or the manufacturer of a specific valve. The investigation is still on-going. Authorization to proceed with repairs is expected any day now. Repair estimates have been provided by the original general contractor, Martini Northern.	April 2018: Planning and Community Development staff worked to resolve outstanding issues within City Hall, mainly around the repair of damage caused by the flooding over New Years Eve. Primex has approved that work can begin in May on the space, after allowing time for other insurance companies to perform a review. Staff worked with Martini Northern to create a plan for the renovations. The work should take approximately 2 to 3 weeks to complete.

CAPITAL IMPROVEMENT PROJECT:

City Hall - Structural & Safety / Atrium Replacement

Responsible Department: Community Services Department
John Storer, Community Services Director
Sharon Sirois, F&G Superintendent

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: 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 scaffolding will be down soon, the interior work on the upper floor will be completed and the ground floor portion will begin. The contractor is expecting to be done in April.	April 2018: 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 scaffolding is down, inside and out, the interior work on the upper floor is completed and the ground floor portion has begun. The contractor is expecting to be done soon.

CAPITAL IMPROVEMENT PROJECT:

Cochecho River Dredge Cell Closure

Responsible Department: Planning Department
Christopher Parker, Assistant City Manager

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.

Previous Month Update:	Current Month Update:
February 2018: Project currently on hold. March 2018: Still working on filling it so it can be capped and closed.	April 2018: Planning and Community Services staff review the capacity of the cell, and the permitting needed to close the cell. The City's Environmental Projects consultant is working to finalize the closure plan.

CAPITAL IMPROVEMENT PROJECT:

Cochecho Riverfront Bank Stabilization & Site Prep

Responsible Department: Planning Department
Christopher Parker, Asst. City Manager
Steve Bird, City Planner

Bank Stabilization: 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.

Project Description: *Site Prep: 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*

Previous Month Update:	Current Month Update:
January 2018: 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. Riverbank stabilization is in design and permit review stage. No implementation until completed. February 2018: No Update. March 2018: 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 met on March 1st with staff from Community Services and Recreation to plan for the construction of the stone dust path to access the public Paddlesports dock. Staff and CWDAC Chair met on March 1st with the Foster's reporter to provide background on the waterfront development efforts over the years in preparation of a future article. Staff met on March 14th with other city staff to discuss cost estimates for public improvements on the waterfront. Staff organized and attended a meeting of the Developer Review sub-committee on March 15th to review the public improvements planned for the waterfront. The CWDAC	April 2018: 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 continues to work with the vendor to install the public Paddlesports dock. Staff met with Eversource to understand the process for providing electricity to the site, at the level development will need and incorporating that into the 75% complete plans, which the short listed developers will have access to as they complete responses to the request for proposals to develop the waterfront site. The RFP submission deadline is May 24, 2018. The full membership of CWDAC will conduct interviews of the three companies in June. It is anticipated that decisions on which developers to select will be made by the end of June.

CAPITAL IMPROVEMENT PROJECT:

Cochecho Riverfront Bank Stabilization & Site Prep

meeting was held on March 20th. Staff assisted the CWDAC Chair in the preparation of a PowerPoint presentation for the City Council workshop on March 21st to provide an update on the waterfront development process.

At the March 20, 2018 CWDAC meeting, City Planner Steve Bird provided an update on the bluff excavation project after receiving the most recent information from Severino Trucking Company. The removal of soil located over the bedrock from the bluff and the placement of the soil in Maglaras Park has been completed. The blasting process ended on March 15th as required by the wetlands permit received from the state. The blasting company estimates that the blasting is about 75% complete. They will start up the blasting again late this year to finish up. They have

completed placement of rip rap on the blasted ledge surface to stabilize the area. Severino has set up the rock processing operation, which will continue for at least two months.

On March 28, 2018, the City Purchasing Agent sent the Request for Proposals document to the three development companies that were previously selected after an extensive RFQ process. The three companies are Cathartes of Boston, Chinburg Properties of Newmarket and Summit Land Development of Dover.

The RFP submission deadline is May 24, 2018. The full membership of CWDAC will conduct interviews of the three companies in June. It is anticipated that decisions on which developers to select will be made by the end of June.

CAPITAL IMPROVEMENT PROJECT:

Cochecho Riverfront Park & Dock Development

Responsible Department: Planning Department & Recreation Department
Christopher Parker, Asst. City Manager
Gary Bannon, Recreation Director

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.*

Previous Month Update:	Current Month Update:
February 2018: The dock is on hold until weather allows installation. March 2018: 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.	April 2018: No update.

CAPITAL IMPROVEMENT PROJECT:

Fire Quint Pumper Replacement

Responsible Department: Fire & Rescue Department
Eric Hagman, Fire Chief

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

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: The build of the new Quint is in progress at E-One. Radio cabling for the radio equipment Fire & Rescue uses was sent in March, to E-One to be installed during the build. The build is on schedule at the factory for completion mid to late May and delivery in June. The photos below show the cab on the chassis after the motor was loaded, the rear body section of the vehicle where hose is stored, and the aerial ladder all built. This vehicle with a projected life expectancy of 20 years, is all function. When viewing the cab photo below, you will see a bumper that holds two attack hose lines which will be connected to the fire pump in the vehicle by installed piping.	April 2018: The build of the new Quint continues at E-One. The ladder, pump module, and rear body have been loaded on the chassis/frame and the vehicle is mostly completed at this point. The vehicle design committee is scheduled to go mid-May to the factory to inspect the vehicle and complete some operational testing to the specifications as written and approve the vehicle to be delivered in June, if no issues are noted. Though not having arrived yet, Dover has benefited already by the purchase of this vehicle as ISO or insurance Services issued the most recent review of effectiveness for Fire & Rescue in April. ISO included the capabilities designed into this vehicle, into the rating schedule scoring knowing they had been purchased and was being constructed. These reviews now happen every five years with the information used by insurance companies to set the rates for property insurance and as hoped, the deficiencies for not having enough aerial ladder capacity back in 2012 were eliminated with that consideration of this purchase within the overall scoring, which increased positively by several points. If a vehicle with the capabilities incorporated into this one not been purchased, and coupled with the growth that Dover is experiencing, scoring would've been reduced by several points. In simple terms, the lower the score, the higher the property insurance costs for a community. 

CAPITAL IMPROVEMENT PROJECT:

Firefighting Turn Out Gear

Responsible Department: Fire & Rescue Department
Eric Hagman, Fire Chief

Project Description:

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.

This purchase fulfills the new plan of purchasing a set of turnout gear for the department's firefighters every 5 years through the CIP, as each set of gear has a ten-year life span with retirement now mandatory per national standards, after ten years of life.

Previous Month Update:	Current Month Update:
February 2018: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 department. 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. March 2018: The purchase of the new Globe manufacturing Athletix style firefighting turnout gear was approved by the City Council in March. The purchasing agent has created the purchase order with the regional dealer being Bergeron Protective Clothing located in Epsom, NH. What is next is for Bergeron Protective Clothing to visit each shift and measure each staff member as firefighting turnout gear to protect the individual wearing it properly, must be custom fitted.	April 2018: The purchase process of the new Globe Manufacturing Athletix style firefighting turnout gear continues with all members measured by regional dealer Bergeron Protective Clothing. What is next is for the order to enter the production schedule at Globe Manufacturing located in Pittsfield, New Hampshire.

CAPITAL IMPROVEMENT PROJECT:

General Sidewalk Improvements

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

Project Description: *Annual management program for sidewalk replacements.*

Previous Month Update:	Current Month Update:
February 2018: Staff are assessing potential sidewalk projects for the 2018 season. March 2018: Staff are assessing potential sidewalk projects for the 2018 season.	April 2018: Staff have completed an initial condition assessment of 35 miles of sidewalk that are plowed during winter snow removal operations. The assessment is being evaluated for development of a targeted maintenance/repair plan to ensure winter plowing obstacles are eliminated.

CAPITAL IMPROVEMENT PROJECT:

General Street Improvements

Responsible Department: Community Services Department
John Storer, Community Services Director

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

Previous Month Update:	Current Month Update:
February 2018: Contractors finished up with the paving and gravel shoulders on Chestnut Street, Spruce Lane, Fourth Street and Leighton Way. March 2018: Requests for bids for the annual street paving program went out March 8. Two bids were received March 28, with Brox Industries the apparent low bidder at \$1,765,468. Community Services and the Finance Department is working on a Resolution for City Council approval that will highlight the proposed funding sources. Anticipated goal is to make April 25 City Council Agenda.	April 2018: No Update.

CAPITAL IMPROVEMENT PROJECT:

Heating Plant - Central & South End Stations

Responsible Department: Fire & Rescue Department
Eric Hagman, Fire Chief

Project Description: *Replacement of boiler and apparatus floor heaters*

Previous Month Update:	Current Month Update:
February 2018: 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 <u>Lochinvar</u> 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. March 2018: This project is in a waiting period for when the weather is warm enough to shut of the heating systems for several days in the respective fire stations, which is the duration of the removal and replacement for each heating system. Waiting until the weather is warmer eliminates the need for temporary heat and the costs associated with temporary heat.	April 2018: Still waiting for when the weather is warm enough to get through several days with no heat, which is the duration the boiler replacement will take in each station.

CAPITAL IMPROVEMENT PROJECT:

HVAC City Wide Building Transducer Replacement

Responsible Department: Community Services Department
John Storer, Community Services Director
Sharon Sirois, Facilities & Grounds Superintendent

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*

Previous Month Update:	Current Month Update:
February 2018: Library plans are under review for cost estimation verification by Martini Northern due to the excessive figure presented with the plans. Awaiting funding. March 2018: Alternative designs are being considered in lieu of massive retrofitting of new air handler units within the attic or on the roof. A walk-thru was held to examine whether smaller, mini-split units could be installed without significantly disrupting the aesthetic character. A price proposal is expected from the current HVAC contractor, Siemens Industry, Inc. The mini-split options is expected to be in the vicinity of \$400,000, while the installation of new air handling units was around \$1.4 million.	April 2018: The City has been negotiating with Siemens for a revised HVAC design for the Library that will utilized mini-split evaporators installed strategically throughout the building. A completed overhaul of the HVAC system, including new air handling units was estimated at \$1.5 million. Its expected the implementation of mini-splits might cost \$400,000 total.

CAPITAL IMPROVEMENT PROJECT:

Indoor Pool Heating System Repairs

Responsible Department: Recreation Department
Gary Bannon, Recreation Director

Project Description:

There are currently 4 separate Natural Gas fired hot water boilers that feed a distribution system of pumps and heat exchangers. They feed the Indoor Pool building, the pool water heating and domestic hot water. This system dates back 20 years and was part of a larger electric and heat co-generation system that is no longer in operation. The current system is in fair to poor condition and requires many hours of repair annually. This whole system needs to be upgraded or replaced in the very near future to avoid a serious failure along with the removal of the Cogen system.

Previous Month Update:	Current Month Update:
March 2018: No Update.	April 2018: The Indoor Pool heating system project is moving along with some preliminary design work being done but nothing firm on the actual construction as it hasn't been bid out yet.

CAPITAL IMPROVEMENT PROJECT:

Intersection Reconstruction - Sixth & Venture

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: A request for proposal is being advertised and the response is due back on March 2 to hire the consultant for design services. The goal is to modify the intersection geometry to better accommodate turning traffic by large trucks. Site lines will also be improved.	April 2018: No Update.

CAPITAL IMPROVEMENT PROJECT:

Multi-Use Trail Development

Responsible Department: Planning Department
Christopher Parker, Assistant City Manager
Donna Benton, Assistant City Planner

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.

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: Work on the third phase of the Community Trail continues as part of the Transportation Alternatives Program (TAP) project 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. Planning Staff is working with the City Assessor to determine the value of the easements necessary to negotiate the easements. Legal Counsel has drafted those easement documents. The project is still on schedule to be fully completed by the end of 2018.	April 2018: Work on the third phase of the Community Trail continues as Planning staff, the City's consultant and the City Assessor work to determine the value of the easements necessary to negotiate the easements. Legal Counsel has drafted those easement documents. The project is still on schedule to be fully completed by the end of 2018. No action was completed on Phase IV of the Community Trail.

CAPITAL IMPROVEMENT PROJECT:

Public Safety Communications Upgrade

Responsible Department: Police Department & Fire Department
Chief Colarusso & Chief Hagman
Captain Breault & Deputy Chief Haas

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.

Previous Month Update:	Current Month Update:
February 2018: Deputy Chief Haas of the Fire Department and Captain Breault of the Police Department jointly oversaw 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 March new radios were installed in front-line fire apparatus, microwave dishes and various communication antennas were installed on the new towers, new communication system equipment and the network system equipment was installed and tested. During the last week in March both the police and fire primary radio systems were transferred to the new system. March 2018: March saw the new radio equipment that was purchased for Fire & Rescue as part of the Communications System Upgrade, fully installed throughout the Fire & Rescue fleet and stations. This included the station radio equipment, the vehicle radio equipment, and the portable radios assigned to the firefighters when they are working on-duty, recalled for station coverage or major incidents, or activated as part of a specialty team (hazardous materials, SRT/SWAT Medic).	April 2018: Deputy Chief Haas of the Fire Department and Captain Breault of the Police Department jointly oversaw 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 April existing police department portable and mobile radios were reprogrammed and new network system equipment that had been installed was tested.

CAPITAL IMPROVEMENT PROJECT:

Public Transit Bus Shelters

Responsible Department: **Planning Department**
Christopher Parker, Assistant City Manager
David Carpenter, Assistant City Planner

Project Description: *Providing bus shelters to protect from the weather and provide a place to sit could create a more attractive environment and increase use of the public transit system. A review of existing bus routes (COAST and Wildcat Transit), stop locations (with and without shelters), bus ridership data, adjacent land uses, and roadway geometry resulted in a list of locations where the placement at new bus shelters would have a high return on investment. These shelters are eligible for Community Development Block Grant funding, where they improve ADA accessibility.*

Previous Month Update:	Current Month Update:
March 2018: No update.	April 2018: The City is scheduled to install four ADA compliant bus shelters this summer. The shelters will be purchased and installed using CDBG funds. All four sites are current COAST Bus Stop locations and were identified with the help of COAST staff. Three of the locations do not currently have a shelter. The fourth location currently has a shelter but is not ADA compliant and does not meet the functional needs of existing riders. The four locations are as follows: The westerly side of Chestnut Street across from the Police Station and near the existing crosswalk; On the easterly side of Whittier Street adjacent to the Dover Housing Authority office; On the northerly side of Whittier Street near the corner of Whittier Street and Pleasant View Circle; On the southerly side of Whittier Street near the corner of Whittier Street and Pleasant View Circle.

CAPITAL IMPROVEMENT PROJECT:

Pump Station Upgrade - Cochecho

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

Project Description: *This project will design and upgrade the Cochecho Pump Station which was building in 1977. Upgrade to include Gorman Rupp equipment, replacement of force main, rebuild of the retaining wall along Portland Avenue, and add sidewalks to the station.*

Previous Month Update:	Current Month Update:
March 2018: No Update.	April 2018: The City pulled old records, plans and pumping records in preparation of developing a Request for Proposal (RFP) for engineering design services.

CAPITAL IMPROVEMENT PROJECT:

Pump Station Upgrade - Varney Brook

Responsible Department: Community Services Department
John Storer, Community Services Director
Bill Boulanger, Deputy Community Services Director

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.*

Previous Month Update:	Current Month Update:
February 2018: The wet well has been cleaned. Wright Pierce has conducted a building inspection. The City is waiting for the design phase to begin. March 2018: The consultants have completed an initial grit-assessment to determine if mechanical equipment is required to remove debris before pumping waste to the treatment plant. It appears grit-removal will likely not be required, which should help reduce overall upgrade cost. City is currently waiting for the detailed design phase to begin.	April 2018: Wright Pierce has done an internal investigation of all the assets within the pump station, waiting for a report on the design requirements

CAPITAL IMPROVEMENT PROJECT:

Sewer Inflow / Infiltration Mitigation

Responsible Department: Community Services Department
John Storer, Community Services Director
Bill Boulanger, Deputy Community Services Director

Project 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.

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: Multiple flow meters were installed with the sanitary sewer system to identify sources of inflow or infiltration (I/I) where storm water is entering the system. Based on the results of the flow monitoring, video inspections were conducted on the interior of the sewer pipes to identify specific locations of I/I. The City has received a preliminary report, from Wright-Pierce, with recommendations to grout and seal the sewer lines in the downtown area.	April 2018: Staff and Wright Pierce have re-focused on the downtown area in an attempted to find the Inflow sources. It is believed that the grouting and sealing will take care of the infiltration component. We have relocated flow meters in the downtown sewer shed to try to pin down the inflow sources. The other area we finished investigation was the remaining clay pipe that fed into the Mill Street pump station. This area is on the lower part of Stark Avenue and Elliot Circle. Staff believes most of Stark Ave can be relined, but portions of Elliot Circle will need to be reconstructed. Staff has requested proposal for design work for this area, as well as the grouting and sealing of the downtown area.

CAPITAL IMPROVEMENT PROJECT:

Sidewalk - Upper Whittier Street

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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

Previous Month Update:	Current Month Update:
February 2018: Survey/design work will be initiated this winter. The goal is to be ready for bidding by spring 2018. March 2018: A request for proposal has advertised and the response will be opened on April 9th for design services.	April 2018: TEC has been awarded the contract to design the sidewalk improvements.

CAPITAL IMPROVEMENT PROJECT:

South End Fire Station Improvement

Responsible Department: Fire & Rescue Department
Eric Hagman, Fire Chief

Project Description: *South End Fire Station Ramp & Parking Lot Repaving*

Previous Month Update:	Current Month Update:
February 2018: No Update March 2018: A meeting was held in March at the South End Fire Station between the Community Service Director, the Fire Chief, and a potential paving vendor as work progresses to define the scope of the ramp and parking area re-paving project. It was determined that because of the Durham Road sloping toward the fire station ramp, and the fire station ramp sloping from the station toward the Durham Road, that water tends to collect along that paving joint. This contributes to water infiltrating through cracks in the pavement and causing serious frost heaves under the fire station ramp where it meets the Durham Road. The solution is to install a drain system at that joint in addition to the removal of the clay that is the primary base material under the station ramp paving, existing since the fire station was built and opened in 1967. These two issues are the root problem why there been chronic issues with every overlay of paving since the fire station has been built. Further research is being conducted by Community Services engineering section on the drain system design and there is some possibility that there is some funding available through a groundwater protection program to help with the cost of that part of the project.	April 2018: This project is still in the research phase as to what type of drain system would best prevent the problems described in the last update.

CAPITAL IMPROVEMENT PROJECT:

Storm Drain Replacement - Broadway Railroad Culvert

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: The City has reached an agreement with Red's Shoe Barn for an easement. The City has also acquired an easement from the railroad. The City is pursuing three final easements with individual land owners. Wetlands permitting is ongoing. The goal is to be out to bid late summer, as the desired time frame for installing a new culvert under the railroad will be late fall/early winter.	April 2018: No update.

CAPITAL IMPROVEMENT PROJECT:

Street Lighting Improvements

Responsible Department: Community Services Department
John Storer, Community Services Director

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.

Previous Month Update:	Current Month Update:
January 2018: 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. February 2018: 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. March 2018: The LED conversion process has been completed for approximately 1,800 fixtures. Initiation of the smart control software was put on hold until the City's new communication towers became operational. The street light controls need to utilize the wireless gateways via the new communication towers. Expected completion and testing will occur by late April. The control software will allow for full tracking of light status, with ability to monitor localized power outages.	April 2018: Installation of the LED conversions was completed over the winter. Once the City's new communication towers were finally activated, staff could start monitoring the network of street lights. In April we started to take advantage of the feature by initially tracking when street lights reported power failures. This helped us track a rather large widespread power outage that impacted Sixth Street and the Weeks Crossing area. Staff are still awaiting final software training to be able to fully control, dim, or adjust the lights remotely. Monitoring capabilities will include being able to track actual power consumption. Training should be completed by mid to late May. The City then plans to conduct a presentation in June for representatives of both Eversource and the Public Utilities Commission.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Richardson

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

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

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: No update.	April 2018: No update. Same as February 2018.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Chestnut & Washington

Responsible Department: Community Services Department
Christopher Parker, Assistant City Manager

Project Description: *This project will work with the proposed redevelopment of 104-124 Washington Street. Through that redevelopment the City will receive Right of Way to improve the intersection and widen Washington Street.*

Previous Month Update:	Current Month Update:
March 2018: No update.	April 2018: Planning and Community Development staff and Community Services staff worked with the developer of 104 Washington Street to review the offsite improvements package to layout traffic flow improvements on Chestnut and Washington Street. The Council awarded the bid for this package to Fulcrum and Associates in April.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Elm, Summer & Belknap

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

Project Description: *This project will include the design for drainage, sidewalks and street reconstruction. The design of this project will take into account elements, as outlined in the City's Complete Streets/Traffic Calming policy. Furthermore, this project will design the replacement of an existing four and six inch cast iron pipe to eight inch ductile iron, which was installed in the late 1800's and should be replaced before road reconstruction.*

Previous Month Update:	Current Month Update:
February 2018: No update. March 2018: Community Services staff developed and issued a request for proposals for consulting firms to assist the city with the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. Overall project to include: Road – reconstruction of roadway to include sidewalks and improved roadway bed. Drainage improvements will be incorporated. Water- reconstruction of water line throughout the project area.	April 2018: Community Services staff developed and issued a request for proposals for consulting firms to assist the city with the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Floral & Brick

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: City staff presented a conceptual plan to the Transportation Advisory Commission (TAC), showing the reconstruction of Brick Road and Floral Avenue to be one-way between Jefferson Court and High Ridge Road. The TAC preliminarily endorsed the plan. The consultant has been given direction to move forward with this concept.	April 2018: The proposed reconstruction of Brick Road and Floral Avenue will be one-way between Jefferson Court and High Ridge Road. The consultant is moving forward with the design of this plan. A second neighborhood meeting will be held in May to discuss the change in plan and solicit input.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Hanson Street

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: SUR Construction was selected in February and the contract was submitted for City Council approval. Staff held a neighborhood meeting in March to answer any of the property owners questions. The construction work will begin in April.	April 2018: SUR Construction began work on the reconstruction project in April. They began with clearing some overgrown or dying vegetation along the edge of the roadway and have run temporary water lines. Construction will ramp up more in May.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Keating & Birchwood

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

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

Previous Month Update:	Current Month Update:
February 2018: 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 completion. 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. March 2018: No update. Same as February.	April 2018: Sargent Corporation resumed work in this neighborhood. It is anticipated that the project will be completed in Mid-May. The following work was completed this month: Road – Crews resumed work in Stark Avenue and Central Avenue to secure the trench prior to paving. Crews began landscaping and other miscellaneous improvements as part of project completion. Rims and grates were raised to match the final pavement elevation. Minor work was done on the previously installed drainage system. Curbing that was damaged during the winter was reset and secured. Water- no additional water work needed other than raising structures to final pavement elevation. Sewer- no additional sewer work needed other than raising structures to final pavement elevation. 

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Oak, Ham, Ela, Broadway

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: This project is contingent on new Broadway Railroad Culvert, as this entire neighborhood will drain downstream to an already overloaded drainage system. March 2018: This project is contingent on new Broadway Railroad Culvert, as this entire neighborhood will drain downstream to an already overloaded drainage system. As the Broadway Culvert project proceeds to bidding, the City expects to retain a design consultant to possibly begin initial survey work by this fall. Depending on the progress of the Broadway Culvert, this neighborhood project might get delayed until calendar year 2020.	April 2018: No Update.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Roberts Road

Responsible Department: Community Services Department
John Storer, Community Services Director
Gretchen Young, Assistant City Engineer

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

Previous Month Update:	Current Month Update:
Jan 2018: 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. Feb 2018: Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in March. March 2018: Holden Engineering is working to obtain NHDES Wetland Permits and necessary drainage easements prior to finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in April.	April 2018: Holden Engineering has obtained NHDES Wetland Permits and is working on securing necessary drainage easements prior to finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in May.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Spur Road

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: Underwood has been awarded the contract to design the project. March 2018: Underwood has been awarded the contract to design the project and is starting the survey. Survey work is expected to occur through the summer. The goal will be to host a neighborhood meeting by this fall to starting soliciting feedback from residents. The City will be reaching out to NH DES to see if there is any financial assistance available to provide public sewer to the remaining residence that have private septic systems.	April 2018: No Update.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Tanglewood

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: No Update.	March 2018: No Update.

CAPITAL IMPROVEMENT PROJECT:

Veteran's Park-Park Improvements

Responsible Department: Recreation Department
Gary Bannon, Recreation Director

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.*

Previous Month Update:	Current Month Update:
November 2017: 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. February 2018: 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. March 2018: The Dover Veterans Park first 400 donated bricks honoring veterans that are in storage along with 176 others that were received this month will be installed in the spring. Donated brick orders are still coming in and they can continue to be purchased for the foreseeable future.	April 2018: The Dover Veterans Park 570 donated bricks honoring veterans that were in storage were installed this month. Donated brick orders are still coming in and they can continue to be purchased for the foreseeable future.

CAPITAL IMPROVEMENT PROJECT:

Water Main Replacement - Main & Washington

Responsible Department: Community Services Department
John Storer, Community Services Director
Bill Boulanger, Deputy Community Services Director

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: Underwood Engineers has hired a contractor to survey portions of lower Washington Street and Main Street. Design will occur through summer and into fall. Construction would be expected to commence spring of 2019. Roads would be completely repaved following completion of water main work.	April 2018: Underwood has met with the Mill owners in the lower part of Washington to inquire about their needs for connection sizing for this project. Sixty percent plans will be submitted soon, construction still scheduled for 2019

CAPITAL IMPROVEMENT PROJECT:

Water Meter Replacement

Responsible Department: Community Services Department
John Storer, Community Services Director
Bill Boulanger, Deputy Community Services Director

Project Description: *This funding continues the process of replacing existing meters in the field that have met their life expectancy. By replacing these meters the City ensures water meters in system are not outdated and recording water usage correctly, and provide up to date billing technology.*

Previous Month Update:	Current Month Update:
March 2018: No Update.	April 2018: 622 meters were ordered in April and 78 were received. New water meters were installed in 12 new homes and 117 replacement installations occurred from old style meters to new style meters.

CAPITAL IMPROVEMENT PROJECT:

Water & Sewer Main Replacement - Spaulding Turnpike

Responsible Department: Community Services Department
John Storer, Community Services Director
Dave White, City Engineer

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.*

Previous Month Update:	Current Month Update:
February 2018: 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. March 2018: No Update	April 2018: No Update.

CAPITAL IMPROVEMENT PROJECT:

Water System Facilities Upgrade

Responsible Department: Community Services Department
John Storer, Community Services Director
Bill Boulanger, Deputy Community Services Director

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.

Previous Month Update:	Current Month Update:
February 2018: Water facilities plan Phase 1 4 sites under this contract <u>North End Tank:</u> The City has signed off on substantial completion. The generator setup is still under warranty. <u>Calderwood & Campbell:</u> 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. <u>Lowell Ave:</u> 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) <u>Smith & Cummings:</u> 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 <u>Willand Pond:</u> 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 <u>Somersworth Interconnect-</u> 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 <u>Raw water line from Willand Pond to Smith and Cummings-connect to raw line at Smith well site:</u> Under design not 30% yet, survey and boring underway <u>Garrison hill tank rehab</u> – under design, not 30% yet <u>Isinglass River recharge pump relocation</u> - Under design not 30% yet, relocating recharge station out of the flood plain <u>Isinglass & Bellamy-Review of River quality:</u> 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 March 2018: Water Facilities Plan Phase 1 4 sites under this contract <u>North End Tank:</u> Calderwood & Campbell chemical feed building: rebuilding old well house: Lowell Ave: The treatment plant is now operational and the City has signed off on substantial completion for all of the sites. The one year warranty is now in effect. The Contractor and the City are reviewing the Punch List items. Water Facilities Plan Phase 2 7 sites under this contract *There is a progress meeting scheduled for April 16, 2018 to discuss the status of the project* A new control building, housing a new master flow meter and variable frequency drive controllers will be installed for the Smith and Cummings sites, along with the installation of a new submersible pump for Cummings Well. Plans and Spec are complete and will proceed to bidding shortly. 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	April 2018: Phase 1: <u>North End, Calderwood, Campbell & Lowell Ave:</u> The treatment plant is now operational and the City has signed off on substantial completion for all of the sites. The one year warranty is now in effect. The Contractor and the City are reviewing the punch List items. All 4 sites have had fences installed, dirt road grading, landscaping, and final touches. Two outstanding items are the stand-by power unit at Campbell well had not been accepted yet and the vendor CAT has been trouble shooting it, anticipating the generator to be up and running by the end of May. The second item is an additional phone line for the fire suppression system for Lowell Ave. The City has placed the order, but it is taking longer than expected. Phase 2: Develop new wells at Willand Pond and build common building: Reviewed 30 % plans with Underwood, have submitted all wetland permits applications and received approvals for the Willand Pond site. Somersworth Interconnect- Reviewed 30% Plans with Underwood, working on getting a temporary easement near the Somersworth tie –in. City of Dover and Somersworth working on final agreements to go before each City Council. Pipeline design is 60 to 80% complete Raw water line from Willand Pond to Smith and Cumming: City staff has received 80% plans and have reviewed them with Underwood, city decided on final route of pipeline and address specification items such as pipe type and size. This phase might be able to go out to bid and be constructed this year if 100% plans and specs are received over the next month Garrison hill tank rehab – under design, not 30% yet, Isinglass River recharge pump relocation: Underwood submitted and has received planning board approval for the relocation of the new building. Currently working with NH DES on withdraw permits. Thirty to sixty percent plans have been submitted to city staff and state. Next phase is state approvals before proceeding on final design. Review of River quality Isinglass and Bellamy: Underwood is currently submitting the require documents to the state, the latest update for the Bellamy is the request for the intake to be either up river or down river from the current intake. Underwood will be assessing this request

CAPITAL IMPROVEMENT PROJECT:

Water System Facilities Upgrade

underway. Potentially will go out to bid late summer or early fall 2018.

Somersworth Interconnect- Under design to be incorporated within the Willand Pond Building to add metering and booster pumps. Have not reached 30% design stage yet, survey and boring work is underway. This project qualified for a \$1.3 million grant from the Ground Water Trust Fund. Discussion has been ongoing with the City of Somersworth about drafting an Inter-municipal Agreement (IMA) for the design, construction and operation of the facility. It is expected a draft IMA will be presented to the City Council sometime in May.

Raw water line from Willand Pond to Smith and Cumming raw line at Smith well site Under design not 30% yet, survey and borings 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. Currently working with hydrogeologic firm and engineering consultants on approval process with New Hampshire Department of Environmental Services. There is an extensive approval process that must document not negative impacts of water withdrawals from the rivers. This could take up to 1 year to collect necessary data and to complete monitoring.

FINAL 2018 Snow Management Summary Report

Date	Condition	Approx. Accum. Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Yard	Salt/Sand Cost	Sand Only	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
12/8/2017	School Dept	0.00	0	\$0.00	\$0.00	14	\$744.10	0	\$0.00	0.00	\$0.00	8640	\$691.20	\$1,435.30
12/9/2017	light snow	0.50	449.15	\$14,279.80	\$910.00	267.5	\$14,217.63	89	\$2,130.66	4.50	\$70.88	0	\$0.00	\$31,608.96
12/12/2017	Pickup Garage only	0.00	0	\$0.00	\$385.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$385.00
12/13/2017	School Dept	0.00	0	\$0.00	\$0.00	14	\$744.10	0	\$0.00	0.00	\$0.00	0	\$0.00	\$744.10
12/13/2017	Snow	3.50	117.32	\$3,520.10	\$920.00	415	\$22,057.25	210	\$5,027.40	34.00	\$535.50	0	\$0.00	\$32,060.25
12/18/2017	Snow	3.00	15.45	\$497.23	\$490.00	127	\$6,750.05	3	\$71.82	0.00	\$0.00	0	\$0.00	\$7,809.10
12/19/2017	School Dept	0.00	0	\$0.00	\$0.00	14	\$744.10	0	\$0.00	0.00	\$0.00	0	\$0.00	\$744.10
12/19/2017	Icy Roads	0.00	700.38	\$21,894.51	\$0.00	202.5	\$10,762.88	27.75	\$664.34	0.00	\$0.00	1920	\$153.60	\$33,475.32
12/22/2017	Snow	5.00	493.07	\$15,437.05	\$2,386.25	326.5	\$17,353.48	177	\$4,237.38	15.00	\$236.25	960	\$76.80	\$39,727.21
12/23/2018	Snow	1.50	156.88	\$5,520.02	\$1,807.50	88.75	\$4,717.06	294	\$7,038.36	0.00	\$0.00	0	\$0.00	\$19,082.94
12/25/2017	Snow	7.00	559.12	\$13,954.16	\$5,151.25	65.5	\$3,481.33	40.5	\$969.57	4.50	\$70.88	0	\$0.00	\$23,627.18
12/27/2017	Pickup Garage only	0.00	0	\$0.00	\$1,075.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$1,075.00
12/29/2017	Snow	0.25	17.12	\$567.61		19	\$1,009.85	79.5	\$1,903.23	0.00	\$0.00	6550	\$524.00	\$4,004.69
1/2/2018	School Dept	0.00	0	\$0.00	\$0.00	0	\$0.00	0	\$0.00	8.00	\$126.00	0	\$0.00	\$126.00
1/2/2018	Snow removal	0.00	78.38	\$2,608.06	\$0.00	0	\$0.00	5	\$119.70	0.00	\$0.00	0	\$0.00	\$2,727.76
1/4/2018	Snow	11.00	591.78	\$19,174.41	\$7,435.50	155	\$8,238.25	333.5	\$7,983.99	6.00	\$94.50	0	\$0.00	\$42,926.65
1/6/2018	Pickup Garage only	0.00	0	\$0.00	\$945.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$945.00
1/7/2018	Snow removal	0.00	129.77	\$4,211.40	\$3,825.00	4	\$212.60	14	\$335.16	0.00	\$0.00	0	\$0.00	\$8,584.16
1/10/2018	Snow removal	0.00	126.75	\$4,080.01	\$0.00	0	\$0.00	14	\$335.16	0.00	\$0.00	0	\$0.00	\$4,415.17
1/17/2018	School Dept	0.00	0	\$0.00	\$0.00	0	\$0.00	16	\$383.04	0.00	\$0.00	0	\$0.00	\$383.04
1/17-18-19/	Snow	8.00	338.66	\$11,005.61	\$4,177.50	376.75	\$20,024.26	129	\$3,088.26	6.00	\$94.50	0	\$0.00	\$38,390.13
1/19/2018	Pickup Garage only	0.00	0	\$0.00	\$860.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$860.00
1/22-24/201	Snow	2.00	249.43	\$7,751.41	\$770.00	115.75	\$6,152.11	768	\$18,385.92	0.00	\$0.00	0	\$0.00	\$33,059.44
2/1/2018	Icy Roads	0.00	0	\$0.00	\$70.00	252	\$13,393.80	6	\$143.64	0.00	\$0.00	10505	\$840.40	\$14,447.84
2/2/2018	Icy Roads	0.00	0	\$0.00	\$70.00	185.5	\$9,859.33	25	\$598.50	9.00	\$141.75	0	\$0.00	\$10,669.58
2/5/2018	Icy Roads	0.00	0	\$0.00	\$70.00	18	\$956.70	10.5	\$251.37	7.50	\$118.13	0	\$0.00	\$1,396.20
2/7/2018	Snow	5.00	451.07	\$14,351.06	\$3,281.25	208	\$11,055.20	388	\$9,288.72	6.00	\$94.50	0	\$0.00	\$38,070.73
2-9/15-18	Icy Roads	0.00	7.1	\$274.56	\$0.00	0	\$0.00	80.5	\$1,927.17	0.00	\$0.00	0	\$0.00	\$2,201.73
2/17/2018	Snow	8.00	339.27	\$11,379.71	\$2,971.25	248.5	\$13,207.78	35	\$837.90	0.00	\$0.00	0	\$0.00	\$28,396.64
2/22/2018	Snow	0.50	34.75	\$1,184.58	\$70.00	36	\$1,913.40	92.5	\$2,214.45	7.00	\$110.25	4600	\$368.00	\$5,860.68
2/25/2018	Snow/Rain	2.00	82.75	\$2,636.51	\$70.00	90.5	\$4,810.08	43	\$1,029.42	0.00	\$0.00	0	\$0.00	\$8,546.01
3/8/2018	Snow/Icy Roads (pm)	16.00	575	\$18,797.21	\$9,075.00	149.5	\$7,945.93	428.5	\$10,258.29	0.00	\$0.00	11475	\$918.00	\$46,994.43

Date	Condition	Approx. Accum. Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Yard	Salt/Sand Cost	Sand Only	Sand Cost	Salt Brine	Brine Cost	Total Storm Cost
3/9/2018	Pickup Garage only	0.00	0	\$0.00	\$1,497.50	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$1,497.50
3/11/2018	Snow removal	0.00	130.97	\$4,201.99	\$4,472.50	0	\$0.00	6	\$143.64	0.00	\$0.00	0	\$0.00	\$8,818.13
3/13/2018	Snow	21.00	504.4	\$17,003.23	\$7,069.00	178	\$9,460.70	275	\$6,583.50	0.00	\$0.00	0	\$0.00	\$40,116.43
3/15/2018	Snow removal	0.00	141.85	\$4,256.69	\$3,837.50	0	\$0.00	9	\$215.46	0.00	\$0.00	0	\$0.00	\$8,309.65
3/15/2018	Pickup Garage only	0.00	0	\$0.00	\$1,455.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	\$1,455.00
3/22/2018	Snow	1.00	0	\$0.00	\$70.00	109.75	\$5,833.21	3	\$71.82	0.00	\$0.00	1000	\$80.00	\$6,055.03
4/15/2018	Icy Roads	0.00	64.03	\$2,024.89	\$0.00	89	\$4,730.35	0	\$0.00	0.00	\$0.00	0	\$0.00	\$6,755.24
March	School Dept	0.00	0	\$0.00	\$0.00	29	\$1,541.35	0	\$0.00	0.00	\$0.00	0	\$0.00	\$1,541.35
		95.25	6,354.45	\$200,611.81	\$65,217.00	3,799.00	\$201,916.85	3,602.25	\$86,237.87	107.50	\$1,693.13	45,650.00	\$3,652.00	\$559,328.65

PO Report - April 30, 2018

DAC	PO Date	PO No.	Vendor Name	Amount
Fire and Rescue	4/25/2018	201808998	BODY ARMOR OUTLET, LLC.	\$5,360.30
Community Services Department	4/11/2018	201808680	MARTINEAU ELECTRIC, INC.	\$5,910.00
Community Services Department	4/25/2018	201809001	ROBERT HALF INTERNATIONAL, INC.	\$6,568.92
Community Services Department	4/4/2018	201808471	NORMAN R. GAGNON CONSTRUCTION, LLC	\$6,957.50
City Information Technology	4/26/2018	201809033	CARASOFT TECHNOLOGY CORP.	\$7,200.00
Community Services Department	4/25/2018	201809003	LAVIOLETTE CONTROLS	\$7,650.00
Community Services Department	4/26/2018	201809031	MUNICIPAL PEST MANAGEMENT SERVICES, INC.	\$8,400.00
Community Services Department	4/5/2018	201808539	HACH COMPANY	\$8,428.00
City Information Technology	4/26/2018	201809032	SHI INTERNATIONAL CORP	\$8,518.00
Fire and Rescue	4/3/2018	201808394	BERGERON PROTECTIVE CLOTHING LLC	\$13,708.80
Community Services Department	4/26/2018	201809034	LAKES REGION ENVIRONMENTAL CONTRACTORS	\$15,570.00
Fire and Rescue	4/3/2018	201808393	BERGERON PROTECTIVE CLOTHING LLC	\$135,403.12
Fire and Rescue	4/3/2018	201808395	ROLAND B. MORIN dba SUGARLOAF AMBULANCE	\$217,514.99
Community Services Department	4/3/2018	201808411	UNDERWOOD ENGINEERS, INC.	\$284,300.00
Community Services Department	4/3/2018	201808405	SUR CONSTRUCTION, INC.	\$908,820.00

City of Dover

Expenditures of Major Funds

April 30, 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	\$ 79,982	\$ 466,875	86.0%	\$ 75,183	\$ 56,733	\$ 18,450	3.4%
Executive	1,039,875	58,276	857,727	82.0	182,148	95,977	86,171	8.3
Finance	1,785,034	143,179	1,457,075	82.0	327,959	232,267	95,692	5.4
Planning	696,427	49,244	541,532	78.0	154,895	88,412	66,483	9.5
Misc General Government	1,158,599	52,058	702,998	61.0	455,601	40,781	414,821	35.8
Police	8,952,632	625,610	7,152,800	80.0	1,799,832	953,130	846,702	9.5
Fire & Rescue	8,981,979	653,827	7,396,465	82.0	1,585,514	885,539	699,975	7.8
Community Service Public Works	7,148,652	331,457	4,399,686	62.0	2,748,966	920,363	1,828,603	25.6
Recreation	2,221,921	146,798	1,725,252	78.0	496,669	194,954	301,715	13.6
Public Library	1,377,030	99,099	1,076,853	78.0	300,177	167,731	132,446	9.6
Public Welfare	856,608	41,455	499,981	58.0	356,627	39,749	316,878	37.0
Debt Service	12,014,563	5,998	4,589,632	38.0	7,424,931	16,513	7,408,418	61.7
Other Financing Sources/Uses	3,809,937	272,875	1,378,754	36.0	2,431,183	-	2,431,183	63.8
School	52,113,315	3,595,423	35,782,759	69.0	16,330,556	15,751,967	578,589	1.1
Intergovernmental	8,713,747	-	8,713,747	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 111,412,377	\$ 6,155,283	\$ 76,742,136	68.9%	\$ 34,670,241	\$ 19,444,118	\$ 15,226,124	13.7%
3213 Parking Activity Fund								
Police	\$ 856,716	\$ 55,135	\$ 445,003	52.0%	\$ 411,713	\$ 60,850	\$ 350,864	41.0%
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 55,135	\$ 445,003	51.9%	\$ 411,713	\$ 60,850	\$ 350,864	41.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,134,688	\$ 72,327	\$ 770,371	68.0%	\$ 364,317	\$ 230,999	\$ 133,318	11.7%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,134,688	\$ 72,327	\$ 770,371	67.9%	\$ 364,317	\$ 230,999	\$ 133,318	11.7%
3381 McConnell Center Fund								
Recreation	\$ 938,007	\$ 28,888	\$ 379,819	40.0%	\$ 558,188	\$ 90,937	\$ 467,251	49.8%
Sub-total : 3381 McConnell Center Fund	\$ 938,007	\$ 28,888	\$ 379,819	40.5%	\$ 558,188	\$ 90,937	\$ 467,251	49.8%
3410 Recreation Special Revenue Fund								
Recreation	\$ 573,091	\$ 26,709	\$ 442,942	77.0%	\$ 130,149	\$ 27,441	\$ 102,708	17.9%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 573,091	\$ 26,709	\$ 442,942	77.3%	\$ 130,149	\$ 27,441	\$ 102,708	17.9%
5300 Water Fund								
Community Service Public Works	\$ 5,405,641	\$ 326,090	\$ 3,381,291	63.0%	\$ 2,024,350	\$ 375,920	\$ 1,648,430	30.5%
Sub-total : 5300 Water Fund	\$ 5,405,641	\$ 326,090	\$ 3,381,291	62.6%	\$ 2,024,350	\$ 375,920	\$ 1,648,430	30.5%
5320 Sewer Fund								
Community Service Public Works	\$ 7,955,449	\$ 478,955	\$ 4,984,600	63.0%	\$ 2,970,849	\$ 617,860	\$ 2,352,989	29.6%
Sub-total : 5320 Sewer Fund	\$ 7,955,449	\$ 478,955	\$ 4,984,600	62.7%	\$ 2,970,849	\$ 617,860	\$ 2,352,989	29.6%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,588,411	\$ 193,154	\$ 1,054,006	66.0%	\$ 534,405	\$ 134,361	\$ 400,043	25.2%
Sub-total : 6100 Dovernet Fund	\$ 1,588,411	\$ 193,154	\$ 1,054,006	66.4%	\$ 534,405	\$ 134,361	\$ 400,043	25.2%
Total : EXPENDITURES	\$ 129,864,380	\$ 7,336,542	\$ 88,200,168	67.9%	\$ 41,664,212	\$ 20,982,485	\$ 20,681,727	15.9%

City of Dover

Revenues of Major Funds April 30, 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	\$ 352,667	\$ 44,567,469	55.0%	\$ 36,775,757	\$ -	\$ 36,775,757	(45.2)%
Licenses & Permits	6,156,724	562,870	5,203,158	85.0	953,566	-	953,566	15.5
Intergovernmental	2,329,263	168	2,180,050	94.0	149,213	-	149,213	6.4
Charges for Services	3,552,922	235,101	3,023,660	85.0	529,262	-	529,262	14.9
Miscellaneous Revenue	698,537	42,248	646,351	93.0	52,186	-	52,186	7.5
Education	16,843,130	3,421,426	14,088,034	84.0	2,755,096	-	2,755,096	16.4
Operating Transfers In	393,575	-	-	0.0	393,575	-	393,575	100.0
Other Financing Sources	95,000	20,000	93,512	98.0	1,488	-	1,488	1.6
Sub-total : 1000 General Fund	\$ 111,412,377	\$ 4,634,480	\$ 69,802,233	63.0%	\$ 41,610,144	\$ -	\$ 41,610,144	37.3%
3213 Parking Activity Fund								
Licenses & Permits	\$ 192,840	\$ 19,751	\$ 197,879	103.0%	\$ 24,988	\$ -	\$ 24,988	13.0%
Parking Income	508,876	42,979	505,119	99.0%	116,386	-	116,386	22.9%
Parking Fines	155,000	18,147	164,214	106.0%	33,529	-	33,529	21.6%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 856,716	\$ 80,877	\$ 867,213	101.0%	\$ 174,903	\$ -	\$ 174,903	20.4%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,000	\$ 13,381	\$ 13,381	134.0%	\$ (3,381)	\$ -	\$ (3,381)	-33.8%
Charges for Services	930,000	79,431	823,422	89.0%	106,578	-	106,578	11.5%
Miscellaneous Revenue	0	8	3,607	0.0	(3,607)	-	(3,607)	0.0
Other Financing Sources	68,582	-	-	0.0	68,582	-	68,582	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,008,582	\$ 92,821	\$ 840,409	83.0%	\$ 168,173	\$ -	\$ 168,173	16.7%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 709,772	\$ 30,145	\$ 538,283	76.0%	\$ 171,489	\$ -	\$ 171,489	24.2%
Operating Transfers In	228,135	21,654	231,114	101.0	(2,979)	-	(2,979)	(1.3)
Sub-total : 3381 McConnell Center	\$ 937,907	\$ 51,799	\$ 769,397	82.0%	\$ 168,510	\$ -	\$ 168,510	18.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 437,015	\$ 32,745	\$ 310,839	71.0%	\$ 126,176	\$ -	\$ 126,176	28.9%
Miscellaneous Revenue	15,500	556	3,999	0.3	11,501	-	11,501	74.2
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	\$ 33,301	\$ 314,838	57.0%	\$ 234,111	\$ -	\$ 234,111	42.6%
5300 Water Fund								
Charges for Services	\$ 5,233,333	\$ 276,354	\$ 3,063,558	59.0%	\$ 2,169,775	\$ -	\$ 2,169,775	41.5%
Miscellaneous Revenue	70,500	9,056	58,358	83.0	12,142	-	12,142	17.2
Sub-total : 5300 Water Fund	\$ 5,303,833	\$ 285,411	\$ 3,121,916	59.0%	\$ 2,181,917	\$ -	\$ 2,181,917	41.1%
5320 Sewer Fund								
Intergovernmental	\$ 3,910	\$ -	\$ 962,021	24604.0%	\$ (958,111)	\$ -	\$ (958,111)	-24504.1%
Charges for Services	7,013,094	420,058	4,462,267	64.0	2,550,827	-	2,550,827	36.4
Miscellaneous Revenue	57,000	11,940	71,321	125.0	(14,321)	-	(14,321)	(25.1)
Other Financing Sources	690,557	-	-	0.0	690,557	-	690,557	100.0
Sub-total : 5320 Sewer Fund	\$ 7,764,561	\$ 431,998	\$ 5,495,609	71.0%	\$ 2,268,952	\$ -	\$ 2,268,952	29.2%
6100 Dovernet Fund								
Charges for Services	\$ 1,061,910	\$ 56,934	\$ 853,481	80.0%	\$ 208,429	\$ -	\$ 208,429	19.6%
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	\$ 56,934	\$ 878,481	69.0%	\$ 387,743	\$ -	\$ 387,743	30.6%
Total : REVENUES	\$ 129,099,149	\$ 5,667,619	\$ 82,090,097	64.0%	\$ 47,194,452	\$ -	\$ 47,194,452	36.6%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) April 30, 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	42,262	1,056,924	83.5	208,326	0	208,326	16.5
Expenditures	991,394	68,413	794,277	80.1	197,117	83,595	113,522	11.5
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	(26,150)	262,647	0.0	(262,647)	(83,595)	(179,052)	269.6

Workforce-Focused Outcomes



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

Library staff attended an Arduino workshop presented by the NH State Library and did webinars on "Doubling Your Circ on a Dime" and "Promoting Library Resources with Email".

From April 18-20, 2018, Officers Justin Doty, Bryon Lynch, and Alison Couch attended Advanced Patrol Officer Training. This training focuses on different aspects of the patrol function with a goal to build and develop skills.

From April 23-27, 2018, Officer Nick Glowacki attended the New York Tactical Officer Association Conference. Various SWAT related courses were offered, along with new equipment and training aids.



Above, sewer pump station staff attended a startup training for Lowell Avenue Water Treatment Facility.

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.



Officer Jenna Donais

Officer Jenna Donais is from Winchester, NH and is a recent graduate from the University of Massachusetts in Amherst with a Bachelor's in Legal Studies. Jenna has worked as a Reserve Officer with the Wells, Maine Police Department and she has been a police cadet and area security supervisor with the UMass Amherst Police Department. She began the NH Police Academy on Monday, April 30, 2018.



Dispatcher Heidi Wunschel

Heidi Wunschel began her career as a Public Safety Dispatcher during the week of April 30, 2018. She is a student at Granite State College and lives in Lebanon, Maine with her husband, Alton Police Officer Matthew Wunschel, and their 2 children.

On April 12, 2018, Sergeant John Tarmey and Lieutenant Brad Gould attended Firearms Instructor Recertification. This one-day course is required every second calendar year to maintain firearms instructor certification.

On April 2-6, 2018, Officer Matt Harnish attended Basic Drug Investigation training. This training teaches the basics of investigating suspected illicit drug trafficking. It deals with how uniformed police officers can develop information leading to drug arrests, how to introduce undercover officers into a drug investigation, along with the use and control of informers and informants.

From April 9-11, 2018, Officer Nate Goard attended the Field Training Officer training. This training program features the evaluation process that is being used in public safety agencies across the country. Trainee documentation and legally defensible evaluation procedures are instructed through discussion and practical exercises.

On April 16, 2018, Sergeant John Tarmey attended Intoxilyzer Recertification. This recertification is required every year to maintain intoxilyzer certification.

Fire and Rescue would like to congratulate Firefighters Benjamin Roesch, Michael Kilday and Stephen Thunstrom, pictured below, for becoming National Registered Paramedic level providers. These three individuals completed last year, all the classroom requirements which allowed them to graduate from the New England EMS Institute paramedic programs they were attending, and now having finished the clinical requirements, have achieved licensure. More information can be found on This grueling 18 to 24 month program provides over 1200 hours of instruction on everything from interpreting cardiac rhythms to medication administration to meet the National Registry of EMT's Paramedic Certification requirements. Much of this time for paramedic class is conducted in an off-duty capacity and is a huge commitment by the student.

April 2018

Employment Separations

3	Community Services
1	Executive

Employment Additions

3	Recreation
2	Community Services
1	Police

April Employment Anniversaries



**Benjamin
Roesch**



**Michael
Kilday**



**Stephen
Thunstrom**

Employee Name	Employee Division	Employee Years
Fowler, Richard L	Public Works	39
Colarusso, Anthony F Jr	Police	33
Boulanger, William L	Public Works	30
Pilewski, Patrick M	Public Works	30
Clark, Ann M	Police	28
OConnor, Catherine M	Public Welfare	27
Boucher, Joseph M	Public Works	21
Drouin, Michael R	Fire	21
Ladisheff, Kathy M	Police	21
Irwin, Keith D	Fire	20
Purpura, William J	Public Works	19
Babel, Patrick C	Fire	18
Stevens, Jamie S	Public Works	17
Glidden, Jean M	Planning	15
Hebert, Victoria L	Police	14
Madden, Kevin J	Finance	12
Donnelly, Christopher J	Fire	7
Travaglini, Matthew P	Police	7
Gaudreault, Adam R	Police	5
Harnish, Matthew B	Police	5
Vansylyvong, Jerrica A	Finance	5
Fortin, Emily M	Library	3
Higgins, Joanna M	Library	3
Steves, John C II	Public Works	3
Arbeau, Allen	Executive	2
Holt, Hunter S	Fire	2
Bouchard, Jared P	Fire	1
Calderone, James M	Fire	1

Dover Police Department
Annual Awards Banquet for 2017
March 20, 2018

James A. Riding Memorial Award

This award goes to the top three scorers that demonstrated excellent marksmanship from an UNTIMED course of fire

1st = Officer Nate Goard, 2nd = Officer David Collis, 3rd = Officer Scott Petrin

Chief's Trophy: Officer Nate Goard

This is the same course of fire as the Ridings award but is TIMED. There is only one winner who will have their name added to the perpetual trophy. With a score of 95%, this year's winner is Officer Nate Goard.



Nate Goard



David Collis



Scott Petrin

Dover Police Department
Annual Awards Banquet for 2017
March 20, 2018

Chief Daniel Smith Award: Sergeant Marn Speidel

Awarded to one sworn and one non-sworn employee who has gone above what is normally expected of employees while serving the citizens of the community. The recipient shall be presented with a commemorative plaque with his/her name on it.

Sergeant Marn Speidel has served as the Traffic Bureau Commander for more than 15 years. During that time, he has played a very important role in the safety of the City as well as the excellent coordination of all traffic related activities for the department. Sergeant Speidel puts in a lot of time while dealing with a constant workload. This includes traffic studies, coordinating and scheduling grant patrols and special details, conducting car seat safety checks and training, planning for the many road races in Dover and serving on multiple citywide committees. Sergeant Speidel continues to go above what is expected and the citizens of Dover are better off because of him.

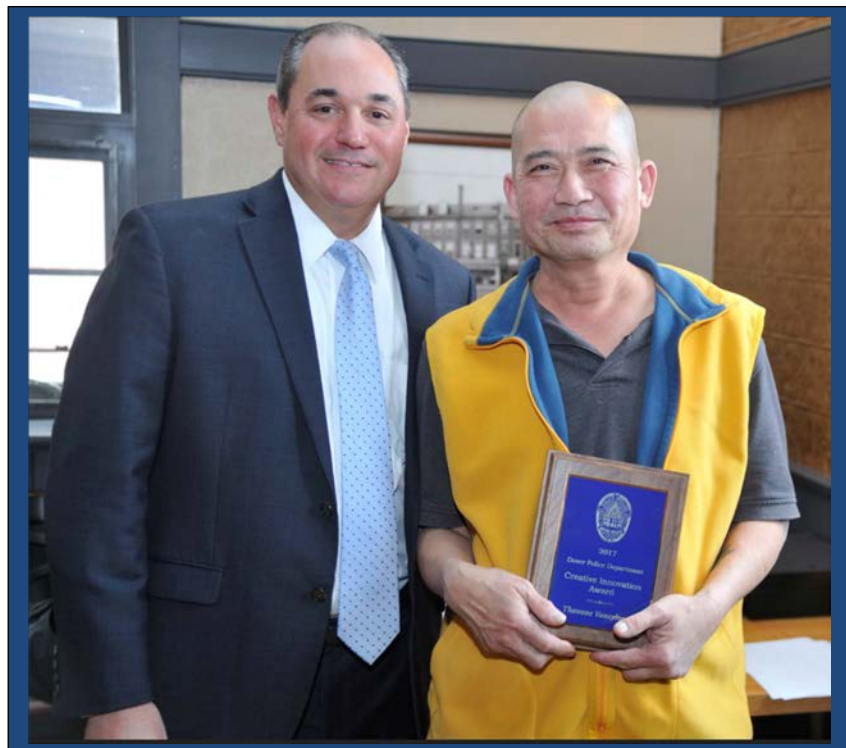


Dover Police Department
Annual Awards Banquet for 2017
March 20, 2018

Creative Innovation Award: Thavone Vansylvong

This award goes to an employee who has come up with an idea or suggested change in current practice that helps to make the delivery of police department services more time and/or cost efficient. Examples could be streamlining a particular process that saves employee time or creating a more efficient form that saves the agency money etc. This award may be presented to either a sworn or non-sworn employee. The recipient shall be presented with a commemorative plaque with his/her name on it.

Thavone Vansylvong has served as our Building Maintenance Mechanic for more than two years and continues to maintain our new facility at a very high level. Since the move to the new building, Thavone has been constantly evaluating our cleaning practices and implemented some new products that are both environmentally friendly and cost efficient. One of the biggest challenges for Thavone is the protection of the floors from the harsh weather conditions. Over the course of the past year, Thavone discovered some lightly used floor mats that were being discarded for some newer ones. On his own initiative, and with the owner's permission, Thavone took the used floor mats before they were thrown away, cleaned them, and placed them in key locations of the police facility as added protection for the floors and significant cost savings.



Dover Police Department
Annual Awards Banquet for 2017
March 20, 2018

Creative Innovation Award: Officer Alex Mitrushi

As an experienced officer and Field Training Officer, Officer Mitrushi evaluates the field training program routinely while looking for ways to improve the process. He does this in an effort to prepare our new officers to be as successful as possible. Officer Mitrushi's input is always focused, well thought out, and relevant. One example is a recent meeting that Officer Mitrushi hosted at his home with the other field training officers. They met to ensure that they were all using the correct scoring criteria when rating their trainees so that the scores would be consistent across all the field training officers. At the end of their time in field training, each new officer evaluates their FTOs. Officer Mitrushi consistently receives high scores and positive comments from the trainees. There is no question that Officer Mitrushi's contributions to the field training program have improved it and has helped to produce well trained, safe, and successful Dover police officers.



Dover Police Department
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Traffic Officer of the Year: Officer Adam Gaudreault

This award may be given to an officer who has demonstrated outstanding attributes in traffic enforcement for the year. Criteria used to recognize an officer for this award will include, but are not be limited to, the number of stops, ratio of summonses to warnings, and the officer's appropriate impact on unsafe traffic activities such as DWI, speed, and occupant protection.

Officer Adam Gaudreault has been a member of our department since 2013. In 2017 he became one of our top traffic safety enforcers. Officer Gaudreault ranks amongst the highest in traffic violator contacts within the department and his summons to warning ratio is around 1 to 4. It is clear that Officer Gaudreault is very proactive in his enforcement, carefully considers the circumstances of the violation as well as the driver's history in order to achieve the goal of changing the driver's unsafe behavior. The fact that he has not generated any complaints while conducting this volume of traffic enforcement is a credit to Officer Gaudreault's professional demeanor.



Dover Police Department
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Looking Beyond the Traffic Stop: Officer Dev Atma Khalsa

This award may be given to an officer who approaches traffic stops with objectivity and remains alert for indicators of criminal activity and officer safety warnings. Criteria can be based on the officer's advanced knowledge on the laws of search and seizure resulting in an arrest for a crime unrelated to the car stop or the officer's enhanced awareness that led to the solution of a crime that may have otherwise been missed.

Officer Dev Atma Khalsa serves as our Problem Oriented Police Officer and while doing so, he approaches his motor vehicle enforcement with the dual goal of public safety and crime detection. Officer Khalsa also has strong instincts and on a regular basis, he is able to turn a seemingly routine traffic stop into a valuable intelligence gathering contact or an arrest.

One particular case noted by Sergeant Scott Pettingill was when Officer Khalsa observed three males sitting in a vehicle and acting suspiciously at a local gas station. Officer Khalsa made contact with the men and during the course of that investigation, he observed a number of brand new power tools in boxes and containers on the floorboard of the vehicle. Based on the subjects' nervous behavior, suspicious activity at the gas station, and the fact that the stories amongst the subjects as to what they were doing in the area was inconsistent, Officer Khalsa asked, and was granted, permission to search the vehicle and the occupants. In the driver's wallet he located approximately nine different credit cards all in the driver's name and the vehicle's trunk contained dozens of cartons of cigarettes and electronics.

Officer Khalsa knew the subjects were involved in some type of fraudulent activity but he did not have enough evidence at the time to further detain or charge the subjects. He later learned that the driver was currently involved in a much larger scale credit card skimming operation being investigated by the United States Secret Service. Officer Khalsa contacted the Secret Service Electronic Crimes Task Force and provided them with the information in order to further their investigation.

The aforementioned case is one that clearly demonstrates Officer Khalsa's keen sense of awareness and the proactive approach he takes toward law enforcement. The activity he observed and the subsequent follow up investigation is something that may have otherwise gone unnoticed by other officers.



Dover Police Department
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**Exceptional Service Award: Members of the Strafford County Regional
Tactical Operations Unit.**

**Detective Matt Travaglini, Officer Chris Plummer,
Sergeant John Tarmey, Officer Nick Glowacki,
Officer Alex McMillan (Somersworth PD)**

The Exceptional Service certificate may be awarded to any member of the department for an act materially contributing to a valuable police accomplishment; an exceptional piece of police work; an act involving personal danger in the intelligent performance of duty; or for a highly credible unusual police accomplishment under adverse conditions.

On 8/25/2017, the Strafford County Regional Tactical Operations Unit (SCRTOU), responded to an incident involving a male who stole a rifle and was barricaded in 69-75 Pleasant View Circle.

The officers at the scene received information that the male had broken into the apartment at 75 Pleasant View Circle which was occupied at the time by a woman and her child. A group of patrol officers were assembled at the back door of 75 PVC and attempted to make entry but failed.

As this was happening, the BearCat rescue vehicle arrived. Tactical team members Officer Plummer, Detective Travaglini, Sergeant Tarmey, Officer Glowacki and Officer McMillan assembled by the BearCat where they received a quick briefing. They were then ordered to enter the residence of 75 Pleasant View Circle to rescue the woman and her child. After doing so, they cleared the residence and discovered that the suspect was no longer in that unit so they barricaded the door to the basement so no one could enter the apartment again.

These five officers demonstrated bravery, selflessness, and professionalism while making this rescue during a highly stressful and dangerous situation.



Dover Police Department
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**Exceptional Service Award: Some Members of the
Communications Bureau**

Emily Cleary, Nicole Moore, Laura Kintz

During the past year, we looked at our dispatcher training program and determined that it needed improvement in several areas to include developing a comprehensive training guide and resource manual. Dispatcher Cleary began the process by doing the initial information gathering and began preparing the manual which included working with IT to integrate hyperlinks into the manual.

After the initial organization and material gathering that Emily completed, Nicole and Laura were asked to review the manual and make suggestions and additions. Each has offered positive and insightful additions to both the content and overall organization of this guide.

Additionally, all three dispatchers took the training program to a new level by adding several components that they thought would be useful while training new dispatchers, such as developing quizzes that a trainee would take after each completed module. They are now working on a final exam that will be administered to trainees at the end of the field training period.

Emily, Nicole, and Laura are all to be commended for their significant work, creativity and enthusiasm toward improving the overall dispatcher training process.



Dover Police Department
Annual Awards Banquet for 2017
March 20, 2018

**Outstanding Partner Award:
Community Action Partnership of Strafford County**

This award goes to a person, and/or organization that has helped the Dover Police Department accomplish its mission in the community in a manner that is considered to be above and beyond routine in nature.

The Community Action Partnership of Strafford County has been a key partner to the Dover Police Department for a long time. As the county's anti-poverty agency, Community Action's employees are dedicated to providing invaluable assistance to those residents of Strafford County most in need. One particular challenge that Community Action and The Dover Police Department have worked closely together to solve is the problem of homelessness.

Officers Murch and Caproni have regular contact with Dover's homeless population and, until recently, worked very closely with Alix Campbell to locate and assist those in need. On many occasions, Alix or other staff at Community Action helped members of the police department find shelter or other services. Officer Murch notes that Alix was always a quick text or phone call away and always provided suggestions or direct help.

The assistance with the homeless population is just one of many components of Community Action. Others include but are not limited to Head Start, food pantry, summer meals, job training, fuel assistance, weatherization, and senior transportation. All of their anti-poverty efforts are aligned with the department's mission to help people and for that reason, I am proud to award our 2017 Partner of the Year award to the Community Action Partnership of Strafford County.



Dover Police Department
Annual Awards Banquet for 2017
March 20, 2018

Employee of the Year: Detective Matt Travaglini

This honor shall be awarded in recognition of that employee who has exhibited dedicated service and exemplary performance of duty over the course of the year. The recipient of this award shall be presented with a commemorative plaque and shall have their name appear on the Employee of the Year perpetual plaque at police headquarters.

This past year was another strong year for Detective Matthew Travaglini. He has been assigned to the Special Investigation Bureau for almost 5 years. Detective Travaglini is a skilled investigator and consistently handles a wide variety of crimes to include: a cold case death investigation, drug death investigations, sexual assaults, burglaries, domestic violence post-arrest follow up, and frauds against the elderly.

In addition to carrying a full caseload, Detective Travaglini has repeatedly taken on additional tasks. These include covering for the school resource officers when necessary, serving as the department's liaison to the Family Justice Center, and conducting threat assessments, fraud and safety presentations. He has also taught active shooter trainings for multiple local businesses and for all of the public schools. In December alone, Detective Travaglini participated in six different presentations and/or trainings regarding safety and security at local schools, pre-schools, nursing home, and the library.

Furthermore, Detective Travaglini holds the collateral assignment of Team Leader for Strafford County Regional Tactical Operations Unit and routinely creates training schedules, lesson plans and after action assessments for the team. Detective Travaglini handles his primary assignment and these collateral duties professionally and without complaint.



NH Watershed Protection and Restoration Forum

*An Official NH Department of
Environmental Services' Blog*

Bill Boulanger Receives Regional Stormwater Award

Posted on [April 19, 2018](#) by [sally.soule](#)

Each year the [New England Stormwater Collaborative](#) awards three New England **Stormy Awards** for the best ideas in the world of stormwater management. The Stormy Awards recognize imaginative, unique, and inventive stormwater ideas. This year's winners include City of Dover Superintendent of Public Works and Utilities **Bill Boulanger**. Bill was nominated by Jamie Houle of the UNH Stormwater Center and was selected to receive the award because of his optimistic, enthusiastic approach for developing new, cost effective ways to manage stormwater. Bill's work on the [Berry Brook Restoration Project](#) in Dover exemplifies his dedication to finding simpler ways to treat stormwater runoff without sacrificing performance. In addition, Bill is viewed as a leader in municipal stormwater management. He is very generous with his time and knowledge – if a community needs stormwater technical assistance, Bill steps right up and delivers. His unique designs and approaches are being adopted by communities throughout the region.

Congratulations, Bill. You are a stormwater superhero!



Jamie Houle (r), UNH Stormwater Center Program Manager, congratulates Bill Boulanger (l) on his 2018 Stormy Award

This entry was posted in [Watershed Restoration \(Impaired Waters\)](#). Bookmark the [permalink](#).



UNH Stormwater Center

Urban Watershed Renewal in Berry Brook

An Examination of Impervious Cover, Stream Restoration and Ecosystem Response



Berry Brook, Dover, NH

Location: Berry Brook is a small 185 acre watershed in Dover NH. Berry Brook itself is 0.9 miles long and flows through the heart of central Dover eventually ending at the Cocheco River at Sixth Street. The brook collects water from approximately 185 acres that surround the brook.

Issue: Water pollution.

What kind of pollution? What is the cause?

According to clean water standards from the EPA (US Environmental Protection Agency), Berry Brook has a very low population of aquatic insects that are normally present in clean water. The brook is also polluted by high amounts of *E.coli* (fecal) bacteria during heavy rain events.

The pollution in the brook seems to be related to storm run-off from the high amount of developed area (streets, sidewalks, parking lots, roofs, lawns) relative to natural areas, such as forest, wetland, or fields. This run-off contains nutrients (such as excess lawn fertilizer, dog poop, and smog-related pollution), heavy metals and oil from automobiles, and road salt.

How do we fix it?

- Reduce the amount of run-off that reaches the brook untreated. Much of the pollution problem is caused when untreated run-off from streets and other hard surfaces goes straight into the brook from storm drains. If run-off can be diverted away from storm drains and into gardens and naturally forested areas, it can pass into and through the soil. When it reaches the brook through ground water, it is much cleaner. It also reaches the brook more slowly, so flooding and erosion issues are lessened.

- Return the brook to its natural flow. The waterworks off Roosevelt Ave. hid the brook under ground in the former water reservoir. The brook has been brought back into the light of day and engineers have tried to copy the path of what its natural flow might have been. Trees, shrubs, and other native plants have been planted to hold the soil, provide shade, and help filter run-off. Engineers have also installed a wetland area in the waterworks area. This will help hold extra water, increase the amount of water that is filtered through natural soils, and slowly release water to the brook when rainfall is low.

What has happened already?

To date over 18 projects have been completed reducing the effective impervious cover in the watershed from 30% down to 15%.

Find a map of all the current and future installations and a short description of the work here: **BB installation summary**



What will be happening in the next year?

- Install more natural areas to collect rain and recreate wildlife areas in the lower stream.
- Adjust the stream channel near Sixth Street to reduce flooding.
- Develop low-impact public trails and walking bridges.
- Monitor stream water for improvements.

When can we expect the water to be clean?

That's a big question. Berry Brook has been suffering for a long time. The process of bringing the brook back into daylight disturbed a lot of soil. Although that soil has been planted with trees and other soil-holding plants, the plants are very young and have not yet developed good, deep roots. Heavy storms always carry a risk of erosion, and erosion of soil adds nutrients. The sources of pollution, run-off and fecal matter, will probably continue to be present if neighbors do not help to reduce them. If neighbors do their part to reduce pollution, the water will be cleaner sooner. Results of modeled estimates of pollutant load reductions are presented in the table below:

Berry Brook Pollutant Load Reductions	
Pollutant	Removed lbs/yr
Sediment	42,340
Phosphorus	143
Nitrogen	827

For more results from the project you can download the following pdf summary: **Berry Brook Results**

Who is doing and paying for this work?

This project is a partnership among the City of Dover, the University of New Hampshire Stormwater Center, the Cocheco River Watershed Coalition, the New Hampshire Fish and Game Department, American Rivers, and the New Hampshire Department of Environmental Services. Funding is provided through a series of grants from the NH Dept. of Environmental Services and matching funding from the City of Dover.

What can I do to help?

- Get involved!
- Pick up dog poop and dispose of it properly in the garbage.
- Dispose of cat litter in the garbage.

City Manager's Report - May 23, 2018

- Discourage dogs and children from playing on or near stream banks to help reduce erosion. Keep stream banks natural with trees and shrubs.
- Keep automobiles well maintained. Fix fluid leaks promptly.
- Never dump anything down a storm drain.
- Minimize or eliminate the use of lawn fertilizer and pesticides.
- Reduce the amount of salt placed on driveways and sidewalks.

Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency and funding from the Great Bay Stewards.



Recent Projects (/unhsc/recent-projects)

[Thermal Impacts \(/unhsc/thermal-impacts\)](/unhsc/thermal-impacts)

[100 Year Flood Plain in Lamprey River \(/unhsc/recent-projects/consequences-flooding-along-lamprey-river\)](/unhsc/recent-projects/consequences-flooding-along-lamprey-river)

[Berry Brook \(/unhsc/berrybrook\)](/unhsc/berrybrook)

[Contacts \(/unhsc/berry-brook-contacts\)](/unhsc/berry-brook-contacts)

[Past Activities \(/unhsc/past-activities\)](/unhsc/past-activities)

[History of Dover Water Works Site \(/unhsc/history-dover-water-works-site\)](/unhsc/history-dover-water-works-site)

[Links \(/unhsc/berry-brook-links\)](/unhsc/berry-brook-links)

[Forging the Link: Linking the Economic Benefits of Low Impact Development and Community Decisions \(/unhsc/recent-projects/forging-link-linking-economic-benefits-low-impact-development-and-community-decision\)](/unhsc/recent-projects/forging-link-linking-economic-benefits-low-impact-development-and-community-decision)

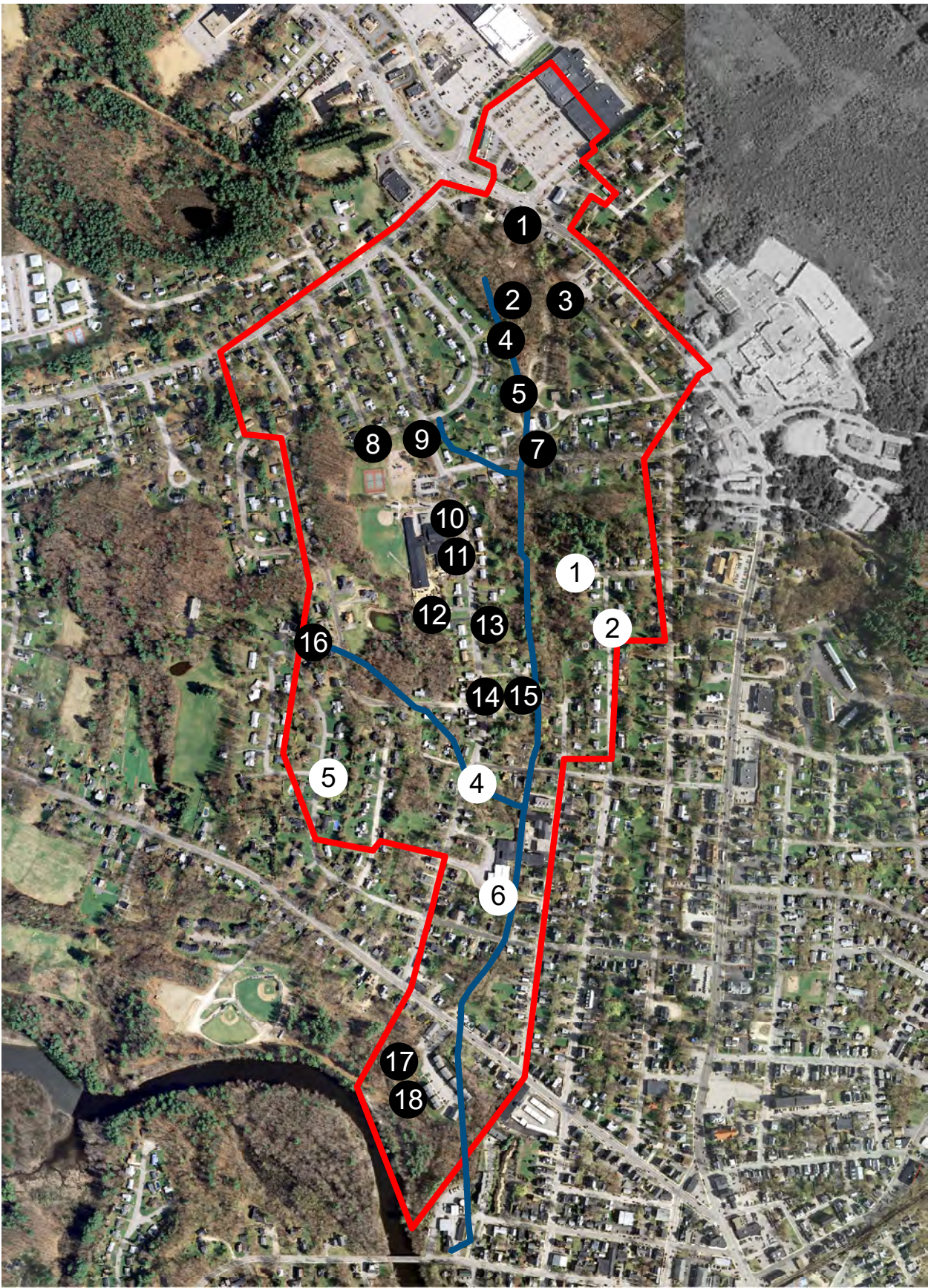
[Greenland Meadows \(/unhsc/recent-projects/greenland-meadows-lid-case-study-economics-and-water-quality\)](/unhsc/recent-projects/greenland-meadows-lid-case-study-economics-and-water-quality)

[LID in the Hodgson Brook Watershed \(/unhsc/recent-projects/lid-hodgson-brook-watershed\)](/unhsc/recent-projects/lid-hodgson-brook-watershed)

[Models for LID-SWM systems \(/unhsc/recent-projects/development-hydrological-mathematical-models-lid-swm-systems\)](/unhsc/recent-projects/development-hydrological-mathematical-models-lid-swm-systems)

[Newington Stormwater Regulations \(/unhsc/recent-projects/town-newington-stormwater-site-plan-regulations\)](/unhsc/recent-projects/town-newington-stormwater-site-plan-regulations)

[Rhode Island Stormwater Manual \(/unhsc/recent-projects/rhode-island-stormwater-design-and-installation-standards-manual\)](/unhsc/recent-projects/rhode-island-stormwater-design-and-installation-standards-manual)



Berry Brook BMPS

0 0.0450.09 0.18 0.27 0.36 Miles

Legend

- Best Management Practices
- Future BMPs
- Historic Flow Lines

Berry Brook Watershed BMP Installations

1. Central Avenue Subsurface Gravel Wetland – A subsurface gravel wetland (SGW) system was designed and installed to treat runoff from 9.6 acres of previously untreated directly connected impervious cover (DCIA) associated with a commercial development off of Central Avenue in Dover, NH. The SGW is located in the headwaters of Berry Brook along the south side of Central Avenue. According to stormwater control criteria for new development this system is undersized. The Water Quality Volume is 0.38 inches compared with 1.0 inches for a conventional WQV design. The internal storage reservoir capacity to WQV ratio has been maintained at 0.24 to best target water quality treatment. It should be noted that subsurface gravel wetland sizing is experimental and optimization based on studies at the UNHSC with the original system. In addition stormwater management in developed watersheds presents a unique challenge of achieving compliance with evolving permit requirements. To retrofit opportunities rarely lend themselves to treatment of the entire WQV due to existing site constraints. It is noted that any treatment is an improvement compared with the pre-retrofit condition of no treatment. Providing credits for varying non-standard design volume capacities is an important consideration for improving the technical feasibility of future watershed restoration efforts in urban areas. This installation has been considered to disconnect the associated IC. The subsurface gravel wetland serves as an excellent unit of analysis for the efficacy of retrofit applications in urban environments. Construction began in February 2012 and was completed on May 2nd, 2012.



Figure 1: Subsurface Gravel Wetland located in headwaters of Berry Brook along south side of Central Avenue. Installation completed on May 2nd, 2012.

2. Wetland Restoration and Constructed Floodplain – Restoration of the upper Berry Brook watershed included the daylighting of the stream and returning it to a natural meandering condition as well as the construction of approximately two acres of wetland area and creation of a floodplain. Trees, shrubs, and other native plants have been planted to hold the soil, provide shade and wildlife habitat, and help filter runoff before it reaches the brook. The engineered wetland and floodplain will retain extra water which increases the amount of water filtered through natural soils and slowly release water to the brook when rainfall is low. A prefabricated concrete weir wall was installed at the downstream end of the floodplain in order to manage the flows and water elevations within the system. Water flows over this weir wall and into the restored stream. System was constructed in the Fall and Winter of 2011 – 2012.



Figure 2: Upper Berry Brook Watershed Wetland Restoration and Engineered Floodplain

3. Page Avenue Vegetated BioSwale – A bioswale treatment inlet was designed and installed to treat runoff from 1.9 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing drainage infrastructure was day lighted and piped to a bioswale complex discharging to a manufactured restored surface wetland to provide water quality treatment. System was constructed in September of 2011.



Figure 3: Page Avenue Vegetated BioSwale installed in September of 2011.

4. Crescent Avenue Vegetated Swale - A wetland treatment inlet was designed and installed to treat runoff from 1.3 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing drainage infrastructure was day lighted and piped to a manufactured restored surface wetland to provide water quality treatment. System was constructed in October of 2011.



Figure 4: Crescent Avenue Vegetated Swale installed in October 2011. Arrow in picture points to the discharge point of the swale into the restored surface wetland system.

5. Upper Watershed Stream Restoration – Approximately 1,100 liner feet of Berry Brook was day lighted and restored to a natural stream channel. The brook was previously underground between the wetlands complex off of Central Avenue down to Roosevelt Avenue. The restored stream follows a natural meandering path that was initially stabilized with log vanes, mud sills and weirs until the woody vegetation began to grow. The outside meander bends were

stabilized with jute matting and planted with fast growing vegetation. Granite step pools were installed in the area leading towards Roosevelt Avenue due to the steep elevation decline. Vegetation has since established along the riparian buffer and in the surrounding flood plain and wildlife has begun to return to the upper watershed area.



Figure 5: Upper Berry Brook Watershed Stream day-lighting and restoration.

6. Lowell Avenue Bioretention – A bioretention system was designed and installed to treat runoff from 1.1 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing roadside runoff was directed to a deep sump pretreatment catchbasin and then piped to a bioretention system. System was constructed in July through September of 2012.



Figure 6: Lowell Avenue Bioretention installed in July through September of 2012.

7. Roosevelt Avenue Stone Infiltration Basin and Bioretention – A series of catch basins and treatment systems were installed off of Roosevelt Avenue to treat a drainage area of 2.87 acres with 1.12 acres of previously untreated DCIA associated with suburban residential development. Runoff from existing roadway was collected by a series of two deep sump catchbasins (CB #3 and #4) and directed to a stone infiltration basin off the north side of Roosevelt Avenue. The infiltration basin was designed to remove coarse sediments and debris while also reducing the velocity of the runoff before discharging to a deep sump catch basin (CB #2). Discharge from CB #2 was directed to a bioretention system designed to treat a water quality volume of 0.15 inches. The bioretention system discharges to an additional deep sump catch basin (CB #1) before discharging to Berry Brook. In addition a stone infiltration trench was installed to manage and treat sheet flow across an un-stabilized area between the old waterworks building and Berry Brook. The infiltration trench also serves as part of a pedestrian path leading through the upper Berry Brook restoration area. The Roosevelt installation was constructed in May through June of 2014.



Figure 7: Roosevelt Avenue Rock Infiltration Basin installed off the north side of the road.



Figure 8: Roosevelt Avenue Bioretention and pedestrian pathway. Bioretention is too the left in the above picture. Construction completed in June 2014.



Figure 9: Roosevelt Avenue pedestrian pathway leading over stone infiltration trench (arrow) and up to Berry Brook upper watershed restoration area.

8. Glencrest Avenue Bioretention – A bioretention system was designed and installed to treat runoff from 2.3 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing roadside runoff was directed to a deep sump pretreatment catchbasin and then piped to a bioretention system. System was constructed in October of 2012.



Figure 10: Glencrest Avenue Bioretention near completion installed in October 2012.

9. Upper Horne Street Bioretention – A bioretention system was designed and installed to treat runoff from 3.7 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing roadside runoff was directed to a series of deep sump pretreatment catchbasins on either side of the road and then piped to a bioretention system. System was constructed in September of 2012.



Figure 11: Upper Horne Street Bioretention installed in September of 2012.

10. Horne Street Elementary School Bioretention 1 – Bioretention 1 was installed to the north of the main entrance of the school. This bioretention was designed to treat the run-off from approximately 3,200 square feet (0.07 acres) of rooftop run-off. Internal drain piping of the school's rooftop prevented additional rooftop drainage from being diverted to the Bioretention system. The placement of this bioretention system in front of this main entrance of the school provides for high visibility and creates additional outreach and education opportunities due to high community foot traffic. The system was installed in June of 2011.



Figure 12: Horne Street Elementary School Bioretention 1 installed in June of 2011.

11. Horne Street Elementary School Bioretention 2 – The second system, Bioretention II, was completed on the southeast corner of the building, in another highly visible location where poor drainage created numerous problems. The system treats and manages runoff from approximately 3,157 square feet (0.07 acres) of rooftop, and prevents “back splash” from the roof run-off onto the main building and prevents erosion problems. In the winter and during large storm events, run-off from the roof would wash existing mulch and sediment in front of the school which would accumulate on the sidewalk and roadway and eventually run-off to the storm sewer and to Berry Brook. The system was installed in October of 2011.



Figure 13: Horne Street Elementary School Bioretention 2 installed in October of 2011.

12. Horne Street Elementary School Tree Filter – A tree filter was designed to treat the drainage from an approximate 0.33 acre parking area to the south of the school. The tree filter was constructed as a closed open bottom system with a stone reservoir and underdrain, a high flow bypass and an engineered soil mix with a two-inch-caliper Ash tree were installed to manage and treat the runoff. The system was installed in June of 2011.



Figure 14: Horne Street Elementary School Tree Filter installed in June of 2011.

13. Horne Street Bioretention 2 - A bioretention system was designed and installed to treat runoff from 1.6 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing roadside runoff was directed to a series of deep sump pretreatment catchbasins on either side of the road and then piped to a bioretention system. System was constructed in October of 2013.



Figure 15: Horne Street Bioretention 2 installed in October of 2013.

14. Snow Avenue Bioretention – A bioretention system was designed and installed on the corner of Horne Street and Snow Avenue. This bioretention complex evolved from stormwater audits completed through phase I of the project. This bioretention was completed with an infiltration reservoir and underdrain piping in combination with a downstream vegetated bioswale to treat runoff from 1.6 acres of previously untreated DCIA associated with a suburban residential development. Discharge from existing roadside runoff was directed into two newly constructed deep sump pretreatment catchbasins on either side of the road and then piped to the bioretention and vegetated bioswale systems respectively. System was installed in September and October of 2011.



Figure 16: Snow Avenue Bioretention installed in September and October of 2011. Snow Avenue vegetated swale in the background.

15. Snow Avenue Vegetated Swale – A vegetated swale was installed downstream of the Snow Avenue Bioretention. The vegetated swale discharges to Berry Brook. System was installed in September and October of 2011.



Figure 17: Snow Avenue Vegetated Swale with new pavement and guard rail installed along Snow Ave. System installed in September and October of 2011.

16. Hillcrest Drive Residential Rain Garden – At 15A Hillcrest, roof drains were discovered that directly connected to the municipal sanitary sewer. The connection to the municipal sewer was disconnected and directed to a rain garden. The system is a step series rain garden that treats and infiltrates approximately 0.2 acres of residential roof-top runoff. System was installed in October of 2011.



Figure 18: Hillcrest Drive Residential Rain Garden installed in October of 2011.

17. Sixth Street & Station Drive Bridge Installation – In the lower Berry Brook watershed the brook was confined by a 12 inch culvert before connecting to the main stem of the Cocheco River. The 12 inch culvert was undersized and would frequently cause localized flooding. The 12 inch

culvert was removed and the brook restored to a 5 foot wide natural channel. A pedestrian bridge was installed to allow access across the brook for residents of Station Drive Condominiums. A second bridge was installed along the Dover Community Path that runs along the Cocheco River. The bridges were constructed by Dover High School's Career Technical Center students led by Patrick Golding in the spring of 2013. Dover Department of Public Works assisted with construction and installation materials.



Figure 19: Station Drive Condominiums bridge installation that replaces a 12 inch culvert.

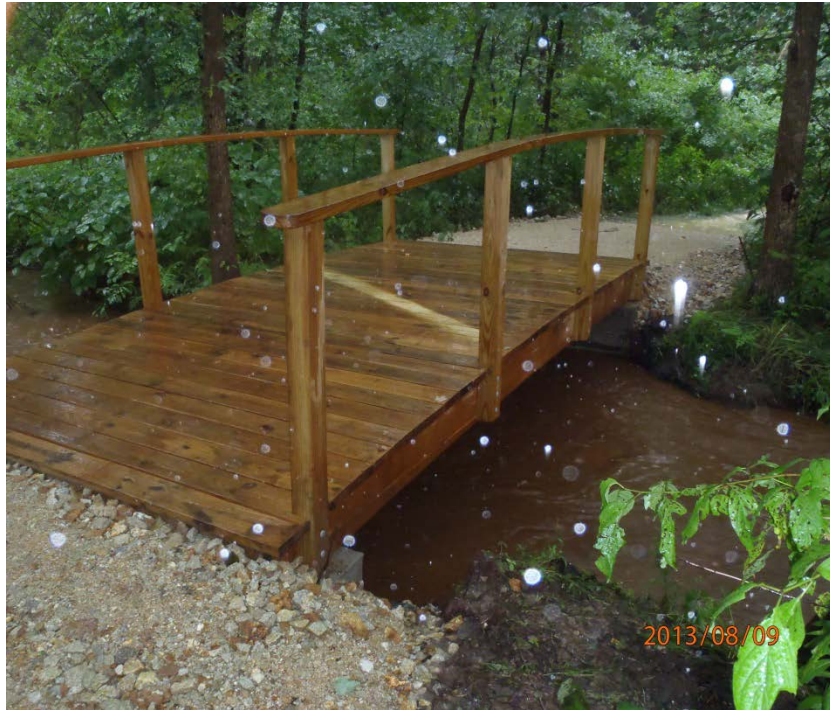


Figure 20: Dover Community Path bridge installation along the Cocheco River.

18. Sixth Street & Station Drive Stream Restoration – Restoration of the stream channel was conducted involving bank stabilization and in-stream flow control log vanes.

Table 1: List of Berry Brook Watershed BMP Installations and the amount of impervious cover (%) treated.

Poster #	BMP Location	BMP Type	Drainage Area (ac)	IC Treated (ac)
1	Central Avenue	Subsurface Gravel Wetland	11.0	9.6
2	Upper Watershed	Engineered Wetland and Floodplain	13.5	2.0
3	Page Avenue	Vegetated Bio-Swale	5.2	1.9
4	Crescent Avenue	Vegetated Swale	3.0	1.3
5	Upper Watershed	Stream Restoration	-	-
6	Lowell Avenue	Bioretention	2.6	1.1
7	Roosevelt Avenue	Infiltration Basin & Bioretention	2.9	1.1
8	Glencrest Avenue	Bioretention	6.8	2.3
9	Horne Street	Bioretention 1	12.2	3.7
10	Horne Street Elementary School	Bioretention 1 (north)	0.15	0.15
11	Horne Street Elementary School	Bioretention 2 (south)	0.11	0.07
12	Horne Street Elementary School	Tree Filter	0.26	0.26
13	Horne Street	Bioretention 2	4.2	1.6
14	Snow Avenue	Bioretention	4.2	1.6
15	Snow Avenue	Vegetated Swale	-	-

16	Hillcrest Avenue	Rain Garden	0.2	0.2
17	Station Drive	Culvert Removal & Bridge Installation	-	-
18	Lower Watershed	Stream Restoration	-	-

Berry Brook Watershed Future BMP Installations

1. Chesley Street Bioretention – A bioretention system is planned for the end of Chesley Street to treat 0.56 acres of previously untreated DCIA associated with a suburban residential development.
2. Grove Street Innovative Tree Box Filter – An innovative tree box filter is planned for Grove Street to treat 0.52 acres of previously untreated DCIA associated with a suburban residential development.
3. Intersection of Ash Street and Horne Street – Installation of an appropriately sized culvert to mitigate localized flooding caused by an undersized culvert.
4. Southeast corner of Ash Street and Horne Street – Installation of BMP to treat runoff from tributary to Berry Brook. Stabilization of existing stream banks to prevent further erosion.
5. Hull Avenue Bioretention – Installation of a bioretention to treat DCIA associated with a suburban residential development.
6. Seacoast Kettlebell Permeable Pavement – Installation of permeable pavement system in loading dock area. This area is in the lowest section of the parking area with a catch basin that drains directly to Berry Brook.

6

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

Sustainability-Focused Outcomes

The Planning and Community Development Department was interviewed and selected a fellow to complete a project 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 held a pre-bid site walk for the Request for Proposals for the development of a solar photovoltaic array on the roof of the Dover High School. Questions were received from bidders and an addendum was prepared and submitted. In March, staff released the RFP, which is due back in early May.

The Parking Commission authorized the installation of four Electric Vehicle Charging (EVC) wall units on the second floor of the parking garage. Two are dedicated Tesla units and two are universal (can be used by any non-Tesla plug-in electric vehicle). The four units will be shared among three parking spaces to allow for numerous combinations of universal and Tesla users.

All four wall units and \$4,000 towards the installation costs were provided by Tesla, Inc. Parking Manager Bill Simons had obtained the funds after locating information on a program that Tesla conducts to support new EVC charging stations across the country.



The above picture shows the wall chargers for Electric Vehicle Charging recently installed in the parking garage.

The next location for EVC charging stations under consideration is the Transportation Center lot. The light poles on the islands in the middle of the lot can be tapped as a power source to avoid digging trenches from the terminal. Additional funds may become available through the state as a result of the Volkswagen Settlement monies.

2018-2019 City Council Goals:

7

Throughout this report, city departments have provided updates as to what their department has contributed toward the City Council Goals listed to the right.

These updates have been notated throughout this report by adding the number/letter reflecting the corresponding goal.

Goal 1: Sustain Long-Term Economic Development

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

Goal 2: Communication & Engagement

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

Goal 3: Execute Strategic Plans and Infrastructure Priorities

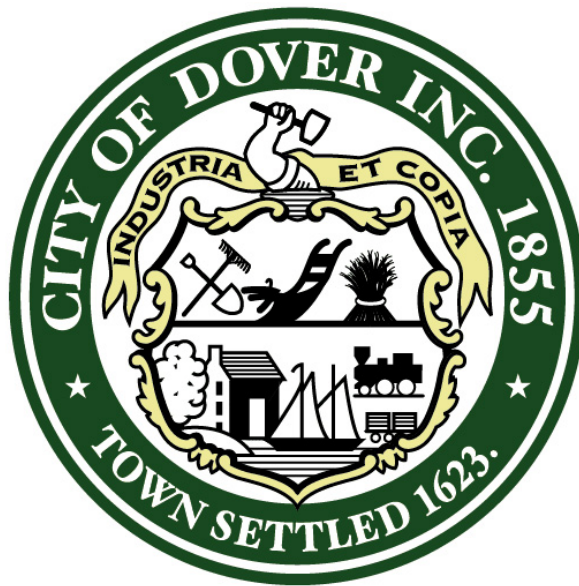
- By October, 2018, and then annually, review and update existing Strategic Plan and CIP.
- By December 2018, City Council prioritizes infrastructure needs: Environmental, Historic/Cultural resources, Technology.
- By May 2019 and then annually, City Council passes individual department appropriations for infrastructure improvements and innovations.

Goal 4: Health & Safety

- City Manager working with department heads to define Dover's role in encouraging quality healthcare for all citizens.
- Council to support continued high-quality public health and safety services through budgeting process, annually.
- Planning to execute on strategies included in the City's Master Plan (Climate Chapter) – annually
- Identify and invest in organizations who are in Dover to help and protect our citizens well-being for FY20, CDBG or other.

Goal 5: Education/Municipal Collaboration: Revisit 2016 strategic objectives – Joint City Council / School Board (2 from each); Joint Strategy/fiscal meetings.

- Investigate opportunities for shared services across City & School.
- Investigate pathways for implementation including barriers and roles for staff/policymakers (acknowledge need for independence). Who: Manager and Superintendent or joint small group. What: Report at Oct 2018 JFC (>6 months)
- Communication: Unified (where appropriate) messages, shared vision, messaging about success together, community benefit overall. Policymaker to policymaker-establish 2x2 City Council / School Board (two way); Staff to staff: Manager & Superintendent (two-way); Policymaker to community (two-way); Primary and secondary schools, City, businesses, non-profits, residents, post-secondary; GBCC and UNH, etc – two way – overarching goal to all engage better.
- Community Event at new high school/Career Technical Center (CTC) to explore opportunities to connect across all parts of the City and identify partnership opportunities.



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, May 2, 2018**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

Mayor Weston called the meeting to order at 6:00 pm.

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Also Present: City Manager Joyal, Finance Director Lynch, 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.

Erin Marshall, Dover Teacher, 10 Frances Drive: Spoke in support of the School Board budget as submitted

Jill Sears, Teacher, 74 Atkinson Street: Spoke in support of the School Board budget as submitted.

Louise Nielsen, 26 Hillcrest Drive: Need to lower the Municipal budget and look at budgeting differently going forward.

Amanda Russel, School Board Chairperson, 20 Cranbrook Lane: Spoke in support of the School Board budget as submitted.

Frank Olsen, 16 Teresa Drive: Is looking for concessions to taxpayers with fixed incomes and no City services.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 2, 2018**
Meeting Time: **6:00 pm**

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

1. GENERAL BUDGET DISCUSSION

City Manager Joyal and Superintendent Dr. Harbron provided a list of potential increases to Revenues and decreases to expenditures. City Council went over all items and these have been archived with the Minutes.

7. ADJOURNMENT

Councilor Muffett-Lipinski motioned to adjourn to the Special Meeting; seconded by Councilor Keane.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 2, 2018**
Meeting Time: **To follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

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

5. CITIZEN'S FORUM

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

Zachary Koehler, School Board Member, 73 Bellamy Woods: He requested that the School Board and City Council meet more often throughout the year.

Andrew Wallace, School Board Member, 297A Central Avenue: He spoke in support of the School Department's budget. He agreed with Mr. Koehler's comment about the School Board and City Council meeting more often.

Janet Kirk, 8 Teresa Drive: She spoke about the tax impact on her retirement income and living on a budget.

Amanda Russell, 20 Cranbrook Lane, School Board Chairperson: She spoke in favor of the compromised changes the Council has made to the budget.

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

6. FISCAL YEAR 2019 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to substitute the resolution as a whole; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 2, 2018**
Meeting Time: **To follow Workshop Session**

City Manager Joyal gave an overview of the changes in the substituted resolution, which are listed below:

Fund 1000 General Fund budget changed to \$116,049,506 from \$115,985,176. This is to account for \$11,303 decrease in Planning for increased CDBG Grant Funding (Item 1e on budget adjustment worksheet), and an increase of \$75,633 for Retiree Health Insurance (Item 8a on budget adjustment worksheet).

Fund 2100 CDBG Fund budget changed to \$394,837 from \$383,534 an increase of \$11,303.

Fund 2900 School Special Programs and Grant Funds changed to \$522,600 from \$129,000, an increase of \$393,600 to account for new grants awarded to school department.

Fund 3500 OPEB Fund changed to \$1,619,696 from \$1,475,096, an increase of \$144,600 to account for additional retirees' insurance premiums.

Total Budget is \$145,879,175 from \$145,265,342.

Provision #2 reflects a change in General Fund appropriation amount for City to \$39,768,483 from \$39,704,153, an increase of \$64,330 (75,633 – 11,303).

Provision #13 is new – this is to allow for accepting and expending donations received by the City for such items as the 400th Anniversary Celebration of Dover. This pushed the number reference of the other provision down one.

Deputy Mayor Carrier moved to make the amendment to the Fee Schedule for outdoor seating shown on Page 5 of the Fee Schedule, which has been provided to the Council; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

Deputy Mayor Carrier moved to make amendment based on the following adjustments listed by the City Manager:

City Manager Joyal referred to adjustments the Council had consensus on and made the following adjustments to the Resolution:

Item #1 – in the chart

1000, General Fund,	\$115,313,048.00
5300, Water Fund	5,647,652.00
5320. Sewer Fund	7,849,990.00
Total	\$145,159,793.00

Item #2, change the last sentence to: "General Fund Appropriations include \$39,532,025 for City operations, \$54,508,984 for School Department operations, \$12,311,694 for Debt Service and \$8,960,345 for County Tax."



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 2, 2018**
Meeting Time: **To follow Workshop Session**

Item #6, change to: "For water consumption per hundred cubic feet (HCF) effective July 1, 2018, the Water and Sewer User Fees will be \$5.18 and \$8.65, respectively."

Deputy Mayor Carrier motioned again to make the amendments the City Manager just recited; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0.

Deputy Mayor Carrier moved to approve the amended Municipal Budget Resolution; seconded by Councilor Thibodeaux.

Mayor Weston discussed why she couldn't support this budget.

Councilor Muffett-Lipinski spoke about working closer with the School Board.

Councilor Williams thanked community members for their involvement.

Councilor Gasses spoke about Dover Schools and the need to fund them.

Deputy Mayor Carrier said they live in a vibrant and progressive City. He said people come to this City and look at the Schools. He said he didn't like the numbers, but he believed it would keep things going properly.

Councilor Shanahan said they were accepting a challenge by passing this budget.

Mayor Weston talked about the great test scores and how the Schools are doing an excellent job. She just couldn't put this amount on the taxpayers.

City Manager Joyal referred to the background on the last page of the resolution, and clarified that the last sentence should read: "The FY2019 proposed budget as presented in this resolution is based upon a proposed tax levy increase of \$3,763,167, which is over the tax cap limitation by \$1,978,631."

Mayor Weston asked for a roll call vote on the Resolution.

Roll Call Vote: 7/2; Passed. Mayor Weston and Councilor Ciotti were opposed.

7. ADJOURNMENT

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

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 Ciotti, Councilor Keane, Councilor Muffett-Lipinski, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.

Absent: Councilor Gasses.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add as Item 13.A.10. (SPaT) Signal Phasing and Timing Challenge.

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

Louise Nielsen, 26 Hillcrest Drive: She thanked Mayor Weston and Councilor Ciotti for trying to keep the budget contained. She was disappointed with the Council vote on the Budget, and the School Board for not proposing a tax cap budget.

Allison Davis, 11 Hidden Valley Drive: She spoke on behalf of Non-Toxic Dover. She spoke about the resolution on the Agenda and the need to use organic fertilizers.

Erik Sweetser, 2 Wallingford Street: He referred to the previous speaker and said all of Dover's fertilizer was organic.

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



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, which included the City Attorney Report and Economic Development Report. He gave an overview on the following topics: Veterans Memorial Park bricks, water main breaks, and major development projects and the impact on parking and traffic.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

- A. April 18, 2018 – Workshop Session**
- B. April 25, 2018 – Workshop Session**
- C. April 25, 2018 – Regular Meeting**

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

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston spoke about two events, Dover Clean Up Day and Memorial Maple Square, and said they were a success. She recommended the appointment of Jay Aube to the New Hampshire DES River Management and Protection Program.

Deputy Mayor Carrier said he represented the Mayor at opening day for the Dover Youth Softball.

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**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – City of Dover Recreation Department**
- 2. RAFFLE – City of Dover Recreation Department**
- 3. PARADE – Dover Knights of Columbus Council #807**
- 4. ROAD RACE – Greater Seacoast Community Health**



CITY OF DOVER

CITY COUNCIL – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

5. **B11001 WWTP DESIGN PHASE ADDITIONAL SCOPE OF WORK WRIGHT-PIERCE CHANGE ORDER #4**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B18037 TURF TREATMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **B18073 CENTRAL FALLS GRANITE RETAINING WALL STRUCTURAL EVALUATION**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **COCHECHO AND BELLAMY RIVER 2018 SAMPLING & ANALYSIS WITH THE UNIVERSITY OF NEW HAMPSHIRE**
SPONSORED BY MAYOR WESTON BY REQUEST
9. **CITY WIDE 2018-2020 GROUNDWATER MONITORING PROGRAM WITH EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
10. **SIGNAL PHASING AND TIMING CHALLENGE (SPaT)**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|--|
| 1. School Board | 14. Ordinance Committee |
| 2. Planning Board | 15. Parking Commission |
| 3. 400 th Anniversary Committee | 16. Pool Advisory Committee |
| 4. Appointments Committee | 17. Recreation Advisory Board |
| 5. Arena Commission | 18. Solid Waste Advisory Commission |
| 6. Arts Commission | 19. Transportation Advisory Commission |
| 7. Downtown TIF Advisory Board | 20. Waterfront TIF Advisory Board |
| 8. Conservation Commission | 21. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 9. Energy Commission | 22. Joint Building Committee – Garrison Elementary School |
| 10. Heritage Commission | 23. COAST |
| 11. Legislative Liaison | 24. Dover Main Street |
| 12. Library Board of Trustees | |
| 13. McConnell Center Advisory Committee | |

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Shanahan pulled Items 13.A.6., 13.A.8. and the Legislative Liaison Report.

Deputy Mayor Carrier pulled Item 13.A.7. and the Joint Building Committee – Dover High School and Regional CTC Report.

Councilor Ciotti pulled the Planning Board Report and the Joint Building Committee – Garrison Elementary School Report.

Councilor Thibodeaux pulled Items 13.A.9. and 13.A.10.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

Mayor Weston asked for a 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.6.; seconded by Councilor Shanahan. City Manager Joyal said the City's staff are very committed and informed.

Community Services Director Storer gave an overview of the resolution to the Council, and the plans for the City's implementation of an organic plan over the next few years.

Mr. Sweetzer, President of Green Grass, gave an overview of his practices and the products he uses on the City's green space.

Roll Call Vote: 7/1; Passed. Councilor Shanahan was opposed.

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

City Manager Joyal and Community Services Director Storer gave an overview of the project to the Council.

Roll Call Vote: 8/0.

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

Roll Call Vote: 7/0. Councilor William recused herself from the Council vote.

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

City Manager Joyal 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.10.; seconded by Councilor Thibodeaux.

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

Roll Call Vote: 8/0.

Councilor Ciotti gave an overview of the Planning Board Report to the Council.

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

Vote: 8/0.

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

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

Vote: 8/0.

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

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

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

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

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

Vote: 8/0.

B. RESOLUTIONS

- 1. AMENDMENT OF FY2018 FEE SCHEDULE TO CREATE A METER FEE FOR ELECTRIC VEHICLE CHARGING STATION SPACES IN THE ORCHARD STREET PARKING GARAGE (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 23, 2018.)**

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on May 23, 2018; seconded by Councilor Muffett-Lipinski.

Vote: 8/0.

- 2. B17048 SIDEWALK IMPROVEMENTS ADDITIONAL SCOPE – SPRUCE LANE AND REPROGRAMING OF UNEXPENDED BOND PROCEEDS (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 23, 2018, WITH A VOTE OCCURRING ON JUNE 13, 2018.)**

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on May 23, 2018; seconded by Councilor Keane.

Vote: 8/0.

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 56, 57, 59 and 60 (TO BE REFERRED TO A PUBLIC HEARING ON MAY 23, 2018.)**

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on May 23, 2018; seconded by Councilor Thibodeaux.

Vote: 8/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Keane recognized Seacoast Educational Endowment for Dover (SEED) for giving away \$16,000 to Teachers and Administrators in the School district.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 9, 2018**
Meeting Time: **7:00 pm**

Deputy Mayor Carrier spoke about Casino Night on June 2, 2018 at the Cocheco Country Club.

Councilor Keane asked about Joint Fiscal Committee meeting with the School Board.
Mayor Weston said she is working on the Agenda, but the School Board is busy right now trying to make cuts to their budget.

16. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Keane.
Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.05.09 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
56 Schedule I. No Parking at Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
60 Schedule M. Business Parking Permit Zones

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to revise Sections 16 General Parking Restrictions, Section 56 Schedule I. No Parking at Any Time, Section 57 Schedule J. Limited Time Parking, Section 59 Schedule L. Parking Meter Zones and Section 60 Schedule M. Business Parking Permit Zones.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 16 General Parking Restrictions, Paragraph E. Restricted Parking by adding subparagraph (5) as follows:

166-16. General Parking Restrictions.

E. Restricted Parking. [Added 10-02-96 by Ord. No. 13-96; Amended 05-25-2016 by Ord. No. 2016.05.11-007; Amended 04-12-2017 by Ord. No. 2017.03.22-004; Amended on 10-11-2017 by Ord. No. 2017.09.27-007; Amended 11-08-2017 by Ord. No. 2017.10.25-010]

- (1) Henry Law Park – River Street parking area. No Person shall park a Vehicle in designated parking in the River Street parking area at the Henry Law Park and Recreation Facility unless they are a City Employee on City business or are present and using the recreational facility or grounds at Henry Law Park. The parking of Vehicles for any other purpose is prohibited. Violators shall be subject to Table B fines under 166-30 as set forth in the Schedule of Fees adopted by City Council.
- (2) Summer Street. No Person, except for visitors to the Woodman Institute, shall be allowed to park on the northerly side of Summer Street from the intersection with Central Avenue westerly for one hundred twenty (120) feet, during operating hours when the Woodman Institute is open for the season. Signage shall be posted that indicates the hours, days and/or months of the restricted parking, based on the Woodman Institute’s operating hours. Violators shall be subject to Table A fines under 166-30. [Added on 03-11-2015 by Ord. No. 2015.02.25-009]
- (3) Orchard Street. No Person, except for visitors to the Dover Police Station, shall be allowed to park in the two (2) posted police station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments) and the three (3) posted police station



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2018.05.09 – 004**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **16 General Parking Restrictions**
56 Schedule I. No Parking at Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
60 Schedule M. Business Parking Permit Zones

visitor spaces on the first floor of the parking garage. Violators shall be subject to Table A fines under 166-30.

(4) Orchard Street Parking Garage: Between the hours of 2:00 A.M. to 6:00 A.M., no persons shall park a Vehicle in the Orchard Street Parking Garage unless it is properly displaying a valid permit or has obtained an overnight parking receipt for a designated space from a parking meter.

(5) Orchard Street Parking Garage: No person shall park a non-plug-in electric vehicle in a designated electric vehicle charging station space. Plug-in electric vehicles shall not remain in a designated electric charging station space in excess of four (4) hours.

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 56, Schedule I. No Parking at Any Time by adding Industrial Park Drive as follows:

166-56. SCHEDULE I: No Parking at Any Time.

- A. In accordance with the provisions of **166-20**, it shall be unlawful for the owner of any vehicle or any persons having custody or control of any vehicle to park or permit to be parked in the following locations within the City of Dover, and any vehicle found to be in violation of the aforementioned provisions may be towed by the direction of the Police Department and the expense of such towing born by the owner of the vehicle.

<u>STREET</u>	<u>LOCATION</u>
<u>Industrial Park Drive</u>	<u>Easterly, then southerly side (inside of curve) from the westernmost driveway from 89 Industrial Park Drive (Eversource pole #305/12B), northerly, then easterly to the driveway of 115 Industrial Park Drive (Eversource pole #305/15BS) from December 1st to April 1st</u>



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.05.09 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
56 Schedule I. No Parking at Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
60 Schedule M. Business Parking Permit Zones

4. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 57, Schedule J. Limited Time Parking, by including the per day specification to Paragraph H. and adding Central Avenue as follows:

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

H. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than three (3) hours per day in the following described locations: [Amended on 10-08-08 by Ord. No. 2008.09.24-12]

<u>STREET</u>	<u>LOCATION</u>
<u>Central Avenue</u>	<u>Westerly side from the driveway between 642 and 648</u> <u>Central Avenue, northerly to the driveway between 652</u> <u>and 660 Central Avenue</u>

5. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 59, Schedule L. Parking Meter Zones to eliminate the Locust Street Lot as follows:

166-59. SCHEDULE L: Parking Meter Zones. [Added on 04-22-2015 by Ord. No. 2015.04.22-012]

<u>METERED PARKING LOT</u>	<u>LOCATION</u>
Belknap Lot	320 Central Avenue and 18 Locust Street; southerly of Washington Street between Central Avenue and Locust Street
Chestnut Street Parking Lot [Added on 04-12-2017 by Ord. No. 2017.03.22-004]	East of Chestnut Street, south of Fourth Street and west of the railroad tracks. All spaces except as otherwise posted.
Henry Law Avenue Recreation Parking Lot – Henry Law Avenue [Added 04-12-2017 by Ord. No. 2017.03.22-004]	6 Henry Law Avenue, easterly and then northerly of Henry Law Avenue



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.05.09 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
56 Schedule I. No Parking at Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
60 Schedule M. Business Parking Permit Zones

Locust Street Lot [Added on 12-09-2015 by Ord. No. 2015.10.28-029]	17 St. Thomas Street and 33 Locust Street north of the intersection of Locust Street and Chestnut Street
Orchard Street Lot [Amended on 8-24-2015 by Ord. No. 2015.07.08-016; Amended on 12.09.2015 by Ord. No.2015.10.28-029; Amended on 05-25-2016 by Ord. No. 2016.05.11-007]	North of Orchard Street southerly of the Cochecho River between Central Avenue and Chestnut Street not including two (2) posted spaces in the northeast corner of the lot, two (2) posted spaces in front of 40 Chestnut Street (Cochecho Park Apartments) that are free fifteen (15) minute limit spaces, and two (2) posted Police Station visitor spaces in front of 40 Chestnut Street (Cochecho Park Apartments)

6. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 60, Schedule M. Business Parking Permit Zones to eliminate the Locust Street Lot as follows:

166-60. SCHEDULE M: Business Parking Permit Zones. [Added on 05.25.2016 by Ord. No. 2016.05.11-007]

The following parking lots/areas are authorized for permit parking as authorized by Section 166-23 Business Parking Permit Program unless otherwise restricted:

<u>PARKING LOTS</u>	
Belknap Lot	
Chestnut Street Lot	
Locust Street Lot	



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.05.09 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
56 Schedule I. No Parking at Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
60 Schedule M. Business Parking Permit Zones

7. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Finance Director 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: 05/09/2018	Public Hearing Date: 05/23/2018
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.05.09 – 004
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
56 Schedule I. No Parking at Any Time
57 Schedule J. Limited Time Parking
59 Schedule L. Parking Meter Zones
60 Schedule M. Business Parking Permit Zones

ORDINANCE BACKGROUND MATERIAL:

Regarding 166-16 General Parking Restrictions: The City has installed electric charging stations in the parking garage which should not be used by non-plug-in electric vehicles. The maximum time an electric vehicle would be able to charge would be four hours.

Regarding 166-56 Schedule I. No Parking at Any Time: During the winter, snow plows cannot get through to clear the roads in the area of 92 Industrial Park Drive. Under the authority of 166-3, the Chief of Police authorized the noted area be posted for an evaluation period during the 2017-2018 winter. Community Services personnel and the Parking Manager noted that the restriction met its intended goal.

Regarding 166-57 Schedule J. Limited Time Parking: Three business suites have opened at 652 Central Avenue that need turnover customer parking. Under the authority of 166-3 the Chief of Police had the parking bay out front of 652 Central Avenue posted for a three hour limit as of April 1, 2018 for an evaluation period. The Parking Manager has reported that the restriction has met its intended goal.

Regarding 166-59 Schedule L. Parking Meter Zones: The Locust Street Parking Lot is closed and no longer City property.

Regarding 166-60 Schedule M. Business Parking Permit Zones: The Locust Street Parking Lot is closed and no longer City property.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.05.09 – 051**
Resolution Re: **Amendment of FY2018 Fee Schedule to Create a Meter Fee for Electric Vehicle Charging Station Spaces in the Orchard Street Parking Garage**

WHEREAS: The City Council adopted the FY2018 City of Dover Fee Schedule on May 3, 2017, and;

WHEREAS: The City regulates Parking meter fees, and;

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

That the City Council authorizes changes to the Police Department section of the approved FY2018 Fee Schedule - Parking Meter Rates, to reflect adding a fee, as follows:

SERVICES	CURRENT FEE	PROPOSED FEE
Designated Spaces for Electric Vehicle Charging Stations	None	\$1.50/hour

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.05.09 – 051**
Resolution Re: **Amendment of FY2018 Fee Schedule to Create a Meter Fee for Electric Vehicle Charging Station Spaces in the Orchard Street Parking Garage**

DOCUMENT HISTORY:

First Reading Date: 05/09/2018	Public Hearing Date: 05/23/2018
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City is installing Electric Vehicle Charging Stations (EVCS) in the Orchard Street Parking Garage. The cost to the City (Parking Activity Fund) to install the charging system is \$4,000. Tesla, Inc. is also providing an additional \$4,000 towards the installation. At their April 2018 meeting, the Parking Commission voted to recommend the cost to park in an EVCS space be \$1.50/hour. Three currently utilized spaces which cost \$0.75/hour will be transformed into Dover's introductory Electric Vehicle Charging Stations. Separate ordinances are being submitted on recommended time limits and penalty for non-electric vehicles using the EVCS spaces.



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

Check(☒) the type of application:

RAFFLE*____, TAG*____, BLOCK PARTY** ☒,

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other ☒
(Describe) chamber of commerce

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

Address: 550 Central Avenue Email events@dovernham.org

Purpose of Permit: Farmers Market

Date of Event: Monday 6/16 - 10/3 Specific Time: 1:00 pm - 6:30 pm (Market is 2-6)

Location of Event: Greater Dover Chamber of Commerce parking lot - 550 Central Ave

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): 5th St from Chestnut St. to Central Ave

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel Dover Police Traffic Bureau

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

SIGNATURE OF APPLICANT: _____ DATE: 5/3/14

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval (Signature) Date: 5/11/14

OK -
RC



DOVER POLICE DEPARTMENT

Dover, New Hampshire
Memorandum

TO: Chief Anthony F. Colarusso, Jr.

FROM: Sgt. Marn Speidel, Traffic Bureau

RE: Dover Farmer's Market permit application – Chamber of Commerce

DATE: May 10, 2018

The Seacoast Grower's Association has already been approved by the City Council to hold a Sunday morning Farmer's Market at upper Henry Law Park. The SGA Board of Directors has voted to make 2018 a "transition year"; this means that the Sunday markets will be scaled back from their intended dates and will only be held once a month from July through October.

The Sixth Street Farmer's Market at the Greater Dover Chamber of Commerce will also still be held on Wednesday evenings in 2018. The SGA does not intend to close Sixth Street this year, but will need the authority to post temporary parking restrictions to accommodate vendor setup and customers for the market.

Attached is the block party permit application from the Greater Dover Chamber of Commerce for the Sixth Street location. I recommend that this be approved by the Licensing Board and forwarded to the City Council.



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: HOT ROD CITY
Federal Tax ID number for Organization: 46-3687972

Check (✓) Nature of Organization:

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

Contact Person: SEAN LAPOSE Day Time Telephone: 603 749-7536
Address: 99 OAK ST. Email sean@paintworksunlimited.com

Purpose of Permit: TURN SECTION OF OAK ST. TO ONE WAY

Date of Event: JUNE 2ND Specific Time: 8:00 AM TO 3:00 PM

Location of Event: 99 OAK ST.

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

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

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

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

Block Party Location (attach map if more than one street is affected): Oak St #99

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Sean Lapse DATE: 5-7-18
(duly authorized)

PRINTED NAME: SEAN LAPOSE

Licensing Board Approval AS Date: 5/16/18



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief Anthony F. Colarusso, Jr.

FROM: Sgt. Marn Speidel, Traffic Bureau

RE: Hot Rod City block party permit application

DATE: May 8, 2018

Paintworks Unlimited / Hot Rod City will have its annual open house event at 99 Oak Street (the former National Guard Armory) on Saturday, June 2, 2018.

To accommodate overflow parking on Oak Street which has no shoulders, we will work with the applicant to turn this portion of Oak Street into a one way roadway. Oak Street will be open to one way traffic only from Portland Avenue toward Atlantic Avenue. For inbound traffic, a detour alternative will be available via Atlantic and Portland.

This event has occurred annually for the past several years with no significant problems. The police department will stage barricades and signs at key locations to accommodate this detour, and the applicant will be responsible to set up and take down the signs at the conclusion of the event.



**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: 7th Catering, Seacoast Microbrew Festival

Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

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

Contact Person: Kate Sanders Day Time Telephone: (603) 373-1001

Address: 98 Park 47 Washington, Dover Email kate@7thsettlement.com

Purpose of Permit: reserve parking of Henry law park + river st.

Date of Event: July 7th 2018 Specific Time: 7AM - 11PM

Location of Event: Henry law Ave + River St.

*****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 Ave + River St.

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: [Signature] DATE: 3-20-18

(duly authorized)

PRINTED NAME: _____

Licensing Board Approval [Signature] Date: 5/16/18

SEACOAST MICROBREW FESTIVAL

April 4th 2018

Re: Seacoast Microbrew Festival, Saturday July 7th 2018
Lower Henry Law Park

Good Afternoon,

Please accept this block party permit application in regards to the 4th Annual Seacoast Microbrew Festival. We are planning to host the festival on Saturday, July 7th from 1pm – 9pm at the lower area of Henry Law Park (facility reservation attached). The festival will be similar to previous years as a ticketed event where visitors will be able to sample small (4oz) tastes of the locally located microbreweries, purchase food from local vendors and dance to live local bands.

The event area of Lower Henry Law Park will be fenced in with snow fencing and monitored through out the day event volunteers. The breweries will serve under two large, open sided tents located on the park grounds. Visitors will be directed to park in the parking garage, the sand lot at River Street and Washington. Adjacent parking around the perimeter of River Street and Henry law Avenue will be reserved for festival vendors. We hope to have and hire two Dover police officers for crowd direction through the event grounds as well as pedestrian crosswalks if necessary.

This festival will have two sessions from 1PM – 5pm and 6-9PM anticipating 800 tickets sold for each session, not exceeding 1000 tickets sold for each session.

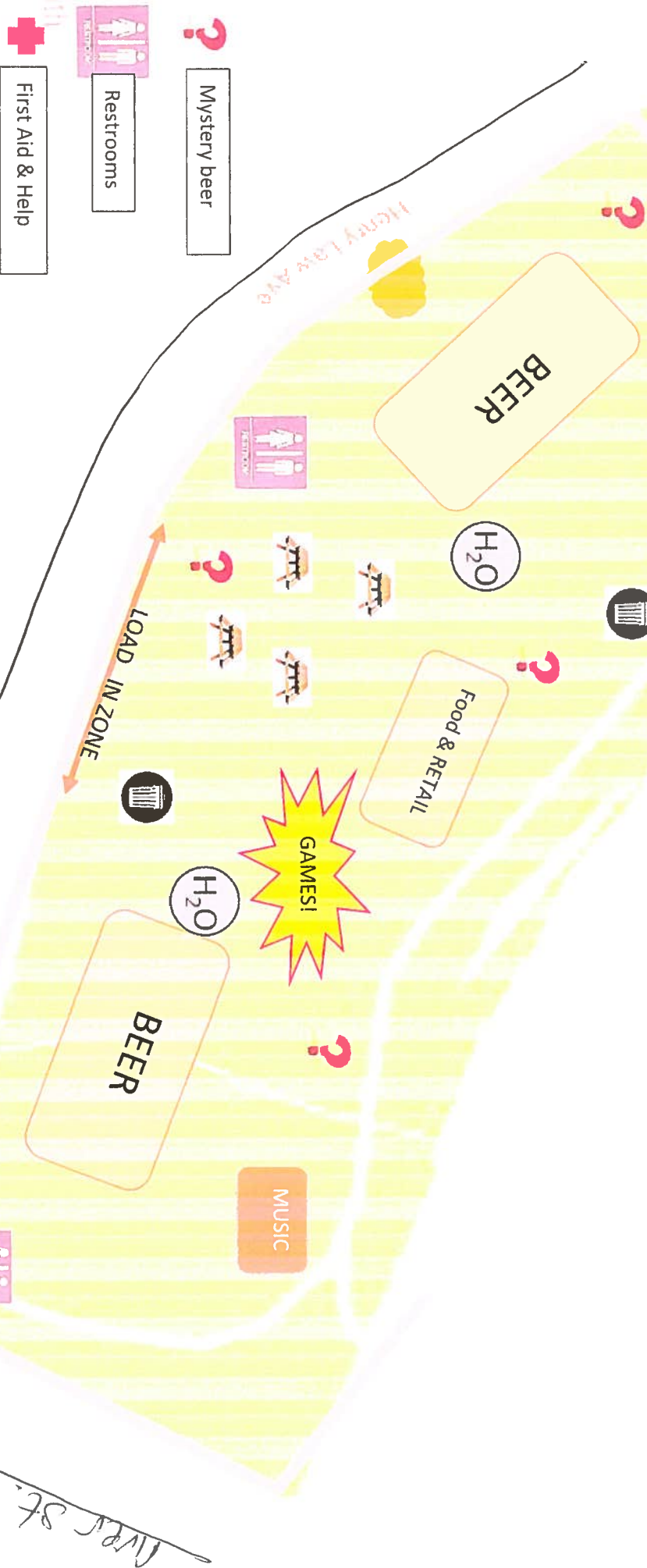
Our mission with hosting this festival continues to be promoting Dover as a premiere downtown community as well as highlighting our unique local brewing community. We hope to create another safe, fun festival that will bring community support throughout the Seacoast and beyond. We appreciate your support.

Sincerely,
Kate Sanders

Event Director
7th Catering
47 Washington St. DOVER
(603) 373-1001
kate@7thsettlement.com

SEACOAST MICROBREW FESTIVAL

JULY 7th 2018
Henry Law Park,
Dover NH



FACILITY SALES RECEIPT

Receipt # 105019
Payment Date: 07/18/17
Household #: 19612

City of Dover Recreation
1 Locust St
Dover NH 03820

7th Settlement Brewery
47 Washington St
Dover NH 03820

Hm Ph: (603)373-1001

Phone: (603)516-6401

Facility Reservation Details

Facility: Henry Law Park, HenLawEntireBackPark
Reserv. Contact: Kate Sanders, HM: (603)373-1001
Reserv. Number: 13213

Status: Firm

Date	Day	Time	Fees + Tax	Discount	Prev Paid	Cur Paid	Amount Due
07/07/2018	Sat	4:00A to 11:00P	0.00	0.00	0.00	0.00	0.00

Processed on 07/18/17 @ 14:57:20 by MAA

FEES CHARGED ON NEW LINE ITEMS (+)	0.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
HH DEPOSIT/VISIT CHARGED	0.00
NEW AMOUNT DUE	0.00
PREVIOUS NET HOUSEHOLD BALANCE	0.00
TOTAL DUE	0.00
NEW FEES PAID ON THIS RECEIPT (-)	0.00
NEW DEPOSIT PAID (-)	0.00
TOTAL PAID	0.00
NEW NET HOUSEHOLD BALANCE	0.00



No COI required.
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: GARRISON SCHOOL

Federal Tax ID number for Organization: 02-0452247

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): GARRISON 5K

Contact Person: MIKE ROMPS SARAH LORANGER

Day Time Telephone: 603-516-6751

Address: 50 GARRISON ROAD, DOVER NH 03820

Email S.LORANGER@DOVER.K12.NH.US

Date of Event: JUNE 3, 2018

Specific Time: 9AM

Location of Event (if parade, attach course description or map): MAP 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: Sarah L Loranger DATE: 04.30.18

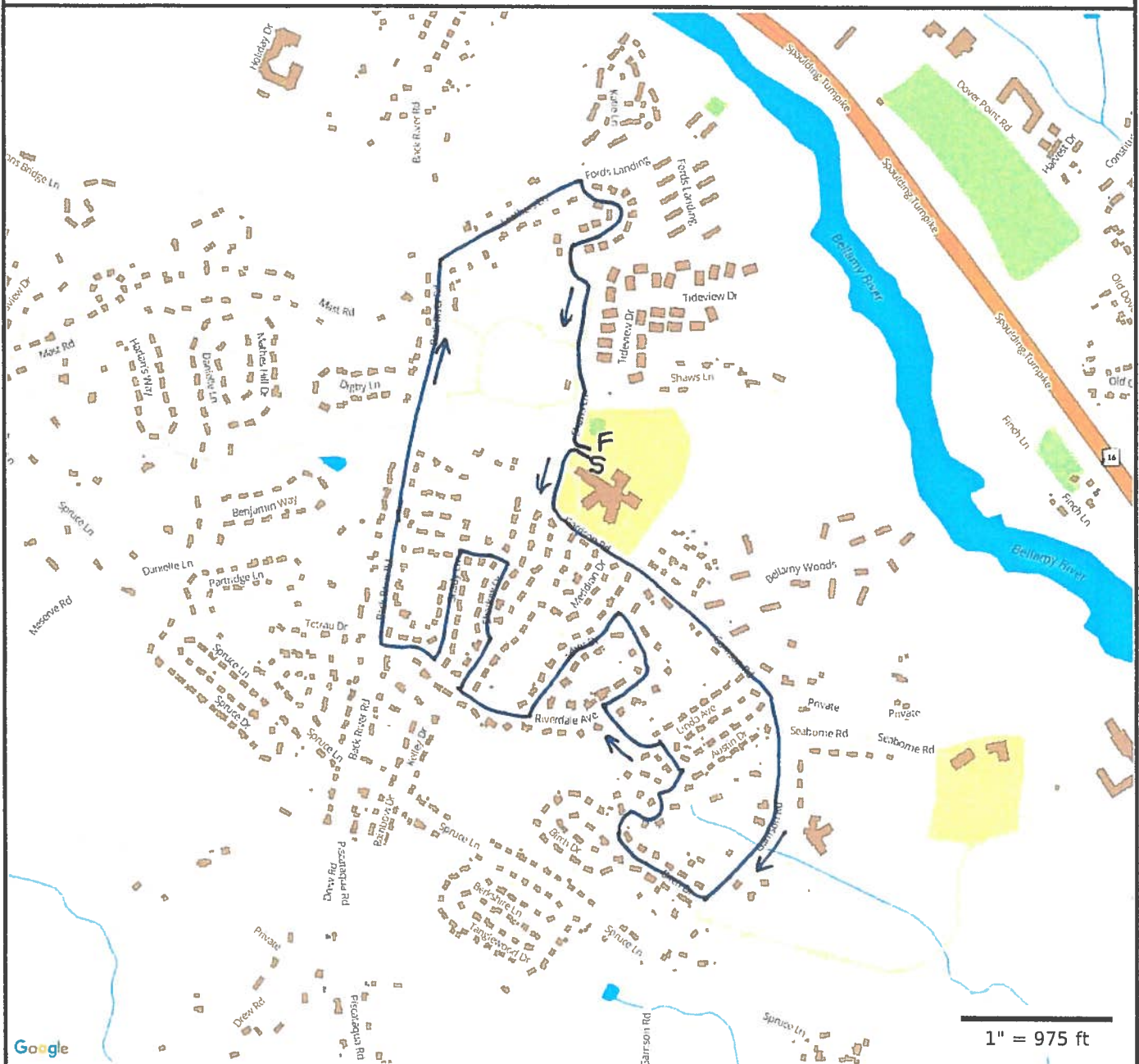
(duly authorized)

PRINTED NAME: SARAH L. LORANGER

Licensing Board Approval _____

Date: 5/2/18

Garrison School 5K



START on Shaws Lane
 Left on Garrison
 Right on Birch
 Right on Hemlock
 Left on Linda
 Right on Riverdale
 Left on Arbor
 Right on Riverdale
 Right on Morningside



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.

Left on Shadow
 Left on Shady
 Right on Morningside
 Right on Back River
 Right on Leathers
 Right on Rosanna
 Down path through
 gate/fields to
 Shaws Lane
 FINISH at rear of school



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: Seacoast Titans Football and Cheer

Federal Tax ID number for Organization: 02-0526109

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports ☒, Veterans____, Fraternal or Political____, Other____
(Describe) Football and Cheer

Contact Person: Kenna Johnston

Day Time Telephone: 603-502-9021

Address: PO Box 1143 Dover, NH 03821-1143

Email seacoasttitanstreasurer@gmail.com

Purpose of Permit: Tagging

Date of Event: Friday Sept 7 & Saturday Sept 8, 2018

Specific Time: Friday 1800-2000 and Saturday 0800-1600

Location of Event: Shaws, Hannaford, Suppa's, CVS, Janet's, Kendall Pond Pizza, La Festa Pizza, Red's, Shell, Tedeschi, Circle K, Mr. Mikes, Rogers, Smiley's, Store 24, Dunkin' Donuts, Walgreens, Fiddlehead Farms, Newicks, Duston's Market, Asia, State Liquor Store, Dover Bowl — All pending approval from businesses

*****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): _____

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Kenna Johnston DATE: May 4, 2018
(duly authorized)

PRINTED NAME: Kenna Johnston

Licensing Board Approval [Signature]

Date: 5/9/18



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2018.05.23 – 054**

Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work
for Pool and Library

WHEREAS: Sealed (RPF) Request for Proposal #B17003 was solicited and received on January 25, 2017 @ 11:00am for (HVAC) Heating, Ventilation and Air Conditioning equipment maintenance and repair services for a locked in two-year agreement with the option to renew an additional three, one year terms, at mutually agreed upon rates; and

WHEREAS: Siemens Industry, Inc was awarded contract via resolution [R-2017.03.08-012](#). The city is requesting approval to award design/build services for the Dover Public Library in the amount not to exceed \$425,000.00. The city is also requesting approval to award design/build services for new boilers and domestic water systems for the Dover Indoor Pool in the amount not to exceed \$240,000.00; and

WHEREAS: Per Dover Code 3-36B Exemptions from Competitive Bidding: Competitive bidding may be waived by majority vote of the City Council. As design services we not part of the original RFP the city is seeking approval to waive sealed bid process.

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 Siemens Industry, Inc of Scarborough ME for Design/build services for Library and Pool in the amounts listed. 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
4019.1.350.45124.4727.05117.19	Indoor Pool Heating System	240,000.00	240,000.00
0417.1.390.45500.4727.01207.17	Library HVAC	106,540.00	106,000.00
4018.1.390.45500.4727.01207.18	Library HVAC	300,000.00	300,000.00
1009.1.390.45500.4727.00000.97	Library Building Systems	13,755.00	13,755.00
8613.1.390.45500.4831.00000.00	Library Trust Disbursement	14,005.67	14,005.67

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2018.05.23 – 054**
Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work
for Pool and Library

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 - 2018.05.23 – 054**
Resolution Re: B17003 Siemens Industries Inc Additional Scope of Work
for Pool and Library

RESOLUTION BACKGROUND MATERIAL:

The Dover Public Library seeks approval to contract with Siemens Industries Inc for design/build Services for the cooling system at a cost not to exceed \$425,000.00

The Recreation Department also seeks approval to contract with Siemens Industries Inc for design/build Services for the boilers and domestic water system at the indoor pool at a cost not to exceed \$240,000.00

Bid Information:

Sealed Request for Proposal #B17003 was solicited and received on January 25, 2017 @ 11:00am.

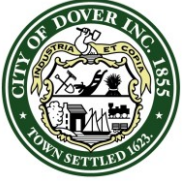
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	109	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Siemens Industries Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17003 Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2018.05.23 – 055**

Resolution Re: **Merit Plan Amendment – Classification and Pay Plans**

- WHEREAS: The City Charter requires that the City Manager submit any amendments to the Merit Plan to the Council as an item on a regular Council meeting agenda; and
- WHEREAS: The Council shall within sixty days after having received the amendments take action to approve or disapprove them at a regular Council meeting; and
- WHEREAS: The Merit Plan includes, as attachments, the Classification and Pay Plans which establish the grade level and set the minimum and maximum rates of pay for each class of position in the City's Administrative Service; and
- WHEREAS: The City Manager has identified and proposes to reclassify, rename and add certain position classifications in the City's Administrative Service.
- NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The City Council accepts the attached Merit Plan, Classification and Pay Plans as submitted by the City Manager.

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 - 2018.05.23 – 055**

Resolution Re: **Merit Plan Amendment – Classification and Pay Plans**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2018.05.23 – 055**

Resolution Re: **Merit Plan Amendment – Classification and Pay Plans**

RESOLUTION BACKGROUND MATERIAL:

To ensure consistency remains between the Merit, Classification and Pay Plans with current ratified collective bargaining agreements, amendments are needed to the Merit Plan document as well as the Classification and Pay Plans.

The Merit Plan document is amended to add a longevity tier for twenty-five (25) or more year of service at \$2,000, identifies a minimum of twenty (20) hours per work week to be eligible for disability leave and aligns job related injury language to be consistent with current collective bargaining agreements. The amended Merit Plan with changes highlighted are attached as background.

The Merit Plan includes a Classification Plan document which establishes position classifications and grade levels for each class of position in the City's Administrative Service. The City Manager proposes to make the following changes to the Classification Plan:

1. Retitle the existing **General Legal Counsel** classification to **City Attorney**. There is no change in the pay grade or classification specifications except for the title change.
2. Add a new Deputy Finance Director classification assigned to pay grade 29. The grade 29 assignment is supported by the following wage analysis ensuring internal equity with existing City of Dover position classifications and a reasonable competitiveness with comparable public and private sector positions:

City of Dover Deputy Finance Director:

Dover Grade 29	Minimum \$66,456.00	Median \$81,047.20	Maximum \$94,140.80
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O*Net Online 2017 – Administrative Services Manager

United States Median:	\$94,020
New Hampshire Median:	\$82,840.00
OES Dover/Durham:	\$82,472.00

The amended Classification Plan with changes highlighted and a position description for the proposed Deputy Finance Director classification are attached as background.

3. Add a new Deputy Parking Manager classification assigned to pay grade 17. The grade 17 assignment is supported by the following wage analysis ensuring internal equity with existing City of Dover position classifications and a reasonable competitiveness with comparable public and private sector positions:

City of Dover Deputy Parking Manager:

Dover Grade 17	Minimum \$37,003.20	Median \$45,156.80	Maximum \$52,416.00
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O*Net Online 2017 – First Line Supervisors of Protective Service Workers, All Other

United States Median:	\$47,820.00
New Hampshire Median:	\$58,550.00
OES Boston–Cambridge–Nashua	\$45,947.20



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2018.05.23 – 055**

Resolution Re: **Merit Plan Amendment – Classification and Pay Plans**

The amended Classification Plan with changes highlighted and a position description for the proposed Deputy Parking Manager classification are attached as background.

4. Reclassify the existing **Director of Business Assistance** classification at pay grade 23 to **Director of Economic Development** assigned to pay grade 30 to more accurately reflect actual duties and responsibilities of the position.

City of Dover Director of Economic Development:

Dover Grade 30	Minimum \$69,825.60	Median \$86,431.28	Maximum \$98,820.80
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O*Net Online 2017

United States Median – Public Relations Manager:	\$107,320.00
New Hampshire Median – Public Relations Manager:	\$102,710.00
United States Median - Advertising & Promotions Manager:	\$100,810.00
New Hampshire Median – Advertising & Promotions Manager:	\$87,560.00
Comparable Communities Average Median:	\$85,488.64

The amended Classification Plan with changes highlighted and a position description for the proposed Director of Economic Development classification are attached as background.

5. Restructure the existing Fire Deputy Chief classification by increasing the pay grade from 27 to 30, as agreed to in the Dover Professional Fire Officers Association collective bargaining agreement signed November 21, 2017.

The amended Classification Plan with changes highlighted and a position description for the restructured Fire Deputy Chief classification are attached as background.

6. Add a new Fire Division Chief classification assigned to pay grade 27, as agreed to in the Dover Professional Fire Officers Association collective bargaining agreement signed November 21, 2017.

The proposed Classification Plan with changes highlighted and a position description for the proposed Fire Division Chief classification are attached as background.

7. Retitle the existing **Firefighter / EMT-I** classification to **Firefighter / AEMT**, as determined by the State of New Hampshire. There is no change in the pay grade or classification specifications except for the title change.
8. Add a new Human Resources Assistant classification assigned to pay grade 19 to coincide with staffing adjustments reflected in the FY2019 proposed budget. The grade 19 assignment is supported by the following wage analysis ensuring internal equity with existing City of Dover position classifications and a reasonable competitiveness with comparable public and private sector positions:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2018.05.23 – 055**

Resolution Re: **Merit Plan Amendment – Classification and Pay Plans**

City of Dover Human Resources Assistant:

Dover Grade 19 Minimum \$19.62 Median \$23.93 Maximum \$27.77

O*Net Online 2017

United States Median – Human Resources Specialist:	\$28.45
New Hampshire Median – Human Resources Specialist:	\$26.47
OES Dover/Durham – Human Resources Specialist:	\$27.80
Comparable Communities Average Median:	\$23.55

The proposed Classification Plan with changes highlighted and a position description for the proposed Human Resources Assistant classification are attached as background.

9. Add a new Police Deputy Communications Supervisor classification assigned to pay grade 19 to coincide with staffing adjustments reflected in the FY2019 proposed budget. The grade 19 assignment is supported by the following wage analysis ensuring internal equity with existing City of Dover position classifications and a reasonable competitiveness with comparable public sector positions.

City of Dover Communications Bureau Assistant Supervisor:

Dover Grade 19 Minimum \$19.62 Median \$23.93 Maximum \$27.77

O*Net Online 2017

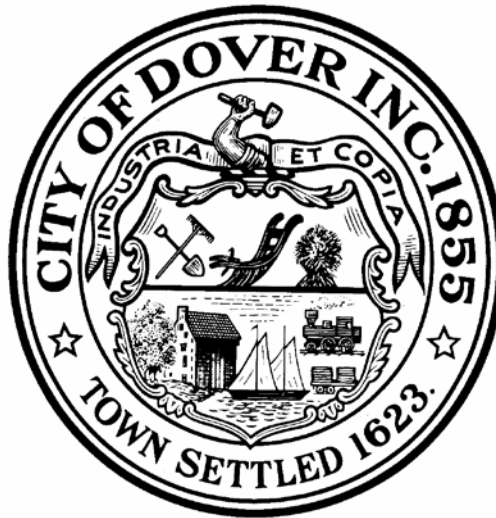
Comparable Communities Average Median: \$25.37

10. Add a new Police Dispatcher II classification assigned to pay grade 18, as agreed to in the Dover Police Association collective bargaining agreement signed December 28, 2017.

The proposed Classification Plan with changes highlighted and a position description for the proposed Police Dispatcher II classification are attached as background.

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

J. Michael Joyal, Jr
City Manager

Effective ~~May 27, 2015~~ May 9, 2018

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

- Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.
- Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.
- Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.
- Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.
- Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.
- Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.
- Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.
- Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

- Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.

- Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.
- Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.
- Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.
- Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.
- Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.
- Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.
- Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less. Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.

Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.

Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.

Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.

Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.

Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.

Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.

Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week and who is retained to work twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

- Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.
- Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

- Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.
- Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.
- Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.
- Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

- Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a

statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C 7-2.

Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.

Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.

Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.

Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the first day of the pay period immediately following July 1st of the fiscal year after completion of the respective performance evaluation.

Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform

satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.

Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.

Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.

Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.

Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City.

Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case

the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from his/her present department to another department, she/he shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either his/her former department or another department within one (1) year from the date of termination, he shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	\$400/yr
Ten (10) years up to Fifteen (15) years	\$800/yr
Fifteen (15) years up to Twenty (20) years	\$1,200/yr
Twenty (20) years and greater <u>up to Twenty Five (25) years</u>	\$1,600/yr
<u>Twenty Five (25) years and greater</u>	<u>\$2,000/yr</u>

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

- Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his/her vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such- intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.
- Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

- Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.
- Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:
- | | |
|------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Washington's Birthday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Christmas Day | |
- When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.
- Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall

accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

- Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay, by the City, for the first ninety (90) calendar day period of said job connected injury. The first ninety (90) calendar day period shall commence upon the first day the employee is out of work due to the job connected injury, but not including the day of the injury. At the expiration of the first ninety (90) day period, the employee shall receive the difference between Workers' Compensation and the employee's regular salary chargeable to their accrued annual and/or personal illness leave. ~~for the first ninety (90) calendar days. Additionally, A~~after expiration of the first ninety (90) day calendar period, the City Manager and/or department head may order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement by the employee under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing his/her physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.
- Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.
- Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to

exceed two (2) weeks in any one year, and any such leave shall not affect the member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.

Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.

Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to his/her position prior to his/her leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.

Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding

paragraph, the employee may draw from his/her annual leave time or take a personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

- Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.
- Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.
- Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

- Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.
- Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.
- Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or other sufficient cause. All

disciplinary action shall be handled in a fair manner and shall be consistent with the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

- a) A documented Verbal Warning or supervisory counseling
- b) Written Warning
- c) Suspension With or Without Pay
- d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the

hearing. The Personnel Officer or designated representative shall render a decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or his/her designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate and employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV. SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.

FY2019 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
ACCOUNT CLERK I	11	DMEA
ACCOUNT CLERK II	13	DMEA
ACCOUNTANT I	18	DMEA
ACCOUNTANT II	28	DMEA
ADMINISTRATIVE ASSISTANT	19	non-union
ADMINISTRATIVE CLERK/CEMETERY COORDINATOR	15	DMEA
ANIMAL CONTROL OFFICER	16	DPA
AQUATIC FACILITY MANAGER	22	DPEA
ARENA FACILITY MANAGER	23	DPEA
ARENA PROGRAM & MARKETING SUPERVISOR	21	DPEA
ASSISTANT CITY CLERK	13	DMEA
ASSISTANT CITY ENGINEER	24	DPEA
ASSISTANT CITY MANAGER	32	non-union
ASSISTANT CITY PLANNER	24	DMEA
ASSISTANT LIBRARY DIRECTOR	26	DMEA
ASSISTANT RECREATION DIRECTOR	23	DPEA
ASSISTANT TAX ASSESSOR	23	DMEA
BOOKKEEPER	14	DMEA
BUILDING INSPECTOR	22	DMEA
BUILDING MAINTENANCE MECHANIC	13	DMEA
BUILDING OFFICIAL	28	DMEA
CITY ATTORNEY	33	non-union
CITY CLERK/TAX COLLECTOR	26	non-union
CITY ENGINEER	29	DPEA
CITY TREASURER	24	non-union
CLERK TYPIST I	9	DMEA
CLERK TYPIST II	11	DMEA
CONSTRUCTION MANAGER	26	non-union
CROSSING GUARD	8	non-union
CUSTODIAN	9	DMEA
DEPUTY CITY CLERK	15	DMEA
DEPUTY CITY MANAGER	34	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	30	non-union
DEPUTY FINANCE DIRECTOR	29	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	29	non-union
DEPUTY PARKING MANAGER	17	DPAAll
DEPUTY TAX COLLECTOR	15	DMEA
DIRECTOR OF BUSINESS ASSISTANCE	23	non-union
DIRECTOR OF COMMUNITY SERVICES	33	non-union
DIRECTOR OF ECONOMIC DEVELOPMENT	30	non-union
DIRECTOR OF FINANCE	32	non-union
DIRECTOR OF HUMAN RESOURCES	29	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	33	non-union
DIRECTOR OF MAIN STREET PROGRAM	23	non-union
DIRECTOR OF PLANNING & CDBG	31	non-union
DIRECTOR OF PUBLIC LIBRARY	29	non-union
DIRECTOR OF PUBLIC WELFARE	26	non-union
DIRECTOR OF RECREATION	26	non-union
ELECTRICAL INSPECTOR	22	DMEA
ENGINEERING TECHNICIAN	20	DPEA
ENVIRONMENTAL PROJECTS MANAGER	27	DPEA
EXECUTIVE SECRETARY	18	non-union

FY2019 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
FACILITIES, GROUNDS & CEMETERY SUPERVISOR	23	DPEA
FIRE & RESCUE CHIEF	33	non-union
FIRE ASSISTANT CHIEF	29	DPFOA
FIRE CAPTAIN	25	DPFOA
FIRE DEPUTY CHIEF	27 30	DPFOA
FIRE DIVISION CHIEF	27	DPFOA
FIRE LIEUTENANT	23	DPFOA
FIRE MECHANIC	11	non-union
FIRE/HEALTH INSPECTOR	22	DMEA
FIRE/LIFE SAFETY INSPECTOR	22	DMEA
FIREFIGHTER ON CALL	17	non-union
FIREFIGHTER/EMT	17	IAFF
FIREFIGHTER/EMT-I AEMT	18	IAFF
FIREFIGHTER/PARAMEDIC	20	IAFF
FLEET SUPERVISOR	25	DPEA
GENERAL LEGAL COUNSEL	33	non-union
GROUNDKEEPER I	14	AFSCME
GROUNDKEEPER II	16	AFSCME
HEAVY EQUIPMENT MECHANIC I	16	AFSCME
HEAVY EQUIPMENT MECHANIC II	17	AFSCME
HEAVY EQUIPMENT OPERATOR I	16	AFSCME
HEAVY EQUIPMENT OPERATOR II	17	AFSCME
HUMAN RESOURCES ASSISTANT	19	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	22	non-union
INFORMATION TECHNOLOGY TECHNICIAN	18	non-union
INVENTORY COORDINATOR	17	AFSCME
LABORER I	12	AFSCME
LABORER II	13	AFSCME
LIBRARIAN I	17	DMEA
LIBRARIAN II	22	DMEA
LIBRARY ASSISTANT I	11	DMEA
LIBRARY ASSISTANT II	13	DMEA
LIBRARY PAGE	7	DMEA
MAINTENANCE MECHANIC I	14	AFSCME
MAINTENANCE MECHANIC II	15	AFSCME
MAINTENANCE MECHANIC III	22	AFSCME
MAINTENANCE SPECIALIST I	15	AFSCME
MAINTENANCE SPECIALIST II	18	AFSCME
MAINTENANCE SPECIALIST III	22	AFSCME
MANAGEMENT ANALYST	17	non-union
MEDIA SERVICES MANAGER	26	non-union
OFFICE MANAGER	15	DMEA
PARKING ENFORCEMENT OFFICER	13	DPA
PARKING MANAGER	24	non-union
PAYROLL & BENEFITS ADMINISTRATOR	15	DMEA
PERSONNEL ASSISTANT	15	DPAAll
PLANNER	27	DMEA
PLANT & PUMP STATION SUPERVISOR	23	DPEA
PLUMBING INSPECTOR	22	DMEA
POLICE CAPTAIN	30	DPAAll
POLICE CHIEF	33	non-union
POLICE COMMUNICATIONS SUPERVISOR	21	DPAAll

FY2019 Dover Classification Plan

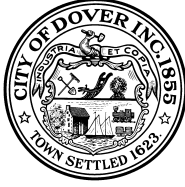
Classification Title	Pay Plan Grade	Union
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	19	DPAAll
POLICE DISPATCHER I	17	DPA
POLICE DISPATCHER II	18	DPA
POLICE LIEUTENANT	27	DPAAll
POLICE OFFICER I	21	DPA
POLICE OFFICER II (Advanced Career Track)	22	DPA
POLICE PREVENTION COORDINATOR	22	non-union
POLICE PREVENTION PROGRAMMER	16	non-union
POLICE PROSECUTOR	27	DPAAll
POLICE RECORDS SUPERVISOR	21	DPAAll
POLICE SERGEANT	24	DPAAll
POLICE VICTIM/WITNESS ADVOCATE	20	non-union
PUBLIC WELFARE TECHNICIAN I	18	DMEA
PUBLIC WELFARE TECHNICIAN II	19	DMEA
PUBLIC WELFARE TECHNICIAN III	20	DMEA
PUBLIC WORKS SUPERVISOR	23	DPEA
PUMP STATION OPERATOR I	16	AFSCME
PUMP STATION OPERATOR II	18	AFSCME
PUMP STATION OPERATOR III	22	DPEA
PURCHASING AGENT	26	DMEA
RECREATION PROGRAM ASSOCIATE I	2	non-union
RECREATION PROGRAM ASSOCIATE II	3	non-union
RECREATION PROGRAM ASSOCIATE III	4	non-union
RECREATION PROGRAM SPECIALIST I	5	non-union
RECREATION PROGRAM SPECIALIST II	7	non-union
RECREATION PROGRAM SPECIALIST III	9	non-union
RECREATION PROGRAM SPECIALIST IV	15	non-union
RECREATION PROGRAM SUPERVISOR	17	DPEA
SEASONAL MAINTENANCE WORKER I	3	non-union
SEASONAL MAINTENANCE WORKER II	5	non-union
SEASONAL MAINTENANCE WORKER III	7	non-union
SECRETARY I	13	DMEA
SECRETARY II	14	DMEA
SOLID WASTE ASSISTANT	18	AFSCME
SOLID WASTE COORDINATOR	23	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERY	28	DPEA
SUPERINTENDENT OF PUBLIC WORKS & UTILITIES	29	DPEA
TAX ASSESSING DATA TECHNICIAN	15	DMEA
TEEN CENTER COUNSELOR	22	non-union
TELEVISION BROADCAST OPERATOR	15	non-union
TRUCK DRIVER	14	AFSCME
UTILITIES SYSTEM SUPERVISOR	26	DPEA
WORKING FOREMAN	22	DPEA
WWTP CHIEF OPERATOR	23	DPEA
WWTP LAB TECHNICIAN	17	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	22	DPEA
WWTP OPERATOR I	18	AFSCME
WWTP OPERATOR II	22	AFSCME
WWTP SUPERVISOR	26	DPEA



FY 2019 Wage Schedule

City of Dover, NH

FY19	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 1	\$8.35	\$8.58	\$8.82	\$9.05	\$9.54	\$9.80	\$10.09	\$10.35	\$10.62	\$11.21	\$11.52	\$11.84
Grade 2	\$8.77	\$9.01	\$9.26	\$9.50	\$10.02	\$10.30	\$10.58	\$10.87	\$11.16	\$11.78	\$12.08	\$12.42
Grade 3	\$9.21	\$9.46	\$9.72	\$9.97	\$10.53	\$10.82	\$11.11	\$11.41	\$11.72	\$12.37	\$12.70	\$13.06
Grade 4	\$9.68	\$9.92	\$10.20	\$10.48	\$11.05	\$11.35	\$11.66	\$11.97	\$12.30	\$12.99	\$13.34	\$13.68
Grade 5	\$10.16	\$10.42	\$10.71	\$11.00	\$11.61	\$11.92	\$12.25	\$12.59	\$12.92	\$13.62	\$13.99	\$14.38
Grade 6	\$10.66	\$10.96	\$11.25	\$11.56	\$12.20	\$12.52	\$12.86	\$13.20	\$13.57	\$14.33	\$14.70	\$15.11
Grade 7	\$11.19	\$11.50	\$11.81	\$12.12	\$12.79	\$13.14	\$13.50	\$13.87	\$14.25	\$15.02	\$15.42	\$15.85
Grade 8	\$11.76	\$12.06	\$12.39	\$12.73	\$13.45	\$13.81	\$14.17	\$14.57	\$14.97	\$15.79	\$16.21	\$16.65
Grade 9	\$12.34	\$12.68	\$13.03	\$13.38	\$14.10	\$14.49	\$14.88	\$15.29	\$15.71	\$16.57	\$17.03	\$17.49
Grade 10	\$12.97	\$13.29	\$13.66	\$14.03	\$14.80	\$15.22	\$15.64	\$16.05	\$16.49	\$17.39	\$17.87	\$18.35
Grade 11	\$13.61	\$13.98	\$14.37	\$14.75	\$15.55	\$15.98	\$16.43	\$16.86	\$17.32	\$18.27	\$18.76	\$19.27
Grade 12	\$14.30	\$14.67	\$15.07	\$15.47	\$16.34	\$16.77	\$17.23	\$17.69	\$18.18	\$19.19	\$19.70	\$20.22
Grade 13	\$15.00	\$15.41	\$15.83	\$16.25	\$17.15	\$17.61	\$18.08	\$18.60	\$19.11	\$20.14	\$20.67	\$21.26
Grade 14	\$15.76	\$16.18	\$16.62	\$17.07	\$18.01	\$18.49	\$19.00	\$19.52	\$20.04	\$21.14	\$21.72	\$22.29
Grade 15	\$16.55	\$16.98	\$17.46	\$17.93	\$18.90	\$19.42	\$19.96	\$20.50	\$21.03	\$22.20	\$22.80	\$23.42
Grade 16	\$17.37	\$17.86	\$18.33	\$18.82	\$19.86	\$20.40	\$20.95	\$21.50	\$22.11	\$23.32	\$23.95	\$24.60
Grade 17	\$18.23	\$18.73	\$19.24	\$19.75	\$20.86	\$21.41	\$22.01	\$22.60	\$23.20	\$24.48	\$25.15	\$25.83
Grade 18	\$19.16	\$19.66	\$20.19	\$20.75	\$21.88	\$22.48	\$23.09	\$23.71	\$24.36	\$25.69	\$26.38	\$27.11
Grade 19	\$20.11	\$20.64	\$21.23	\$21.78	\$22.98	\$23.61	\$24.24	\$24.90	\$25.58	\$26.98	\$27.71	\$28.46
Grade 20	\$21.09	\$21.69	\$22.26	\$22.87	\$24.13	\$24.78	\$25.46	\$26.15	\$26.87	\$28.34	\$29.11	\$29.89
Grade 21	\$22.17	\$22.77	\$23.38	\$24.02	\$25.35	\$26.04	\$26.74	\$27.46	\$28.21	\$29.76	\$30.57	\$31.41
Grade 22	\$23.29	\$23.91	\$24.55	\$25.22	\$26.60	\$27.34	\$28.06	\$28.84	\$29.61	\$31.23	\$32.08	\$32.96
Grade 23	\$24.44	\$25.10	\$25.78	\$26.49	\$27.92	\$28.69	\$29.47	\$30.28	\$31.10	\$32.80	\$33.70	\$34.60
Grade 24	\$25.67	\$26.36	\$27.07	\$27.81	\$29.34	\$30.12	\$30.96	\$31.80	\$32.66	\$34.45	\$35.37	\$36.34
Grade 25	\$26.95	\$27.68	\$28.42	\$29.19	\$30.78	\$31.63	\$32.49	\$33.36	\$34.27	\$36.16	\$37.15	\$38.15
Grade 26	\$28.28	\$29.04	\$29.84	\$30.65	\$32.34	\$33.22	\$34.11	\$35.03	\$35.99	\$37.97	\$38.99	\$40.07
Grade 27	\$29.70	\$30.51	\$31.32	\$32.19	\$33.96	\$34.88	\$35.82	\$36.79	\$37.79	\$39.85	\$40.96	\$42.07
Grade 28	\$31.18	\$32.02	\$32.89	\$33.79	\$35.66	\$36.62	\$37.61	\$38.63	\$39.68	\$41.86	\$43.00	\$44.18
Grade 29	\$32.75	\$33.63	\$34.55	\$35.49	\$37.44	\$38.44	\$39.49	\$40.56	\$41.67	\$43.96	\$45.15	\$46.39
Grade 30	\$34.41	\$35.32	\$36.29	\$37.26	\$39.32	\$40.39	\$41.48	\$42.60	\$43.76	\$46.17	\$47.40	\$48.70
Grade 31	\$36.11	\$37.08	\$38.10	\$39.11	\$41.28	\$42.39	\$43.55	\$44.72	\$45.94	\$48.47	\$49.79	\$51.14
Grade 32	\$37.93	\$38.94	\$40.02	\$41.07	\$43.36	\$44.52	\$45.73	\$46.97	\$48.25	\$50.88	\$52.28	\$53.69
Grade 33	\$39.80	\$40.90	\$41.99	\$43.14	\$45.51	\$46.75	\$48.02	\$49.31	\$50.66	\$53.42	\$54.89	\$56.38
Grade 34	\$41.80	\$42.94	\$44.11	\$45.29	\$47.78	\$49.09	\$50.41	\$51.77	\$53.20	\$56.12	\$57.64	\$59.19
Grade 35	\$43.89	\$45.08	\$46.31	\$47.57	\$50.18	\$51.53	\$52.93	\$54.36	\$55.85	\$58.92	\$60.51	\$62.17
Grade 36	\$46.07	\$47.32	\$48.62	\$49.94	\$52.66	\$54.11	\$55.58	\$57.09	\$58.63	\$61.85	\$63.53	\$65.26
Grade 37	\$48.39	\$49.71	\$51.06	\$52.44	\$55.32	\$56.82	\$58.37	\$59.94	\$61.57	\$64.95	\$66.72	\$68.54
Grade 38	\$50.80	\$52.17	\$53.61	\$55.05	\$58.09	\$59.66	\$61.27	\$62.95	\$64.65	\$68.20	\$70.05	\$71.97
Grade 39	\$53.35	\$54.79	\$56.28	\$57.81	\$61.00	\$62.64	\$64.34	\$66.08	\$67.88	\$71.61	\$73.54	\$75.55
Grade 40	\$56.02	\$57.54	\$59.09	\$60.71	\$64.03	\$65.76	\$67.56	\$69.39	\$71.27	\$75.17	\$77.23	\$79.31



CITY OF DOVER, NEW HAMPSHIRE
Position Description

Position: Deputy Finance Director	Position Control No: XX-XX-XX-XX
Classification-Series: Deputy Finance Director	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional and Managerial Services	Union - Grade: Non-Union, Grade 29
Organizational Unit: Finance Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Performs highly responsible work in the management and control of the City's financial transactions and reporting. Assists the Finance Director in the operation of all Finance Department Divisions and all financial activity of the City government, accounting for all City funds, following establishes policies and a system of internal financial controls.

ACCOUNTABILITY: Works under the broad supervision of the Finance Director, who is consulted on budget preparation, debt issue planning and debt management, financial policy decisions, accounting for fixed assets and City funds. Financial records are checked through an annual audit. Duties are performed independently, using own technical judgment and outlined in city, state and federal ordinances, laws, and regulations.

SUPERVISION EXERCISED: Position works under the general direction of the Finance Director. Provides direct supervision of Purchasing and Accounting Divisions of Finance Department. In the absence of the Finance Director, provides general supervision over City Clerk/Tax Collection, Tax Assessment, and Utility Billing divisions. Position is expected to work independently in accordance with standard professional practices and training. Position has access to confidential departmental personnel files and law suits involving the City, and knowledge of collective bargaining negotiations and finalized collective bargaining agreements. Assists Finance Director with selection, evaluating and disciplining department employees.

TYPICAL EQUIPMENT USED: Computer; printer; telephone; calculator; typewriter; photocopy/scanner and facsimile machines.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES The essential job functions listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position. The listed examples may not include all duties found in this class.

1. Assists the Finance Director in the planning and management of the City's financial goals, objectives and operations.
2. Fills in for Finance Director during temporary absences in order to maintain seamless operations at all times.
3. Supervise the maintenance of the city's financial records. Maintains a general accounting system in accordance with generally accepted accounting principles, i.e. GAAP, to account for all City funds including grants, capital projects, special revenue, enterprise, and any other account group that may exist.
4. Oversee all year end closing activities and preparing for the annual audit. Oversees the independent auditors in the preparation of all aspects of the annual audit and the preparation of the City's Comprehensive Annual Financial Report.

5. Assists in the development and preparation of the annual City operating budget and the capital improvements program.
6. Forecast, estimate, and monitor the financial condition of the City to assure the fiscal well being of the City.
7. Directly supervises the purchasing division and the accounting division to assure compliance of these divisions to all applicable laws and regulations. Assists the Finance Director with supervision of Tax Assessment division, City Clerk/Tax Collection division, and Utility Billing division.
8. Preparation of State reports, including, but not limited to, report of budgetary revenues and appropriations, results of operations, trust fund activity and investment holdings. Reviews other State Municipal Services (MS) reports for accuracy prior to submission to state Department of Revenue Administration.
9. Compliance with Federal and State grant requirements for purchasing and audit.
10. Prepare a variety of studies, reports and related information for decision-making purposes. Develops financial studies and plans.
11. Works closely with Information Technology department to maintain the centralized computer based financial software system of the City and oversees any changes to be made to the financial software, to include the set-up of new accounts.
12. Assists in developing finance related ordinances and resolutions.
13. Performs, or supervises development of, cost-of-service studies for utility rate considerations
14. Performs or assists subordinates in performing duties; adjusts errors and addresses complaints
15. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
16. Maintains familiarity with and executes safe work procedures associated with assigned work.
17. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 3 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 6 hours Stand: 1 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; telephone, calculator.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Extensive knowledge of accounting and finance, including generally accepted accounting principles; extensive knowledge of municipal and state laws, rules and regulations that apply to city finances; thorough knowledge of the general principles of public fiscal administration including budgeting, debt management, purchasing, use management and reporting. Ability to apply financial theory and principles to resolve problems; ability to gather, assemble and analyze facts, draw conclusions, and devise techniques suitable for management; ability to prepare and deliver oral and written reports on financial matters; ability to supervise others. Thorough knowledge of integrated governmental accounting systems and personal computer spreadsheets. Knowledge of databases and SQL a plus.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree from a four-year college or university in Accounting, Finance or Public Administration with specialization in Accounting, or related fields, Certified Public Accountant preferred; and 6 years progressively responsible experience in municipal accounting or finance work with 3 years at a supervisory level; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Deputy Parking Manager	Position Control No: XX-XX-XX-XX
Classification-Series: Deputy Parking Manager	FLSA Status: Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Professional & Managerial Services	Union - Grade: DPAAIL – Grade 17
Organizational Unit: Police Department	Primary Job Location: Police Department Parking, 46 Locust St.

JOB SUMMARY: Performs highly responsible office management work, administrative support to the Parking Manager, first line supervision and assume all duties of the Parking Manager during their absence. Develops and completes office procedures; answers routine and varied inquiries from department members and the public.

Individuals assigned to the position of Deputy Parking Manager are required to operate with significant independence in support of Parking Management policies and procedures, to exercise judgment and tact in answering inquiries and to make decisions regarding the correct course of action within the scope of their assignment. The position of Deputy Parking Manager is also the first point of contact for visitors to the Parking Bureau.

ACCOUNTABILITY: Works under the direction and supervision of an administrative superior or department head and may also receive direction from other department supervisors. Work is reviewed through reports, conferences and observation of results.

SUPERVISION EXERCISED: First line supervisor of Parking Enforcement Officers, evaluations, scheduling and all other duties as designated by the Parking Manager or Chief of Police.

TYPICAL EQUIPMENT USED: Computer, parking meters, hand held parking violation computers, telephone; calculator; typewriter; copy machine, and facsimile machines.

TYPICAL WORK ENVIRONMENT: Inside: 95% Outside: 5%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Receive telephone calls, electronic communications and visitors to the Parking Bureau. Screen for nature of business and refer to administrative superior or properly deals with the inquiry.
2. Type a variety of correspondence, memoranda, forms and reports from written text; type material in final form assuring spelling, grammar and punctuation are correct.
3. Perform routine operational maintenance of office equipment such as typewriters, copy machines, and cash registers.
4. Utilize the parking violation program and other specialized computer programs or applications as required.
5. Conducts a variety of duties as assigned by the Parking Manager to include parking violation appeal processing, complex and detailed financial reporting, parts and supply ordering, permit control, and other activities in support of the parking system.

6. May be assigned to provide instruction to other employees in the Parking Bureau, complete employee evaluations, scheduling, and attend community or government meetings.
7. Perform other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 4 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 6 hours Stand: 1 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter; tables; computer work stations; carpet, tile, concrete and wood floors.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad, computer mouse, electronic controls.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- A. Considerable knowledge of modern office practices and procedures. Ability to sit for prolonged periods of time. Ability to work in an environment requiring repetitive hand and finger movements, as well as some full body twisting and turning, and lifting up to 25 pounds.

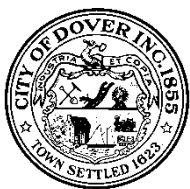
- B. Knowledge of police operations and procedures as they relate to the duties within the assignment.
Knowledge of laws and ordinances as they relate to the assignment.
- C. Considerable knowledge of business English, spelling, arithmetic and vocabulary.
- D. Ability/skills to type accurately and rapidly.
- E. Ability to effectively prioritize work assignments.
- F. Knowledge, skills and ability to utilize a computer system and related equipment.
- G. Ability to effectively communicate orally and in writing and to work in a confidential environment.
- H. Ability to communicate effectively with persons who may display hostile tendencies.
- I. Ability to maintain accurate records and files.
- J. Ability to establish and maintain effective working relationships with co-workers, members of other departments, and the general public.
- K. Ability to utilize telephone equipment.
- L. Ability to function effectively within a business office environment.
- M. Ability to multitask.
- N. Ability to work with complicated parking management and financial reporting programs.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent supplemented by specialized training in office management skills and two-years' experience in office management work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Graduation from a college/university with a Bachelor's degree in Public or Business Administration or a closely-related field is preferred. Must maintain valid NH motor vehicle operator's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Director of Economic Development Classification-Series: Director of Economic Development Occupational Grouping: Professional & Managerial Services Organizational Unit: Executive	Position Control No: 319 FLSA Status: Exempt-Regular FT 40hr/wk Union - Grade: Non Union – Grade 30 Primary Job Location: City Hall, 288 Central Ave.
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JOB SUMMARY: Performs highly responsible administrative, technical and professional work encouraging and implementing orderly economic development for the City; attracts new businesses and industries to Dover and assists existing business and industry with attempts to develop and/or expand for the purpose of strengthening the local economy. Provides technical and staff assistance to the Dover Business and Industrial Development Authority.

ACCOUNTABILITY: Work is performed with independence under the general supervision of the City Manager, with general policy supervision exercised by the Dover Business and Industrial Development Authority.

SUPERVISION EXERCISED: Outlines operating policies, issues work assignments and areas of responsibility to technical, administrative, and clerical personnel. Evaluates completed work for effectiveness and conformity to established procedures, practices, work plan or other instructions.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; copy and facsimile machines; pager; cell phone, motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 98% Outside: 2%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Promote the City of Dover and its economic development climate by initiating contact with businesses, distributing economic and demographic information to a wide range of prospective business and industrial officials, and the media, responding to local citizen inquiries, addressing community and regional organizations and business groups.
2. Assist local businesses in their development and expansion problems by counsel relative to manpower resources, financial assistance, coordination of available federal, state, and local programs, building and zoning regulations, and various other need assessments.
3. Develops and implements short- and long-range economic development plans with Dover Business and Industrial Development Authority; gather, interpret, and prepare data for studies, reports, and recommendations; coordinates activities with local, State and Federal agencies, as needed.
4. Plan and execute necessary sales strategies and market emphasis to achieve the desired development of the City's commercial and industrial sector. Implements commercial development marketing program to generate industrial and commercial leads interested in locating in Dover. Informs potential clients of the opportunities within the City and follows up on interest expressed from initial contact to actual plant construction and operation.
5. Research, develop, and prepare graphics, charts, tables, promotional materials, etc. on economic development

related resources such as business climate, current industries, utilities, transportation, zoning, labor market conditions, taxes, government, banks, housing, education, research, recreation, churches, cultural events, etc.

6. Arrange financial and development packages for economic development projects which benefit the City.
7. Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes.
8. Serve as a liaison and assist in coordination between public, private, and/or non-profit groups and associations interested in or engaged in economic development activities beneficial to sustaining and expanding the local economy.
9. Identify and coordinate the processing and issuance of revenue bonds or other local economic development financing tools.
10. Prepares planning reports and supporting data, including recommendations as required.
11. Prepares, writes, and administers grant applications related to economic development.
12. Coordinate and manage professional service contracts, as may be procured on behalf of Dover Business and Industrial Development Authority and the City of Dover.
13. Attend professional development workshops and conferences to keep abreast of field related trends and developments.
14. Maintains familiarity with and executes safe work procedures associated with assigned work.
15. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Rarely required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Rarely required. TWISTING: Rarely required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Rarely required. GRASPING: Occasionally required. HANDLING: Occasionally required. TORQUING: Rarely required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 3 hours Stand: 3 hour Walk: 1 hour	TOTAL HOURS: Sit: 4 hours Stand: 3 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Not necessary for performing job effectively.

TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; carpet, tile, concrete and wood floors; outside surfaces including flat, sloped and uneven ground.

TYPICAL CONTROLS & EQUIPMENT: Computer, calculator, typewriter, telephone, copy and facsimile machines, and motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or hot/cold/humid conditions, or airborne particles. Employee may be exposed to conditions in the field prevalent during site and building construction projects.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of Economic Development, Financing, Marketing/Sales, and Public Relations. Thorough knowledge of the business climate and potential for development in New Hampshire. Ability to effectively discuss business and managerial issues with prospective clients. Ability to establish and maintain effective working relationships with business and industrial leaders, governmental officials, and the general public. Ability to communicate effectively, verbally and in writing. Strong time management skills; ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel engaged in preparing comprehensive research studies, analyze problems, preparing technical reports, and formulating recommendations; and ability to prepare and responsibly administer annual operating budgets.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Master's degree from an accredited college or university with major course work in economic development, planning, business administration, finance, and/or marketing, plus minimum ten (10) years related experience, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☒ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: Some interstate travel may be required. Job involves attendance at meetings held after normal business hours. Maintenance of motor vehicle operator's driver license and use of personal vehicle for business related travel required. The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. The duties and responsibilities of this position are also governed by statutes, policies, rules and regulations.



CITY OF DOVER, NEW HAMPSHIRE
Position Description

Position: Deputy Chief of Fire & Rescue	Position Control No: XX-XX-XX-XX
Classification-Series: Fire Deputy Chief	FLSA Status: Partial Exempt, Regular FT 42 hrs/wk
Occupational Grouping: Public Safety Services	Union - Grade: DPFOA – Grade 30
Organizational Unit: Fire & Rescue	Primary Job Location: North End Fire Station – 262 Sixth Street

JOB SUMMARY: Performs a variety of supervisory, technical, and administrative work in the supervision and administration of the fire suppression, emergency medical service, hazardous materials, fire prevention and training activities of the fire department. Is second in command of the fire operation and assists the Fire Chief in general aspects of the management and command of the Department as well as specific areas of responsibility that include, but are not limited to; operations, training, and personnel management.

ACCOUNTABILITY: Works under the general supervision of the Fire Chief who outlines broad areas of responsibility. Uses judgment and initiative in interpreting orders, rules, regulations, procedures and in meeting emergency situations; consults with superior when unusual circumstances develop or when a question arises regarding departmental policy; work is evaluated by observation of effectiveness of work performed and by adequacy of completed reports.

SUPERVISION EXERCISED: Performs all duties under the general regulations of the department and the direction of the Fire Chief. The Deputy Chief has direct command over support staff not assigned specifically to other individuals by the Fire Chief including but not limited to, department mechanics, Accreditation Coordinator, and the Captains and Lieutenants if Assistant Chief Position is unfilled, and shall assume all the duties and responsibilities of the Chief in the Chief's absence. The Deputy Chief is responsible for supervising and evaluating the individuals assigned to him/her.

TYPICAL EQUIPMENT USED: Fire apparatus, fire pumps, hoses; valves; and other standard and specialized firefighting equipment; personal protective equipment including self-contained breathing apparatus; hydraulic, electric and manual rescue devices and equipment; ladders; emergency medical and life support equipment; first aid equipment; mobile radio; pager; personal computer; telephone; passenger, utility and emergency vehicles; and motorized boat.

TYPICAL WORK ENVIRONMENT: Inside: 65% Outside: 35%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. All duties and responsibilities are to be performed in accordance with the City's core values.
2. Supervises and coordinates the activities of assigned support staff, and special teams related to operations, in the delivery of fire suppression and emergency medical operations; the planning and implementation of training; and the planning and implementation of incident command procedures.
3. Assists the Fire Chief in the strategic planning and goal setting for the departmental long-range operational needs with respect to equipment, apparatus, training and personnel; supervises the implementation of such plans.

4. Assists the Fire Chief in the establishment of policies and procedures for the Department in order to implement directives from the City Manager.
5. Assists the Fire Chief in the formulation, issuance and enforcement of departmental rules, regulations, and procedures in accordance with applicable department policies for all department members; assists with grievances, maintains departmental discipline and the general conduct of assigned personnel to the standards set forth by the Fire Chief; assists in labor/management meetings with union representatives regarding department matters.
6. Assists the Fire Chief in coordinating the preparation and presentation of the annual department budget; expenditures of departmental appropriations; and the evaluation and recommendation for the purchase of new equipment and supplies.
7. Assists the Fire Chief in coordinating monthly report to the City Manager regarding the department's activities, as well as a variety of other reports as appropriate or assigned, including annual report of activities.
8. Assist the Fire Chief in the integration of technology into Fire Department Operations including GIS, Tablet and Computers, Radio and Dispatching Systems.
9. Attends schools, conferences and other meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.
10. Performs the duties of the Fire Chief in his/her absence; responds to alarms and may direct activities at the scene of incidents or perform the work of subordinate personnel as required.
11. Conduct him/herself with a high degree of integrity and in a manner that will bring credit to the Fire & Rescue Department; must have the ability to be both a team player and a team leader.
12. Develop and organize instructional materials; ability to instruct effectively, maintain discipline, stimulate interest and command respect of all staff, volunteers and students.
13. Utilize various types of visual aids, office equipment, computers and computer applications effectively.
14. Respond to alarms and other department business off duty and assume duty officer status on a regular basis.
15. Maintain physical fitness for fire service and EMS activities, emergency response, and be able to pass and maintain fitness standards as determined by department evaluation.
16. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Frequently required. -over 50 lbs.: Occasionally required. Assistance may be available. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Frequently required. -over 50 lbs.: Occasionally required. Assistance may be available. REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.	PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Frequently required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hours Walk: 1 hour	TOTAL HOURS: Sit: 4 hours Stand: 3 hours Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Necessary to detect fuel leaks, smoke, noxious odors, etc.

TYPICAL WORK SURFACE(S): Standard office desk and chair; motor vehicles; firefighting apparatus and equipment; ladders and aerial platform equipment; pitched and flat roofs; asphalt, concrete, dirt, and gravel surfaces; carpet, tile, and wood floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Mechanical, electrical and hydraulic controls; monitoring, metering and measuring devices; personal protective equipment; hydraulic devices; mobile radio; phone; pager; vehicles; keyboard/keypad; and computer mouse.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to extremes of heat and temperature; may be exposed to hazardous materials, noxious and toxic smoke, liquids and substances; fuels, lubricants and hydraulic fluids; blood and bodily fluids; bloodborne and airborne pathogens and communicable diseases. Work involves environments with a variety of adverse conditions, such as heat, cold, wet, slippery, noisy, heights, etc.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service; considerable knowledge of fire suppression and prevention principles, procedures, techniques and equipment and the ability to operate same; considerable knowledge of fire and EMS training rules, regulations and requirements; considerable knowledge of fire and EMS practices, techniques and application; considerable knowledge of other agency operations and protocols. Skill in the operation of standard fire service and EMS tools, equipment and apparatus. Ability to analyze the effectiveness of departmental operations, to diagnose problems and to correlate department activities with changing conditions within the community; ability to train and supervise subordinate personnel in the duties of their position; ability to apply standard firefighting and emergency medical techniques to specific situations; ability to act effectively and within the Department's best interest in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; skill in the writing of reports and delivery of oral presentations; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; skill in the inspection of structures for the presence of fire hazards; skill in the investigation of fire origin; ability to organize section activity; ability to read and interpret blueprints.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Must meet eligibility requirements identified in the department's SOG ADM-21.

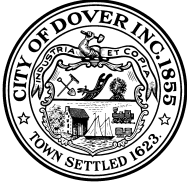
SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 5 years.
☐ 3. 30-90 days.	☐ 8. 5-10 years.
☐ 4. 91-180 days.	☒ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS:

Candidates will be subjected to criminal and financial background checks. Required to take and pass a physical exam after a conditional offer of employment, and annually thereafter.

Classification Established: 09/27/2017
Job Description Developed: 11/17/2017
Revised:



CITY OF DOVER, NEW HAMPSHIRE
Position Description

Position: Fire Division Chief	Position Control No: XX-XX-XX-XX
Classification-Series: Fire Division Chief	FLSA Status: Partial Exempt, Regular FT 42 hrs/wk
Occupational Grouping: Public Safety Services	Union - Grade: DPFOA – Grade 27
Organizational Unit: Fire & Rescue	Primary Job Location: North End Fire Station – 262 Sixth Street

JOB SUMMARY: The Division Chief will work under the general direction of the Deputy Chief and Fire Chief.

When serving as Division Chief or at emergency incidents, performs work related to the protection of life and property by performing command functions, firefighting, emergency aid, hazardous materials mitigation, and fire prevention duties for the City; performs responsible administrative and technical supervisory work involving the direction of assigned shift personnel in their firefighting, fire prevention, maintenance and training activities; maintains fire equipment, apparatus, and facilities.

The Division Chief shall be assigned specialized areas to serve as their primary job function. Areas of specialization may include EMS System Manager which will have the responsibility to manage all facets of the EMS system, Safety and Training Program Manager having the responsibility to manage all facets of department safety and training, or any other area of specialization as deemed necessary.

The Division Chief will assume the role of Fire Chief in the absence of higher level Chief Officers. May fill in and serve as a Shift Officer on an occasional basis per department SOG's and labor contracts.

ACCOUNTABILITY: Works under the general supervision of a superior officer as assigned by the Fire Chief. Conveys department policies and procedures and makes assignments; works with considerable independence in performing regularly assigned duties; consults with superior Chief Officers when unusual or difficult problems occur; work is reviewed by observation and through conference and reports.

SUPERVISION EXERCISED: When in the absence of a higher level Chief Officer, the Division Chief acts with the full command responsibilities of a Fire Chief to manage emergency incidents and day to day operations.

When serving in the primary job function, will be responsible for and have oversight of the specialized area. Will also oversee any support staff, if assigned. Will interface with other Fire Officer's when lines of authority and areas of responsibility overlap and may direct Shift Captains and other personnel within the scope of this position.

TYPICAL EQUIPMENT USED: Fire apparatus, fire pumps, hoses; valves; and other standard and specialized firefighting equipment; personal protective equipment including self-contained breathing apparatus; hydraulic, electric and manual rescue devices and equipment; ladders; emergency medical and life support equipment; first aid equipment; mobile radio; pager; personal computer; telephone; passenger, utility and emergency vehicles; and motorized boat.

TYPICAL WORK ENVIRONMENT: Inside: 65% Outside: 35%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. All duties and responsibilities are to be performed in accordance with the City's core values.
2. Responds to alarms and evaluates the situation; makes technical decisions for controlling the emergency; assigns personnel and equipment as needed; directs operations through instructions to subordinates.
3. Assumes command and supervision of assigned personnel. This includes planning of work assignment; assignment to duty positions and apparatus; responsibility for the upkeep and maintenance of the fire stations, grounds, and equipment.
4. Serves as a line officer when needed. Must be able to perform all duties of a departmental Captain. These include, but are not limited to, the following: responds to alarms and makes technical decisions for controlling the emergency; assigns personnel and equipment as needed and directs operations through instructions to subordinates; assumes command and supervision of assigned personnel including planning or work assignments, assignment to duty positions and apparatus, and responsibility for the upkeep and maintenance of the fire stations, grounds and equipment; provides technical and administrative supervision to all subordinates in order to train them in the proper use of specialized equipment; conducts in-service training programs; completes and assures the accuracy of records and reports.
5. Assists in pre-fire planning activities, fire prevention inspections, and public relation activities of assigned personnel.
6. Provides technical and administrative supervision to all subordinates in order to train them in the use of specialized equipment. Conducts in-service training programs.
7. Completes and assures the accuracy of records and reports including: accident investigations, complaints, inventory records, insurance records, maintenance records of all equipment and apparatus, employee evaluations, employee leave, special accident reports, and other reports on daily activities as required.
8. Maintains a line of communication from the suppression forces to the administrative levels of the department, ensuring compliance with the orders of the Fire Chief, city ordinances and state laws.
9. Makes recommendations for preparing the annual budget of the department.
10. Requisitions and receives equipment and supplies necessary for the operation of the department.
11. Acquisition and maintenance of all required State and Federal system and provider licenses within scope of authority.
12. Acts in place of and with the responsibilities required, of the City of Dover Fire Chief or other Chief Officers when they are absent and unreachable in a timely fashion.
13. Attends meetings and conferences, prepares reports and issues press releases as required.
14. Completes administrative assignments as directed by the Chief.
15. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Frequently required. -over 50 lbs.: Occasionally required. Assistance may be available. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Frequently required. -over 50 lbs.: Occasionally required. Assistance may be available.	PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Frequently required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required.
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REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.	GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hours Walk: 1 hour	TOTAL HOURS: Sit: 4 hours Stand: 3 hours Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Necessary to detect fuel leaks, smoke, noxious odors, etc.

TYPICAL WORK SURFACE(S): Standard office desk and chair; motor vehicles; firefighting apparatus and equipment; ladders and aerial platform equipment; pitched and flat roofs; asphalt, concrete, dirt, and gravel surfaces; carpet, tile, and wood floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Mechanical, electrical and hydraulic controls; monitoring, metering and measuring devices; personal protective equipment; hydraulic devices; mobile radio; phone; pager; vehicles; Computer tablet, Desktop/laptop computer with Microsoft Office and keyboard/keypad; and computer mouse.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to extremes of heat and temperature; may be exposed to hazardous materials, noxious and toxic smoke, liquids and substances; fuels, lubricants and hydraulic fluids; blood and bodily fluids; bloodborne and airborne pathogens and communicable diseases. Work involves environments with a variety of adverse conditions, such as heat, cold, wet, slippery, noisy, heights, etc.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of modern firefighting methods and equipment and the ability to operate same. Knowledge of training methods and the ability to instruct others. Knowledge of first aid applications and rescue operations. Knowledge of city ordinances, state laws and relevant codes. Ability to supervise others. Ability to maintain records and prepare reports. Ability to communicate effectively with others and to establish effective working relationships with other city agencies, employees and the general public. Ability to lead others on emergency incidents and while pursuing department goals and objectives, in a professional and customer focused (internal and external) manner.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Must meet eligibility requirements identified in department SOG ADM-21. Paramedic and AEMT level providers preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 5 years.
☐ 3. 30-90 days.	☒ 8. 5 to 10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS:

Candidates will be subjected to criminal and financial background checks. Required to take and pass a physical exam after a conditional offer of employment and annually thereafter.

Classification Established: 09/27/2017
Job Description Developed: 11/17/2017
Revised:



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Human Resources Assistant	Position Control No: XX-XX-XX-XX
Classification-Series: Human Resources Assistant	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Administrative Support Services	Union - Grade: Non-Union; Grade 19
Organizational Unit: Executive Department	Primary Job Location: City Hall, 288 Central Avenue

JOB SUMMARY: Responsible for the complete cycle of payroll processing, including reporting to management, the appropriate state governments and the Federal government. Coordinates, with departments, the collection and dissemination of information related to pay, taxes and benefits. Performs routine and complex accounting and clerical work involving the application of bookkeeping practices and principles. Assists in maintaining the fiscal records and systems, both computerized and manual, of the City, pertaining to payroll, taxes, benefits, contributions and cost allocations. Maintenance of employment records. Assist with human resources related tasks, which requires a high level of discretion and confidentiality. Participate in labor negotiations.

ACCOUNTABILITY: Works under the supervision of the Human Resources Director and coordinates finance activities with the Finance Director. Work is reviewed through direct observation, submission of reports and through discussions of policy and operations with superior. Assigned duties are performed within framework of an established financial accounting and human resource management system.

SUPERVISION EXERCISED: May provide instruction and lead assigned personnel in the completion of clerical and administrative activities as delegated by supervisor and/or department head.

TYPICAL EQUIPMENT USED: Computer, telephone, calculator, scanner, and copy machines.

TYPICAL WORK ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Maintains a high level of discretion and confidentiality with regard to payroll and personnel records of the organization.
2. Responsible for knowledge of various wage, tax and benefit regulations and keeping current with changes as they affect the City.
3. Performs detailed work with numerical data and makes arithmetic computations rapidly and accurately. Maintains multiple master files, both computer and manual, related to employees, employment status, pay, account allocations, leave, deductions and contributions.
4. Responsible for the input, processing and distribution of the City payroll and reports, including coordination with various departments and insuring internal controls.
5. Responsible for voucher processing of all deductions and contributions, including taxes.
6. Prepares the ACH transfer file for transmission to the City's financial institution.
7. Prepares quarterly and annual Federal and State reports, including 941s and W-2s. Prepares routine and specialized financial statements, reports and projections as may be directed by supervisors or as required by federal or state law and/or local policy.

8. Maintains accurate accounting records including the posting and balancing of appropriate ledgers and sub-ledgers in accordance with related laws, regulations and generally accepted practices.
9. Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers or promotions, using human resource management system software.
10. Interpret and explain human resources policies, procedures, laws, standards or regulations.
11. Confer with management to develop or implement personnel policies or procedures.
12. Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
13. Remain current on regulations related to The Family Medical Leave Act (FMLA) and provide detailed record keeping of FMLA leave.
14. Schedule and/or conduct new employee orientations.
15. Schedule training as directed by supervisor and maintain accurate training records for employee training.
16. Provide input and/or financial information relating to the negotiations process.
17. Participate in wage/benefit surveys as directed by supervisor.
18. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
19. Maintains familiarity with and executes safe work procedures associated with assigned work.
20. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Not required. -over 50 lbs.: Not required. REACH: -above shoulder height: Occasionally required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.	PUSH/PULL: Occasionally required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Not required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Frequently required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Rarely required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour	TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Not required

TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations, tile flooring.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; telephone.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Working knowledge of the application of double entry bookkeeping principles to accounting transactions. Working knowledge of Federal Internal Revenue Service Circular E and other payroll related tax regulations. Working knowledge of IRS Section 125 Plans and their reporting requirements. General knowledge of retirement and deferred compensation plans. General knowledge of medical, dental, life, and disability insurance plans. Working knowledge of personal computer hardware and software including familiarity with the use of various software applications including accounting, word-processing, electronic spreadsheets and data bases. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records. Ability to keyboard accurately and rapidly. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with service problems courteously and tactfully. Ability to apply bookkeeping and human resources practices and procedures accurately.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent, supplemented by minimum two (2) years of business college, human resources and/or bookkeeping courses. Five years combined experience in bookkeeping, human resources and general office work to include progressively responsible experience in payroll and/or benefits administration; OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Preferred certifications include Certified Payroll Professional (CPP), IMPA-HR CP, SHRM-CP and/or equivalent.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☒ 8. 4-10 years.
☐ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Communications Bureau Assistant Supervisor	Position Control No: XX-XX-XXX
Classification-Series: Police Deputy Communications Supervisor	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Public Safety	Union – Grade: DPA – Grade 19
Organizational Unit: Police Department	Primary Job Location: 46 Chestnut Street, Dover, NH

JOB SUMMARY: The Communications Bureau Assistant Supervisor is directly responsible to assist the Bureau Supervisor in the effective and efficient operation of the bureau as well as the supervision and control of personnel assigned to the bureau. In addition to the requirements of this position description, the Assistant Supervisor is responsible for the knowledge, skills and abilities contained in the public safety dispatcher position description.

ACCOUNTABILITY: Works under supervision of the Police Department's Communication's Bureau Supervisor and within the police department's organizational structure; works independently to perform daily functions and perform other tasks as assigned.

SUPERVISION EXERCISED: Direct/indirect supervision by dispatch supervisor.

TYPICAL EQUIPMENT USED: Computers, telephone, radio system.

TYPICAL WORK ENVIRONMENT: Outside: 0% Inside: 100%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Responsible for assisting the Bureau Supervisor with the efficient and effective performance of all tasks assigned to the bureau
2. Assists the Bureau Supervisor in the development of bureau morale, a team spirit and the encouragement of positive attitudes toward the department and its goals, performance of duties and the public.
3. Assist the Bureau Supervisor in ensuring compliance with all policies and procedures concerning communications personnel and the operation of the communications center.
4. Assist the Bureau Supervisor with ensuring the proper performance of duty by all personnel assigned to the bureau.
5. Assist the Bureau Supervisor with promoting and maintaining a spirit of cooperation and mutual assistance between the communications bureau and other components of the department.
6. Assist the Bureau Supervisor with ensuring that all reports submitted by the bureau personnel are complete, accurate and timely.
7. In the absence of the Bureau Supervisor, immediately notify the Field Operations Division Commander of any event of extreme importance or unusual circumstance.

8. Ensure the maintenance of all equipment in the communications network. Maintain equipment in proper operating condition. The communications system network includes, but is not limited to, all portable and mobile radios, closed circuit television cameras and monitors positioned throughout the department, the telephone system, radio base stations and all equipment in the communications center itself.
9. Maintain a city wide inventory for all communications equipment. City wide communications equipment includes towers, repeaters, transmitters, voters, microwave dishes, antennas, base stations mobile radios, portable radios and other communications equipment that makes up the city's public safety communications network.
10. Conduct performance evaluations, as assigned by the Bureau Supervisor, of employees assigned to the bureau in accordance with current policy and procedure.
11. Assist the Bureau Supervisor with the documentation and updating of policies or directives relating to the bureau.
12. Responsible for the inventory and proper sign out of keys maintained by the communications bureau.
13. Assists the Bureau Supervisor with supervising bureau operations and recommend changes in procedures or policies to insure overall efficient and effective operation.
14. Remain current on issues in the communications field. Recommend improvements as applicable.
15. Assist in the hiring of new communications personnel, as well as overseeing the entry level and field training of new public safety dispatchers
16. In the absence of the Bureau Supervisor, exercises all the duties and responsibilities of the Communications Bureau Supervisor.
17. Perform other related duties as may be required.
18. All other duties as defined in IPR Chapter P-304C, Public Safety Dispatcher.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -Up to 10 lbs.: Sometimes required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Rarely required. CARRY: -Up to 10 lbs.: Sometimes required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Rarely required. REACH: -Above shoulder height: Occasionally required. -At shoulder height: Often required. -Below shoulder height: Often required.	PUSH/PULL: Rarely required. TWISTING: Often required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Rarely required. GRASPING: Often required. HANDLING: Often required. TORQUING: Rarely required. FINGERING: Often required.
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DURING A 10 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 9.5 hours Stand: .5 hours Walk: 0 hours	TOTAL HOURS: Sit: 9.5 hour Stand: .5 hour Walk: 0 hours
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Carpet, tile floor.

TYPICAL CONTROLS & EQUIPMENT: Multiple computer monitors; portable radio, telephone system, writing implements.

SUMMARY OF OCCUPATIONAL EXPOSURES: Toner ink.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Requires extensive knowledge and background of emergency and routine police and fire communications and dispatching procedures. Required to have exceptional interpersonal skills and the ability to manage multiple priorities. Requires supervisory skills and abilities relative to personnel matters, including assisting the Bureau Supervisor with performance evaluations and disciplinary procedures.

- A. Hands on abilities relative to the performance of the dispatch function. The ability to handle telephone, radio and walk-in traffic is essential. Computer keyboard skills are critical to the position. The position requires a calm, poised individual.
- B. Ability to operate office equipment and computers. Considerable knowledge of police and fire communications equipment, telephone equipment and emergency communications devices. Considerable capabilities relative to the intake and dispatch of emergency assistance by police, fire and ambulance personnel.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or GED required. A two or four year degree from an accredited college is preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

The minimum requirements for the position are as follows: Must meet the minimum requirements for the position of Public Safety Dispatcher and must have successfully completed the probationary period for the position of Public Safety Dispatcher. The preferred qualifications are as follows: Three (3) years of experience as a Dover Public Safety Dispatcher and time spent in a specialized function, such as tactical team dispatcher, communications training officer or other specialized skill areas.

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☒ 4. 91-180 days.	☐ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

Classification Established:

Job Description Developed: 04/18/2018

Reviewed:



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Public Safety Dispatcher II	Position Control No: XX-XX-XXX
Classification-Series: Police Dispatcher II	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Public Safety	Union – Grade: DPA – Grade 18
Organizational Unit: Police Department	Primary Job Location: 46 Chestnut Street, Dover, NH

JOB SUMMARY: The public safety dispatch center is the processing point for virtually all police and fire department telephone and computer communications entering (or leaving) the police department. Additionally, the public safety dispatcher has significant involvement with walk-in traffic and is also involved in the processing of written correspondence. The dispatcher has primary responsibility for the initial deployment of public safety personnel and equipment subject to department policy.

ACCOUNTABILITY: Works under supervision of the Police Department's Communication's Bureau Supervisor or in their absence the Assistant Communications Bureau Supervisor and within the police department's organizational structure; works independently to perform daily dispatch functions and perform other tasks as assigned.

SUPERVISION EXERCISED: Direct/indirect supervision by dispatch supervisor.

TYPICAL EQUIPMENT USED: Computers, telephone, radio system.

TYPICAL WORK ENVIRONMENT: Outside: 0% Inside: 100%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Responsible to be thoroughly familiar with the department's procedures relating to the use of radio and other communications equipment and to maintain the computerized/manual call for service systems as well as the activity log.
2. Responsible to answer all telephone calls promptly and appropriately, and assist all complainants in a calm, civil, and professional manner.
3. Coordinate police, fire and ambulance activities at the scene of crimes, motor vehicle accidents, fire scenes etc.
4. Dispatch police, fire and ambulance units as necessary and required.
5. Evaluate medical emergency situations and provide necessary assistance within the scope of training and procedure.

6. Responsible to be thoroughly familiar with emergency procedures that relate to matters requiring urgent police and fire attention so as to be capable of activating them immediately.
7. Acquire a thorough knowledge of location and layout of streets, buildings, parks, housing areas and other significant areas of the community so as to maximize the accuracy of speed of dispatch.
8. Responsible to dispatch security, medical alert and fire alarms and dispatch appropriate response units.
9. Ensure that personnel who have been dispatched on calls are fully informed of all facts effecting the safety and efficiency of their response to the call.
10. Inform the Shift Commander when contact with an officer on patrol can not be made after a reasonable amount of time.
11. Monitor closed circuit television systems in order to insure station security and the proper supervision of persons confined.
12. Disseminate police information concerning wanted persons, stolen vehicles, missing persons and other police information as may be received by the SPOTS computer, telephone or other means.
13. Render assistance to the members of the general public who make inquiries at Police Headquarters.
14. Recall off duty police personnel as may be necessary; recall off duty fire fighters as may be necessary in cases of serious fires or mutual aid assistance.
15. Report any deployment of Police Officers beyond their regularly assigned route or sectors to the Shift Commander or appropriate Division Commander.
16. Maintain equipment, especially the emergency call lines in working order and immediately report any malfunction or defect to the Communications Bureau Commander.
17. Record all significant communications as required by departmental procedures. Maintain the departmental daily log insuring an accurate recording of calls received and other significant events.
18. Explain departmental policy to the public when relative to the provision of police services.
19. Properly re-route calls for service where the offense/incident occurred in another jurisdiction.
20. Provide recommendations and input for communication operations.
21. Perform other related duties as may be required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -Up to 10 lbs.: Sometimes required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Rarely required.	PUSH/PULL: Rarely required. TWISTING: Often required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required.
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CARRY: -Up to 10 lbs.: Sometimes required. -11 to 25 lbs.: Rarely required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Rarely required. REACH: -Above shoulder height: Occasionally required. -At shoulder height: Often required. -Below shoulder height: Often required.	KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Rarely required. GRASPING: Often required. HANDLING: Often required. TORQUING: Rarely required. FINGERING: Often required.
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DURING A 10 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 9.5 hours Stand: .5 hours Walk: 0 hours	TOTAL HOURS: Sit: 9.5 hour Stand: .5 hour Walk: 0 hours
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others. HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.
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TYPICAL WORK SURFACE(S): Carpet, tile floor.

TYPICAL CONTROLS & EQUIPMENT: Multiple computer monitors; portable radio, telephone system, writing implements.

SUMMARY OF OCCUPATIONAL EXPOSURES: Toner ink.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Ability to operate complicated computerized communications equipment and utilize computerized dispatching systems. Ability to effectively prioritize emergency situations and requests for police and fire services. Ability to project a calm, confident appearance under stress.

- A. Knowledge of the operation and functions of agency computer equipment, as well as the skills and abilities to operate this equipment under emergency circumstances.
- B. Knowledge of the street system and the geography of the Dover area as well as the ability to direct individuals to locations within the community.
- C. Ability to speak clearly and concisely and to provide detailed information/instructions to personnel/citizens under stressful circumstances.
- D. Possess emotional stability and the ability to work in a stressful, highly responsible environment. Ability to maintain confidentiality of information.

- E. Ability to think and act quickly, calmly, and accurately in an emergency situation. Ability to type accurately at a reasonable rate of speed.
- F. Ability to develop, within a reasonable period of time, skill and speed in the operations of the communications equipment and to demonstrate a knowledge of public safety practices and procedures.
- G. Ability to understand and follow complex oral and written instructions.
- H. Ability to keyboard and utilize standard computer equipment. Ability to utilize standard telephone systems. Ability to view monitoring equipment within the communications center. Ability to interact successfully with the news media. Ability to sit for extended periods of time. Ability to utilize computer systems, keyboards, filing systems, and other office equipment in both routine and emergency situations.
- I. Knowledge of warrants of arrest and related items sufficient to allow for confirmation of wanted persons. Ability to sit for lengthy periods of time.
- J. Knowledge of department records systems. Knowledge, skills and abilities sufficient to prepare in depth police reports. Ability to project confidence to the public. The ability to quickly and accurately evaluate situations and provide for the proper response or course of action.
- K. Ability to interact professionally with the public in stressful situations.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High School diploma or GED required. A two or four year degree from an accredited college is preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

Experience with office equipment, computers and communication systems is highly desirable. Ten (10) total years of emergency communications experience with at least five (5) of those years spent with the Dover Police Department. Ability to train new Dispatchers.

☐ 1. None.	☐ 6. 1 to 2 years.
☐ 2. Short demonstration up to 30 days.	☐ 7. 2 to 4 years.
☐ 3. 30-90 days.	☐ 8. 4-10 years.
☐ 4. 91-180 days.	☒ 9. Over 10 years.
☐ 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS:

Must be willing/able to work a rotating shift.

Classification Established:

Job Description Developed: 04/18/2018

Reviewed:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.05.23 – 056**

Resolution Re: FY2019 Budget Amendment – Rescind School Capital Reserve Transfers

WHEREAS: The Dover City Council adopted the City of Dover FY2019 municipal operating budget on May 2, 2018; and

WHEREAS: The School Department budget contained appropriations to transfer from the General Fund Education budget to three School Department Capital Reserves; and

WHEREAS: The Dover School Board has determined that funding appropriated to General Fund Education purpose is a greater priority than funds being transferred into School Capital Reserve funds; and

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

The City Council rescinds the \$115,000 to be transferred into the School Department Capital Reserve accounts and to appropriate those funds to General Fund Education purpose as noted below:

Account Number	Account Description	Adopted Budget	Budget Adjustment	Revised Budget
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	20,000.00	(20,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	45,000.00	(45,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	50,000.00	(50,000.00)	0.00
1000.1.600.46900.4950.00000.00.000.000.950	Education - General Fund	54,393,984.00	115,000.00	54,508,984.00
	Totals	54,508,984.00	0.00	54,508,984.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.05.23 – 056**
Resolution Re: FY2019 Budget Amendment – Rescind School Capital Reserve Transfers

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.05.23 – 056**

Resolution Re: FY2019 Budget Amendment – Rescind School Capital Reserve Transfers

RESOLUTION BACKGROUND MATERIAL:

The Dover City Council adopted the City of Dover FY2019 municipal budget on May 2, 2018. The FY19 budget presented to City council reflected three transfers to be appropriated into School Capital Reserve accounts. In adopting the FY19 budget the city council reduced the amount reflected for General Fund – Education by \$500,000. The amount reflected in the budget for General Fund - Education is separately presented from Debt Service for School Department and Transfers into School Capital Reserve accounts.

On May 7, 2018 the School Board met to review the School District portion of the FY2019 adopted budget. The School Board had to determine how to implement a \$500,000 reduction in appropriations for the district. The School Board voted to formally request that the City council rescind the \$115,000 appropriated to go into School Capital Reserves and have the \$115,000 appropriated as part of the General Fund – Education appropriation. The School Board took this action in order to achieve an overall \$500,000 reduction in appropriations for the district. A copy of the School Board's resolution adopted at their May 7, 2018 meeting is attached to this resolution.

Per the Charter, Dover is a single municipal corporation with powers for school and municipal purposes under the name the "City of Dover." While the City Council generally only has bottom line budget appropriation authority over School District functions, capital reserve funds are subject to specific statutory provisions. RSA Chapter 34 sets for the process for the establishment and oversight of capital reserve funds in cities and makes clear that the City Council is the appropriating authority for these funds. RSA Chapter 35, which concerns capital reserve funds in towns and school districts, provides that its provisions do not apply in cities (RSA 35:4). As such, in a single municipal corporation that is a city, like Dover, the City Council appropriates funds to be transferred into capital reserves, and, therefore is the only legislative body able to rescind such an appropriation once made.

RESOLUTION

RE: FY2018-2019 BUDGET AMENDMENT REQUEST

WHEREAS: The Dover City Council adopted the City of Dover FY2019 municipal operating budget on May 2, 2018; and

WHEREAS: The School Department budget contained appropriations to transfer from the General Fund Education budget to three School Department Capital Reserves; and

WHEREAS: The Dover School Board has determined that funding appropriated to General Fund Education purpose is a greater priority than funds being transferred into School Capital Reserve funds; and

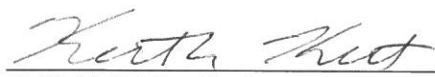
NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

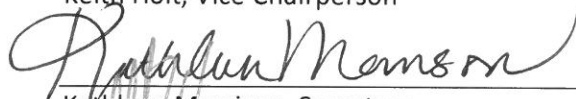
The City Council rescind the \$115,000 to be transferred into the School Department Capital Reserve accounts and to appropriate those funds to General Fund Education purpose as noted below:

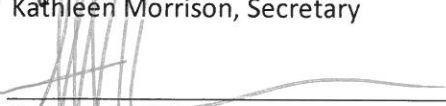
Account Number	Account Description	Adopted Budget	Budget Adjustment	Revised Budget
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	20,000.00	(20,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	45,000.00	(45,000.00)	0.00
1000.1.600.46900.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	50,000.00	(50,000.00)	0.00
1000.1.600.46900.4950.00000.00.000.000.950	Education - General Fund	54,393,984.00	115,000.00	54,508,984.00
Totals		54,508,984.00	0.00	54,508,984.00

SUBMITTED BY:


Amanda L. Russell, Chairperson

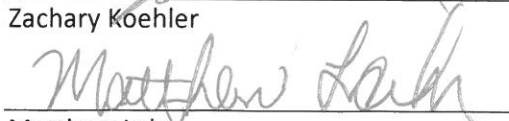

Keith Holt, Vice Chairperson


Kathleen Morrison, Secretary


Andrew Wallace


Carolyn Mebert


Zachary Koehler


Matthew Lahr

May 7, 2018