



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 22, 2018**
Meeting Time: **7:00pm**

- 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, 18, 19, 21, 30 AND 60
SPONSORED BY MAYOR WESTON**
 - B. CHAPTER 170 – ZONING
SPONSORED BY COUNCILOR CIOTTI**
 - C. B17025 VETERANS MEMORIAL ADDITIONAL SCOPE
SPONSORED BY MAYOR WESTON BY REQUEST**
 - D. ACCEPTANCE OF DONATION FOR NAMING RIGHTS OF DOVER HIGH SCHOOL
HEALTH SCIENCE LAB
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. August 8, 2018 – Regular Meeting**
- 11. MAYOR'S REPORT**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 22, 2018**
Meeting Time: **7:00pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

**1. CHAPTER 166 – VEHICLES AND TRAFFIC,
SECTIONS 16, 18, 19, 21, 30 AND 60
SPONSORED BY MAYOR WESTON**

**2. CHAPTER 170 – ZONING
SPONSORED BY COUNCILOR CIOTTI**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. FISCAL YEAR 2019 CAPITAL IMPROVEMENTS PROJECT (CIP)
APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE
REVOLVING FUND (CWSRF) STORM WATER ASSET MANAGEMENT LOAN
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 2. B17025 VETERANS MEMORIAL ADDITIONAL SCOPE
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. ACCEPTANCE OF DONATION FOR NAMING RIGHTS OF DOVER HIGH
SCHOOL HEALTH SCIENCE LAB
SPONSORED BY MAYOR WESTON BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Florence Street**
- 2. RAFFLE – Greater Dover Chamber of Commerce**
- 3. RAFFLE – St. Mary Academy**
- 4. ROAD TOLL – Professional Firefighter of Dover Local 1312 & NH MDA**
- 5. TAG – Dover Youth Football**
- 6. TAG – Rochester Youth Football League**
- 7. TAG – Rochester Youth Football Cheer League**
- 8. B12049 ADDITIONAL DESIGN AND CONSTRUCTION SERVICES FOR SILVER
STREET WAYFINDING & VISITORS INFORMATION SYSTEM
SPONSORED BY MAYOR WESTON BY REQUEST**



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 22, 2018**
Meeting Time: **7:00pm**

9. PURCHASE OF 2018 FORD TRANSIT T350 WITH 10 FOOT BOX
SPONSORED BY MAYOR WESTON BY REQUEST

10. B19004 PURCHASE OF FORD TRANSIT 15 PASSENGER VAN
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|---------------------------------------|--|
| 1. School Board | 14. Ordinance Committee |
| 2. Planning Board | 15. Parking Commission |
| 3. 400th 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. Conservation Commission | 20. Waterfront TIF Advisory Board |
| 8. Downtown TIF Advisory Board | 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 Board | |

B. RESOLUTIONS

- 1. WATERFRONT DEVELOPMENT NEGOTIATIONS RETENTION OF OUTSIDE
LEGAL COUNSEL**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. 2019-2020 NEW HAMPSHIRE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY
CONFERENCE**
SPONSORED BY MAYOR WESTON BY REQUEST

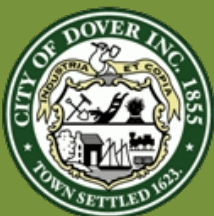
C. ORDINANCES IN 1ST READING

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

City of Dover

City Manager's Report

August 22, 2018



Reporting on July 2018

J. Michael Joyal, Jr.
City Manager

Introduction



Michael Joyal
City Manager

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

City of Dover's Municipal Leadership Team



Gary Bannon
Recreation Director



Daniel Barufaldi
Economic
Development
Director



Cathleen
Beaudoin
Public Library
Director



Anthony
Blenkinsop
City Attorney



William Breault
Police Chief



Susan Daudelin
Human
Resources
Director



Annie Dove
Information
Technology
Director



Eric Hagman
Fire & Rescue Chief



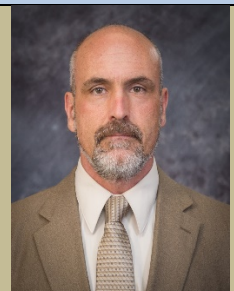
Daniel Lynch
Finance Director



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

July library circulation totaled 26,590 items. (12,883 adult + 10,237 children's print items; plus 3,470 items downloaded including 2,469 audiobooks & eBooks, 933 Hoopla streaming music, movies, and books, and 68 eMagazines).

Museum passes were borrowed 122 times from the Dover Public Library.

157 new library patrons registered; total active cardholders is 14,596. 9 of these new patrons were non-resident Dover workers or students (now 573 in that category). **Goal 1**

The library executed 16 U.S. passports in July.

48 new patrons registered for downloadable audiobooks/eBooks.

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

17,748 people visited the library over 25 days during July, an average of 710 per day.

During the month of July, Community Service's administrative staff fielded 10 service calls requesting pothole repairs.

Responsiveness & Measurables

Dover Public Library recap for July:

69 July programs were attended by 2,474 people. These included:

9 story times 272; 4 Craft sessions 626; 2 Toddler Yoga sessions 39; Children's Summer Reading program 176 (total 546); Teen Summer Reading program 20 (total 113); Adult Summer Reading program 77 (total 228); Studios 2 Go 60; Fossils 60; Let's Make Music 30; Nature Walk 19; Crystals 30; Happy Helpers visit 19; 5 Escape Rooms 48; Harry Potter Day 200; Mad Science 72; Rock On 66; Author visit 10; Guitar pick craft 13; Teen Trivia 7; Mario Kart 17; Scavenger Hunt 66; Matt Endrizzi 31; Early Dover history 40; 3D prints 21; Memory Lab scanner/VHS 0 uses; 9 movies 91; 3 Lego Saturdays 28; Game Night 10; 4 Technology classes 18; Book group 12; 6 Little Free Library visits, adding 256 books; 3 exams proctored; 2 Book-A-Librarian appointments; Langdon Place visit 5; and Passports 16.

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

In July 2018, Special Investigations Unit detectives investigated three unattended deaths, one of which is suspected to be a drug overdose.

The Special Investigations Unit is responsible for conducting background investigations for potential employees of the police department. During July 2018, two investigations of this type were completed.

The Facilities, Grounds and Cemeteries Division handled 107 service calls and 171 work orders in July. In Pine Hill Cemetery, employees attended 1 full burial and 7 interments of ashes. One marker was installed.

Several deceased animals were picked up along the roadways, as observed or reported, throughout the month. Brush cutting and brush chipping operations are ongoing.

On July 12, 2018, Special Investigations Unit detectives investigated a robbery at the Bank of New Hampshire. As a result, a Rochester man was charged with felony level Robbery.

Also in July, SIU detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover. Detectives also worked closely with the Community Response and Enforcement Unit during the month.

Officer Mitrushi assisted the Special Investigation Unit and patrol officers on July 12th during a Robbery at the Bank of New Hampshire. Officer Mitrushi responded to the scene and helped check the area for surveillance video. While assisting with the robbery, Officer Mitrushi assisted patrol officers with a man that had partially fallen through the ceiling tiles inside Shaw's Supermarket. Officer Mitrushi helped patrol officers search for the man who was eventually arrested for criminal trespass and criminal mischief. Officer Mitrushi also helped patrol officers with several other arrests throughout the month of July.

On July 1, 2018, Officer Alex Mitrushi was assigned as the department's Problem Oriented Police Officer. Officer Mitrushi has 16 years of law enforcement experience and is a life-long resident of Dover. Throughout the month of July, Officer Mitrushi has met with members of other city departments and various organizations in order to develop a resource guide for officers and the local homeless population. Officer Mitrushi has met with Community Action, Community Partners, SOS Recovery, the Dover welfare office, and other private organizations this month. In the month of July, the Dover Police Department contacted approximately 61 individuals who identified themselves as homeless, living in the City of Dover.

The resource guide will include a comprehensive list of resources available to assist the homeless community. These resources include shelters, soup kitchens, mental health services, addiction services, welfare, and other support services available. The intent of the guide is to provide patrol officers with as much information as possible to provide to homeless individuals in need of help. This guide will be accessible to every officer and will include a compact version that can be handed out to homeless individuals.

Officer Mitrushi worked closely with Officer Murch and Officer Caproni of the Dover Mounted Patrol, as well as the Homeless Liaison for Community Action Partners in identifying common areas frequented by the homeless population. Through the use of the police mountain bike, Officer Mitrushi made regular checks of these areas. Officer Mitrushi checked on numerous individuals and provided them with information regarding services available.

On July 2nd during a 3-day heatwave, Officer Mitrushi made contact with several homeless individuals and directed them toward the cooling station that the city opened in the McConnell Center.

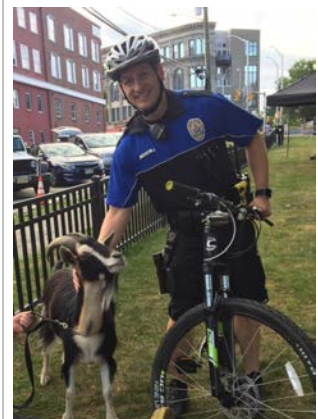
***"Customers may forget
what you said but they'll
never forget how you
made them feel."***

Unknown Author

Throughout July, Officer Mitrushi made positive community contacts with the public. Officer Mitrushi walked into businesses, met with property owners, and spoke with people on the street. Officer Mitrushi spoke about the efforts of the Dover Police Department and its desire to build stronger bonds between the police and the public.



Officer Mitrushi meeting with staff and customers at Jewelry Creations.



Above, Officer Mitrushi makes an impression on another member of the public.

A City of Dover contractor has been working on paving projects, with the following areas having been completed: Tuttle Lane, Middle Road, and Oak Street. A separate contractor repaired cracked pavement on Rutland Street, Ash Street and Dover Point Road by saw cutting and repaving.

During the month of July, Whittier Falls Liaison Officer (WFLO) Plummer met with multiple juveniles in the neighborhood and spoke with them about bike safety. The juveniles were not wearing bike helmets and Officer Plummer made contact with them to educate them about the importance of wearing a bike helmet. Officer Plummer has a small supply of bike helmets to hand out to kids that are in need but cannot afford one. Officer Plummer was approached by the SOCC about a child who recently was the victim of a bike theft. This child goes to Woodman Park School during the summer and his only transportation was his bike. Officer Plummer had several bikes from the Dover Fire Department toy bank for distributing to children in need throughout the year but only had one remaining which he gave to this child. It turns out that the bike was too large but the SOCC was able to locate another bike for the child.	During the month of July, the Dover Police Department responded to 1,698 incidents throughout the city. Additionally, police officers made a total of 962 motor vehicle stops and issued a warning or a summons. Officers also: Conducted checks of the Community Trail. Conducted daily checks of the Transportation Center. Conducted daily checks of City parks. Conducted daily checks of the parking garage as a result of concerns of criminal mischief. Conduct daily checks of the McConnell Center / Library parking area. Conducted frequent checks of areas known to be inhabited by the local homeless population. Sgt. Speidel of the Dover PD Traffic Bureau, worked with staff and volunteers from the 7th Settlement Brewery who hosted the fourth annual Seacoast MicroBrew festival on July 7 at Henry Law Park. This included event security and the advance posting of parking restrictions to allow for implementation of the event's block party permit.	
During the month of July, Officer Plummer learned that a local business was concerned about the welfare of an elderly resident. Officer Plummer was able to make contact with the resident and find out that the resident was fine and had no issues. Officer Plummer was able to make contact with the local business, update them, and thank them for their concern. During the month of July, Officer Plummer conducted a hit and run investigation where a Dover Housing Authority resident was the victim of the hit and run. Officer Plummer was able to solve the case with assistance from other residents. Officer Plummer credits the relationships he has been able to build with the residents in the neighborhood as factors leading to the positive outcome in this case.	Sgt. Speidel worked closely with Recreation Director Gary Bannon and Dover Fire Department command staff to coordinate traffic and crowd control logistics for the City's Independence Day firework celebration on July 4. This included the advance posting of parking restrictions in the Henry Law Park area to accommodate vendors, handle the deployment of barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of security and traffic personnel, and coordinating with event organizers on other logistical matters.	The Dover Police Department provided mutual aid assistance to the Strafford County Sheriff's Department between July 5 and 8 to assist with security at Wentworth-Douglass Hospital, due to an unusual number of inmate patients requiring guard. These shifts were scheduled through the Traffic Bureau and all personnel costs will be reimbursed to the City of Dover. Sgt. Speidel arranged for in-service calibration and annual certification of all of the agency's speed measuring devices (radar and laser) on July 18. Radar certification is required by NH courts and is provided annually by a private company which does on site repair and maintenance.
Forty-four work orders were generated regarding facilities and grounds issues. The Garrison Hill Tower received a coat of paint to cover up the graffiti that was present. Painting the Tower is like giving the "artists" a clean slate. Picnic tables were repaired for two parks, playground maintenance and assorted tasks addressing various complaints were completed. Mower maintenance on some of the rainier days was also conducted. The lining of the soccer field at Shaw's Lane is ongoing throughout the summer. The fields were aerated and turf treatment was conducted. The cricket pitch at Long Hill Park was prepped for two tournaments held later during this month. Curb line weed control along City streets was applied by the contractor. Mowing continued as the abundant rain and cooler temperatures at night allowed for the grass to grow at an amazing rate.		

The Dover Police Department joined the New Hampshire State Police and the Somersworth Police Department in joint DWI saturation patrols. With the benefit of additional personnel funded through a grant from the Office of NH Highway Safety, troopers and officers worked to target motor vehicle violations in the region in an effort to intercept impaired drivers.

On July 3, 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 the evening commute. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date included Sixth Street, Old Rochester Road, and Indian Brook Drive. During the month of July, Dover officers performed at least 37 hours of traffic patrols 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.

Sgt. Speidel performed 9 child passenger seat inspections during the month of July. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver’s vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge. This included seat checks performed on the evening of July 18 in partnership with Wentworth-Douglass Hospital. Sgt. Speidel partners on a monthly basis with trained staff of the WDH Women and Children’s Center to provide a full evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles.

The Dover Police Department performed 19 man-hours of targeted distracted driving enforcement patrols during the month of July, issuing a total of 19 summonses and 11 warnings to drivers using their mobile electronic devices in violation of NH statute.

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 July:

Cochecho Arts Festival headliner concert series at Rotary Pavilion on July 6, 13, 20 and 27, the Seacoast Grower’s Association Farmer’s Market at Henry Law Park, July 8 and the Options benefit concert at First Parish Church, July 28

Heavy rains and wind seem to be the theme for the year and with several very strong storms coming through the area, there were 15 complaints regarding trees dealt with, as well as 2 trees removed and four others were pruned. Eversource removed a very large, very old maple tree at the corner of Elm St and Fisher Street to install CAP equipment on a new pole they had installed there. It was disappointing to see this old tree go but Eversource is going to plant a new tree in its place.

ANIMAL CONTROL:

Total animal calls for service: 105
Handled by Officers/Dispatch: 102
Handled by ACO: 3

The Animal Control Officer began an extended absence this month. As a result, all animal related calls were handled by patrol or beginning July 3, 2018. This will remain in effect for at least the months of August and September.

The Traffic Accident Investigation Team was not called out during the month of July.

Trees in Pine Hill Cemetery were attended to throughout the whole cemetery, in order to allow the mowing crews to pass beneath them without suffering injury. Four work orders addressing overgrown vegetation were created in July. Sight distance visibility has been an issue in different locations, so Facilities & Grounds will cut vegetation back to clear sidewalks and sight distances.

Police Response to Calls by Priority

July

Priority 1: Immediate

Crimes in progress; injury accidents; alarms
= 148 Responses

Priority 2: Rapid

Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety.
= 100 Responses

Priority 3: Timely

Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions
= 480 Responses

Priority 4: As Officers are Available

Non-criminal, crimes reported well after committed; message delivery; tow request, littering, fingerprints; assistance, abandoned vehicles
= 437 Responses

Priority 5: Motor Vehicle Stops

= 962 Responses

The Dover Police responded to 82% of emergency calls in less than 6 minutes

There were a total of 22 emergency calls during the month and only four of them had a response time of longer than 6 minutes.

Dispatch Communications

July

Radio Transmissions
12,580

Phone Calls
8,472

911 Calls Received
419

Lobby Customers
367

Police Alarms Received
135

Police Alarms Cancelled
Prior to Arrival
23

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 July 10th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in one of the monthly trainings. The focus of this training was woodland searches with the K9 element and scenario based training using K9 Barco to soft clear rooms and areas of a building.

On July 7th, Officer Brown and K9 Barco responded to Old Rollinsford Road for a reported robbery and assault that had occurred. It was reported the suspect fled towards Garrison Hill. K9 Barco acquired a track in the area and led officers to a small homeless camp in the woods where two subjects were located. Officers identified the subjects and the investigation is ongoing. On July 13th, Officer Brown and K9 Barco responded to The First New Hampshire Bank for a bank robbery that had just occurred. While en route, detectives and patrol staff believed the suspect fled in a motor vehicle. K9 Barco was not deployed.

Nineteen work orders at Facilities & Grounds dealt with sign issues, seventeen of these dealt with parking, two were repairs or replacements and one parking meter was moved/installed. Two décor lights came down during storms. The décor lights are over 35 years old and the posts are deteriorating at the bases due to moisture and salt accumulation during the winters.

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.*

On July 16th, Officer Brown and K9 Barco responded to Rochester in the area of Granite Street to assist officers with a male who fled from district court after being ordered held on cash bail. Patrol officers located the subject who then fled into the woods. Officer Brown, K9 Barco and several Rochester officers conducted a track in the last known area. It was discovered that the male had fled down a series of trails and paths that lead to numerous homeless camps. Numerous subjects were located, however it was believed the male had made it through the perimeter. He was later located inside a residence and taken into custody.

There were ten complaints or situations dealing with traffic signals. In addition, two yellow balls and one green ball were replaced. The loops were replaced at Glenwood and Central Avenue intersection. In one afternoon storm, power went out and a generator was deployed to the Week's Crossing area. During the storm on July 28th, the lights at Central Ave and Morin Street were struck by lightning. Several pieces of equipment were damaged and need to be replaced. The other equipment that needs to be upgraded will be when repairs are made. Four Dig Safe requests were addressed and marked as needed. Two street lights were reported as inoperative, one was staying on all the time.

Inspection Services was very busy in July with a total count for inspections conducted and permits issued at 683. Here is the Inspection Services activity breakdown for July:

Inspections - Life Safety	54	Inspections - Plumbing/Mechanical	142	Inspections - Woodstove/Fireplace	00
Inspections - Business	07	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	41	Inspections - Health	61	Permits Issued - Building	63
Inspections - Building	118	Inspections - School / Daycare	13	Permits Issued - Certificate of Occupancy	51
Inspections - Electrical	133	Inspections - Oil Burner	00	TOTAL	683

July was the third month in a row with over 500 calls for services, a trend that Fire & Rescue is watching closely. Fire & Rescue responded to 506 calls for service which is an average of 16 per 24-hour period. 14 of the calls for service were for fires, 300 were for medical emergencies, 19 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down for example), 101 were either false or good intent in nature, with the remaining 67 being for non-emergent requests. Of the emergencies, there were 159 times where simultaneous emergencies were occurring which also is the third month in a row with an unusually high number for a month, with 37 of those times where 3 or more emergencies were occurring at the same time. The busiest day for Fire & Rescue in July was Saturday July 28, 2018 when there were 25 calls for service while the slowest day of the month was Friday July 6, 2018 with 9 calls for service.

There are several noteworthy builds and projects Inspections worked at in July. Inspections like reported in previous months, are occurring daily in the New High School and Animal Science building to support the goal of opening for upcoming school year. Photo one shows the new High School's auditorium while photo two shows the Auto Technology Center.



This third photo, to the right, shows the stair under construction leading down to the Town Square area of the new High School from the main entrance, which also provides access to a terraced special purpose meeting and teaching area.

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.

As this creative space is so innovative that it is not fully accounted for in the building and life safety codes adopted by the State of New Hampshire, Inspections facilitated with the New Hampshire Fire Marshal's office who has joint jurisdiction on the build, an agreement with Inspections, the architect and builder on a design change from what is seen here. Additional railings will be installed (roughly where the dashed lines are) with a railing in the middle of the 6-foot wide stairwell and short length railings for each terrace access that allows students to access the terrace areas while preventing the potential for a three-step fall by students hurrying to class, and providing for the simultaneous travel from the main entrance to the Town Square. This shows the complexity of what Inspection Services faces occasionally which is not just about administering code word for word, but for assisting with solution development for obvious problems not completely accounted for in the code.

The next photos show construction in full swing at the Village at Dover Point Assisted Living and Memory Care facility where Inspections will be inspecting frequently over the next six months.



Forty-seven work orders pertaining to buildings were addressed by Facilities & Grounds. Two more panic button batteries were replaced and the auditorium was set up for a DOT neighborhood meeting. Siemens service technicians continued to service and address issues on HAVC systems, while Facilities & Grounds employees checked out routine complaints of office spaces being too hot or too cold.



The photos on the left show the progress on both the Mechanic Street project and on the Third Street project with foundations being installed, which triggers foundation inspections. As construction moves forward, the number of inspections for both projects will increase!

City crews continued to work in the pit, located behind the Public Works Division, prepping materials for upcoming road projects. Employees mixed gravels and screened sand so that it would be ready and available as needed. Street sweeping, brush cutting and brush chipping operations were ongoing. Gravel roads were graded on Old Garrison Road, Bayview Road, Rabbit Road, Spruce Lane Extension, McKone Lane, South Watson Road and Thompson Road.

Crews removed old train tracks from Central Avenue at Rutland Street. These tracks were part of the old Spur Road railway from Portsmouth to Dover. Agway received their deliveries on this railroad. The tracks had been paved over and kept breaking through the pavement.



Track Removal Central Avenue at Rutland Street

The Utilities crew replaced the water service at 601 Central Avenue. The broken service was discovered while crews were excavating for a leak at 600 Central Avenue. Crews assisted a City of Dover contractor at the Spaulding Turnpike. The contractor was searching for a sleeve under the turnpike from Spur Road to Gerrish Road at the Varney Brook Pump Station. The sleeve was found within the south bound lane off of the travel road. Unfortunately, within the northbound lane, the water pipe was found without the sleeve. The NH Department of Transportation will not let the city excavate the pavement at this time. Staff is working with NHDOT to plan out more of the excavation within the break down lane.

Crews repaired a catch basin on Rutland Street, Winter Street and Cassily Lane. The brick structures holding the frame of the catch basins had collapsed and needed to be repaired.



Officers Caproni and Murch pose with visitors to Dover's Henry Law Park.

The Mounted Unit was invited to participate in a "Make a Wish" event at Pease Air Force Base. A young lady was diagnosed last winter with cancer and underwent chemotherapy and is now doing much better. Her wish is to help animals. She could have any trip or experience that she wanted through make a wish but she chose to help animals. In her honor the unit was asked to be present when Make a Wish provided her with hundreds of dollars of supplies for a local animal shelter for her to donate to. She was very excited and had the opportunity to ride both horses and have an experience with Portsmouth PD's K9. She loved the fact that Rasa is a rescue animal and now provides such a great service to the community.

The Mounted Police Unit hosted a tour of the stables for individuals from Great Bay Services. The group consisted of adults with different levels of physical and mental disabilities. There were plenty of smiles and hugs for the mounted officers during this tour.

The Dover Police Department had the honor of receiving a visit from Rosalyn Baldwin of Louisiana. She is 8-years-old and is on a mission to visit all 50 states to hug police officers. She visited Dover on July 20, 2018 and was able to hug several of the officers. This idea was completely her own and her mother is supporting her on this mission. Rosalyn wants police officers to know that they are loved and supported.

In July, Dover Mounted Patrol was responsible for:

- 62 Public Assists
- 32 Parking Assists
- 27 Community Action/Homeless Assists

During the month of July Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give the officers and the public sense of being part of the community together. Officer Caproni and Murch can get a real sense of the community's needs and concerns and helps to develop trust in the police. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses around and that is not only from children or horse lovers.

During the month of July, Officers Murch and Caproni worked closely with our Community Action Homeless Liaison, Bob O'Connell, to assist Dover's transient population. The mounted unit gave meals to several homeless individuals during the month and were able to provide clothes for one individual to attend a job interview. The mounted unit helped another individual have the opportunity to apply for a job with a downtown business.



Each month, Fire & Rescue highlights an incident or two, or a theme that a month may have. The highlight for July in addition to the third month in a row with above average call volume, was the fire that occurred at 10 Trakey Steet in the evening on July 30th. The excerpt from our friends at Foster's Daily Democrat, shows the first arriving Engine with hoses stretched into the building where crews were working to contain the fire in the attic. The cause of this fire is accidental due to an electrical wiring issue.



▲ HIDE CAPTION

Smoke billows out of 10 Trakey St. in Dover Friday night, the site of a two-alarm fire. [Jilly Dane/Courtesy]

By Brian Early

bearly@seacoastonline.com

Posted Jul 30, 2018 at 1:38 PM

Updated Jul 30, 2018 at 1:38 PM

DOVER — A two-alarm fire on Friday night brought firefighters from the surrounding areas to extinguish a blaze that displaced five residents. Dover Fire Division Chief Michael McShane said a Dover police officer on patrol saw smoke coming out of 10 Trakey St. and notified emergency dispatch at 7:38 p.m.

Before crews finished up with this fire, a lightning storm came through with lightning strikes occurring in this neighborhood, causing Fire & Rescue to lower the ladders and lighting towers that the fire crews were using. The incident commanders must be ever vigilant for anticipating risks including sudden weather, illustrating the complexity of the job. Fortunately, no occupants were hurt in this fire which was discovered by an on-duty police officer passing by, with the Red Cross assisting in providing temporary shelter until insurance and other arrangements could be made by the tenants and building owner.

As part of the draft review of the COOP, a brief scenario was discussed by all in attendance to stress test part of the plan. Special thanks are due to NH Homeland Security and Emergency Management which provided the grant funding to develop this plan.

July at the facilitation of Fire and Rescue, saw the City Manager and all department heads and other related staff review the draft of the newly developed Coop plan. Coop stands for continuity of Operations Plan and its grant funded development by contractor Jane Hubbard, is a new plan describing the process to restore city services in the event a department needs to move internally from one area of City Hall to another suddenly say due to a water leak, or to another city owned building or even to another community should a widespread disaster happened. The plan also provides guidance on restoring services back to the department's normal location after the initial crisis and move. This draft review culminates information gleaned from many meetings between Jane Hubbard and all department's for the past several months and encompasses many objectives like identifying each department's essential functions and charting out primary, secondary and tertiary locations for each department to move to if an event happens requiring the move of a department. The first photo below shows part of the table of contents of the Coop plan while the second photo shows one of the charts identifying relocation possibilities.

DOVER, NH		Dover, NH COOP	Continuity of Operations Plan
CONTINUITY OF OPERATIONS PLAN (COOP)		TABLE OF CONTENTS	
2018 – DRAFT 7.30.18			
		Prepared by: 1 Prepared by: 1 TABLE OF CONTENTS 1 EXECUTIVE SUMMARY 16 I. Introduction 1 II. Purpose 1 III. Community Description 1 IV. Applicability and Scope 1 V. Essential Functions 1 VI. Hazard Vulnerability Assessment 1 VII. Concept of Operations 1 GENERAL 1 LEADERSHIP 1 COOP TEAM 1 ACTIVATION 1 NOTIFICATION PROCEDURES 1 INITIAL ACTIONS 1 PROTECTIVE ACTIONS 1 VIII. Alternate Facilities 1 IX. Order of Succession / Continuity of Government 1 X. Delegation of Authority 1 XI. Vital Records and Database 1 XII. COOP Plan Maintenance 1 Appendix A: Alternate Facility/Relocation Checklist 1 City Clerk Relocation Checklist 1 City Manager Relocation Checklist 1 City Mayor & Council Relocation Checklist 1 Community Services Department Relocation Checklist 1 Economic Development Relocation Checklist 1 Finance & Purchasing Department Relocation Checklist 1 2018 1	

Potential Alternate Facilities											
Department	McConnell Center	City Hall	North End Station	Central Station	South End Station	CSD	Wastewater Treatment Plant	Police Department	Library	Ice Arena	Telecommunity
Assessing	2*	1*				3*					
City Clerk	2*	1*				3*					
City Manager	2*	1*				3*					
City Mayor & Council	2*	1*				3*					
CSD Administration						1*	2*	3*			
CSD Engineering						1*	2*	3*			
CSD Facilities & Grounds					2*	1*	3*				
CSD Fleet Services					1*						
Add: Private/commercial or MOU with other city					1*						
CSD Public Works					1*		3		2*		
CSD Solid Waste					1*	2*			3*		
CSD Utilities					1*	2*			3*		
CSD Wastewater					1*					2*	
Economic Development	2*	1*				3*					
Finance & Purchasing Department	2*	1*						3*			
Fire North End Personnel				1*	2*						

The back wash basin, located at the French Cross Water Treatment Plant, was cleaned out. The two basins have not been cleaned within the last five years. The old sand material was removed. Six inches of new material was placed on both basin beds. Test pits were completed on Summer Street just off of Locust Street. This was necessary to confirm if an 8" Ductile Iron pipe had been brought across Locust Street. Staff was able to confirm the location of the pipe. A reducer from the Ductile Iron main to the Cast Iron main was also found. This was necessary for a future project.



A sewer backup was reported at 92 Horne Street. This was on the property owner's side.

City staff and a City of Dover contractor conducted a smoke test in the downtown area. This was completed to find any private roof drains tied illegally into the city sewer. The contractor will present their findings to staff in the month of August.

During the month of July, 300 meters were ordered and 100 were received. The meter crew conducted 82 stopped meter appointments, 52 final reading appointments, 9 backflow appointments and 8 meter installation appointments.

Assistant City Planner Piekut resolved complaints regarding a recurrent motor vehicle junkyard issue and continued working toward resolution on an outstanding junkyard complaint.

Total Permits Issued: July 2018

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-375	COCHECO VALLEY HUMANE	221	COUNTY FARM ROAD	CONST. AN ANIMAL SHELTER	C	B	20	1936261	19385
18-054	103 SILVER PIDGEON, LLC	47	CUSHING STREET	RENOV. BLDG. TO CREATE A FNCTN HA C		10	11700	340230	3425
18-101	CITY OF DOVER	75	ALUMNI DRIVE	CONST. AN EDUCATIONAL FACILITY	C	H	1200	1884000	0
18-230	STRAFFORD COUNTY - HYDE	285	COUNTY FARM ROAD	INSTALL AN ADA WHEELCHARI RAMP	C	B	200LS	3400	59
18-255	DEAN FOURNIER TRUSTEE	180	WASHINGTON STREET	INT. ALT. AND DRIVE THRU MODIFICAT C		1	8-9	42000	445
18-285	BRK REALTY LLC	51	WEBB PLACE	STE 230, COMM. FIT-UP, ALLERGIST	C	D	2-0-32	181049	1835
18-292	POINTE PLACE DEV., LLC	60	POINTE PLACE	SUITE 5, TAX ADVISOR	C	K	19-5	75000	775
18-293	POINTE PLACE DEV. LLC	60	POINTE PLACE	SUITE 25, HOME DÉCOR	C	K	19-5	60000	625
18-294	851 CENTRAL AVE, LLC X/O T	861	CENTRAL AVENUE	INT. ALTER. FOR A MERCANTILE TENA C		38	500	151000	1467
18-296	CENTRAL AVE. ACQUISITION	802	CENTRAL AVENUE	INT. RENO./ALT. TO EXISTING BUSINESS C		37	30-0-0	100000	1025
18-298	WENTWORTH DOUGLASS HOS	15	OLD ROLLINSFORD ROAD	PERFORM INTERIOR ALTERATIONS	C	28	37-0	40000	425
18-302	BLUUFox MODILBE LLC	861	CENTRAL AVENUE	INT. DEMO. FOR TENANT FIT-UP	C	38	6-A	3000	68
18-306	SCIOTO RIVERPARK LLC	61	RUTLAND STREET	CONVERT A 4 UNIT TO A DUPLEX	C	13	24-0-0	25000	275
18-318	421 CENTRAL AVE, LLC	421	CENTRAL AVENUE	INT. RENOV. OF AN EXISTING TENANCY C		3	6700	4000	65
18-330	44 PORTLAND AVENUE LLC	44	PORTLAND AVENUE	FIT-UP UNIT #115, NAIL SALON	C	24	10400	15000	175
18-331	44 PORTLAND AVENUE, LLC	44	PORTLAND AVENUE	FIT-UP UNIT #117 & #119 FOR HAIRDRES C		24	10400	15000	175
18-337	CHAUVIN ARNOUX INC.	15	FARADAY DRIVE	ERECT A CANOPY	C	G	1L0	1000	35
18-340	CITY OF DOVER		HENRY LAW AVENUE	ERECT 2 OPEN SIDE EVENT TENTS	C	23	15	3000	55
18-365	GOCHECHO COUNTRY CLUB	145	GULF ROAD	INSTALL AN EVENT TENT	C	N	1500	1000	35
18-187	JALBERT	2 10	PIERCE STREET	INT. RENO. FOR 1ST FLR TENANT SPACE C/R		4	2200	30000	325
17-553	BEAN	16	OLIVE MEADOW LANE	CONST. A DBLE WIDE MNFCTURD HOM R		A	4520	200000	1175
18-124	GREAT BAY YACHT CLUB	21	WENTWORTH TERRACE	CONST. A STORAGE SHED & OUTDOOR R		08	40	11920	145

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-176	KHALSA	6	PAGE AVENUE	CONST. A 2ND STORY ADD. FOR BEDRM	R	37	52B0	80000	825
18-221	CONNELL	24	BENJAMINS WAY	INSTALL RPLCMNT EXT. WINDOWS	R	I	4780	3000	55
18-227	EVERGREEN MGNT	8 10 12	HOOTBRIDGE LANE	RPLCE BEAM OVER GARAGE DOORS	R	H	1808	16000	185
18-229	LEBORGNE	348	WASHINGTON STREET	PERMIT RENEWAL OF B16-136, 14' X 14'	R	G	14	4900	50
18-245	COPLEY PROPERTIES, LLC	19	PEAR DRIVE	CONST. A SFD W/ATT. 2 CAR GARAGE	R	2	7	228000	2305
18-263	HUTCHINSON	71	HORNE STREET	INSTALL 2 REPLACEMENT WINDOWS	R	29	5000	4749	75
18-273	1623 SETTLEMENT DOVER LM	90 92 94	WHITTIER STREET	INT./EXT. RENO. INCLDNG WNDW RPLC	R	33	2&3	161000	1635
18-274	1623 SETTLEMENT DOVER LM	74 76 78	WHITTIER STREET	INT./EXT. RENO. INCLDNG WNDW RPLC	R	33	2&3	161000	1635
18-275	1623 SETTLEMENT DOVER LM	74 76 78	HAMPSHIRE CIRCLE	INT./EXT. RENO. INCLDNG WNDW RPLC	R	33	2&3	161000	1635
18-276	1623 SETTLEMENT DOVER LM	29 31 33	HAMPSHIRE CIRCLE	INT./EXT. RENO. INCLDNG WNDW RPLC	R	33	2&3	161000	1635
18-278	ELMSLIE, BRUCE	28	WALLACE DRIVE	FINSIH ATTIC FOR ADD'L LIVING AREA	R	G	29-2	24000	265
18-279	JENSENS INC.	4	CHARTERGRANT ROAD	INSTALL A MANUFACTURED HOME ON	R	I	22126	180000	1825
18-283	MILER	10	COMANCHE STREET	INSTALL RPLCMNT A/G SWIMMING POO	R	A	14H0	11350	135
18-290	HENKER	144	TOLEND ROAD	INSTALL DECK AROUND A/G SWIMMIN	R	F	230	18000	205
18-297	MARGARET M. GABRIEL REV	262B	DOVER POINT ROAD	CONST. A SFD W/ATT. 3 CAR GARAGE	R	L	99	475000	4775
18-299	ROWLEY	36	TAYLOR ROAD	CONST. A 3 SEASON PORCH	R	G	1070	45000	475
18-300	STACEY	185	EMERALD LANE	CONST. A FARMERS PORCH	R	F	1590	20000	225
18-301	JELLEY	10	HEMLOCK CIRCLE	INSTALL AN A/G 24' ROUND SWIMMING	R	I	82N0	7200	95
18-305	4NHHOMES	13	AUSTIN DRIVE	INT. RENOVATIONS	R	I	82A0	20000	225
18-307	SPAGNOLA	14	ALLAN STREET	CONST. A DECK OFF FRONT OF HOME	R	A	13V0	7200	97
18-308	DELLA PENTA	32	WISTERIA DRIVE	INSTALL GRND MNTD SOLAR PV ARRA	R	N	8-2-0	56000	585
18-309	RIDGESTONE BUILDERS & DE	12	RED BARN DRIVE	CONST. A SFD W/ATT. TWO CAR GARAG	R	I	6C2	247500	2500
18-310	JOYCE	496	TOLEND ROAD	FAMILY RM ABOVE GRGE, ADD A 2ND F	R	C	33-B-	30000	325
18-313	MAYRAND	44	ASH STREET	CONST. A REAR DECK	R	30	1-0-0	9200	117
18-314	SLAINTE DEV. LLC	20	PICNIC ROCK DRIVE	CONST. A REAR DECK	R	16	20-7	2452	45

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-319	ANNUNICATON GREEK ORTH	221	LONG HILL ROAD	ERECT AN EVENT TENT	R	A	18-D	2300	48
18-320	NIESUCHOUSKI	7	PARTRIDGE LANE	FINISH ABOVE GRGE, MSTR BDRM/BTHR	R	I	36E0	28000	305
18-321	DAVIS	177	MOUNT VERNON STREET	CONST. AN ADD. FOR BTHRM EXPANSI	R	29	2700	32000	345
18-322	MILES	190	LOCUST STREET	STRCTRL UPGRDE BeFRE SOLAR PANEL	R	12	1600	1050	35
18-323	MILES	190	LOCUST STREET	INSTALL ROOF MOUNTED SOLAR PV AR	R	12	1600	18393	209
18-324	BERTOLINI	121	EMERALD LANE	INSTALL SOLAR ELECTRIC PANELS TO	R	F	15240	10000	125
18-326	FAJARDO	3	BARTLETT STREET	INSTALL SOLAR ROOFTOP ARRAY	R	36	15B0	24025	265.3
18-327	VAN NOORN	1	FRENCH CROSS ROAD	CONST. A REAR DORMER	R	C	3900	38821	415
18-328	WOODMAN	67	STARK AVENUE	INSTALL 5 RPLCMNT BSMNT WINDOWS	R	17	46-0-0	8678	125
18-333	PASHBY	3	BELANGER DRIVE	REPLACEMENT OF 1 PATIO DOOR	R	L	451A	5236	85
18-334	BOUSQUET	8	SHAWNEE LANE	CONST. A ROOF OVER FRONT DECK	R	A	14A10	5600	84
18-336	BREWIN	20	MAPLEWOOD AVENUE	CONST A FREE STANDING PLATFORM D	R	D	8-T-0	4000	65
18-339	PROVINCE REALTY TRUST, LL	41	PICNIC ROCK DRIVE	CONST. SFD W/ATT. 2 CAR GARAGE	R	16	20-20	182000	1845
18-342	MILLER	27	BOSTON HARBOR ROAD	RELOCATION OF DOCK	R	7	1200	14500	170
18-349	CAPOZZI	27	FOURTH STREET	ADD 1ST FLR BTHRM & INT. RENO.	R	31	42	18000	205
18-351	GASTON	89	EMERALD LANE	INSTALL AN A/G SWIMMING POOL	R	F	22A11	6000	85

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

Total Permits Issued: 63

Total Construction Value: \$7,654,014.00

Total Fees Collected: \$58,334.30

Type of Permits Issued		Certificate of Occupancy's	
Commercial	9	Change of Use	1
Commercial Renovations	11	Commercial	3
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	2	Two Family Dwelling	2
Multi-Family Dwelling Units	24	Industrial	0
Industrial	0	Renovations	2
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	2	Multi-Family Dwelling Units	42
Single Family Dwelling	4	Single Family Dwellings	2
Renovations Dwelling Unit	50	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	51

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														
STF	58 New Rochester Road	A	12	0	12	6/26/2018	4/10/2018	Site	P18-11	40	43	6/26/2023	H	0.4
Hellenic Realty	333 Central Avenue	A	18	0	18		3/27/2018	Site	P18-04	2	19		H	0.5
Salty Sea	52 Old 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	54	0	9/26/2017	9/12/2017	Site	P17-46	23	14	9/26/2022	H	1.6
Changing Places/Robbins	Mechanic Street	C	15	15	0	11/14/2017	4/25/2017	Site	P17-11	24	98	11/17/2022	H	0.5
Carnegie Hill	Third Street	A	20	20	0	9/12/2017	4/25/2017	Site	P17-02	6	54A	9/12/2022	H	0.6
Third/Grove	Grove Street	A	38	0	38		5/8/2018	Site	P16-31C	31	14		H	1.1
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			361	39	233									4.0
Multi-Family:														
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			130	72	58									14.3
Subdivisions:														
TDKA	99 Sixth Street	H	4	1	3	6/26/2018	6/12/2018		P18-07	35	57	6/26/2023	H	1.4
Singh	Couty Farm Cross Road	H	4	0	4	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Coughlin	Piscataqua Road	H	3	2	1	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	3/6/2018	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	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Copley	Pear Drive	H	7	6	1	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	28	21	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	18	1	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
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	18	3	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
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	28	4	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			265	164	101									92.8
Elderly:														
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			61	60	1									
TOTAL APPROVED UNITS			817	335	393									111

2

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

Product and Process Outcomes

July at the Dover Arena is generally a busy time with summer hockey camps, Camp Kool, roller derby and the start of summer skating programs. July 5th was the first skating day and every day it gets busier and busier. Camp Kool is half-way through their 8-week summer with everything going great.

Summer programming has been great as well; Learn to Skate is full with 25 kids in it, Youth Intro is full with 16 kids and Adult Intro is full with 18

skaters each week. The COED League and Men's Over 45 League have also been full, both gaining tons of interest for the fall sessions. A number of Dover High School Hockey Boys have been volunteering with the Learn to Skate and Youth Introduction to Hockey programs. The month of August brings more hockey camps and a few off-ice events. In August, the Dover Arena will be host to the Ice Kings weeklong camp, another Yard Sale and a Roller Derby Bout to end the summer.

The playgrounds program was ongoing, with daily trips to the Jenny Thompson Pool, and weekly field trips to state parks. Youth Theater camp with Jeff Leaf was full and ran for two weeks at the City Hall Auditorium. Interval Toning continued their early morning schedule of classes and PiYo classes resumed on July 18th. Fall field scheduling is on-going. Local swim teams continued to hold practice at both facilities during the month of July; Seacoast Swimming, *continued below*

It Is All About Service

Oyster River Otters, Exeter Swim Team, Cannonball Swim and Great Bay Masters have been consistent all season. Seacoast Swimming also hosted a major swim meet which ran very well and was well attended. The Jenny Thompson Invitational ran from July 5th through the 8th. Swim Lessons at the Indoor Pool have been very successful. There has been a decrease in the Non Resident Swim Lesson registrations; from what management has heard the price increase has not been received as some would have hoped. Of the participants registered for summer sessions 3 and 4, only 14% of those were from outside of Dover compared with 35% from the same time last summer. The pool seems to be averaging around 300 swimmers per day at the Jenny Thompson Pool between all of the Dover City groups,

(Playgrounds and Camp Kool), Somersworth Recreation, York Recreation, Farmington Recreation, Tri-Star Summer Camp, Kittery Recreation and Eliot Recreation. Besides swim lessons, the Indoor Pool has seen its usual number of Adult Lap swimmers and therapy swimmers on a daily basis, averaging nearly 90 people every day.

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 offered a fantastic trip to the Cape, Nantucket Discovery Tour, and seniors enjoyed the summer weather with Pickleball shootouts and golfing at Rochester Country Club. 28 members attended special event hosting Dr. Dan discussing balance & dizziness.

Discussions are underway with skatepark patrons to begin the planning for the relocation of the 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. A UNH Intern is working on site evaluations to help determine where other viable skatepark locations might be. Below are Winners of the Dover Senior Center Men's Pickleball Shootout – Don Casco (2nd place) and Bob Gillis (1st place).



The Community Service program tracked four active participants during the month of July. A total of 6.5 community service hours were completed during the month. None of the participants finished his/her assigned hours. The Dover Diversion Committee did not meet in July. As of the end of the month, the breakdown of cases is below: 1 case already in active diversion contracts 0 successful completion and release 0 new cases heard during the month 0 cases awaiting the next meeting. 0 cases returned for prosecution due to non-compliance. Also, in July, was the first in many, many years meeting between the Strafford County Fire Chief's which was held at the Strafford County Courthouse and facilitated by Tori Jennison, the Health and Safety Council Director for the County. The issue of homelessness was discussed and concurrent with the Tri-City Mayor's coalition on homelessness, it was decided to meet with the County Commissioners to see if there could be any County support on the homelessness issue, and a meeting was scheduled for early August.	The Assistant City Manager continues to advise both the Garrison and High School JBCs/SAU on planning and traffic related issues. For the High School project, the Assistant Manager assisted in the review of the Animal Science building component of the CTC, and keeping the JBC updated on the solar panel project. For the Garrison School project, the assistance regarded the recreation vs education restrictions the elementary school sits upon. A meeting of the recently formed Planning Board subcommittee on rezoning was held on July 17th. 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 land along route 108, running from the Madbury town line to the Somersworth City line. Included in this area was Week's Crossing and Exit 7, off the Spaulding. No review of the Central Business District.	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 smaller 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 rights 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 amendments include housekeeping measures, amendments to be in conformance with various state and federal requirements and to encourage development in a responsible and respectful manner. These amendments were approved by the Planning Board July 24th after two public sessions.	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 met to review potential historic and cultural impacts of the proposed tower. Planning and Community Development staff continued to have discussions with a potential tenant for the Dover Transportation Center. This tenant would like to work with the existing train volunteers to create a welcoming environment for train, bus and carpool users of the Center. A proposal for the use of the space is being reviewed and if possible, a lease will be drafted for the City Council's review and consideration. Planning and Community Development and Community Services staff drafted bid documents to have a consultant survey the right of way for the intersection of Third and Chestnut Streets. The survey will be used to evaluate intersection improvements at that site. The 2015 Downtown Pedestrian and Vehicular Access study proposes a roundabout be constructed there. The State of New Hampshire is looking to coordinate improvements to the railroad crossing at the same time and both groups are looking to partner and create efficiencies for construction and financing of work.
--	--	--	---



Dover Public Library Programs



Everyone has fun
at the Dover
Public Library!



The Dover Teen Center calendar for July of 2018 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 171 participants on 14 days of programming, which yielded an average of just over 12 participants per day.

Some program highlights for the month of July 2017 are:

TC Drop-In Day! – “DVD Movies & Ice Cream Sundaes” (7/6)
 TC Classic Trip! – “Canobie Lake Park” w/ Y2Y (7/13)
 TC Trip! – “White Lake State Park” (7/16)
 TC Trip! – “NH Fisher Cats Baseball Game” (7/19)
 TC Trip! – “York Short Sands Beach” (7/18)
 TC Trip! – “BarnZ’s Movie Matinee Trip” (7/20)
 TC Trip! – “Wallis Sands Beach” (7/23)
 TC Trip! – “Portland Sea Dogs Baseball Game” (7/25)
 TC Trip! – “Mousam Lake Picnic & Swim” (7/30)
 TC Drop-In Day! – “Games, Challenges and Chill-Out Day” (7/31)



Dover Teen Center participants enjoy the Portland Sea Dogs game on July 25, 2018.

The Dover Teen Center received four new registrations in July 2018.

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.

Parking Manager Bill Simons is working closely with Community Services to tackle downtown sign pollution. New, softer colored (green) metered parking signs will go up in phases and redundant signs will be identified and removed. When the meters were installed nearly eight years ago, signage was intentionally excessive during the introduction period. In the area around City Hall, we were able to reduce the number of signs by 5 while still properly posting the area.



The new design for downtown parking signs (left) will replace the blue signs (right).

Compared to July 2017, the parking system recorded a 6% decrease in usage during July 2018. Some of the contributing factors include the closing of the Locust Street and Third Street parking lots, as well as the repairs to Café Espresso, the closing of the Tavern on the Falls restaurant, Brown and Brown Insurance and the significant scale back at 7th Settlement. Additionally, the opening of the water park on Henry Law Avenue was a massive draw last summer.

Assistant City Planner Benton discussed the downtown wayfinding project with the consultant and negotiated a proposal which the City Council will be asked to consider in August. The consultant will propose a look, design and overall thematic development of the wayfinding system.

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.



Pictures from the Senior Center Cape Cod (Nantucket Discovery Tour) Trip on July 24 & 25.



Planning and Legal staff worked with the preferred developer selected by the Cochecho Waterfront Development Advisory Committee to outline the process for developing a Land Disposition Agreement. This negotiation will be in two stages, development of a term sheet and development of an LDA. The goal is to wrap the negotiations up in early fall 2018, and have CWDAC, the Housing Authority and City Council review in the fall/winter. In July the staff worked on the basic term sheet. Details for the terms will then be converted into a Land Disposition Agreement if approved by all parties.

Planning and Community Development staff contracted with a consultant to perform minute taking duties for the Planning Board, Zoning Board and Cochecho Waterfront Development Advisory Committee. The consultant will receive materials ahead of the meeting (agenda, materials submitted) and review the meeting either in live stream or via post meeting link online. Minutes will be submitted to staff for review within the 5 days required by statute.

Community Development Planner Carpenter performed several monitoring visits with FY18 CDBG grant recipients to confirm compliance with award requirements.

Planning and Community Development staff assisted the Zoning Board of Adjustment in conducting a site walk and balloon test for a variance application with abutter opposition.

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

Mother Theresa

July saw a meeting facilitated by Community Services, to review the results of the engineering study commissioned by the City, concerning the Cocheco Falls Dam retaining wall that is showing signs of instability. The wall shown below, has been determined to be substantially weakened.



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.*

Research for that meeting, conducted by the City's own Library Director, found that the retaining wall is really a mill building foundation wall

That meeting identified, due to the degree of instability in the wall, that at least a temporary fix should occur sooner rather than later. Due to the cost projected to bring the area up to today's engineering standards to be about \$1 million, and potentially costing even more when restoring the park area that is there currently, the Fire Chief submitted for financial assistance from New Hampshire Homeland Security and Emergency Management. It was found after an initial review that the request for assistance does meet the criteria for several categories of hazard mitigation funding, so the next step in upcoming months will be to proceed through an application process in hopes that Dover's need will be greater than other communities applying for the same monies.

The FY20 – 26 Capital Improvements Program development began in July. Planning and Community Development staff provided project request forms to departments and has met with departments to discuss preliminary requests. The project request forms have been updated to include narrative for climate adaptation, as necessary, per the Master Plan. Planning staff and Finance staff are working together to set the debt limitation projects for the financing of the projects.

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.

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

Through the shared Dovernet Library System, Dover Public Library (DPL) made 1 loan to Dover schools and borrowed 52 titles required for "Summer Reading" from the schools. (GOAL: 2 & 5)

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan department sent 220 volumes to other libraries and borrowed 93 from other libraries for Dover patrons.

The library has 3,949 subscribers to its two monthly e-newsletters. (Goal 2)

Library staff posted 147 items to its various social media platforms in July. The total social media platform followers is 10,199 (Goal 2)

The library has 2,736 Facebook followers, 1,344 Pinterest followers, 1,208 Instagram followers, and 972 Twitter followers.

The library blog was viewed 102 times in July.

The Systems and Technology librarian taught four free Word and Excel classes for 18 patrons in the newly expanded Computer Lab area of the library.

On July 7, 2018, Sergeant Mark Nadeau gave a presentation to a group of new volunteers of Victims Inc. about death notifications.

On July 9-13 Dover Youth to Youth conducted its annual Youth Advocacy Training Camp for middle school age students who have an interest in possibly joining the program in the fall. During the training program students received a series of classroom sessions on drug and alcohol issues taught by older, experienced Youth to Youth members. They were also trained in skills used in Y2Y such as how to make a radio PSA and public speaking.

On July 20th while on mountain bikes, Officer Mitrushi and Sergeant Tarmey spoke with players, parents, and coaches at the Cal Ripkin New England Regional Championships at Beckwith Field. Interactions like these bring the police and public closer together and unite the community.

Assistant City Manager Parker attended the July 12 meeting of the Tri-City Task Force on Homelessness as one of the City's representatives.

In July, Officer Mitrushi conducted a safety presentation for staff at St. Ann's Home. Officer Mitrushi provided guidance and advice to the staff during unusual occurrences. Officer Mitrushi also arranged similar safety presentations for staff and students at two local area daycares. Officer Mitrushi will be presenting safety classes and the "Cops and Kids" program next month.

Dover's Pop-Up Library visited the Dover Farmers' Market at the Chamber of Commerce on July 18. Other outreach efforts included a children's storytime at Happy Helpers School and a slide show presentation on early Dover history at Langdon Place. The children's librarian also made weekly visits to Whittier Falls, bringing the Summer Reading Program to them. (GOAL 2 & 3)

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

During the week in July, teams of students recorded 6 radio PSAs at a local studio, conducted Sticker Shock at 3 local stores (placing advisory stickers on alcohol containers), gave 6 medicine safety presentations at local day camps and day care centers, held an informational demonstration in downtown Dover, and concluded with a one-hour presentation to all of the participants' parents in the cafeteria at the McConnell Center.



Youth to Youth students shown above recording a radio spot on underage drinking at the studios of WBYY the Bay.

Also during Youth to Youth's July training week, students conducted the Retail Responsibility Project at the Fox Run Mall. In this activity, students attempt to see which retailers are selling products that glorify marijuana use and then check to see if they will sell to young students. They also will attempt to purchase products that glorify drinking. The students attempted purchases in 4 stores that had these types of merchandise.



A 12-year-old student displaying the marijuana socks that were sold to him by a store in the Fox Run Mall during a test sale conducted by Y2Y to see if stores would sell such items to young kids.

On July 25th, two students from Dover Y2Y provided a presentation for the United Way Granite Youth Alliance program at Unitil in Hampton, NH. The students explained how they are helping the United Way expand youth empowerment activities in the Seacoast generally and the annual film festival specifically.

On July 27th, 4 Youth to Youth students presented a webinar for the State of Tennessee. Sixteen state level prevention workers from throughout western TN received this training about the principles of empowering youth, techniques for building skills, and examples of action projects that they may want to replicate. Each attendee is assigned to be responsible for prevention activities in a specific county.

Three Dover Youth to Youth students and staff distributed signage, shown below, over two days in July to every vendor that sells tobacco products. The signs inform customers of the recent City Ordinance change requiring anyone using, possessing or purchasing tobacco e-cigarettes to be 21.



On July 13, 2018, patrol officers were invited to the "Pancakes for Pease" breakfast sponsored by the Pease Greeters at the Residence at Silver Square Senior Living center. Officers Harnish (left) and Volpe (right) attended the event.



July saw Fire & Rescue participate in several community events. Fire & Rescue staged in-service crews at Henry Law Park during the Friday night Cocheco Arts Festival Headliner Series of Concerts brought to Dover by the Greater Dover Chamber of Commerce. This type of in-service presence provides emergency medical and fire protection at the special events where crowds of our citizens and visitors are gathering. A special thank you goes out to the Firefighters Union Local 1312 for having their members (off-duty) making popcorn and selling water during the early part of those concerts.

Fire and Rescue also participated by staging in-service crews at The SIX03 Summerfest 10K which is the only 10K in the Dover Race Series. The race started at the Dover Ice Arena/Dover Outdoor Pool on Saturday, July 28, 2018 at 9 AM and finished at Philbrick's Sports across the street.

On Wednesday July 11th the students of Dover Youth to Youth and several surrounding communities kicked off a year-long Brain Campaign to make youth and parents more aware of alcohol's effect on the teenage brain. The campaign emphasizes that alcohol effects all of the parts of the brain. The students learned about the different parts of the brain the consequences that arise when that portion is impacted by alcohol, including the parts of the brain associated with alcohol poisoning, decision making, and learning/memory.

The students held a rally in downtown Dover's Henry Law Park during the annual Summer Advocacy Training Program. They made posters and large visuals, chanted, passed out palm cards and conducted a press conference. They have also made a series of radio PSA messages that will play later this summer. Over the next year they will continue to get the message out about underage drinking through presentations in school, community education, and additional media efforts.

Fire and Rescue also assisted the Police Department and Recreation Department with Dover's Fourth of July fireworks display and concert. An extra crew was positioned to monitor the fireworks launch area while other in-service crews staged at Henry Law Park. Much planning by many City departments goes on behind the scenes for the Fourth of July celebration. This photo taken from Washington Street, shows the fireworks display ongoing.



Left, A team of students talking to a pedestrian about their "Brain Campaign".

Right, they are conducting a press conference to announce their Brain Campaign.



	In July, the Media Services Division produced a series of videos and related media to help promote Greater Dover Chamber of Commerce and Dover Main Street events, including the Dover Art Walk and the Cochecho Arts Festival. Media Services continues to document the construction process of the new high school, including timelapse and aerial photography, and interviews with project members. In July, Media Services was asked to prepare a video preview of the project for the School District. Media Services fulfilled several requests from various publications for photography and video of the City of Dover. Leading up to the city's annual fireworks display, Media Services prepared and distributed a series of PSAs about fireworks safety and the city's ordinances pertaining to fireworks. Media Services prepared and distributed several newsletters in July, 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. Media Services continues to work with the City's 400th Anniversary Committee on a variety of endeavors leading up to the celebration in 2023. Media Services distributed 44 press releases and numerous updates to the website and social media in June. In July, DNTV-22 televised live, rebroadcast and made available online 10 public meetings and 2 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves. The 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 468 Facebook (City of Dover NH Planning) friends and 841 followers on Twitter (@DoverNHPlanning). The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,691 fans).
--	---



FY2018 Total Tax Rate: \$25.87

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

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

Financial and Benchmark Outcomes

On July 17, Sgt. Speidel met with officials from the Office of NH Highway Safety to review grant parameters and provide input on grant criteria for the upcoming federal fiscal year, October 2018-September 2019. The Dover Police Department has applied for supplemental funding for enforcement patrols in several key areas. Grants for the next federal fiscal cycle have not yet been awarded.

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$560 in passport revenue during July.

The Friends of the Library's Cookbook Booksale during Dover Dines Week made \$400.

A donation of \$1,000 was received from Federal Savings Bank for furnishings for the Family Place Library in the Children's Room.

A donation of \$800 was received from Measured Progress for the Summer Reading Program.

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

Purchasing Office Bid Solicitations July 2018

[illegible]

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:
May 2018: This project has not begun yet. June 2018: The Recreation Director is preparing to hold a neighborhood meeting in the next couple of weeks with the residents in this area to start the project planning process. The Director is planning for notices to go out by early next week of the meeting which is planned to be on Thursday July 12th at 6:00 pm in the park.	July 2018: The Amanda Howard Park project has officially kicked off with the first neighborhood meeting held on July 12th at the park. Over 20 people were in attendance and a lot of good ideas and visions for the park were shared with City staff. The options of what can be done are going to be determined this fall so a plan and budget can be developed and implemented in the coming year

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.	July 2018: Though the lettering plan for the vehicle was reported in the June report as finished, the final draft that came back the design committee from the dealer had reverted to a previous version. The lettering plan was redone in July. Arrival of the custom-built ambulance is currently projected for early November.

CAPITAL IMPROVEMENT PROJECT:

Ambulance Replacement

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.

May 2018: Progress is occurring with the communications back and forth on the final specifications and engineering drawings for this new ambulance from PL Custom. The lettering plan was also finalized for this vehicle.

June 2018: No Update.

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. May 2018: Test pits, geotechnical probes and surveying work have all been completed. Test pits found the remnants of 2 abandoned hydropower penstocks. One was a large brick archway (approximately 12 feet wide x 4 feet tall), the other was smaller and made of wood. The consultant, Tighe & Bond, expects to present their preliminary assessment and recommendations sometime during the week of July 9. Tighe & Bond has been working with the Division of Historic Resources, Department of Environmental Services, and the Army Corps of Engineers to identify pertinent permitting. Barricades have been put up within the abutting mill parking lot, to prevent vehicles from parking near the top of the retaining wall. This impacts about 15 parking spaces. June 2018: Engineers have completed an initial assessment and provided a preliminary repair suggestion. A meeting was held the week of July 9 to meet with abutters and permitting agencies. A new structural retaining wall is suggested to be installed immediately behind the existing granite wall. The engineers believe the existing wall was only a building foundation and not designed as a structural retaining wall to withstand the lateral earth pressure from the abutting ground. There are numerous permitting concerns that have to first be addressed with the Department of Environmental Services, Army Corps of Engineers, Division of Historic Resources, and Fish & Game	July 2018: Final design work is ongoing in consultation with the NH Division of Historical Resources and the Army Corps of Engineers. A new structural retaining wall is suggested to be installed immediately behind the existing granite wall. The engineers believe the existing wall was only a building foundation and not designed as a structural retaining wall to withstand the lateral earth pressure from the abutting ground. The City has issued correspondence to the hydropower operator that per the Lease Agreement they have a liability for necessary repairs. The engineers were waiting for an onsite review with the Division of Historical Resources to determine what type of rehabilitation/reconstruction would be required. Intent is to begin construction work later this fall. Work will be dependent on permitting approval.

before any final design work can commence.

Cost estimates will be refined based on requirements of the permitting parties.

Fire Chief Eric Hagman completed an initial letter of intent to pursue potential grant funding through the Department of Homeland Security's Hazard Mitigation Program.

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. May 2018: Planning and Community Development staff worked with Martini Northern to rehabilitate the damage caused by the flooding over New Years Eve. Work involved relocating the IT, Water/Sewer Billing and Parking offices to	July 2018: Planning and Community Development staff worked with Martini Northern to establish a timeline and scope of work for the City Council Chambers renovation. This work will be coordinated with additional work being completed in City Hall on carpeting and removing asbestos tiles. The demolition firm, Envirovantage, will perform the demolition of the existing interior walls and ceilings within the Council Chambers. The asbestos removal entails vacating all offices, one at a time, removing the existing carpeting and pads, which were installed in 2001, and removing the asbestos. Finally, new carpeting, matching the ground floor will be installed and furniture will be relocated back into the offices. During the work, which should be completed in early November, offices will be shuffled around, with proper signage to alert the public to new locations.

CAPITAL IMPROVEMENT PROJECT:

City Hall - Customer Service Center

the first floor, temporarily, so that work could be completed in their areas. At the same time, the Clerk's office was worked on over the weekend. New carpeting, drywall, and paint was completed with the 3 week period.

Additionally, Planning Staff worked with the purchasing agent to obtain quotes for replacing carpeting on the first and second floor, including removing the remaining asbestos in the building. Finally, a quote was obtained from Martini Northern for renovations to the City Council chambers.

June 2018: Work was completed and the offices temporarily displaced were returned to the Center.

Staff obtained three quotes for final work in City Hall. The first was for removing asbestos from flooring, replace older carpeting and renovations to the City Council chambers. This work was all awarded by the City Council in June, and work will begin this summer. In June staff worked to develop timelines for completing work and coordination of staff moves to accomplish the work.

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. May 2018: Skovic Construction continues work on this project, the store front and door have been replaced and the glass roof is coming down the weekend of 6/9. This work was slightly delayed to do the door being the only handicapped access to the building and the repairs being made to the ground floor where areas had flooded.	July 2018: Skovic Construction continues work on finishing up the installation of the roofing on the bottom floor of the elevator atrium area. Contractor was hoping to be done in July but the weather was not cooperating the last week of the month.

CAPITAL IMPROVEMENT PROJECT:

City Hall - Structural & Safety / Atrium Replacement

June 2018: Skovic Construction continues work on this project, the store front and door have been replaced and the glass roof on the ground floor was removed and the hard shell has been installed. There was an issue with some of the metal ordered, which has caused a slight delay. Work is expected to wrap up before the end of July.

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 reviewed 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. May 2018: No update. June 2018: No update.	July 2018: The City has been monitoring the private efforts to remove the lower dam at Sawyer's Mills. The Sawyers Mills Associates has been working with the engineering firm of Tighe & Bond and NH DES to get a bid packet released for the removal of the lower dam. The firm of SumCo was the low bidder and pre-construction meeting was scheduled for August 9. There is the potential the parties will ask to use the Dredge Cell for disposal of impounded river sediment. The lower dam is the first phase of a multi-phase approach NH DES is pursuing to remove any dams on the Bellamy River. There is the potential for a second phase in calendar 2019, that might also request disposal at the Dredge Cell. Again, disposal for any retained sediments that might have accumulated behind the dams. 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	July 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.

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.

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.

May 2018: On May 4th staff participated in a conference call with the manufacturer of the shoreline stabilization

CAPITAL IMPROVEMENT PROJECT:

Cochecho Riverfront Bank Stabilization & Site Prep

product to learn more about it. On May 15th staff assisted in arranging for a backhoe for use in assessing the bulkhead. Staff prepared for and held the CWDAC meeting on May 15th. Two developers submitted responses to the request for proposals to develop the waterfront site on May 24th. The full membership of CWDAC will conduct interviews of the companies in June. It is anticipated that decisions on which developers to select will be made by the end of June. Staff prepared for and attended a meeting of the RFP sub-committee on May 31st.

June 2018: Two developers that had submitted responses to the RFP were interviewed by CWDAC on June 6th. Staff prepared for and held the CWDAC meeting on June 19th. CWDAC voted to select Cathartes as the preferred developer. Staff met with Cathartes on June 28th to begin negotiations.

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. May 2018: The Paddlesports dock is funded by the LWCF grant was installed by the Doc Doctors at the end of the month. The dock is destined to get a great deal of use for the general public to have access to the river. This will be combined with other Waterfront development plans to begin the improvements to the park overall in the next year. June 2018: The Paddlesports dock was installed by the Dock Doctors and opened for public use this month. The dock is destined to get a great deal of use for the general public to have access to the river. This will be combined with other Waterfront development plans to begin the improvements to the park overall in the next year.	July 2018: This month the Great Bay Rowing Club began it summer Juniors Rowing Program on the Cochecho River. The Paddlesports dock was installed by the Dock Doctors in June and opened for public use. It has been very busy daily and there was an event there at the end of the month that involved a kayaking portion of an endurance race. There were 75 participants in the event from all over the northeast bring attention to the Dover waterfront as a place to attract attention to the City.

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:

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.

Current Month Update:

July 2018:

Much progress occurred in July in readying the new Quint for service. The dealer supplied training occurred on all four shifts which was presented by Gordon King who is shown in the first three photos with various shift members. Gordon was the instructor from the Greenwood's Emergency Vehicle Training Division and proved to be very knowledgeable. The Division Chief of Safety and Training also completed the vehicle checkoff packet of all the competencies that a driver operator for this vehicle must show competency with before being allowed to drive and operate the new Quint, with the shifts working on having their primary operators complete that. Many hours of driver training also occurred in July occurring as the various drivers learn the feel of the vehicle, get used to the steering angle, and how the vehicle handles. The rear of the most fire apparatus over swings meaning if when the vehicle takes a tight turn, the rear portion after the rear axle of the vehicle swings into the adjacent lane of the road. This means drivers must be focused on not just what's in front of them, but what is beside them at all times. This requires a high degree of precision from all drivers every time the vehicle is moving.



CAPITAL IMPROVEMENT PROJECT:

Fire Quint Pumper Replacement

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.

May 2018: The build of the new Quint finished at E-One and representatives of the design committee traveled to the factory in Ocala, Florida in May. A few minor issues were identified for modification/re-work which will be completed before E-One ships the vehicle to the dealer in early June. Once at the dealer, lettering will occur along with a few other dealer assigned items. While in Ocala Florida, the committee went through each line of the shop order to make sure what was intended was delivered. The committee found far fewer items for rework or modification than what the committee has seen for the builds of the last several vehicles by another manufacturer. The committee also drove the vehicle, pumped the vehicle, operated the aerial, and evaluated all the emergency and scene lighting specified, at night. The vehicle appears very solidly built and Fire and Rescue is looking forward to the many years of service that is expected from the vehicle. The vehicle incorporates forward facing seating in the rear of the cab, and EMS equipment compartment accessible from the outside of the vehicle as well as inside the cab, airbag systems for the occupants, and anti-rollover technology. Though airbags and anti-rollover technology are standard in today's modern passenger vehicles, they are cost upgrades in fire service vehicles.



Also occurring in July, was much work by the shifts as they figured out where equipment will be positioned in the compartments of the vehicle and what brackets need to be ordered to secure some of that equipment. It is projected that most of the training and bracket purchases will be completed in August with the vehicle ready for service early September. Once that happens, the old Quint labeled Engine four will be stripped of equipment and readied for auction.

CAPITAL IMPROVEMENT PROJECT:

Fire Quint Pumper Replacement

June 2018: The new Quint arrived in Dover at the end of June, after spending about a week and a half at the dealer Brunswick, Maine where the vehicle was lettered, and other minor punch list items were finished. The training plan on the new vehicle is fully scheduled for July and incorporates a number of things. First is the dealer supplied training where each shift gets a full day of training from one of their training specialists on how to operate the vehicle. The second is additional drivetime training for those driver operators who will first be using the vehicle. The third component is later in the summer when the department's Engineers who are advanced driver operators and where there are three assigned to each shift who are responsible for assisting with training newer driver operators, will have an additional day of advanced training. The Division Chief of Safety and Training will also need to develop a vehicle checkoff packet of all the competencies that a driver operator for this vehicle must show competency with before being allowed to drive and operate the new Quint.

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.	July 2018: Though the first of the new firefighting turnout gear order arrived during the last days of July, full delivery of the all the new Globe Manufacturing Athletix style firefighting turnout gear is still scheduled for early August.

CAPITAL IMPROVEMENT PROJECT:

Firefighting Turn Out Gear

May 2018: The purchase process of the new Globe Manufacturing Athletix style firefighting turnout gear continues with manufacturing of the gear started. The training plan for the new firefighter bailout/self-rescue system that fits in the new gear, has been determined and is being scheduled into the department training schedule.

June 2018: Delivery of the new Globe Manufacturing Athletix style firefighting turnout gear is scheduled for early August after the Globe Manufacturing production line shutdown that occurs for several weeks every July when the bulk of their employees take vacation. The training plan for the new firefighter bailout/self-rescue system designed by Sterling Rope from the Biddeford, Maine that fits in the new gear, has been determined and is scheduled into the department training schedule for June 16th when a few members from each shift will be trained on the system at the manufacturer. These shift members will assist the Division Chief of Safety and Training in training the entire workforce in these of the system once the new turnout gear arrives.

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. May 2018: No Update June 2018: Sidewalk funds are being reserved to provide assistance with two public/private partnerships. The Unitil natural gas company made a contribution to the City for excavation damage along the Central Avenue sidewalks north of town near Planet Fitness. The goal is to replace a portion of this area. Another partnership is along 3rd Street. The developer is required as part of their ongoing project to install brick sidewalks. The City will contribute financial to ensure all of 3rd Street is addressed, from Central Avenue back to Chestnut Street. Other sidewalk work involves addressing identified "spot" priorities on the 35 miles of sidewalks that are plowed during winter snow removal operations. A Condition Assessment has been performed on this section of the City's overall 70 miles of sidewalk.	July 2018: No Update.

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. May 2018: Community Services is waiting on conclusion of the FY18 Budget to determine exactly how much funding will be available for the paving program. June 2018: Community Services is working to finalize a proposed schedule in an attempt to complete all work at least by late October 2018. Once a schedule is proposed it will be posted on the City's Community Services website.	July 2018: The City issued a purchase order to Brox Industries in the amount of \$1.66 million for Pavement Maintenance. By the end of July we were approximately 1/3 complete with the proposed work per the list found at: http://www.dover.nh.gov/Assets/government/city-operations/2document/community-services/paving/Copy%20of%202018%20pave%20list.pdf Night work will be required for paving on Central Avenue, Start Avenue and Dover Point. Community Services will post alert notices on the City website once the work is scheduled. The City also met with representatives from the Town of Rollinsford and verbally agreed for a joint 50/50 funding for repaving Oak Street, between Portland and Broadway. Previous survey work has identified that the municipal boundary almost runs perfectly down the centerline of Oak Street. It was mutually discussed and agreed that a pavement overlay would be applicable now, as there is uncertainty when the Oak Street railroad bridge might be slated for funding. The Bridge is technically the responsibility of the State of NH, so replacement hinges on funding via the State Bridge Program. Therefore an overlay should be sufficient for at least 5 years while the bridge plans evolve.

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. May 2018: No Update. June 2018: Currently waiting for Dennis Munson Plumbing and Heating to schedule work now that the warmer months are here.	July 2018: No Update.

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. May 2018: Library plans are under review for cost estimation verification by Martini Northern due to the excessive figure presented with the plans. Awaiting funding. June 2018: The City's HVAC contractor has engaged a mechanical engineer to conduct a cooling assessment for the library. The intent is to strategically place mini-split evaporators throughout the library. It appears the library can be sufficiently cooled via this approach with three small	July 2018: The City continues to work with its HVAC contractor, Siemens, to complete a design for a mini-split cooling system throughout the Library. A cooling assessment has been completed. A point of good news is that the Library's existing electrical service is sufficient to accommodate the proposed cooling equipment. Siemens is proposing the installation of three new compressors and up to 16 individual registers/evaporators strategically placed throughout the building.

CAPITAL IMPROVEMENT PROJECT:

HVAC City Wide Building Transducer Replacement

supply compressors installed on the roof of the library addition. These should be mostly obscured and will not impact the building aesthetics.

The City will likely need to upgrade the existing electrical feed in order to accommodate the new system demands. An electrical evaluation is ongoing.

The overall project approach should keep costs around \$400,000, as opposed to a major HVAC retrofit with new duct work and roof-mounted air handlers.

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. May 2018: No update. June 2018: The Pool Heating System Replacement Project is in the design phase with Siemens staff working on the plans and once completed will be put out to bid for a fall construction process.	July 2018: The Indoor Pool Heating System Replacement is in the design and cost estimate phase with several meetings taking place this month with the Siemens engineers and potential sub-contractors. The hope is that a firm design and estimate can be developed very soon so the bidding for the work can be undertaken.

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 May 2018: A request for proposal for design services has been received and Sebago Technics will be awarded the bid on the next council agenda. The goal is to modify the intersection geometry to better accommodate turning traffic by large trucks. Site lines will also be improved. June 2018: No Update.	July 2018: A design kickoff meeting was held with Sebago and the survey will start in August.

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	July 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. Planning Staff continue to negotiate with an engineering firm in order to ask City Council for an award of bid for Phase IV of the Community Trail.

CAPITAL IMPROVEMENT PROJECT:

Multi-Use Trail Development

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.

May 2018: 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.

Planning Staff continue to negotiate with an engineering firm in order to ask City Council for an award of bid for Phase IV of the Community Trail.

June 2018: No update.

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. May 2018: Planning Staff worked to obtain quotes for four bus shelters to be installed using CDBG funds. Once quotes are in hand, staff will bring a proposal forward to the City Council for award of bid. June 2018: The Council awarded the bid to purchase the shelters for installation. Planning and Community Services staff are outlining the process for installing the concrete pads and installing the shelters at the four locations. This work should be underway in July and August.	July 2018: The Council awarded the bid to purchase the shelters for installation. Community Services staff have placed the concrete pads in place for these shelters, with the shelters being installed in August, weather permitting.

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. May 2018: No Update. June 2018: Community Services solicited RFP's for design services. Five were received on June 14, 2018. Engineering staff are currently reviewing the proposals. An application was submitted to the Department of Environmental Services for possible construction funding via the Clean Water Revolving Loan Fund. It is expected survey and design will proceed through fall and into the winter, with bids and construction lined up for spring 2019.	July 2018: The project has been ranked 39th on the draft 2018 Clean Water SRF Project Priority List. We do not anticipate funding through the SRF program. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019.

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 May 2018: Staff met with Wright Pierce regarding the design of the pump station. Wright Pierce will consult with NHDES on whether the city will need to have a mechanical screen or if a mechanical grinder can be used. The design team is going to evaluate the system head on the pumps and force main from Varney Brook to the Wastewater Treatment plant. Once we receive and answer from the state, this will give us better options for the design. June 2018: No Update	July 2018: Staff met with Wright Pierce regarding the design of the pump station. Wright Pierce will consult with NHDES on whether the city will need to have a mechanical screen or if a mechanical grinder can be used. The design team is going to evaluate the system head on the pumps and force main from Varney Brook to the Wastewater Treatment plant. Once we receive and answer from the state, this will give us better options for the design

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. May 2018: Wright Piece has moved three of the flow meters located in the downtown area, to try to capture some of the high flow areas. Unfortunately, there has been no significant rain to find the sources. If a lack of	July 2018: Smoke testing was completed in the downtown area. Wright Pierce will present their findings in August. Based on field observations, there were several direct connections, such as roof gutters and a catch basin that were preliminarily identified. These should be relatively easy to address in order to eliminate stormwater contributions to the sanitary system.

CAPITAL IMPROVEMENT PROJECT:

Sewer Inflow / Infiltration Mitigation

rain continues then the next step will be to conduct a smoke test to find the high flow areas.

June 2018: Smoke testing completed just recently. Although a detailed report is pending, the efforts were clearly successful in finding some high-volume direct connections, such as a catch basin and some roof drains on flat roofs. Once a final report is issued Community Services will immediately follow up with repair work on any issues within the public right of way. It looks like there will be several issues that extend onto private property and will require plumbing or drainage piping upgrades. The City will have to engage and educate the property owners.

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. May 2018: TEC has started to survey the area. June 2018: TEC has completed the survey and a neighborhood meeting will be set up to receive input.	July 2018: The engineering firm TEC has completed a site survey and a neighborhood meeting occurred on August 2 to present the survey and options to the residents. Design work is currently being finalized.

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. May 2018: A site visit was held in May at the South End Station between Community Service representatives and Fire & Rescue discussing the project design scope. June 2018: After the site visit was held in May at the South End Station between Community Service representatives and Fire & Rescue discussing the project design scope, this project continues to be in the research phase.	July 2018: Dennis Munson visited both the Central and South End fire stations in July for design planning purposes and has indicated installation should be in early September.

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 May 2018: No update June 2018: The City has acquired all necessary easements and is advertising for qualifications from contractors. Anticipated bid for construction is in August. Wetlands permitting is ongoing. The desired time frame for installing a new culvert under the railroad will be late fall/early winter.	July 2018: The City is currently soliciting qualifications packets from contractors and specialty pipe-boring contractors. This will ensure only pre-approved, qualified contractors are able to submit formal price proposals for completing the work.

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	July 2018: Work is slowly proceeding with the resolution of punch list items. Affinity Lighting has arranged to work directly with an Eversource bucket truck to examine approximately 50 lights out of nearly 1,800 that have some lingering issue. These 50 lights are either not operating properly or are unable to connect to our computerized monitoring system.

CAPITAL IMPROVEMENT PROJECT:

Street Lighting Improvements

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.

May 2018: No Update.

June 2018: The conversion to LED lights has been completed for approximately 1,800 street lights. Final "punch-list" items are being reconciled. Summer interns have been providing assistance with electronic field work. They are traveling to each light and using a computer tablet and antenna they are able to communicate with the smart controls, test and activate the light, and verify the light serial number and location. The lighting vendor, Affinity Lighting, will be scheduling a final demonstration of the smart control software shortly.

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. May 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. In May work began with an estimated completion for the project in June of 2019. The groundbreaking for the site was held May 24th. June 2018: In April the City Council awarded the contract to Forum Construction. The developer of the adjacent property, 104 Wash Street LLC provided funding to accomplish this reconstruction in May and staff moved forward with a kick off meeting and developing a timeline for the work to be completed in conjunction with the redevelopment of the site. The building demolition and site work is underway.	July 2018: In April the City Council awarded the contract to Forum Construction. The developer of the adjacent property, 104 Wash Street LLC provided funding to accomplish this reconstruction in May and staff moved forward with a kick off meeting and developing a timeline for the work to be completed in conjunction with the redevelopment of the site. The site work is underway.

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. May 2018: Community Services staff chose Wright-Pierce as the consultant for the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. The contract will be go to the City Council for approval in June. June 2018: Staff had a kick-off meeting with Wright-Pierce, the consultant for the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. Survey of the neighborhood will begin in July.	July 2018: Doucet Survey completed a survey of the project area including Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. The geotechnical engineering firm conducted subsurface investigations of the existing soils to determine presence of clays or ledge in the project area. In August, Wright Pierce, the design consultant, will work on compiling the collected information and preparing initial site plans for review. It is the expected the project will go out to bid early spring 2019, with construction expected to start early in the 2019 season.

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. May 2018: SUR Construction continued working on the reconstruction project. They completed several test pits to located underground services and to investigate the potential for oil contamination in soils. No contamination was observed. June 2018: Utility work should be completed by the end of July. The road will then be box-cut to remove the underlying roadway base materials. Reconstruction will follow, with completion targeted by September.	July 2018: SUR Construction continued working on the reconstruction project. They completed work on the water main and began work on the new closed drainage system. Utility work should be completed by the end of July. The road will then be box-cut to remove the underlying roadway base materials. Reconstruction will follow, with completion targeted by September. As the project is nearing completion, everything remains on target for both schedule and budget.

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 May 2018: No Update June 2018: 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.	July 2018: No update since last report – still waiting for RR Culvert to get installed first. City has monitored recurring flooding problems throughout the area as a result of significant rainfall via micro-burst storms.

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. May 2018: Holden Engineering is has obtained finalized design and bid specifications. The project was put out for bid and a pre bid meeting with contractors was held. Staff also worked with property owners to secure necessary easements for proposed drainage improvements. The overall project will include the reconstruction of roadway to include an improved roadway bed and	July 2018: Northeast Earth Mechanics, a New Hampshire based construction company, was awarded the contract for this project. A neighborhood meeting was held on July 9th, work is anticipated to begin in early August.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Roberts Road

standardized pavement width. Drainage improvements will be incorporated.

June 2018: Northeast Earth Mechanics, a New Hampshire based construction company, was awarded the contract for this project. Construction is scheduled to begin in early August, a neighborhood meeting is scheduled for July 9th. The project will include the following work:

Road – reconstruction of roadway to include an improved roadway bed with a standardized pavement width and drainage improvements.

Stormwater Outfall- the existing, undersized drainage outfall to the Piscataqua River will be reconstructed to include a dissipating plunge pool and mitigated wetland area.

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. May 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. June 2018: The survey has been completed and a neighborhood meeting is set to occur July 19th.	July 2018: The survey has been completed and a neighborhood meeting was held on July 19th. The design is progressing. Work will be ongoing with the NH DOT to discuss joint stormwater impacts, as well as right-of-way limits.

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 April 2018: No Update May 2018: No Update June 2018: This project remains on-hold until some abutting survey issues are researched and resolved. The roadway reconstruction involves new closed drainage work, which will outlet downstream of the area. There are landownership issues that need to be resolved in order to accommodate the installation of the stormwater pipes.	July 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. May 2018: The Dover Veterans Park has been very popular place to visit as many of the donors of bricks honoring veterans came by to check them out. Donated brick orders are coming in at an accelerated pace as people see what they look like and they can continue to be purchased for the foreseeable future. June 2018: The next group of bricks to be ordered will happen by the end of the summer and installed this fall.	July 2018: The Dover Veterans Park has been very popular place to visit as many of the donors of bricks honoring veterans came by to check them out. Donated brick orders are coming in at an accelerated pace as people see what they look like and they can continue to be purchased for the foreseeable future. The next group to be ordered will happen by the end of the summer and installed this fall. There are plans as well to add an additional path to the design toward St. Thomas Street. A kiosk with the locations of all of the City's monuments and memorials is also planned to be located in that area at a future date.

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 May 2018: The design phase is still ongoing. A letter was sent to all the property owners, which will be affected by the project, to make sure they meet with the Underwood Engineering for current and any future connections. Staff reviewed a 60% plan, made corrections and returned to Underwood. June 2018: No Update	July 2018: The design phase is 90% complete. A letter was sent to all the property owners, which will be affected by the project, to make sure they meet with the Underwood Engineering for current and any future connections. A neighborhood meeting will help prior to finalizing the design plans.

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. May 2018: Staff has been working with the meter supply vendor to ensure the proposed radio read system will be able to pick up all areas of the City without the need for any additional radio antennas, transmitters or repeaters. The goal is to work towards all "radio-read" technology. We are evaluating whether in-house staff will be able to provide the required labor for the meter conversions. June 2018: No significant update since last month. Staff continue to work with the meter supply vendor to ensure the proposed radio read system will be able to pick up all areas of the City without the need for any additional radio antennas, transmitters or repeaters. The goal remains to work towards all "radio-read" technology. A staff meeting will be convened with utility billing and metering personnel to evaluate whether in-house staff will be able to provide the required labor for the meter conversions. To use outside, contracted labor would significantly impact the budget, thereby reducing available funding to purchase new meters. The hope is that Utility personnel can help with meter change-outs during winter months when there are gaps between storms and snow removal efforts.	July 2018: Very little update. The City Council approved a resolution to purchase meters. Current focus remains on working with the vendor to ensure the proposed radio read system will be able to pick up all areas of the City without the need for any additional radio antennas, transmitters or repeaters. The goal remains to work towards all "radio-read" technology. A staff meeting will be convened with utility billing and metering personnel to evaluate whether in-house staff will be able to provide the required labor for the meter conversions. To use outside, contracted labor would significantly impact the budget, thereby reducing available funding to purchase new meters. The hope is that Utility personnel can help with meter change-outs during winter months when there are gaps between storms and snow removal efforts.

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. May 2018: No Update. June 2018: Curb was installed on a section of Dover Point/Boston Harbor past the DMV.	July 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:
May 2018: <u>Campbell Well House:</u> Two outstanding items remain. During the power outage simulation, the generator unit was not able to handle to electrical load. CAT has since worked out the issue. One final test will be conducted in June. <u>Lowell Ave:</u> During the fire inspection, it was discovered that more emergency lighting is required at the Lowell Water Treatment Plant. Underwood Engineering is in the process of generating a change order for the requirement. <u>New meter,</u> and Drive building to replace Smith and Cummings sites, as well as new submersible pump for Cummings Well, Plans and Spec are complete <u>Develop new wells at Willand Pond and build common building</u> similar to Smith and Cummings for metering and drives, under design not 30% yet, survey and borings underway <u>Somersworth Interconnect-</u> Both city councils are working on the Interconnect agreement between Dover and Somersworth <u>Raw water line from Willand Pond to Smith and Cumming</u> Staff has met with Underwood Engineering and completed review of specs and drawings for the pipeline work from Willand Pond to Smith & Cummings Well. A decision was made to wait on the bid process until the other six items have been designed. <u>Garrison hill tank rehab</u> – under design, not 30% yet	July 2018: No update.

CAPITAL IMPROVEMENT PROJECT:

Water System Facilities Upgrade

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.

June 2018:

Campbell Well House: All issues have been resolved.

No updates on rest.

July 2018

Purchase Order Report

DAC	PO Date	PO No.	Vendor Name	Amount
City Clerk Tax Collection	7/16/2018	201900333	SEACOAST MEDIA GROUP	\$5,000.00
City Information Technology	7/17/2018	201900360	APPLIED GEOGRAPHICS INC	\$5,000.00
Recreation	7/24/2018	201900633	ATLAS PYROTECHNICS	\$5,000.00
Community Services Department	7/25/2018	201900702	UNIVAR USA, INC.	\$5,010.95
Police	7/4/2018	201710023	ENVISION ANALYST	\$5,095.00
Recreation	7/4/2018	201806440	ADVANCED ROOF MANAGEMENT, INC	\$5,370.40
Fire and Rescue	7/4/2018	201810912	2 WAY COMMUNICATIONS SERVICE, INC.	\$5,448.00
Planning	7/4/2018	201802979	OFFICEWORKS OF NEW ENGLAND, INC.	\$5,513.64
Community Services Department	7/4/2018	201800753	HANSCOMS TRUCK STOP, INC.	\$5,641.01
Recreation	7/4/2018	201810591	LANDSCAPE FORMS, INC.	\$5,785.00
Community Services Department	7/4/2018	201810135	PREMIER RECYCLING EQUIPMENT	\$5,900.00
Community Services Department	7/4/2018	201808680	MARTINEAU ELECTRIC, INC.	\$5,910.00
City Finance Office	7/10/2018	201900147	SEACOAST MEDIA GROUP	\$5,966.00
City Finance Office	7/4/2018	201804183	NYHART CO.,INC.	\$6,000.00
City Information Technology	7/4/2018	201709814	TYLER TECHNOLOGIES, INC.	\$6,100.00
Community Services Department	7/18/2018	201900480	SHOEM CORP.	\$6,150.00
Community Services Department	7/4/2018	201704608	UNDERWOOD ENGINEERS, INC.	\$6,261.24
Community Services Department	7/4/2018	201809031	MUNICIPAL PEST MANAGEMENT SERVICES, INC.	\$6,300.00
Planning	7/4/2018	201810839	STANTEC CONSULTING SERVICES, INC.	\$6,308.00
City Finance Office	7/4/2018	201804799	DIRECT ENERGY MARKETING, INC.	\$6,332.24
Public Library	7/16/2018	201900329	EBSCO INFORMATION SERVICES	\$6,383.63
City Information Technology	7/12/2018	201900228	PERCUSSION SOFTWARE, INC.	\$6,583.99
Community Services Department	7/4/2018	201810324	VERMONT RECREATION SURFACING & FENCING	\$7,452.00
Community Services Department	7/4/2018	201809463	CORE & MAIN LP	\$7,472.80
Police	7/4/2018	201810320	QUEUES ENFORTH DEVELOPMENT, INC.	\$7,500.00
Community Services Department	7/4/2018	201809003	LAVIOLETTE CONTROLS	\$7,650.00
Community Services Department	7/25/2018	201900705	TITCOMB ASSOCIATES	\$7,770.00
Community Services Department	7/10/2018	201900140	EJ PRESCOTT, INC	\$7,900.64
Community Services Department	7/4/2018	201808103	NORRIS INC	\$8,069.00
Police	7/24/2018	201900625	ATLANTIC TACTICAL, INC.	\$8,082.80
Police	7/4/2018	201810680	2 WAY COMMUNICATIONS SERVICE, INC.	\$8,350.00
Community Services Department	7/4/2018	201800102	PESCHEL CONSULTING, LLC	\$8,891.73
Police	7/31/2018	201900871	PARKEON	\$9,000.00
Police	7/9/2018	201900099	COLOSSUS, INC.	\$9,082.63
Community Services Department	7/4/2018	201800068	STILES COMPANY INC.	\$9,313.41
Community Services Department	7/18/2018	201900478	TRI-STATE SEALCOATING & PAVING, INC.	\$9,337.50
Community Services Department	7/4/2018	201809462	CORE & MAIN LP	\$9,341.00
Community Services Department	7/4/2018	201807319	HI-WAY SAFETY SYSTEMS,INC	\$9,553.01
City Finance Office	7/4/2018	201711168	GENERAL CODE, LLC	\$9,561.00
Community Services Department	7/4/2018	201800417	HANSCOMS TRUCK STOP, INC.	\$9,628.44
Executive	7/31/2018	201900856	DOVER MAIN STREET	\$10,000.00
Fire and Rescue	7/25/2018	201900699	SEACOAST CHIEF FIRE OFFICERS MUTUAL AID	\$10,216.47
Recreation	7/11/2018	201900204	CITY OF DOVER-GENERAL FUND	\$10,224.00
Tax Assessment	7/12/2018	201900224	TYLER TECHNOLOGIES, INC.	\$10,240.00
Community Services Department	7/4/2018	201809725	NEW ENGLAND ENVIRONMENTAL EQUIPMENT, INC	\$10,398.00
City Finance Office	7/4/2018	201800947	FIRSTLIGHT	\$10,407.50
Recreation	7/30/2018	201900845	FOX TOURS	\$10,611.50
Fire and Rescue	7/4/2018	201807795	2 WAY COMMUNICATIONS SERVICE, INC.	\$10,810.00

July 2018
Purchase Order Report

DAC	PO Date	PO No.	Vendor Name	Amount
Fire and Rescue	7/17/2018	201900359	DF RICHARD, INC.	\$11,448.00
City Clerk Tax Collection	7/16/2018	201900332	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$11,640.00
Community Services Department	7/4/2018	201806477	THE DIRT DOCTORS, LLC	\$11,700.00
Planning	7/4/2018	201605347	DOVER CHILDRENS CENTER	\$11,720.00
Community Services Department	7/4/2018	201212607	UNDERWOOD ENGINEERS, INC.	\$11,908.22
Recreation	7/4/2018	201810130	SIEMENS INDUSTRY, INC.	\$12,050.00
Community Services Department	7/4/2018	201809458	F.W. WEBB	\$12,092.00
Community Services Department	7/4/2018	201803915	VHB, INC	\$12,202.00
Community Services Department	7/4/2018	201800100	PINARD WASTE SYSTEMS, INC.	\$12,795.98
Community Services Department	7/4/2018	201810023	GREEN SHADOW PROPERTY MAINTENANCE, LLC	\$13,105.00
Community Services Department	7/4/2018	201805550	SOUTHWORTH-MILTON INC	\$13,350.00
Public Library	7/4/2018	201810129	SIEMENS INDUSTRY, INC.	\$14,000.00
Planning	7/19/2018	201900482	SEACOAST MEDIA GROUP	\$14,500.00
Community Services Department	7/4/2018	201807981	DUKES ROOT CONTROL, INC.	\$15,000.00
Community Services Department	7/4/2018	201705578	EMERY & GARRETT	\$15,050.00
Community Services Department	7/19/2018	201900485	DENNISON LUBRICANTS, INC.	\$15,136.44
Community Services Department	7/4/2018	201810131	SWEETSER FARMS, INC.	\$15,484.66
Community Services Department	7/4/2018	201809034	LAKES REGION ENVIRONMENTAL CONTRACTORS	\$15,570.00
Community Services Department	7/25/2018	201900697	NEW HAMPSHIRE PRINT & MAIL SERVICES	\$16,127.00
City Information Technology	7/19/2018	201900484	VERIZON WIRELESS	\$16,972.00
Community Services Department	7/4/2018	201709601	TRITECH ENGINEERING CORP	\$17,000.00
Community Services Department	7/4/2018	201810771	SEBAGO TECHNICS, INC.	\$18,066.23
Community Services Department	7/4/2018	201802976	AGGREGATE RECYCLING CORP	\$18,857.52
Community Services Department	7/10/2018	201900154	CORE & MAIN LP	\$19,275.86
Planning	7/4/2018	201806540	STRAFFORD CAP-CDBG GRANTS & SUBSIDYS	\$19,830.00
Community Services Department	7/4/2018	201708248	AFFINITY LED LIGHT, LLC	\$19,934.94
Planning	7/4/2018	201810908	RESILIENCE PLANNING & DESIGN	\$19,980.52
Planning	7/23/2018	201900549	STRAFFORD REGIONAL PLANNING COMM	\$20,381.60
Fire and Rescue	7/31/2018	201900869	GREENWOOD EMERGENCY VEHICLES, INC.	\$20,981.00
Community Services Department	7/4/2018	201809626	TIGHE & BOND, INC.	\$21,602.50
Fire and Rescue	7/4/2018	201807652	DENNIS MUNSON PLUMBING HEATING	\$22,840.00
Fire and Rescue	7/4/2018	201807651	DENNIS MUNSON PLUMBING HEATING	\$22,840.00
Police	7/4/2018	201800931	MOTOROLA, INC.	\$23,250.00
Community Services Department	7/25/2018	201900704	CINTAS CORPORATION #2	\$24,295.94
Police	7/9/2018	201900098	PARKEON	\$24,385.00
Recreation	7/24/2018	201900634	FILLION ASSOCIATES	\$24,472.80
Community Services Department	7/12/2018	201900216	RPF ASSOCIATES, INC.	\$24,950.00
City Information Technology	7/17/2018	201900358	COMCAST	\$25,000.00
Community Services Department	7/4/2018	201705579	EMERY & GARRETT	\$25,000.00
Community Services Department	7/18/2018	201900436	DF RICHARD, INC.	\$25,210.80
Community Services Department	7/4/2018	201608433	KLEINFELDER NORTHEAST, INC.	\$27,614.32
Planning	7/4/2018	201806541	WOODMAN INSTITUTE	\$28,257.18
Executive	7/4/2018	201805721	HALL & ASSOCIATES, PLLC	\$30,183.84
City Information Technology	7/4/2018	201809972	HILLTOP CHEVROLET	\$31,531.00
Community Services Department	7/4/2018	201800871	UNH OFFICE OF SPONSORED RESEARCH	\$33,646.00
Community Services Department	7/4/2018	201809288	TEC, INC.	\$34,180.00
City Finance Office	7/17/2018	201900383	MS GOVERN	\$34,448.46
Community Services Department	7/4/2018	201810877	HOGAN FLOORING, LLC.	\$35,550.03

July 2018
Purchase Order Report

DAC	PO Date	PO No.	Vendor Name	Amount
Executive	7/4/2018	201805720	SHEEHAN, PHINNEY, BASS & GREEN	\$36,747.96
Community Services Department	7/4/2018	201810786	PARK ENVIRONMENTAL EQUIPMENT, LTD.	\$36,755.00
City Information Technology	7/19/2018	201900483	VERIZON WIRELESS	\$36,925.00
Community Services Department	7/4/2018	201800423	WESTON & SAMPSON ENGINEERS, INC.	\$37,674.71
Community Services Department	7/4/2018	201809457	F.W. WEBB	\$37,710.00
Community Services Department	7/4/2018	201810770	SEBAGO TECHNICS, INC.	\$37,800.00
Community Services Department	7/30/2018	201900847	URBAN TREE SERVICE	\$39,000.00
Community Services Department	7/4/2018	201709624	JOHN H. LYMAN & SONS, INC.	\$41,185.75
City Finance Office	7/10/2018	201900150	TYLER TECHNOLOGIES, INC.	\$42,144.46
Community Services Department	7/4/2018	201709692	CITY OF DOVER-WATER~SEWER DEPT.	\$42,322.50
Community Services Department	7/4/2018	201807318	HI-WAY SAFETY SYSTEMS, INC.	\$42,656.03
Community Services Department	7/25/2018	201900695	HANSCOMS TRUCK STOP, INC.	\$46,280.50
Community Services Department	7/31/2018	201900857	DUBOIS & KING, INC.	\$46,801.00
City Clerk Tax Collection	7/12/2018	201900225	UNITED STATES POST OFFICE-CMRS	\$48,000.00
Planning	7/4/2018	201810818	WEATHERGUARD INDUSTRIES/SMJ METALS, LLC	\$49,500.00
Executive	7/11/2018	201900170	HALL & ASSOCIATES, PLLC	\$50,000.00
Executive	7/11/2018	201900169	SHEEHAN, PHINNEY, BASS & GREEN	\$50,000.00
Fire and Rescue	7/4/2018	201809642	HILLSBORO CDJR, LLC	\$50,940.00
City Information Technology	7/4/2018	201810819	SABA SOFTWARE CANADA, INC.	\$52,232.00
Community Services Department	7/25/2018	201900694	HANSCOMS TRUCK STOP, INC.	\$53,348.00
Community Services Department	7/10/2018	201900155	SOLENI, LLC.	\$53,430.00
Recreation	7/4/2018	201810795	MATTHEWS BUS ALLIANCE, INC.	\$55,419.00
City Finance Office	7/17/2018	201900387	EVERSOURCE ENERGY	\$60,330.00
Community Services Department	7/4/2018	201705580	EMERY & GARRETT	\$63,150.00
Community Services Department	7/4/2018	201809974	SEBAGO TECHNICS, INC.	\$66,400.00
Community Services Department	7/4/2018	201502890	GEOINSIGHT INC.	\$68,224.00
Community Services Department	7/16/2018	201900340	EASTERN PIPE SERVICES, LLC.	\$69,256.00
Community Services Department	7/4/2018	201609073	SKOVIC CONSTRUCTION	\$71,520.00
City Finance Office	7/17/2018	201900390	EVERSOURCE ENERGY	\$72,473.00
City Finance Office	7/18/2018	201900479	UNITIL NH	\$76,151.00
Community Services Department	7/4/2018	201810876	ENVIROVANTAGE, INC.	\$79,750.00
Community Services Department	7/4/2018	201809724	WRIGHT-PIERCE	\$81,900.00
Community Services Department	7/4/2018	201704811	SEVERINO TRUCKING CO., INC	\$84,458.29
Community Services Department	7/4/2018	201809836	EMERY & GARRETT	\$87,373.50
Community Services Department	7/25/2018	201900700	STATE OF NH-DOT	\$90,247.00
Community Services Department	7/4/2018	201802403	WRIGHT-PIERCE	\$92,071.63
Community Services Department	7/18/2018	201900445	CES, INC.	\$93,200.00
Community Services Department	7/4/2018	201505096	UNDERWOOD ENGINEERS, INC.	\$99,387.64
Community Services Department	7/4/2018	201809866	WASTEZERO, INC.	\$100,000.00
Community Services Department	7/4/2018	201709012	DUBOIS & KING, INC.	\$100,363.57
Executive	7/4/2018	201804316	COAST	\$107,257.50
Community Services Department	7/4/2018	201810415	SIEMENS INDUSTRY, INC.	\$110,855.12
Community Services Department	7/4/2018	201111466	LOUIS BERGER GROUP, INC (THE)	\$122,960.71
City Information Technology	7/30/2018	201900846	FIRSTLIGHT	\$123,956.00
Fire and Rescue	7/4/2018	201808393	BERGERON PROTECTIVE CLOTHING LLC	\$135,403.12
City Finance Office	7/17/2018	201900388	EVERSOURCE ENERGY	\$142,336.52
City Finance Office	7/18/2018	201900481	DIRECT ENERGY MARKETING, INC.	\$157,332.00
Tax Assessment	7/24/2018	201900640	CORCORAN CONSULTING ASSOCIATES, INC	\$158,500.00

July 2018
Purchase Order Report

DAC	PO Date	PO No.	Vendor Name	Amount
Community Services Department	7/4/2018	201810772	WRIGHT-PIERCE	\$164,990.00
Community Services Department	7/4/2018	201703384	VHB, INC	\$166,864.64
Community Services Department	7/4/2018	201301339	WRIGHT-PIERCE	\$170,696.49
Community Services Department	7/4/2018	201805882	WRIGHT-PIERCE	\$177,185.78
Community Services Department	7/4/2018	201703652	E.D. SWETT, INC.	\$192,154.67
Community Services Department	7/4/2018	201708780	JOHN H. LYMAN & SONS, INC.	\$200,010.00
Community Services Department	7/10/2018	201900146	RESOURCE MANAGEMENT INC	\$215,250.00
Fire and Rescue	7/4/2018	201808395	ROLAND B. MORIN dba SUGARLOAF AMBULANCE	\$217,514.99
Community Services Department	7/4/2018	201808411	UNDERWOOD ENGINEERS, INC.	\$230,731.67
Executive	7/17/2018	201900357	COAST	\$239,026.00
Community Services Department	7/4/2018	201703688	EMERY & GARRETT	\$245,280.00
Community Services Department	7/4/2018	201810878	MARTINI NORTHERN, LLC	\$265,711.00
Community Services Department	7/4/2018	201704214	UNDERWOOD ENGINEERS, INC.	\$274,474.67
Planning	7/4/2018	201708672	SEVERINO TRUCKING CO., INC	\$294,810.00
Community Services Department	7/18/2018	201900442	PINARD WASTE SYSTEMS, INC.	\$303,750.00
Planning	7/4/2018	201711038	HORSLEY WITTEN GROUP, INC.	\$334,015.45
City Finance Office	7/23/2018	201900550	EVERSOURCE ENERGY	\$354,946.40
Community Services Department	7/18/2018	201900443	PINARD WASTE SYSTEMS, INC.	\$367,472.04
City Finance Office	7/17/2018	201900389	EVERSOURCE ENERGY	\$384,695.00
Community Services Department	7/4/2018	201710859	SARGENT CORPORATION	\$400,552.38
City Finance Office	7/12/2018	201900234	PRIMEX-P/C GROUP	\$429,927.00
Community Services Department	7/18/2018	201900444	PINARD WASTE SYSTEMS, INC.	\$429,996.00
Community Services Department	7/4/2018	201708249	JOHN H. LYMAN & SONS, INC.	\$571,046.30
Community Services Department	7/4/2018	201810809	JOHN H. LYMAN & SONS, INC.	\$576,741.00
Community Services Department	7/4/2018	201808405	SUR CONSTRUCTION, INC.	\$579,726.21
Community Services Department	7/4/2018	201810423	FULCRUM ASSOCIATES, INC.	\$778,508.00
City Finance Office	7/17/2018	201900386	EVERSOURCE ENERGY	\$824,652.24
Community Services Department	7/4/2018	201810817	NORTHEAST EARTH MECHANICS, INC.	\$1,070,842.50
Community Services Department	7/4/2018	201810873	BROX INDUSTRIES, INC.	\$1,660,568.00

City of Dover

Revenues of Major Funds July 31, 2018

(General Fund Includes Property Taxes and Education Revenues)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Uncollected</u>
REVENUES								
1000 General Fund								
Taxes	\$ 85,399,464	\$ 892,635	\$ 892,635	1.0%	\$ 84,506,829	\$ -	\$ 84,506,829	(99.0)%
Licenses & Permits	6,374,774	450,557	450,557	7.0	5,924,217	-	5,924,217	92.9
Intergovernmental	2,364,928	185,903	185,903	8.0	2,179,025	-	2,179,025	92.1
Charges for Services	3,793,842	245,682	245,682	6.0	3,548,160	-	3,548,160	93.5
Miscellaneous Revenue	821,479	103,824	103,824	13.0	717,655	-	717,655	87.4
Education	16,029,882	52,065	52,065	0.0	15,977,817	-	15,977,817	99.7
Operating Transfers In	413,679	-	-	0.0	413,679	-	413,679	100.0
Other Financing Sources	115,000	-	-	0.0	115,000	-	115,000	100.0
Sub-total : 1000 General Fund	\$ 115,313,048	\$ 1,930,666	\$ 1,930,666	2.0%	\$ 113,382,382	\$ -	\$ 113,382,382	98.3%
3213 Parking Activity Fund								
Licenses & Permits	\$ 242,000	\$ 38,095	\$ 38,095	16.0%	\$ 24,988	\$ -	\$ 24,988	10.3%
Parking Income	600,000	73,416	73,716	12.0%	116,386	-	116,386	19.4%
Parking Fines	147,489	16,772	16,772	11.0%	33,529	-	33,529	22.7%
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 128,283	\$ 128,583	13.0%	\$ 174,903	\$ -	\$ 174,903	17.7%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,356	\$ -	\$ -	0.0%	\$ 10,356	\$ -	\$ 10,356	100.0%
Charges for Services	945,000	105,577	105,577	11.0%	839,423	-	839,423	88.8%
Miscellaneous Revenue	0	184	184	0.0	(184)	-	(184)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,184,768	\$ 105,761	\$ 105,761	9.0%	\$ 1,079,007	\$ -	\$ 1,079,007	91.1%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 749,468	\$ 57,125	\$ 57,125	8.0%	\$ 692,343	\$ -	\$ 692,343	92.4%
Operating Transfers In	217,415	37,512	37,512	17.0	179,903	-	179,903	82.7
Sub-total : 3381 McConnell Center	\$ 966,883	\$ 94,637	\$ 94,637	10.0%	\$ 872,246	\$ -	\$ 872,246	90.2%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 446,315	\$ 44,260	\$ 44,260	10.0%	\$ 402,055	\$ -	\$ 402,055	90.1%
Miscellaneous Revenue	15,500	15	15	0.0	15,485	-	15,485	99.9
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	97,522	-	-	0.0	97,522	-	97,522	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 44,275	\$ 44,275	8.0%	\$ 535,062	\$ -	\$ 535,062	92.4%
5300 Water Fund								
Charges for Services	\$ 5,577,152	\$ 260,901	\$ 260,901	5.0%	\$ 5,316,251	\$ -	\$ 5,316,251	95.3%
Miscellaneous Revenue	70,500	14,303	14,303	20.0	56,197	-	56,197	79.7
Sub-total : 5300 Water Fund	\$ 5,647,652	\$ 275,204	\$ 275,204	5.0%	\$ 5,372,448	\$ -	\$ 5,372,448	95.1%
5320 Sewer Fund								
Intergovernmental	\$ 33,766	\$ -	\$ -	0.0%	\$ 33,766	\$ -	\$ 33,766	100.0%
Charges for Services	7,238,232	396,791	396,791	5.0	6,841,441	-	6,841,441	94.5
Miscellaneous Revenue	57,000	14,492	14,492	25.0	42,508	-	42,508	74.6
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 7,849,990	\$ 411,283	\$ 411,283	5.0%	\$ 7,438,707	\$ -	\$ 7,438,707	94.8%
6100 Dovernet Fund								
Charges for Services	\$ 1,141,022	\$ 81,411	\$ 81,411	7.0%	\$ 1,059,611	\$ -	\$ 1,059,611	92.9%
Miscellaneous Revenue	25,000	-	-	0.0	25,000	-	25,000	100.0
Operating Transfers In	-	-	-	0.0	0	-	0	0
Other Financing Sources	277,802	-	-	0.0	277,802	-	277,802	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,443,824	\$ 81,411	\$ 81,411	6.0%	\$ 1,362,413	\$ -	\$ 1,362,413	94.4%
Total : REVENUES	\$ 133,974,991	\$ 3,071,520	\$ 3,071,820	2.0%	\$ 130,217,168	\$ -	\$ 130,217,168	97.2%

City of Dover

Expenditures of Major Funds

July 31, 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	\$ 588,169	\$ 23,864	\$ 23,864	4.0%	\$ 564,305	\$ 260,505	\$ 303,800	51.7%
Executive	1,173,836	114,180	114,180	10.0	1,059,656	641,511	418,145	35.6
Finance	1,858,605	195,966	195,966	11.0	1,662,639	1,153,453	509,186	27.4
Planning	704,106	79,263	79,263	11.0	624,843	440,901	183,942	26.1
Misc General Government	829,935	56,494	56,494	7.0	773,442	69,011	704,430	84.9
Police	9,149,397	838,517	838,517	9.0	8,310,880	4,984,696	3,326,184	36.4
Fire & Rescue	9,406,962	882,216	882,216	9.0	8,524,746	4,765,975	3,758,771	40.0
Community Service Public Works	7,458,302	297,830	297,830	4.0	7,160,472	2,492,153	4,668,319	62.6
Recreation	2,245,631	167,442	167,442	7.0	2,078,189	955,145	1,123,044	50.0
Public Library	1,420,348	115,534	115,534	8.0	1,304,814	782,731	522,083	36.8
Public Welfare	796,220	33,608	33,608	4.0	762,612	178,864	583,748	73.3
Debt Service	12,311,694	2,751	2,751	0.0	12,308,943	69,224	12,239,719	99.4
Other Financing Sources/Uses	3,900,514	113,079	113,079	3.0	3,787,435	-	3,787,435	97.1
School	54,508,984	925,534	925,534	2.0	53,583,450	33,664,526	19,918,924	36.5
Intergovernmental	8,960,345	-	-	0.0	8,960,345	-	8,960,345	100.0
Sub-total : 1000 General Fund	\$ 115,313,048	\$ 3,846,278	\$ 3,846,278	3.3%	\$ 111,466,770	\$ 50,458,695	\$ 61,008,076	52.9%
3213 Parking Activity Fund								
Police	\$ 989,489	\$ 66,822	\$ 66,822	7.0%	\$ 922,667	\$ 263,800	\$ 658,867	66.6%
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 66,822	\$ 66,822	6.8%	\$ 922,667	\$ 263,800	\$ 658,867	66.6%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,303,495	\$ 18,804	\$ 18,804	1.0%	\$ 1,284,691	\$ 954,688	\$ 330,004	25.3%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,303,495	\$ 18,804	\$ 18,804	1.4%	\$ 1,284,691	\$ 954,688	\$ 330,004	25.3%
3381 McConnell Center Fund								
Recreation	\$ 966,883	\$ 29,710	\$ 29,710	3.0%	\$ 937,173	\$ 225,436	\$ 711,737	73.6%
Sub-total : 3381 McConnell Center Fund	\$ 966,883	\$ 29,710	\$ 29,710	3.1%	\$ 937,173	\$ 225,436	\$ 711,737	73.6%
3410 Recreation Special Revenue Fund								
Recreation	\$ 579,337	\$ 59,443	\$ 59,443	10.0%	\$ 519,894	\$ 158,741	\$ 361,154	62.3%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 59,443	\$ 59,443	10.3%	\$ 519,894	\$ 158,741	\$ 361,154	62.3%
5300 Water Fund								
Community Service Public Works	\$ 5,671,054	\$ 316,462	\$ 316,462	6.0%	\$ 5,354,592	\$ 1,057,352	\$ 4,297,240	75.8%
Sub-total : 5300 Water Fund	\$ 5,671,054	\$ 316,462	\$ 316,462	5.6%	\$ 5,354,592	\$ 1,057,352	\$ 4,297,240	75.8%
5320 Sewer Fund								
Community Service Public Works	\$ 8,006,000	\$ 472,425	\$ 472,425	6.0%	\$ 7,533,575	\$ 2,156,068	\$ 5,377,507	67.2%
Sub-total : 5320 Sewer Fund	\$ 8,006,000	\$ 472,425	\$ 472,425	5.9%	\$ 7,533,575	\$ 2,156,068	\$ 5,377,507	67.2%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,537,632	\$ 73,734	\$ 73,734	5.0%	\$ 1,463,898	\$ 583,623	\$ 880,276	57.2%
Sub-total : 6100 Dovernet Fund	\$ 1,537,632	\$ 73,734	\$ 73,734	4.8%	\$ 1,463,898	\$ 583,623	\$ 880,276	57.2%
Total : EXPENDITURES	\$ 134,366,938	\$ 4,883,677	\$ 4,883,677	3.6%	\$ 129,483,261	\$ 55,858,402	\$ 73,624,859	54.8%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) July 31, 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	1,217,196	44,813	44,813	3.7	1,172,383	0	1,172,383	96.3
Expenditures	969,082	64,287	64,287	6.6	904,795	451,779	453,016	46.7
Debt Service								
Principal	223,626	0	0	-	223,626	0	223,626	100.0
Interest	24,488	0	0	-	24,488	0	24,488	100.0
	0	(19,474)	(19,474)	FALSE	19,474	(451,779)	471,253	269.6

5

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

Workforce-Focused Outcomes

Volunteers from the Dover Public Library 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. Another volunteer made six deliveries to the Little Free Libraries, depositing 256 books between the two sites. Another volunteer/intern helped with the Summer Reading Programs.

On July 11, 2018, Lieutenant Scott Pettingill and Sergeant Matt Travaglini attended DWI training. The training involved the latest training on DWI crashes, blood draws, and testifying.

On July 19, 2018, Sergeant Marn Speidel attended Child Passenger Safety Update. The training was a two year recertification for Sgt. Speidel, on the proper way to install child car seats.

On July 16, 2018, Officers Nate Goard, Alison Couch, and Matt Harnish attended VALOR – Survive & Thrive. This training provides officers with techniques such as a safety and preparedness mindset, weapon concealment, personal protective factors, officer survival, along with other techniques to utilize throughout their career.

A new library page, Emilia Willett, was hired to replace another page who's off to college.

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.

On July 19, 2018, Captain Gould, Sgt. Tarmey, Detectives Burt, Courter, and Kilbreth, Officers Couch, Mitrushi, Petrin, Levin, Collis, Martuscello, and Gaudreault attended training on Clandestine Laboratories. This training provided an overview which included types of clandestine labs, chemicals used to cook or manufacture methamphetamine, procedures when encountering a suspected meth lab, and the latest trends pertaining to fentanyl and one-pot meth labs.

Sergeant Mark Nadeau attended advanced training in "Homicide Investigations and Crime Scene Management" in Tilton, New Hampshire.

Sergeant Mark Nadeau attended advanced training in "Homicide Investigations and Crime Scene Management" in Tilton, New Hampshire.

Detective Tim Burt attended the annual International Association for Identification conference in San Antonio, Texas. Detective Burt also taught a workshop on crime scene processing at the conference.

On July 19th Vicki Hebert (pictured below) was recognized by the NH Provider Association at their annual meeting. She was given the 2018 Prevention Provider of the Year award for her professionalism and prevention focused expertise within the community and throughout the state. She was recognized for demonstrating a collaborative spirit through creative partnerships with agencies, community-serving groups, other nonprofits, and various business and civic organizations.



MAY SEPARATIONS: 23: 1 Exec, 2 Police, 20 Rec JUNE SEPARATIONS: 5: 1 CS, 4 Rec JULY SEPARATIONS: 2: 1 CS, 1 Rec ~~~~~ MAY NEW HIRES: 5: 1 CS, 1 Police, 3 Rec JUNE NEW HIRES: 9: 2 CS, 1 Exec, 1 Police, 5 Rec JULY NEW HIRES: 4: 2 CS, 1 Exec, 1 Library	All of us at T2, UNH Technology Transfer Center, are pleased to congratulate Bill Boulanger and the City of Dover's Community Services Department, winners of the 2018 University of New Hampshire Technology Transfer Center's (T2) Build a Better Mousetrap Competition. We also thank them for sharing their innovation with the New Hampshire public works community through their submission! The city entered its new media box that was developed to solve issues with storm water treatment. Working with several partners, including the UNH Stormwater Center, the city designed a catch basin structure that would allow it to meet permitting requirements to construct a rain garden on streets requiring storm water treatment, but with limited space. An old catch basin style structure was re-engineered into a new two-part system called a media box. One side or cell is a catch basin to collect sand and heavy debris. The other side or cell holds media intended to treat storm water prior to entering the drainage system. The benefit of the new media box is that it can be installed in the street fairly simply and similar to a catch basin, and both cells are able to be cleaned out easily. Dover's innovation will be submitted by UNH T2 to the Federal Highway Administration's national Build a Better Mousetrap competition.	The national winner will be announced in the coming weeks. UNH T2 looks forward to this potential opportunity to share Dover's innovation with public works professionals around the country. Though there were many trainings in July at Fire and Rescues, here are a few highlights. July saw the finish of the specialty training in confined space rescue techniques by outside instructor Mike Clark and mentioned in the June report.  This photo shows Engineer/Paramedic Josh Ambrose being lowered down into the depths of the River Street for pumping station during the training. This day long training for each of the four shifts started with a classroom review, and then focused on rescue and lifting techniques for emergencies that occur inside locations like that sewage pumping station.	July saw all four shifts have their monthly training on emergency medical techniques focusing on the topics of diabetes, immunology, and crew resource management. The shifts also receive training from the Division Chief of EMS on updates to the department's Patient Records Standard Operating Guideline as well as the Care Refusal Standard Operating Guideline. The Division Chief of EMS also attended in July, a Unit Controlled Drug Coordinator (UCDC) training on rules, regulations, policy, agreements, and drug diversion prevention training which assisted with updating the above-mentioned standard operating guidelines. The Assistant City Manager participated in a webinar on the legal rights to using images, creative license and copyrights. The topic is important as land use regulation trends are to include more imagery in code. The Planning and Community Development Department welcomed a fellow under the NH Municipal Association and the UNH Masters of Public Administration/Carsey Institute Fellowship in July. Katharine Labrecque will work on special projects such as the Architectural Guidelines, wayfinding, and composting under the guidance of Assistant City Planner Benton.
--	---	---	---

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

-Aristotle

As part of the Planning Department's staff meetings, once a month an inside expert is invited to discuss aspects of the City not typically seen by staff. In July Bill Boulanger, Deputy Community Services Director, spoke with staff about water and sewer infrastructure. This education allows the planning staff to better understand the infrastructure the City has in place when development projects are proposed.

Inspection Services hosted a lunch and learn training for area inspection officials on the topic of building fire stopping methods and related inspections to go with that. In layperson's terms, Fire stopping has three elements: the fire-rated walls, partitions, floors or ceilings being penetrated; the cables, cable trays or conduits that make up the object creating the penetration; and the materials and methods used to seal the penetrations to prevent the spread of fire and smoke. Fire stopping is found in numerous building and fire codes and is an important issue for inspectors to handle properly. Interestingly and found in July during inspections at the new High School, it was found that long runs of several of the code required smoke barrier walls were not fire stopped properly by the fire stopping subcontractor. These deficient areas are being remediated by the subcontractor presently and won't hold up the finish of the High School.

Vicki Hebert participated in 3 training webinars in the month of July related to administration of the CARA grant. The July 9th the webinar focused on financial responsibilities, July 10th discussed programmatic requirements and the July 25th webinar was about technical assistance resources.

The four shifts also received training in July related to the 2018 Firefighter Safety Stand Down (<https://www.safetystanddown.org/>). Safety stand downs are where an industry pauses from other initiatives and tries to focus nationwide on one particular safety topic. This year's theme is Be Aware -Get Checked for the occupational risks firefighters face such as various industrial cancers, heart disease issues, and posttraumatic stress disorders. Not readily known by the average person, but firefighters have 2 to 3 times the risk of coming down with various cancers due to the occupational exposure of absorption of carcinogenic smoke products through the firefighter turnout gear. Hydrogen cyanide, Acrolein, Formaldehyde, Hydrogen chloride, Hydrogen Fluoride, Phosgene, Nitrogen oxides, Nitriles, Toluene diisocyanate (TDI), glutaraldehyde, and benzene are all common chemicals found in the smoke of a house fire. Recent studies have also showed that heart disease in firefighters is much higher than the average population and now attributed to heat exposure from firefighting and the strain of the physical aspects of the job. Stress disorders are on the rise in the industry as well including suicide.

This training saw speakers visit the four shifts on cancer awareness and on the latest research on decontaminating firefighters and their turnout gear immediately after a fire. The City Council funded purchase of the second set of firefighter turnout gear for all the department's employees, is one of the key components to cancer prevention program as it lets employees immediately switch to a spare set of gear after a fire, allowing for the contaminated set to be washed in the extractor washers that are installed in each fire station, so a big shout out of thanks is due to the City Council for approving that purchase through the capital improvements plan. Before the recent purchase of the second set of firefighting turnout gear, which is expected to arrive in August, most of the department's firefighters did not have a proper second set of turnout gear causing them to have to wear dirty gear until a time where they were not scheduled to work, where it could then be washed. It has been found that that re-exposure of putting on dirty gear before being cleaned days after a fire, is a high contributor to occupational cancer rates mentioned above.

June 2018 Anniversaries						July 2018 Anniversaries					
Rowe, Laura L	Recreation	40	Mayer-Gottlob, Karin M	Library	26						
Bortz, Brian D	Police	29	Joyal, J Michael	Executive	25						
Crowley, Leon E	Fleet	29	Collopy, Mark	Police	20						
Shepherd, Richard W	Police	23	Gould, Brad J	Police	19						
Young, Melissa A	Police	23	Harrington, Janine M	Police	19						
Anderson, Linda A	Police	20	Gebbers, Daniel W	Police	18						
Legere, Ann M	Finance	20	Powers, Patti I	Police	17						
Moore, Doris E	Recreation	20	Comeau, Craig T	Fire	15						
Johnstone, Allan	CS WWTP	19	Gingras, Brenda L	Recreation	15						
Moore, Michael T	CS	19	Wentworth, Matthew	Executive	15						
Powers, Arnold S	CS WWTP	19	Jalbert, Rebecca F	Fire	14						
Speidel, Marn E	Police	19	Anderson, Jon E	Fire	13						
Vermette, Raymond A Jr	CS WWTP	19	Carney, Matthew S	Fire	13						
Langley, Donna L	Finance	17	Jacques, Brian D	Fire	13						
Dove, Annie L	Executive	15	McShane, Michael R	Fire	13						
Driscoll, Brendan C	Fire	13	Fenton, D Michael	Police	12						
Anderson, Nancy T	Library	11	Lynch, Daniel R	Finance	11						
Lang, Paul E	FG	9	Estee, Brian	Police	10						
Vansylvong, Thavone	Police	9	Khalsa, Dev Atma S	Police	10						
Downs, Robert	Fire	7	Cicchese, Michael	Police	9						
Duquette, David	Fire	7	Schrempf, Derick W	Fire	8						
Reynolds, Alexander J	Fire	7	Adams, Matthew	Fire	5						
Boese, Kelsey M	Recreation	6	Dunker, Susan E	Library	4						
Blackden, Vickie L	Finance	4	Benton, Donna P	Planning	3						
Kinevich, Aidan	FG	4	Murphy, Connie M	Finance	3						
Staiti, Thomas M JR	Fire	3	Piekut, Elena C	Planning	3						
Gagne, Jared J	Recreation	2	Sukduang, Nicole K	Fire	3						
Weston, Reid A	Executive	2	Brown, Maxwell	Fire	2						
Clement, Lynne M	Executive	1	Chase, Ryan S	Fire	2						
Guyer, Scott E	Police	1	Moore, Nicole K	Police	2						
			Storer, John B	CSPublic Works	1						
August 2018 Anniversaries											
Chapman, Thomas F	Public Works	41	Heaphy Moisan, Meg	F&G	13						
Wilson, Michael T	F&G	35	Nunan, Kimberly J	Finance	13						
Diesel, Sandra E	Library	31	Rano, Joanne M	Library	13						
Flanagan, Lois E	F&G	31	Dunne, Brynn L	Police	11						
Dews, P. Alan	Public Works	26	Dube, Michelle M	Fire	10						
Cormier, Todd A	Public Works	24	Grass, Ryan J	Public Works	10						
Hanna, E. David	Fire	24	Pine, Timothy	Executive	10						
Martinelli, David W	Police	23	Cooper, Juel K	Police	8						
Golding, David J	Fire	20	Donovan, Jaimie S	Fire	8						
Hager, Stacey A	Public Works	20	Steele, Abigail E	Library	8						
Parker, Christopher G	Planning	20	Collis, David J	Police	7						
Hultgren, Michael D	F&G	17	Labonte, Julie	Finance	7						
Tarmey, John A	Police	16	Thrasher, Margaret R	Library	7						
Dwyer, Stephen R	Police	15	Blenkinsop, Anthony I	Executive	5						
Levin, Paul R	Police	15	Brown, Matthew F	Police	5						
Yerardi, James M	Police	15	Courter, Andrew P	Police	4						
Cleary, Emily A	Police	14	Thunstrom, Stephen L	Fire	4						
Colonna, Mark W	F&G	14	Colarusso, Anthony A	Fire	3						
Croteau, Shawn A	Fire	14	Glidden, Keegan C	Public Works	3						
Nelson, Anne N	Library	14	Nelson, Jeffrey T	Fire	3						

August 2018 Anniversaries					
Nicoll, Jason R	Fire	3			
Ryan, Michael E	Fire	3			
Couch, Alison E	Police	2			
Gaston, Susan	Public Welfare	2			
Kintz, Laura A	Police	2			
Wachowiak, Benjamin M	Fire	2			
Jacques, Jayne J	Police	1			
Martuscello, Molly	Police	1			
Volpe, Michael D	Police	1			

Sustainability-Focused Outcomes

6

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

The Planning and Community Development Department, worked with Finance, Legal and Community Services staff to finalize draft Power Purchase Agreements for installation of solar panels at the Indoor Pool and Dover High School. These two projects are proposed to be completed with ReVision Energy. Both projects were presented to and approved by the City Council in July. Installation is expected to occur in 2018. The School Board and High School Joint Building Committee approved the High School solar project, which will be the largest school installation in New Hampshire.

Jackson Kaspari, a 2018 UNH graduate who will continue at UNH to pursue a PhD in Physical Chemistry, continued work on his summer 2018 UNH Sustainability Fellowship project. At the end of July, Kaspari was half way through his ten weeks working out of the Planning Department under the guidance of Assistant City Planner Piekut. He is using 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. He will also input facility-level data into the EPA Portfolio Manager. Between the two platforms, through Kaspari's work Dover will become the first city to complete both a greenhouse gas and nitrogen inventory for its municipal operations. A presentation was made to the City Council in early July with the findings to date. A presentation documenting the final results will be presented to the Council in August.

Planning and Community Development and Community Services staff worked with Gaia Energy to kick off the feasibility study of City owned buildings and property to see identify opportunities for solar panels beyond the high school and indoor pool projects. Gaia and the City entered into a Letter of Intent centered on the project, identifying responsibilities and actions required to complete the study in an expeditious manner. Material provided to date includes property information (size, frontage, use) and building information (age, height, material built, use). The study is expected to be completed in 2018.

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.

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

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

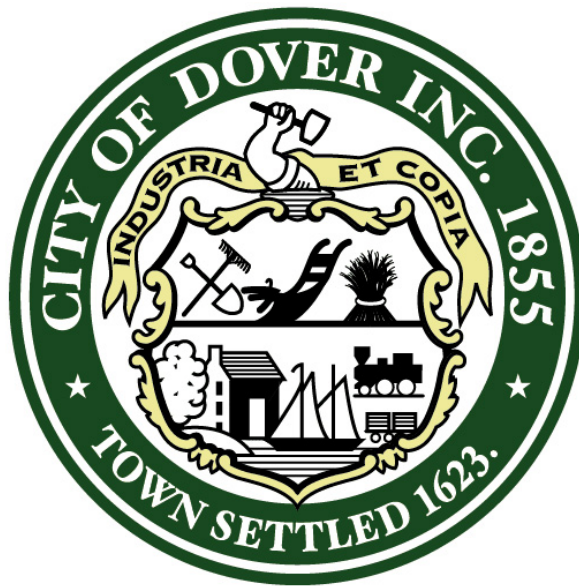
- City Manager working with department heads to define Dover's role in encouraging quality healthcare for all citizens.
- Council to support continued high-quality public health and safety services through budgeting process, annually.
- Planning to execute on strategies included in the City's Master 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.

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.



J. MICHAEL JOYAL, JR.
CITY MANAGER



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 8, 2018**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

A. NATIONAL RECOVERY MONTH

6. APPROVAL OF AGENDA

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

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. CHAPTER 92 – DRIVEWAYS

SPONSORED BY COUNCILOR CIOTTI

Catherine Cheney, 9 Snows Court: She spoke against repealing the Ordinance.

Mary Hebbard, 97 Spruce Lane: She spoke against repealing the Ordinance.

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

B. FISCAL YEAR 2019 CAPITAL IMPROVEMENTS PROJECT (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) STORM WATER ASSET MANAGEMENT LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (VOTE TO OCCUR ON AUGUST 22, 2018.)

SPONSORED BY MAYOR WESTON BY REQUEST

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

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, August 8, 2018 Meeting Time: 7:00pm
---	--

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.

Anthony McManus, 3 Renaud Avenue: He spoke about tax exemptions for the elderly and veterans being addressed by the City, and the need to have the entire tax system reviewed by the State legislature.

Mary Hebbard, 97 Spruce Lane: She spoke against repealing the Ordinance for Chapter 92.

Catherine Cheney, 9 Snows Court: She spoke against repealing the Ordinance for Chapter 92.

Lawrence Raiche, 15 Hartswood Road, Chairman of Dover Arena Commission: He gave an update on the status of the Ice Arena to the Council.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He said he had two items to address. He asked the City Clerk to address the first item.

City Clerk Lavertu spoke about the City's need for a Ward 2 Moderator.

City Manager Joyal asked Jackson Kaspari to give his presentation on carbon emissions inventory.

Mr. Kaspari gave an overview of his PowerPoint presentation to the Council.

Mayor Weston asked for an update on the Opioid lawsuit.

City Attorney Blenkinsop gave an overview to the Council.

Deputy Mayor Carrier spoke about the rodent situation, and asked the Council if they should look into more stringent guidelines on garbage control.

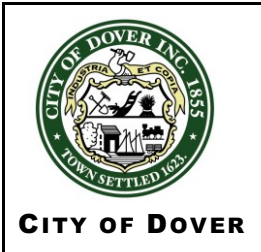
City Manager Joyal said the City has asked the Solid Waste Advisory Commission take a look at possible solutions and recommendations. He said the City's Code Enforcement staff is considering what enforcement rules and processes they need strengthened.

Councilor Shanahan asked for a Workshop in the Fall regarding Solid Waste issues.

City Manager Joyal agreed to set up the Workshop.

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

Vote: 9/0.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 8, 2018**
Meeting Time: **7:00pm**

10. APPROVAL OF MINUTES

- A. **July 25, 2018 – Regular Meeting**
- B. **July 25, 2018 – Workshop Session**

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

11. MAYOR'S REPORT

Mayor Weston listed the events she attended: Neighborhood Clean-Up, Bradley Commons ribbon cutting, WTSN Open Mike, and Senator Hassen's meeting in Concord. She said she will be attending a Tri-City Mayor meeting with the County Commissioners in the morning to talk about the homeless situation. She said the override date for SB446 is September 12, 2018. Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Keane.
Vote: 9/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. **CHAPTER 92 – DRIVEWAYS**
SPONSORED BY COUNCILOR CIOTTI

Councilor Ciotti moved for its adoption; seconded by Councilor Shanahan.
Assistant City Manager Parker gave an overview of the Ordinance to the Council.
Roll Call Vote: 9/0.

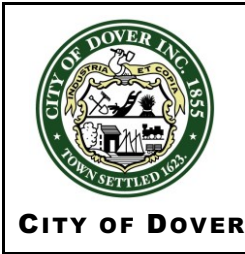
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. **B18073 CENTRAL FALLS GRANITE RETAINING WALL STRUCTURAL RECONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST
- 2. **PURCHASE OF SCARBOROUGH RECEPTACLES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 3. **PURCHASE OF WATER METERS**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 8, 2018**
Meeting Time: **7:00pm**

COMMITTEE REPORTS

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

Deputy Mayor Carrier 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. Mayor Weston pulled Item #13.A.1., and Committee Reports #2-6 and 21.

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item #13.A.1.; seconded by Councilor Ciotti.

Roll Call Vote: 9/0.

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 Ciotti.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the 400th Anniversary Committee Report to the Council.

Deputy Mayor Carrier moved to accept the 400th Anniversary Committee Report; seconded by Councilor Keane.

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council.

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

Vote: 9/0.

Councilor Keane gave an overview of the Arena Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Arena Commission Report; seconded by Councilor Keane.

Vote: 9/0.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>McConnell Center, Room 306</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, August 8, 2018</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	McConnell Center, Room 306	Meeting Date:	Wednesday, August 8, 2018	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	McConnell Center, Room 306										
Meeting Date:	Wednesday, August 8, 2018										
Meeting Time:	7:00pm										

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Arts Commission Report; seconded by Councilor Muffett-Lipinski.
Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.
Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Muffett-Lipinski.
Vote: 9/0.

B. RESOLUTIONS

1. DISSOLUTION OF SCHOOL VOCATIONAL EDUCATION FUND SPONSORED BY MAYOR WESTON BY REQUEST

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

2. ACCEPTANCE OF DONATION AND NAMING RIGHTS OF DOVER HIGH SCHOOL HEALTH SCIENCE LAB (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 22, 2018.) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on August 22, 2018; seconded by Councilor Thibodeaux.
Vote: 9/0.

3. AUTHORIZATION TO CONTRACT WITH WRIGHT-PIERCE FOR EMERGENCY EVALUATION AND REPLACEMENT OF FAILED VARIABLE SPEED DRIVE AT RIVER STREET PUMP STATION SPONSORED BY MAYOR WESTON BY REQUEST

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

4. B17025 VETERANS MEMORIAL ADDITIONAL SCOPE (TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 22, 2018.) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on August 22, 2018; seconded by Councilor Ciotti.
Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, August 8, 2018**
Meeting Time: **7:00pm**

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC,
SECTIONS 16, 18, 19, 21, 30 AND 60
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 22, 2018.)
SPONSORED BY MAYOR WESTON**

Deputy Mayor Carrier moved to refer to a Public Hearing on August 22, 2018; seconded by Councilor Ciotti.

Parking Manager Simons gave an overview of the Ordinance to the Council.

Vote: 9/0.

- 2. CHAPTER 170 – ZONING
(TO BE REFERRED TO A PUBLIC HEARING ON AUGUST 22, 2018.)
SPONSORED BY COUNCILOR CIOTTI**

Deputy Mayor Carrier moved to refer to a Public Hearing on August 22, 2018 and waive public notice requirement; seconded by Councilor Ciotti.

Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Ciotti referred to #13.C.2. and asked the Council to take the time to read it.

Councilor Thibodeaux thanked Community Services Director Storer and his staff's work on paving Middle Road.

Deputy Mayor Carrier thanked Casey Conley for organizing the Neighborhood cleanup.

16. ADJOURN

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

Vote: 9/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to revise Sections 18. Parking Lots, Section 19. Winter Parking, Section 21. Resident Parking Permit, Section 30. First Notice of Violation; Payment Tables, 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 C. as follows:

166-16. General Parking Restrictions.

C. Loading and unloading zones.

The Chief of Police may establish loading and unloading zones which shall be marked by appropriate signs. It shall be unlawful for the owner of any Vehicle or any Person having custody to any Vehicle to park said Vehicle or permit the same to be parked in any zone designated as a loading or unloading zone unless actually engaged in loading ~~and/or~~ unloading with the vehicle’s hazard lights activated.

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 18. Parking Lots, Paragraph B. as follows:

166-18. Parking Lots.

- B. The McConnell Center/Library parking lot shall be restricted to a three hour parking limit each day, unless the vehicle displays a permit authorized by the Chief of Police. ~~Except when Chapter 166-19 (winter parking) is in effect, resident parking permits are not valid for use in this lot.~~ [Amended on 11-11-87 by Ord. No. 20-87; Amended on 12-21-88 by Ord. No. 27-88; Revoked 08-13-2008 by Ord. No. 2008-07-23-6; Amended on 06-08-2011 by Ord. No. 2011.05.25-7]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

4. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 19. Winter Parking as follows:

166-19. Winter Parking. [Amended on 11-16-83 by Ord. No. 31-83; Amended on 03-11-87 by Ord. No. 5-87; Amended on 11-11-98 by Ord. No. 15-98; Amended on 02-11-2015 by Ord. No. 2015.01.28-002; Amended on 10-11-2017 by Ord. No. 2017.09.27-007]

~~A. No Person shall, between the hours of 1:00 a.m. and 6:00 a.m. from the first day of December to the first day of April, park or allowed to be parked any Vehicle on any street or sidewalk within the City of Dover. The Chief of Police may, when deemed necessary because of weather conditions, suspend enforcement of this section upon giving notification of said suspension to the City Manager. Any Vehicle parked on any public way contrary to the provisions of this section and interfering with municipal snow removal operations, shall, at the request of the Community Services Department, be towed from its place and stored as directed by the Police Department. The expenses of both towing and storage shall be paid by the owner of the Vehicle before reacquiring the same.~~

~~B. A.~~ The Chief of PoliceCommunity Services Director shall have the authority, after consultation with the Chief of PoliceCommunity Services Director, to declare a an emergency parking ban affecting some or all City streets, adjacent parking areas, sidewalks and parking lots to facilitate municipal snow removal operations. The same public notification requirements contained in 166-3.B shall apply. Public notification requirements approved by City Council shall be posted on the City of Dover website and available at Parking Bureau and Community Services offices. No Person shall, during the declared parking ban hours, park or allow to be parked any Vehicle on any street or sidewalk within the City of Dover or declared areas thereof. Any Vehicle which is parked on a public way during a an emergency parking ban time period and which is interfering with municipal snow removal operations mayshall be towed from its place and stored. The expenses of both towing and storage shall be paid by the owner of the Vehicle before reacquiring the same. [Amended on 04-20-2005 by Ord. No. 10-2005; Amended 11-13-2013 by Ord. No. 2013.10.09-013; Amended on 02-11-2015 by Ord. No. 2015.01.28-002]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

~~C. B.~~ The Chief of Police shall have the authority to post specific areas within City controlled parking lots as no parking during a ~~the winter parking ban set forth in 166-19.A or other time period.~~ Any Vehicle parked in any City controlled parking lot contrary to the provisions of this section ~~may shall, at the request of the Community Services Department,~~ be towed from its place and stored as directed by the Police Department. The expenses of both towing and storage shall be paid by the owner of the Vehicle before reacquiring the same. [Added on 12-09-2015 by Ord. No. 2015.10.28-022]

~~D. Chronic Offenders. Any Person with five (5) violations in a season will be fined as set forth in the Schedule of Fees as adopted by City Council for each subsequent offense. In addition to a fine, any Vehicle to be found in violation of the aforementioned provisions may be towed by the direction of the Police Department. The expenses of both towing and storage shall be paid by the owner of the Vehicle before acquiring the same. [Added on 11-11-98 by Ord. No. 15-98; Amended 12-09-2015 by Ord. No. 2015.10.28-022]~~

~~E. The provisions of 166-19.A shall not apply to a Vehicle parked on First Street that is displaying a valid First Street Resident permit or First Street Business permit issued by the Police Department as authorized in 166-18.A. [Added on 02-11-2015 by Ord. No. 2015.01.28-002]~~

5. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by deleting Section 21. Resident Parking Permit, Paragraph D as follows:

166-21. Resident Parking Permit. [Added on 04-27-83 by Ord. No. 10-83; Repealed on 08.13.2008 by Ord. No. 2008.07.23-6; Added on 04-15-2015 by Ord. No. 2015.03.25-010; Amended on 12-09-2015 by Ord. No. 2015.10.28-023; Amended on 05-25-2016 by Ord. No. 2016.05.11-007; Amended on 12-26-2016 by Ord. No. 2016.10.12-013; Amended on 10-11-2017 by Ord. No. 2017.09.27-007]

A. The Police Department is authorized to sell and distribute parking permits for residents of downtown who reside within two hundred (200) feet of an authorized residential parking area. Permits shall be valid for such periods of time, location and under such conditions as provided by the Police Department on or with such permits.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

- B. A maximum of two (2) residential parking permits may be issued per legal residential unit upon certification that on-site parking is unavailable. Permits shall be assigned to specific Vehicles owned by occupants of such residential unit. Permits are only valid for the nearest parking area designated by the Police Department for a particular residential unit.
- C. Authorized residential parking areas include designated spaces in the Metered Parking Garage (spaces 201 and above) and City controlled parking lots that are not leased or deeded to a third party excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: First Street (northerly side spaces not subject to third party license), Chestnut Street between First Street and Orchard Street, Second Street (west of the meter in front of 10 Second Street), Main Street and School Street (angled parking spaces only).
- ~~D. In accordance with 166-18.C, residential parking permits are only available for the McConnell Center/Library parking lot during the months of the Winter Parking Ban.~~

6. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by amending Section 30, Paragraph A.(1) as follows:

166-30. First Notice of Violation; Payment Tables. [Amended on 03-25-88 by Ord. No. 28-87; Amended on 04-19-2000 by Ord. No. 03-2000; Amended on 03-20-2002 by Ord. No. 15-2002; Amended on 04-20-2005 by Ord. No. 06-2005; Amended on 01-26-2011 by Ord. No. 2011.01.12-2; Amended on 07-11-2012 by Ord. No. 2012.05.09-8; Amended 11-13-2013 by Ord. No. 2013.10.09-013; Amended on 02-11-2015 by Ord. No. 2015.01.28-003; Amended on 03-11-2015 by Ord. No. 2015.02.25-009; Amended on 04-12-2017 by Ord. No. 2017.03.22-004]

Late Notice - If the fine indicated for the initial violation is not paid within ten (10) days, the Chief of Police shall send a late notice to the owner of the Vehicle. Such notice shall be sent to the primary owner as listed with the motor vehicle department of the state in which the Vehicle is registered. The late notice shall be sent by First Class mail and shall instruct the Vehicle owner that they may avoid further prosecution and fine by paying the City of Dover the amount in the applicable payment schedule for that violation.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

A. All parking violations enumerated in 166-16 through 166-46 shall be TABLE A violations as set forth in the Fee Schedule as adopted by City Council, except as follows:

(1) Violations of Section 166-16.E.(1), 166-16.F, 166-17.A.(9), 166-17.A.(12), 166-17.E, 166-38.C.(4) and 166-19.A shall be TABLE B violations as set forth in the Fee Schedule as adopted by City Council. [Amended on 03-11-2015 by Ord. No. 2015.02.25-009]

7. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by amending Section 60 SCHEDULE M: Business Parking Permit Zones 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:

PARKING LOTS	
Belknap Lot	
Chestnut Street Lot	
Orchard Street Parking Garage	All public parking spaces numbered 201 and above Spaces designated by the Chief of Police
Orchard Street Lot	
Portland Avenue (Grimes) Lot	
River Street Lot	



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

Third Street Lot	
Transportation Center Lot	

8. 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 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 - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

ORDINANCE BACKGROUND MATERIAL:

At their June meeting, the Parking Commission voted 5-1 in favor of moving from the current calendar-based Winter Parking Ban to as-needed or more commonly known storm-based parking ban.

The current calendar-based ban was enacted in the early 70s and has outgrown its need with the numerous notification options available today.

The procedures for education of the recommended changes as well as the day-of procedures are listed below.

Notification of new program and where to sign up for alerts

- (12) 24"x24" signs at entry points to city promoting "sign up for notifications"
- Notices on vehicles by PD November and December
- Flyers at City Clerk, PD, P&R and other city offices.
- Notification included to December tax bills - \$500
- Extensive and frequent media blitz (Dover Download, City Web Page, Channel 22/95, social media, standard news outlets – radio, print).
- Attendance and promotion at/through Dover Main Street & Chamber.
- Direct mailing/visit to restaurants/bars to encourage having a system in place to notify evening employees and customers on weekends.
- Mobile electronic display board (when available)
- Parking garage will be posted for "Permit parking only, beyond this sign" to ensure permit holders have a parking space.

Day of Ban Notification

- Called by 3 PM Community Services Director for City wide start at 10 PM, (downtown at 1 AM except when extreme storms requires earlier start). Map provided.
- Mobile electronic display board (when available)
- A press release will be sent to all relevant print, radio and television media, as well as online-only publications;
- An e-mail alert will be sent to all subscribers of the City's special announcements and/or parking ban alerts;
- A text alert will be sent to all subscribers of the parking ban text alert system (this notification system will be in place by the end of August);



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2018.08.08 – 008
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
18 Parking Lots
19 Winter Parking
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
60 Schedule M: Business Parking Permit Zones

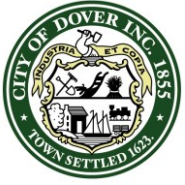
- Channels 22 and 95 will be updated with a parking ban alert that will perpetually appear as a lower-third for the first 24 hours of a ban, then as an alternating message, if necessary;
- Notice of the parking ban will be distributed across the City's social media platforms, including Facebook and Twitter;
- The homepage of the website will carry an alert of the parking ban, with a link to more information;
- The Driving Dover web page will be updated with the current parking ban information.
- Map showing streets included in 1 am restriction included.

During Event

- As the start time approaches, officers will try to contact owners as time allows.
- Non-downtown locations 10 PM: CS plow drivers will notify CS supervisor, who will notify dispatch of any vehicles in the way and an officer will respond to facilitate towing, if available. Otherwise the tow company can proceed.
- Downtown at 1 AM: Patrol officers and CS supervisor may initiate removal.
- First couple storms, PD will try to contact owners prior to towing, if available.

Post Event

- Dispatch will advise callers of location of towed vehicle.
- General inquires on reason for tow or complaints will be directed to CS intake phone.
- Official appeal (per RSA 262:33) of tow authorized by RSA 262:32 (interfering with snow removal) will be handled by Traffic Bureau Commander and reviewed with the Chief of Police.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2018.08.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170
---	---

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the Code to reflect changes in the community and in land use regulations.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-6 “Definitions”, revising section B as follows:

“B. Words and terms appearing in CAPITAL LETTERS throughout this Chapter shall have the meanings indicated: below. Other Land Use/Planning related words and terms not defined in this Chapter shall rely on the definition(s) contained within *A Planners Dictionary* published and updated by the American Planning Association.”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-6 “Definitions”, ~~to delete the definition of Building Floor Area~~ as follows:

BUILD TO LINE means a line parallel to the STREET RIGHT-OF-WAY LINE representing the distance ~~that which~~ part of the BUILDING is must be located. Front porches, stairs and handicap ramps may extend beyond the BUILD TO LINE up to half their depth. If locating the BUILDING at the BUILD TO LINE is not possible due to SETBACK or buffer requirements of Chapter 170-27 or Chapter 170-27.1, the BUILDING shall be located as close to the BUILD TO LINE as feasible. For parcels with no FRONTAGE, the BUILD TO LINE shall be calculated from the boundary parallel to the nearest STREET RIGHT-OF-WAY LINE. For parcels with FRONTAGE on a tidal waterway, the BUILD TO LINE may be a one hundred foot SETBACK, unless reduced via a Conditional Use Permit feet from the reference line, no matter the distance to the STREET RIGHT-OF-WAY LINE.

BUILDING means any STRUCTURE built for the support, shelter or enclosure of persons, animals, chattels or property of any kind and which is constructed and permanently affixed on the land. Such "BUILDING" includes open ~~porches~~ decks, open breezeways and any roofed areas. This in no way is to be construed to include a trailer, MANUFACTURED HOUSE or any other like product. For the purposes of measuring SETBACKs, eaves and uncovered ~~decks~~, porches ~~and~~ accessible ramps or steps may encroach into the side, REAR

 CITY OF DOVER	CITY OF DOVER – ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2018.08.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170
---	---

and front SETBACKs for a distance of up to three (3) feet. Improvements made at ground level (patio, pads, deck) are not required to meet SETBACKS.

~~“**BUSINESS FLOOR AREA** means that area, leased or occupied by a business, excluding hallway(s) or shared BUILDING/tenant facilities.”~~

3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-7 “Establishment of Districts” to revise the name of the “Gateway District” in Section A and in Section B as follows:

~~“B-5 Gateway Highway Business District~~

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations Tables in the Gateway District (B-5) to rename it to the Highway Business District.

4. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-11 “Use Regulations” section D “PLANNING BOARD site Review Approval” as follows:

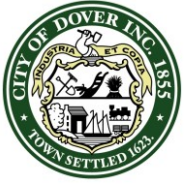
~~“D. PLANNING BOARD Site Review Approval. Any The following development/redevelopment meeting the criteria laid out in the Applicability section of the Site Review Regulations of the City of Dover shall be subject to the rules and regulations contained in said chapter. the Site Review Regulations of the City of Dover¹:~~

~~(1) All non-residential development or redevelopment.~~

~~(2) All multi-family residential uses wherein more than five (5) units are proposed for development.~~

~~(3) All MANUFACTURED HOUSING PARKS.~~

¹ See Ch. 149, Site Review.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Agenda Item#: 12.A.2. Ordinance Number: O – 2018.08.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170	

~~(4) Any change of use as defined in Chapter 149, Site Review Regulations.~~

5. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations Tables in the Thoroughfare Business District (B-3), HOTEL/Retail District (B-4), Highway Business District (B-5) District to revise the Principal Building Setbacks as follows:

B-3

FRONT SETBACK	<u>50</u>30 FT
ABUT A STREET SETBACK	<u>50</u>30 FT

B-4

FRONT SETBACK	<u>50</u>30 FT
ABUT A STREET SETBACK	<u>50</u>30 FT

B-5

FRONT SETBACK	<u>50</u>30 FT
ABUT A STREET SETBACK	<u>50</u>30 FT

6. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District” by revising the Dimensional Regulations Table in the Heritage Residential District (HR) footnote [*]: “Deviations from these requirements are permitted by Conditional Use Permit, subject to the requirements of Section 170-20.B(1), where applicable.”

7. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-14 “Nonconforming LOTS” by revising the reference to former Article X, now Article XI of this ordinance as follows:

B. “Refer to Article **XI** of this chapter for provisions regulating nonconforming LOTS that are adjacent or of continuous FRONTAGE and NONCONFORMING USES and STRUCTURES”

 CITY OF DOVER	CITY OF DOVER – ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2018.08.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170
---	---

8. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-15 “OPEN SPACE Requirements”, by revising the title and adding new subsection D and E and revising the current D to F as follows:

“170-15. ~~OPEN SPACE~~ Recreation Space and Separation between Use Requirements. [Amended on 08-01-90 by Ord. No. 8-90, Amended on 12-09-2009 by Ord. No. 2009.09.09-15.]

- A. For each bedroom of a multifamily [greater than four (4) DWELLING UNITS] residential STRUCTURE, there shall be provided at least one hundred (100) square feet of usable ~~OPEN SPACE recreation space~~. Half of this required ~~OPEN SPACE recreation space~~ shall be provided in such a manner so as to afford active recreational opportunities for children, to include such facilities as swings, sandboxes, slides, play areas, etc. The remainder of the required ~~OPEN SPACE recreation space~~ shall be provided in such a manner so as to afford passive recreational opportunities for adults, such as sitting areas, outdoor cooking facilities, walkways, etc. The active and passive recreational facilities may be combined or separated as appropriate to the site and to the anticipated occupancy needs of the development. ~~Efficiency apartments shall be counted on the basis of fifty (50) square feet per unit. Projects which are designed not to contain children (i.e., housing for the elderly) may eliminate the active recreational component of this requirement.~~
1. Efficiency apartments shall be counted on the basis of fifty (50) square feet per unit.
 2. A payment in lieu of providing the recreation space on site, for an identified recreation area, may be agreed to by the Planning Board.
- B. The minimum distance between any main BUILDING and any accessory BUILDING not structurally attached to such main BUILDING shall be not less than the HEIGHT of the REAR wall of the accessory BUILDING.
- C. No part of a yard or other ~~OPEN SPACE recreation space~~ required ~~about~~ for any BUILDING for the purpose of complying with the provisions of this Chapter shall be included as part of a yard or other ~~OPEN SPACE recreation space~~ similarly required for another BUILDING.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- D. ~~All OPEN SPACE requirements pursuant to this section shall not be binding in the CBD, and CWD Zoning Districts.~~ Non-Residential uses requiring site plan review shall be at least one hundred fifty (150) feet from all existing residential STRUCTURES located within residential zones.
- E. A continuous and year round visual buffer of either vegetation or fencing shall separate non-residential STRUCTURES and or parking areas from existing residential STRUCTURES located to the rear and side of any proposal.
- F. All screening and setback requirements pursuant to this section shall not be binding in the ETP or any Mixed Use Zoning District.
- G. All recreation space requirements pursuant to this section shall not be binding in the CBD – General, TOD and CWD districts.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations table in the B-4 District, footnote 4 as follows:

~~“[4] Buildings shall be at least one hundred fifty (150) feet from all residential structures that exist on the date of enactment of the B-4 Zoning District. A continuous visual buffer of either vegetation or fencing shall separate buildings from these existing residential structures. [Added 10-26-88 by Ord. No. 18-88] See Section 170-15”~~

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations table in the B-5 District, footnote 4 as follows:

~~“[4] A continuous visual buffer of either vegetation or fencing shall separate buildings and parking areas from existing residential structures located to the rear and side of any proposal. See Section 170-15”~~

AND



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-12 “Applicability of Tables of Use and Dimensional Regulations By District”, by revising the Dimensional Regulations table in the I-4 District, footnote 4 as follows:

~~“[4] Buildings shall be at least one hundred fifty (150) feet from all residential structures that exist on the date of enactment of the I-4 Zoning District. A continuous visual buffer of either vegetation or fencing shall separate buildings from these existing residential structures. [Added 10-26-88 by Ord. No. 18-88] See Section 170-15”~~

9. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-17 “Dimensional Regulations for Handicap Accessible Additions” by revising as follows:

~~“170-17 Dimensional Regulations for Handicap Accessible Additions~~ Removal of Barriers to Access

Upon the discretion of the Building Inspector, with consultation of the Zoning Administrator, in all zoning districts a STRUCTURE constructed for the express purpose of improving and/or providing accessibility to an existing BUILDING for physically and/or mentally ~~challenged~~ disabled individuals may be erected within the BUILDING SETBACKS (front, side and/or REAR) as specified in the Table of Dimension Regulations provided:

- A. The STRUCTURE cannot feasibly and practicably be constructed on the LOT in compliance with the Table of Dimensional Regulations;
- ~~B. ABUTTERS to the property on which the proposed STRUCTURE will be erected shall be notified by the Building Inspector prior to the issuance of the building permit; and The STRUCTURE must not create a hazard or detrimental impact to surrounding properties.”~~

10. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-20 “Central Business District Regulations”, by revising section D – “Standards and regulations”, to read as follows:

“D. Standards and regulations



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (1) The standards for use and dimensions to be utilized within the CBD are shown on the tables at the end of the section. Included in each table are the following areas:
 - (a) District Purpose
 - (b) LOT Occupation Regulations
 - (c) Diagram of BUILDING HEIGHT
 - (d) Diagram of BUILD TO LINES
 - (e) Special Regulations
 - (f) Permitted Uses
- ~~(2) Where BUILDINGS exist on LOTS adjacent to a proposed BUILDING, the proposed BUILDING may match the more conforming of the adjacent BUILDINGS' SETBACKS and HEIGHTS rather than match the provisions of this code.~~ Through the issuance of a conditional use permit, BUILDING HEIGHT may be increased by one (1) story, which shall be setback from the allowed height to create a terrace, for either:
 - (a) Each subgrade story of parking provided on the site; or.
 - (b) Additional units resulting from this CUP are restricted so that the rent of said units conforms to the HUD Fair Market Rent rates, for Dover, published annually by the New Hampshire Housing Finance Authority.
- (3) General Guiding Principles for BUILDING Placement
 - (a) The goal of the BUILDING HEIGHT and BUILD TO LINE standards is the creation of a healthy and vital public realm through good STREET space.
 - (b) BUILDINGS are aligned and close to the STREET.
 - (c) The STREET is a coherent space, with consistent BUILDING forms on both sides of the STREET, creating a clear PUBLIC SPACE and community identity.
 - (d) BUILDINGS oversee the STREET (and SQUARE) with active fronts contributing to a vital and safe PUBLIC SPACE.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (e) Property lines are physically defined by BUILDINGs or STREET WALLs.
- (f) BUILDINGs are designed for an urban feel and situation. Views are directed to the STREET and the garden/courtyard, not toward the neighbors. However within the STREET wall alcoves or small courtyards are permitted to allow for seating and public access
- (g) Vehicle storage, garbage and mechanical equipment are kept away from the STREET.
- (h) Within the General, Mixed Use, and TOD sub-districts, new retail and commercial activities are located on the GROUND FLOOR. Residential activity is not permitted, except as follows:
 - 1. Where a BUILDING does not front directly onto a STREET or municipal parking lot, residential activity may be located on the GROUND FLOOR.
 - 2. If retail and commercial activities are located on the GROUND FLOOR of BUILDINGs not fronting directly onto a STREET or municipal parking lot, the HEIGHT of the BUILDING may be increased by one (1) story.
 - i. Any additional stories shall be setback to create a terrace, and approved via a Conditional Use Permit.
- (i) In the Downtown Gateway residential may be located on the GROUND FLOOR, however new retail and commercial activities are encouraged to be developed.
- (j) Parking (not including on-street parking) should be away from the STREETs and shared by multiple owners/users.
- (k) Historic character should be preserved and enhanced by context sensitive construction.

11. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-23 “Impact Fees” as follows:



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

“170-23. IMPACT FEE Ordinance. [Amended on 01-22-2003 by Ord. No. 35-02; Amended on 12-09-2009 by Ord. No. 2009.09.09-15; Amended on 11-28-2012 by Ord. No. 2012.11.14-24.]

A. Purpose: This ordinance is enacted pursuant to RSA 674:16 and 674:21, and in order to:

- ~~Promote public health, safety, convenience, welfare, and prosperity;~~
- ~~Insure that adequate and appropriate public facilities are available; and~~
- ~~Provide for the harmonious development of the City and its environs.~~

~~For consideration in lieu of above:~~

- (1) Assist in the implementation of the Master Plan and Capital Improvements Program;
- (2) Provide adequate public capital facilities necessitated by NEW DEVELOPMENT;
- (3) Assess an equitable share of the cost of public capital facilities to NEW DEVELOPMENT.

B. Authority

- (1) IMPACT FEES may be assessed to NEW DEVELOPMENT to compensate the City of Dover and the School District for the proportional share of capital facilities generated by NEW DEVELOPMENT in the City of Dover. Any person who seeks approval for NEW DEVELOPMENT may be required to pay an IMPACT FEE in the manner set forth herein.
- (2) The PLANNING BOARD may, as a condition of approval of any subdivision, site plan, or change of use, and when consistent with applicable Board regulations, require an APPLICANT to pay exaction for off site improvements necessitated by the development.
- (3) Nothing in this section shall be construed to limit the existing authority of the PLANNING BOARD to disapprove proposed development which is scattered or premature, or which would require an excessive expenditure of public funds, or which would otherwise violate applicable ordinances and regulations. Nothing in this section shall be construed to limit the PLANNING BOARD's authority to require off-site work to be performed by the APPLICANT, in lieu of paying an exaction for OFF-SITE IMPROVEMENTS, or the board's authority to impose other types of conditions of approval. Nothing in this section shall be construed to affect types of fees governed by other statutes, ordinances or regulations.

C. ASSESSMENT Methodology



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (1) Proportionality: The amount of the IMPACT FEE shall be calculated by the PLANNING BOARD to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The PLANNING BOARD may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for IMPACT FEE ASSESSMENT for public capital facilities and IMPACT FEE ASSESSMENT schedules therefore.
- (2) Existing Deficiencies: Upgrading of existing facilities and STRUCTURES, the need for which is not created by NEW DEVELOPMENT, shall not be paid for by IMPACT FEES.
- (3) In the case of NEW DEVELOPMENT created by conversion or modification of an existing use, the impact fee shall be based upon the net positive increase in the impact fee assessed for the new use as compared to the highest impact fee that was or would have been assessed for the previous use in existence on or after the effective date of this Ordinance.

D. Administration

- (1) Accounting: In accord with RSA 673:16, II and RSA 674:21, V(c), IMPACT FEES shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which it was collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fee was collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Dover or the Dover School District for the funding of capital improvements that are the subject of IMPACT FEE ASSESSMENT, IMPACT FEES from the appropriate related capital facility IMPACT FEE accounts may be applied to pay debt service on such bonds or similar debt instruments.
- (2) ASSESSMENT and COLLECTION:
 - (a) Where subdivision or site plan approval is required for NEW DEVELOPMENT, IMPACT FEES shall be assessed at the time of PLANNING BOARD approval of a subdivision PLAT or site plan. The amount of such ASSESSMENT shall be applicable to subsequent BUILDING construction within the approved subdivision or site plan for a period of ~~four (4)~~ five (5) years from the date of PLANNING BOARD approval. Once this ~~four (4)~~ five (5) year period has expired, remaining construction for which no BUILDING permit has been obtained shall be subject to the adopted fee schedule in force at the time the BUILDING permit application is made.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (b) With the exception of those PLATS and site plans meeting the conditions in A) above, and when no other PLANNING BOARD approval is required, or has been made prior to the adoption or amendment of the IMPACT FEE ordinance, IMPACT FEES shall be assessed upon the issuance of a BUILDING permit. In such cases, the IMPACT FEE schedule in force at the time of the BUILDING permit application shall apply.
- (c) IMPACT FEES will be collected prior to or at the time of issuance of a Certificate of Occupancy ~~BUILDING permit~~, unless the PLANNING BOARD establishes an alternate, mutually acceptable schedule of payment of IMPACT FEES imposed on an ASSESSED PROPERTY. If an alternate schedule of payment is established, the PLANNING BOARD may require security, in the form of a cash bond, letter of credit, or performance bond so as to guarantee future payment of IMPACT FEES. In no case will an IMPACT FEE payment be allowed to be made after the issuance of a CERTIFICATE OF OCCUPANCY.
- (3) Security: In the interim between ASSESSMENT and COLLECTION, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed IMPACT FEES.
- (4) Refund of Fees Paid: The current owner of record of property for which an IMPACT FEE has been paid shall be entitled to a refund of that fee, plus accrued interest under the following circumstances:
- (a) When either the full or partial portion of the IMPACT FEE, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six (6) years from the date of the full and final payment of the fee; or
- (b) When the City of Dover, or in the case of school IMPACT FEES, the Dover School District, has failed, within the period of six (6) years from the date of the full and final payment of such fee, to appropriate their proportionate non-IMPACT FEE share of related capital improvement costs.

E. Appeals

- (1) A party aggrieved by a decision made by the Building Inspector regarding the ASSESSMENT or COLLECTION of IMPACT FEES authorized by this Section may appeal such decision to the PLANNING BOARD.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

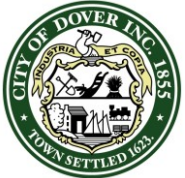
Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- (2) In accord with RSA 676:5, III, appeals of the decision of the PLANNING BOARD in administering this ordinance may be made to Superior Court, as provided in RSA 676:5, III and RSA 677:15.

F. Waivers

- (1) The PLANNING BOARD may grant full or partial waivers of IMPACT FEES where the PLANNING BOARD finds that one (1) or more of the following criteria are met with respect to the particular public capital facilities for which IMPACT FEES are normally assessed:
- (a) ~~An APPLICANT may request a full or partial waiver of school IMPACT FEES for those residential units that are lawfully restricted to occupancy by senior citizens age sixty two (62) or over in a development that is also maintained in compliance with the provisions of RSA 354-A: 15, Housing For Older Persons. The PLANNING BOARD may waive school IMPACT FEE ASSESSMENTS on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age sixty two (62) or over for a period of at least twenty (20) years. The PLANNING BOARD may agree to waive all or part of an IMPACT FEE ASSESSMENT and accept in lieu of a cash payment, a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of IMPACT FEES under this provision that would involve a contribution of real property or the construction of capital facilities; the PLANNING BOARD shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind, and may not be credited to other categories of IMPACT FEE ASSESSMENT. The APPLICANT shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.~~
- (b) ~~A person may request a full or partial waiver of IMPACT FEES for construction within a subdivision or site plan approved by the PLANNING BOARD prior to the effective date of this ordinance. Prior to granting such a waiver, the PLANNING BOARD must find that the proposed construction is entitled to the four (4) year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, BUILDING and construction has not yet occurred in the phase in which construction is proposed."~~

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Agenda Item#: 12.A.2. Ordinance Number: O – 2018.08.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170	

12. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-25 “Floodplain Development”, by revising section D – “Standards and regulations”, to read as follows:

“(c) Certification by a registered engineer or architect that the FLOOD PROOFING methods for any nonresidential STRUCTURE meet the FLOOD PROOFING criteria in subsection KL(2).”

13. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-27 “Conservation District”, by revising section D – “Procedures for Subdivision”, to read as follows

“D. Procedures for subdivision. No subdivision of land shall be permitted which would create a LOT or parcel or leave as a remainder a LOT or parcel which does not have, outside the Conservation District, an area equal to the minimum LOT size required for the underlying zoning district, or one (1) acre, whichever is less. The ZONING BOARD OF ADJUSTMENT may grant an exception to this rule if unless such a LOT or parcel is to be permanently dedicated to OPEN SPACE or natural uses and is to be dedicated to a public or private agency having as a purpose the holding of such land in a natural state in perpetuity. The lot area outside of the Conservation District may be non-contiguous.”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-27 “Conservation District”, section E – “Other provisions”, by deleting section (9) as follows and renumbering the subsequent sections:

~~“Land area contained within the Conservation District can be counted in determining the gross land area of a tract, LOT or parcel.”~~

14. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-27.2 “Transfer of Development Rights” to read as follows

“170-27.2. TRANSFER OF DEVELOPMENT RIGHTS. [Amended on 10-31-90 by Ord. No. 16-90; Amended on 01-22-2003 by Ord.35-02; Amended on 12-09-2009 by Ord. No. 2009.09.09-15; Amended on 02-22-2012 by Ord. No. 2012.01.25.]



CITY OF DOVER

CITY OF DOVER – ORDINANCE

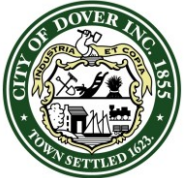
Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- A. Authority. By the authority granted under RSA 674:21, this section creates overlay district(s) for the purpose of transferring DEVELOPMENT RIGHTS (TDR) within said districts.
- B. Purpose and Intent. Within the City of Dover there are certain lands that possess significant conservation features, including but not limited to wetlands, groundwater recharge zones, forested areas, wildlife habitat, farmland, scenic viewsheds, historic landmarks, and linkages to other such areas. Because of their unique assemblages of flora and fauna and their significant contribution to the ecological system and/or the cultural identity of our community, these lands are worthy of special protection. The City of Dover furthermore, has a limited supply of land suitable for development. The purpose of this overriding district is to promote intensive development on the developable land possessing the least conservation value and to permanently protect lands possessing significant conservation features that provide unique values in their undisturbed condition.

Additionally, it is recognized that the City of Dover has an Open Lands Committee and Conservation Commission who are active in protecting and preserving OPEN SPACE.

- C. Applicability. Upon request by an APPLICANT for development approval and at the discretion of the PLANNING BOARD, the provisions of this subsection may apply to the district(s) defined in this subsection E below.
- D. Districts Defined.
- (1) The Industrial TDR DISTRICT is hereby determined to be any I-4 or B-4 zoning district as shown on the Zoning Map for the City of Dover, New Hampshire, adopted December 9, 2009. The SENDING AREA is defined to be OPEN SPACE and related SETBACKS as defined by the City of Dover Wetland Protection District, Chapter 170-27.1, which are located in any I-4 or B-4 zoning district. The RECEIVING AREA is defined to be all remaining land in be any I-4 or B-4 zoning district.
 - (2) The Residential TDR DISTRICT is hereby determined to be Residential districts noted or displayed on the Zoning Map for the City of Dover, New Hampshire, adopted December 9, 2009. The SENDING AREA is defined to be any land preserved by the City of Dover through conservation programs in the R-40 or R-20 residential zoning districts. The RECEIVING AREA is defined to be all non-R-40 or R-20 zoning districts east of the Spaulding Turnpike which allow residential development.
 - a. If the units created are purchased, the receiving area may be any zoning district that allows residential development.

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Agenda Item#: 12.A.2. Ordinance Number: O – 2018.08.08 – 009 Ordinance Title: Updating the Dover Zoning Ordinance Chapter: 170	

E. Procedural Requirements.

- (1) At the discretion of the PLANNING BOARD, an APPLICANT for development approval within the RECEIVING AREA of the defined Industrial TDR DISTRICT may apply the performance standards specified in Subsection F below in return for the acquisition of land or DEVELOPMENT RIGHTS from the SENDING AREA within the same TDR DISTRICT. The performance standards for the Residential TDR DISTRICT are outlined in Subsection G below.
- (2) A certified boundary survey of the associated land in the SENDING AREA shall be submitted as a supplement to the site plan or subdivision plan for development within the RECEIVING AREA. ~~For residential application, proof of previous preservation by the City of Dover is required.~~
- (3) The owner of the subject OPEN SPACE within the SENDING AREA of the TDR DISTRICT shall SIGN all application materials as a co- APPLICANT of the development application. For residential application, proof of an agreement to sell DEVELOPMENT RIGHTS must be provided by the Conservation Commission.
- (4) A sketch plan estimating layout of the development site and identifying the OPEN SPACE associated with the plan shall be submitted to the PLANNING BOARD for review at a regularly scheduled meeting. The PLANNING BOARD, within thirty (30) days of its review of the sketch plan, shall determine if waivers will be granted as allowed in Subsections ~~G~~ F and ~~H~~ G below. Following this decision, a final application is prepared. The final application for development approval shall be reviewed in accordance with the standard plan review process and subjected to all applicable development regulations, except as provided in this section.
- (5) A perpetual easement or restrictive covenant shall be recorded at the Strafford County Registry of Deeds that preserves the designated OPEN SPACE within the SENDING AREA. Said easement or covenant may allow for the continuance of existing residential and agricultural activities, and may allow for utility and access crossings in accordance with subsection I below. The designation of the land protection agency to hold the easement shall be approved by the PLANNING BOARD.

F. Industrial Performance Standards.

- (1) Land within a SENDING AREA, when surveyed, approved by the PLANNING BOARD and preserved by easement or covenant as specified in Subsection E above, may be counted for the OPEN SPACE requirement for a development site in a RECEIVING AREA. The amount of land preserved in a SENDING AREA shall equal or exceed the OPEN SPACE requirement for the development site, but in no case be less than one (1) acre. Notwithstanding, development sites within the I-4 and



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

B-4 zoning districts shall maintain OPEN SPACE or landscaped area on at least ten percent (10%) of the site. The design of the development site shall locate the OPEN SPACE or landscaped area to maximize the aesthetic value of the site.

- (2) The minimum LOT size requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS.
- (3) The minimum FRONTAGE requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS provided that paved access to all developed areas suitable for emergency vehicles is approved by the PLANNING BOARD.
- (4) SETBACKS for parking, paved areas, and BUILDINGS may be waived by the PLANNING BOARD, and be consistent with the intent to promote intensive development of suitable development sites. Notwithstanding, BUILDINGS shall be at least one hundred fifty (150) feet from residential STRUCTURES that exist on the date of enactment of the I-4 and B-4 Zoning districts, and seventy five (75) feet from the LOT LINE of a disagreeing residential ABUTTER.
- (5) The developer shall record covenants that address architectural considerations for STRUCTURES, SIGNAGE and lighting that are designed to promote the highest possible aesthetic quality of the development site.
- (6) A landscaping plan shall be submitted with a development application that depicts landscaping or OPEN SPACE around the perimeter of the site, near the proposed BUILDINGS, and within the parking LOT that promotes the highest possible aesthetic quality of the development.

G. Residential Performance Standards.

- (1) ~~A residential TRANSFER OF DEVELOPMENT RIGHTS APPLICANT may pursue one of the following methods for TRANSFERING DEVELOPMENT RIGHTS.~~
Annually, the City shall update a document identifying the cumulative cost per acre spent to preserve OPEN SPACE within the City of Dover. This list shall be kept on file in the Department of Planning and Community Development, and coordinated with the Conservation Commission. This cost shall become the value at which DEVELOPMENT RIGHTS may be purchased.
- (2) Proceeds from the purchase of DEVELOPMENT RIGHTS, shall be placed into the Conservation Fund to be used to purchase future property or easements, or monitor easements, and not into the general fund.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

(3) A residential TRANSFER OF DEVELOPMENT RIGHTS APPLICANT may pursue one of the following methods for TRANSFERING DEVELOPMENT RIGHTS.

(a) Private land transfer Single Family Detached method.

i. An applicant shall develop a baseline yield for the lot to be developed, through the following formula

1. The square footage of the parent lot minus environmental constraints (wetlands, conservation areas etc) is the base lot size.
2. The base lot size is then reduced by fifteen (15) percent to account for roadway, this creates the net area.
3. The net area is then multiplied by a factor determined by the amount of wetlands over the parent lot. This is the developable area.

<u>Percentage of Parcel that is wetlands</u>	<u>Factor</u>
<u>0<10%</u>	<u>0.85</u>
<u>10<20%</u>	<u>0.8</u>
<u>20<30%</u>	<u>0.75</u>
<u>30%<</u>	<u>.7</u>

4. The developable area is the divided by the minimum lot size, and the whole number value is the base number, with no rounding.

a. This base number is not required to be restricted by the requirements in subsection iii.

ii. The transfer shall equate to one of the following calculations:

1. For construction of units no larger than one thousand (1,000) square feet, of total living area, two (2) units per DEVELOPMENT RIGHT purchased shall be allowed.
2. For construction of units no larger than fourteen hundred (1,400) square feet, of total living area, one and a half (1.5) units per DEVELOPMENT RIGHT purchased shall be allowed. The unit count shall be the whole number value and not rounded up.

a. If the math to devise the base number ends in more than half a unit but less than a whole, and a transfer is purchased, the result would be two (2) dwelling units.

iii. The units created, through the transfer must be:

1. Sold, and are not for rental purposes
2. Limited to the square footage originally constructed.

iv. A note shall be placed on the approved plan and any Building Permit shall note the adherence to this section of the Code.

v. A note shall be placed in the property/unit deed citing the restrictions listed above.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

- ~~(i) For land in the sending district to be eligible for a TRANSFER OF DEVELOPMENT RIGHTS, it must be a parcel of at least five (5) acres, and developable under the existing land use regulations.~~
- ~~(ii) Land within a SENDING AREA, when surveyed, endorsed by the Conservation Commission/Open Lands Committee, approved by the PLANNING BOARD and preserved by easement or covenant as specified in subsection E above, may be counted for the minimum lot size requirement for a development site in a RECEIVING AREA. The criteria used by Open Lands Committee to rank parcels shall be listed on the application.~~
- (b) ~~Land bank~~ Attached Single Family, Two family, three family and 4 or more method

 - ~~(i) The transfer may be through the purchase of development rights, as described in G) (1) and (2), or through the protection of land via a permanent conservation easement as per section E) (5). For land in the sending district to be eligible for a TRANSFER OF DEVELOPMENT RIGHTS, it must be a parcel or easement purchased by the City through the use of Conservation funds allocated and approved by the City Council.~~
 - ~~(ii) The transfer shall equate to one (1) unit per acre preserved, or purchased. If the end result is a village themed residential/commercial project, the transfer shall equate to one (1) unit per tenth (10th) of an acre preserved or purchased. Annually, the City shall update a document identifying the cumulative cost per acre spent to preserve OPEN SPACE within the City of Dover. This list shall be kept on file in the Department of Planning and Community Development, and coordinated with the Conservation Commission.~~
 - ~~(iii) Proceeds from the purchase of DEVELOPMENT RIGHTS, shall be placed into the Conservation Fund to be used to purchase future property or easements, and not into the general fund.~~
- (4) Regardless of the method utilized, the transfer shall equate to one (1) unit per acre preserved. If the end result is a village themed residential/commercial project, the transfer shall equate to one (1) unit per tenth (10th) of an acre preserved. A minimum of three (3) acres shall be purchased. Regardless of the method utilized, the minimum LOT size requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS.

(5) Regardless of the method utilized, the setbacks shall be:

<u>MINIMUM DISTANCE AROUND INDIVIDUAL UNITS IN CLUSTERS</u>		<u>MINIMUM BUILDING SETBACKS FOR SUBDIVISION LOTS</u>	
<u>STREET Sides of Units</u>	<u>Between Units</u>	<u>Abutting A STREET</u>	<u>Abutting A LOT LINE</u>
<u>20 feet</u>	<u>20 feet</u>	<u>20 feet</u>	<u>10 feet</u>

(6) ~~Regardless of the method utilized, the minimum LOT size requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS.~~ FRONTAGE requirement may be waived by the PLANNING BOARD, for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS provided that paved access to all developed areas suitable for emergency vehicles is approved by the PLANNING BOARD.

a. If lots are proposed, the minimum frontage allowed shall be forty (40) feet per unit

(7) ~~Regardless of the method utilized, the minimum FRONTAGE requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS provided that paved access to all developed areas suitable for emergency vehicles is approved by the PLANNING BOARD.~~ A continuous visual buffer shall be created along the perimeter of the parent parcel.

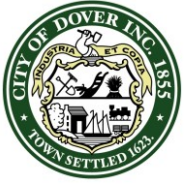
(8) Regardless of the method utilized, any other provision in this Chapter to the contrary, the density or intensity of development of a receiving parcel may be increased by the TRANSFER OF DEVELOPMENT RIGHTS so long as the increase in density or intensity:

(a) Is consistent with the Master Plan

(b) Is not incompatible with the land uses on neighboring LOTS (eg a multifamily building in a single family neighborhood)

H. Conditional Uses.

(1) ~~The PLANNING BOARD may grant conditional use permits to allow STREETS, roads, utilities, or other infrastructure improvements to cross wetlands within the RECEIVING AREA of the TDR DISTRICT, provided said infrastructure is essential to the productive use of land within the RECEIVING AREA of a TDR DISTRICT, and further provided that no possible location exists for said infrastructure in non-wetland areas."~~

 CITY OF DOVER	CITY OF DOVER – ORDINANCE	
	Ordinance Number: Ordinance Title: Chapter:	O – 2018.08.08 – 009 Updating the Dover Zoning Ordinance 170

Agenda Item#: 12.A.2.

15. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-41 “Nonconforming STRUCTUREs”, by revising section B to read as follows:

“B. A BUILDING or STRUCTURE nonconforming either in terms of use or BULK may be restored to its former BULK if destroyed by fire, ~~or~~ other hazard or if it is determined by the BUILDING OFFICIAL to be a hazard to persons or BUILDINGS abutting it, provided that restoration of the STRUCTURE is begun within twelve (12) months after the act of destruction. All such STRUCTUREs in use at the time of destruction for agricultural purposes shall be exempt from the provisions of this subsection, provided that such reconstruction, ALTERATIONs or repairs are in compliance with the provisions of subsection A.”

16. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-42 “Repairs and Maintenance” to read as follows:

“On any nonconforming STRUCTURE or portion of a STRUCTURE containing a NONCONFORMING USE, ordinary repairs may be made, subject to the following provisions: if a nonconforming STRUCTURE or portion of a STRUCTURE containing a NONCONFORMING USE becomes physically unsafe or unlawful due to lack of repairs and maintenance and is so declared by ~~any duly authorized official~~ the Housing Standards Board, to be unsafe or unlawful by reason of physical condition, an owner shall be able to restore, repair or rebuild it within six (6) months of said determination, in its existing location, unless an extension is granted by the Housing Standards Board. Otherwise, it shall not thereafter be restored, repaired or rebuilt except in conformity with the regulations of the district in which it is located. Any duly authorized official charged with protecting the public safety may rightfully order a STRUCTURE to be secured to a safe condition.”

17. TAKES EFFECT

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

REFERRAL TO A PUBLIC HEARING ON AUGUST 22, 2018



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
City Council Planning
Board Representative

Approved as to Legal
Form and Compliance: Anthony Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier		
Councilor Michelle Moffet 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.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

ORDINANCE BACKGROUND MATERIAL:

The Planning Board identified 15 areas of the zoning code to amend, in January. They fall into three categories, housekeeping, mandated and additions or limitation changes (see summary below). The Board then reviewed options over the first half of the year, posting Amendments in March and reposting, with changes, in May. From there it mailed a letter to all property owners summarizing the amendments and held a public input session on Tuesday June 26, 2018 and a Public Hearing on Tuesday, July 24, 2018. One resident spoke at the June 26th meeting, none at the July 24th meeting. After review, the Board unanimously approved the amendments.

The following is a summary of the amendments:

1. Purpose statement.
2. Amend Chapter 170-6 clarifying the use of a Planning Dictionary for certain definitions. Clarifying definitions for “Build To Line,” “Building,” and eliminating a definition for “Business Floor Area.”
3. Amend Chapter 170-7 and 170-12 to rename the B-5 “Gateway” District to “Highway Business” District.
4. Amend 170-11 to clarifying that the applicability of Site Plan review is governed by Chapter 149 of the City Code.
5. Amend Chapter 170-12 revising about a street setbacks from 50 feet to 30 feet in the B-3, B-4 and B-5 District, to encourage more pedestrian friendly development.
6. Amend Chapter 170-12 revising the Dimensional Regulations Table in the Heritage Residential (HR) District to correct a footnote.
7. Amend Chapter 170-14 revising the text of section B to refer to Article XI and not Article X as listed.
8. Amend Chapter 170-15 and 170-12 revising the Open Space standards, to clarify that the actual regulations govern recreation space, and to add separation between specific uses. Furthermore, the amendment revises the Dimensional Regulations Table in the Hotel/Retail (B-4), Highway Business (B-5), and Office and Assembly (I-4) Districts.
9. Amend Chapter 170-17 removing requirements for the removal of barriers to access, to bring the regulations into compliance with Federal law.
10. Amend Chapter 170-20 revising section D “Standards” clarifying the height allowances of buildings, and the first floor non-residential uses.
11. Amend Chapter 170-23 revising the Impact Fee ordinance to be in compliance with State law, allowing for a credit for existing space, which is reused, and removing waivers to projects deed restricted to those residents 55 in age or older, and for older projects.
12. Amend Chapter 170-25 revising the text of section D subsection (c) to refer to section K, not L.
13. Amend Chapter 170-27 to clarify conservation district land area calculations for minimum lot size.
14. Amend Chapter 170-27.2 revising the Transfer of Development Rights Ordinance to allow the purchase of development rights to create cottage sized single family homes in districts that allow residential uses. The amendment adds requirements for those homes.
15. Amend Chapter 170-41 allowing a property owner to repair a nonconforming structure if the Building Official has determined it is unsafe.



CITY OF DOVER

CITY OF DOVER – ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2018.08.08 – 009**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

16. Amend Chapter 170-42 allowing a property owner to restore, repair or rebuild a nonconforming structure if the Housing Standards Board has determined it is physically unsafe or unlawful.
17. Takes Effect

In addition to the above, Planning Staff has provided a summary document of the amendments, the required report to the City Council and a copy of the presentation which the Planning Board held on June 26th .

To: Dover City Council
From: Christopher Parker, AICP
CC: J. Michael Joyal, City Manager
Dover Planning Board
Date: July 25, 2016
Re: Zoning Amendments

ISSUE:

On July 24, 2018, the Planning Board unanimously approved 15 amendments to the City's Zoning Ordinance, Chapter 170.

INTENT:

This memo will briefly describe the findings of the Planning Board and ensure compliance with Chapter 170-53(F) of the Code.

GOALS:

The proposed zoning amendments must meet certain criteria for the Planning Board to support their adoption. This memo reviews the report criteria laid out in Chapter 170 to explain the findings of the Planning Board.

PROCESS:

The Planning Board and staff prepared a set of amendments in response to a list of areas of the Zoning Code the Board selected at its January 8th goal setting session.

The Planning Board posted the amendments after consideration on May 22, 2018. It held public hearings on June 26 and July 24 2018. The Board unanimously approved the amendments at the conclusion of the July 24th hearing and forwarded them to the City Council for ratification.

ATTACHMENTS:

- Summary of amendments
- Presentation of changes.

As per section 170-53(F), the Planning Board shall provide to the City Council a report on each proposed amendment that has been proposed and endorsed by it. This report shall include the Board's findings and recommendations on the following:

The consistency of the proposed amendments with the Master Plan;

The 2015 update to the City's Land Use Chapter of its Master Plan is entitled "It's All About Tomorrow." This chapter guides zoning amendment development. Amendment 10 promotes development in the urban core, connected with recommendation LU1.2. Amendment 14 expands options for TDR, connected to LU2.1 and 2.6, by creating new revenue opportunities to replenish the Conservation fund. Amendment 8 which provides protection to existing residential uses is connected to ED 1.2. Amendment 14 promotes diversity of housing options in line with H 1.2 and H 1.5, which call for density bonus for smaller homes.

The consistency of the proposed amendment with other plans, studies, or technical reports prepared by or for the Board and the City;

The proposed amendments do not conflict with any other plans, studies or technical reports. It should be noted that amendment 9 and 11 relative to the Accessibility and Impact Fees State law, are to be compliant with State and Federal guidelines.

The effect of the proposed amendment on the City's municipal services and capital facilities as described in the Capital Improvements Program;

There is no conflict with the Capital Improvements Program within the proposed amendments.

The effect of the proposed amendment on the natural, environment, and historical resources of the City;

In promoting contextually sensitive development, the amendments will increase the level of protection of the City's heritage and character.

The effect of the proposed amendment on neighborhood including the extent to which nonconformities will be created or eliminated;

Amendment 5 reduces the setbacks from streets in 3 commercial districts. This change is a setback and not a build to line, so it increases flexibility, but does not mandate use of it. This change is a result of the positive development at Glenwood and Central Avenue, where the project received a variance for this setback, and is more pedestrian friendly as a result. Amendment 8 adds buffers to residential homes abutting new non-residential development.

The effect of the proposed amendment on the City's economy and fiscal resources; and

Amendment's 15 and 16 allow for repair and reuse of non-conforming structures, as opposed to demolition. The intent to reduce costs for continued use of these structures.

The recommendation of the Planning Board relative to whether the proposed amendment should be adopted or rejected, and any recommendations for modifications to the proposed amendment.

The Planning Board unanimously approved the amendments and hereby submits them to the City Council for ratification.

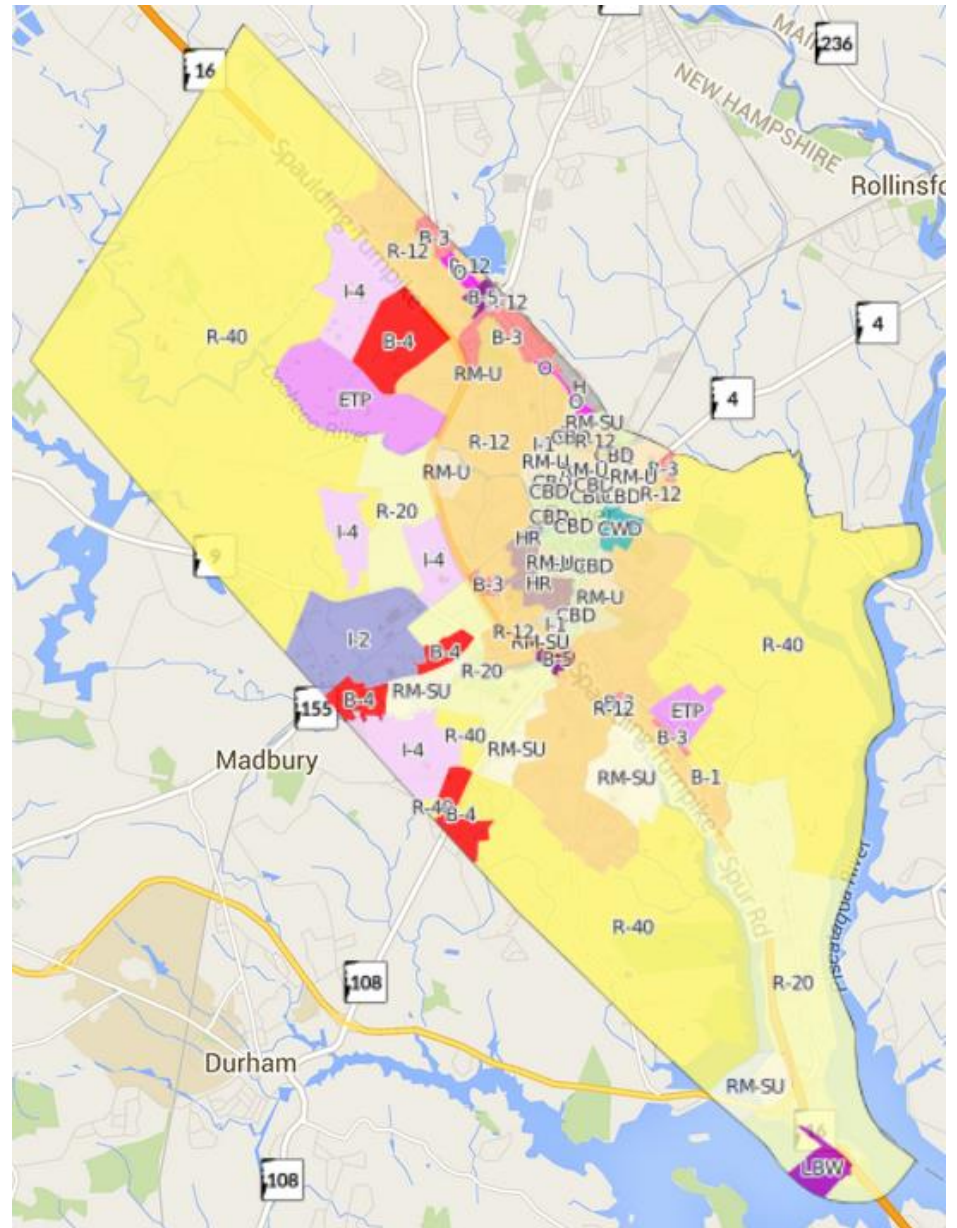
CITY OF DOVER - SUMMARY OF PROPOSED AMENDMENTS – 2018

Zoning Ordinance – Chapter 170

Amendment #	Section	Summary	Why
2	170-6	Amend definitions for Build To Line	Clarify how to measure for lots without frontage
2	170-6	Amend definition for Building	Clarify which portions of building may encroach into setbacks
2	170-6	Delete definition for Business Floor Area	Unused term
3	170-7	Rename the B-5 District	Avoid confusion with CBD Gateway
4	170-11	Amend Use Regulations to remove site review applicability	Ordinance should only refer to Chapter 149
5	170-12	Reduce setbacks in B zones	To allow for more pedestrian friendly development
	170-12	Amend Zoning Map to include Maglaras Park in CWD	Approved by PB
6	170-12	Correct footnote in HR table	
7	170-14	Amend nonconforming lot provisions	Remove obsolete reference
8	170-15	Amend to rename “Open Space” and update requirements relative to mixed uses	Require screening between all commercial/industrial uses and existing residential, clarify intent of open space.
9	170-17	Amend dimensional regulations for accessible additions to not require the Building Inspector to notify abutters	Requirement is vague and unnecessary
10	170-20	Revise Central Business District regulations to clarify uses allowed on first floor in general district	To clarify intent, and take into account buildings which do not front on streets.
11	170-23	Amend Impact Fees ordinance	As per Mayberry Consulting report
12	170-25	Correct a reference to in the Floodplain ordinance.	
13	170-27	Amend Cons District calculation for min lot size	Remove conflicting language
14	170-27.2	Explore options to increase density for smaller sized single family housing	To promote homeownership as affordable housing
15	170-41	Amend rebuild for damage for nonconforming structures	Allow for maintenance of legacy structures
16	170-42	Amend prohibition on repairs for nonconforming structures	Allow for maintenance of legacy structures

Proposed Zoning Amendments

Planning Board
Public Input/Hearing
June 26, 2018
July 24, 2018



How We Got Here:

- Goal Setting in January
- Housekeeping changes from Staff
- Posting of amendments in March
- Review and reposting in May
- Zoning amendment letter mailed to every property owner in City on June 13th
- Categories
 - Housekeeping/Simplification
 - Mandated
 - Additions/Limitations

Am I Affected?

Zoning District	Amendment #
Heritage	6
RM-SU	8
RM-U	8
B-1	8
B-3	5, 8
B-4	5
B-5	3,5
I-1	8
I-2	8
I-4	8
CBD-G	10
CBD-Mixed use	8, 10
CBD-Downtown Gateway	8
CBD-TOD	10
Citywide	2, 4, 7, 8, 9, 11, 12,13, 14, 15, 16

Housekeeping/Simplification Amendments

#	Intent
2	Remove unused Business Floor Area definition, clarify building
3	Rename Gateway District to avoid confusion with Downtown Gateway
4	Remove redundant language regarding site plan review
6	Updating footnote in HR table
7	Updating Article reference in the nonconforming lots section
8	Change name of “Open Space” to “Recreation Space”
12	Update section reference in floodplain ordinance
13	Remove conflict between lot area calculation & cons ord.

Mandated Amendments

#	Intent
9	Removing language not in compliance with the ADA
11	Amending Impact fee ordinance to comply with State law

Additions/Limitations Amendments

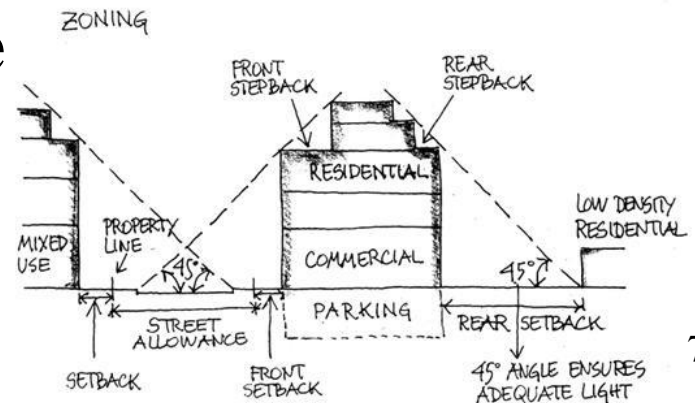
#	Intent
2	Clarifying Build To line for lots with no frontage
5	Reduce setbacks in B-3, 4 and 5 Districts from 50' to 30'
8	Add buffer requirements in areas where residential uses predate commercial development.
10	Revise CBD to allow additional height, if underground parking or if fair market rent units are provided
14	Amend residential TDR to encourage smaller homes
15	Allow nonconforming structures to be repaired in place
16	Allowing nonconforming structures to be restored in place

TDR

- Allows for purchase of units in exchange for funding conservation activities
- Restrictions on size of units
 - 1,400 sf or 1,000 sf
- Restrictions on additions
- Formula to create baseline of units, then purchase is above baseline
- Formula:
 - SF of parent lot – Environ constraints: **BASE**
 - $\text{BASE} - * .85$: **Net**
 - $\text{Net} * .85$ [sliding]: **Developable Area**
 - Developable Area/Min lot size: **base units**
- 99 Sixth
 - 90,322 sf – 15,225 sf: **75,097 sf**
 - 75,097 sf – $* .85$: **63,832.45 sf**
 - 63,832.45 sf $* .85$: **54,257.58 sf**
 - 54257.57 sf/12,000 sf: **4.52**

CBD Amendments

- **Buildings may be taller than 5 stories if**
 - Underground parking is provided
 - HUD Fair Market Rent units are created
- **Ground Floor Commercial Adjustments**
 - Remove necessary waiver for not providing commercial when a building does not front on a street/parking lot, or fronts on a secondary street
 - If provided an additional story is allowed
- **Additional stories must be stepped back, and only via a CUP**



For More Information....

- The full text is available:
 - On the City's Web Site: <https://bit.ly/2JyZFUE>.
 - In the Planning Department and City Clerk's Office M-Th 8:30 am to 5:30 pm or Fri 8:30am-4pm
 - At the Public Library
- Please call 516-6008 with further questions.
 - ◉ Blog: <http://dovernhplanning.tumblr.com/>
 - ◉ Facebook: www.facebook.com/DoverNHPLanning
 - ◉ Twitter: @DoverNHPlanning



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.07.25 – 102**
Resolution Re: **FY2019 CIP Appropriation and Authorization for
CWSRF Storm Water Asset Management Loan**

WHEREAS: The City Council desires to make public improvements and to finance these improvements through the NH Clean Water State Revolving Fund Program and;

WHEREAS: The Storm Water Asset Management loans are available through the NH Department of Environmental Services, and the loan includes 100% principal forgiveness for storm-water work; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital project is appropriated with estimated useful lives in excess of the length indicated:

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Storm Water Asset Management	\$30,000	5	Comm Serv - PW	General
	Total	\$30,000			

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing this project. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF Program to obtain the loan for eligible identified project.

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.07.25 – 102**
Resolution Re: **FY2019 CIP Appropriation and Authorization for
CWSRF Storm Water Asset Management Loan**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.07.25 – 102**
Resolution Re: **FY2019 CIP Appropriation and Authorization for
CWSRF Storm Water Asset Management Loan**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2019 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with 100% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriations to apply condition assessment and prioritization concepts to approximately 5-7 miles of the City's subsurface stormwater system in the most urbanized part of the City.

Debt Authorization versus Debt Retirement

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

Description	City
Pending Authorization	30,000
Prior FY19 CIP Authorization	4,100,000
FY19 Principal Retirement	3,832,184
Net Change	297,816

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2018 and this authorization, against the legal debt limit of the City.

Description	City
Debt Outstanding	40,671,411
Authorized - Unissued	13,864,494
Total Issued & Unissued	54,535,905
This Authorization	30,000
Grand Total	54,565,905
Legal Debt Limit	97,586,960
Unused Capacity	43,021,055
Percent Unused	44.10%

Note: City Legal debt limit is based on 3 percent of equalized assessed value.

Budgetary and Rate Impacts

The \$30,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$6,000 per year and this amount would be offset by an equal annual amount of principal forgiveness resulting in no impact to the City's General Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$2,250 impact to the City's General Fund budget over that 5 year period. This would be less than a \$0.01 impact on the annual tax rate.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.08.08 – 109**
Resolution Re: B17025 Veterans Memorial Additional Walkway

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

WHEREAS: The conforming qualification packet received and awarded via resolution [R-2017.02.08-009](#) was submitted by Ironwood Design Group with a fee and scope of work in the amount of \$80,000.00. The City also received change order one in the amount of \$59,935 for final design and construction services and was awarded via resolution [R-2017.08.23-106](#). Change order two was received in the amount of \$16,130.90 to add a new sidewalk from the Memorial to the handicap space in the McConnell Center driveway for a total project cost to date of \$156,065.90; and

WHEREAS: The city has received change order three in the amount of \$29,126.00 to add another walkway from the existing park circle to the north of the McConnell Center Lawn. Change order exceeds threshold, thereby requiring council approval.

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

The appropriation of \$29,126.00 is made as part of the FY19 Capital Improvements Program for the purposes of the Veterans Memorial, and the City Finance Director or Treasurer is authorized to transfer the sum of \$17,000.00 from the Recreation Improvements Capital Reserve Fund to fund a portion of the appropriation. The amount of \$12,126.00 will be transferred from the Recreation Agency Fund established for the Veterans Memorial

Account Number	Account Description	Budget Adjustment	Revised Budget
4019.1.350.45220.4715.05232.19.000.000.700	Veterans Memorial	29,126.00	29,126.00
4019.1.350.45220.3917.05232.19.000.000.R90	Veterans Memorial-Transfer from Agency Fund	(12,126.00)	(12,126.00)
4019.1.350.45220.3918.05232.19.000.000.R90	Veterans Memorial -Transfer from Trust Fund	(17,000.00)	(17,000.00)

AND FURTHER BE IT RESOLVED THAT:

The Purchasing Agent is hereby authorized to issue a change order three to Ironwood Design Group of Newmarket, NH in the amount not to exceed a total cost of \$29,126.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.08.08 – 109**

Resolution Re: B17025 Veterans Memorial Additional Walkway

Financing

Account	Description	Appropriation	Balance
4019.1.350.45220.4715.05232.19	McConnell Veterans Memorial Park	29,126.00	29,126.00

Note: This resolution requires a public hearing and a 2/3 majority vote according to C6-6 of the Charter.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

Approved for Legal Compliance: Anthony I. Blenkinsop
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.08.08 – 109**
Resolution Re: B17025 Veterans Memorial Additional Walkway

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2018.08.08 – 109**
Resolution Re: B17025 Veterans Memorial Additional Walkway

RESOLUTION BACKGROUND MATERIAL:

The Recreation Improvements Capital Reserve (8938) currently has a balance of \$580,096.00. The Recreation Agency Fund for Veterans Memorial (09504) currently has a balance of \$19,352.00.

The City of Dover hired Ironwood Design Group to assist in the Design and Build of a Veterans Memorial to be located off Locust Street on the McConnell Center lawn. The scope of this work involves working with the City on specifications and construction for the memorial.

Original Bid	Design and Engineering	\$80,000.00
Change order 1	Construction	\$59,935.00
Change order 2	Additional Sidewalk	\$16,130.90
Change order 3	Additional Sidewalk	\$29,126.00
	Total costs	\$185,191.90

The City anticipates that donations that come through the purchase of bricks dedicated to veterans and other business and individual contributions will aid in offsetting the additional cost of this change order.

Bid Information:

Sealed Request for Qualification # B17025 was issued and received for a design build firm on 12/20/16 @ 11:00am

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	yes
Invitations Mailed:	598	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	1 yr	Estimated Delivery:	As needed
Recommended Award to:	Ironwood Design Group	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17025 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.08.08 – 107**

Resolution Re: Acceptance of Donation for Naming Rights of Dover High School Health Science Lab

WHEREAS: The City of Dover, through a Joint Building Committee, is in the process of constructing a new Dover High School and Career Technical Center; and

WHEREAS: The City Council adopted on June 14, 2017 the creation of a trust fund to accept gifts and donations for the purpose of purchasing items for the new high school/career technical center; and

WHEREAS: The Dover School Board approved a resolution on May 14, 2018 to accept a \$25,000.00 donation and associated agreement from David and Maureen Staples; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The donation of \$25,000.00 from David and Maureen Staples is hereby accepted and said donation is to be deposited into the Dover High School and Career Technology Center Trust Fund, donation to be expended in accordance with the established purpose of the trust fund.

AND, FURTHER BE IT RESOLVED;

Acceptance of the donation acknowledges the Donor agreement attached to this resolution, which includes a provision for naming rights for the new Health Science Lab to be called the *David and Maureen Staples Heath Science Lab*.

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.08.08 – 107**

Resolution Re: Acceptance of Donation for Naming Rights of Dover High School Health Science Lab

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.08.08 – 107**

Resolution Re: Acceptance of Donation for Naming Rights of Dover High School Health Science Lab

RESOLUTION BACKGROUND MATERIAL:

The Dover School District and a sub-committee of the Joint Building Committee has embarked on a fundraising initiative for the new Dover High School/Career Technical Center.

In May 2018 the Dover School Board adopted a resolution to accept a \$25,000.00 donation from David and Maureen Staples, and acknowledge acceptance of the donor agreement for this donation to include naming rights for the new Health Science Lab. A copy of the School Board's adopted resolution and the donor agreement are attached to this resolution.

Since the new high school/career technical center is financed by the issuance of bonds, the City contacted bond counsel to review the specifics of the donation and associated agreement to ensure acceptance of the donation and granting of naming rights did not negatively impact the validity and tax-exempt status of the bonds. Bond counsel has provided a response to the city acknowledging that the donation and granting of naming rights for the Health Science Lab does not negatively impact the validity and tax-exempt status of the bonds.

The donation will be placed in the Dover High School and Career Technology Center Trust Fund to be used in accordance with the purpose of the trust fund, which is to purchase items for the new high school facility.

RESOLUTION
RE: NAMING RIGHTS – HEALTH SCIENCE LAB

WHEREAS: The District, by and through a Joint Building Committee formed with the City pursuant to RSA Chapter 199, is constructing a new Dover High School/Career Technical Center with associated amenities, and

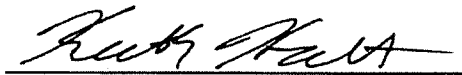
WHEREAS: David and Maureen Staples wish to make a one-time irrevocable donation in the amount of twenty-five thousand dollars (\$25,000) to the District, consistent with the terms of an Agreement between the Staples and the Dover School District and City of Dover (the "Gift"), and

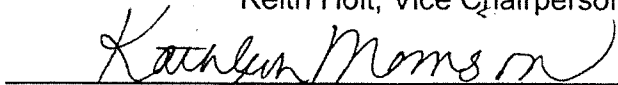
WHEREAS: Pursuant to the Agreement, the District and the City will acknowledge the Gift by naming the Health Science Lab the **David and Maureen Staples Health Science Lab**, commencing on September 1, 2018; and

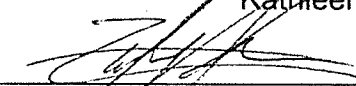
NOW, THEREFORE, BE IT RESOLVED, the Gift is accepted, subject to the terms and conditions set forth in the Agreement between David and Maureen Staples and the Dover School District and the City of Dover, by and through the approval of the City Council.

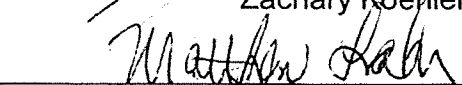
SUBMITTED BY:

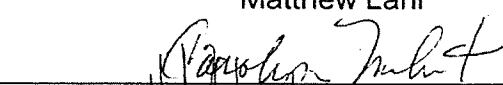

Amanda L. Russell, Chairperson

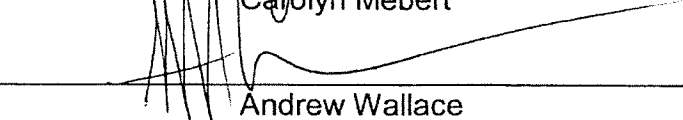

Keith Holt, Vice Chairperson


Kathleen Morrison, Secretary


Zachary Koehler


Matthew Lahr


Carolyn Mebert


Andrew Wallace

May 14, 2018

Agreement

This Agreement ("Agreement"), effective as of September 1, 2018 ("Effective Date"), is made and entered into by and between David and Maureen Staples, whose address is 2 Ruthie's Run, Dover, NH 03820 ("Donor") and the Dover School District ("District"), subject to the approval of the Dover School Board and City of Dover ("City") by and through its City Council, for the use and benefit of the District. Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto agree as follows:

RECITALS

Whereas, the District, by and through a Joint Building Committee formed with the City pursuant to RSA chapter 199, is constructing a new Dover High School/Career Technical Center with associated amenities ("High School"); and

Whereas, the Donor wishes to make a gift to the District for the use and benefit of the District as set forth in this Agreement; and

Whereas, the District and the City desire to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the District, for the use and benefit of the District, the following gift: \$25,000.00 ("Gift").
2. **Payment of the Gift.** The Gift is an irrevocable pledge, relied on by the District, that will be paid to the District in a lump sum payment within 30 days of the Effective Date.

Payment shall be paid by Donor to District via check or electronic funds transfer.
3. **Use of the Gift.** The Gift shall be deposited in the "Dover High School and Career Technology Center Joint Building Committee Fundraising Trust Fund" and shall be used consistent with the purposes of said trust fund.
4. **Acknowledgment.** In consideration for the Gift, the District and the City will acknowledge the Gift by naming the Health Science Lab ("Facility"), the David and Maureen Staples Health Science Lab ("Naming"). Before the Naming is affixed to the Facility, Donor shall have completed payment of the Gift. Subject to the terms of this Agreement, the Naming will last for twenty-five (25) years, concluding on August 31, 2043 [end date].
5. **Termination of Naming.** In addition to any rights and remedies available at law, the District may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement; or
 - b. In the event the District determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the City, the District, of the Dover High School Joint Building Committee, in the event of a continued association with Donor and the continuation of the Naming provided for herein.

Upon any such termination of this Agreement and/or the Naming hereunder the City of Dover, the Dover School District, the Dover High School Joint Building Committee shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The District, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

In addition to the foregoing, if, during the useful life of the Facility, the Facility is transferred or conveyed from the District and/or City, closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming shall cease. In such event, however, the Donor, if available, and in consultation with and as mutually agreed by the District and City, will have the opportunity, for no additional payment, to have another available District facility named after the Donor.

6. **Use of Name and Publicity.** The District shall have the right to use the Naming in any/all manners. For purposes of publicizing the Gift and the Naming, the District will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing the District's and City's use of the named facility.
7. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
9. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of New Hampshire without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity of the State of New Hampshire, any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Dover, New Hampshire, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.
10. **Approval.** This Agreement and the recognition and naming provided for herein are subject to the approval by the District by and through its duly elected School Board and the City by and through its duly elected City Council, and this Agreement will not be effective unless and until approved by the District and the City Council.
11. **Amendment.** This Agreement may only be amended by written instrument executed by the Parties hereto.
12. **Severability.** If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement and the application of such provision herein shall not be construed as a general relinquishment of waiver as to that or any other provision.
13. **Notice.** Any notice or other communication under this Agreement shall be in writing, sent via registered or certified mail, and will be deemed given when deposited, postage prepaid, in the U.S. mail. Any notice or other communication will be addressed as set forth below:

To District:

Superintendent of Schools
Dover School District
61 Locust St., Suite 409
Dover, NH 03820

To Donor:

David and Maureen Staples
2 Ruthie's Run
Dover, NH 03820

ACCEPTED AND AGREED TO:

DAVID AND MAUREEN STAPLES

DOVER SCHOOL DISTRICT

By: _____
David Staples

By: _____
William R. Harbron
Superintendent of Schools

By: _____
Maureen Staples

Approved by vote of the Dover School Board on _____, 2018.

Approved by vote of the Dover City Council on _____, 2018.



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: Florence Street Block Party

Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

Religious _____, Educational _____, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other ✓
(Describe) Neighborhood gathering

Contact Person: Mark Holt-Shannon Day Time Telephone: 603-970-0730

Address: 14 Florence St Email: holtshannon@mac.com

Purpose of Permit: Block Party

Date of Event: 8/25/18 Specific Time: noon - 7:00pm

Location of Event: 14-20 Florence 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): Florence Street

Police Department Block Party Approval Signature: _____

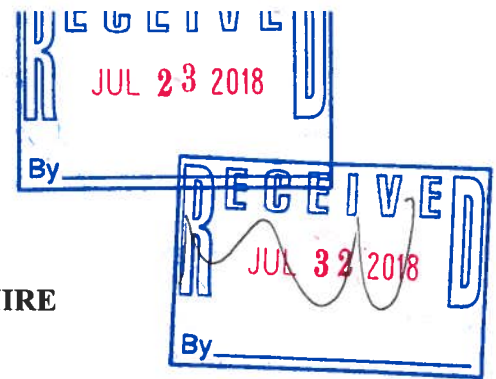
Printed Name: Sgt. Marn Speidel, Traffic Bureau

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: 7/30/18

PRINTED NAME: Mark Holt-Shannon
(duly authorized)

Licensing Board Approval [Signature] Date: 8/1/18



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

Check(✓) the type of application:

RAFFLE* ☒, TAG* ☐, BLOCK PARTY** ☐,

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

Organization Name: Greater Dover chamber of Commerce

Federal Tax ID number for Organization: 02-0127246

Check (✓) Nature of Organization:

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

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

Address: 550 Central Avenue Email event4@dovernham.org

Purpose of Permit: Festival of Trees

Date of Event: Friday, November 30th 2018 Specific Time: 4:00 pm to 8:00 pm

Location of Event: Dover City Hall - 246 Central Avenue

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

Prize (s) To Be Awarded: Raffle tree - a tree with gift cards to various downtown businesses

Cost of Ticket: \$5.00 each Date of Drawing: Friday, November 30th 2018

Place of Drawing: Dover City Hall - 246 Central Avenue

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: [Signature] DATE: 7/17/18

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature] Date: 8/1/18



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

Check (☒) the type of application:

RAFFLE* ☒, TAG* _____, BLOCK PARTY** _____,

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

Organization Name: St Mary Academy
Federal Tax ID number for Organization: 02-0342967

Check (☒) Nature of Organization:

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

Contact Person: Stephane Bolduc/Beth Ann Day Time Telephone: 742-3299
Address: 222 Central Avenue Email: sbolduc@stmaryacademy.org

Purpose of Permit: Calendar Fundraiser
Date of Event: October 5th Specific Time: morning
Location of Event: St Mary Academy

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

Prize (s) To Be Awarded: Cash prizes ranging \$50-\$250
Cost of Ticket: \$5 each Date of Drawing: Oct 5th
Place of Drawing: SMA

* 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: Stephane Bolduc DATE: 8.2.18
(duly authorized)

PRINTED NAME: Stephane Bolduc

Licensing Board Approval [Signature] Date: 8/5/18



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

PARADE** _____, ROAD TOLL*** X,

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

Organization Name: Professional Fire Fighters of Dover Local 1312 E NH MDA
Federal Tax ID number for Organization: 13-1665552

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): MDA Fill the Boat

Contact Person: Brian Jacques Day Time Telephone: 603-973-9577

Address: 299 Blackwater Rd Email mic 5 @ metrocust.net

Date of Event: August 25, 2018 Specific Time: 0800 - 1500

Location of Event (if parade, attach course description or map): Intersection of Cental Ave & OAK St.

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: Intersection of Cental Ave & Oak St.

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 7/26/18
(duly authorized)

PRINTED NAME: Brian Jacques

Licensing Board Approval _____ Date: _____



July 26, 2018

Dover Police Department
46 Locust Street
Dover, NH 03820

Dear Dover Police,

This letter is to inform you that on August 25, 2018, Dover Fire Department Locals 1312 and 2909 will be conducting a Fill the Boot/Voluntary Toll on behalf of the Muscular Dystrophy Association of NH. All the money raised at this event will be given to MDA of NH to benefit the over 800 families that MDA serves right here in New Hampshire.

If you have any questions please feel free to contact me at 603-471-2722 or by email at mmasse@mdausa.org.

Thank you so much.

Sincerely,

Michele Masse

Michele Masse
Executive Director
MDA of NH

Tax ID: 13-1665552

MDA
1 Sundial Ave., Suite 208N
Manchester, NH 03103
603-471-2722



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* _____, TAG* ☒, BLOCK PARTY** _____,

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

Organization Name: Dover Youth Football
Federal Tax ID number for Organization: 201507167

Check (✓) Nature of Organization:

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

Contact Person: Kelly Crawford Day Time Telephone: 603-973-6957

Address: 7 Old Stage Rd. Dover Email Kellyj.crawford78@gmail.com

Purpose of Permit: Tagging - Fundraising

Date of Event: 9/13 - 9/14 Specific Time: 5pm - 8pm

Location of Event: Various Store locations

*****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: Kelly Crawford DATE: 7/20/18

(duly authorized)

PRINTED NAME: Kelly Crawford - Dover Youth Football

Licensing Board Approval [Signature] Date: 8/5/18



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

Check(☒) the type of application:

RAFFLE* _____, TAG* ☒, BLOCK PARTY** _____,

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

Organization Name: Rochester Youth Football League
Federal Tax ID number for Organization: 22-2997907

Check (☒) Nature of Organization:

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

Contact Person: Melissa + Jeremy Lambert Day Time Telephone: 603-781-2716

Address: 208 West High St. Somersworth Email: calvin04@comcast.net

Purpose of Permit: To raise money to support new uniforms

Date of Event: 8-31-18 - 9-2-18 Specific Time: Friday - 5-8 Saturday - Sunday 7am-5

Location of Event: Shell Station Longhill Rd Dover NH

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

Prize (s) To Be Awarded: NO

Cost of Ticket: N/A Date of Drawing: N/A

Place of Drawing: N/A

* 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): N/A

Police Department Block Party Approval Signature: N/A

Printed Name: N/A

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

SIGNATURE OF APPLICANT: Melissa Lambert DATE: 7/29/18

(duly authorized)

PRINTED NAME: Melissa Lambert

Licensing Board Approval [Signature] Date: 8/9/18



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



Check(☒) the type of application:

RAFFLE* _____, TAG* ☒ _____, BLOCK PARTY** _____,

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

Organization Name: Rochester Youth Football + Cheer League
Federal Tax ID number for Organization: 22-2997907

Check (☒) Nature of Organization:

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

Contact Person: Melissa Lambert Day Time Telephone: 603-781-0467

Address: 208 West High St. Somersworth Email: calvin04@comcast.net

Purpose of Permit: To raise money for uniforms.

Date of Event: 8-18-18 8-19-18 Specific Times: 5-8-5 5-8-5

Location of Event: Shell Station Longhill Rd Dover NH

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

Prize (s) To Be Awarded: NO

Cost of Ticket: N/A Date of Drawing: N/A

Place of Drawing: N/A

* 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): N/A

Police Department Block Party Approval Signature: N/A

Printed Name: N/A

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

SIGNATURE OF APPLICANT: Melissa Lambert DATE: 7/29/18

(duly authorized)

PRINTED NAME: Melissa Lambert

Licensing Board Approval [Signature] Date: 8/1/18



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.08.22 – 110**
Resolution Re: B12049 Additional Design and Construction Services for
Silver Street Wayfinding & Visitors Information System

- WHEREAS: Sealed bids # B12049 were requested and received for a Silver St. Reconstruction Consulting Services on March 15, 2012 at 2:00 PM EST.; and
- WHEREAS: A pre-bid meeting was held on February 23, 2012 with 23 vendors attending. Eight proposals were received and evaluated. A short list of the three top candidates was issued and their cost proposals opened. Interviews were conducted and council awarded via [R-2012.05.09-58 13B3](#) to the low bidder, Underwood Engineers of Portsmouth NH; and
- WHEREAS: Underwood Engineers had retained Gamble Design LLC as their team member for design and installation of informational signage for the Silver Street corridor; and
- WHEREAS: The City has received the scope of work and costs from Gamble Design LLC for Phase III through VII for wayfinding services to include design development, construction documents and oversight in the amount of \$30,000. Due to the nature of the scope of work, city staff is proposing the change of the prime consultant to team member, Gamble Design LLC as outlined.

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 Gamble Design LLC of Portsmouth NH for design and construction services for the Silver St wayfinding Phase III through VII in the amount of \$30,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4015.1.300.43121.4751.03175.15	Silver St Reconstruction	113,098	98,702

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.08.22 – 110**

Resolution Re: B12049 Additional Design and Construction Services for
Silver Street Wayfinding & Visitors Information System

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.08.22 – 110**
Resolution Re: B12049 Additional Design and Construction Services for
Silver Street Wayfinding & Visitors Information System

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals via sealed Bid B12049 for consulting services for the reconstruction of approximately 4,000 feet of Silver Street from Central Avenue to Exit 8. The Sub-Consultant provided Phase I & II for informational signage and free standing Community Event /information kiosk. City staff is seeking to continue the wayfinding services directly with Gamble Design LLC in the amount of \$30,000.00

Phase	Scope	Cost	Reimbursable
III	Final Design	12,350	350
IV	Documentation & Digital Production	9,750	225
V	Final Pricing-coordination	425	50
VI	Fabrication coordination	4,500	350
VII	Installation review	1,750	250
		28,775	1,225
	Total not to exceed		30,000

Bid Information:

Sealed bids # B12049 were requested and received for a Silver St. Reconstruction Consulting Services on March 15, 2012 at 2:00 PM EST

Award Information:

A purchase order will be issued to Gamble Design LLC to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	154	Number of Responses:	8
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	no
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:		Fund:	
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

[B12049 Bid Documents](#)



Gamble Design LLC

10 August 2018

154 Maplewood Avenue

Donna Benton
Assistant Planning Director

Project #: 48.02

City of Dover
288 Central Avenue

P. O. #: _____

Portsmouth NH 03801

Dover, NH 03820

page 1 of 5

t 603.427.1300

re: Silver Street Corridor
Wayfinding & Visitor Information Sign System
Design Services Proposal *Revision v4*

PROPOSAL FOR DESIGN SERVICES

f 603.427.1320

Gamble Design LLC (Designer) agrees to provide professional services

to: City of Dover, New Hampshire

for: Silver Street Wayfinding & Visitor Information Sign System

www.gambledesign.com

PROJECT PHASES 2018

Phase 3 – Final Design

6 – 31 August (four weeks)

Phase 4 – Documentation & Digital Production

4 – 14 September (two weeks)

Phase 5 – Final Pricing Review

15 – 19 September (one week)

Phase 6 – Fabrication Coordination

22 September – 23 November (nine weeks)

Phase 7 – Installation Review

3 – 21 December (three weeks)

PROJECT TIMELINE

Phases 3–7 > 6 August – 21 December 2018 (nineteen weeks)

Sign System Components *Silver Street*

- G1** Primary Gateway
- G2** Secondary Gateway
- D1** Primary Vehicular Directional
- D2** Secondary Vehicular Directional
- D3.1** Tertiary Directional *on new sign armature*
- D3.1** Tertiary Directional *on existing post*
- D4** Parking Directional
- V2** Visitor Information Post (w/downtown map)

Sign System Components *Not in Silver Street Scope*

- N.I.S. > A1** Park/Amenity ID
- N.I.S. > D5** Offsite Directional
- N.I.S. > D6** Pedestrian Directional
- N.I.S. > V1** Visitor Information Table



Gamble Design LLC

SCOPE OF WORK

PROJECT DESCRIPTION BY PHASE

154 Maplewood Avenue

Phase 3 – Final Design

Final Design Fee: \$ **12,350**

Reimbursable Expenses: \$ **350** [estimated]

Schedule: 6 – 31 August (four weeks)

Deliverables: Final Design package for Silver Street Sign

Portsmouth NH 03801

Work Tasks:

1. Program/design review meeting with City Stakeholder Committee.
2. Prepare design package illustrating final program, design and details of exterior sign system components.
3. Send final design package to qualified fabricators for preliminary cost estimates of sign fabrication and installation.
4. Following approval of final design package, begin Documentation.

t 603.427.1300

f 603.427.1320

Phase 3 Meetings:

- Review with City project manager: (1)
- Meeting with City Stakeholder Committee: (1)

> *Phase 3 concludes with Final Design approval for Documentation and Digital Production*

www.gambledesign.com

Phase 4 – Documentation & Digital Production

Documentation Fee: \$ **9,750**

Reimbursable Expenses: \$ **225** [estimated]

Schedule: 4 – 14 September (two weeks)

Deliverables: Final Documentation set including Downtown V.I.S. map (working version)

Work Tasks:

1. Prepare final document set: design intent drawings, specifications, sign schedule and sign location plans.
2. Digital production of Downtown map (working version); fee allowance: \$ **1,250** (included).
3. Review and approval of final document set by City.
4. Review budget costs with City project team. Release approved document set to qualified fabricators for sign fabrication and installation cost quotations.

Phase 4 Meetings:

- Review meetings with City project manager: (1)

> *Phase 4 concludes with final Documentation set > approval to release for Final Pricing*

Phase 5 – Final Pricing/Coordination

Final Pricing/Coordination Fee: \$ **425**

Reimbursable Expenses: \$ **50** [estimated]

Schedule: 15 – 19 September (one week)

Work Tasks:

1. Coordinate distribution of bid document sets to qualified fabricators in review with City of Dover Purchasing Department.



Gamble Design LLC

2. Provide supplemental information to bidders as needed.
3. Review total costs of all exterior system components.
4. In review with City Purchasing and project manager, select best qualified bidder.

154 Maplewood Avenue

Phase 5 Meetings:

- Final bid review with City Purchasing, project manager and selected fabricator: (1)
- > *Phase 5 concludes with selection of qualified fabricator > approval to begin Fabrication*

Portsmouth NH 03801

Phase 6 – Fabrication Coordination

Fabrication Coordination Fee: \$ **4,500**

Reimbursable Expenses: \$ **350** [estimated]

Schedule: 23 September – 23 November (nine weeks)

t 603.427.1300

Work Tasks:

1. Monitor work progress of fabricator in meetings, conversations and shop inspections.
2. Update City project manager regarding progress of work.
3. Review submittals including shop drawings, product data and material samples.

f 603.427.1320

Phase 6 Meetings:

- Meetings with City project manager: (1)
- Shop inspections/reviews with sign fabricator: (2-3)
- > *Phase 6 concludes with delivery of new sign graphics components*

www.gambledesign.com

Phase 7 – Installation Review

Fabrication Coordination Fee: \$ **1,750**

Reimbursable Expenses: \$ **250** [estimated]

Schedule: 3 – 21 December (three weeks)

Work Tasks:

1. Attend installation to insure conformance with design and fabrication specifications.
2. Verify correct installation of exterior sign graphics during site inspections.
3. Prepare punch list noting any deficiencies to close-out project.

Phase 7 Meetings:

- On-site installation reviews with City project manager: (1-2)
- On-site reviews of sign system installation with fabricator: (1-3)
- > *Phase 7 concludes with installation of new sign system components, punch list and project close-out*

PROJECT TIMELINE

Phases 3–7 > 6 August – 21 December 2018 (nineteen weeks)

UNDER SEPARATE AGREEMENT NOT IN SCOPE

Phase 8 – Visitor Information System Sign Standards Manual

Work Tasks, Deliverables & Fee: \$ **TBD**



Gamble Design LLC

AGREEMENT

1. Scope of Services

Final Design, Documentation, Digital Production, Price/Bidding, Fabrication Coordination and Installation Review per Gamble Design **08.10.18** "Scope of Work" described above.

154 Maplewood Avenue

2. Parties to Agreement

Gamble Design's contractual agreement for this project will be with the City of Dover. Sign Fabricator's contractual agreement for all sign fabrication and installation will be directly with the City of Dover.

Portsmouth NH 03801

3. Project Fees and Expenses

Gamble Design will execute all work tasks and deliverables per project scope of work described above. All work will be calculated at the hourly rates shown in "6). Rates and Additional Services" toward the not-to-exceed fee amount shown:

t 603.427.1300

Project Phases 3-5 >	\$ 28,775 [NTX]
+ Project Expenses >	\$ 1,225 [estimated]
Project Fee TOTAL >	\$ 30,000

f 603.427.1320

4. Payment Schedule

A signed agreement and project purchase order/reference number is required to authorize project work. Thereafter, invoices for fees and expenses will be submitted for work executed to date. Designer invoices will be submitted to City covering all work completed to date of invoice. Payment for fees and expenses is due within thirty (30) days of date of invoice.

www.gambledesign.com

5. Project Expenses

Project fee above includes a limited allowance for out-of-pocket project expenses. Expenses include, but are not limited to, the following: digital color printing, map/photo acquisition, presentation boards and lodging/mileage costs (\$.53⁵/mile) incurred when traveling in connection with this project. Designer will maintain records of all expenses and submit copies to City with each invoice.

6. Rates and Additional Services

If requested and approved by the City of Dover, Designer will execute additional project tasks, including additional design, documentation, presentation, coordination and project administration. All staff time will be billed per the following hourly rates:

Principal (B. Morrison)	\$ 145/hour
Project Designer	\$ 95/hour
Designer	\$ 80/hour
Project Administrator	\$ 70/hour
Consultant(s) <i>if required</i>	\$ TBD

Designer will receive written approval from the City of Dover for performance of any work tasks not defined under this Scope of Work.



Gamble Design LLC

154 Maplewood Avenue

Portsmouth NH 03801

t 603.427.1300

f 603.427.1320

www.gambledesign.com

7. Approval of Sign Copy & Construction Documents

City of Dover will review and approve all design documents, related sign schedules and sign location plans prior to release to fabricators for cost estimates. Signature of the City's Project Manager or other Authorized City Representative will be conclusive as to the approval of all above items prior to release to Selected Fabricator for sign production and installation.

8. General

Meetings or presentations to other groups, state agencies or governmental authorities outside those specified with the City of Dover project team and Stakeholder Committee are Additional Services and not part of this defined Scope of Work. All rights not specifically granted to the City of Dover are reserved for Designer's use and disposition.

Agreed and Accepted:

Authorized Signature for
City of Dover, New Hampshire

Date



Authorized Signature for
Gamble Design LLC

10 August 2018

Date

cc: Christopher Parker AICP
Planning Director and Assistant City Manager



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.08.22 – 111**

Resolution Re: **Purchase of 2018 Ford Transit T350 with Ten Foot Box**

- WHEREAS: City staff from the Community Services Department is in need of another truck for its utility division. The Fleet Manager has found an acceptable unit in stock that will suit the needs and is available for purchase immediately; and
- WHEREAS: The unit is a 2018 Transit T350 with a ten foot box, side tool boxes and roof access ladder in the amount of \$37,716.00 which includes Ford Government Concessions.
- WHEREAS: The unit is at Ford of Londonderry and it is the recommendation to award as outlined thereby eliminating the 12-14 week delivery timeline.
- WHEREAS: Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Ford of Londonderry for a 2018 Ford Transit T350 in the amount not to exceed \$37,716.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4743.03512.19	Water Heavy Vehicles	40,000	40,000
5320.1.300.43250.4743.04512.19	Sewer Heavy Vechiles	40,000	40,000

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal: Anthony Blenkinsop
Form and Compliance: City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.08.22 – 111**

Resolution Re: **Purchase of 2018 Ford Transit T350 with Ten Foot Box**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.08.22 – 111**

Resolution Re: **Purchase of 2018 Ford Transit T350 with Ten Foot Box**

RESOLUTION BACKGROUND MATERIAL:

The City is in need of a new utility truck and has informally sought pricing from several dealers for a 2018/2019 Transit T350 with box. Three responded with price range from \$45,761 to \$41,046. Ford of Londonderry responded with an in stock truck in the amount of \$40,505. Deducting the Ford government concessions they will release to us for a cost of \$37,716. City staff also reviewed a prior sealed bid [B16002](#) in August 2015 for the same unit which the cost was \$33,616. Staff is seeking to waive the sealed bid process and award to Ford of Londonderry for immediate delivery.

Bid Information:

No Bid

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	NA
Invitations Emailed:	NA	Number of Responses:	NA
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	As needed
Recommended Award to:	Ford of Londonderry	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval to Waive bidding Process



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R –2018.08.22 – 112**

Resolution Re: B19004 Ford Transit Fifteen Passenger Van

- WHEREAS: A Sealed Request for Bid B19004 was issued and received for one new Ford Transit fifteen passenger van on August 15, 2018 at 2:30 pm; and
- WHEREAS: Three replies were received with low bid meeting specification being received from Robert H Irwin Motors in the amount of \$34,618.00. It is the recommendation to award as outlined; and
- WHEREAS: Per approved budget resolution [R-2018.03.28-031](#), The City Manager is authorized to accept and expend donations received for functions and programs, said donations are appropriated for such purpose. Dover Police Charities is donating \$19,618.00.00 towards this purchase.

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 Robert H Irwin Motors of Laconia NH for one 2019 Ford Transit 15 Passenger Van at rates provided in conjunction with Bid B19004. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.210.4215.4742.00000	Police Support Light Vehicles	34,618	34,618

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
City Attorney

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R –2018.08.22 – 112**

Resolution Re: B19004 Ford Transit Fifteen Passenger Van

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R –2018.08.22 – 112**

Resolution Re: B19004 Ford Transit Fifteen Passenger Van

RESOLUTION BACKGROUND MATERIAL:

In the FY2019 budget \$30,000 was budgeted in Police Department Support Division budget for the Outreach Bureau. At time of budget development Dover Police Charities agreed to donate \$15,000 to the City to cover 50% of the estimated cost of the van, this was reflected as revenue in the budget. Now that the cost of the van is \$34,618, Dover Police Charities has agreed to donate \$19,618 to the City to fund the initial \$15,000 they committed to as well as fund an additional \$4,618. Per approved FY2019 budget resolution R-2018.03.28, the \$4,618 is being accepted by the City manager, appropriated for the purpose of purchasing the Outreach Bureau van, and will be expended upon approval of this resolution authorizing the van purchase.

The City of Dover requested pricing and availability of one **new Ford Transit 15 Passenger Van**. General information and specifications are as follows:

New Ford Transit 15 Passenger Van (color Oxford WHITE YZ) 3.7L V6 / 6 Speed Auto
Transmission / Cruise Control Code / Running Board Code / Privacy Glass Code / 15 Passenger
/ 2 spare Key Code / 9150 GVWR

Bid Information:

A Sealed Request for Bid B19004 was issued and received for one new Ford Transit fifteen passenger van on August 15, 2018 at 2:30 pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	180	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	As needed
Recommended Award to:	Robert H Irwin Motors	Fund:	Police Support
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

[B19004 Bid Documents and Vendor Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.08.22 – 113**
Resolution Re: **Waterfront Development Negotiations Retention of Outside Legal Counsel**

- WHEREAS: The Cochecho Waterfront Development Advisory Committee and the City issued a Request for Proposals (RFP) to pre-qualified developers able to propose and implement a mixed-use development of the 29-acre City-owned Cochecho riverfront property; and
- WHEREAS: Upon reviewing the two Responses to the Requests for Proposals submitted on May 24, 2018, the City chose Cathartes of Boston, MA as the preferred developer; and
- WHEREAS: The City will commence negotiations with Cathartes regarding a Term Sheet and Land Disposition Agreement; and
- WHEREAS: Given the waterfront development, and in turn the Term Sheet and Land Disposition Agreement, are complex real estate matters, the City will benefit from the assistance of outside legal counsel experienced in land use and development; and
- WHEREAS: The City would like to retain Attorney William Tucker of the law firm of Wadleigh, Starr & Peters, PLLC in Manchester to represent and assist the City on the waterfront development negotiations; and
- WHEREAS: Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

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

The City Manager is authorized to retain Attorney William Tucker and the law firm of Wadleigh, Starr & Peters, PLLC in Manchester to represent and assist the City regarding the waterfront development negotiations.

The Purchasing Agent is hereby authorized to issue a purchase order to Wadleigh, Starr & Peters, PLLC for legal services at rates outlined in this resolution background section. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
4017.1.180.41910.4715.02513.17	Cochecho Riverfront	1,608,912	111,442

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 City Attorney		
Recorded by:	Karen Lavertu City Clerk		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.08.22 – 113**
Resolution Re: **Waterfront Development Negotiations Retention of
Outside Legal Counsel**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The City is commencing negotiations with Cathartes, the preferred waterfront developer, and seeks to work with outside legal counsel experienced in land use and development matters. The applicable rates, valid through December 2019, are as follows:

Attorney William C. Tucker	\$350.00 per hour
Associates	\$195.00 per hour
Paralegals	\$120.00 per hour



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.08.22 – 114**
Resolution Re: **2019-2020 New Hampshire Municipal Association
Legislative Policy Conference**

- WHEREAS: The New Hampshire Municipal Association (NHMA) monitors legislative bills of interest and provides legislative advocacy representing the collective interests of the 234 municipal communities and their residents; and
- WHEREAS: Representatives of the NHMA have developed recommendations to set priorities for legislative advocacy in the coming year relating to municipal interests that may arise before the New Hampshire Legislature and State agencies, which will be discussed at the upcoming NHMA Legislative Policy Conference; and
- WHEREAS: Additional Floor Policy Proposals have been submitted by certain municipalities for consideration at the NHMA Legislative Policy Conference; and
- WHEREAS: The City of Dover is a member of the NHMA and the Dover City Council may therefore designate a delegate to the NHMA Legislative Policy Conference where legislative policies will be discussed and adopted by the NHMA.

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

That the Dover City Council endorses the New Hampshire Municipal Association's 2019-2020 Legislative Policy Recommendations.

That the Dover City Council endorses the New Hampshire Municipal Association Floor Policy Proposals submitted by various municipalities.

That the Dover City Council authorizes the City Manager as its voting delegate to vote accordingly during the New Hampshire Municipal Association Legislative Policy Conference and, when deemed necessary, the City Manager, or designee, may provide testimony to State of New Hampshire officials on behalf of the City of Dover consistent with the endorsed legislative policies.

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 I. Blenkinsop City Attorney		
Recorded by:	Karen Lavertu City Clerk		

DOCUMENT HISTORY:

Document Created by: Legal	R_2018.08.22-2019-2020 NHMA Legislative Policy Conference
Document Posted on: August 16, 2018	Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2018.08.22 – 114**
Resolution Re: **2019-2020 New Hampshire Municipal Association
Legislative Policy Conference**

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached New Hampshire Municipal Association 2019-2020 Legislative Policy Recommendations and Floor Policy Proposals.

**New Hampshire Municipal Association
Legislative Policy Process 2019-20**

**Final Policy Recommendations for Legislative Policy Conference
September 14, 2018**

General Administration and Governance

Action Policy Recommendations

1. Funding for the Police Standards and Training Council

To see if NHMA will SUPPORT the continued operation of the New Hampshire Police Academy and the high-quality uniform training it provides for all law enforcement officers in the state, including municipal police officers, which aids in the delivery of quality policing services and interagency cooperation to the benefit of all citizens. As part of this, **to see if NHMA will SUPPORT** continued funding at the state level for the Police Academy and the Police Standards and Training Council. Local law enforcement agencies produce considerable funds through fines and penalty assessment monies which accrue to the State and are used for State purposes. Further, **to see if NHMA will OPPOSE** any increase in municipal costs for police officers to participate in the training, recognizing that municipalities now pay salary, benefits, and all employment-related costs for trainees while at the Academy, as well as providing staff and instructors at no cost to the Academy. **Existing policy, revised by the committee.**

2. Absentee Voting Expansion

To see if NHMA will SUPPORT allowing absentee voting without requiring a reason.

Explanation: At present, 27 states plus the District of Columbia permit absentee voting without requiring an excuse. Maine and Vermont are among the 27. Why not New Hampshire? People are kept from the polls because they are reluctant to say they are “disabled” (especially when they are just elderly) or otherwise find it difficult to vote in person. Voting should not require having to struggle with one’s conscience over whether they fit into one of the state-approved “legitimate” reasons for an absentee ballot. **Submitted by Gail Cromwell, Co-chair, Temple Select Board.**

3. Electronic Poll Books

To see if NHMA will SUPPORT legislation that would enable the use of electronic poll-books for municipalities, with funding coming from the HAVA funds made available to the New Hampshire Secretary of State by the United States Election Assistance Commission specifically for the purpose of improvement to the administration of federal elections in the state, as well as supporting legislative changes to statutes to make the use permissible under state laws. **Existing policy.**

Priority Policy Recommendations

4. Building Plans Under RSA Chapter 91-A

To see if NHMA will SUPPORT an amendment to RSA 91-A:5, IV to specifically add building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application as an exempt record under the statute. **Existing policy.**

5. Municipal Regulation of Firearms

To see if NHMA will SUPPORT legislation that would allow for limited local authority regarding possession and use of firearms on municipal property.

- Legislation that would allow municipalities to regulate or limit the use of firearms on municipal property.
- Legislation that would allow municipalities to regulate the carrying of firearms by employees while they are performing the functions of their office or employment.

Explanation: Local governing bodies are best positioned to determine the most appropriate use of municipal land and the actions of their employees. **Submitted by Joan Dargie, Town Clerk, Milford, and revised by the committee.**

6. Welfare Lien Priority

To see if NHMA will SUPPORT legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage. **Existing policy.**

7. Municipal Departments and MV Information

To see if NHMA will SUPPORT legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for all governmental purposes such as verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes. **Existing policy.**

Standing Policy Recommendations

8. SB 2 Adoption Process

To see if NHMA will SUPPORT amending RSA 40:14, III, regarding adoption of the official ballot referendum (SB 2) form of town meeting, to provide that the question shall be voted on by ballot at the annual meeting, but shall not be placed on the official ballot.

Explanation: Adoption of the official ballot referendum form of town meeting is a fundamental change in a town's governance. It is an action that should be undertaken only after thorough discussion and debate, with an opportunity for the legislative body to be fully informed. Current law requires that the question be placed on the official ballot, so that it is voted on in the voting booth on election day, with no opportunity for discussion or debate. The statement of the question is simply, "Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the town on the second Tuesday of March?" This provides almost no information about how the SB 2 form of meeting works.

Although the current law does require a public hearing on the question between 15 and 30 days before town meeting, those hearings are poorly attended, so the overwhelming majority of those voting on the question will have heard little or no discussion, and many of them will have a very poor understanding of the issue. Other matters of profound importance to town governance—such as establishing a budget committee and adoption of a tax cap—are voted on at the business session, rather than by official ballot. Adoption of SB 2 is an even more serious step and should be subject to at least a similar level of consideration. Discussion and debate at the business session will help to ensure that voters understand the issues better before voting on the question. **Submitted by Jim Belanger, Moderator, Hollis, and Frank Sterling, Selectman, Jaffrey.**

9. Allowing Towns to Adopt Ordinances Under City Statutes

To see if NHMA will SUPPORT legislation giving towns the same authority to adopt ordinances that cities have under RSA 47:17.

Explanation: State law (RSA 44:2, 47:1) gives cities all of the authority that towns have, but there is no reciprocal statute giving towns the authority that cities have. City councils have broad authority to adopt ordinances under RSA 47:17. Town ordinance authority is governed primarily by RSA 31:39, which grants more limited authority. There seems to be no logical reason for cities to have broader ordinance authority than towns. When towns want to exercise authority that cities already have, it is necessary to amend RSA 31:39 or add a new section in RSA 39. This policy would avoid that necessity and eliminate illogical distinctions between municipal ordinances, which are especially troublesome when a town is unable to adopt the same ordinance that the city next door has adopted. This would not eliminate all distinctions between cities and towns—just the difference between their respective ordinance powers. **Submitted by Tom Irving, Planning Director, Conway.**

10. Public Area "No Smoking" Local Option

To see if NHMA will SUPPORT legislation to authorize the designation of "No Smoking" zones in public areas by local option.

Explanation: Municipalities are charged with the responsibility for provision of the services and to ensure safe secure access to those services. Currently, some services may not be as accessible as they should due to the presence of smoke. There are also the associated costs in keeping areas litter free. The legislation would allow municipalities to define No Smoking zones in a way that meets the community's needs and would include the ability to implement them for health purposes.

Currently New Hampshire permits municipalities to enact ordinances for fire safety and sanitation purposes, but not health purposes, and New Hampshire's state smoking law preempts local

governments from doing so. Access to services is obstructed by the presence of smokers and their associated litter, and that litter might constitute a sanitation issue. The presence of smoke where non-smokers need to pass is objectionable and not supportive of a community's healthy community goal. Each community would have the opportunity for itself to enact local legislation on this issue. **Submitted by Andrew Bohanan, Parks, Recreation, and Facilities Director, and Nancy Vincent, Library Director, Keene.**

11. Public Notice Requirements

To see if NHMA will SUPPORT legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification. **Existing policy.**

12. Appointment of Town Clerks or Town Clerk/Tax Collectors

Legislative Body: **To see if NHMA will SUPPORT** legislation to allow the legislative body to authorize the governing body to appoint town clerks and town clerk/tax collectors.

Charter Towns: **To see if NHMA will SUPPORT** legislation allowing towns that have adopted a charter under RSA chapter 49-D to determine how the town will choose its town clerk.

Existing policy, revised by the committee.

13. Consolidated Policy on Collective Bargaining Items

Evergreen Clause: **To see if NHMA will OPPOSE** legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

Binding Arbitration: **To see if NHMA will OPPOSE** mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

Right to Strike: **To see if NHMA will OPPOSE** a right to strike for public employees.

Mandated Employee Benefits: **To see if NHMA will OPPOSE** any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years, for current or future employees.

Contracted Services: **To see if NHMA will SUPPORT** legislation to give public employers greater flexibility to privatize or use contracted services.

Existing policy, revised by the committee.

14. Maintenance and Policing of State-Owned Property

To see if NHMA will SUPPORT legislation requiring the State to maintain and adequately support operations on state properties so those properties do not place undue burdens on the host municipalities. This would include legislation

- to enable municipalities to recover expenses of providing municipal services on state-owned property, such as policing relative to illegal activities and allowing municipalities to receive reimbursement/compensation from individuals engaged in the illegal activity; and
- to require the state to adequately maintain its property, including the removal/remediation of abandoned, deficient, hazardous, or blighted structures/facilities.

Existing policy, revised by the committee.

15. Independent Redistricting Commission

To see if NHMA will SUPPORT the establishment of an independent redistricting commission for the appointment of representative, senatorial, executive council, and congressional districts. **Existing policy.**

Finance and Revenue

Action Policy Recommendations

1. Use of RSA 83-F Utility Values

To see if NHMA will:

- a) **SUPPORT** legislation that clarifies, under RSA 83-F, that no determination of utility value by the Department of Revenue Administration can be used in any way by the utility taxpayer in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17;
- b) **OPPOSE** any mandate that calls for the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action; and
- c) **SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

Revised by the committee to combine two existing policies.

2. New Hampshire Retirement System (NHRS)

To see if NHMA will SUPPORT the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy, and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, **to see if NHMA will SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, to see if NHMA will:

- a) **SUPPORT** legislation that will strengthen the health and solvency of the NHRS, ensure the long-term financial sustainability of the retirement system for public employers, and consider options and alternatives that provide reasonable changes in contribution rates;
- b) **OPPOSE** any legislation that: 1) expands benefits and would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board-approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered;
- c) **SUPPORT** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- d) **SUPPORT** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees; and
- e) **OPPOSE** any action to further restrict municipalities' ability to employ NHRS retirees in part-time positions, either through hours restrictions or through imposition of new fees/costs.

Existing policy, revised by the committee.

3. Expansion of Local Authority to Institute Fees

To see if NHMA will SUPPORT legislation that allows a municipality to exercise local control of non-property tax revenue streams with local legislative body approval to meet demands for services and/or infrastructure. Examples of such legislation may include such actions as: (a) allowing a municipal to adopt an additional surcharge under the meals and rooms tax on hotel occupancy within the municipality; and (b) allowing a municipality to increase the maximum optional fee for transportation improvements when collecting motor vehicle registration fees. **Existing policy, revised by the committee (existing policy supports a local option meals and rooms tax surcharge).**

Priority Policy Recommendations

4. Enforcement of Motor Vehicle Registration Laws

To see if NHMA will SUPPORT amending motor vehicle registration laws to strengthen the enforcement of those laws (through stepping up law enforcement and increasing penalties, including fines) to ensure collection of all state and local registration fees owed by New Hampshire residents.

Explanation: Municipalities are realizing a significant and growing annual revenue loss of motor vehicle permit fees and other fees, due to NH residents registering their automobiles, trucks and all other types of trailers through non-government agents in the State of Maine. Currently, RSA 261:140

only requires a \$100 fine for these violations, an insignificant amount when compared to the much greater savings a resident realizes when obtaining low-cost “multi-year” registrations (up to a 12-year period) through the State of Maine. Municipalities all over the state are vulnerable to online registrations. Businesses with fleets are specifically targeted. **Submitted by Portsmouth City Council.**

5. Lien for Uncollected Ambulance/EMS Billings

To see if NHMA will SUPPORT legislation to ensure the collection of unpaid bills for ambulance and other emergency services.

Explanation: Municipal EMS, unlike hospitals and home health care providers, have no remedy available for the collection of unpaid billing for ambulance service except through a collection agency (@33% fee) or small claims court. These mechanisms do not guarantee the municipality will be made whole and can be punitive to the responsible party when they can least tolerate it. Ambulance service has evolved dramatically from simply transporting individuals to the hospital. Today, early medical intervention significantly increases a patient’s survival probability; therefore municipal EMS is expected to provide costly basic and advanced life support before and during transport. Currently when faced with an unpaid ambulance billing, municipalities have to choose between sending the bill to collections, small claims court, or writing off the bill. Collections or small claims potentially exposes the responsible party to a burden at an inopportune time. To write off the debt unfairly places the financial burden on the taxpayers of the responding municipality. **Submitted by: Barbara Lucas, Town Administrator, and Neil Irvine, Selectman, Town of New Hampton.**

6. Ownership Name Changes

To see if NHMA will SUPPORT legislation requiring entities to file name changes and ownership changes at the registry of deeds to ensure that property taxes are assessed to the proper owner.

Explanation: Presently, name changes and property acquisitions by stockholders are not filed at the registry of deeds. Municipalities don’t know if ownership has changed, resulting in bills and other notices going to improper property owners. **Submitted by: Kathryn Temchack, Director of Real Estate Assessments, City of Concord**

7. Collection of Delinquent Taxes on Manufactured Housing

To see if NHMA will SUPPORT legislation to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing on land of another. Such commission to include appropriate interested stakeholders. **Existing policy.**

8. Tax Exemptions for Charitable Organizations

To see if NHMA will SUPPORT creating a commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects under RSA 72:23-k, and **SUPPORT** reimbursement from the state for the costs of municipal services provided to state-owned properties. **Revised by the committee to combine two existing policies.**

9. Clarification of Elderly Exemption, Prorating Disabled, Deaf and Blind Exemptions

To see if NHMA will SUPPORT

- a) Changes in RSA 72:39-a, 72:29, and 72:39-b to define “household income” for elderly exemption qualification consistent with the definition of “household income” used by the state in qualifying residents for the Low & Moderate-Income Homeowners Property Tax Relief Program under RSA 198:56-57 and Rev 1200; and
- b) Legislation prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

Revised by the committee to combine two existing policies.

Standing Policy Recommendations

10. Assessment Methodology for Big Box Stores

To see if NHMA will SUPPORT legislation clarifying the assessment methodology for big box stores if used and occupied for the purpose for which they were built. This methodology would not employ comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

Explanation: Large box stores such as Walmart, Lowe’s, Home Depot, Target, etc. have been successful in other states in obtaining large assessment reductions by using comparable sales or rentals of abandoned or deed-restricted properties. **Submitted by: Kathryn Temchack, Director of Real Estate Assessments, City of Concord.**

11. Income Approach on Appeal

To see if NHMA will SUPPORT legislation that prohibits the use of the income approach by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information. **Existing policy.**

12. Charitable Definition and Mandated Property Tax Exemptions

To see if NHMA will OPPOSE legislation that expands the definition of “charitable” in RSA 72:23-1, unless the state reimburses municipalities for the loss of revenue. **Existing policy.**

13. Sale of Tax Deeded Property

To see if NHMA will SUPPORT amending RSA 80:89 to require proof that the municipality *sent* the required notice of impending tax deed rather than proof that the taxpayer actually *received* the notice. **Existing policy.**

14. State Revenue Structure and State Education Funding

To see if NHMA will SUPPORT asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- That revenue sources are predictable, stable, and sustainable and will meet the long-term needs and financial realities of the state;
- That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- That the revenue structure is efficient in its administration;
- That changes in the revenue structure are fair to people with lower to moderate incomes.

Further, **to see if NHMA will SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given. **Existing policy.**

15. Changes to the Official Ballot Process and Default Budget

To see if NHMA will OPPOSE changes to the official ballot process (SB2) including changes to the calculation of the default budget, unless such changes are a local option presented to the legislative body for approval. **Revised by the committee (existing policy opposed any increase in the 60% bond vote requirement in SB 2 municipalities).**

Infrastructure, Development and Land Use

Action Policy Recommendations

1. Municipal Use of Structures in the Right-of-Way

To see if NHMA will SUPPORT legislation granting municipalities a designated space to use for any purpose, including leasing to a private entity, upon all poles, conduit, and other structures within the rights-of-way without paying make-ready costs. This includes a requirement that the owners of utility poles and conduit do the necessary work to make that space available. **Existing policy, revised by the committee.**

2. Municipal Authority to Adopt More Recent Codes

To see if NHMA will SUPPORT legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

Explanation: Allowing municipalities to adopt current codes will promote best practices for health, safety, and welfare. **Submitted by Portsmouth City Council.**

3. Municipal Cooperation

To see if NHMA will SUPPORT legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts. **Existing policy.**

Priority Policy Recommendations

4. Regulation of Short-Term Rentals

To see if NHMA will SUPPORT legislation authorizing municipalities to regulate short-term rental of residential properties, including licensing requirements and health and safety protections. This should not be interpreted to limit existing authority to regulate such uses through municipal zoning ordinances and land use regulations.

Explanation: Municipalities across the country are increasingly forced to address problems associated with short-term rental of residential housing units, which are typically facilitated through the online platforms of AirBnB, VRBO, Home Away, and others. Problems arise often in single-family residential neighborhoods, in which transient residential occupancy introduces instability and conflict (e.g., noise complaints with no recourse other than to call the police).

Some jurisdictions have already addressed this through legislation, sometimes accompanied by comprehensive agreements with the online platform operators to submit to regulation. A related issue is whether the state is able to collect meals and rooms tax for such temporary uses, which are similar in some regards to B&B operations and hotels/motels. **Submitted by Ben Frost, Planning Board Chairman, Town of Warner.**

5. Highway Funding

To see if NHMA will SUPPORT a state transportation policy that ensures adequate and sustainable funding for state and municipal highways and bridges to promote safe and reliable transportation and corridors and economic development for the citizens of our state and for the travelling public. The policy should include:

- Maintenance of the proportionate share of the state highway fund that is distributed to cities and towns under current law;

- No further diversion of state highway funds for non-highway purposes; and
- Increased funding, which may include the state road toll, highway tolls, local option fees, user assessments, and other revenue sources as necessary.

Existing policy, revised by the committee.

6. Water Quality and Infrastructure

To see if NHMA will SUPPORT legislation that ensures adequate and sustainable investment to maintain or make necessary improvements to the state's critical water infrastructure (public drinking water, wastewater, and stormwater systems, and dams); that works to provide affordable water, wastewater, and stormwater services; that encourages regional and innovative solutions to water, wastewater, and stormwater issues; that supports decisions that rely on science-based standards; that supports local decision making; and that supports economic progress in the state while protecting public health and safety. **Combination of existing policies, revised by the committee.**

7. State Adoption of Building and Fire Codes

To see if NHMA will SUPPORT a policy encouraging the state to: (1) adopt updated editions of national/international building and fire codes; (2) streamline the code adoption process while facilitating examination of changes that benefit the state economy; (3) encourage training opportunities for local code enforcement personnel.

Explanation: Multiple versions of codes are confusing for all parties. The state's adoption of updated codes would simplify municipal decision making in scheduling code ordinance updates. The quality of enforcement varies significantly among municipalities due to different levels of experience and training. Better training would lead to more consistent enforcement. **Submitted by Portsmouth City Council.**

Standing Policy Recommendations

8. Current Use

To see if NHMA will OPPOSE any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board. **Existing policy.**

9. Scientific/Technical Standards for Regulatory Legislation

To see if NHMA will OPPOSE regulatory legislation that is not based on relevant scientific and technical standards that are broadly accepted by peer review and feasibly achieved.

Explanation: In the past legislative session, bills were filed that attempted to supersede standards set by regulatory agencies without the applicable deliberation and processes associated with creating regulations. **Submitted by Portsmouth City Council.**

10. Land Use and Environmental Regulation and Preemption

To see if NHMA will SUPPORT legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required. **Existing policy.**

11. Energy, Renewable Energy and Energy Conservation

To see if NHMA will SUPPORT legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy sources, and promote energy conservation, and **OPPOSE** any legislation that overrides local regulation. **Existing policy.**

12. Oppose Statewide Zoning Mandates

To see if NHMA will SUPPORT a policy recognizing the legislature's authority to establish statewide priorities in zoning and land use regulation, but **OPPOSE** legislation that limits reasonable local control in implementing those priorities, or that unreasonably mandates specific criteria that municipalities must follow. **Existing policy, revised by the committee.**

13. Conservation Investment

To see if NHMA will SUPPORT permanent funding for the Land and Community Heritage Investment Program and **OPPOSE** any diversion of such funds to other uses. **Existing policy.**

1

New Hampshire Municipal Association
2019 - 2020 Legislative Policy Process

Floor Policy Proposal

RECEIVED
JUL 16 2018
NHMA

Submitted by (name): Hudson Board of Selectmen

Date: July 10, 2018

City or Town: Hudson

Title of Person Submitting Policy:

Selectmen

Floor Policy Proposal approved by vote of the governing body on July 10, 2018

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align it with the interest rate on delinquent taxes that were recently lowered by the NH Legislature.

Municipal Interest to be accomplished by proposal:

To align abatement interest paid by a municipality with the recent lowering of interest rates on delinquent property taxes.

Explanation:

Currently, after the timely payment deadline has passed on payment of property taxes, usually 30 days or more of grace time, 12% interest is charged, for a period of six (6) months, and then 18% interest is charged after those six (6) months. The NH Legislature and the Governor have passed into law, a significant decrease in the interest rate that is charged on late property tax bills. As of January 1, 2019, after the timely payment deadline has passed on payment on property taxes, 8% interest is charged, for a period of six (6) months and then 14% interest is charged. This proposal seeks to lower the interest rate on abatements paid by a municipality from 6% to 4% to better align with delinquent property tax interest rates.



2

**New Hampshire Municipal Association
2019-2020 Legislative Policy Process**

RECEIVED

JUL 24 2018

NHMA

Floor Policy Proposal

Submitted by (name) Jill White Date: July 23, 2018

City or Town Holderness Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 23, 2018

Submitted by (name) Brent T. Lemire Date: July 24, 2018

City or Town Litchfield Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 23, 2018

Submitted by (name) Rick Hiland Date: July 25, 2018

City or Town Albany Title of Person Submitting Policy Select Board - Chairman

Floor Policy Proposal approved by vote of the governing body on (date) July 25, 2018

Submitted by (name) David W. Swenson Date: July 31, 2018

City or Town New Durham Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 31, 2018

To see if NHMA will SUPPORT legislation clarifying that the Town Moderator has authority to postpone the official ballot voting session of town meeting in the event of severe weather or other emergency and establishing clear rules for addressing any practical issues involved in postponing the voting session.

Municipal interest to be accomplished by proposal: Preserve local control over elections and enable local officials to take necessary steps to protect public safety.

Explanation: RSA 40:4, II states that the moderator may postpone “the deliberative session or voting day of the meeting” in the event of a weather emergency. In 2017 many town moderators, relying on the statute’s language and on advice from their town attorneys and NHMA, postponed the “voting day” of their meetings because of a blizzard on town meeting day. The Governor, the Secretary of State, and some legislators subsequently claimed that this authority did not exist despite RSA 40:4, II language thereby creating confusion. In 2017 these conflicting inputs resulted in a need for legislation to ratify Town Meeting results so that bond counsel could give clean opinions on any bonds approved at postponed meetings. In 2018 when another forecasted severe snowstorm caused many town officials to consider postponing their official ballot voting sessions the Attorney General and the Secretary of State issued a memorandum prior to the predicted severe storm asserting that no such authority existed for Town Moderators to postpone “voting day of the meeting”; they also threatened criminal prosecution against the one Town Moderator who did postpone an official ballot voting session due to the severe weather on “voting day of the Town meeting”.

It is our opinion that to remove the current legislative authority for Town Moderators to postpone “the deliberative session or voting day of the meeting” in the event of a weather or other emergency may cause undue hardship and potential voter suppression issues to many affected voters.

Although to most Town officials the current statute is clear and the law has not changed, many Moderators are now reluctant to consider postponing the election portion of town meeting for fear of punishment by the State. Clarifying legislation is needed to eliminate any doubt and preserve local control over town elections. This proposal is specifically requesting the current statute to remain in place with specific amendments to address any perceived misinterpretation of the current legislation, address non-weather emergencies, establish procedures for dealing with absentee ballots in such cases of postponement, and address postponement by towns that are part of a multi-town school district or village district so that standardized procedures are part of the amended legislation.

**A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org.
Must be received by August 10, 2018.**



3

**New Hampshire Municipal Association
2019-2020 Legislative Policy Process**

RECEIVED

JUL 26 2018

NHMA

Floor Policy Proposal

Submitted by (name) Bedford Town Council Date July 18, 2018 City or Town
Town of Bedford Title of Person Submitting Policy Rick Sawyer, Town Manager

Floor Policy Proposal approved by vote of the governing body on (date) July 18, 2018

To see if NHMA will SUPPORT/OPPOSE: legislation that would allow municipalities to be able to regulate the use of outdoor watering on all properties.

Municipal interest to be accomplished by proposal:

The proposal would allow municipalities to place outdoor watering restrictions on all properties during drought conditions not just residential properties as currently permitted under RSA 41:11-d.

Explanation: During two of the last three years the State of NH has faced drought conditions and the State Department of Environmental Services has recommended that municipalities ban or limit the outside watering of lawns, car washing, etc. Currently RSA 41:11-d limits the ability to place such a restriction to only residential land. It is very challenging to enforce such a restriction on our residents when the commercial properties they drive by are watering their grass and it significantly reduces the potential replenishment of the aquifer that the restriction could bring. During the last legislative session HB173 came close to providing for this change with the House approving it 249-100, but it ultimately failed in the Senate.

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org. Must be received by August 10, 2018.



4

RECEIVED

AUG 9 2018

NHMA

**New Hampshire Municipal Association
2019-2020 Legislative Policy Process**

Floor Policy Proposal

Submitted by (name) Robert Thibault Date August 9, 2018

City or Town Easton Title of Person Submitting Policy Selectman

Floor Policy Proposal approved by vote of the governing body on (date) July 30, 2018

Submitted by (name) Eric Meth Date August 9, 2018

City or Town Franconia Title of Person Submitting Policy Selectman

Floor Policy Proposal approved by vote of the governing body on (date) July 30, 2018

Submitted by (name) Margaret J. Connors Date August 9, 2018

City or Town Sugar Hill Title of Person Submitting Policy Select Board Member

Floor Policy Proposal approved by vote of the governing body on (date) 7/30/2018

To see if NHMA will SUPPORT/OPPOSE:

Support a bill that would clarify that the Site Evaluation Committee does not have jurisdiction over use of municipal roads by merchant utility projects.

Municipal interest to be accomplished by proposal: Maintain local control over municipal roads.

Explanation:

On Page 282 of the Site Evaluation Committee's March 30, 2018 written decision denying Northern Pass a certificate of site and facility the SEC explains why it believes it have the authority to supersede existing state law that gives the authority over control of use of municipal roads by utilities to the governing body of the municipality. Either the SEC has the authority to supersede municipal control over municipal roads or it doesn't. This needs to be made clear for all municipalities and for all future potential applicants to the SEC. While it is clearly stated in RSA 162:H (the authorizing statute for the SEC) that its authority supersedes local land use regulation, there is no reference at all to control over municipal roads. Municipalities are vulnerable to losing control over their own roads if this legal confusion is not cleared up.