



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 26, 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**
- 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. September 12, 2018 – Regular Meeting**

- 11. MAYOR'S REPORT**

- 12. UNFINISHED BUSINESS**

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

- 13. NEW BUSINESS**

- A. CONSENT CALENDAR**

- 1. PARADE – Dover Children's Center – Holiday Parade**
- 2. RAFFLE – Dover 400th Anniversary Committee**
- 3. RAFFLE – Dover Shockwave Robotics**
- 4. RAFFLE – First Parish Church**
- 5. RAFFLE – Greater Dover Chamber of Commerce**



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- 6. B17048 SIDEWALK IMPROVEMENTS ADDITIONAL SCOPE – PORTLAND AVENUE SIDEWALK PROJECT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. DOVER PUDDING HILL AQUIFER CHANGE ORDER #2 UNDERWOOD ENGINEERS, INC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. DOVER PUDDING HILL AQUIFER CHANGE ORDER #5 – EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. APPROVAL OF LEASE AGREEMENT WITH CARDAMOMS, LLC DBA PORTABLE PANTRY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. TERMINATION OF SUBLEASE OF ZEBRA CROSSINGS AND BIG FISH LEARNING COMMUNITY AND APPROVAL OF LEASE AGREEMENT WITH BIG FISH LEARNING COMMUNITY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. APPROVAL OF ZEBRA CROSSINGS THIRD AMENDMENT TO JULY 15, 2015 LEASE AGREEMENT**
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. APPROVAL OF FOURTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING DEVELOPMENT OF REPLACEMENT WELL AT THE DOVER PUDDING HILL AQUIFER ARTIFICIAL RECHARGE PILOT TESTING DATED APRIL 14, 2017**
SPONSORED BY MAYOR WESTON BY REQUEST



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Meeting Date: **Wednesday, September 26, 2018**
Meeting Time: **7:00pm**

- 2. APPROPRIATION FOR INDOOR POOL BOILER AND WATER SYSTEM AND B17003 ADDITIONAL SCOPE OF WORK SIEMENS INDUSTRIES INC. (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 10, 2018)**
SPONSORED BY MAYOR WESTON BY REQUEST

- 3. AMEND FISCAL YEAR 2019 FEE SCHEDULE TO CREATE TRANSFER OF DEVELOPMENT RIGHTS FEE (REQUIRES A 2/3 MAJORITY VOTE FROM THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 10, 2018)**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

- 1. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTIONS 16, 21, 30, 37, & 57 (TO BE REFERRED TO A PUBLIC HEARING ON OCTOBER 10, 2018)**
SPONSORED BY MAYOR WESTON BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

City of Dover

City Manager's Report

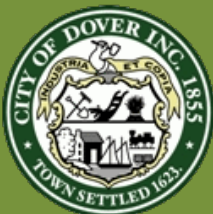
September 26, 2018



Dover Police Department's National Night Out Event Organizer, Officer Brynn Dunne



Chief Breault exchanges a high five with a young man during his scavenger hunt at National Night Out.



Reporting on August 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



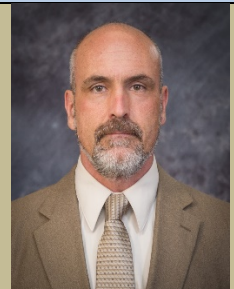
Daniel Lynch
Finance Director



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

The Accident Reconstruction Team was not called out during the month of August.

The Traffic Bureau assisted New Hampshire Children's Museum staff in organizing their sixth annual New Hampshire Maker and Food Fest event on August 24 at Henry Law Park. The Traffic Bureau provided an array of equipment to help facilitate this event, including event parking signs, cones, barriers and barricades to help cordon off portions of the park.

Sergeant Speidel worked closely with the Community Services Department Supervisor and Brox Industries – the City's contractor for paving this year – to coordinate a closure of Glenwood Avenue during the week of August 6 to accommodate the road work. Sergeant Speidel also drafted and implemented a traffic detour plan to accommodate night paving preparation on Central Avenue and Stark Avenue during the week of August 27.

Dover police joined several other NH law enforcement agencies in providing mutual aid traffic control assistance to the University of New Hampshire Police Department on August 24 and 26 for student move-in days. Personnel costs will be reimbursed by the UNH Housing Department.

Responsiveness & Measurables

During the month of August 2018, ten 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.

The Special Investigations Unit is responsible for conducting background investigations for potential employees of the police department. During August 2018, three investigations of this type were on-going.

The Special Investigations Unit arrested a Portsmouth, NH woman for Simple Assault, a misdemeanor offense with possible enhanced penalties, after a lengthy investigation involving an elderly victim and a local nursing home employee.

On August 20, 2018, SIU detectives and Crime Scene Unit officers responded to a Tideview Drive residence after two people were discovered dead. A subsequent investigation resulted in the arrest of a Dover man related to the two victims for Second Degree Murder.

Additionally, Special Investigations Unit detectives investigated three other unattended deaths, one of which was suspected to be a drug overdose.

Sergeant Tarmey was assigned as the supervisor of the CREU on July 1st. He took over the position from Sergeant Pettingill who was promoted to the rank of Lieutenant and assigned to the Patrol Division. One of Sergeant Tarmey's main roles will be that of a liaison between the Police Department and the city's schools (public and private).

During the month of August, Sergeant Tarmey met with the administration teams from both St Thomas High School and Seacoast Charter School to review their respective safety and emergency protocols. Both schools had recently undergone transitions in administrative personnel and/or structural improvements that could have potentially altered existing protocols.

On August 31, 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 upper Sixth Street, Watson Road, Tolend Road and Old Rochester Road. During the month of August, Dover officers performed at least 19 hours of traffic patrols during evening commuting hours under the Dover Police Department “Sustained Traffic Enforcement Program” (STEP) grant which provides federal funding to reimburse the agency’s personnel costs. These patrols targeted speed violators on Middle Road, Piscataqua Road, Old Rochester Road, and Tolend Road. On August 26th, Officer Brown and K9 Barco responded to the scene of a hit and run accident on Rogers Street because a driver had reportedly fled. Upon meeting with the officers on scene, it was determined that the suspect had been identified and K9 Barco was not deployed.	Sgt. Speidel performed 10 child passenger seat inspections during the month of August. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver’s vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge. The Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of August: Cochecho Arts Festival headliner concert series at Rotary Pavilion, August 10, 17 and 24 Seacoast Grower’s Association Farmer’s Market at Henry Law Park, August 12 Grove Street neighborhood block party, August 4 Florence Street neighborhood block party, August 25 Dover Professional Fire Officers Association’s MDA benefit road toll, August 25		
<i>“Customers may forget what you said but they’ll never forget how you made them feel.”</i> <i>Unknown Author</i>	The Police Department’s K-9 Unit trains on a daily basis and also 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 August 14th, as a member of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown participated and instructed at one of the SCRTOU monthly trainings. The focus of this training was motor vehicle apprehensions and complex warrant services utilizing the K9. On August 7th, Officer Brown and K9 Barco participated at the National Night Out. K9 Barco interacted with the crowd and was met by numerous families.	On August 9th, Officer Brown and K9 Barco responded to 4 Boxwood Lane for a report of a burglary that occurred sometime during the day. A track was located and led through the woods to another area on Boxwood Lane. Several witnesses reported seeing a suspicious vehicle in the neighborhood and officers continue to investigate. On August 9th, Officer Brown and K9 Barco responded to 29 Sandy Lane for a report of a burglary. The residents returned home and located their front door open. K9 Barco was utilized to clear the residence. No one was located inside. Library circulation totaled 25,589 items. (13,043 adult + 9,040 children's print items; plus 3,506 items downloaded including 2,436 audiobooks & eBooks, 1,014 Hoopla streaming music, movies, and books, and 56 eMagazines).	On August 23rd, Officer Brown and K9 Barco responded to 40 Fisher Street for a report of shots fired. Specific details were unknown at the time of the call, however it was reported that surveillance footage showed a subject discharging a firearm. K9 Barco checked the immediate area to ensure there were no victims in the dense wooded area near the scene. K9 Barco conducted an area search and no one was located. On August 23rd, Officer Brown and K9 Barco responded to Horne Street in the area of Ash Street for a report of suspicious activity. Officers on scene had attempted to make contact with a male who matched the description of a subject looking into windows of homes but the male took flight when approached by the officers.

In August Sergeant Tarmey spoke with Assistant Superintendent Christine Boston regarding a Dover family who was experiencing behavioral issues with their two children. A tentative plan was outlined regarding how the police department could assist with the needs of the family when the children were not in school. Sergeant Tarmey assisted with Dover High School SRO Officer Pike with giving patrol officers a tour of the new high school. It is critical that our police officers be as familiar as possible with the layout of the high school in case there is a need for an emergency patrol response there. Sergeant Tarmey was present for the first day of school at Dover High School along with Officer Pike, and the second day of school at Dover Middle School with Officer Dunne. Throughout the month of August, Problem Oriented Police (POP) Officer Mitrushi continued to gather and summarize resources available to the homeless population. Officer Mitrushi organized the data into a PDF that will be accessible to officers on the street. A more compact resource guide that can be handed out to the homeless is being finalized. In the month of August, the Dover Police Department contacted approximately 47 unique individuals who identified themselves as homeless, living in the City of Dover. The goal is for officers will be able to provide the individuals with more information and help available to them. Throughout August, Officer Mitrushi continued to make positive community contacts with the public. On August 1st, Officer Mitrushi and Sergeant Tarmey met with children from Miss Patty's Daycare. The officers gave the children a safety presentation and completed a police mountain bike safety demonstration.	On August 2nd, Officer Mitrushi and Dover Middle School Resource Officer Dunne conducted a "Cops and Kids" presentation for 70 children at Little Tree Education. The officers talked about general safety and allowed the daycare children to sit in a police cruiser. Officer Mitrushi continued to utilize the police mountain bike this month during the extremely hot days. By being on the bike, Officer Mitrushi was able to reach members of the homeless population and inform them of the cooling station in the McConnell Center. Officer Mitrushi also contacted many people throughout the city while on the mountain bike and engaged in positive interactions. While in the Adventure Playground at Henry Law Park, Officer Mitrushi spoke with parents and children while handing out Dover Police Junior Officer stickers. Several parents expressed how happy they were to see an officer in the park, talking with the children. During the month of August, Community Services administrative staff fielded 30 service calls requesting pothole repairs.	
	During the month of August, Officer Mitrushi met with residents regarding on-going problems in their neighborhoods. Officer Mitrushi gained information from these meetings and provided residents with advice and instructions to help reduce some of the issues being reported. Officer Mitrushi continued to meet with and follow up with those residents throughout the month. Throughout the month, Officer Mitrushi made 9 social media posts to the Department Facebook page. The posts included official press releases as well as community engagement posts. Officer Mitrushi plans to increase community engagement posts in the coming months.	During the month of August, Officer Plummer, Whittier Falls Resource Officer, located a young male resident who was having an issue with his bike. Officer Plummer met with the child and showed him how to fix a bike chain when it comes off the sprocket. Officer Plummer also assisted with getting the child's bike chain back on his bike. The bike was operational after the fix. Officer Plummer also attended Dover's National Night Out in Henry Law Park. During the event Officer Plummer interacted with a large number of residents. This event allowed Officer Plummer to talk about Dover PD and answer questions the public had about the department, our officers, and our equipment.
During the month of August, Officer Plummer and Officer Mitrushi conducted a bike registration day at the Dover Police Neighborhood Substation on Pleasant View Circle. Officer Plummer registered a number of bikes and had the opportunity to interact with a number of the neighborhood's youth. Officer Plummer also gave out a bike helmet to a child that was in need of one. During the registration event Officer Plummer gave out other prizes for those that participated. If a child brought a bike over to register Officer Plummer gave the child a freeze pop. If anyone showed up wearing a bike helmet Officer Plummer gave them a coupon for a free slushy at one of the downtown convenience stores. Bike registration events like this not only allow for great interaction between the officers and the children, having bicycles registered with the Police Department also helps in conducting an investigation if a bike is stolen or lost. Lastly, the officers were able to promote bike safety during the event.		

During the month of August, Officer Plummer assisted in setting up and overseeing the DHA bike parade. The parade is an annual event put on that is heavily attended by residents. This year the bike parade was a big hit once again. Officer Plummer registered bikes along with DPD Officers, Mitrushi, Collis, Gebers, Sgt. Pettingill and Chief Breault. Officer Plummer also conducted a fun scavenger hunt which was designed to try and get the attendees to interact with all the different vendors that were present at the event. Once the hunt was completed the attendee was entered to win a new bike. During the event Officer Plummer raffled off 3 brand new bikes to residents. The bikes were donated by the Dover Fire Department from their toy drive during Christmas. Over the course of the year, Officer Plummer has given away 8 bikes to DHA residents. During the month of August, Officer Plummer met with a resident whose daughter was having a hard time learning to ride a bike. Officer Plummer assisted with the instruction and donated a pair of training wheels to the resident for her daughter to use for the rest of the summer. Officer Plummer also installed the training wheels on the bike for the resident. The Parking Bureau is working closely with Community Services to transition from a calendar based to an as-needed Winter Parking Ban. The old signs have been removed and new signs are being designed. Parking Manager Bill Simons will be attending community group meetings such as Dover Main Street and Dover Chamber of Commerce to discuss the change and answer questions. He will be also be meeting with bar and restaurant owners throughout the fall to ensure they have systems in place to notify their night staff and customers of any parking ban. In addition, small notices are being created to have available at the Parking Bureau, City Clerk's, Community Service and Police Station to direct residents and visitors to the options for notification of a parking ban and additional information. Starting in November, police officers will begin leaving these notices on vehicles parked overnight on the roadways.	Police Response to Calls by Priority in August Priority 1: Immediate Crimes in progress; injury accidents; alarms = 111 Responses Priority 2: Rapid Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety. = 106 Responses Priority 3: Timely Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions = 422 Responses
At the request of the Parking Commission, the westerly side of St. John Street will be posted for a 2-hr time limit for an evaluation period. The addition of the Chapel and Main restaurant, relocation of Federal Cigar with its new bar options, re-opening of Café Espresso, and significant need by those attending the nearby yoga studio and separate woman's fitness studio were some of the reasons for this request. During the month of August, the Dover Police Department handled at total of 2,739 calls for service throughout the City. The vast majority of those calls were handled by police officers including a total of 990 traffic stops which resulted in the issuance of either a warning, summons or arrest. Officers also initiated 106 non-enforcement related community contacts with the community. Also, throughout the month, officers conducted checks of the Community Trail, the Transportation Center, the city's parks, and the parking garage. Officers also conducted daily checks of the McConnell Center / Library parking area as well as areas known to be inhabited by the local homeless population.	The Animal Control Officer began an extended absence in July. As a result, all animal related calls were handled by patrol or dispatch beginning July 3, 2018. This will remain in effect at least through September. During the ACO's absence, dispatchers are assisting with the annual dog licensing process. They made over 160 phone calls to remind owners to license their dogs with the City. Another round of calls will begin in early September before enforcement action begins. Total animal calls for service was 84 in August which were handled by officers and dispatch. On August 30th, Officer Brown and K9 Barco responded to Abbey Lane for a report of a burglary. A female resident reported that an unknown male broke into her apartment and assaulted her before fleeing on foot. A track was quickly located and it ultimately led to the area of Sylvan Drive, roughly 1.7mi away from Abbey Lane. Although the suspect was not immediately located, officers continue to investigate. Priority 4: As Officers are Available Non-criminal, crimes reported well after committed; message delivery; tow request, littering, fingerprints; assistance, abandoned vehicles = 408 Responses Priority 5: Motor Vehicle Stops = 1,096 Responses Each month, Captain Gould reviews all of the Priority 1 calls received and determines which were for police emergencies. During the month of August, 2018, The Dover Police Department responded to sixteen emergency calls and arrived on scene in less than six minutes to 81.25% of those calls (16 calls, 3 in over 6 minutes).

Dispatch Communications

August

Radio Transmissions
12,253

Phone Calls
8,925

911 Calls Received
408

Lobby Customers
364

Police Alarms Received
118

Police Alarms Cancelled
Prior to Arrival
24

Several deceased animals were picked up along the roadways, as observed or reported throughout the month. City crews continued to work in the sand pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees mixed gravels and screened sand so that it would be ready. Street sweeping, brush cutting and brush chipping operations are ongoing as needed.

There are several noteworthy builds and projects Inspections worked at in August. The big milestone that Inspections assisted with was the push toward occupancy of the new high school just in time for the start of the fall school season on the afternoon of August 23rd. As the construction schedule had slipped due to several reasons eliminating any extra time, which caused construction workers to be in the building 7 days a week from 5:30 AM through 10 PM, Inspections was present in the school near continuously as the various trades completed items. With occupancy achieved on August 23rd, Info-technology staff migrated the computer network from the old high school to the new high school on August 24th while the administration, Guidance, and Career Technical Center offices moved. Teachers entered the building on Monday, August 27th with the first day of school held on August 29th. The photos below were taken two days before occupancy on August 21st, showing wiring that needed finishing and the inspections that go with that unfinished work. (Goal 5)

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.



Inspection Services was very busy in August with a total count for inspections conducted and permits issued at 744. Here is the Inspection Services activity breakdown for August:

Inspections - Life Safety	47	Inspections - Plumbing/Mechanical	210	Inspections - Woodstove/Fireplace	00
Inspections - Business	12	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	47	Inspections - Health	76	Permits Issued - Building	49
Inspections - Building	139	Inspections - School / Daycare	33	Permits Issued - Certificate of Occupancy	07
Inspections - Electrical	123	Inspections - Oil Burner	01	TOTAL	744



In addition to finishing various Career technical Center spaces, the next big push will occur the first week of September when the goal is to achieve occupancy of the Animal Science Building. In that building, spray foam insulation was applied without the proper code required thermal and ignition barriers due to a mid-stream design change. This improper installation issue was found by Inspection Services and required a fix that has caused some delay.

Though occupancy was achieved, Inspections will be needed frequently for a month or so as punch list items are finished in the new high school including the finishing of Auto Technology, Auto Collision, and Woodworking. It is hoped those classroom spaces can be finished mid-September. This photo (left) shows one of the many new car lifts in auto technology, waiting for wiring.

Other builds that Inspection is spending time at include the condos under construction at Pointe Place shown in the photo below, followed by the Third Street project where framing is occurring, and one of the new commercial buildings at the corner of Glenwood and Central Avenues.

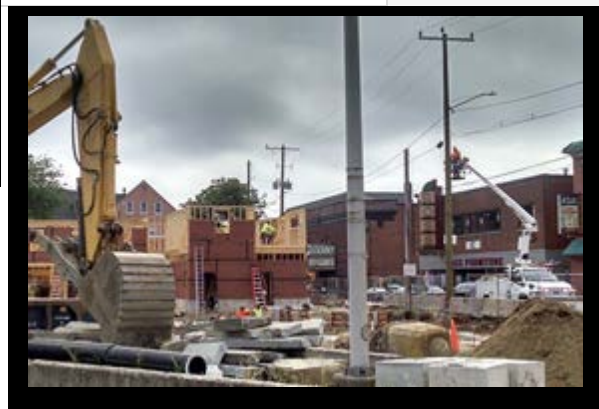


Dover Housing Authority's Police Liaison Program

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.



During the month of August, 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. (Goal 2)

The Children's Museum of NH hosted the Maker Faire and Food Truck rally in August. This annual event bring hundreds of people to Dover. There are all kinds of "makers" displaying their inventions and creations as well as an area of food trucks to feed the visitors. The Mounted Unit attends this annual event and greets people from all over.

Like several other members of the department, the Mounted Unit attended National Night Out at Henry Law Park on August 7, 2018. The horses always attend in this event and are a big draw. The officers hand out hundreds of trading cards to attendees and are featured as part of the scavenger hunt. This year the temperatures we very hot and humid, yet the event was still very well attended. We have received numerous compliments since this event on how great it was and how valuable the community outreach is.

August wraps up the Cocheco Arts Concert Series as well as Shark in the Park. The concert series is 7 weeks of Children's concerts on Tuesday mornings and music concerts on Friday nights. Wednesday nights are concerts put on by the radio station the Shark. The Mounted Unit attends these events and is a visible police presence in the area. The officers see many visitors on a weekly basis.

In August, Dover Mounted Patrol was responsible for:

- 44 Public Assists
- 27 Parking Assists
- 14 Community Action/Homeless Assists

A City of Dover contractor has been working on paving projects, with the following areas having been completed: Venture Drive, Rogers Street, Cataract Avenue, Hull Avenue, Old Dover Point Road, Rabbit Road, Hartswood Drive, Lexington Street, Glenwood Avenue, Columbus Avenue, Long Hill Road (under the overpass), a portion of Old Garrison Road, and a base coat was applied to Dover Neck Road. A separate contractor repaired cracked pavement on Belknap Street by saw cutting and repaving. Once the repair was complete, the City of Dover crews applied loam around the driveways to blend the landscape in. (Goal 3)

Catch basin cleaning has a started. As part of this annual project, one-half of the basins within the city are cleaned one year and the other half the next, on a rotating basis. The catch basins located in the North end of the city have been completed.

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.

During the month of August, the Utilities Division experienced two major water breaks. The first was located near the entrance to Janetos Market on Main Street. The 8" cast iron pipe ruptured causing a torrent of water to run downhill on Main Street towards Washington Street. Until water could be turned off, all traffic needed to be detoured to Portland Avenue. Once the water had been turned off, staff was able to determine that one lane of traffic could utilize Main Street. Crews replaced the broken section with Ductile Iron. This water main is scheduled to be replaced in 2019.



Main Street water main repair.

The second break occurred on a Saturday. The Pump Station and Wells employee on call was alerted that the Garrison Hill water tank was losing water at a high rate. He contacted the Utilities Foreman and the Deputy Director. A call came in shortly after from Police Dispatch that large amounts of water was pouring out of the road on Broadway at Pearl Street.



Staff was able to determine that the 12" Cast Iron pipe which feeds from the Garrison Hill water tank and down Broadway had ruptured. Crews had difficulty shutting down the water main as a result of a missing gate in the High Ridge area (which has since been found). As a result of the missing gate, there were times that the crews had to work in live conditions. There was no water pressure but there was considerable water flow. Once crews were able to uncover the pipe, they discovered that there was a major crack from one joint to the other joint. That section was removed and replaced. As a result of the Broadway water main break, the city's sewer and drain system received a heavy amount of grit. Crews spent an additional week cleaning and inspecting the sewer and drain mains.



Repairs to Broadway drainline.

Crews spent one evening working at Charles Street and Mill Street to replace a water gate as well as added a water gate. This was completed due to a previous water break at the Sawyer Mill which crews were not able to isolate from the Charles Street water main. Crews assisted with the installation of four bus shelters located on Washington Street, Whittier Street and Chestnut Street.

Jet crews have been assisting the Drainage division with backups they've been experiencing around the city.

The Assistant City Manager continues to advise the Garrison JBC/SAU on planning and traffic related issues. For the Garrison School project, the assistance regarded the recreation vs education restrictions the elementary school sits upon. In August the Assistant City Manager met with the contractor to discuss the status of the baseball fields at Garrison.

Assistant City Planner Benton attended the kick-off Steering Committee meeting for COAST's Comprehensive Operations Analysis on August 28th looking at how COAST operates and can improve for the communities it serves.

Planning and Community Development staff continued to work with the preferred consultant with developing design guidelines for future downtown development. The guidelines will be partially paid for with a technical assistance grant from PlanNH. In August the stakeholder interviews were completed and the survey was made available to the public. The last week of August began the three week period staff was available at a satellite office at 93 Washington Street.

Patrons borrowed various museum passes 158 times in August.

A meeting of the Planning Board subcommittee on rezoning was held on August 14th. 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 155, running from the Madbury town line to the Spaulding Turnpike and Route 9 from 155 to the Madbury town line.

Community Development Planner Carpenter attended the monthly meeting of the Tri-City Mayors Taskforce on Homelessness as well as a subcommittee meeting on the development of a tri-city homelessness master plan.

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, and work began, with the legal office on a lease for the City Council's review and consideration.

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 right's ordinance to allow developers to purchase additional units for lots in Dover, with parameters. One restriction would be on the square footage of the unit developed. This limitation of a 1,400 square foot unit would create smaller homes for sale at a more reasonable price for new home owners or those looking to downsize. The funds collected would be placed within the Conservation Fund to allow for future purchase of conservation easements within Dover. Additional areas reviewed include some definition changes, updating the impact fee ordinance, and clarifications of the conservation district and ability to restore dilapidated non-conforming uses. The 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 and adopted by the City Council on August 22. Planning and Community Development and Legal staff worked with the preferred developer selected by the Cochecho Waterfront Development Advisory Committee to negotiate a Term Sheet and Land Disposition Agreement. 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. Details for the terms will then be converted into a Land Disposition Agreement if approved by all parties. Planning staff organized and held a meeting on August 21st with the Cathartes consultant team, City consultants and City staff.	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.		
	<table> <tr> <td data-bbox="808 562 1156 1402"> Assistant City Planner Benton continued the wayfinding project with a stakeholder meeting taking place on August 14th and the Council approving the proposal on August 22. The consultant will propose a look, design and overall thematic development of the wayfinding system for the City by using Silver Street as a pilot. 171 new library patrons registered; total active cardholders 14,587. 22 of these new patrons were non-resident Dover workers or students (now 595 in that category). (GOAL1) The library executed 32 U.S. passports in August. </td><td data-bbox="1156 562 1520 1402"> 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 received 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. 1,423 people attended, or registered for, 35 free programs at the library during August. The Summer Reading Programs ended on August 6 with 890 participants registered. </td></tr> </table>	Assistant City Planner Benton continued the wayfinding project with a stakeholder meeting taking place on August 14th and the Council approving the proposal on August 22. The consultant will propose a look, design and overall thematic development of the wayfinding system for the City by using Silver Street as a pilot. 171 new library patrons registered; total active cardholders 14,587. 22 of these new patrons were non-resident Dover workers or students (now 595 in that category). (GOAL1) The library executed 32 U.S. passports in August.	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 received 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. 1,423 people attended, or registered for, 35 free programs at the library during August. The Summer Reading Programs ended on August 6 with 890 participants registered.
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Planning and Community Development staff worked with Fire and Rescue staff to develop an amendment to the Site Review Regulations to require that urban projects require a pest management program be developed for the construction period. This amendment will apply to projects in the Central Business District, and 600' outside that zone. A public hearing will be held by the Planning Board in September. 133 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center. 15,756 people visited the library during August, an average of 584 per day (open 27 days).	61 new patrons registered for downloadable audiobooks/ eBooks (total = 4,456) and 29 registered for Hoopla (total = 1,267). Internet and PC uses by the public totaled 1,373 on library workstations, plus another 3,992 via Wi-Fi, plus 58 Chromebook loans. Dover High School Yearbooks were digitized and offered to the public online with free access. There were 1,900 uses of this database in the first month. The library's 3D printer fulfilled 24 customer requests for printed objects.		

Total Permits Issued: August 2018

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-181	OKAD OF DOVER, LLC	826	CENTRAL AVENUE	FIT-UP A RESTAURANT	C	37	38	392000	3945
18-231	CHAPEL & MAIN	83	MAIN STREET	CRAETE AN OUTDOOR PATIO AREA	C	3	3100	3000	55
18-325	AMERICAN TOWER CORP.	304	LONG HILL ROAD	REPLACE EXISTING ANTENNAS AND EQ	C	A	1281	50000	525
18-350	STRAFFORD COUNTY SHERIFF	259	COUNTY FARM ROAD	CONST. A DETACHED GARAGE	C	B	20	33000	355
18-353	CROWN CASTLE	35	FINCH LANE	RPLCE & ADD ANTENNAS TO EXISTING	C	M	13A	20000	225
18-373	WENTWORTH DOUGLAS HOSP	789	CENTRAL AVENUE	INSTALL PARTITIONS LIBRARY	C	37	1-0-0	30000	325
18-383	CITY OF DOVER	61	LOCUST STREET	REPLACE ROOF	C	9	5700	49500	0
18-411	HELLENIC REALTY PARTNERS	333	CENTRAL AVENUE	PERFORM INT. DEMOLITION	C	2	19	85000	875
18-452	TENDERCROP FARM	123	DOVER POINT ROAD	ERECT A 30' X 50' TENT FOR SHADE	C	M	52	2000	45
18-356	85 INDUSTRIAL PARK II, LLC	65	INDUSTRIAL PARK DRIVE	CREATE STORAGE OCCUPANCY	I	G	4G0	20000	225
18-254	22 SPRING STREET SPE LLC	14	FOREST STREET	14A, BATHROOM RENOVATION	R	24	1400	2000	45
18-270	HERON BAY PARTNERS	70 72 74	CIELO DRIVE	CONST. A 3 UNIT TOWNHSE STRCTRE	W R	H	68 70	510000	5125
18-291	GAGNON	59	BOXWOOD LANE	CONST. A SFD W/2 CAR GRGE UNDER	R	B	2130	250000	2525
18-317	STF DEVELOPMENT	72	DURHAM ROAD	DEMO EXISTING DUPLEX FOR NEW CO	R	I	12	4000	65
18-329	INDIAN RIDGE @ DOVER, LLC	203	EMERALD LANE	FINISH BASEMENT FOR ADD'L LIVING A	R	F	15-04	51800	543
18-335	MEYERS	44	SADDLE TRAIL DRIVE	FINISH SPACE ABOVE GARAGE FOR AD	R	N	813	25000	275
18-343	KIRBY	11	OAK HILL DRIVE	CONST. TWO REAR DECKS	R	36	25T0	7000	95
18-345	DOVER CHILDREN'S HOME	207	LOCUST STREET	PERFORM RENO. & ALTERATIONS	R	15	4300	512651	5155
18-347	TD&K & COMPANY LLC	8	CARMENS DRIVE	CONST. A SFD W/2 CAR GRGE UNDER	R	35	57	160000	1625
18-348	FRANKIE	33	PEARL STREET	REPAIR FRONT PORCH	R	27	24300	4800	75
18-357	MOKLER	28	EMERALD LANE	CONVERT EXISTING DECK INTO A 3 SE	R	F	22A2	43605	465
18-358	VAUGHN	9	CLEARWATER DRIVE	EXPAND EXISTING DECK	R	L	49A13	3527	65

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-360	CROWDER	344	WASHINGTON STREET	BATHROOM REMODEL	R	G	1300	7500	105
18-361	COTE	281	WASHINGTON STREET	INT. DEMO FOR DWELLING UNIT IN DET R	R	10	2200	1500	45
18-362	FIXED HOMES LLC	116	RUTLAND STREET	PERFORM INTERIOR DEMOLITION	R	15	1700	2500	55
18-363	SMITH	13	CHURCH STREET	RELOCATE KITCHEN TO 3 SEASON POR	R	9	9000	45000	475
18-367	JENNINGS	6	AMY LANE	REPLACE KITCHEN WINDOW, INSTALL	R	E	7212	22000	245
18-368	BEHAN	55	COUNTY FARM ROAD	CONST. A GARAGEW/FAMILY RM ADD.	R	B	23C2	160495	1625
18-370	KELLY	8	HANSON STREET	REPLACE STAIRWAY AND LANDING	R	20	3800	4500	70
18-371	ANDERSON	20	HARLANS WAY	INSTALL AN INGROUND SWIMMING PO	R	I	5040	25200	275
18-374	HEBERT	462	SIXTH STREET	INSTALL AN ABOVE GROUND SWIMMIN	R	B	1H0	24000	265
18-375	EVANS	67	FIFTH STREET	APT. 1, INSTALL REPLACEMENT WINDO	R	31	9401	4420	65
18-377	PUIDOKAS	417	DOVER POINT ROAD	RECONFIGURE WINDOW LAYOUT AND I	R	8	8A0	34500	375
18-378	PIER	100	HORNE STREET	INSTALL A FREE STANDING DECK	R	36	34A0	4000	65
18-380	HUSSEY	5	OLD COLONY ROAD	INSTALL 1 REPLACEMENT WINDOW, NO	R	M	22C0	1000	35
18-381	8 DURRELL LLC	95	EMERALD LANE	CONST. A PERGOLA	R	F	1560	13000	155
18-382	MARGARET M. GABRIEL REV	262	DOVER POINT ROAD	CONST. A RESIDENTIAL PIER	R	L	99	78760	812.6
18-384	MALLARD	141	COTTONWOOD DRIVE	CONST. A 3 SEASON ROOM W/DECK	R	B	4530	25000	275
18-385	SABIRARA	169	EMERALD LANE	DECK EXTENSION	R	F	15120	5985	85
18-388	COASTAL NEW ENGLAND DEV	20	WHITTIER STREET	CONVERT SFD W/ADU TO A DUPLEX	R	35	7300	45000	475
18-392	LACY	254	TOLEND ROAD	RPLCE 1 WINDOW & 1 ENTRY DOOR	R	F	50	12397	155
18-393	GORMAN	74	SADDLE TRAIL DRIVE	CREATE 2 BEDRMS ABOVE GARAGE	R	N	816	35000	375
18-399	BREEN	7	GERRY'S LANE	CONVERT CVERD DECK TO A 4 SEASON	R	N	22C4	7500	105
18-402	MURRAY	55	NEW YORK STREET	ALTERATIONS/RENO. TO A DUPLEX	R	4	5600	177765	1805
18-405	PARKER	22	FLORENCE STREET	CONST. A REAR DECK	R	27	151A0	6000	85
18-408	MC GEE	39	GLEN HILL ROAD	CONST. A REAR ADD., PORCH & TWO C	R	C	21G0	130000	1325
18-409	BALSON	93	SPRUCE LANE	RENOV. KITCHEN & ADD A BATHRM	R	I	81F0	46000	485

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-412	JOHNSON, DAVID	5	RICHARDSON DRIVE	FINISH BASEMENT	R	F	34H0	20000	225
18-414	HAYES	14	SOUTH WATSON LANE	CONST. A REAR DECK	R	19	7410	7000	95

Total Permits Issued: 49

Total Construction Value: \$3,204,905.00

Total Fees Collected: \$32,790.60

Type of Permits Issued	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
Commercial	2	RICHARDSON DRIVE	FINISH BASEMENT	R	F	34H0	20000	225
Commercial Renovations	7	SOUTH WATSON LANE	CONST. A REAR DECK	R	19	7410	7000	95
Convert 1 to 2 Fmly Dwlg	0							
Two Family Dwelling	1							
Multi-Family Dwelling Units	3							
Industrial	1							
Industrial Renovations	0							
Manufactured Dwelling	0							
Single Family Dwelling	3							
Renovations Dwelling Unit	33							
Demo. of a Dwelling Unit	2							
Accessory Dwelling Unit	0							
Total								

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
Heretic Realty	333 Central Avenue	A 18	0	18	3/27/2018	3/27/2018	Site	P18-04	2	19		H	0.5
Savvy 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
Cadartres	Washington Street	A 130	0	130	1/9/2018	12/12/2017	Site	P17-66	2	4	1/9/2023	H	3.9
Citiburg	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
Carlesie 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	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
Bridley 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:													
Class 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	36	13	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	I	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 Ln	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	I6	20	10/31/2011	G	7.4
StoneCrest	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	172	93									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	343	385									111

In addition to the construction activity on the attached spreadsheet Inspection Services put considerable amount of time and energy performing numerous inspections/meetings to move the project forward and assist the District in achieving partial occupancy for the new DHS first day of school. The same occurred for the Animal Science building to occupy the classroom for September 4th. Continued phased occupancy is anticipated for September in the CTC areas of the building as well as the barn of Animal Science Building. The Building Official continues to work on E-911 discrepancies. Continued revisions will be ongoing for the next several months.

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
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Inspection Services continues to work with the Planning Department on multiple proposed developments at TRC. Renovations and inspections continue at numerous units of the Dover Housing Authority off Whittier Street. Communication and education regarding rodent control continues amongst city departments, developers and residents. Inspection Services also contributed resources to the finalizing Bradley Commons first floor, getting 104 Washington Street project to a point of installing footings and foundation, and finalizing inspection at Garrison School as well as several other commercial projects.

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
A:Apt, H:House, C:Condo
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2

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

Product and Process Outcomes

Coordination occurred in August and will continue into September, between the Chamber of Commerce, Fire Department and the Police Department, in preparation for this year's Apple Harvest Day.

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, as per the Master Plan. Planning staff and Finance staff are working together to set the debt limitation projects for the financing of the projects. A final version of the proposed projects will be reviewed and developed in early September with presentation to the City Council and Planning Board on October 3.

Planning and Community Development staff worked with Strafford Regional Planning Commission staff to review Dover's needs within the State's Transportation Improvements Plan. These projects are also reflected in the City's Capital Improvement's Program. (Goal 3)

It Is All About Service

The playgrounds program wrapped up with last day on August 10th. The Recreation Division began taking registrations for new fall sessions of Shape up with Lisa Interval Strength classes along with PiYo and new Functional Fit class. All classes are held in the McConnell Center Dance Studio. The gym was cleaned and the floor refinished to get ready for the upcoming season. The gym was closed for two full weeks during this process. Fall field scheduling continued in August.

The Jenny Thompson outdoor pool has been very busy through the month of August, with all of the beautiful weather we have had some of the busiest days of the summer. All swim lessons came to an end August 17th, lessons were very popular throughout the summer.

Various groups continued to use the pools for swim practice such as Seacoast Swimming, Oyster River Otters, Great Bay Masters, Cannonball Swim and the Exeter Swim Team. Also had various camp programs use the outdoor pool such as the City of Dover summer camps, Rollinsford Rec, Somersworth Rec, Kittery Rec, York Rec, Barrington Rec and Tri-Star Gymnastics camp. Most of the summer staff is departing for school though some will be staying on for the school year, the pools are shorthanded due to a lack of available Lifeguards to employ with management needing to frequently fill the lifeguard role on the pool deck. The indoor pool closed on August 20th to undergo its annual maintenance and will reopened on Tuesday September 4th. Overall it was a very good and busy summer with no major problems. The Jenny Thompson Pool closed for the season on Labor Day.

Attendance for the month of August includes an average of 300 patrons at the Jenny Thompson Pool every day for Rec Swim as well as 25 Lap swimmers and 30 Masters swim team participants. The indoor pool saw an average of 50 patrons taking advantage of lap swim.

Camp Kool is wrapping up at the Arena and several hockey camps were hosted. There was a Yard Sale, which had around 1,000 visitors; the Roller derby had their bout to end the off-ice events for the summer. Rock Night also continues. The summer COED League wrapped up its playoffs and is gearing up for the upcoming Fall Season. The Over 45 Summer League also wrapped up their season and they are gearing up for the fall season with very high interest. The month of September brings Dover Youth Hockey and the start of fall Programs. The first day of skating on the Foster Rink will be September 15.

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, seniors enjoyed the summer weather with Pickleball shootouts and a lobster feast in Gloucester Massachusetts. Two special events held Dr. Dan Neck Pain/Headache Workshop; ten members participating and Grief Support; 25 members attending.

Through the shared Dovernet Library System, DPL made 5 loans to Dover schools and borrowed 44 titles required for "Summer Reading" from the schools. The library's Systems & Technology Librarian assisted the schools with one administrative issue. (GOAL 5)

In August, the Coalition for Youth submitted its semi-annual progress report for their STOP Act grant. The report has already been approved by their federal project officer, who continues to be impressed with the coalition's work. After reviewing the report, the project officer said "It is safe to say that the coalition is enjoying great and strong collaboration, not only from members but also the community and partners as a whole. This is essential to broaden the impact of your activities/strategies. Involving the youth in all your prevention efforts appears to be very successful - particularly involving them with the compliance checks and PSAs."

The Dover Police Department began a new community policing initiative during the month of August. It is called Community Contacts. The Dover Police Department has long been held in high regard and has the support and trust of the general community. This effort will help the department continue to earn that support and to maintain a positive relationship with all segments sections of the community. It will also allow officers to interact with the public in situations not related to a police call for service. (Goal 2)

Beginning the week of August 19th all officers began to conduct self-initiated community policing contacts. A community policing contact is an interaction between an officer and members of the public that is initiated by the officer during which the officer engages with the citizen or group in a positive way unrelated to a call for service. Some examples include an officer stopping at the Woodman Park basketball court and playing basketball with a group of kids for a few minutes, an officer visiting Maple Suites and talking with a group of residents, an officer going into a downtown shop

and talking with the owner or customers, or an officer visiting an elementary school at recess and interacting with the kids. These contacts allow for those segments of the public that we don't often interact with to see our officers as humans and to break stereotypes of police that might exist. During the month of August, officers initiated 106 community contacts.

35 August programs at the Dover Public Library were attended by 1,423 people. These included: 1 story time 32; 3 Craft sessions 512; Maker Faire 125; Rock Wall 75; Dover's Got Talent 50; Happy Helpers story time 17; Book Jar guesses 26; 3D prints 24; Memory Lab scanner/VHS 4 uses; movies 2; 4 Lego Saturdays 64; Game Night 1; Music trivia 7; Cat Castle 40; 1 Technology class 8; 9 Little Free Library visits, adding 422 books; 2 exams proctored; 1 Book-A-Librarian appointment; 2 Langdon Place visits 10; and Passports 32.



Women's Pickleball Shoot Out Group



Members of the DCSC watercolor art class prepare their entries to the Rochester Fair.

August's big initiative in the Fire Department was participation in the State funded, get Alarmed program.



Get Alarmed New Hampshire, is a free carbon monoxide and smoke alarm distribution, installation, and education program for owner-occupied homes where children and older adults reside; our most vulnerable population. Twenty-one communities in New Hampshire were eligible to receive the benefits of this award with Dover being one. This program has been in the works for a while, with pallets of smoke alarms and carbon monoxide detectors arriving earlier in the summer after a back-order delay. Interestingly after two weeks here, many of the delivered alarms and detectors were retrieved by the State of NH without any prior notification that was happening, and it is not known if those retrieved alarm and detectors will be returned back to Dover. Enough smoke alarms and carbon monoxide detectors were held back from the state auditors though, for Dover's in-service crews to install these devices in 22 homes in August around emergency calls and other priorities. How the program worked is eligible homes needing updated detectors and alarms would contact Fire & Rescue for scheduling, and then a crew would visit and install them. A little known fact is manufactures and national standards now only guarantee proper operation of these devices for ten years, which means each home should be having these replaced when they reach that age of life. (Goal 4)

Dover's Pop-Up Library visited Dover Night Out on August 7 and they hosted a craft booth at the Children's Museum's Makerfaire on August 25. The Library was also present at the Whittier Falls annual Bicycle Parade and held a children's storytime at Happy Helpers School. (GOAL 2 & 3)

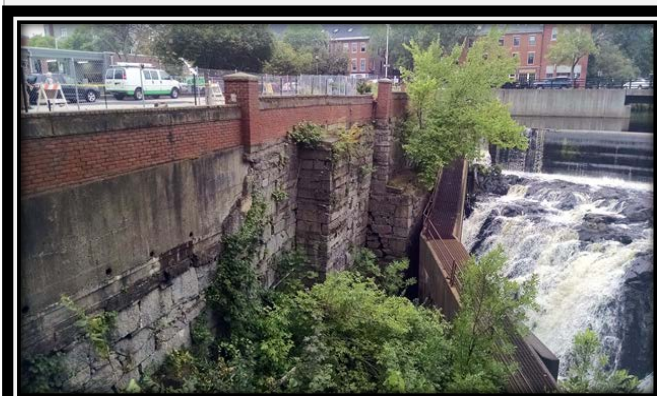
As a customer enhancement, patrons may now choose to get their library notices (books on hold, upcoming due dates, overdues) via text message. Other choices are by phone or email (GOAL 2 & 3)

August saw another meeting facilitated by Community Services, to review on site with various stakeholders, the Cocheco Central Falls Retaining Wall and Dam structures.

This big focus of this meeting was to get a scope of expectations from the NH Office of Historic Preservation, and the good news from that office's representatives in attendance is that instead of preserving some of the old retaining wall and incorporating that into the new wall, some historic display presence like the other existing Historic Markers displayed by Dover Main Street around town, would be sufficient. This first look by the NH Office of Historic Preservation will most likely lower the overall cost of the project which is projected to be in the vicinity of 1.3 million dollars.

The new plan concept after this meeting, is to make a plaza/park area where the trees are shown below, and where the historic markers would be expected to be installed. The photo below shows the work Community Services has completed readying the site for work to start when permitting and money milestones are achieved. (Goal 3)

Work began on the construction of eleven new 30-minute parking spaces in front of the library. This will help alleviate the extreme overcrowding in the rear parking lot. (GOAL 3)



Fire & Rescue command staff, along with the Police and Info-technology Division, attended meetings by AT&T on the 50 State FirstNet project, and on an update by Verizon on Verizon's capabilities today. The FirstNet mission is to deploy, operate, maintain, and improve the first high-speed, nationwide wireless broadband network dedicated to public safety. As AT&T is just starting this project, their presentation was a combination project scope explanation and sales pitch trying to get the City to migrate now to their current non-FirstNet system. Verizon who is the City's contracted vendor, offered some immediate changes to their billing plans, with data priority given meaning in emergencies where cell towers may become jammed, Dover's Police and Fire accounts will have priority on data transmission as incident reporting, response, and mapping applications are used on every incident by both organizations. It is estimated that the AT&T FirstNet project may be operational in NH in 5 to 7 years as the infrastructure is built. For more information, go to <https://www.firstnet.com/>.

Fire & Rescue Chief Level staff also visited the Portsmouth Hospital Emergency Department of Seabrook, which is nearly an exact duplicate to the one planned for Exit 7 in Dover. Fire & Rescue is researching just what can be treated in Dover's future State of NH Licensed Emergency Department. This model is where care will be initiated either after walking in, or continued after a patient arrives by ambulance and if ultimately the need demands it, the patient will be transferred to an actual hospital by transfer ambulance. This will take Fire & Rescue some getting used to procedurally with Wentworth Douglass Hospital already established and proving community care in Dover. The first photo below shows the drive up entrance for civilians while the second shows Assistant Chief Michael McShane looking at the interior of the facility. The third photo shows a typical emergency

room in the facility, as explained by Portsmouth Regional Hospital EMS Service Manager Grant Turpin. This facility being licensed as an emergency department, will have 24 hour staff including doctor, pharmacy, nursing, and imaging staff. This stand-alone emergency department will have an on-site laboratory as well. The initial forecast is that approximately 800 of Fire & Rescue's emergency transports may go this facility.

What is Dover Diversion?

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

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



Dover Police Department Juvenile Community Service Program

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

What is the Dover Coalition For Youth?

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

The Henry Law Park Adventure Playground is busy with many visitors daily this month. There are several ongoing projects in the park this season to enhance the work that has already been done. The addition of shade sails is underway and should be in place sometime this fall. The Great Bay Rowing Club completed its summer Juniors Rowing Program on the Cocheco River. The paddle sports 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 in July 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. The general public use of the dock for kayaking has grown quickly with many individuals and families accessing it on a weekly basis.

The current skatepark will need to be moved in the coming year. A UNH Intern is working on site evaluations to help determine where other viable skatepark locations might be. Potential designs and cost estimates are also being developed.



Rock climbing on Library lawn.

The Dover Diversion Committee met on August 22, 2018. As of the end of the month, the breakdown of cases is below:

- 1 case already in active diversion contracts
- 1 successful completion and release
- 0 new cases heard during the month
- 0 cases awaiting the next meeting.
- 1 case returned for prosecution due to non-compliance.



Family Place at the Dover Public Library

Below is a picture of the new parking spaces in front of the Dover Public Library. These spaces were installed to help alleviate congestion in the parking lot behind the library.



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

Mother Theresa

The Dover Teen Center calendar for August of 2018 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 239 participants on 19 days of programming, which yielded an average of just under 13 participants per day.

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

TC Trip! – “Mini-Golf Adventure” (8/3)
TC Trip! – “Wallis Sands Beach” (8/6)
TC Trip! – “White Lake State Park Hike, BBQ & Swim” (8/8)
TC Trip! – “Ellacoya State Park Hike, BBQ & Swim” (8/13)
TC Annual Trip! – “Clark’s Trading Post” (8/14)
TC Trip! – “NH Fisher Cats Baseball Games” (8/16 & 8/23)
TC Trip! – “York Beach” (8/21)
TC Trip! – “Portland Sea Dogs Baseball Game” (8/21)
TC Trip! – “Old Orchard Beach” (8/22)
TC End of Summer Special Trip! – “Canobie Lake Park” (8/27)
TC Trip! – “Alton Bay Picnic & Swim” (8/28)
TC Special Days – “Welcome Back to School Days” (8/30 & 8/31)

The Dover Teen Center received three new registrations in August 2018.

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.*



Teen Center participants and interns attend the annual Clark’s Trading Post trip on August 14, 2018

The Community Service program tracked six active participants during the month of August. A total of 6 community service hours were completed during the month. One of the participants finished his/her assigned hours.

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.

Earlier this year, the Dover and Farmington Police Departments and SOS Recovery Community Organization collaborated on a grant to look at innovative law enforcement strategies. The Open Society Foundation provided the group with a 2 year grant to implement a pre-arrest diversion program called LEAD (Law Enforcement Assisted Diversion). LEAD was created in Seattle and is a pre-booking diversion program developed to address crimes caused by the individual's drug or alcohol dependency, mental health, homelessness and poverty. The program allows law enforcement officers to redirect low-level offenders to community-based services by calling the LEAD case manager rather than making the arrest. By diverting eligible individuals to services, LEAD is committed to improving public safety and public order, and reducing the criminal behavior of people who participate in the program. The Seattle program was a success and has since been adopted by Albany, NY and over 20 other communities across the country. (Goal 4)

The grant has allowed SOS to contract with the LEAD National Support Bureau and receive in-depth technical assistance from the former Albany, NY Police Chief. Introduction meetings explaining the program were held and a Policy Workgroup has been formed consisting of 15 different organizations including government entities, treatment providers, and non-profits that will play a role in supporting the program. The Policy Workgroup has developed a MOU between the organizations, reviewed the Police Department policy and is currently looking at staffing to support a case manager that would meet with individuals that are diverted through the program. Officers from each police department will be trained in the coming month and the goal is to launch the program this fall.

On August 16th Vicki Hebert met with staff from the DEA and HIDTA (High Intensity Drug Trafficking Area) to discuss overdose outreach programs. The agencies are compiling information on different programs that exist to create a resource library for communities looking to implement something. Dover's overdose follow up calls as well as LEAD will be highlighted. (Goal 4)

City Councilor Michelle Muffett-Lipinski held a round table discussion on August 15th that brought together representatives from schools, recovery organizations, adult education, government and local non-profits together to discuss how we can collaborate to address opioid misuse. The group consisted of people who do not normally come together and resulted in fresh idea sharing around providing education services for youth and young adults. The group is scheduled to meet again in September. (Goal 4)

The Dover Police Department hosted a regional training on August 2 for law enforcement officers to obtain certification as Intoxilyzer 9000 Operators. The New Hampshire State Police Forensic Laboratory, which is responsible for maintenance and certification of the State's Intoxilyzer program for impaired driving enforcement, is in the process of upgrading all instruments from the Intoxilyzer 5000. The Dover Police Department training room was identified as a suitable facility to become a regional training site. Dover PD will continue to host recertification classes. Several Dover officers attended the August 2 training, and others will be scheduled in accordance with their annual certification cycles.

Dover's National Night Out event was held August 7, 2018 at Henry Law Park. The event was primarily coordinated by Officer Dunne with the assistance of Vicki Hebert.

The event itself was very successful. At least 25 police officers attended the event (many of them on their own time) and several hundred members of the public came. The officers showed off the various specialty vehicles, educated people about the department and services offered, and positively interacted with the crowd. Numerous lawn games were set up to encourage attendees to enjoy the evening in the park. The games included tic tac toe, parking cone ring toss, a crime scene tape maze, and a photo booth with police and fire props. Lastly, a scavenger hunt was utilized to encourage interactions between those attending the event, the first responders, and the local community organizations. Those who finished the scavenger hunt were then entered into a raffle for various prizes donated by Dover businesses.



Officer Dunne and some of the children that attended National Night Out cool off with the assistance of the Dover Fire and Rescue Department.

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

On August 25, members of the Dover Police Department organized a benefit workout for Rollinsford Officer Shawn DePasquale at Seacoast Kettlebell. Officer DePasquale is currently battling a cancer and due to the fact that he is a relatively new officer with little or not paid vacation and sick time, he has financial needs that the fundraiser was designed to ease.



Above, Officers Bryon Lynch and Molly Martiscello, who attended the NH Police Academy with Officer DePasquale, show off the shirts they designed prior to the Kettlebell workout.



Officer DePasquale (left) at Seacoast Kettlebell prior to the workout that was organized to provide him with financial assistance during his battle with cancer.

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 478 Facebook (City of Dover NH Planning) friends and 841 followers on Twitter (@DoverNHPlanning).

The Planning Department promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,731 fans).

Community Development Planner Carpenter performed a census in the Amanda Howard Park neighborhood to determine eligibility, under HUD guidelines, for the use of CDBG funds for park related improvements. The neighborhood did not meet minimum thresholds for eligibility. However, the park is still scheduled for improvements with funds previously set aside for this project.

Fire & Rescue also attended two touch-a-truck events where families can interact with on-duty staff members. These were held at Garrison City Daycare on the Durham Road and at the Heritage Baptist Church on Dover Point Road. Two fire extinguisher training classes were also held at Watson Fields and Bellamy Fields Assisted Living Facilities, training the staff members in those facilities on proper fire extinguisher usage. These classes are available for any Dover organization to be delivered by Fire & Rescue staff members when needed outside of normal hours, with costs billed to the organization/facility.

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

August saw Fire & Rescue participating in several community events with the first to mention being Dover Night Out held at Henry Law Park, which was the City of Dover's participation in the National Night Out nationwide event on August 7, 2018. This is a community-police awareness-raising event held in the United States on the first Tuesday evening every August. In addition to the Police Department who had their various vehicles and representatives there so that community members in a friendly and inviting atmosphere could learn about the services provided, Fire & Rescue did the same. The department's SAFE trailer was operating where children and families could learn what to do if they woke up, to find smoke filling their bedroom during a fire. In the SAFE trailer, a brief educational program is delivered while non-toxic and safe theatrical smoke starts filling the trailer, necessitating the occupants to practice what they learned, which is to crawl low under the smoke to an exit and then to a meeting place outside the home. Additionally, the new Quint was available for residents and children to explore and which periodically sprayed water from its elevated ladder to cool down the children on the hot summer night. That is shown in the second photo to the right. A hose and fire target where attendees could get a brief taste of what it is like to hold a firefighter's hose system and discharge water at a fire, was a hit as well. Speaking of attendees getting a try at operating a hose line, **the photo below shows one of the Dover Police Department event organizer's, Officer Brynn Dunne, contemplating a career change.**



The photos above show Deputy Chief Paul Haas posing with some attendees while Paramedic-Firefighter Matt Adams oversees some potential new hires. Fire & Rescue thanks the Dover Police Department for putting this great event on and making our City's protective services so accessible. A special shout out of thanks also goes to Firefighters Union L1312 for providing food and drinks at the event. Shown below is Paramedic Firefighter Matt Adams sampling the food products that were available for sale...

Pictured right is Paramedic Firefighter Matt Adams sampling the food products that were available for sale.



Both L1312 and Fire Officer's Union L2909 and with Fire & Rescue staff mostly in off-duty capacity, held a fundraising boot drive to support the Muscular Dystrophy Association's mission as taken from their website at <https://www.mda.org/> : **"We're fighting to free individuals — and the families who love them — from the harmful effects of muscular dystrophy, ALS and related life-threatening diseases so they can live longer and grow stronger."** Many years ago, the International Association of Firefighters which is the firefighters labor union that both Dover Firefighters and Dover Fire Officers belong to, formed a relationship with MDA. As part of this relationship and typically held in August, Fire Departments across the nation and across New Hampshire hold boot drives and in Dover's case, a voluntary road toll was held at the intersection of Oak Street and Central Avenue. Union members follow all city processes and acquire the required permit to hold the voluntary toll/boot drive, and then on the day of the event – collect the much-needed money that funds MDA and its research. **This year's boot drive held on August 25th saw Dover Fire union members (below) collect over \$7000!**



Officer Plummer and Sergeant Tarmey speak with two young attendees at National Night Out.



Dover Youth to Youth students staffing an informational table at National Night Out.

Below, Members of Youth to Youth presented to 150 drug prevention professionals from throughout the US at a large conference in Boston in August.

Dover Youth to Youth attended the National Prevention Network Conference held in Boston, MA this year on August 28-30. During the conference the students presented a major 90-minute session on Policy Change & Legislation attended by over 150 prevention professional from around the country. A separate team of students presented a breakout workshop on underage drinking attended by 75 conference attendees.

Students also staffed an exhibit table throughout the 3 days where they displayed their work product, discussed their program with attendees, and gave away samples of radio PSA and skit scripts that they had developed over the years.



Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 283 volumes to other libraries and borrowed 96 from other libraries for our patrons.

The library has 3,993 subscribers to its two monthly e-newsletters.

Library staff posted 139 items to its various social media platforms in August. Total social media platform followers = 10,324

The library has 2,789 Facebook followers, 1,347 Pinterest followers, 1,227 Instagram followers, and 968 Twitter followers.

The library blog was viewed 119 times in August.

The Systems and Technology librarian taught one free Excel classes for 8 patrons in the newly expanded Computer Lab area of the library.



The Pop Up Library at Dover Night Out.

The Planning Department and consultant Resilience Planning LLC have launched a public feedback campaign in order to revise the architectural design standards. A Visual Preference Survey was launched in late August and stakeholders from the Chamber, Dover Main Street, the Planning Board, local developers, Dover Arts Commission, and a Real Estate Broker were interviewed in early August. A mobile office at 93 Washington Street will be opened and Assistant City Planner Benton will visit the Dover High School in September. A video regarding the project was also published on the web and Channel 22.

In August, 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. In addition, Media Services works closely with the Dover Chamber on a number of upcoming, cohosted events. In August, this included preparations for the annual Citizens Leadership Academy, which begins in October.

Among the PSAs produced in August were an informational video and social media campaign on the city's work to create architectural guidelines. These videos and related media were designed to explain the process and also encourage participation in a visual preference survey.

Media Services worked with high school officials and students to help produce a series of video tours of the new high school, which was slated to open in September. In addition to a look back at the process of building a new school, Media Services helped prepare for a series of virtual tours of the new school. (Goal 5)

Media Services fulfilled several requests from various publications for photography and video of the City of Dover.

Media Services prepared and distributed several newsletters in August, 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 41 press releases and numerous updates to the website and social media in August.

In August, DNTV-22 televised live, rebroadcast and made available online 15 public meetings and 3 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.



FY2018 Total Tax Rate: \$25.87

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

Financial and Benchmark Outcomes

Staff continued to work with members of the Dover Rotary on the possibility of the club's funding furnishings and shelving for the Children's Room's Family Place Library.

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

City Manager's Report - September 26, 2018

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.	August 2018: There was a neighborhood meeting that was held in early summer on site with many area residents attending to ask questions and share their thoughts of what the park could be. There needs to be a site assessment and discussion on the potential expansion of the park area to accommodate additional features. That assessment was underway this month with the evaluation of the trees in the park.

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.	August 2018: Due to delays caused by Dodge Ram moving a chassis production plant from Mexico to the United States, the arrival of the custom-built ambulance is currently projected for early December which is one month later than initially planned.

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.

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:

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	August 2018: Final design work has been completed. Final permits/permissions are pending with the NH Department of Environmental Services, the Army Corps of Engineers, and the Division of Historical Resources. The City and its consultant have been exerting steady pressure on these entities to ensure reviews are expedited. The current projected schedule has solicitation of construction cost proposals back to the City by mid-October, with a goal to bring a recommendation and contract award to the City Council at their October 24 meeting. Intent remains to begin construction late fall or into early winter.

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.

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.

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	August 2018: Work began in mid August and progressed with the Assessing and Human Resources Offices relocating to their 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.

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 - 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.	August 2018: Skovic Construction continues work on finishing up the installation of the roofing on the bottom floor of the elevator atrium area. This project has gone on, seemingly unending, in large part due to either too cold or too hot weather. The nature of the materials has had an impact. The interior work is almost complete and there is still some metal work to be finished up on the outside. With the 90 degree plus heat, it has been difficult working on the copper roof with metal tools.

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.

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:

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.	August 2018: No update.

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	August 2018: A CWDAC meeting was held on August 21st to review a project update.

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 product to learn more about it. On May 15th staff assisted

CAPITAL IMPROVEMENT PROJECT:

Cochecho Riverfront Bank Stabilization & Site Prep

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.

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 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.	August 2018: The City is making adjustments to the angle of the dock which will be done later this fall. Once all items have been completed to meet the grant requirements, the City will submit paperwork for reimbursement.

CAPITAL IMPROVEMENT PROJECT:

Fire Quint Pumper Replacement

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

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

Previous Month Update:	Current Month Update:
February 2018: Production has started and the vehicle is starting its trip down the assembly line of E-One with the build projected to complete sometime in May, and with delivery in June, and with training before deployment completed mid-July. As reported in previously reports, this vehicle is designed to fulfill a number of ISO (Insurance Services Offices) fire department rating requirements that weren't previously attainable by Fire & Rescue during the 2012 review process. This vehicle increases the total aerial ladder capacity, the total available ground ladder capacity, and will be located at the South End Station for better deployment points as there will be a full aerial ladder truck at both the North End Stations and South End Stations when this purchase is complete. This means the bulk of Dover's commercial and residential properties will fall within the 2 and ½ mile radius from each of those stations that ISO gives full deployment points for aerial ladder truck coverage. For engine deployment, the radius for full deployment points is 1 and ½ miles which is why Dover's three fire stations are located where they are to cover the bulk of the commercial and residential properties. March 2018: The build of the new Quint is in progress at E-One. Radio cabling for the radio equipment Fire & Rescue uses was sent in March, to E-One to be installed during the build. The build is on schedule at the factory for completion mid to late May and delivery in June. The photos below show the cab on the chassis after the motor was loaded, the rear body section of the vehicle where hose is stored, and the aerial ladder all built. This vehicle with a projected life expectancy of 20 years, is all function. When viewing the cab photo below, you will see a bumper that holds two attack hose lines which will be connected to the fire pump in the vehicle by installed piping.	August 2018: Progress occurred in August readying for service Ladder 3 which is the new Quint. Multiple staff members were checked off during August on the operation of the vehicle. Fire & Rescue has an in depth training program and check-off process for each vehicle as the operation of each vehicle is slightly different as national standards change and technology change. Many hours of driving time are required, as are a number of competencies such as flowing water through hose lines and hooking a hydrant before the water tank on the vehicle runs out. This process guarantees employees are at the ready once the vehicle is put into service, with no delay operational of any part of these complex vehicles once arriving at an emergency scene. The process is on schedule with the last of the initial operators on each shift expected to be checked-off in early September, followed by the placing of the vehicle in service at the South End Station. Once this happens, the ten-year old Aerial Platform called Truck 1 will be taken out of service for several weeks while maintenance work and repairs on a number of items, are completed.

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.

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 drive time 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.

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:

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.	August 2018: All of the CIP Funded new firefighting turnout gear order finished arriving in early August and was distributed to all staff members. The arrival of the new Globe Manufacturing Athletix style firefighting turnout gear now has staff members issued two-sets of firefighter turnout gear, complying with national recommendations. When the staff member and the gear they are wearing are exposed to blood-borne pathogens during a car accident for instance, or fire smoke which is carcinogenic during a fire, this allows the staff member to switch gear sets and wash the set needing cleaning immediately. It also provides redundancy in the event a set is damaged during an emergency incident and must be taken out of service for repair or replacement. With the Globe manufacturing facility located in Pittsfield, repairs which are needed for a handful of sets several times a year, are prompt. Inserted into the long term CIP plan is the purchase every 5 years, of a gear set for Fire & Rescue staff members, so the oldest set can be retired at the expiration date of ten years per national standards. In the photos below, Firefighter – Advanced EMT Ben Wachowiak is shown modeling the new gear. In addition to improved mobility, this gear features the latest technology with a tail where the employee's last name has been added to help with identification on emergency scenes when everyone is wearing their gear, air mask, and air packs. The purpose of the tail is to provide a protective layer over where the pants end, a particular issue when crawling in a fire where in some cases, the coat can be pulled up causing a gap to be generated between the coat and pant waist.

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.

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.

This gear also has the latest system to protect the wrists which uses a combination wrist-let which is the white piece, and cinch-able closure over that which is the black piece. This is all designed for the gloves the firefighter wear, to fit over the wrist-let/cinch combo and under the outer layer of the coat arm. This integrated layer system is what allows our firefighters to enter fire environments where the temperature is many hundreds of degrees and often with steam caused from the hose streams.



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.	August 2018: Community Services staff have worked with the Planning Staff and CDBG coordinator to secure HUD funding for sidewalk improvements on Portland Avenue, from the crosswalk at the arena down to Atlantic Avenue. CS staff will work with Lyman Construction to complete work in the fall. Other 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.

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.	August 2018: The City just wrapped up its annual Pavement Maintenance program. Night work occurred to complete paving on Stark and Central Avenue. A few equipment breakdowns extended the projected schedule, but Oak Street just got paved the week of September 10 to complete the planned paving. Road re-striping is being planned and relies on an outside contractor. The City has to pre-mark the line striping and lane locations, which is a very dangerous and tedious process which literally requires staff to dodge in and out of traffic. Lanes on both Stark and Central will be re-established with 11-foot travel widths. Whatever pavement remains within the right-of-way for shoulders will be delineated with white, fog line paint. The City collaborated with the Town of Rollinsford for a joint 50/50 funding for repaving Oak Street, between Portland and Broadway.

CAPITAL IMPROVEMENT PROJECT:

General Street Improvements

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*

Chronological Updates:	
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. August 2018: Dennis Munson Plumbing and Heating is still anticipating installation to be in early September.

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	August 2018: The City Council approved a not-to-exceed amount of \$425,000 in May to have Siemens install new air conditioning units throughout the Library. The intent was to avoid very expensive retrofits by installing new air handling units vented through the roof. Initial engineering was wrapped up that suggested installing three new compressors on the roof of children's area. Then 16 individual registers/evaporators would be positioned throughout the building. Siemens finalized a scope of work based on the initial engineering work that stayed within the budget limits. Siemens staff conducted a detailed walkthrough of the proposed project with both the City Librarian, Cathy Beaudoin, and Director of Community Services, John Storer. The proposed layout was reviewed in detail to ensure any potential aesthetic impacts would be minimized. A contract should be executed shortly, with work to begin this fall and possibly into the winter. The new AC units will be in operation for the summer of 2019.

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.

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:

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.	August 2018: The bid is being reviewed on the project and trying to determine how to phase it over two years as a part of a funding issue. Currently, the project is on hold until the funding question can be resolved in order to complete the project.

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.	August 2018: A design kickoff meeting was held with selected engineering firm, Sebago Technics, and preliminary plans have been prepared. The intent is to make minor adjustments to accommodate turning movements for large trucks both into and out of Venture Drive. Work should be going out to bid over the winter with construction anticipated summer of 2019.

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	August 2018: 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.

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:

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.	August 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. This project is complete.

CAPITAL IMPROVEMENT PROJECT:

Public Transit Bus Shelters

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.	August 2018: A kick-off meeting was held with Dubois & King, the engineering consultant selected for this project. 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: No update	August 2018: This project was a priority on the NH DES Clean Water SRF Program. The City received approval of a \$3 million SRF loan, which includes a provision for 10% principal forgiveness, or \$300,000. Staff received a preliminary design report and is in the process of conducting detailed review of the proposed equipment and layout. Goal will be to have the project out to bid over the winter and ready for construction in the summer of 2019.

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	August 2018: An initial round of smoke testing was conducted in August to identify areas where stormwater connections were cross-tied into the sanitary sewer. Staff met with the engineering consultant, Wright Pierce, to review their initial findings. A drone flyover was being scheduled for early September to identify all flat roofs in downtown area where drain hubs might be tied to the sanitary sewer system. I/I investigation work is much like detective work, you aren't quite sure where the data will lead you. After smoke testing the downtown area, it was apparent that several drain manholes needed to be repaired/sealed. A contract amendment was headed to the September 12 City Council Meeting for additional manhole inspections and grouting sewer mains within the downtown area as well as a design for the Eliot Park area. Staff was also requesting an expansion of the downtown smoke testing work to extend into the Summer/Elm/Belknap area where a separate CIP is pending for the reconstruction of the street, including underlying utilities.

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.

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:

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.	August 2018: No update.

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.	August 2018: With the assistance of Community Services Engineering staff member Gretchen Young, the drainage scope of work and cost estimates for that work were determined.  Several years ago, funding just for a paving overlay was inserted into the CIP, as has been reported in occasional project updates. It was determined by the current fire administration team that a drainage issue exists as the station ramp slopes toward the Durham Road while the Durham Road slopes toward the station ramp. This causes water to penetrate where the two meet during winter months, into the clay base under the ramp. When the station was built 50 years ago, little thought was put into a proper base for the station ramp which explains the annual frost heave issue, and why previous paving overlays crack and break early in their life, due to the freezing cycles that occur. This scope of work developed by Gretchen will bring water drainage to a rain garden area out behind the station, with the clay removed and a proper base provided, before paving. The additional project cost is expected to be \$120,000 and is being requested for the upcoming CIP update this fall.

CAPITAL IMPROVEMENT PROJECT:

South End Fire Station Improvement

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.	
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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.	August 2018: The City completed a pre-qualification process to ensure it has fully qualified contractors for what will be a rather non-traditional project installing a 84-inch diameter drain pipe beneath an active railroad line. Five general contractors and three specialty pipe-boring contractors were approved to submit cost proposals back to the City. The current schedule is to receive proposals on October 16, with a review and contract recommendation projected to go to the City Council on October 24. The Director of Community Services has met with the owner of Red's Shoe Barn, as construction will have a significant impact on their property. The desired time frame for installing a new culvert under the railroad will be late fall/winter.

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	August 2018: Final punch-list work is finally being resolved. Affinity Lighting engaged an Eversource bucket truck to examine approximately 50 lights out of nearly 1,800, that have some lingering issue. Final data is being updated in the smart-control computer software. A presentation to Eversource and the NH Public Utilities Commission is being planned for early to mid-October.

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.

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 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.	August 2018: Work should be complete in early 2019.

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.	August 2018: Wright Pierce, the design consultant, has worked on compiling the collected survey information and has been preparing initial site plans for review. Sewer pipeline investigations are scheduled for the beginning of September, which will include video inspection of the internal condition, along with smoke testing to investigate any potential cross-connections with the storm water system. 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 - Elm, Summer & Belknap

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 - Floral & Brick

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

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

Previous Month Update:	Current Month Update:
February 2018: City staff has continued to work with abutters prior to formalizing the design. It is the intention to include the following work in this project: Road – reconstruction of roadway to include an improved roadway bed with a standardized pavement width and pedestrian sidewalks. Drainage improvements will be incorporated. Water- connect the existing water line in Floral Avenue to the existing line in Oak Street. Sewer- construction new sewer mains and services from Oak Street to the top of High Ridge Avenue. Extend sewer main to homes along Floral Avenue to eliminate long service runs. March 2018: City staff presented a conceptual plan to the Transportation Advisory Commission (TAC), showing the reconstruction of Brick Road and Floral Avenue to be one-way between Jefferson Court and High Ridge Road. The TAC preliminarily endorsed the plan. The consultant has been given direction to move forward with this concept. April 2018: The proposed reconstruction of Brick Road and Floral Avenue will be one-way between Jefferson Court and High Ridge Road. The consultant is moving forward with the design of this plan. A second neighborhood meeting will be held in May to discuss the change in plan and solicit input. May 2018: A neighborhood meeting was held to present and discuss the proposed reconstruction of Brick Road and Floral Avenue as one-way between Jefferson Court and High Ridge Road. Residents expressed concern about the new configuration. Staff continue to work with property owners and the consultants to review potential options for the reconstruction project.	August 2018: No update

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Floral & Brick

June 2018: Design is currently on hold pending resolution of easement/land issues with an abutter. A preliminary layout was proposed for a revised one-way traffic flow that would allow traffic to enter neighborhood from Central Avenue and exit onto Oak Street. A potential 2-way traffic alignment could likely be implemented pending successful acquisition of an easement or fee ownership of an abutting sliver of land. City staff have been continuing discussions with the property owner.

July 2018: No update.

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.	August 2018: SUR Construction continued working on the reconstruction project. They completed the new closed drainage system, reconstructed the roadway bed, completed base paving, and installed curbing. 

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction - Hanson Street

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 - 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 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	August 2018: Northeast Earth Mechanics, began work on this project in the beginning of August. They focused primarily on the construction of the stormwater outfall to the Piscataqua River. Overall project to include: 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. The drainage work will be completed this fall, along with a majority of the street reconstruction work. It is expected that final curbing will be installed in spring 2019, along with a final pavement overlay. The street will be paved with a structural binder course pavement for the winter. 

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.

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 - 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.	August 2018: No update since last report. The survey has been completed and a neighborhood meeting was held on July 19th. The design is progressing. The design consultants are preparing cost estimates for various width configurations of the roadway. The intent is to complete design late fall or over the winter to be ready for construction summer of 2019.

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.	August 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.	August 2018: No update.

CAPITAL IMPROVEMENT PROJECT:

Veteran's Park-Park Improvements

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.	August 2018: The design phase is 90% complete. Staff is reviewing the 90% plans and specifications with expectation to go out to bid late fall or early winter. An amount of \$1.1 was budgeted for the replacement of an 1880's vintage 8-inch diameter water main. New mains will be installed along Main Street from Broadway down to Washington Street, and along Washington Street from Main Street to Lower Square.

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-	August 2018: The City needs to engage a tower-climbing company to get the initial radio-read receiving equipment properly installed. Goal is to have tower work completed by late-fall. The goal over the winter is to use Utility personnel to focus on meter conversions using our own staff labor.

CAPITAL IMPROVEMENT PROJECT:

Water Meter Replacement

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.	August 2018: City staff have been working with NH DOT and Severino Construction to review a value-engineering proposal for the installation of a required gravity sewer line beneath the Spaulding Turnpike. The original design work involved a micro-tunneling process to bore laterally beneath the Turnpike. Severino suggested a modified approach to open-cut excavate and install the sewer main. The belief is that this will help ensure the gravity main is installed at proper grade, as each pipe section can be installed at a precise depth.

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	August 2018: <u>Somersworth Interconnect-</u> Plans are wrapping up and should be out to bid late-2018. Rest remains unchanged.

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:

No update.

PO Report

August 31, 2018

DAC	PO Date	PO No.	Vendor Name	Amount
Police	8/21/2018	201901592	STATE OF NH-DOT	5,026.76
Police	8/21/2018	201901598	GUARDIAN UNIFORM & SUPPLY	5,320.00
Recreation	8/13/2018	201901303	CITY OF DOVER-WATER~SEWER DEPT.	5,389.48
Recreation	8/13/2018	201901305	CITY OF DOVER-WATER~SEWER DEPT.	5,498.17
City Finance Office	8/28/2018	201901782	WILLDAN FINANCIAL SERVICES	5,600.00
Community Services Department	8/21/2018	201901596	R. PEPIN & SONS, INC.	5,850.00
Recreation	8/22/2018	201901674	LANG DOOR & HARDWARE, INC.	7,090.00
Community Services Department	8/8/2018	201901183	CITY OF DOVER-WATER~SEWER DEPT.	7,111.94
Community Services Department	8/29/2018	201901875	ROCKINGHAM ELECTRICAL SUPPLY, INC.	7,194.27
Community Services Department	8/23/2018	201901699	UNDERWOOD ENGINEERS, INC.	7,500.00
Community Services Department	8/1/2018	201900917	TRI-STATE SEALCOATING & PAVING, INC.	7,769.00
Community Services Department	8/13/2018	201901276	A.W. CHESTERTON COMPANY	8,329.49
Police	8/28/2018	201901779	SOUTHERN COMPUTER WAREHOUSE	8,728.65
Police	8/21/2018	201901589	EAGLE POINT GUN / J MORRIS & SON	10,394.20
Recreation	8/13/2018	201901282	LANDSCAPE FORMS, INC.	10,946.20
Public Library	8/20/2018	201901511	BYWATER SOLUTIONS, LLC	11,000.00
City Finance Office	8/6/2018	201900992	INTERWARE DEVELOPMENT CO INC	12,819.45
Police	8/1/2018	201900939	TRACKER PRODUCTS, LLC	14,399.00
City Finance Office	8/1/2018	201900919	W.B. MASON CO., INC	15,956.92
Community Services Department	8/21/2018	201901594	TRI-STATE SEALCOATING & PAVING, INC.	18,425.00
Community Services Department	8/1/2018	201900918	TRI-STATE SEALCOATING & PAVING, INC.	20,692.50
Community Services Department	8/9/2018	201901204	MXI ENVIRONMENTAL SERVICES, LLC	27,000.00
Planning	8/9/2018	201901215	CONCORD AWNING & CANVAS	32,800.00
Police	8/23/2018	201901705	ROBERT H. IRWIN MOTORS, INC.	34,618.00
Community Services Department	8/28/2018	201901787	FORD OF LONDONDERRY	37,716.00
Police	8/7/2018	201901069	PARKEON	44,280.00
City Finance Office	8/8/2018	201901199	MACPAGE, LLC.	64,400.00
Community Services Department	8/16/2018	201901497	WRIGHT-PIERCE	69,500.00
Community Services Department	8/13/2018	201901280	LANDSCAPE FORMS, INC.	77,435.20
Public Library	8/1/2018	201900942	BAKER & TAYLOR, INC.	80,000.00
Community Services Department	8/6/2018	201900994	PESCHEL CONSULTING, LLC	110,758.10
Community Services Department	8/13/2018	201901279	STILES COMPANY INC.	175,000.00
Executive	8/23/2018	201901698	PRIMEX-P/C GROUP	386,577.00

City of Dover

Revenues of Major Funds August 31, 2018 (General Fund Includes Property Taxes and Education Revenues)

REVENUES	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
1000 General Fund								
Taxes	\$ 85,398,464	\$ 902,577	\$ 1,795,212	2.0%	\$ 83,604,252	\$ -	\$ 83,604,252	(97.9)%
Licenses & Permits	6,374,774	728,481	1,179,037	18.0	5,195,737	-	5,195,737	81.5
Intergovernmental	2,364,928	21,281	207,184	9.0	2,157,744	-	2,157,744	91.2
Charges for Services	3,793,842	413,941	659,623	17.0	3,134,219	-	3,134,219	82.6
Miscellaneous Revenue	821,479	139,726	255,565	31.0	565,914	-	565,914	68.9
Education	16,029,882	40,455	93,870	1.0	15,936,012	(2,982)	15,938,994	99.4
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	\$ 2,246,461	\$ 4,190,492	4.0%	\$ 111,122,556	\$ (2,982)	\$ 111,125,538	96.4%
3213 Parking Activity Fund								
Licenses & Permits	\$ 242,000	\$ 13,783	\$ 51,878	21.0%	190,123	\$ -	\$ 190,123	78.6%
Parking Income	600,000	75,227	148,643	25.0%	451,357	-	451,357	75.2%
Parking Fines	147,489	16,965	33,737	23.0%	113,752	-	113,752	77.1%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 105,974	\$ 234,257	24.0%	\$ 755,232	\$ -	\$ 755,232	76.3%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,356	\$ -	\$ -	0.0%	10,356	\$ -	\$ 10,356	100.0%
Charges for Services	945,000	79,159	184,736	20.0%	760,264	-	760,264	80.5%
Miscellaneous Revenue	0	491	674	0.0	(674)	-	(674)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,184,768	\$ 79,650	\$ 185,411	16.0%	\$ 999,357	\$ -	\$ 999,357	84.4%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 749,468	\$ 56,223	\$ 113,348	15.0%	\$ 636,120	\$ -	\$ 636,120	84.9%
Operating Transfers In	217,415	22,939	60,451	28.0	156,964	-	156,964	72.2
Sub-total : 3381 McConnell Center	\$ 966,883	\$ 79,162	\$ 173,799	18.0%	\$ 793,084	\$ -	\$ 793,084	82.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 446,315	\$ 49,106	\$ 93,366	21.0%	\$ 352,949	\$ -	\$ 352,949	79.1%
Miscellaneous Revenue	15,500	9	24	0.0	15,476	-	15,476	99.8
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	\$ 49,115	\$ 93,390	16.0%	\$ 485,947	\$ -	\$ 485,947	83.9%
5300 Water Fund								
Charges for Services	\$ 5,577,152	\$ 556,861	\$ 817,763	15.0%	\$ 4,759,389	\$ -	\$ 4,759,389	85.3%
Miscellaneous Revenue	70,500	6,994	21,297	30.0	49,203	-	49,203	69.8
Sub-total : 5300 Water Fund	\$ 5,647,652	\$ 563,855	\$ 839,060	15.0%	\$ 4,808,592	\$ -	\$ 4,808,592	85.1%
5320 Sewer Fund								
Intergovernmental	\$ 33,766	\$ -	\$ -	0.0%	\$ 33,766	\$ -	\$ 33,766	100.0%
Charges for Services	7,238,232	740,735	1,137,526	16.0	6,100,706	-	6,100,706	84.3
Miscellaneous Revenue	57,000	6,990	21,482	38.0	35,518	-	35,518	62.3
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 7,849,990	\$ 747,724	\$ 1,159,007	15.0%	\$ 6,690,983	\$ -	\$ 6,690,983	85.2%
6100 Dovernet Fund								
Charges for Services	\$ 1,141,022	\$ 191,294	\$ 272,705	24.0%	\$ 868,317	\$ -	\$ 868,317	76.1%
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	\$ 191,294	\$ 272,705	19.0%	\$ 1,171,119	\$ -	\$ 1,171,119	81.1%
Total : REVENUES	\$ 133,974,991	\$ 4,063,236	\$ 7,148,121	5.0%	\$ 126,826,870	\$ (2,982)	\$ 126,829,852	94.7%

City of Dover

Expenditures of Major Funds August 31, 2018 (General Fund Includes County, School and Debt Service)

EXPENDITURES	Budget	Range To Date	Year To Date	Year To Date	%	Budget Balance	Encumbrance	Budget Available	% Available
1000 General Fund									
City Council	\$ 588,169	\$ 35,390	\$ 59,658		10.0%	\$ 528,511	\$ 261,107	\$ 267,404	45.5%
Executive	1,173,836	92,554	214,280		18.0	959,556	584,183	375,373	32.0
Finance	1,858,605	165,557	361,906		19.0	1,496,699	1,059,106	437,593	23.5
Planning	704,106	65,444	144,790		21.0	559,316	398,996	160,320	22.8
Misc General Government	829,935	2,577	59,128		7.0	770,807	95,750	675,057	81.3
Police	9,149,397	749,903	1,593,506		17.0	7,555,891	4,666,979	2,888,912	31.6
Fire & Rescue	9,406,962	818,552	1,702,640		18.0	7,704,322	4,349,319	3,355,003	35.7
Community Service Public Works	7,458,302	375,266	678,445		9.0	6,779,857	2,315,249	4,464,608	59.9
Recreation	2,245,631	194,866	367,137		16.0	1,878,494	869,813	1,008,681	44.9
Public Library	1,420,348	127,153	244,311		17.0	1,176,037	778,348	397,690	28.0
Public Welfare	796,220	41,689	75,338		9.0	720,882	159,275	561,607	70.5
Debt Service	12,311,694	5,998	8,749		0.0	12,302,945	63,226	12,239,719	99.4
Other Financing Sources/Uses	3,900,514	113,079	226,158		6.0	3,674,356	-	3,674,356	94.2
School	54,508,984	1,386,068	2,273,490		4.0	52,235,494	48,510,129	3,725,366	6.8
Intergovernmental	8,960,345	-	-		0.0	8,960,345	-	8,960,345	100.0
Sub-total : 1000 General Fund	\$ 115,313,048	\$ 4,174,094	\$ 8,009,537		6.9%	\$ 107,303,511	\$ 64,111,478	\$ 43,192,033	37.5%
3213 Parking Activity Fund									
Police	\$ 989,489	\$ 37,893	\$ 104,838		11.0%	\$ 884,651	\$ 279,452	\$ 605,199	61.2%
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 37,893	\$ 104,838		10.6%	\$ 884,651	\$ 279,452	\$ 605,199	61.2%
3320 Residential Solid Waste Fund									
Community Service Public Works	\$ 1,303,495	\$ 98,392	\$ 117,245		9.0%	\$ 1,186,250	\$ 959,078	\$ 227,173	17.4%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,303,495	\$ 98,392	\$ 117,245		9.0%	\$ 1,186,250	\$ 959,078	\$ 227,173	17.4%
3381 McConnell Center Fund									
Recreation	\$ 966,883	\$ 27,633	\$ 58,661		6.0%	\$ 908,222	\$ 218,127	\$ 690,095	71.4%
Sub-total : 3381 McConnell Center Fund	\$ 966,883	\$ 27,633	\$ 58,661		6.1%	\$ 908,222	\$ 218,127	\$ 690,095	71.4%
3410 Recreation Special Revenue Fund									
Recreation	\$ 579,337	\$ 67,650	\$ 127,244		22.0%	\$ 452,093	\$ 121,264	\$ 330,829	57.1%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 67,650	\$ 127,244		22.0%	\$ 452,093	\$ 121,264	\$ 330,829	57.1%
5300 Water Fund									
Community Service Public Works	\$ 5,671,054	\$ 452,132	\$ 770,529		14.0%	\$ 4,900,525	\$ 997,776	\$ 3,902,749	68.8%
Sub-total : 5300 Water Fund	\$ 5,671,054	\$ 452,132	\$ 770,529		13.6%	\$ 4,900,525	\$ 997,776	\$ 3,902,749	68.8%
5320 Sewer Fund									
Community Service Public Works	\$ 8,006,000	\$ 383,302	\$ 858,520		11.0%	\$ 7,147,480	\$ 2,050,318	\$ 5,097,162	63.7%
Sub-total : 5320 Sewer Fund	\$ 8,006,000	\$ 383,302	\$ 858,520		10.7%	\$ 7,147,480	\$ 2,050,318	\$ 5,097,162	63.7%
6100 Dovernet Fund									
Other Financing Sources/Uses	\$ 1,537,632	\$ 85,605	\$ 161,724		11.0%	\$ 1,375,908	\$ 525,973	\$ 849,935	55.3%
Sub-total : 6100 Dovernet Fund	\$ 1,537,632	\$ 85,605	\$ 161,724		10.5%	\$ 1,375,908	\$ 525,973	\$ 849,935	55.3%
Total : EXPENDITURES	\$ 134,366,938	\$ 5,326,701	\$ 10,208,298		7.6%	\$ 124,158,640	\$ 69,263,466	\$ 54,895,174	40.9%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) August 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	94,794	139,607	11.5	1,077,589	0	1,077,589	88.5
Expenditures	969,082	75,302	140,503	14.5	828,579	417,003	411,576	42.5
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	19,493	(895)	(3)	895	(417,003)	417,898	(154)

Workforce-Focused Outcomes



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

New hires in September: 3

- 2 = Police Department
- 1 = Recreation Department

Separations in September: 3

- 1 = Community Services Department
- 2 = Recreation Department

Amber Fournier, Legal Assistant, attended the Fidler Technologies class at the Strafford County Registry of Deeds for the coming changes to the registry search system.

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.

The Fire Department's promotional process for the newly funded Assistant Chief position was completed with Division Chief Michael McShane earning that promotion – congratulations Michael!

Michael will now start transitioning into managing some day to day operational aspects of Fire & Rescue while the promotional process to fill his former position is organized. It is hoped that a new Division Chief of EMS will be filled from within the membership of Fire & Rescue, and will occur in early October as contractual and procedural timelines governing the promotional process happen.

Though there were many trainings in August at Fire and Rescues here are a few highlights. In addition to the focus on checking off the department's driver/operators on the new Quint before placing it in service, shown below.



August saw the monthly emergency medical training delivered on the four shifts. The photo to the right shows A-Shift working on their emergency airway training skills.



Assistant Chief Michael McShane attended a Unit Controlled Drug Coordinator training held at Wentworth Douglass Hospital. This training class reviewed State requirements for managing controlled substances between the required Medical Resource Hospital (WDH) and an ambulance service such as Fire & Rescue's. The fire investigation team also attended a two-day refresher class held at the New Hampshire Fire Academy on the latest fire investigation techniques. Seldom due to scheduling, are all team members ever able to attend the same training sessions so having the team be able to attend this class offered in the summer was a major accomplishment.

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

-Aristotle



Jenna Donais

On August 17th, Officer Jenna Donais graduated from the 176th Session of the NH Police Academy and entered uniformed field training.

On August 17, Killian Kondrup and Derek O'Neil were sworn in as the two newest Dover police Officers. Both are currently attending the New Hampshire Police Standards & Training Academy.



Chief Breault swearing Officers O'Neil and Kondrup.

The Assistant City Manager participated in a webinar on creating and communicating a community's activities towards being more sustainable.

Library volunteers brought books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents. Another volunteer made nine deliveries to the Little Free Libraries, depositing 422 books between the two sites. Two new volunteers were recruited to help with book repair.

One library staff member attended a Booklist Webinar—Listeners' Advisory with Joyce Saricks.



Officer Killian Kondrup

Officer Killian Kondrup is from Rollinsford, NH and is a graduate of Somersworth High School. He went to college at St. Joseph's in Standish Maine and has a bachelor's degree in Criminal Justice. Officer Derek O'Neil is from Chelmsford, MA and has a bachelor's degree in Criminal Justice from UMASS Lowell. Both officers started the 16-week NH Police Academy on Monday, August 27, 2018.



Officer Derek O'Neil

From August 13-17, 2018, Detective Andrew Courter and Officer Adam Gaudreault attended Saint Louis University Medicolegal Death Investigation training. This course is designed to train officers to develop the essential facts regarding the death scene, medical history and other information that assists medical examiners/coroners in the determination of a person's cause and manner of death.

From August 21-24, 2018, Dispatchers Heidi Wunschel and Melissa Granger received S.P.O.T.S. training in Concord. This training is mandatory for newly hired dispatchers.

On August 22nd, Officer Mitrushi, Officer Cooper, and Officer Donais attended Mental Health training at the New Hampshire State Hospital. The officers learned the importance of crisis intervention and de-escalation techniques used by workers there. The officers shadowed medical professionals, mental health workers, and the campus police in order to gain insight into the day-to-day operations of the state hospital. Officers learned effective communication skills and anger management techniques to use while dealing with patients with mental health disorders. This class was designed to provide officers with tools and knowledge to interact with people suffering from mental illness. (Goal 4)

[illegible]

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."

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.

Jackson Kaspari, a 2018 UNH graduate who will continue at UNH to pursue a PhD in Physical Chemistry, finished work on his summer 2018 UNH Sustainability Fellowship project. At the first Council meeting of August, Kaspari presented his final report to the Council. This report was on using the Sustainability Indicator Management & Analysis Platform (SIMAP) to measure the carbon and nitrogen footprints of municipal operations.

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. A final version of the Power Purchase Agreements was completed in the end of August.

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.

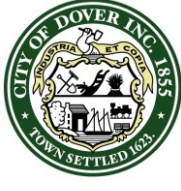
- Investigate opportunities for shared services across City & School.
- Investigate pathways for implementation including barriers and roles for staff/policymakers (acknowledge need for independence). Who: Manager and Superintendent or joint small group. What: Report at Oct 2018 JFC (>6 months)
- Communication: 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	<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, September 12, 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, September 12, 2018	Meeting Time:	7:00pm
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

Mayor Weston read the Constitution Week proclamation.

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; seconded by Councilor Ciotti.

Vote: 9/0.

7. PUBLIC HEARINGS

8. CITIZEN'S FORUM

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

Jane Bard, 29 Mount Vernon Street, President for the Children's Museum of New Hampshire: She spoke about the Museum being in Dover for 10 years, and discussed their progress. She said Saturday, September 22, 2018, admission is free.

John Barrett, 7 Prospect Street: He spoke about the additional parking spaces in front of the Library, and how the decision was made without the City Council or Planning Board approval.

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

 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, September 12, 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, September 12, 2018	Meeting Time:	7:00pm
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9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing, which included Legal, Economic Development and Parking activities. He made a correction to Page 8, meter days for July 2019 states 2 and should be 21. (This has been revised and archived.) He discussed night paving projects in the City. He invited Dan Barufaldi, Dover Economic Developer, and Maurice Olivier, Member of the Dover Business and Industrial Development Authority to speak to the Council regarding recent press that the City has received.

Mr. Barufaldi referred to an article in the September, 2018 issue of Business New Hampshire magazine, which spoke very favorably about the City. (Article has been archived with Minutes.)

Mr. Olivier gave an overview of the AARP and World Health Organization sponsored program called "Age Friendly Communities" that the City has applied for and has been approved for. He presented the Mayor with the Certificate of Participation. He said he will come back to the Council with updates on his progress.

Deputy Mayor Carrier thanked City staff for their hard work at the September 11, 2018 Primary Election.

Councilor Shanahan thanked City staff for their hard work at the Household Hazardous Waste Collection on September 8, 2018.

City Manager Joyal stated the City is very thankful to have this program funded primarily by the State.

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

Vote: 9/0.

10. APPROVAL OF MINUTES

A. August 22, 2018 – Regular Meeting

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

Vote: 9/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attended: Somerworth's Indonesian Festival, Dover Business and Industrial Development Authority meeting; 400th Anniversary Committee.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Williams.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 12, 2018**
Meeting Time: **7:00pm**

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

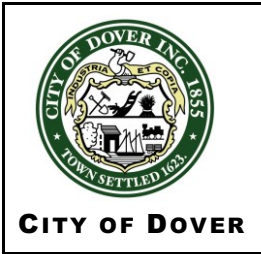
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. ROAD RACE – Dover High Unified**
- 2. BLOCK PARTY – Dover Knights of Columbus Council #807**
- 3. BLOCK PARTY – Grove Street Halloween Bash**
- 4. B19005 DISPOSAL OF TAX DEEDED REAL ESTATE @ 37 POLLY ANN TRAILER PARK PARCEL ID M0047-C00037**
SPONSORED BY MAYOR WESTON BY REQUEST
- 5. B19006 DISPOSAL OF TAX DEEDED REAL ESTATE @ 57 POLLY ANN TRAILER PARK PARCEL ID M0047-C00057**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. B19007 DISPOSAL OF TAX DEEDED REAL ESTATE @ 76 POLLY ANN TRAILER PARK PARCEL ID M0047-C00076**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. COMMITMENT TO THE CITY OF ROCHESTER NH FOR SHARED SAMPLING & ANALYSIS COSTS FOR THE IMPAIRMENT LISTING OF COCHECO RIVER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. PHASE II INFILTRATION AND INFLOW STUDY AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE CHANGE ORDER 2**
SPONSORED BY MAYOR WESTON BY REQUEST
- 9. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN CITY OF DOVER AND CERTAIN HEIRS OF RENE J. GOULET**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. APPROVAL OF LEASE ASSIGNMENT FROM THE PORTABLE PANTRY PERSONAL CHEF SERVICE, LLC TO CARDAMOMS, LLC DBA PORTABLE PANTRY**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **McConnell Center, Room 306**
Meeting Date: **Wednesday, September 12, 2018**
Meeting Time: **7:00pm**

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 | |

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

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

Councilor Thibodeaux pulled Items 13.A.4., 13.A.5., and 13.A.7.

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

Deputy Mayor Carrier pulled the other highlighted Committee Reports.

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

Roll Call Vote: 9/0.

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

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

Roll Call Vote: 9/0

Deputy Mayor Carrier moved for the adoption of Item 13.A.5.; seconded by Councilor Thibodeaux.

Please refer to discussion for Item 13.A.4.

Roll Call Vote: 9/0

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

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

Roll Call Vote: 9/0

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

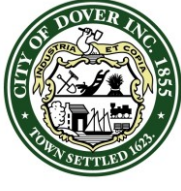
Fred Clough – Cemetery Board alternate

Sam Allen – 400th Anniversary Committee

Jackson Kaspari – Planning Board alternate

Isaac Epstein – Open Lands Committee

Susan Kelsch – alternate on Cemetery Board – change in status to regular member

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, September 12, 2018 Meeting Time: 7:00pm
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Deputy Mayor Carrier moved to recommend the appointments; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

Deputy Mayor Carrier recommended the following people for an appointment for another term:

Yulia Rothenburg – Arts Commission
Charles Reynolds – Parking Commission
Jack Buckley – Parking Commission
Joseph DiGregorio – Parking Commission
Dennis Munson – Arena Commission & Transportation Advisory Commission
Michael Young – Arena Commission
Amanda Nelson – Arts Commission
Grover Tasker – Cemetery Board
Tristan Donovan – Conservation Commission
Timothy Dargan – Dover Business and Industrial Development Authority
Sam Haddadin - Dover Business and Industrial Development Authority
Philip Rinaldi - Dover Business and Industrial Development Authority
Matt Sylvia - Dover Business and Industrial Development Authority
Janet Perry – Dover Downtown TIF Advisory Board
Jeff Spires – Dover Downtown TIF Advisory Board
Susan Story Galt – Library Board of Trustees
Douglass DeDe – McConnell Center Advisory Board & Solid Waste Advisory Committee
Denyse Anderson - McConnell Center Advisory Board
Jessica Bonello – Pool Advisory Committee
Suzanne Medbery – Pool Advisory Committee
Margaret Purcell – Recreation Advisory Board
Gary Gilmore – Solid Waste Advisory Committee
Douglas Kemp – Solid Waste Advisory Committee
Maurice Olivier – Transportation Advisory Committee
Sue Tremblay - Transportation Advisory Committee
Peter Schmidt – Transportation Advisory Committee
James Brannen – Trustees of the Trust Fund
Michael Murphy – Trustees of the Trust Fund
Jay Stephens – Dover Utilities Commission
Mark Moeller – Dover Utilities Commission
Christopher Prior – Waterfront TIF Advisory Board & Zoning Board of Adjustment
Otis Perry - Zoning Board of Adjustment

Deputy Mayor Carrier moved to approve their appointment to another term; seconded by Councilor Ciotti.

Deputy Mayor Carrier listed the few openings.

Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 306 Meeting Date: Wednesday, September 12, 2018 Meeting Time: 7:00pm
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Councilor Ciotti gave an overview of the Parking Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Parking Commission Report; seconded by Councilor Williams
Vote: 9/0.

Councilor Keane gave an overview of the Pool Advisory Committee Report to the Council.
Deputy Mayor Carrier moved to accept the Pool Advisory Committee Report; seconded by Councilor Thibodeaux.
Vote: 9/0.

Councilor Williams gave an overview of the Recreation Advisory Board Report to the Council.
Deputy Mayor Carrier moved to accept the Recreation Advisory Board Report; seconded by Councilor 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 Ciotti.
Vote: 9/0.

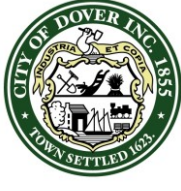
Councilor Ciotti gave an overview of the Joint Building Committee – Garrison Elementary School Report to the Council.
Deputy Mayor Carrier moved to accept the Joint Building Committee – Garrison Elementary School Report; seconded by Councilor Williams.
Vote: 9/0.

B. RESOLUTIONS

1. ACCEPTANCE OF GRANT FROM STONYFIELD ORGANIC FOR SULLIVAN DRIVE FIELD **SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Councilor Shanahan moved to amend the Resolution by editing Sullivan Drive Field to Woodman Park School Field; seconded by Deputy Mayor Carrier.
Vote: 9/0.
Councilor Shanahan gave an overview of the amended Resolution to the Council.
Community Services Director Storer addressed the Council on the organic process.
Mayor Weston asked for a roll call vote on the amended Resolution.
Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

 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, September 12, 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, September 12, 2018	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	McConnell Center, Room 306										
Meeting Date:	Wednesday, September 12, 2018										
Meeting Time:	7:00pm										

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski thanked everyone for making the first day of school a smooth one. She talked about the need to schedule a Joint Fiscal Committee meeting. Mayor Weston said they have an agenda set up, but they are trying to set a date. The Council needs to have a joint meeting with the Planning Board regarding the CIP first.

Deputy Mayor Carrier asked for an update regarding the retaining wall for the Cocheco Dam. City Manager Joyal said they are putting the bidding package together, and will be back before the Council to approve the award of bid.

Councilor Shanahan talked about Veto day, September 13, 2018, in the State Legislature, and talked about the potential bills that may be up for override.

Mayor Weston said the Leadership Academy is starting on October 11, 2018, and asked citizens to sign up with the Greater Dover Chamber of Commerce.

Councilor Gasses spoke about the National Clean Diesel Campaign. City Manager Joyal said the City has used this program in the past.

16. ADJOURN

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



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



Check (✓) the type of application: * Includes staging areas for setup. See attached press release from last year's event. (MES)

PARADE** ☒, ROAD TOLL*** _____

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

Organization Name: Dover children's center
Federal Tax ID number for Organization: 02-0203815

Check (✓) Nature of Organization:
Religious _____, Educational ☒, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
Name/Description of Event (if applicable): Dover Holiday Parade
Contact Person: Melissa Fischetto Day Time Telephone: (603) 343-8542
Address: 43 Back River Rd Dover Email: Melissadcc@gmail.com
Date of Event: November 25, 2018 Specific Time: 3:00 pm
Location of Event (if parade, attach course description or map): Starts at Dover Commerce Center ends at CVS parking lot

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

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

Police Department Parade Route Approval Signature: _____
Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: (2017 press release)

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

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

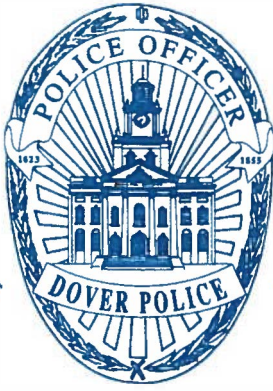
Road Toll Location: _____
Police Department Road Toll Approval Signature: _____
Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Melissa Fischetto DATE: 8/29/18
(duly authorized)
PRINTED NAME: Melissa Fischetto

Licensing Board Approval Will B... Date: 9/18/18



CITY OF DOVER, NEW HAMPSHIRE

POLICE DEPARTMENT



Anthony F. Colarusso, Jr.
Chief of Police

PRESS RELEASE

DOVER HOLIDAY PARADE 2017 STREET CLOSURES AND TRAFFIC RESTRICTIONS

COPY

Date: November 20, 2017
Contact: Sgt. Marn E. Speidel, Traffic Bureau
(603) 742-4646

Dover Police Chief Anthony F. Colarusso, Jr. announces the following road closures and parking restrictions for the annual Dover Holiday Parade. The parade will be held at 2:30 PM on Sunday, November 26, 2017 and will follow its traditional route south on NH Route 108 from the Greater Dover Chamber of Commerce to CVS Pharmacy.

On Sunday, November 26, CENTRAL AVENUE (NH Route 108) will be closed to all traffic from 2:15 PM until 4:30 PM between the intersection of CHESTNUT and NEW YORK STREETS to the intersection of STARK AVENUE and EAST WATSON STREETS. This includes much of the downtown area. Temporary traffic detours will be in effect, but motorists who are not coming to watch or participate are encouraged to avoid the downtown area entirely.

Additional street closures will be in effect between 11:30 AM and 4:00 PM to accommodate parade staging and setup. These include:

- SIXTH STREET between HORNE STREET and CENTRAL AVENUE
- MAPLE STREET between SIXTH and HOUGH STREETS
- GROVE STREET between FIFTH and HOUGH STREETS
- MT VERNON STREET between SIXTH and MILK STREETS

Parking restrictions will be posted to prohibit on-street parking on SIXTH STREET after 9:00 AM on Sunday, November 26, and in other locations where necessary along the parade route.

Dover Police are coordinating with Pan Am Railways for the temporary suspension of freight trains at the downtown crossings to accommodate the event. Amtrak Downeaster passenger train service will not be interrupted.

The Dover Holiday Parade is produced by the Dover Children's Center. Additional information is available at (603) 742-7637 or at doverholidayparade@gmail.com.

Questions about traffic implications may be directed to Dover Police Sgt. Marn Speidel at (603) 742-4646.



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 400th Anniversary Committee
Federal Tax ID number for Organization: _____

Check (✓) Nature of Organization:

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

Contact Person: Karen Weston Day Time Telephone: 603-742-8219

Address: 52 French Cross Rd Email: K.Weston@dover.nh.gov

Purpose of Permit: To raise money for Dover 400th Anniversary

Date of Event: Oct. 6, 2018 Specific Time: Apple Harvest Day

Location of Event: Booth @ Apple Harvest Day

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

Prize (s) To Be Awarded: Dover 400th T-Shirt

Cost of Ticket: \$1.00 Date of Drawing: Oct. 6th, 2018

Place of Drawing: Central Ave Booth

* 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: Karen Weston DATE: 9-20-18

PRINTED NAME: Karen Weston
(duty authorized)

Licensing Board Approval [Signature] Date: 9/20/18



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

Check (☒) the type of application:

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



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

Organization Name: Dover Shockwave Robotics
Federal Tax ID number for Organization: 47-1389117

Check (☒) Nature of Organization:

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

Contact Person: Vilay Skidals Day Time Telephone: 603-834-8559

Address: PO Box 1286, Dover, NH Email: Vilay3774@gmail.com

Purpose of Permit: sell raffle tickets to raise funds for Dover Shockwave

Date of Event: October 6, 2018 Specific Time: 4:00 pm

Location of Event: Apple Harvest Day

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

Prize (s) To Be Awarded: Bomba vacuum cleaner

Cost of Ticket: \$5.00 / ticket Date of Drawing: Oct 6, 2018

Place of Drawing: Dover, NH

* 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: Vilay Skidals DATE: 9/5/18

(duly authorized)

PRINTED NAME: Vilay Skidals

Licensing Board Approval [Signature] Date: 9/10/18

1/2015

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



**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: FIRST PARISH Church
Federal Tax ID number for Organization: 02-0240160

Check (☒) Nature of Organization:

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

Contact Person: Diane Fiske Day Time Telephone: 603-749-0933
Address: 8 Arrowbrook Rd Dover Email nonnagoffer@comcast.net
Purpose of Permit: Raffle of quilt & merchandise donated by vendors + local merchants
Date of Event: Nov 17 2018 Specific Time: 9 am to 3:00 pm
Location of Event: 218 Central Ave, Dover

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

Prize (s) To Be Awarded: Quilt & other merchandise
Cost of Ticket: \$1.00 Date of Drawing: Nov 17, 2018
Place of Drawing: FP Church - 218 Central Ave

* 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: Diane J. Fiske DATE: 9/8/18
(duly authorized)

PRINTED NAME: Diane J. Fiske

Licensing Board Approval Will B Date: 9/10/18



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 Dover, NH Email: events@dovernham.org

Purpose of Permit: Raffle at Apple Harvest Day

Date of Event: Saturday October 6th Specific Time: ~9:30am

Location of Event: Downtown

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

Prize (s) To Be Awarded: Apple watches (potentially)

Cost of Ticket: \$25 or less Date of Drawing: 10/6/14

Place of Drawing: Apple Harvest Day

* 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: 9/10/14

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval [Signature] Date: 9/13/14



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.09.26 – 123**
 Resolution Re: B17048 Sidewalk Improvements Additional Scope –
 Portland Avenue Sidewalk Project

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

WHEREAS: One bid was received which was submitted by John H Lyman and Sons Inc for unit pricing of various services and products. City Council approved the recommendation to award to John H Lyman Inc via resolution [R-2017.04.26-045](#). Additional funds became available and council approved award the change order one via resolution [R-2017.09.27-121](#); and

WHEREAS: The city received change order two to install sidewalks at Spruce Lane as well as some tree, water and sewer work and received a quote from John H Lyman and Sons in the amount of \$576,741.00. This scope and costs was approved via resolution [R-2018.05.09-052](#); and

WHEREAS: The city has funds available thru the Community Development Block Grant program that will cover the cost of repairing/adding sidewalks along the southeastern side of Portland Avenue from Granite Street to a planned updated pedestrian crosswalk opposite the Ice Arena. The City has received a quote using bid rate pricing from the contractor, John H Lyman and Sons Inc in the amount of \$148,000.00 and it is the recommendation to award this work as outlined above.

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

The Purchasing Agent is hereby authorized to issue a Change Order to John H Lyman and Sons Inc. of Gilford NH for Sidewalk Improvement services at rates provided in conjunction with Bid B17048 and updated cost proposal in the amount of \$148,000.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Account	Description	Appropriations Available	Balance
2100.1.180.46341.473.06332.17	CDBG Pedestrian / Bus Access Improvements	48,162.00	6,981.61
2100.1.180.46341.473.06332.18	CDBG Pedestrian / Bus Access Improvements	141,018.39	141,018.39

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.6.

Resolution Number: **R – 2018.09.26 – 123**
Resolution Re: B17048 Sidewalk Improvements Additional Scope –
Portland Avenue Sidewalk Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.09.26 – 123**
Resolution Re: B17048 Sidewalk Improvements Additional Scope –
Portland Avenue Sidewalk Project

RESOLUTION BACKGROUND MATERIAL:

The City received permission to use U.S. Department of Housing and Urban Development grant funds via the Community Development Block Grant program to install new sidewalk segments, replace existing sidewalk segments, and improve an existing crosswalk section on Portland Avenue.

New sidewalks are proposed along the southeasterly side of Portland Avenue, continuing from a point at Granite Street, where the existing downtown sidewalk ends, and extending outbound to Duston's Market, where a crosswalk is located to connect to the Ice Arena. The new sidewalk will provide a continuous walking segment from the downtown. Sidewalks will be constructed of cast-in-place concrete.

Via additional CDBG funds, the crosswalk at the Ice Arena will be upgraded with the installation of a solar-powered, rapid-rectangular flashing beacon. It will include a push-button activated flashing signal to alert motorists that pedestrians are crossing.

A map is attached which shows the proposed location.

Bid Information:

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

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	395	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2018 construction	Estimated Delivery:	As needed
Recommended Award to:	John H Lyman & Sons Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B17048 Bid Documents and Vendor Lists and Map for c/o 3](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.09.26 – 124**
Resolution Re: Dover Pudding Hill Aquifer Change Order #2 Underwood Engineers, Inc

- WHEREAS: Underwood Engineers (UE) was the awarded firm through Sealed Bid B14074 for professional engineering services water system facilities upgrade; and
- WHEREAS: In September 2016 the City received a scope of work and estimated costs in the amount of \$16,800 for preliminary design services for an artificial recharge basin in the Pudding Hill Aquifer from Underwood Engineers, which City Council subsequently approved via resolution [R-2016.09.28-127](#). In April 2017 the city received change order #1 for additional pilot testing work and temporary perfluorinated compound (PFAS) treatments in the amount of \$22,100 approved by City Council via resolution [R-2017.04.12-037](#); and
- WHEREAS: The City has received Change order #2 in the amount of \$234,500 for additional professional engineering services to conduct actual pilot-testing of recommended treatment technologies to potentially remove contaminants within the Pudding Hill Aquifer to levels acceptable for drinking water purposes, and to develop additional recommendations relating to the production wells in the aquifer prior to advancing infrastructure improvements; and
- WHEREAS: Schnitzer Industries (New England Metal Recycling) has committed to reimbursing the City for 100% of these costs; and
- WHEREAS: Dover purchasing Code 3-36 B: the competitive bid procedure may be waived by a majority vote of the City Council.

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

Upon receipt of the executed Memorandum of Understanding from Schnitzer Industries (New England Metal Recycling) the Purchasing Agent is hereby authorized to issue a Change Order #2 to Underwood Engineers for professional engineering services in the amount not to exceed \$234,500. 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
5300.1.300.43320.4757.03592.18	Pudding Hill Aquifer	593,279.16	593,279.16

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.7.

Resolution Number: **R – 2018.09.26 – 124**
Resolution Re: Dover Pudding Hill Aquifer Change Order #2 Underwood
Engineers, Inc

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2018.09.26 – 124**
Resolution Re: Dover Pudding Hill Aquifer Change Order #2 Underwood Engineers, Inc

RESOLUTION BACKGROUND MATERIAL:

In 2012 the City entered an agreement with Schnitzer Industries (New England Metal Recycling) to co-fund a study that would potentially replace the Griffin well, a city production well that has had contaminants emanating from the former metal recycling facility.

A new well has been developed and permitted by the State of NH Department of Environmental Services (NHDES). At a recent meeting with NHDES, the State declared the development of artificial recharge basins was not eligible for funding under the terms of the MTBE settlement. The City has reached out to Schnitzer Industries to request their agreement to pay the cost to develop the artificial recharge system as it is needed to insure contaminants from their site do not reach the new replacement well in the future.

In late June 2018, a rise in the level of perfluorinated compounds was detected at the Ireland Well. The City responded by voluntarily taking the well out of service before the contamination would presumably rise above EPA's suggested Health Advisory Level. Previously, the Griffin Well had also voluntarily been taken out of service by the City in response to the evidence of groundwater contamination.

In subsequent meetings with Schnitzer Industries, they are committed to addressing the contamination issues and getting the City's production wells back into service. Part of this commitment has them working with the NH Department of Environmental Services for an on-site remediation program, but they have also committed to reimbursing the City for 100% of the costs associated with planning and pilot-testing work to identify potential treatment options for the City. Underwood Engineers have provided work scopes and detailed cost estimates to the City which has been shared with Schnitzer Industries.

Agreement: preliminary design Including evaluation, preliminary design & conceptual drawings, meetings, opinion of cost.	\$16,800
C/O 1 Preliminary Design and Temp PFSA Treatment	\$22,100
C/O 2 Study Phase prior to advancing infrastructure improvements	\$234,500
Total Cost to date Underwood Engineers	\$273,400

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.09.26 – 125**
Resolution Re: Dover Pudding Hill Aquifer Change Order #5 - Emery & Garrett Groundwater Investigations LLC

- WHEREAS: Emery and Garrett Groundwater Investigations LLC Inc (EGGI) was the awarded firm through [Sealed Bid B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply; and
- WHEREAS: City Council awarded a scope of work at costs totaling \$378,830 to EGGI for the development of artificial recharge basins at the Dover Pudding Hill Aquifer via resolution [R-2016.09.28-127](#). EGGI had submitted Change Order #1 for extending the Artificial Recharge Pilot Study for an additional month at a cost of \$141,500.00 which was approved via resolution [R-2017.04.12-037](#) EGGI had submitted Change Order #2 for extending the Artificial Recharge Pilot Study for an additional month at a cost of \$48,850.00 which was approved via resolution [R-2017.08.09-098](#); and
- WHEREAS: In December 2017, EGGI submitted Change Order #3 for Temperature and Sampling Survey of the Bellamy River, additional groundwater sampling at 15 wells, and meeting attendances at a cost of \$124,500.00. City Council approved via resolution [R-2017.12.13-176](#); In March 2018 EGGI submitted Change Order #4 for a one year extension of the pilot testing for the Pudding Hill Aquafer at a cost of \$293,550.00 approved by City Council via resolution [R-2018.03.14-022](#); and
- WHEREAS: The City has received change order #5 for the continuation of the Artificial Recharge Pilot Testing and Groundwater Monitoring Programs as they relate to the PFAS contamination issues discovered in the Pudding Hill Aquifer in the amount of \$164,850; and
- WHEREAS: Schnitzer Industries (New England Metal Recycling) has committed to reimbursing the City for 100% of these costs; and
- WHEREAS: Dover purchasing Code 3-36 B: the competitive bid procedure may be waived by a majority vote of the City Council.

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

Upon receipt of the executed Memorandum of Understanding from Schnitzer Industries (New England Metal Recycling), the Purchasing Agent is hereby authorized to issue a Change Order to Emery and Garrett Groundwater Investigations LLC for the extended services listed in change order #5 in the amount not to exceed \$164,850.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03592.18	CS Water Pudding Hill Aquifer	593,279.16	358,779.16



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.09.26 – 125**
Resolution Re: Dover Pudding Hill Aquifer Change Order #5 - Emery & Garrett Groundwater Investigations LLC

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal: Anthony Blenkinsop
Form and Compliance: 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, 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 – 2018.09.26 – 125**
Resolution Re: Dover Pudding Hill Aquifer Change Order #5 - Emery & Garrett Groundwater Investigations LLC

RESOLUTION BACKGROUND MATERIAL:

In 2012 the City entered into an agreement with Schnitzer Industries (New England Metal Recycling) to co-fund a study that would potentially replace the Griffin well, a city production well that has had contaminants emanating from the former metal recycling facility.

As part of the ongoing work, EGGI was retained to provide water quality sampling assistance and overall hydrogeological consulting services related to monitoring, tracking, modeling, and projecting the potential spread of contamination within the Pudding Hill aquifer.

In late June 2018, a rise in the level of perfluorinated compounds was detected at the Ireland Well. The City responded by voluntarily taking the well out of service before the contamination would presumably rise above EPA's suggested Health Advisory Level. Previously, the Griffin Well had also voluntarily been taken out of service by the City in response to the evidence of groundwater contamination.

EGGI has proposed an additional scope of work to continue ongoing monitoring for PFAS, 1,4-dioxane, and MtBE, and also plans to expand the areas farther out within the aquifer where contamination has not previously been detected. They will continue to perform aquifer modeling simulations to help assess the impact of artificial recharge on the current contamination plume.

Additional work will include assistance with the State's 401 Water Quality Certificate to allow artificial recharge withdrawals from the Bellamy River.

Purchasing Information:

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

Scope	Original	C/O 1	C/O 2	C/O 3	C/O 4	C/O 5	Total
Task I: Develop scope of work & fee schedule	\$ 6,570						\$ 6,570
Task II: Design & construction of temporary recharge basins	\$117,610	\$ 6,000					\$ 123,610



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.09.26 – 125**

Resolution Re: Dover Pudding Hill Aquifer Change Order #5 - Emery & Garrett Groundwater Investigations LLC

Task III: Design & construction of temporary artificial recharge-discharge system	\$ 40,350	\$ 20,500					\$ 60,850
Task IV: Application for temporary groundwater discharge permit	\$ 11,185						\$ 11,185
Task V: Installation of water quality monitoring wells and purchase of pumps	\$103,845						\$ 103,845
Task VI: Pilot testing of artificial recharge system	\$ 71,005	\$ 55,500	\$48,850				\$ 175,355
Task VII: Application for permanent ground water discharge permit	\$ 13,315	\$ 4,500					\$ 17,815
Task VIII: Other-meetings and public hearings	\$ 14,950	\$ 7,000		\$ 12,500			\$ 34,450
Task IX: Other PDC Sampling		\$ 48,000					\$ 48,000
Task X: Bellamy River Sampling				\$ 24,000			\$ 24,000
Task XI: Additional Groundwater 15 wells				\$ 87,500			\$ 87,500
Task XII Preparation of Equipment for extended testing					\$ 30,000		\$ 30,000
Task XIII installation of Expanded Artificial Recharge Basins					\$ 85,000		\$ 85,000
Task XIV Installation of 3 monitoring wells					\$ 17,500		\$ 17,500
Task XV water level monitoring 1 year					\$ 18,500		\$ 18,500
Task XVI water quality monitoring 1 year					\$ 71,800		\$ 71,800
Task XVII Update numerical modeling of Pulling Hill Aquifer					\$ 12,750		\$ 12,750



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2018.09.26 – 125**

Resolution Re: Dover Pudding Hill Aquifer Change Order #5 - Emery & Garrett Groundwater Investigations LLC

Task XVIII 401 Certificates					\$ 12,500		\$ 12,500
Task XIX Semi-Annual Report					\$ 18,000		\$ 18,000
Task XX Misc. Consulting and Engineering Support					\$ 15,000		\$ 15,000
Task XXI Meetings & Conference calls 1 year					\$ 12,500		\$ 12,500
PHASE XIII August 2018							\$ -
Task I Additional Well Sampling						\$ 25,800	\$ 25,800
Task II Simulations						\$ 15,000	\$ 15,000
Task III 401 Certificate						\$ 17,000	\$ 17,000
Task IV Intermittent Reports						\$ 21,000	\$ 21,000
Task V Underwood Engineers						\$ -	\$ -
Task VI supplementary Sampling						\$ 35,000	\$ 35,000
Task VII spring Survey						\$ 6,000	\$ 6,000
Task VIII Piezometers						\$ 12,000	\$ 12,000
Task VIII Monitor Streamflow						\$ 6,000	\$ 6,000
Task X survey						\$ 5,000	\$ 5,000
Task XI Meetings						\$ 22,000	\$ 22,000
Total Costs	\$378,830	\$141,500	\$48,850	\$124,000	\$293,550	\$164,800	\$1,151,530



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2018.09.26 – 126**

Resolution Re: **Approval of Lease Agreement with Cardamoms, LLC
dba Portable Pantry**

WHEREAS: Cardamoms, LLC dba Portable Pantry is an existing tenant at the McConnell Center in Rooms 127 and 131, having been assigned the Lease from The Portable Pantry Personal Chef Services, LLC; and

WHEREAS: That Cardamoms, LLC dba Portable Pantry and the City would like to renew the lease between the City and Cardamoms, LLC dba Portable Pantry for an additional five years pursuant to the right of renewal under the existing Lease.

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

The City Manager is authorized to sign a renewal of the Lease Agreement with Cardamoms, LLC dba Portable Pantry for rental of Rooms 127 and 131, for another five year term.

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.9. Resolution Number: R – 2018.09.26 – 126 Resolution Re: Approval of Lease Agreement with Cardamoms, LLC dba Portable Pantry	

DOCUMENT HISTORY:

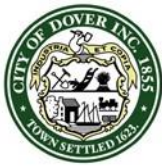
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached proposed Cardamoms, LLC dba Portable Pantry Lease Agreement.



CITY OF DOVER

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603.516.6000

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2018, by and between **CARDAMOMS, LLC dba PORTABLE PANTRY** of 61 Locust St, Dover, New Hampshire 03820 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

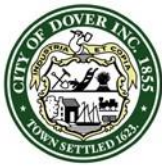
That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 849 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Rooms 127 and 131 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for five (5) years beginning on December 11, 2018 and ending on December 11, 2023. This Lease Agreement is the exercise of the first renewal option of three (3) additional five (5) year periods as outlined in the original Lease Agreement dated December 11, 2013 with The Cook & Baker LLC as assigned to The Portable Pantry Personal Chef Service, LLC via assignment dated October 15, 2014 and assigned to Cardamoms, LLC via assignment dated September 12, 2018. There is still an option to renew for two (2) additional five (5) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 849 square feet and calculated using the following components:

McConnell Center Lease with Cardamoms, LLC dba Portable Pantry



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Component	Rate	Assessment	
		Annual	Monthly
Fixed Rent	\$ 6.50	\$ 5,518.50	\$ 459.88
Capital Reserve	\$ 0.40	\$ 339.60	\$ 28.30
Operations and Maintenance *	\$ 7.45	\$ 6,325.05	\$ 527.09
Other as agreed	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total Rent Assessment	\$14.35	\$12,183.15	\$1,015.27

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

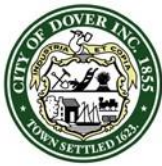
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$7.45/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease



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Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to

exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

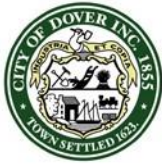
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend, indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;
- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy. The City of Dover shall be listed as "Additional Insured" on the policy and proof of insurance certificate.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR_\$0_, as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to NH RSA 72:23 the LESEE shall pay all duly assessed real property taxes on the Space when due.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement
this _____ day of _____, 2018.

CARDAMOMS, LLC dba PORTABLE PANTRY
By _____
Duly Authorized

Witness
Date

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager
Duly Authorized

Witness
Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2018.09.26 – 127**
Resolution Re: **Termination of Sublease of Zebra Crossings and Big Fish Learning Community and Approval of Lease Agreement with Big Fish Learning Community**

WHEREAS: Big Fish Learning Community is an existing tenant at the McConnell Center in Room 246, having been a subtenant of Zebra Crossings since October 30, 2017; and

WHEREAS: Big Fish Learning Community is now a recognized 501 (c) 3 by the IRS; and

WHEREAS: Big Fish Learning Community desires to lease space in the McConnell Center directly from the City and terminate its sublease with Zebra Crossings; and

WHEREAS: Zebra Crossings and Big Fish Learning Community are in agreement with the termination of the Sublease Agreement; and

WHEREAS: Big Fish Learning Community will now enter into its own Lease Agreement at the McConnell Center for Rooms 240 and 246, consisting of 2,230 square feet.

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

The City Manager is authorized to sign the Landlord's Consent to Termination of Sublease between Zebra Crossings and Big Fish Learning Community and to sign the Lease Agreement with Big Fish Learning Community for the rental of Rooms 240 and 246 at the McConnell Center for two years.

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 – 2018.09.26 – 127 Resolution Re: Termination of Sublease of Zebra Crossings and Big Fish Learning Community and Approval of Lease Agreement with Big Fish Learning Community	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached:

Termination of Sublease/Landlord’s Consent to Termination of Sublease regarding Zebra Crossings and Big Fish Learning Community

Lease Agreement with Big Fish Learning Community

TERMINATION OF SUBLEASE

BETWEEN ZEBRA CROSSINGS AND BIG FISH LEARNING COMMUNITY

Zebra Crossings, a New Hampshire voluntary corporation of 61 Locust Street, Suite 321, Dover, New Hampshire 03820 (Sublandlord) and Big Fish Learning Community, 61 Locust Street, Suite 246, Dover, New Hampshire 03820 (Subtenant) hereby terminate the Sublease dated October 30, 2017 for Room 246 of the McConnell Center consisting of approximately 768 square feet as of September 30, 2018.

ZEBRA CROSSINGS

Dated: _____

By: _____

Duly Authorized

Name:

Title:

BIG FISH LEARNING COMMUNITY

Dated: _____

By: _____

Duly Authorized

Name:

Title:

LANDLORD'S CONSENT TO TERMINATION OF SUBLEASE

Whereas, the City of Dover, New Hampshire (Landlord) and Zebra Crossings (Tenant) are parties to a Lease dated July 1, 2015, (the "Master Lease") for the lease of Room 246 of approximately 768 square feet of space, being a portion of the building commonly known as the McConnell Center, 61 Locust Street, Dover, New Hampshire.

Whereas, the Tenant entered into a Sublease dated October 30, 2017 with Big Fish Academy ("Subtenant") for Room 246 at the McConnell Center of approximately 768 square feet.

Whereas, Tenant and Subtenant have agreed to terminate the Sublease effective September 30, 2018.

Whereas the Landlord consents to the Termination of the Sublease between the Tenant and Subtenant effective September 30, 2018.

CITY OF DOVER, NEW HAMPSHIRE

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2018.09.26 – 128**

Resolution Re: **Approval of Zebra Crossings Third Amendment to
July 15, 2015 Lease Agreement**

WHEREAS: Zebra Crossings is an existing tenant in Rooms 246 and 321 at the McConnell Center; and

WHEREAS: That Zebra Crossings and the City would like to amend the current lease dated July 15, 2015 between the City and Zebra Crossings so that Zebra Crossings can continue to rent Room 321 at the McConnell Center but vacate Room 246.

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

The City Manager is authorized to sign a Third Amendment to the July 15, 2015 Lease Agreement with Zebra Crossings so that it may vacate Room 246 at the McConnell Center.

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.11. Resolution Number: R – 2018.09.26 – 128 Resolution Re: Approval of Zebra Crossings Third Amendment to July 15, 2015 Lease Agreement	

DOCUMENT HISTORY:

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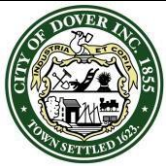
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Third Amendment to Lease Agreement Dated July 15, 2015 between Zebra Crossings and the City.

The City has another tenant lined up to rent Room 246 when vacated.



CITY OF DOVER

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THIRD AMENDMENT TO LEASE AGREEMENT DATED JULY 15, 2015

THIS THIRD AMENDMENT TO LEASE AGREEMENT made this ____ day of _____, 2018 amends the Lease Agreement entered into on the 15th day of July, 2015, Amendment to Lease Agreement dated October 30, 2017 and Second Amendment to Lease Agreement dated March 1, 2018 by and between **ZEBRA CROSSINGS**, a non-profit organization, of 61 Locust Street, Suite 328, Dover, New Hampshire 03820 (hereinafter referred as LESSEE) and the **CITY OF DOVER**, New Hampshire of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as LESSOR).

The parties hereby agree to amend Section 1 of the Lease Agreement entitled "Descriptions and Term" as follows:

The first paragraph of Section 1 is amended to read:

That the LESSOR does hereby demise and lease to the LESSEE the space within the City's McConnell Center located at 61 Locust Street, Dover, New Hampshire, which space is intended to contain 227 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Room 321 (the "Space").

ZEBRA CROSSINGS 227 sq. ft.

<u>Component</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Fixed Rent	\$ 6.50	\$ 1,475.50	\$122.96
Capital Reserve	\$ 0.40	\$ 90.80	\$ 7.57
Utilities (*)	\$ 7.45	\$ 1,691.15	\$140.93
Other as agreed	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total Rent Assessment	\$14.35	\$ 3,257.45	\$271.46

All other provisions of the Lease Agreement to remain unchanged.

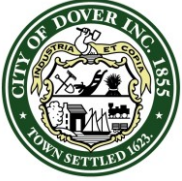
IN WITNESS WHEREOF, the parties have hereunto executed this Third Amendment to Lease Agreement dated July 15, 2015 on the date set forth above.

ZEBRA CROSSINGS

By: _____
Duly Authorized
Print:

THE CITY OF DOVER, NEW HAMPSHIRE

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2018.09.26 – 129**

Resolution Re: **Approval of Fourth Amendment to Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing Dated April 14, 2017**

WHEREAS: The City of Dover and New England Metal Recycling, LLC (NEMR) entered into a Memorandum of Understanding (MOU) dated April 14, 2017 regarding the Pudding Hill Aquifer Artificial Recharge Pilot Testing; and

WHEREAS: The MOU has been amended three previous times to add/extend the scope of work; and

WHEREAS: The purpose of this Fourth Amendment to the MOU is to extend the Pudding Hill Aquifer Groundwater Monitoring Program beyond November 2018 and to perform pilot testing on a water treatment system; and

WHEREAS: Pursuant to this Fourth Amendment, Emery & Garrett Groundwater Investigations will continue the Artificial Recharge Pilot Testing & Groundwater Monitoring Programs pursuant to its work scope and fee schedule; and

WHEREAS: Pursuant to this Fourth Amendment, Underwood Engineers will provide professional engineering services to the City of Dover relating to proposed treatment facilities for the Pudding Hill Aquifer; and

WHEREAS: NEMR shall reimburse the City of Dover 100% of the fees and expenses charged by Emery & Garrett and Underwood Engineers for their work.

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

The City Manager is authorized to sign the Fourth Amendment to Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing Dated April 14, 2017 with New England Metal Recycling, LLC.

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 – 2018.09.26 – 129 Resolution Re: Approval of Fourth Amendment to Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing Dated April 14, 2017
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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:

In order to reliably and effectively insure the long term utility of the drinking water supply in the Pudding Hill Aquifer, the available treatment options will be pilot tested in advance of recommending a design and construction of a facility to ensure the technology will be successful in removing contaminants. Several technologies will be evaluated to determine the best fit for the contaminants of concern.

In conjunction with the treatment pilot test, additional monitoring will be undertaken that supports the use of the artificial recharge to augment the aquifer’s capacity and monitor water quality benefits. The responsible party continues to support the funding of this work in addition to working with NHDES to develop a plan to clean up the source of the contamination emanating from their property.

***Emery & Garrett Groundwater Investigations,
A Division of GZA***

***56 Main Street • P.O. Box 1578
Meredith, New Hampshire 03253***

(603) 279-4425

www.eggi.com

Fax (603) 279-8717

August 28, 2018

Mr. Scott B. Sloan
Vice President - Environmental
Schnitzer Steel Industries, Inc.
23711 63rd Avenue SE
Woodinville, WA 98072

Proposal No. 33.P000076.19 – Pudding Hill Aquifer Artificial Recharge, Groundwater Testing, and Monitoring Programs Continued – Phase XIII

Dear Scott,

Pursuant to our meeting last week, please find attached Emery & Garrett Groundwater Investigations' work scope and fee schedule associated with the continuation of the Artificial Recharge Pilot Testing and Groundwater Monitoring Programs as they relate to the PFAS contamination issues discovered in the Pudding Hill Aquifer (Figures 1 and 2).

The work has been subdivided into 2 separate Categories (A&B). "*Category A*" is associated with new initiatives that will begin right away (some have already been started or done). "*Category B*" is associated with the continuation of the existing groundwater monitoring programs after the current Groundwater Monitoring programs conclude in November 2017. It was felt that we should incorporate the next phase of groundwater monitoring into our requests now. If you wish to separate categories A and B into two separate MOUs with the City of Dover that could be discussed.

For simplifying our bookkeeping and for that of the City of Dover, we plan on labeling this Phase XIII. The sampling budgets are based on a per well sample cost and have been kept the same as that which was submitted in our previous budget submittals (2017). To account for any substantial future increase in laboratory costs, I have included a contingency. Please let me know if you have any questions regarding any of these materials.

Best regards,

A handwritten signature in black ink, appearing to read 'J. Emery', with a stylized flourish at the end.

James M. Emery, P.G.
Principal

***Emery & Garrett Groundwater Investigations,
A Division of GZA***

***56 Main Street • P.O. Box 1578
Meredith, New Hampshire 03253***

(603) 279-4425

www.eggi.com

Fax (603) 279-8717

**PUDDING HILL AQUIFER ARTIFICIAL RECHARGE PROGRAM, TESTING,
AND MONITORING CONTINUED**

**PHASE XIII
PROPOSAL NO. 33.P000076.19
(August 2018)**

***“CATEGORY A” WORK – NEW WORK THAT HAS BEGUN OR IS BEING INITIATED
IMMEDIATELY***

Task 1 Additional Well Sampling

Pursuant to the request made by the City of Dover to assess the further spreading of PFAS, 1,4-dioxane, and M/BE in the Pudding Hill Aquifer, EGGI will conduct groundwater sampling in a series of additional wells that have not been previously monitored/analyzed – These wells include: DPH-MW21, DPH-MW3, DPH-MW20D, DPH-MW15D, DPH-MW14, DPH-MW7-17, DPH-MW22, DPH-MW6, DPH-MW5, DPH-MW-1 (next to Griffin Well), and DPH-MW12D.

These wells were sampled in August 2018 and we are awaiting results. We anticipate conducting a second sampling round of these wells in October/November 2018.

Estimated Cost is \$1,175/sample x 11 samples x 2 events¹

TOTAL ESTIMATED COSTS “CATEGORY A” TASK 1.....\$25,850²

**Task 2 Use of Pudding Hill Aquifer Numerical Model– to Conduct Simulations for
Assessment Purposes**

This will include incorporation of new data into the numerical model of the Pudding Hill Aquifer which will be used by the City of Dover and Schnitzer Steel Industries, Inc., to evaluate the effectiveness of using Artificial Recharge (AR) to help mitigate contaminant flow towards the Production Wells and to enhance recharge and yield capacity of the Wells. It will also be used to assess the impact of AR on various scenarios of groundwater withdrawals from Production Wells and the impact of AR on groundwater contaminant migration during those varying pumping periods.

TOTAL COSTS “CATEGORY A” TASK 2\$15,000

¹ Costs per well include laboratory costs, sampling, travel, shipping, and compiling of raw data.

² This was slightly rounded up from \$1,166 per sampling event for all parameters.

Task 3 Continuation of Work to Obtain 401 Certificate - to Withdraw Surface Water from the Bellamy River for use as AR

EGGI will work to Support the City of Dover in obtaining 401 Certificate to withdraw water from the Bellamy River; this will include the continuation of the monitoring of the Bellamy River flow rates to maintain statistical rating curves for the River flow.

TOTAL COSTS “CATEGORY A” TASK 3\$17,000

Task 4 Prepare Intermittent Reports/Summary Letters

Periodically EGGI will submit brief reports and supporting documentation that summarizes the results of the extended AR Pilot Test and Groundwater Monitoring Programs. These will be submitted at various times throughout the remainder of 2018.

TOTAL COSTS “CATEGORY A” TASK 4\$21,000

Task 5 Miscellaneous Consulting and Engineering Support – To be Provided Under the UEI MOU with the City of Dover

TOTAL COSTS “CATEGORY A” TASK 5NA

Task 6 Miscellaneous/Supplementary Sampling Program (work to be performed beyond what is described in Task 1)

Based upon the further discoveries of PFAS, 1,4-Dioxane, and MtBE throughout the Pudding Hill Aquifer, EGGI has made decisions, in collaboration with the City of Dover, to sample additional wells and/or increase the sampling frequency of certain wells in the current monitoring program. The objective of the supplemental sampling is to provide data necessary to better understand the movement of contaminants in the Aquifer and to understand the impacts of AR on the Aquifer, including assessing the quality and quantity of water that can be pumped from Production Wells DPH #1, and the Ireland Well.

TOTAL ESTIMATED COSTS “CATEGORY A” TASK 6.....\$35,000³

³ Fees to be charged on a time and expense basis for this Task.

Task 7 Perform Spring Surveys – to Assess Yield and Quality

EGGI will perform a survey of springs discharging to the Bellamy River starting at a location near DPH-SW4 and extending to well DPH-Bell Riv-4, (Figure 1).

The survey will include:

- a. Survey of the location of spring locations (using Trimble equipment).
- b. Field measurement of specific conductance and temperature reading at each spring identified by EGGI at the time of the survey.
- c. Estimation of flow from each spring (to the extent practicable).
- d. Preparation of maps/figures showing locations of springs, table with spring data, (water quality and yield), etc.

TOTAL COSTS “CATEGORY A” TASK 7\$6,000

Task 8 Select Locations for Installation of Piezometers (Estimated number of Piezometers is 6)

- a. Hand auger locations to determine depth to clay and type of material above the clay.
- b. Assess findings of the augering and spring surveys to select locations for installing piezometers.
- c. Install and develop piezometers (EGGI will install piezometers located against slope of River bank just above clay and piezometers within the springs themselves or in the wetland material that exists above the clay).

TOTAL COSTS “CATEGORY A” TASK 8\$12,000

Task 9 Gage/Monitor Streamflow at Surface Water Stations SW3, SW1, and SW4 (minimum of 4 measurement events to provide data necessary to estimate spring flow contribution to Bellamy River)⁴

TOTAL COSTS “CATEGORY A” TASK 9\$6,000

Task 10 Professionally survey the following locations:

- a. DPH-MW21
- b. DPH-MW22
- c. DPH-MW23
- d. 6 new piezometers (see Task 8)
- e. Other survey locations:
 - Ireland Replacement Well/DPH #1

⁴ Tis is in response to inquiries from the NH Fish & Game Department.

- Re-survey DPH-MW5 and DPH-MW6 as both have changed due to the removal of sand from the gravel pit.
- Re-survey DPH-4 (this has been surveyed before, but water levels are a few feet different than what they should be based on current data collected).

TOTAL COSTS “CATEGORY A” TASK 10\$5,000

Task 11 Meetings/Conference Calls/Contingency Funds

TOTAL COSTS “CATEGORY A” TASK 11\$22,000

TOTAL ESTIMATED COSTS “CATEGORY A”\$164,850

EXHIBIT "A"

SCOPE OF SERVICES

Water Facilities Improvements - Phase 2

PILOT STUDY and PRELIMINARY DESIGN PHASE

Pudding Hill Area Water Treatment Facilities

Engineering Services

City of Dover, New Hampshire

August 23, 2018

PROJECT UNDERSTANDING

Underwood Engineers (UE) will provide professional engineering services for the City of Dover relating to proposed treatment facilities for the Pudding Hill Aquifer. This study phase work is intended to develop additional findings relating to the wells in the aquifer prior to advancing infrastructure improvements. The Pudding Hill Aquifer includes the following wells:

<u>Well</u>	<u>Rate</u>	<u>Year Installed</u>	<u>Status</u>
Griffin Well	500 gpm	1966/1967	Offline
Ireland Replacement	500 gpm	2016	Offline
DPH-1	500 gpm	2016	Offline

Although each well has the ability to produce 500 gpm, the sustained yield of the aquifer is reported to be 780 gpm. Contaminants are present in the aquifer and some of the production wells that potentially require treatment. The contaminants detected are as follows (as of July 5, 2018):

<u>Contaminant</u>	<u>Highest Conc. In Production Well</u>	<u>Highest Conc. in Aquifer</u>
1,4-Dioxane	0.79 ug/L (Griffin)	4.1 ug/L
MtBE	2.5 ug/L (Griffin)	11 ug/L
PFOA+PFOS	279 ng/L (Ireland)	980 ng/L
Fe	0.35 mg/L (Griffin)	N/A
Mn	0.307 mg/L (Griffin)	N/A

Notes:

N/A = Limited Fe/Mn data for monitoring wells available to UE at this time.

DPH-1 is non-detect for above contaminants.

Ireland has presence of Fe/Mn, PFOA/PFAS, MtBE and 1,4-Dioxane.

Aquifer sampling results according to EGGI and City data sets and does not include data on adjacent sites.

Also note, MtBE, 1,4 – Dioxane and PFOA/PFOS have been detected in Griffin and Ireland, but there is no presence of any of them in DPH-1, currently.

An engineering evaluation was completed by Underwood Engineers to look at potential treatment technologies and costs (Draft dated July 11, 2018). The report recommended the following:

- GreensandPlus for iron and manganese removal
- Ion exchange resin for PFAS removal (or GAC)
- Advanced Oxidation (UV peroxide system) for 1,4-Dioxane and MtBE removal

Due to the potentially high cost of treatment, the work presented herein is to provide additional professional engineering services to advance the concepts for treatment in the Pudding Hill Area. Work will include the following:

- Piloting of the above treatment technology (Pilot source to be determined, note Griffin historically had the worst water quality of the production wells, making it the most desirable pilot source.)
- Preliminary design of a treatment facility with updated opinions of cost
- Peer review services

Based on meeting with Schnitzer and NHDES, Underwood Engineers will provide the following additional professional engineering services:

SCOPE OF WORK

Pilot Study Services

Underwood Engineers will facilitate a (20-day) pilot study to confirm the above process train will provide treatment for the contaminants identified. It should be noted that the production wells may not have the same levels of contaminants as the piloted source. The intention is to pilot a well with representative water quality, if possible. If the production wells do not contain levels of PFAS, Fe/Mn, MtBE and 1,4-Dioxane that violate AGQS's then a monitoring well meeting these criteria may need to be used as the pilot source.

Prior to setting up the pilot, UE will develop a protocol and QA/QC procedure for review by the City, EGGI and Schnitzer. This will include flow rates and source water.

Prior to the pilot test, the City will run the wells and test them for water quality. See list of needs from City for the pilot at the end of this document. UE has included \$2,000 to cover these initial water quality tests.

The pilot study will evaluate the following technologies in series:

- GreensandPlus for iron and manganese removal
- Comparison of ion exchange resin and GAC for PFAS removal
- Advanced Oxidation (UV peroxide system) for 1,4-Dioxane and MtBE removal

The Pilot Testing will consist of the following:

- UE will use a specialty subconsultant, Blueleaf, Inc., to perform up to twenty (20) days of pilot testing and water quality testing.
- Source water for pilot testing to be determined (see above).
- The pilot study will evaluate parameters for the design and permitting of the full-scale treatment system such as:
 - Iron and manganese removal
 - PFAS removal
 - 1,4-Dioxane removal
 - MtBE removal
 - Filter loading rates
 - Chemical feed rates
 - Run times
 - Finished water quality
 - Backwash water quality and suitability for recycle.
- Prepare a brief technical memorandum summarizing results and submit to the City and NHDES.

Pilot Study Considerations:

- The production wells do not currently have levels of contaminants that the Pudding Hill WTP would be designed to treat. Further evaluation is required by UE, the City and EGGI to determine the best source for the pilot study.
- The pilot source will need to be pumped to waste prior to the pilot study for up to a month at a flow rate that is to be determined by EGGI. The waste stream will need to be discharged to either the sewer or the treatment plant lagoons.
 - UE and EGGI to review the rules and regulations for groundwater discharge considering the contaminants in the water.
 - If wasting to sewer is required then the City will need to provide a sewer connection.

Deliverables under this task

UE will provide the following deliverables:

- Technical Memorandum summarizing findings from pilot study.

Preliminary Design

Based on the findings of the pilot study UE will prepare a basis of design report and preliminary design drawings to update the proposed conceptual treatment facility design presented in the Pudding Hill Master Plan Update 2018. If contaminants in well are not as high as anticipated, process design will be based on experience and industry standards.

The report will include:

- Recommended treatment processes based on pilot study results
- Refined Engineers Opinion of Cost

- Recommendations for phasing and scheduling of work

The Preliminary Design Drawings will include:

- Process Schematic
- Aquifer Overview Plan
- Building Site Plan
- Floor Plan
- Building Section View
- Select Details

Deliverables under this task

UE will provide the following deliverables:

- Basis of Design Report
- Preliminary Design Drawings

Note that if the pilot study results indicate that the wells are not treatable then UE will not proceed with Preliminary Design without further discussion with the City.

Hydrogeologic Assistance (Allowance)

Provide hydrogeologic assistance services using Emery and Garret Groundwater Investigations (EGGI/GZA) as a subconsultant. EGGI/GZA will provide Technical Assistance and attend meetings as needed to support this work.

UNH Peer Review (Allowance)

UE will subcontract with a 3rd party to review work to date and to provide technical assistance for pilot and preliminary design work. UE will use UNH (Dr. Jim Malley) to provide the peer review services. The work will include, but not necessarily be limited to the following:

- Review and comment on existing planning reports for the Pudding Hill area:
 - “*Pudding Hill Master Plan Update 2018 DRAFT*” by Underwood Engineers dated July 11, 2018.
 - “*Temporary Emergency Treatment for PFOA/PFOS at Pudding Hill DRAFT*” by Underwood Engineers dated July 11, 2018.
- Review and comment on the pilot scope, protocol and approach
- Attend meetings when requested
- Provide technical assistance and guidance relating to the pilot findings and process design, including assistance with the following:
 - Treatment process selection
 - Process optimization and sizing
 - Process compatibility

Deliverables under this task

UE will provide the following deliverables:

- UNH Peer Review Memorandum

Engineering Fees

<i>Task</i>	<i>Amount</i>
<i>Pilot Study Services</i>	\$121,000
<i>Preliminary Design</i>	\$73,000
<i>Hydrogeology Assistance (Allowance)</i>	\$30,000
<i>UNH Peer Review (allowance)</i>	\$10,500
<i>Total</i>	\$234,500

Budgets

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

Work Not Included

The following work is not included in this Contract:

- Final Design of WTP
- Final Construction Drawings and Specifications
- Bidding Services
- Well discharge permitting (assume to lagoon at Griffin or Sewer by City)
- Connection to sewer if required

Work by City

The following will be needed from the City of Dover:

- Prepare pilot source for use.
- Pre-sampling of Griffin for PFAS, 1,4-dioxane, MtBE, and Fe/Mn. (UE carried \$2,000)
- Pilot study set-up
 - ¾" to 1" hose connection to pilot water source
 - Two (2) 12V, 20 Amp outlets
 - Treated water discharge location within 200 ft of pilot setup
 - Location for pilot equipment (cargo-style trailer and a 20' ground level storage container)
- Sewer connection if needed

Schedule

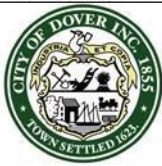
The above work is expected to have a duration of up to 6 months. The following schedule assumes an authorization to proceed by September 15th.

UNH Peer Review	September 2018
Pilot Study (begin)	Fall 2018
Pilot Study Tech Memo	Winter 2018
Basis of Design Report and Prelim Des.	Winter 2018/2019

FOURTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING
DEVELOPMENT OF REPLACEMENT WELL AT THE DOVER PUDDING HILL AQUIFER
ARTIFICIAL RECHARGE PILOT TESTING DATED APRIL 14, 2017

On this ____ day of _____, 2018 the CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 (“City”), and NEW ENGLAND METAL RECYCLING, LLC, a Limited Liability Company in the Commonwealth of Massachusetts and registered to do business in the State of New Hampshire, 69 Rover Street, Everett, Massachusetts 02149, (hereinafter “NEMR”), for consideration agree to amend their Memorandum of Understanding dated April 14, 2017 (“MOU”) as follows:

1. **Purpose:** The purpose of this Fourth Amendment to the MOU is to extend the Pudding Hill Aquifer Groundwater Monitoring Program beyond November 2018 and to perform pilot testing on a water treatment system.
2. **Amendment to Memorandum of Understanding Documents:** This Fourth Amendment to the MOU shall include the letter of Emery & Garrett, dated August 28, 2018 containing the Proposed Work Tasks for the Pudding Hill Aquifer Artificial Recharge Program, Testing, and Monitoring Continued Phase XIII, and Underwood Engineers August 23, 2018 Exhibit “A” Scope of Services, Water Facilities Improvements – Phase 2, both attached hereto.
3. **Responsibilities of NEMR:** NEMR shall reimburse the City for 100% of the fees and expenses charged by Emery & Garrett for the Groundwater Testing and Monitoring Programs – Phase XIII as set forth in their August 28, 2018 Proposal, up to an amount not to exceed \$164,850.00 as well as Underwood Engineers for the Scope of Services, Water Facilities Improvements –



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

Phase 2, up to an amount not to exceed \$234,500.00. Reimbursement payments shall be made by NEMR to the City within 30 days of receipt of Emery & Garrett and Underwood Engineers invoices forwarded by the City to NEMR. Except for the reimbursement of the fees and expenses as set forth in this MOU, NEMR assumes no responsibility or liability with respect to the study, testing or engineering services covered by this MOU.

4. All other terms and conditions of the Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing dated April 14, 2017, as previously amended, are in full force and effect.

CITY OF DOVER

NEW ENGLAND METAL RECYCLING, LLC

J. Michael Joyal, Jr.
City Manager

Scott B. Sloan
Vice President - Environmental



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2018.09.26 – 130**

Resolution Re: Appropriation for Indoor Pool Boiler and Water System and B17003 Additional Scope of Work Siemens Industries Inc.

WHEREAS: Sealed (RPF) Request for Proposal #B17003 was solicited and received on January 25, 2017 @ 11:00am for (HVAC) Heating, Ventilation and Air Conditioning equipment maintenance and repair services for a locked in two-year agreement with the option to renew an additional three, one year terms, at mutually agreed upon rates and Siemens Industry, Inc. was awarded contract via resolution [R-2017.03.08-012](#); and

WHEREAS: The city received approval on May 23, 2018 to award design/build services for new boilers and domestic water systems for the Dover Indoor Pool in the amount not to exceed \$240,000.00 via resolution [R-2018.05.23-054](#). This scope of work was based on a phased approach as available appropriations were not available for the full scope of the \$413,515.00 project; and

WHEREAS: Funds are available in the Recreation Improvements Fund established via City Council resolution on September 9, 1998 to utilize gravel extraction revenues for CIP projects; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$175,000.00 is hereby appropriated from the Recreation Improvements Fund as part of the FY19 Capital Improvements Program for the purpose of design/build services for new boilers and domestic water systems for the Dover Indoor Pool.

Account Number	Account Description	Adopted Budget	Budget Adjustment	Revised Budget
4019.1.350.45124.3918.05117.19.000.000.910	Transfer from Capital Reserves	240,000.00	0.00	240,000.00
4019.1.350.45124.3912.05117.19.000.000.910	Transfer from Special Revenue Fund	0.00	175,000.00	175,000.00
		240,000.00	175,000.00	415,000.00
4019.1.350.45124.4727.05117.19.000.000.700	Indoor Pool Heating System	240,000.00	175,000.00	415,000.00

AND FURTHER BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The Purchasing Agent is hereby authorized to issue a Purchase Order to Siemens Industry, Inc of Scarborough ME for Design/build services for Indoor Pool for an additional amount not to exceed \$175,000. 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.

Account	Description	Appropriation	Balance
4019.1.350.45124.4727.05117.19	Indoor Pool Heating System	415,000.00	175,000.00

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2018.09.26 – 130**

Resolution Re: Appropriation for Indoor Pool Boiler and Water System and B17003 Additional Scope of Work Siemens Industries Inc.

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

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R - 2018.09.26 – 130**

Resolution Re: Appropriation for Indoor Pool Boiler and Water System and B17003 Additional Scope of Work Siemens Industries Inc.

RESOLUTION BACKGROUND MATERIAL:

The Recreation Department seeks approval to contract with Siemens Industries Inc for design/build Services for the boilers and domestic water system at the indoor pool at a cost not to exceed \$415,000.00. Approval was received in May 2018 to contract with Siemens Industries, Inc. for an amount not to exceed \$240,000.00 as this was the available amount of appropriations for the Indoor Pool Heating System project. The plan was to implement the improvements at the Indoor Pool in two phases since available funding was insufficient to complete the entire planned boiler replacement project. Phase I scope of work is \$206,480.00 and Phase II scope of work is estimated at \$207,035.00.

Initially the \$175,000.00 to complete Phase II of the Indoor Pool boiler replacement project was to be proposed in the FY2020-2025 Capital Improvements Plan. As part of the 2018 Fiscal Year end financial records closing process the Recreation Improvements Fund showed an available balance of \$282,000.00. Therefore, in accordance with the September 1998 resolution adopted by City Council for use of the Recreation Improvements Fund, this resolution proposes to use existing funds to complete the entire Indoor Pool Boiler replacement project now in lieu of waiting for adoption of the Fiscal Year 2020 CIP.

Bid Information:

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

Award Information:

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

Purchasing Information:

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

B17003 Documents and Vendor List



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.09.26 – 131**

Resolution Re: Amend FY2019 Fee Schedule to Create Transfer of
Development Rights Fee

WHEREAS: The City Council adopted the FY2019 City Operating Budget and the associated Schedule of Fees on May 02, 2018; and

WHEREAS: The City Council desires to recognize multiple funding opportunities for the purchase of future conservation and land preservation property or easements, and to monitor conserved property and easements; and

WHEREAS: The City Council desires to recognize that developers have the opportunity to purchase development credits from the City for increased density as part of a Planning Board approved site or subdivision plan; and

WHEREAS: The Conservation Commission and Planning staff have calculated the value to be \$13,402 per credit

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

The City of Dover FY2019 Schedule of Fees is hereby amend to add the Transfer of Development Rights (TDR) Fee with said proceeds being placed within the Conservation Fund.

Note: This resolution requires a duly advertised public hearing and 2/3rd vote for passage.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

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

Councilor Dennis Ciotti
Ward 2

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.09.26 – 131**
Resolution Re: Amend FY2019 Fee Schedule to Create Transfer of
Development Rights Fee

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2018.09.26 – 131**

Resolution Re: Amend FY2019 Fee Schedule to Create Transfer of
Development Rights Fee

RESOLUTION BACKGROUND MATERIAL:

This resolution will enacted a fee that can be used by developers to purchase development rights for use within site and subdivision plans approved by the Planning Board.

As per Chapter 170, Zoning, of the City Code, section 170-27.2 subsection G:

“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.

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.”

For FY19 said fee has been calculated at \$13,402 per acre/credit, based upon a review of the cumulative cost per acre spent to preserve open space.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2018.09.26 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
37 Hours of Operations and Rates
57 Schedule J. Limited Time Parking

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to give the Chief of Police the authority to designate certain spaces within the Orchard Street Parking Garage for permit parking, to impose a time limit for the new parking spaces added in the traffic circle in front of the public library, to adjust permit parking for residents and to include the Friday after Thanksgiving as a paid parking exception.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-16.E, General Parking Restrictions as follows:

ARTICLE III PARKING; STOPPING; STANDING [Amended 09-09-81 by Ord. No. 16-81]

166-16. General Parking Restrictions.

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

(6) Orchard Street Parking Garage: The Chief of Police shall have the authority to designate certain spaces within the parking garage for Vehicles properly displaying a permit that is valid for use in the parking garage. Violations of this paragraph shall be a Table B violation and the Vehicle may be towed at the Vehicle owner's expense.

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166-21(B) and (C), Resident Parking Permit 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; Amended on 08-22-2018 by Ord. No. 2018.08.08-008]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2018.09.26 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
21 Resident Parking Permit
30 First Notice of Violation; Payment Tables
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- 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.
- B. A maximum of ~~two (2)~~ one (1) 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 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~~), (both sides, from the driveway between 20 and 22 Second Street westerly to Chestnut Street), Main Street and School Street (angled parking spaces only).

4. AMENDMENT

Chapter 166 entitled "Vehicles and Traffic" is hereby amended by revising Section 166-30.A.(1), First Notice of Violation; Payment Tables 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; Amended on 08-22-2018 by Ord. No. 2018.08.08-008]

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.

- 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:



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2018.09.26 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
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(1) Violations of Section 166-16.E.(1), 166-16.E.(6), 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; Amended on 08-22-2018 by Ord. No. 2018

5. AMENDMENT

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

166-37. Hours of Operation and Rates. [Amended on 01-13-88 by Ord. No. 34-87; Amended 04-12-2017 by Ord. No. 2017.03.22-004; Amended 11-08-2017 by Ord. No. 2017.10.25-010; Amended 02-14-2018 by Ord. No. 2018.01.10-001]

A. Paid parking shall be required daily between the hours of 9:00 a.m. and 7:00 p.m., except on Saturdays, Sundays and state holidays with the exception of :

1. The Henry Law Recreation Parking Lot, where paid parking from a Parking Meter shall be required daily between the hours of 9:00 a.m. and 5:00 p.m. except on Saturdays, Sundays and state holidays; and

2. The Orchard Street Parking Garage where paid parking shall be required daily between the hours of 9:00 a.m. and 7:00 p.m., except on Saturdays, Sundays and legal holidays and where paid parking shall be required daily between the hours of 2:00 a.m. and 6:00 a.m.

3. The Friday after Thanksgiving.

6. AMENDMENT

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

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

F. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than thirty (30) minutes in the following described locations: [Amended on 05-18-94 by Ord. No. 06-94. Amended on 8-24-2015 by Ord. No. 2015.07.08-015]



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2018.09.26 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
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<u>STREET</u>	<u>LOCATION</u>
Church Street [Added on 07-12-06 by Ord. No. 2006.06.28-08]	On the southerly side, from the intersection with Locust Street, 2 spaces in an easterly direction
George Street [Added on 03-24-10 by Ord. No. 2010.03.10-6]	Easterly side, 2 spaces nearest Henry Law Avenue
Henry Law Avenue [Added on 03-24-10 by Ord. No. 2010.03.10-6]	Northerly side, from George Street to River Street
Locust Street [Added on 12-26-2016 by Ord. No. 2016.10.12-013]	3 posted spaces in the traffic circle in front of the McConnell Center (61 Locust Street) <u>All spaces adjacent to the traffic circle between the McConnell Center and Public Library, unless otherwise posted.</u>

7. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Ciotti

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

Recorded by: Karen Lavertu
City Clerk



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: O – 2018.09.26 – 010
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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#: 13.C.1.

Ordinance Number: O – 2018.09.26 – 010
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 16 General Parking Restrictions
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37 Hours of Operations and Rates
57 Schedule J. Limited Time Parking

ORDINANCE BACKGROUND MATERIAL:

Section 16:

At the August Parking Commission meeting, the Commission voted to recommend that the Police Chief have the authority to designate which sections of the parking garage may be restricted to permit holder vehicles.

Section 21:

At several recent Parking Commission meetings, the residential parking permit policies were discussed. Concerns were raised that the current system weighs too heavily towards providing parking for downtown residents contrary to the needs of business customers during the weekday daytime hours. For example, there are 20 parking spaces on the north side of First Street. The current rule of two permits per residential unit, at the reduced rate of \$20/month, could allow up to 48 permits being issued. On Second Street, up to 56 residential permits could be issued for 25 spaces in the authorized permit parking area. The overflow for First and Second Street permit holders who are unable to find a space in their designated zone, is the Transportation Center lot. Those seeking additional permits, can obtain them through the Parking Bureau at the monthly rate, if available. Monthly business permit availability is controlled to balance the needs of long term parking versus short term customer parking.

The location change for Second Street resident permits was recommended so that the spaces closest to Central Avenue would be available to customers of downtown businesses during the weekday daytime hours. All regulations mirror the hours/days of the metered parking system (Mon-Fri, 9 am to 7 pm, excluding holidays). There are no regulations between 7 pm and 9 am each night nor on weekends, except in the parking garage.

Section 30:

Need to qualify that the new 166-16.E.(6) will be a Table B violation.

Section 37:

At the request of Dover Main Street, the Parking Commission voted in favor of having free parking on the Friday after Thanksgiving each year. Plaid Friday is a program conducted by Dover Main Street as part of a nationwide activity to promote local shopping, countering the Black Friday promotions at big box stores and on-line retailers. The anticipated fiscal impact to the City is a loss of \$2,500 to the Parking Activity Fund.

Section 57:

At the July Parking Commission meeting, at the request of the Library Director and Recreation Director, the Commission voted to recommend that the new spaces added in the traffic circle in front of the public library, be restricted to 30 minute parking.