CITY COUNCIL - AGENDA

Meeting Type:	**Regular Meeting**
Meeting Location:	**McConnell Center, Room 306**
Meeting Date:	**Wednesday, November 28, 2018**
Meeting Time:	**7:00pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**

   A. **APPROPRIATION FOR FY2020 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
   (VOTE TO OCCUR ON DECEMBER 12, 2018)
   SPONSORED BY MAYOR WESTON BY REQUEST

   B. **REPROGRAM FLORAL AVENUE CAPITAL IMPROVEMENT PROGRAM (CIP) APPROPRIATION TO BROADWAY DRAINAGE SYSTEMS IMPROVEMENT PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   (VOTE TO OCCUR ON DECEMBER 12, 2018)
   SPONSORED BY MAYOR WESTON BY REQUEST

8. **CITIZEN'S FORUM**

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

9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**

    A. **November 14, 2018 – Non-Public Session**
    B. **November 14, 2018 – Regular Meeting**

11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**

    A. **ORDINANCES IN THE 2nd READING**

    B. **ORDINANCES IN THE 3RD READING**

C. RESOLUTIONS

1. REPROGRAM TANGLEWOOD DRIVE CAPITAL IMPROVEMENT PROGRAM (CIP) APPROPRIATION TO DRAINAGE SYSTEM IMPROVEMENT PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – Great Bay Figure Skating Club

COMMITTEE REPORTS

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

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

1. CHAPTER 152, SECTION 11 (TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 12, 2018)
SPONSORED BY MAYOR WESTON BY REQUEST

14. **COUNCIL CORRESPONDENCE**

A. Letter from Comcast, dated November 16, 2018.

15. **COUNCIL MATTERS OF INTEREST**

16. **ADJOURN**

CITY OF DOVER - RESOLUTION

CITY OF DOVER

Agenda Item#: 7.A
Public Hearing Only

Resolution Number: **R – 2018.10.10 – 138**
Resolution Re: **Appropriation (Revised) For FY2020 Capital Improvements Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

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

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	Chapel Restoration/Facilities & Grounds Office	$ 1,800,000	20	Comm Serv - PW	General
2	Central Falls Dam Repairs	300,000	20	Comm Serv - PW	General
3	Downtown Wayfinding	440,000	15	Comm Serv - PW	General
4	Street Reconstruction - Spur Road	2,000,000	20	Comm Serv - PW	General
5	Catch Basin Spoils Facility	1,750,000	20	Comm Serv - PW	General
6	Street Reconstruction - Oak/Broadway	1,320,000	20	Comm Serv - PW	General
7	Middle School - Roof Replacement	545,000	20	Education	General
8	Catch Basin Spoils Facility	1,750,000	20	CS - Sewer	Sewer
9	Pump Station Upgrade - River Street	1,000,000	15	CS - Sewer	Sewer
	Total	10,905,000			

AND FURTHER BE IT RESOLVED THAT:
To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND FURTHER BE IT RESOLVED THAT:
Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.

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

CITY OF DOVER - RESOLUTION

CITY OF DOVER

Agenda Item#: 7.A
Public Hearing Only

Resolution Number: **R – 2018.10.10 – 138**

Resolution Re: **Appropriation (Revised) For FY2020 Capital Improvements Program and Authorization for Bonding**

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: Susan Mistretta, Acting City Clerk

DOCUMENT HISTORY:

First Reading Date:	10/10/2018	Public Hearing Date:	10/24/2018 11/28/2018
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

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

CITY OF DOVER	**CITY OF DOVER - RESOLUTION**

Agenda Item#: 7.A
Public Hearing Only

Resolution Number: **R – 2018.10.10 – 138**
Resolution Re: **Appropriation (Revised) For FY2020 Capital Improvements Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:
This resolution makes appropriations for the projects of the FY2020 Capital Improvements Program financed by debt and authorizes the sale of bonds.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement
The following table compares the tentative authorization amount to the amount of debt being retired:
The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2020 Authorization	7,610,000	545,000	0	2,750,000	0	10,905,000
FY2020 Retirement	4,163,390	1,900,788	1,238,545	1,428,481	525,000	9,256,204
Net Change	3,446,610	(1,355,788)	(1,238,545)	1,321,519	(525,000)	1,648,796

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

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	40,666,911	85,637,329	16,888,764	0	0	31,062,361	174,255,365
Authorized - Unissued	13,539,494	8,100,000	24,372,000	2,450,000	0	12,246,336	60,707,830
Total Issued & Unissued	54,206,405	93,737,329	41,260,764	2,450,000	0	43,308,697	234,963,195
This Authorization	7,610,000	545,000	0	0	0	2,750,000	10,905,000
Grand Total	61,816,405	94,282,329	41,260,764	2,450,000	0	46,058,697	245,868,195
Legal Debt Limit	104,171,072	243,065,834	347,236,906	4,000,000	NA	NA	
Unused Capacity	42,354,667	148,783,505	305,976,142	1,550,000			
Percent Unused	40.7%	61.2%	88.1%	38.8%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.
DBIDA limits are set by special legislation.
IP = Industrial Park projects
IB = Industrial Building projects
Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

Item #	Description		Proposed Appropriations	FY2020	FY2021	FY2022
1	Chapel Restoration/Facilities & Grounds Office		1,800,000	1,200,000	600,000	
2	Downtown Wayfinding		440,000	40,000	400,000	
3	Street Reconstruction - Spur Road		2,000,000	475,000	1,525,000	
4	Street Reconstruction - Oak/Broadway		1,320,000	400,000	920,000	
5	Pump Station Upgrade - River Street		1,000,000	300,000		700,000
		Total	6,560,000	2,415,000	3,445,000	700,000

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2020. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.

CIP Only					CIP Only			
Net Change in Property Tax Rates					Net Change in Utility Rates			
		2020	2021	2022		2020	2021	2022
City		0.16	0.27	0.36	Water	0.02	0.11	0.44
School		0.02	0.02	0.03	Sewer	0.24	0.25	0.33
Total Change		0.18	0.29	0.39	Total Change	0.26	0.36	0.77
Est Tax Rate		27.25	27.54	27.93	Est Utility Rate	14.09	14.45	15.22
% Change City		1.57%	2.60%	3.44%	% Change Water	0.39%	2.11%	8.30%
% Change School		0.17%	0.17%	0.25%	% Change Sewer	2.77%	2.81%	3.71%
% Change Total		0.66%	1.06%	1.43%	% Change Total	1.88%	2.56%	5.43%
Including Prior Year Authorizations					Including Prior Year Authorizations			
Net Change in Property Tax Rates					Net Change in Utility Rates			
		2020	2021	2022		2020	2021	2022
City		0.26	0.21	(0.11)	Water	1.05	1.03	(0.10)
School		0.28	(0.01)	(0.01)	Sewer	0.39	0.54	(0.27)
Total Change		0.54	0.20	(0.12)	Total Change	1.44	1.57	(0.37)
Est Tax Rate		27.61	27.81	27.69	Est Utility Rate	15.27	16.84	16.47
% Change City		2.55%	2.01%	-1.06%	% Change Water	20.23%	16.51%	-1.61%
% Change School		2.35%	-0.08%	-0.08%	% Change Sewer	4.51%	5.97%	-2.94%
% Change Total		1.99%	0.72%	-0.44%	% Change Total	10.41%	10.28%	-2.40%
Rate per $1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption			

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY18 estimated assessed value at $299,087 with 75 HCF of average water usage.

Impact to Average Single Family Home				
Description	Yr1	Yr2	Yr3	Change After 3 Years
CIP Only				
Property Tax	54	87	117	257
Water Fees	2	8	33	43
Sewer Fees	18	19	25	62
Total Avg SFH Impact	73	114	174	361
Including PY Authorizations				
Property Tax	162	60	(36)	185
Water Fees	79	77	(8)	149
Sewer Fees	29	41	(20)	50
Total Avg SFH Impact	270	178	(64)	383

CITY OF DOVER - RESOLUTION

CITY OF DOVER

Agenda Item#: 7.B.
Public Hearing Only

Resolution Number: **R – 2018.11.14 - 152**

Resolution Re: Reprogram Floral Avenue CIP Appropriation to Broadway Drainage Systems Improvement Project

WHEREAS: On December 9, 2015 the City Council adopted the Debt Financing authorization for FY2017 CIP projects, which included $250,000 for Street Reconstruction Floral Avenue; and

WHEREAS: There is $165,074 of unexpended appropriations for the Floral Avenue reconstruction design/engineering work has been completed under budget; and

WHEREAS: The City has identified the immediate need for additional funding for Broadway drainage system improvements; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of $165,074.00 of unexpended appropriation is hereby reprogrammed from the identified Street Reconstruction Floral Avenue project to Broadway Drainage Systems Improvement project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4017.1.300.43121.4751.03166.17	Floral Avenue Street Reconstruction	165,074.00	(165,074.00)	0.00
4017.1.300.43121.4751.03140.17	Broadway Drainage Improvements	1,913,882.42	165,074.00	2,078,956.42
	Total Available Funding	2,078,956.42	0.00	2,078,956.42

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch, Finance Director

Sponsored by: Mayor Karen Weston, By Request

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

Recorded by: Susan Mistretta, Acting City Clerk

CITY OF DOVER	CITY OF DOVER - RESOLUTION

Agenda Item#: 7.B.
Public Hearing Only

Resolution Number: **R – 2018.11.14 - 152**
Resolution Re: Reprogram Floral Avenue CIP Appropriation to Broadway Drainage Systems Improvement Project

DOCUMENT HISTORY:

First Reading Date:	11/14/2018	Public Hearing Date:	11/28/2018
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

On December 9, 2015 the Dover City Council approved the FY17-FY22 six-year Capital Improvements Program (CIP), which included an appropriation in FY17 for the design of reconstruction of Floral Avenue.

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the design of reconstruction of Floral Avenue. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified Floral Avenue project. This resolution reprograms funding from the identified Floral Avenue project to Broadway Drainage Systems Improvement project.

Funding is needed for Broadway drainage systems improvement project based upon recent bids received for the project.

Since the Broadway Drainage Systems improvement project is a priority for the city to improvement drainage within a large portion of the city, City administration determined reprogramming the available appropriations from the Floral Avenue project made sense as this funding was for design work, which has been completed under budget.

City of Dover

City Manager's Report

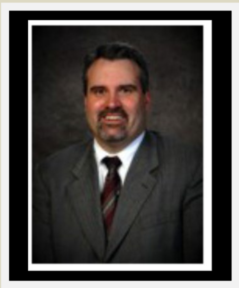
November 28, 2018

City Hall Trick or Treaters

Reporting on October 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

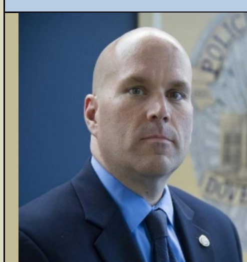
City of Dover's Municipal Leadership Team

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

October library circulation totaled 23,087 items. (11,303 adult + 8,309 children's print items; plus 3,475 items downloaded including 2,276 audiobooks & eBooks, 1,025 Hoopla streaming music, movies, and ebooks, and 174 eMagazines). Museum passes were borrowed from the library 83 times in October. 116 meetings were hosted in the Dover Public Library.	165 new library patrons registered in October for an active cardholder total of 14,537. 12 of these new patrons were non-resident Dover workers or students (now 619 in that category). (Goal 1) 1,953 people attended, or registered for, 64 free programs at the library during October. The library executed 23 U.S. passports in October.	40 new patrons registered for downloadable audiobooks/ eBooks (total = 4,496) and 20 registered for Hoopla (total = 1,324). Internet and PC uses by the public totaled 1,521 on library workstations, plus another 3,725 via Wi-Fi, plus 46 Chromebook loans. 187 people accessed the library's Dover High School Yearbook collection online.

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

Responsiveness & Measurables

15,427 people visited the library during October, an average of 514 per day (open 30 days).

On October 18, 2018, as a result of a faulty fan in the gym, the fire alarm was activated in the school. Middle School Resource Officer (MSRO) Dunne escorted the Dover Fire Department to the gym and provided assistance as needed.

On October 4, 2018, Officer Dunne, along with other officers, participated in Garrison School's *Fall Into a Good Book* event and read stories to the children.

High School Resource Officer (HSRO) Pike continuously met with school officials to assist with school investigations to determine if criminal activity occurred. These school investigations often center on potential bullying matters and the use of social media.

September 2018 marked the opening of the new Dover High School. Officer Pike has been working with the school's administration in order to determine appropriate security measures inside and outside of the new building. Officer Pike has also been working with several sub-contractors (Johnson Controls) in order to make sure the new surveillance camera recording system is operating properly. The work with Johnson Controls will continue into next month.

POP Officer Mitrushi continued to make regular visits with the elementary schools, library, and recreation department in an on-going effort to keep open lines of communication between the police department and other city departments. Officer Mitrushi answered questions and investigated issues that arose, which allowed patrol officers to respond to other in-progress calls for service.

Animal Control
150 Total animal calls for service
66 Handled by Officers/Dispatch
84 Handled by ACO

Breakdown of Animal Calls:

Founds Animals:	10
Loose Animals:	13
Animal Bites:	03
Welfare Checks:	13
Struck Deer:	03
Bear Sightings:	05
Unlicensed Dogs:	81
Misc/Other:	22

The Animal Control Officer returned to light duty after an extended absence. The department also began enforcement into Unlicensed Dogs, resulting in the issuance of approximately 81 summonses.

Sgt. Speidel coordinated traffic control for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival on October 6. Sgt. Speidel worked closely with Chamber staff and committee members and handled various public safety related festival and 5K race logistics. This included the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of traffic. Organizers estimated a near-record turnout for this year's festival.

Sgt. Speidel attended the neighborhood meeting of the Belknap/Elm/Summer Street reconstruction project, hosted by the Community Services Department. The City will work closely with Wright Pierce, a Civil Engineering and Community Development company, to coordinate the upgrade of underground utilities throughout this neighborhood.

Sgt. Speidel handled the intersection traffic control duties for the complete rewiring of the Central Avenue and Oak Street traffic signals on October 23. Crews had sought unsuccessfully to troubleshoot a recurring fault that was causing the intersection controller to revert to flash mode.

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

Unknown Author

During the month of October 2018, 13 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

In October 2018, Special Investigations Unit detectives investigated eight unattended deaths. Two of those deaths were suspected to be a drug overdoses, and another was a suicide.

The Special Investigations Unit is responsible for conducting background investigations for potential employees of the police department. During October 2018, one of these investigations was completed.

During the month of October 2018, the SIU continued its investigation of a double homicide that occurred on Tideview Drive during August 2018. A Dover man has been charged with two counts of murder in this case.

During the month of October 2018, the SIU investigated a string of cases involving the vandalism of numerous vehicles. This case remains under investigation, but charges are expected soon.

Also in October SIU detectives assisted the Strafford County Drug Task Force with multiple investigations into illegal narcotics traffic in Dover.

Officer Mitrushi continued to monitor calls for service involving the homeless population. Reports of people camping out in various locations throughout the city have continued. Officer Mitrushi conducted regular checks of popular campsites throughout the month. In the month of October, Dover Police Officers encountered 74 separate homeless individuals. With winter approaching, Officer Mitrushi hopes that the Homeless Resource Guide will help the homeless find much needed resources.

In October, Officer Mitrushi conducted training briefs for patrol officers regarding the **Dover Police Homeless Resource Guide**. Officer Mitrushi issued a pocket-sized handout version of the guide to patrol officers that could be given to homeless individuals. The resource guide is a culmination of the research that Officer Mitrushi has done over the past 3 months in hopes to gather accurate and useful information regarding resources available for the homeless. (Goal 4)

During the month of October, Mounted Police 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 assess the community's needs and concerns and helps to develop trust between the community and 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.

The Mounted Unit had a number of events during the month of October. Officers and their mounts were invited to McDonald's for an event on October 3, 2018 for Community Policing Week. Everyone had a great time and many patrons were excited to see the Mounted Unit when they placed their order. Kids were given trading cards and were able give a quick pat on the nose of a horse peaking in their vehicle window while waiting for their dinner.

Pictured below, Officer Caproni greets drivers at the McDonald's drive-thru on October 3, 2018

Apple Harvest Day 2018 was one of the busiest yet. It was a beautiful fall day attended by thousands of people. The Mounted Unit staged in the TD bank lot with their trailer. This gives the officers a good vantage point to both Washington Street and Central Avenue. People love to have the opportunity to step away from the pedestrian traffic and pet the horses and visit with the officers. The officers handed out several hundred trading cards during the event this year.

Officers Murch and Caproni meet some members of the public during Apple Harvest Day (photo courtesy of TARA photography).

The Mounted Unit is celebrating its 20th Anniversary this year. The unit hosted and Open House to celebrate this milestone. It was a chilly October Day but the supporters visited anyway. The public had the opportunity to see the behind the scenes of the unit and where the horses live when they aren't deployed downtown. Sergeant Tarmey also gave tours in the Bearcat rescue vehicle to those interested. There was coffee and hot cider as well as snacks prepared by volunteers. The people came steadily during the 3 hour event.

During the month of October, the Dover Police Department handled at total of 2,550 calls for service throughout the City. The vast majority of those calls were handled by uniformed police officers including a total of 781 traffic stops which resulted in the issuance of either a warning, summons or arrest. Officers also initiated 111 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.

During the month of October, the officers continued the Dover Police "Community Contacts" Program. Examples of these "Community Contacts" are having uniformed personnel stop by local schools, rest homes and parks to make conversation with people in a friendly manner.

During the month of October, the Dover Mounted Patrol was responsible for:

- → 35 Public Assists
- → 16 Parking Assists
- → 22 Community Action/Homeless Assists

Sgt. Speidel performed 13 child passenger seat inspections during the month of October. 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 coordinated all traffic control particulars for the annual Trick or Trot 5K road race. This event, benefitting the Dover Middle School PTA took place on October 28. This included the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and coordinating with event organizers on other logistical matters.

The Traffic Bureau devised and mobilized a traffic detour plan to facilitate the complete closure of Central Avenue in late October while the railroad tracks were replaced (pictured left). The traffic plan posed unique challenges because of the nearby Broadway Bridge, with a clearance height of only 9'6", to ensure that commercial vehicles detoured from Route 108 would have an alternate route.

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 October:

Kirkland Street road work, week of October 8
Dover High School band show, October 13
Seacoast Grower's Association Farmer's Market at Henry Law Park, October 14
American Cancer Society Relay for Life road toll fundraiser, October 28
Central/Oak intersection traffic signal rewiring, October 23
Grove Street neighborhood block party, October 30

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 October 9th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in one of the monthly trainings. The focus of this training was firearms.

On October 6th, Officer Brown and K9 Barco were requested to Rochester to assist in looking for a suicidal subject who had fled into the woods. The call was cancelled while they were responding because the Rochester Police located the subject.

On October 11th, K9 Barco was requested to a Redden Street residence for what was reported as a home invasion with an assault. An unknown subject fled from the residence. Upon arrival, information was obtained that the suspect was picked up in a vehicle. The investigation in ongoing.

On October 12th, K9 Barco and Officer Brown responded to 1 Abbey Lane for a report of a disturbance with a firearm. It was reported that after the disturbance, a subject discarded an item in the nearby wood line. During the investigation, a backpack was located in the wood line.

On October 15th, Officer Brown and K9 Barco participated in the United States Police Canine Association PD1 certification. K9 Barco successfully completed his certification, scoring enough points to make him eligible for the USPCA National Police Dog Trials.

Police Response to Calls by Priority in October:

Priority 1: Immediate
Crimes in progress; injury accidents; alarms
= 179 Responses

Priority 2: Rapid
Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety.
= 99 Responses

Priority 3: Timely
Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions
= 535 Responses

Priority 4: As Officers are Available
Non-criminal, crimes reported well after committed; message delivery; tow request, littering, fingerprints; assistance, abandoned vehicles
= 845 Responses

Priority 5: Motor Vehicle Stops
= 892 Responses

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of October 2018, the Dover Police Department responded to twenty-three (23) true Priority 1 incidents and arrived on scene in less than six minutes to 87% of those calls (23 calls, 3 in six minutes or more).

Dispatch Communications

October

Radio Transmissions
15,296

Phone Calls
8,066

911 Calls Received
476

Lobby Customers
382

Police Alarms Received
91

Police Alarms Cancelled Prior to Arrival
16

During the month of October, administrative staff fielded 3 service calls requesting pothole repairs. Crews repaired 165 potholes on various areas throughout the city.

Several deceased animals were picked up along the roadways, as observed or reported, throughout the month. City crews continued to work in the 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.

A leaf cleanup was conducted in the downtown in preparation for the winter season and several piles of leaves and debris were cleared from the City's right-of-ways.

K9 Barco takes a break during the recent USPCA PD1 Certification.

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.*

Crushed gravel was placed on the shoulders to correct a washout on County Farm Cross Road. Once paving operations had been completed, shoulder backup took place on Oak Street (Portland Avenue to Broadway), Central Avenue (Trakey Street to Mill Street), Stark Avenue and Dover Point Road (up to Sheffield Drive) once paving operations had been completed.
Crews cleaned several catch basins throughout the City following a number of rain events.
A City of Dover contractor replaced the drain line on Kirkland Street.

Pictured left, the sidewalk was replaced in front of 110 Central Avenue. Frost had caused portions of the sidewalk to become raised which and was a trip hazard.

Eighteen requests pertaining to traffic light issues were addressed by Facilities & Grounds. The loop was repaired at Glenwood and Central Ave. A décor light on the Riverwalk was repaired and preparation got underway to see what was needed for the upcoming holiday lighting in the downtown area.

Sign work, tree work and tasks such as removing the tennis and pickleball nets were undertaken. Mowing of public turf areas was ongoing, as was the final mowing of the season at the various athletic fields.

Ninety-seven work orders pertaining to buildings were addressed. Preventive maintenance on HVAC systems was ongoing, filters were changed including getting ready for the heating season. Siemens service technicians continued to service and address any trouble issues on HAVC systems. Fire Safety System inspections were conducted and deficiencies began to be addressed.

Flags were lowered as a mark of solemn respect for the victims of the terrible act of violence perpetrated at The Tree of Life Synagogue in Pittsburgh, Pennsylvania, on October 27, 2018, until sunset, October 31, 2018.

The Utilities Division experienced a service leak on Roberts Road. The saddle had rotted off of the 6" asbestos cement water main. This was discovered by the contractor conducting the reconstruction of Roberts Road. Crews replaced the entire service from the water main to the curb box. This was a 1 ½" line which explains the need for the saddle. All of the other services directly tap into the water main.

Roberts Road Rotted Saddle

Crews installed a High-Density Polyethylene (hdpe) line from Ireland Well to the sewer manhole located at the Community Services facility. This was approximately 2,500 feet. Crews had to utilize every 6" piece in stock as well as some of the 4" pipe in order to install the entire line.

Crews put together a 36" sleeve that was to be installed below the railroad tracks on Central Avenue. Since it was unknown whether the current 16" Cast Iron main was already inside of a sleeve, the decision was made to install a new sleeve while Pan Am Railways was repairing the train tracks.

Central Avenue Sleeve

The process of winterizing all of the fire hydrants has begun. Crews will complete two rounds to make sure the hydrants are completely dry. This process will take approximately one month to complete.

A City of Dover contractor replaced, approximately, 300 feet of sewer main on Cedarbrook Drive. Cedarbrook Drive has been an ongoing trouble spot for the city. This was originally a Vitrified Clay Pipe and was replaced with a new 8" Polyvinyl Chloride Pipe.

Cedarbrook Drive

During the month of October, the meter crew conducted 82 stopped meter appointments, 12 backflow appointments, 7 meter installation appointments, 10 turn off/pull meter appointments and 49 final reading appointments.

In October, Facilities & Grounds employees continued moving the furniture from the offices of the first and second floors around to accommodate the asbestos removal being conducted by Envirovantage.

The Facilities, Grounds and Cemeteries handled 133 service calls and 207 work orders in October in Pine Hill Cemetery. Employees attended 6 interments of ashes. Eleven foundations were poured and 4 markers were reset and 6 others were installed.

One hundred and ten work orders were generated pertaining to facilities and grounds issues. The lining of the soccer at Shaw's Lane continued through October, irrigation were drained and blown out for the winter there, at Long Hill Park and at the Rotary Gardens. Adventure Park, Shaw's Lane concession stand and several other seasonal water services were blown out and winterized.

Facilities and Grounds employees worked to remove forty year old benches along the Riverwalk in front of the Joe B Parks Garden. Six new benches were installed, along with three sets of trash cans and recycling cans. The benches were donated to the City through a program set up and facilitated by Elizabeth Fischer, longtime volunteer and civil servant to the City of Dover. Benches were donated in memory of Willian Cusak, Joe and Mary Parks, Judy Mettee, Rotary Volunteers and other Volunteers who give selflessly of their time to work in that space, keeping it beautiful.

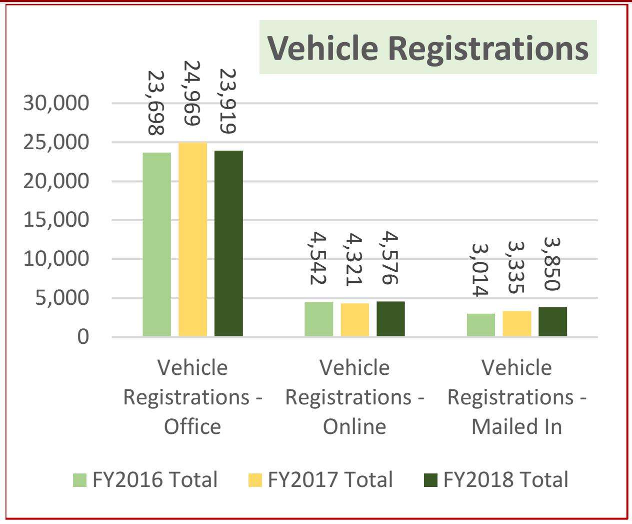
Dover Housing Authority's Police Liaison Program

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 SCRTOU and the Dover Police Department. Dover officers serve in various capacities on the tactical team.

Metric Mash-up



Inspection Comparisons

October 2017

Inspections - Life Safety	59	Inspections - Plumbing/Mechanical	188	Inspections - Woodstove/Fireplace	02
Inspections - Business	08	Inspections - Blasting	0	Permits Issued - Blasting	0
Inspections - Sprinkler/Alarm	25	Inspections - Health	38	Permits Issued - Building	45
Inspections - Building	118	Inspections - School / Daycare	24	Permits Issued - Certificate of Occupancy	18
Inspections - Electrical	119	Inspections - Oil Burner	0	TOTAL	644

October 2018

Inspections - Life Safety	55	Inspections - Plumbing/Mechanical	237	Inspections - Woodstove/Fireplace	00
Inspections - Business	04	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	56	Inspections - Health	31	Permits Issued - Building	45
Inspections - Building	197	Inspections - School / Daycare	18	Permits Issued - Certificate of Occupancy	17
Inspections - Electrical	131	Inspections - Oil Burner	00	TOTAL	791

Fire & Rescue Service Comparisons

Metric Title	FY2016 Total	FY2017 Total	FY2018 Total
Calls for Fires	146	138	144
Calls for Medical Emergency	2,810	3,264	3,365
Calls for Hazardous Conditions	151	257	348
Calls for Miscellaneous Other	237	437	533
Calls for Lock Outs	501	575	531
Calls for False/Good Intent	656	803	892
Calls for Mutual Aid - Ambulance Service Given	84	63	94
Calls for Mutual Aid - Ambulance Service Received	54	57	84
Calls for Mutual Aid - Fire Service Given	38	37	24
Calls for Mutual Aid - Fire Service Received	12	9	25
Simultaneous Emergency Incidents	976	1,279	1,653
3 or More Simultaneous Emergency Incidents	180	213	360
Patients Transported to Area Hospitals	2,419	1,854	2,534

Total Permits Issued: October 2018

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-213	DOVER CHILDRENS CEENTER	43	BACK RIVER ROAD	REPLACE 9 ENTRY DOORS	C	I	55A0	15750	185
18-352	UPTON	652	CENTRAL AVENUE	SUITE A, REPLCMNT OF ENTRY DOOR	C	30	13500	2800	55
18-404	KARMALOT 8, LLC	7	CHESTNUT STREET	REPLACE EXISTING STAIRWAY & RECO	C	31	7700	30000	325
18-471	44 PORTLAND AVENUE, LLC	44	PORTLAND AVENUE	FIT-UP SUITE 9, TENANT OCCUPANCY,	C	24	10400	15000	175
18-493	VERTICAL RETAIL PROPERTIE	7	ABBEY SAWYER MEMORIAL DRIVE	ADD ANTENNAS TO EXISTING COMM.	C	28	32SL2	30000	325
18-516	KINGDOM HALL OF JEHOVAH	77	LONG HILL ROAD	CONST. A 1ST FLR BATHRM	C	A	16H0	6400	85
18-182	CATHARTES	104	WASHINGTON STREET	CONST. A 5 STORY MIXED USE STRUCT	C/R	2	4	17160281	171,602
18-403	6 GROVE STREET RESIDENCE	6	GROVE STREET	DEMOLISH A COMMERCIAL STRUCTUR	I/C	31	14	10000	125
17-508	ROWE	81	KNOX MARSH ROAD	CONST. A SHED	R	H	33B0	6000	85
18-248	MCSHANE	6	NEW BELLAMY LANE	REPLACEMENT OF 18 WINDOWS	R	L	27H0	23817	265
18-253	DODD	5	TRASK DRIVE	CONST. A SFD W/A TWO CAR GARAGE	R	30	10	250000	2525
18-269	ALLMAN	19	WESTWOOD CIRCLE	REMOVE A PORTION OF A NON LOAD B	R	F	18160	2000	43
18-281	KINSMAN	38	CORNERSTONE DRIVE	1 REPLACEMENT ENTRY DOOR	R	B	18390	6000	85
18-332	DOVER POINT PROPERTIES DE	39	SHORE LANE	CONST. A SFD W/TWO CAR GARAGE W/	R	L	89G13	249480	2525
18-354	FRYE	10	OLD COLONY ROAD	REPLACE EXISTING DECK & STAIRS	R	M	31-0-0	1000	35
18-415	334 WASHINGTON STREET TR	334	WASHINGTON STREET	DEMO. A SFD W/ATT. GRGE, SHEDS & S	R	G	9	20000	225
18-421	INDIAN RIDGE AT DOVER, NH	96	EMERALD LANE	CONST. A SFD W/TWO CAR ATT. GARAG	R	F	15-27	203130	2056
18-423	INDIAN RIDGE AT DOVER, NH	216	EMERALD LANE	CONST. A SFD W/TWO CAR ATT. GARAG	R	F	15-29	203130	2056
18-424	INDIAN RIDGE AT DOVER, LLC	102	EMERALD LANE	CONST. A SFD W/TWO CAR ATT. GARAG	R	F	15-26	229400	2319
18-425	INDIAN RIDGE AT DOVER, NH	147	EMERALD LANE	CONST. A SFD W/TWO CAR ATT. GARAG	R	F	15-19	144360	1468
18-426	INDIAN RIDGE AT DOVER, LLC	92	EMERALD LANE	CONST. A SFD W/TWO CAR ATT. GARAG	R	F	1528	144360	1468
18-428	INDIAN RIDGE AT DOVER, NH	161	EMERALD LANE	CONST. A SFD W/TWO CAR ATT. GARGE	R	F	15-15	144360	1468

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-456	DALZELL	185	THREE RIVERS FARM ROAD	CONST. AN ENTRY GATE	R	W	400	14500	475
18-457	FAGAN, IRENE	4	CHESLEY STREET	CONST. A ADD. W/TWO CAR GARAGE U	R	29	79	62000	645
18-462	ATKINS	13	BROWNING DRIVE	CONST. A REAR ADD. FOR A KITCHEN A	R	21	96	100000	1025
18-464	MURRAY	55	NEW YORK STREET	DEMO A DETACHED GARAGE	R	4	5600	4500	75
18-468	CORNING	52	PICARD LANE	CONST. A FREE STANDING REAR DECK	R	A	19120	5000	75
18-474	GRANT REALTY TRUST	201	LONG HILL ROAD	REPAIR & INSTALL NEW FOUNDATION	R	A	18M4	20000	225
18-480	PARADIS	180	TOLEND ROAD	CONST. AN ADDITION FOR AN ADU	R	F	200	78000	805
18-481	GEARREALD, MARK	5	GOLD POST ROAD	INSTALL REPLACEMENT WINDOWS	R	I	102G0	6500	95
18-487	PROVINCE REALTY TRUST, LL	43	PICNIC ROCK DRIVE	CONST. A SFD W/ATT. GARAGE AND UN	R	16	20190	200000	2025
18-488	DALTON	76	GARRISON ROAD	CONST. A TWO CAR ATTACHED GARAG	R	I	1D0	23000	255
18-489	WALLACE	6	WINTERBERRY DRIVE	STRUCTURAL UPGRDS & ROOF MOUNT	R	M	8O6	33881	364
18-490	GREENSHIELDS	15	SOUTH WATSON LANE	CONST. AN ADD., RENOVATE & ALTER	R	17	82A0	400000	4025
18-491	WILDEWOOD DEVELOPMENT	6	OLIVE MEADOW LANE	CONST. A SFD W/ATT. TWO CAR GARAG	R	A	4510	210000	2125
18-497	KIRBY	11	OAK HILL DRIVE	INT. & EXT. ALT., ADD A DECK & ADD A	R	36	25T0	70000	725
18-503	BERRIE	5	PALMER DRIVE	INSTALL REPLACEMENT WINDOWS	R	F	1600	5054	75
18-512	FREDETTE	109	BACK ROAD	INSTALL A ROOF MOUNTED SOLAR PA	R	K	710	23965	265
18-514	FONTAINE	550	TOLEND ROAD	CONST. A SFD W/ONE CAR ATT. GARAG	R	C	28B	97900	1005
18-522	ROUSSE	53	PROSPECT STREET	REPLACE STAIRWAY & LANDING	R	10	2A0	2000	45
18-526	COLFORD	24	HUBBARD ROAD	REMOVE & REPLACE STAIRWAY & LAN	R	K	14220	1000	35
18-527	COTE	7	CONCORD WAY	CONST. A REAR DECK	R	F	1740	3300	65
18-528	SCHMIDT	28	SAMUEL HANSON AVENUE	RENOVATE MASTER BEDRM	R	21	26250	25000	275
18-529	CLOUTIER, NICOLE	50	FOREST STREET	REMOVE & RECONSTRUCT FRONT POR	R	26	1600	6000	85
18-531	BAGDON	115	COUNTY FARM CROSS ROAD	INSTALL A ROOF MOUNTED SOLAR PV	R	B	11G0	10300	125

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

Total Permits Issued: 45

Total Construction Value: $20,299,168.00

Total Fees Collected: $204,414.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	0
Commercial Renovations	5	Commercial	2
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	1
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	4
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	12	Single Family Dwellings	10
Renovations Dwelling Unit	24	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	0		
		Total	17

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
STF	**58 New Rochester Road**	**A**	**12**	**0**	**12**	**6/26/2018**	**4/10/2018**	**Site**	**P18-11**	**40**	**43**	**6/26/2023**	**H**	**0.4**
Hellenic Realty	**333 Central Avenue**	**A**	**18**	**0**	**18**		**3/27/2018**	**Site**	**P18-04**	**2**	**19**		**H**	**0.5**
Salty Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Cathartes	Washington Street	A	130	0	130	1/9/2018	12/12/2017	Site	P17-66	2	4	1/9/2023	H	3.9
Chinburg	Washington Street	A	54	54	0	9/26/2017	9/12/2017	Site	P17-46	23	14	9/26/2022	H	1.6
Changing Places/Robbins	Mechanic Street	C	15	15	0	11/14/2017	4/25/2017	Site	P17-11	24	98	11/17/2022	H	0.5
Carnegie Hill	Third Street	A	20	20	0	9/12/2017	4/25/2017	Site	P17-02	6	54A	9/12/2022	H	0.6
Third/Grove	Grove Street	A	38	0	38		5/8/2018	Site	P16-31C	31	14		H	1.1
Old Courthouse	First Street	A	10	0	10	5/23/2017	6/14/2016	Site	P16-15	6	20	5/23/2022	H	0.3
Bradley Commons	Central Ave	A	49	39	10	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.5
Total: Mixed Use			***361***	***39***	***233***									***4.0***
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			***130***	***72***	***58***									***14.3***
Subdivisions:														
TDKA	**99 Sixth Street**	**H**	**4**	**1**	**3**	**6/26/2018**	**6/12/2018**		**P18-07**	**35**	**57**	**6/26/2023**	**H**	1.4
Singh	Couty Farm Cross Road	H	4	0	4	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Coughlin	Piscataqua Road	H	3	3	0	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	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Harbor Hills	Shore 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	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	28	4	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.3
Total: Single Family			***265***	***175***	***90***									***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**	**346**	**382**									**111**

* 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

In addition to the construction activity on the attached spreadsheet Inspection Services continues to attend meetings and perform inspections for the new DHS and Animal Science buildings to move the DHS project forward and assist the District.

The Building Official continues to work on E-911 descrepancies. Continued revisions will be ongoing for the next several months.

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.

Phase II and III of the Washington St. Mill apartments is nearly complete.

BP was issued and work has began at Aldi's supermarket located at corner of Glenwood and Central with Chipoltes scheduled to open November 20th.

Fire Inspector provided fire/smoke training at the elementry schools which will continue through November with other inspectors sharing fire inspections.

Health Officer performed inspections at Apple Harvest Day and attended after hours solid waste committee meeting.

* 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

2

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

Product and Process Outcomes

Work was completed on the construction of eleven new 30-minute parking spaces in front of the library. These spaces are helping to alleviate the extreme overcrowding in the rear parking lot. (Goal 3)

The Community Service program tracked four active participants during the month of October. A total of 4 community service hours were completed during the month. None of the participants finished his/her assigned hours.

The Dover Veterans Park 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 of donated bricks were delivered and were installed in late October. The construction of an additional path to go toward St. Thomas Street was built at the same time to be ready Veterans Day. 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.

The first steps in the renovation of the Guppey Park Softball Field and connected park areas is beginning with a conversation with the Dover Mens Softball Association soon. The plan is to go out to bid for design and eventual construction in the next year.

It Is All About Service

64 October programs were attended by 1,953 people at the library. These included:
13 story times = 280
2 Craft sessions =317
2 Family Place programs= 27
Knitting group = 8
Friends program = 12
3D prints = 20
3 movies = 35
3 Lego Saturdays = 82
5 Technology classes = 30
3 Book groups = 41
2 Book Jar Guesses = 22
5 Little Free Library visits, adding 269 books;
1 Yoga session = 24
Kitten program = 14
2 Escape Rooms = 13
Slime = 34
Halloween party = 25
Little Tree visit = 12
Nocturnal Animals = 47
4 financial programs = 20
2 Author visits = 16
4 historic walking tours = 120
Green burial = 40
TAB = 6
5 Book-A-Librarian appointments,
Memory Lab scanner = 4
Langdon Place visit = 6
Passports = 23

The United Way of the Greater Seacoast has awarded Granite Youth Alliance another year of funding. The grant includes support for 6 youth empowerment teams, an annual conference, film festival and technical assistance from Dover Youth to Youth. Youth to Youth is in the process of getting MOUs signed with each of the participating schools.

On October 30th Vicki Hebert and Dana Mitchell had a second meeting with the superintendent of Exeter School District and the principal of the Cooperative Middle School to discuss Granite Youth Alliance. The meeting resulted in the district agreeing to participate and signing the MOU on the spot. This was the 5th MOU signed this school year.

The Dover Diversion Committee did not meet to review any new cases in October and there are currently no active cases. The next meeting of the Dover Diversion Committee is to be determined if cases are referred.

On Thursday October 25, 2018, the Dover Diversion Committee gathered to have a vision/program evaluation meeting. The group reviewed best practices, effectiveness and vision for the upcoming year.

On October 18, 2018, Officer Dunne met with a 3rd grade student from St. Mary's Academy at DPD headquarters. The student interviewed Officer Dunne about her role as a police officer and school resource officer for a Career Day project. She then gave the student a tour of the police station and department vehicles. (Goal 2)

The picture above shows a new duplex project moving fast on the Durham Road near Alumni Drive and the High School.

One of October's achievements for Fire & Rescue was the relicensing of this organization's four ambulances by the New Hampshire Bureau of Emergency Medical Services. Similar to the vehicle inspections that we all have to complete with our personal vehicles, this in-depth and mandatory inspection process focuses on the patient care equipment and its condition that ambulances are required to carry per State of New Hampshire RSA's. Fire & Rescue is happy to report that all four vehicles passed. Maintaining the state license properly is a key requirement for pursuing ambulance service billing as Medicare and Medicaid will deny payment for any transports that occur in an ambulance that is not licensed, even for a day, due to paperwork processing.

Also in October and related to ambulance licensing, Fire & the Rescue's newest ambulance, which is approximately 20 months old and shown in the picture below, is showing some unusual paint deterioration on the lower half of the patient care box.

After consultation with the dealer and the manufacturer, it was found this paint issue is the same as a paint issue found on an ambulance built for the Scarborough, Maine Fire Department at approximately the same time as this ambulance. The theory by manufacturer PL Custom is that some prep or paint defect occurred for both ambulances while on the assembly line. Pl Custom and dealer Sugarloaf Emergency Vehicles are working on a plan where either in late November or December at no cost to Fire & Rescue and all covered under warranty, Fire & Rescue's Ambulance will be picked up and returned to the factory in New Jersey where the patient care box exterior will be stripped of all compartment doors and trim, and re-painted. A loaner ambulance will also be provided by the dealer for the 4 to 6 weeks that this ambulance will be out of town. How the process works with a loaner ambulance is that ownership of the ambulance transfers to Dover allowing the vehicle to be insured by the City and then registered with the State of New Hampshire, as these are requirements for ambulance licensing. The New Hampshire Bureau of EMS will then come and inspect the loaner vehicle to license it for the duration of time needed while Fire & Rescue's ambulance is repainted in New Jersey.

October also saw Fire & Rescue meeting with New Hampshire Homeland Security and Emergency Management and FEMA representatives as the march continues toward recovering some portion of the $90,000 in costs associated with the City's snow removal activities from the March 2018 storm that met the statewide thresholds for an emergency declaration from FEMA, which is shown below courtesy of our friends at Foster's Daily Democrat. This is proving to be a cumbersome process with monthly injects from both Fire & Rescue and Community Services forecasted for the next several months before getting to the decision stage as to if FEMA will reimburse the City for any portion of those costs, with 75% of whatever is approved being the allowed reimbursable.

A shout out of thanks goes to Planet Fitness in October who donated some used physical fitness equipment to the Police Department. As equipment replaced by the Planet Fitness donation was newer than some of the physical fitness equipment that Fire & Rescue had for the workout rooms in the three fire stations, Fire & Rescue along with Police staff, moved equipment between Planet Fitness, the Police Department, and Fire & Rescue's stations. One machine was also moved from the Police Department to the Recreation Department's McConnell Center recreation facility.

Sign-ups are ongoing for many basketball leagues, from Kindergarten programs through the 50+ Men's League. Many youth basketball programs open registration to non-residents that attend a Dover school on November 1st. Age/gender breakdowns have been organized differently this year since Recreation does not have use of the Garrison gym due to construction. Those that signed up before October 31st saved $10 per child on basketball registrations. The 18+ Men's basketball league began scrimmages on October 14th. The league is currently full with 8 teams and league games have begun.
Interval Strength classes wrapped up the first session, with a second session planned in November. PiYo began a new session and continues on Wednesday nights. Rec has started advertising a new upcoming Bilingual boogie class for young kids and their caregivers. Badminton players continue to play on Friday nights.

The month of October brought about the end of fall swim lessons with 100% of all available spots being filled. Seacoast Swimming continues to practice during the afternoon hours and are hard at work preparing for their upcoming meets. Great Bay Masters are still practicing at the Indoor Pool with as many as 30 swimmers per practice. Mighty Seals commenced their season with practice beginning on October 16th and will be preparing throughout the winter for a spring swim meet that will take place in April. Aquatics is still shorthanded leaving the management team to lifeguard and teach lessons at least 80 hours per week between two people.

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. Senior Center members were international travelers this month, visiting Quebec City for 4 days. They also went to Vermont on a foliage trip and went to see the famous Ed Asner in a one-man play at the Winnipesaukee Theater. The Senior Center hosted their semi-annual mystery lunch pot luck and provided a AAA Roadwise driving class to their members.

October at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. The fall/winter programs are in full swing with COED League games every Sunday and Monday night and the Over 45 League plays every Monday night. Learn to Skate's fall session is full with 20 skaters. Rock Night continues to gain numbers every Saturday night. Chix with Stix on Sunday nights continues to be a popular program for the beginner and intermediate skaters. The month of November means the start of high school hockey season. Winter program flyers are out and on the website. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. Adult and Youth Stick Practice = 400 attendees, 2 birthday parties were held at the Arena.

MSR Officer Dunne continued to teach the DARE curriculum to six 5th grade classrooms, as well as prepare material for the PACT program.

As part of Officer Dunne's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, and outside during the morning and afternoon drop-off and pick-up. Officer Dunne also volunteers as a coach with Girls on the Run, a running club for girls in 6-8th grade designed to build self-esteem and self-awareness, while encouraging physical fitness. The season lasts 10 weeks and culminates with a 5k road race in Concord, NH.

As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addition services. She contacted 3 such individuals this month.

Throughout October, Officer Mitrushi continued to work with property managers and apartment complexes in the city. While doing so, Officer Mitrushi recognized the same graffiti that was spray painted in several areas of Dover. Officer Mitrushi researched vandalism reports and connected cases together. Officer Mitrushi has collected estimates of damage from victims and has interviewed a suspect in these cases.

During the month of October, Officer Plummer met with a resident that came to Officer Plummer to let him know that he is 3 months clean from opioid addiction. The resident has been struggling with addiction over the last couple of years and checks in with Officer Plummer routinely to update him on his recovery. Officer Plummer spoke with the resident for an extended period of time about the recovery process and congratulated him on the steps he has made.

During the month of October, Officer Plummer has continued to teach DARE at the Middle School. Officer Plummer has educated the students on the facts and health effects of tobacco and alcohol. This year appears to be another successful year of DARE as students appear to be taking in the information and asking great questions.

State Senator David Watters visited the Youth to Youth Monday Team meeting on October 15th to talk to the students about what drug trends they are seeing. He also discussed upcoming legislation and his intention to re-submit the proposal to raise the age to purchase tobacco to 21. He also said that he plans to once again submit Dover Y2Y's past proposal to ban smoking in cars when kids are present in the vehicle.

Senator David Watters stopped by to speak with the Youth to Youth High School team.

Officer Pike met with multiple students in his office and throughout the building on a daily basis. Those meetings consist of general questions not necessarily related to law enforcement. Some questions have been asked about another student citizen police academy and general interest in law enforcement.

In October, Officer Mitrushi participated in the Law Enforcement Assisted Diversion Program (LEAD) training held at the Dover Police Department. Officer Mitrushi learned about the program and met with the case manager that will be assisting with the implementation of this program beginning in November.

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.

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.*

The Dover Teen Center calendar for October of 2018 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 661 participants on 21 days of programming, which yielded an average of just over 31 participants per day. Some program highlights for the month included, but were not limited to the following:

Apple Harvest Day Event – "McConnell Arts Pavilion" (10/1
TC Snack Special – "Chili" (10/1)
TC Teacher Workshop Day Trip! – "Apple Picking @ DeMerritt Hill Farm" (10/5)
TC Sports Challenge: "Hoops Hot-Shot" (10/11)
TC Friday Flix – "Scyscraper" (10/12)
TC Classic Program – "Bingo Madness" (10/16)
TC Halloween Week Event – "Scary Movie Matinee" (10/25)
TC Annual Trip – "Canobie Lake Park's Screeemfest" (10/26)
TC Halloween Week Event – "Pumpkin Carving" (10/29)
TC Halloween Week Event – "Dover Trick-or-Treat Night" (10/30)
McConnell Center Annual Event – "Toddler Trick-or-Treat @ MC" (10/31)
TC Annual Event – "Halloween Costume Party w/ Y2Y"

Teen Center participants and interns pose for a picture after apple picking at DeMerritt Hill Farm.

The Dover Teen Center received ten new registrations in October 2018.

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.

Teen Center Director Steve Pappajohn and participants pose with a KISS tribute band at Screemfest at Canobie Lake Park.

CREU Sergeant Tarmey assisted in organizing a "Walk to School" event with Woodman Park School. During the event, Officers met with elementary school age children and walked to school with them. After arriving at the school, the Officers socialized and participated in games with the students prior to the school day stating.

Sergeant Tarmey also coordinated with the Horne Street School administration for their annual Harvest Parade. The event was attended by patrol officers that were available at the time. (Goal 5)

Sergeant Tarmey also attended the Dover Mounted Patrol Open house. Sergeant Tarmey brought the Bearcat rescue vehicle to the event and spoke with several attendees about the vehicle's purpose and use within Strafford County.

Planning and Community Development staff continued to work with the preferred consultant with developing architectural and streetscape design guidelines for future downtown development. The guidelines will be partially paid for with a technical assistance grant from PlanNH. In October, the focus was on the results of the survey, which were shared with the public at Apple Harvest Day on October 6. Following up on that Staff and the consultant met to review the results and begin drafting the guidelines.

A meeting of the Planning Board subcommittee on rezoning was held on October 9th. This committee is set up to review existing and proposed amendments to the zoning code which will enhance commercial opportunities in Dover. The group summarized the recommendations to date and looked at the potential of working with developers and property owners who might be impacted. (Goal 1)

Planning and Community Development staff continued negotiations 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 was reviewed and presented to the City Council in October. (Goal 1)

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

Parking Manager Bill Simons worked with the Dover High School woodworking program for the students to build sand barrel holders for use in the parking garage. For the price of the wood, the students built the stands that will be used to hold pure sand for spreading during storms. The sand/salt mixture used by Community Services is not recommended for use in the garage as it will deteriorate the cement surface quicker. The Parking Bureau has a small spreader that can be attached to the back of the police department pick-up truck. The barrels will be from recycled chemical barrels that Community Services had. The Parking Manager estimated the City saved 80% on the project compared to buying them on the open market while giving the students a valuable (although simple) real life need. (Goal 5)

Sand barrel made by DHS students.

Parking Manager Bill Simons has been meeting with representatives of Dover Main Street to determine how the Parking Bureau can assist with several events and promotions that they are conducting this holiday season in support of the local businesses.

The downtown parking system experienced another strong month in October. The average daily meter usage was up 5.1% over October 2017.

Parking Officer Beth Hawthorne installing additional signage in the Belknap parking lot to alert drivers to the change in the Winter Parking Ban program.

Assistant City Planner Benton reviewed the results of the wayfinding survey. She is working with the consultant on a look, design, and overall thematic development of the wayfinding system for the City by using Silver Street as a pilot. In addition to the Silver Street pilot, Assistant City Planner Benton is assisting the Recreation Department with designing a visitor information table for the Veteran's Memorial in front of the McConnell Center.

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 fall of 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 and Legal staff, along with consultants, organized and held a meeting with Cathartes on October 2. A follow up conference call with the developer was held on October 22nd. (Goal 1)

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 http://dovery2y.org/

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.

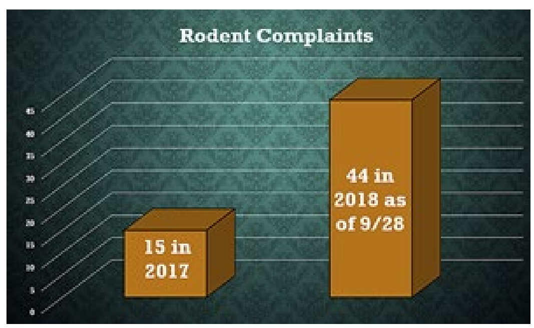
What is Community Response & Enforcement Unit (CREU)?

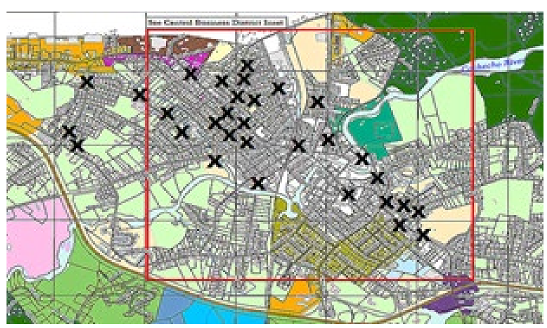
This unit is comprised of the Dover Housing Liaison Officer, the Problem Oriented Police Officer, the Mounted Patrol Unit, and the Dover High School and Middle School Resource Officers. There is Sergeant assigned to oversee the unit.
Each of the positions within the CREU allow for officers to interact 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.

Fire & Rescue along with most other City Departments, spent time in October working with the City Attorney on the City Code conversion to the General Code system that the City is moving to. The current version of the City Code found at https://www.dover.nh.gov/government/city-charter-code/index.html will change in the coming months to a different General Code platform which will be searchable. This project prompted a review by Fire & Rescue and Inspection Services staff of a number of sections of the new City Code draft encompassing Fire and life safety and Inspection Services activities, provided by General Code. Want to know more, go to https://www.generalcode.com/online-services/ for more information.

Fire & Rescue hosted a meeting in October at the McConnell Center of the Strafford County Emergency Management Directors as discussions continue on the concept of Strafford County assisting with a regional shelter space. This shelter space discussion is a byproduct of the Tri-City Mayor's Homeless Master plan initiative. Though each community has some degree of sheltering space, having a County shelter space provides a layer of redundancy if a community shelter space is affected by an emergency. Having a County provided space is also a way to share resources in the event several communities have a need for sheltering at the same time, eliminating duplication of resources. It is unknown at this time if this potential County shelter will be able to serve as a cold-weather homeless shelter or if it will be strictly for regional or community-based emergency events. Preliminary thoughts are if each community only has a handful of people needing a shelter, then the County provided regional shelter space will be the first place utilized. If say Dover has 40 people that need sheltering due to extended power outage for several days, the City's primary shelter being the McConnell Center would be used. Discussions will continue over the next several months in an attempt to come to some sort of workable plan. (Goal 4)

Fire & Rescue along with Community Services and the Planning Department, participated in October and a City Council workshop on rodent and pest control recommendations. One of the outcomes after that meeting and starting mid-November, is the Inspection Services Health Inspector hours will increase from 25 hours per week to 30 hours per week to give more capacity to investigate trash and rodent complaints in a coordinated manner with Community Services staff. Rodent complaints have tripled so far in 2018 and though coming from all areas of the City, are primarily found in the central business district and adjoining areas. It is not known if the rodent issue is driven by environmental reasons like the NH squirrel apocalypse http://www.fosters.com/news/20180921/surviving-squirrel-apocalypse-of-2018, but recommendations and efforts are being made to respond appropriately to the increase in government related complaints. (Goal 4)





Fire & Rescue along with the Police Department, participate in a conference call with Dartmouth College research staff as Dartmouth College has been tasked by the State of New Hampshire to submit a HEALing Communities Study Proposal to the National Institute on Drug Abuse. This proposal would fund over a number of years, additional initiatives that would dovetail into Dover's community resources and the Police Department's Community Access To Recovery initiative with two primary goals. The first is to provide additional resources, including improved access to recovery help for those suffering from opioid addiction. The second is to integrate all the various community resources into one cohesive delivery system and research the effects to come up with a model approach that can be applied to all states across the country. Both Fire & Rescue and the Police Department pledged to participate and assist if Dartmouth College's proposal to help the state of New Hampshire is picked by the National Institute on Drug Abuse. (Goal 4)

The timeline for proposals is aggressive with submissions required by December with funding decisions announced in February after the review process is completed.

On October 10, 2018, several officers participated in Woodman Park Elementary School's annual celebration of International Walk to School Day. The police joined students, parents, and school staff in "walking school bus" parades that began at a number of predetermined locations to converge at the school with a rally to start the school day.

Officer Lynch playing hoops with the kids before school at the Woodman Park School during Walk to School Day.

Officers Turner and Mitrushi greet the kids at the Woodman Park School during Walk to School Day.

The Planning Board implemented 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 applies to projects in the Central Business District, and 600' outside that zone. (Goal 4)

Assistant City Planner Benton continued her role on the COAST Comprehensive Operations Analysis Steering Committee which is looking at COAST's general operations for improvement or changes and attended three meetings in October. Two of which were public forums held in Dover on October 29th. (Goal 1)

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. Projects include streetscape and pedestrian improvements on Chestnut Street, congestion mitigation on Durham Road and sound walls on Keating and Birchwood. (Goal 1)

Planning and Community Development staff continues to work on a stakeholder engagement manual. This manual will review ways staff can interact with stakeholders on projects, and in the general course of processing plans and implementing Master Plan recommendations. The manual will be developed to work with efforts of other departments and the Media Services office to ensure that staff are industry leaders in outreach and education. (Goal 2)

The Assistant City Manager participated in a Municipal Roundtable with the Conservation Law Foundation on green infrastructure and municipal resilience. The focus of this October 3rd meeting was to see what solar projects are occurring in the state and discuss the impact of the Governor's veto of SB 446. (Goal 3)

There are several noteworthy builds and projects Inspections worked at in October. Inspections continued to assist architect HMFH and PC Construction with punch list items that are bringing several the areas in the new Animal Science Building and New High School to full utilization. The Auditorium lighting and electrical system controls are nearly complete as is the paint booth system in the Career Technical Center area. This is an ongoing process and expected to last through the month of November and into December. Finishing these spaces while school is in session is a logistical challenge and requires frequent meetings for coordination between school administration, SAU administration, Inspections, Architects HMFH, and PC Construction. Meetings occur on Tuesday afternoons and last several hours, and Inspection Services is also present at the JBC committee meetings several times a month early Tuesday evening with the same representatives along with several City Council members and School Board members. (Goal 5)

Other builds that Inspection is spending time at include the Third Street project, which continues in October as shown in the picture above, with the exterior of the first of two buildings almost watertight

Leadership and Governance Outcomes

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.

Public Library staff hosted a meeting of the Dovernet librarians from the five public schools on October 24.

Through the shared Dovernet Library System, the Dover Public Library made 106 loans to Dover schools and borrowed 123 titles from the schools. The library's Systems & Technology Librarian assisted the schools with six administrative issues.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan department sent 216 volumes to other libraries and borrowed 114 from other libraries for Dover's patrons.

The library has 4,018 subscribers to its two monthly e-newsletters.

The library blog was viewed 118 times in October.

Library staff posted 178 items to its various social media platforms in October. Total social media platform followers is 10,488.

Library employees staffed a booth at Apple Harvest Day, promoting library services and registering people for borrowers' cards.

Innovation: *We develop creative solutions and share leading practices that enhance the value of services provided for our customers.*

On October 31st a group of Granite Youth Alliance students presented at Piscataqua Savings Bank in Portsmouth about the program as a part of the United Way's annual giving campaign.

On October 5, 2018, Officer Dunne and Officer Mitrushi met with kindergarten students at the Seacoast Charter School. The officers spoke to the students about safety and answered a variety of questions about being a police officer. The students then explored a Dover Police cruiser. (Goal 4)

On October 25, High School Resource Officer Pike was a guest speaker in Mrs. Pietro's Independent Living Skills class where he spoke to the class about physical and sexual assault. Additionally, Officer Pike completed a question and answer session with the class to include topics like his uniform, tools on his duty belt and the programs that the police department offers. (Goal 4)

Officer Pike poses for a picture with the Independent Living Skills class that he spoke with.

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 five deliveries to the Little Free Libraries, depositing 269 books between the two sites. Two new volunteers are helping with book repair and a third new volunteer, a retired PCA librarian, will be heading up a new Teen Book Group. The Dover Public Library is also seeking volunteers who will hang library posters at retail and commercial outlets around town.

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

Each year, a local preschool walks all of their students, and student's younger siblings to City Hall dressed in their Halloween costumes where they can 'learn' to Trick or Treat. An employee from most offices congregate on the first floor to hand out candy to these little goblins as they walk through the hallway on the first floor. It is a fun time for all and a great way to support the community!

Pictured left, Julie, Jerrica and Jean, are three of the many employees that handed out candy to the trick or treaters below.

On October 4, 2018, Officer Mitrushi and Officer Juel Cooper met with a group of young children from Happy Helpers daycare program. The officers talked about the responsibilities of a police officer and provided general safety information to the kids. On October 5, 2018, Officer Mitrushi and Officer Brynn Dunne met with kindergarten students from Seacoast Charter School. The officers allowed the children to view the police cruiser, test the lights and siren, and ask questions about being a community helper.

Throughout the month, Officer Mitrushi made 12 social media posts to the department Facebook page and Twitter account. The posts included official press releases as well as community engagement posts.

The Dover Police Department participated in the 16th Drug Take Back event on October 27th. The event provided the public with an opportunity to safely dispose of any unused, unwanted or expired medications. The event resulted in 9 boxes and 197lbs of drugs being collected. In addition to the traditional take back day at the police department, this year the Problem Oriented Police Officer worked with the Dover Housing Authority to implement a mobile drug collection program. A few days before the take back day, the two officers stopped at all 6 of the DHA senior housing facilities to collect medications from residents. The event was a huge success with seniors unable to get out of the building to safely dispose of their medications. (Goal 4)

Nine boxes of unused and unneeded medications that were turned over to the DEA for destruction after the most recent Drug Take Back Day.

Left, Mobile Drug Take Back- Officers Donais, Mitrushi, and Plummer collecting expired and unused prescription drugs from residents living in some of the City's elderly housing units.

On the evening of October 4, 2018, Officer Mitrushi, along with Captain Brad Gould, Officer Brynn Dunne, Officer Alison Couch, and Officer Jenna Donais participated in the "Fall into a Good Book" program at Garrison School. The officers read books to students at the school along with other first responders and military personnel. This was an example of the community outreach and positive community interaction that Officer Mitrushi participates in as a member of the Community Response and Engagement Unit. (Goal 5)

Fall into a Good Book- Captain Gould and Officer Mitrushi reading books to students at Garrison School.

On October 2nd four members of Dover Youth to Youth conducted a webinar for the State of Colorado Department of Health about different models of engaging youth volunteers, the Dover youth empowerment approach, and the different types of youth advocacy students are capable of taking part in. The State promoted the webinar and required communities receiving grant money to participate.

On October 18th, Chief Breault along with Captains Gould and Terlemezian provided an overview of police operations as well as tours of police headquarters to members of the Citizen Leadership Academy.

On October 26, 2018, Detective Timothy Burt met with local students and provided them with a tour of police headquarters and an overview of his assignment.

On October 24th over 25 members of Dover Youth to Youth conducted the Zombie Rally in front of City Hall to promote and raise awareness of Drug Take Back Day to be held on the following Saturday. The students dressed as Zombies and held signs, chanted, conducted a press conference, and passed out info cards about Take Back Day. The theme of the event was “If you think Zombies are scary, just look in your medicine cabinet”.

Dover Y2Y students Lusia Pelletier, Rylan Pinkham and Olivia Champagne deliver a press conference during the 2018 Zombie event held in front of city hall on Oct. 24th.

On October 31st two members of Youth to Youth gave a mini-presentation about Youth to Youth and the Granite Youth Alliance program for the employees of the Piscataqua Savings Bank.

On October 27th Chief Breault attended the Indonesian Community Forum at the McConnell Center. The Chief gave a presentation on the department’s policy on immigration and answered questions about police-community relationships.

In October, Media Services produced a series of public service announcements for the Dover Votes! initiative. This campaign aims to encourage voter participation in local elections, while also providing useful information about the voting process, including how to register to vote, polling places, absentee ballots, and much more. PSAs and FAQs in October included a series of video spots, social media, and inclusion in the city’s electronic newsletters, including Dover Download. In addition, Media Services creates and maintains an online resource for all election-related information, including web pages devoted to specific elections, such as the 2018 General Election.

Media Services provided production and event coverage for several school events in October, including the official dedication of the new Dover High School.

In October, 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 Downtown Trick or Treat. In addition, Media Services works closely with the Dover Chamber on a number of upcoming, cohosted events. In October, this included Citizens Leadership Academy and the Local Experts Series.

Media Services continues to work with high school students on video production. These students are also now assisting with some city related PSAs and one student, Drew Hallett, is now working for the city as a part-time camera operator. (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 October, 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 37 press releases and numerous updates to the website and social media in October.

In October, DNTV-22 televised live, rebroadcast and made available online 17 public meetings and 4 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.

"Communication is what makes a team strong." *- unknown author*

In October, Fire and Rescue crews were very busy in the area of outreach. The most newsworthy major event was on Saturday, October 6th when Dover's famous Apple Harvest Festival occurred. With tens of thousands of people passing through the downtown on that Saturday (rumored to be 50,000) and with Central Avenue closed from the Upper Square to the Lower Square, this requires much planning by Dover's emergency services! From staging an ambulance on Water Street across from 1 Washington Center and adjacent to the Makem Memorial Bridge for the 5K road race, to having a fire engine Touch-a-Truck and the department's SAFE trailer located by the Indoor Pool on Henry Law Avenue, there were many opportunities for the department's staff to show off the equipment they use and answer questions. In addition to those dedicated displays, the department vehicles were redeployed between the three fire stations and around and within Apple Harvest to ensure if there was an emergency that help was not too far away. This included staging an on-duty engine in the lower square and an on-duty engine in the Janetos parking lot. Fire and Rescue also provided a medical tent at Franklin Plaza, with a small medical UTV (utility Task vehicle) borrowed from the Durham Fire Department. The first map below shows the layout of the Apple Harvest Festival, while the second image described the 5K Run/Walk route.

Fire & Rescue also provided medical coverage for the home football games in October at Dover High School, where an in-service ambulance was staged at the football field, providing medical coverage if needed for the players and spectators. In addition to that, Fire & Rescue assisted PCA of Dover with a permitted bonfire celebration and the Dover Middle School PTA's Trick or Trot 5K which started at the Shaw's Lane Soccer fields by Garrison Elementary. (Goal 4)

On October 12, 2018, Officer Mitrushi gave a presentation about Elderly Fraud and Scam Prevention at The Residence at Silver Square. Officer Mitrushi told the residents about popular scams, fraud prevention, and provided advice on how to handle aggressive scammers. Officer Mitrushi also spent time answering unrelated questions and meeting the residents. (Goal 4)

October also saw 12 various daycare, school, or civic groups schedule either station tours or visits from an in-service fire engine to discuss fire safety. Fire & Rescue is finding most organizations request an on-duty crew, calls for service willing, to visit on site versus the trend ten years ago when most would schedule a field trip to the fire station. Either way, Fire & Rescue will accommodate, and any organization can schedule these services anytime during business hours by calling 516-6150 or by emailing at Dover-Fire&Rescue@dover.nh.gov. Fire & Rescue also assisted with the October Wentworth Douglass Hospital babysitting class with discussions on calling 911, medical emergencies, and fire safety, as well as a Touch-a-Truck event hosted by Rocky's Ace Hardware. The Fire Chief also discussed Fire Safety with Don Briand in October in connection with Fire Prevention week, on TownSquare Media channels including WOKQ, SHARK, and some outside of Dover. The focus of that safety talk also included propane and natural gas safety considering the September gas system explosions in the Merrimac Valley area of Massachusetts and highlighted in last month's report. Also in October, Fire & Rescue participated in the Garrison School book night and delivered one fire extinguisher training class to the employees of Vygon located at 87 Venture Drive.

As October typically encompasses the National Fire Prevention Association's (known as the NFPA) Fire Prevention week, Fire & Rescue stretches out outreach activities over the entire month. This year's theme stressed looking for fires, listening for one's smoke detectors to activate, and learning about fire prevention.

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 483 Facebook (City of Dover NH Planning) friends and 898 followers on Twitter @DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 1,740 fans).

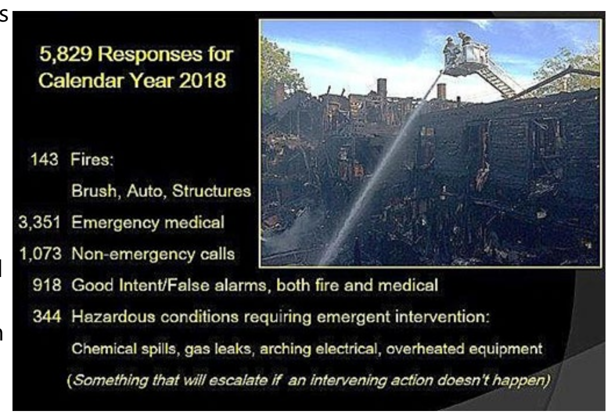
Community Development Planner Carpenter and Planning Department Intern Jackson Kaspari presented the Climate Adaptation Chapter and the Carbon and Nitrogen Footprint study at the New Hampshire Joint Engineering Society annual meeting in Concord, NH. (Goal 4)

Planning and Community Development staff continued to update the City website with presentations, maps and reports regarding updates to the Master Plan, Community Trail, and general demographic information. During the month of October, staff scanned over 40 maps, ranging from zoning to conceptual design plans, from the 1960s to 2000. These were identified and uploaded to the web, along with 100 scanned in September. Additionally, staff reviewed and identified over 100 reports to scan and upload in the coming months. These materials will bring the total online document archive to almost 750 items. This data can be found at http://www.dover.nh.gov/government/city-operations/planning/planning-documents/index.html

Planning and Community Development staff set up and hosted a booth at Apple Harvest Day on October 6th to promote the Planning Department, the Community Trail Committee and the Open Lands Committee.

Fire & Rescue staff along with representatives of the Police Department, attended former New Hampshire Supreme Court Chief Justice John Broderick presentation on October 11th in the new high School Auditorium on "***Understanding A Loved One's Mental Illness Struggle".*** Want to know more, go to http://www.fosters.com/news/20181007/understanding-loved-ones-mental-illness-struggle for more information.

Fire & Rescue participated in October as the number of other City Departments, in the Dover Chamber of Commerce facilitated Citizen's Leadership Academy. Every year, there is a friendly competition between the Police Department and Fire & Rescue to be voted as the most interesting presentation, and though the jury is still out, the approximately 25 attendees indicated they enjoyed the presentation given by on-duty and off-duty staff members. One of the key takeaways that calls for service have been increasing over the last year, month by month with 5829 responses for FY-18 logged and a projection of 5900 responses for Calendar Year 2018.



4

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

Water Rate: $5.18
Sewer Rate: $8.65

FY2018 Total Tax Rate: $25.87

→ City: $9.96
→ School: $10.91
→ State Education: $2.23
→ County: $2.77

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

Financial and Benchmark Outcomes

The Friends of the Library's annual booksale began on October 26 and by month's end had made $5,207.75.

Passport application processing fees provide a continuing source of revenue for the library. At $35 per application, the library received $805 in passport revenue during October.

Dover Rotary has voted to donate $25,000 to the Public Library for further development of the Family Place Library on the upper level of the Children's Room. A check presentation is being planned for December 12 when the Club will have their meeting at the library.

In addition to progress on various CIP projects, Fire & Rescue which closed out the COOP grant process in September following the receipt of the finished COOP plan from the contract vendor Jane Hubbard Consulting, received the reimbursement of the $6000 in costs, from the State of NH. The acronym COOP stands for Continuity of Operations Plan, which has been discussed in previous monthly reports.

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

Purchasing Office Bid Solicitations

Department	Bid Date	Bid Number	Description of Bid
Community Services	10/17/2018	B19019	Traffic Signal Repairs/Maintenance
	10/23/2018	B19013	Cochecho Falls Granite Retaining Wall Reconstruction
Executive	10/25/2018	Q19-004	Employee Holiday Luncheon
Finance	10/25/2018	Q19-003	Tax, Water/Sewer, MV & Donation Envelopes
Library	10/02/2018	B19021	Library Space Planning Project
Planning	10/31/2018	B19015	Window Treatments for City Hall

PO Report
October 31, 2018

DAC	PO Date	PO No.	Vendor Name	Amount
Police	10/15/2018	201903300	STATE OF NH-DOT	5,008.31
Police	10/15/2018	201903300	STATE OF NH-DOT	5,008.31
Community Services Department	10/17/2018	201903366	UNIVAR USA, INC.	5,073.22
Community Services Department	10/17/2018	201903364	JORDAN EQUIPMENT CO.	6,476.00
Fire and Rescue	10/04/2018	201903061	CITIZENS BANK-CREDIT CARD PAYMENT	7,148.00
Fire and Rescue	10/31/2018	201903828	SOUTHWORTH-MILTON INC	7,197.02
Fire and Rescue	10/31/2018	201903828	SOUTHWORTH-MILTON INC	7,197.02
Public Library	10/18/2018	201903446	PARK STREET FOUNDATION	7,382.00
City Information Technology	10/24/2018	201903590	DELL MARKETING L.P.	7,432.60
Community Services Department	10/29/2018	201903771	D. and C. CONSTRUCTION COMPANY, INC.	7,500.00
Recreation	10/17/2018	201903369	DF RICHARD, INC.	7,552.50
City Information Technology	10/18/2018	201903447	ONSOLVE, LLC.	8,000.00
City Information Technology	10/16/2018	201903327	DATA TRANSFER SOLUTIONS, LLC	8,268.10
Community Services Department	10/15/2018	201903274	ELECTRIC LIGHT CO, INC.	8,750.00
Executive	10/24/2018	201903591	STATE OF NH-DEPT OF LABOR	9,422.11
Community Services Department	10/25/2018	201903732	EJ PRESCOTT, INC	13,174.38
Executive	10/02/2018	201902883	NATIONAL RESEARCH CENTER, INC	15,345.00
Community Services Department	10/31/2018	201903884	TRI-STATE SEALCOATING & PAVING, INC.	16,080.00
City Information Technology	10/31/2018	201903891	HOWARD SYSTEMS, LLC.	19,438.00
Community Services Department	10/15/2018	201903282	TRI-STATE SEALCOATING & PAVING, INC.	20,672.50
Community Services Department	10/17/2018	201903365	SOUTHWORTH-MILTON INC	26,067.00
Recreation	10/15/2018	201903277	FOX TOURS	30,222.35
Community Services Department	10/03/2018	201902972	ROCHESTER NH, CITY OF	36,170.00
Community Services Department	10/15/2018	201903272	BOBCAT OF NH	58,739.00
City Finance Office	10/11/2018	201903208	WIPFLI / MACPAGE	61,400.00
Planning	10/03/2018	201903041	JOHN H. LYMAN & SONS, INC.	148,000.00
Community Services Department	10/29/2018	201903770	FREIGHTLINER OF NH, INC.	169,357.00
Community Services Department	10/03/2018	201902970	MORTON SALT, INC.	225,675.00

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	$ 85,399,464	$ 193,891	$ 2,112,384	2.0%	$ 83,287,080	$ -	$ 83,287,080	(97.5)%
Licenses & Permits	6,374,774	813,749	2,476,097	39.0	3,898,677	-	3,898,677	61.2
Intergovernmental	2,364,928	184,417	397,855	17.0	1,967,073	-	1,967,073	83.2
Charges for Services	3,793,842	344,142	1,295,631	34.0	2,498,211	-	2,498,211	65.8
Miscellaneous Revenue	821,479	74,201	400,449	49.0	421,030	-	421,030	51.3
Education	16,029,882	1,044,237	3,158,509	20.0	12,871,373	(2,982)	12,874,355	80.3
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	$ 2,654,637	$ 9,840,926	9.0%	$ 105,472,122	$ (2,982)	$ 105,475,104	91.5%
3213 Parking Activity Fund								
Licenses & Permits	$ 242,000	$ 15,105	$ 82,213	34.0%	159,788	$ -	$ 159,788	66.0%
Parking Income	600,000	57,289	265,336	44.0%	334,664	-	334,664	55.8%
Parking Fines	147,489	16,935	64,887	44.0%	82,602	-	82,602	56.0%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	$ 989,489	$ 89,329	$ 412,435	42.0%	$ 577,054	$ -	$ 577,054	58.3%
3320 Residential Solid Waste Fund								
Intergovernmental	$ 10,356	$ -	$ -	0.0%	$ 10,356	$ -	$ 10,356	100.0%
Charges for Services	945,000	91,880	349,221	37.0%	595,779	-	595,779	63.0%
Miscellaneous Revenue	0	745	1,837	0.0	(1,837)	-	(1,837)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	$ 1,184,768	$ 92,625	$ 351,059	30.0%	$ 833,709	$ -	$ 833,709	70.4%
3381 McConnell Center Fund								
Miscellaneous Revenue	$ 749,468	$ 63,378	$ 228,904	31.0%	$ 520,564	$ -	$ 520,564	69.5%
Operating Transfers In	217,415	22,939	106,330	49.0	111,085	-	111,085	51.1
Sub-total : 3381 McConnell Center	$ 966,883	$ 86,318	$ 335,234	35.0%	$ 631,649	$ -	$ 631,649	65.3%
3410 Recreation Special Revenue Fund								
Charges for Services	$ 446,315	$ 31,676	$ 144,179	32.0%	$ 302,136	$ -	$ 302,136	67.7%
Miscellaneous Revenue	15,500	522	691	0.0	$ 14,809	-	14,809	95.5
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	$ 32,198	$ 144,870	25.0%	$ 434,467	$ -	$ 434,467	75.0%
5300 Water Fund								
Charges for Services	$ 5,577,152	$ 292,319	$ 1,526,306	27.0%	$ 4,050,846	$ -	$ 4,050,846	72.6%
Miscellaneous Revenue	70,500	4,577	34,055	48.0	36,445	-	36,445	51.7
Sub-total : 5300 Water Fund	$ 5,647,652	$ 296,897	$ 1,560,361	28.0%	$ 4,087,291	$ -	$ 4,087,291	72.4%
5320 Sewer Fund								
Intergovernmental	$ 33,766	$ -	$ -	0.0%	$ 33,766	$ -	$ 33,766	100.0%
Charges for Services	7,238,232	414,893	2,121,011	29.0	5,117,221	-	5,117,221	70.7
Miscellaneous Revenue	57,000	6,162	33,156	58.0	23,844	-	23,844	41.8
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	$ 7,849,990	$ 421,055	$ 2,154,166	27.0%	$ 5,695,824	$ -	$ 5,695,824	72.6%
6100 Dovernet Fund								
Charges for Services	$ 1,141,022	$ 56,731	$ 410,822	36.0%	$ 730,200	$ -	$ 730,200	64.0%
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	$ 56,731	$ 410,822	28.0%	$ 1,033,002	$ -	$ 1,033,002	71.5%
Total : REVENUES	$ 133,974,991	$ 3,729,789	$ 15,209,874	11.0%	$ 118,765,117	$ (2,982)	$ 118,768,099	88.6%

City of Dover

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

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
EXPENDITURES								
1000 General Fund								
City Council	$ 588,169	$ 29,998	$ 113,432	19.0%	$ 474,737	$ 259,146	$ 215,591	36.7%
Executive	1,173,836	98,851	384,995	33.0	788,841	475,222	313,619	26.7
Finance	1,858,605	131,359	663,461	36.0	1,195,144	819,576	375,568	20.2
Planning	704,106	48,005	245,307	35.0	458,799	325,282	133,517	19.0
Misc General Government	829,935	31,254	116,695	14.0	713,240	100,227	613,013	73.9
Police	9,149,397	672,748	2,921,438	32.0	6,227,959	3,766,541	2,461,417	26.9
Fire & Rescue	9,406,962	692,530	3,101,040	33.0	6,305,922	3,498,985	2,806,937	29.8
Community Service Public Works	7,458,302	332,324	1,391,206	19.0	6,067,096	2,126,716	3,940,379	52.8
Recreation	2,245,631	156,947	677,810	30.0	1,567,821	613,702	954,119	42.5
Public Library	1,420,348	102,168	444,999	31.0	975,349	636,983	338,367	23.8
Public Welfare	796,220	39,543	153,353	19.0	642,867	134,703	508,164	63.8
Debt Service	12,311,694	5,998	20,745	0.0	12,290,949	51,230	12,239,719	99.4
Other Financing Sources/Uses	3,900,514	113,079	452,316	12.0	3,448,198	-	3,448,198	88.4
School	54,508,984	3,940,235	10,511,688	19.0	43,997,296	42,652,320	1,344,977	2.5
Intergovernmental	8,960,345	-	-	0.0	8,960,345	-	8,960,345	100.0
Sub-total : 1000 General Fund	$ 115,313,048	$ 6,395,039	$ 21,198,486	18.4%	$ 94,114,562	$ 55,460,633	$ 38,653,930	33.5%
3213 Parking Activity Fund								
Police	$ 989,489	$ 41,134	$ 184,336	19.0%	$ 805,153	$ 227,957	$ 577,196	58.3%
Sub-total : 3213 Parking Activity Fund	$ 989,489	$ 41,134	$ 184,336	18.6%	$ 805,153	$ 227,957	$ 577,196	58.3%
3320 Residential Solid Waste Fund								
Community Service Public Works	$ 1,303,495	$ 91,951	$ 314,755	24.0%	$ 988,740	$ 775,703	$ 213,036	16.3%
Sub-total : 3320 Residential Solid Waste Fund	$ 1,303,495	$ 91,951	$ 314,755	24.1%	$ 988,740	$ 775,703	$ 213,036	16.3%
3381 McConnell Center Fund								
Recreation	$ 966,883	$ 19,729	$ 108,029	11.0%	$ 858,854	$ 157,187	$ 701,667	72.6%
Sub-total : 3381 McConnell Center Fund	$ 966,883	$ 19,729	$ 108,029	11.2%	$ 858,854	$ 157,187	$ 701,667	72.6%
3410 Recreation Special Revenue Fund								
Recreation	$ 579,337	$ 56,117	$ 207,600	36.0%	$ 371,737	$ 96,792	$ 274,945	47.5%
Sub-total : 3410 Recreation Special Revenue Fund	$ 579,337	$ 56,117	$ 207,600	35.8%	$ 371,737	$ 96,792	$ 274,945	47.5%
5300 Water Fund								
Community Service Public Works	$ 5,671,054	$ 324,765	$ 1,413,247	25.0%	$ 4,257,807	$ 811,105	$ 3,446,702	60.8%
Sub-total : 5300 Water Fund	$ 5,671,054	$ 324,765	$ 1,413,247	24.9%	$ 4,257,807	$ 811,105	$ 3,446,702	60.8%
5320 Sewer Fund								
Community Service Public Works	$ 8,006,000	$ 512,117	$ 1,836,344	23.0%	$ 6,169,655	$ 1,673,294	$ 4,496,361	56.2%
Sub-total : 5320 Sewer Fund	$ 8,006,000	$ 512,117	$ 1,836,344	22.9%	$ 6,169,655	$ 1,673,294	$ 4,496,361	56.2%
6100 Dovernet Fund								
Other Financing Sources/Uses	$ 1,767,532	$ 108,272	$ 329,299	19.0%	$ 1,438,233	$ 444,954	$ 993,279	56.2%
Sub-total : 6100 Dovernet Fund	$ 1,767,532	$ 108,272	$ 329,299	18.6%	$ 1,438,233	$ 444,954	$ 993,279	56.2%
Total : EXPENDITURES	$ 134,596,838	$ 7,549,124	$ 25,592,096	19.0%	$ 109,004,742	$ 59,647,626	$ 49,357,116	36.7%

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
October 31, 2018

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Available
Revenue	1,217,196	111,139	346,538	28.5	870,658	0	870,658	71.5
Expenditures	969,082	83,409	296,297	30.6	672,785	302,834	369,951	38.2
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	**27,730**	**50,241**	**(2)**	**(50,241)**	**(302,834)**	**252,594**	**(167)**

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 visons 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. **September 2018:** Work is underway to follow up the neighborhood meeting that was held in early summer. The site was assessed and determination of what can be done with the current crop of trees is in the works. There is discussion on the potential expansion of the park area to accommodate additional features.	**October 2018:** No Update.

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.	**October 2018:** The arrival of the custom-built ambulance is still projected for early December

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.

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.

September 2018: The arrival of the custom-built ambulance is currently projected for early December. Since the Dodge/Ram D4500 Chassis was shipped to PL Custom from the Dodge/Ram Factory, the chassis pre-payment invoice of $42,908 arrived mid-September and was paid by the purchasing agent, with prepayment of the chassis saving $1000.

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:

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

Current Month Update:

October 2018:

Project was released for bidding mid-October. A pre-bid meeting was scheduled for November 6, and bids are due November 20. The intent is to bring a recommendation to the City Council at their November 28'th meeting to make an award to the lowest responsible bidder. The goal remains to have the wall removed this winter, with final repairs wrapping up spring of 2019.

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. **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. **September 2018:** Final design work and all permitting has been completed. The project is expected to be released for bidding the week of October 15. Intent remains to begin construction late fall or into early winter. The City Attorney continues to research liability and cost participation obligations of the hydropower company that leases the City property.	

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	**October 2018:** Planning and Community Development staff oversaw Martini Northern as it began to restore the City Council Chambers to its former scale. The work included removing walls, flooring and lighting. New paint, carpeting, were installed in October. In November, HD cameras and life safety elements will be installed. Envirovantage completed removal of asbestos tiles and mastic glue from the Planning offices on the first floor offices, and the Finance offices on the second in City Hall. The final work, which will extend into November is painting said offices.

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.

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

September 2018: Planning and Community Development staff oversaw Martini Northern as it began to restore the City Council Chambers to its former scale. The work included removing walls, flooring and lighting. New paint, carpeting, HD cameras and life safety elements will be installed in October.

CAPITAL IMPROVEMENT PROJECT:

City Hall – Customer Service Center

At the same time, Envirovantage worked to remove the asbestos tiles and mastic glue from the first floor offices in City Hall. Legal, Economic Development, HR and the City Manager's suites were all completed. New carpeting has been installed and work will continue on Planning and Finance offices in October.	

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.	**October 2018:** Skovic Construction finally completed their work in late October. Community Services staff will be reconstructing the abutting handicap parking area and will install a drain line to capture any potential run-off from the new atrium roof. Project complete.

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.

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.

September 2018: Skovic Construction is proceeding at a frustratingly slow pace, but appears to finally be nearing completion. The new copper sheeting roof has been installed and final sealing work is wrapping up. The roof is heated, so new gutters and downspouts will be installed, plus snow clips to make sure no snow accumulations can fall down.

CAPITAL IMPROVEMENT PROJECT:

Cochecho Riverfront Bank Stabilization & Site Prep

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

Project Description:

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.

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	**October 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. A meeting was held on October 25th to review the project with representatives of Eversource, Unitil and the developer, Cathartes.

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. **August 2018:** A CWDAC meeting was held on August 21st to review a project update. **September 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. A CWDAC meeting was held on September 18th to review a project update and review park plans.	

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.	**October 2018:** Pending improvements remain for Portland Avenue between Atlantic Avenue and the Ice Arena. Work was scheduled to proceed through late fall, but weather may prohibit any progress. Spruce lane between Mast Road and Back River Road will begin in spring 2019. All permitting has been approved and work will commence as weather allows.

CAPITAL IMPROVEMENT PROJECT:

General Sidewalk Improvements

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. **September 2018:** No update.	

CAPITAL IMPROVEMENT PROJECT:

General Street Improvements

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

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

Previous Month Update:	Current Month Update:
February 2018: Contractors finished up with the paving and gravel shoulders on Chestnut Street, Spruce Lane, Fourth Street and Leighton Way. **March 2018:** Requests for bids for the annual street paving program went out March 8. Two bids were received March 28, with Brox Industries the apparent low bidder at $1,765,468. Community Services and the Finance Department is working on a Resolution for City Council approval that will highlight the proposed funding sources. Anticipated goal is to make April 25 City Council Agenda. **April 2018:** No Update. **May 2018**: Community Services is waiting on conclusion of the FY18 Budget to determine exactly how much funding will be available for the paving program. **June 2018:** Community Services is working to finalize a proposed schedule in an attempt to complete all work at least by late October 2018. Once a schedule is proposed it will be posted on the City's Community Services website. **July 2018:** The City issued a purchase order to Brox Industries in the amount of $1.66 million for Pavement Maintenance. By the end of July we were approximately 1/3 complete with the proposed work per the list found at: http://www.dover.nh.gov/Assets/government/city-operations/2document/community-services/paving/Copy%20of%202018%20pave%20list.pdf Night work will be required for paving on Central Avenue, Start Avenue and Dover Point. Community Services will post alert notices on the City website once the work is scheduled.	**October 2018:** All paving work for 2018 wrapped in October. The City did receive a 50% reimbursement from Rollinsford for work performed along Oak Street. Community Services staff is also working with Unitil for reimbursement to Hilton Drive. Project complete.

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.

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.

September 2018: The City completed all of its annual Pavement Maintenance program. Final pavement long-striping was completed as weather would cooperate and allow. All long-line work has been completed and hand crews are due back one more night to complete symbols and had-applied striping of smaller segments.

Community Services staff has been working on priority recommendations for the proposed FY2020 program.

The City has issued Rollinsford an Invoice for a joint 50/50 funding for repaving Oak Street, between Portland and Broadway.

CAPITAL IMPROVEMENT PROJECT:

Heating Plant – Central & South End Stations

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

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

Previous Month Update:	Current Month Update:
February 2018: In January, it was also reported that progress is continuing developing the specifications for the replacement of the heating systems for both the South End Fire Stations and the Central Fire Stations, with direct vented Lochinvar high efficiency boilers chosen as the replacement boilers for each station. Fire & Rescue continued progress in February by working with one of the City's contracted heating vendors on installation pricing, which has been approved by the Purchasing Department as meeting the City bid requirements for plumbing and heating services. Consequently, a purchase requisitions for the installation of the new boilers in each station have been established and confirmed with Dennis Munson Plumbing and Heating. Installation will start once the winter heating system ends as each fire station will be without heating capability for a few days during the installation. **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.	**October 2018:** Dennis Munson Plumbing and Heating has been delayed and will hopefully complete the installs in December.

CAPITAL IMPROVEMENT PROJECT:

Heating Plant – Central & South End Stations

August 2018: Dennis Munson Plumbing and Heating is still anticipating installation to be in early September. **September 2018:** Dennis Munson Plumbing and Heating delivered the new boilers to each fire station and did have an installation planning meeting with Inspection Services in September and is now anticipating installation to be in late October.	

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	**October 2018:** A kick-off meeting was held to review materials and layout. Equipment is on order and crews might mobilize in December. Goal is to have everything completed by March 2019, with final tuning and adjusting expected into the early summer months.

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.

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.

September 2018: The Library HVAC contract has been awarded a project kick-off meeting is scheduled for October 17. The installation of equipment will begin late fall and extend into the winter months. The goal will be to have the new air conditioning equipment operational prior to the summer of 2019.

CAPITAL IMPROVEMENT PROJECT:

HVAC City Wide Building Transducer Replacement

The mechanical work is being performed simultaneously with the replacement of the boilers at the Indoor Pool. The intent is to realize common mobilization and overall project management efforts with the same mechanical contractor, Siemens.	

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. **September 2018:** The Indoor Pool heating system project bid will be placed on the agenda in October for Council approval.	**October 2018:** The contract has been awarded to Siemens and they are planning on a winter project start sometime in December to hopefully have it running by February or March.

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. **September 2018:** No update.	**October 2018:** Design effort remains on-going. Expectation is to release for bids in January 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	**October 2018:** No update.

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. **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. **September 2018**: No update.	

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. **September 2018:** Engineers from Dubois & King, the engineering consultant visited the site to establish pump design criteria. Engineers also visited other pump stations	**October 2018:** Design effort is on-going. Subsurface probes, soil samples and overall site assessment was completed in October. Goal is to proceed to bidding by January 2019. The NH DES reached out and mentioned there could be a possibility to qualify for SRF funding, as several communities with higher-rated projects have elected not to proceed. Staff will continue to explore options with both DES and the City Finance Office.

CAPITAL IMPROVEMENT PROJECT:

Pump Station Upgrade - Cochecho

throughout the City of Dover to learn about successes and issues to ensure this station meets staff needs. Survey of the area was completed. 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.	**October 2018:** Design effort is wrapping up. Field survey work was required to locate old boundaries of Nute Road, which is where discharge force main will be located. Goal is to bid this winter with construction underway early spring 2019.

CAPITAL IMPROVEMENT PROJECT:

Pump Station Upgrade – Varney Brook

Goal will be to have the project out to bid over the winter and ready for construction in the summer of 2019. **September 2018:** Staff is completing review of the Preliminary Design Report (PDR). The project has received SRF funding assistance and will go out to bid this winter. Construction is expected to commence spring 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 Ellliot 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	**October 2018:** Staff is waiting on a final report from the consultants. Community Services requested additional work scopes to complete improvements to areas along Stark Avenue and Elliot Park, as well as multiple spot repairs on problem areas within the downtown.

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.

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.

September 2018: The design phase is 90% complete. Staff has reviewed the received plans. They expect to receive 100% specifications and plans, for bidding, in November.

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. **September 2018:** TEC is moving forward with final design plans that will be presented at another neighborhood meeting. Goal is to go out to bid this winter, for a spring 2019 start.	**October 2018:** Design effort is wrapping up. Goal remains to go to bid this winter with construction scheduled to start spring 2019.

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*

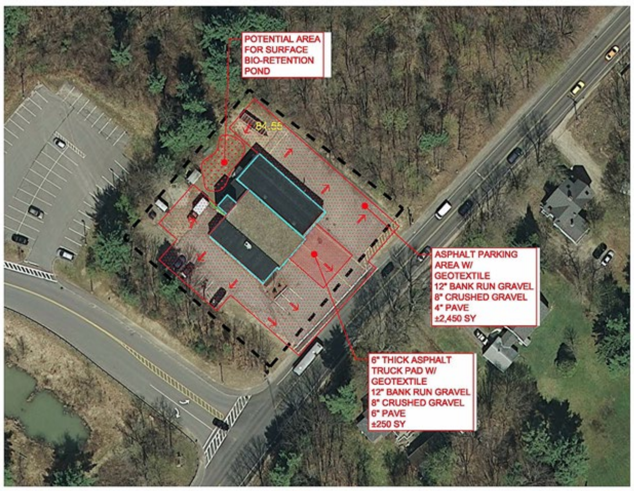
Previous Month Update:	Current Month Update:
February 2018: No Update **March 2018:** A meeting was held in March at the South End Fire Station between the Community Service Director, the Fire Chief, and a potential paving vendor as work progresses to define the scope of the ramp and parking area re-paving 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.	**October 2018:** Waiting for final CIP approval to see if the additional funding for the recently defined drainage scope of work is able to be funded in relation to all other City funding needs.

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.

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.

September 2018: The additional project cost for the defined drainage work solution has been inserted into the CIP and is now moving through the review process of the Planning Board and City Council.

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.	**October 2018:** Broadway Railroad Culvert. Bids came in much higher than expected. In order to proceed, the proposed CIP needed to be modified to secure sufficient funds. Topic was headed to City Council for November discussions.

CAPITAL IMPROVEMENT PROJECT:

Storm Drain Replacement – Broadway Railroad Culvert

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.

September 2018: The City has short listed contractors and has asked for cost proposals. 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 that	**October 2018:** City met with Eversource and the NH PUC to review the overall conversion and how the smart-control system is working. A few lingering light issues remain that require coordination between Eversource and the LED light supplier, Affinity LED.

CAPITAL IMPROVEMENT PROJECT:

Street Lighting Improvements

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.

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.

September 2018: Final punch-list work items continue to be resolved. City staff have undergone training of the smart control software. A joint meeting is scheduled for October 19 to present the overall project to both the NH Public Utilities Commission and Eversource.

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.	**October 2018:** No update.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction – Chestnut & Washington

September 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. To date work has moved forward on removing underground fuel storage tanks and other items needing to be removed from the area, in order to widen the right of way. 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.	**October 2018:** A neighborhood meeting was held in October. A surprise take-away was that residents were not all requesting new brick sidewalks. Some actually preferred to keep the existing concrete walkways. The design consultants are reviewing all the feedback from the meeting and are working to finalize design. It is expected another neighborhood meeting will be held before construction is expected to begin Spring 2019..

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. **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. **September 2018:** Wright Pierce, the design consultant, has worked on compiling the collected information including sewer investigation throughout the neighborhood. A neighborhood meeting has been scheduled for October 22nd at 6:00 pm at the community services building.	

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.	**October 2018:** Work is essentially 100% complete. Road was paved and all that remains is installation of a couple of concrete sidewalk panels once the overhead utility poles are relocated. Work has been coordinated with Eversource and Consolidated Communications.

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.

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.

September 2018: SUR Construction continued working on the reconstruction project. They completed much of the finish work including construction of sidewalks and driveway modifications.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction – Roberts Road

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

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

Previous Month Update:	Current Month Update:
Jan 2018: The Conservation Commission and the Planning Board reviewed and endorsed/approved a Wetland Permit Application and Conditional Use Application. The Wetland Permit has been submitted to the NHDES for approval. The project also received a NHDES Shoreland Protection Permit for work adjacent to the Piscataqua River. Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in February. The overall project will include the reconstruction of roadway to include an improved roadway bed and standardized pavement width. Drainage improvements will be incorporated. **Feb 2018**: Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in March. **March 2018:** Holden Engineering is working to obtain NHDES Wetland Permits and necessary drainage easements prior to finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in April. **April 2018:** Holden Engineering has obtained NHDES Wetland Permits and is working on securing necessary drainage easements prior to finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in May. **May 2018:** Holden Engineering is has obtained finalized design and bid specifications. The project was put out for bid and a pre bid meeting with contractors was held. Staff also worked with property owners to secure necessary easements for proposed drainage improvements. The overall project will include the reconstruction of roadway to include an improved roadway bed and	**October 2018:** Construction is wrapping up for the season, with base binder paving scheduled to get placed in November. The contractor had hoped to get granite curbing installed this year, but might have to return in the spring to complete the curbing, along with the final finish coat of paving.

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.

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:
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

September 2018: Northeast Earth Mechanics, continued work on the drainage system, primarily the construction of the stormwater outfall to the Piscataqua River, through the month of September. Crews also began upgrades to the existing drainage system in the roadway. Overall project to include:

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.	**October 2018:** Design work remains ongoing with a goal to head to construction by spring 2019. Early engineering estimates indicate more funding is required to reconstruct the road and complete drainage improvements. The proposed 2020 CIP includes a request for additional funding in order to complete the work.

CAPITAL IMPROVEMENT PROJECT:

Street Reconstruction – Spur Road

September 2018: The final design is progressing. Final street width is still being considered. Goal is to go out to bid this winter, for a spring 2019 start.	

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. **September 2018:** Since necessary survey/legal work has not been fully resolved, Community Services staff will likely make recommendation to City Manager and City Council for possibly reprogramming of funds for use on other priority drainage-related projects.	**October 2018:** Funding for this project has been recommended for reprogramming for emergency drainage work on St Thomas, Belknap and Mt. Vernon Streets. The Tanglewood project was approved in the FY2015 CIP and would be slated to lapse this coming year. Critical survey work for easements and rights-of-way have still not been resolved, which must occur in order to proceed with a design. A new stormwater outfall will be required on property which is not owned by the City. Although current funding is recommended to be reprogrammed. Community Services staff will be working on a proposed design and will begin negotiations with potentially impacted landowners.

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.	**October 2018:** The Dover Veterans Park 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 of donated bricks were delivered and were installed in late October. The construction of an additional path to go toward St. Thomas Street was built at the same time to be ready Veterans Day. 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:

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. **August 2018:** No update. **September 2018:** The Dover Veterans Park 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 of donated bricks was delivered this month to be installed in October. The construction of an additional path to go toward St. Thomas Street is going to be built before Veterans Day. 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.	**October 2018:** Design has been completed. Work is going out to bid in November. Construction is slated through summer of 2019, with proposed complete in August.

CAPITAL IMPROVEMENT PROJECT:

Water Main Replacement – Main & Washington

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.

September 2018: The design phase is 90% complete. Staff has reviewed the received plans. They expect to receive 100% specifications and plans, for bidding, in November.

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-	**October 2018:** In-house Community Services staff has begun swapping out old meters, as time allows. Upgrades are required for the radio-read system, so the City has to work with an antenna installer to make sure the appropriate equipment gets installed.

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.

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.

September 2018: The meter crew is in the process of changing out older (Trace and Orion) meter transponders. If the Badger meters are more than 20 years old, the meter is changed out as well. There are currently 3,271 new Galaxy meters within the city.

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. **September 2018:** No update.	**October 2018:** Work remains ongoing. Some of the sewer crossing work was slated for installation in November. The contractor was granted permission to open-cut the excavation as opposed to boring beneath the roadway. This should help ensure installation and appropriate grades to accommodate gravity flow.

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: Campbell Well House: 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. Lowell Ave: 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. New meter, and Drive building to replace Smith and Cummings sites, as well as new submersible pump for Cummings Well, Plans and Spec are complete Develop new wells at Willand Pond and build common building similar to Smith and Cummings for metering and drives, under design not 30% yet, survey and borings underway Somersworth Interconnect- Both city councils are working on the Interconnect agreement between Dover and Somersworth Raw water line from Willand Pond to Smith and Cumming 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. Garrison hill tank rehab – under design, not 30% yet	**October 2018:** A portion of the proposed Phase 2 Water System Improvements will going out to bid in November. Contracts were released for bidding for the Willand Pond Wells Facility and the corresponding Raw Water Transmission Main that needs to deliver water from the facility down to the Smith & Cummings Wells, where it will eventually be directed to the Lowell Avenue Treatment Plant.

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. **August 2018:** Somersworth Interconnect**-** Plans are wrapping up and should be out to bid late-2018. Rest remains unchanged. **September 2018:** No update.	

Workforce-Focused Outcomes

5

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

New hires in October: 4

4 = 1 Community Services, 2 Fire, 1 Recreation

Separations in October: 6

6 = 4 Community Services, 1 Fire, 1 Recreation

Staff members attended the Children's Librarians NH Conference, the YALS fall conference, the October ULAC meeting, the READS fall conference on library spaces and the New England Library Association Conference in Rhode Island.

Library Trustees hosted a public reception on October 9 honoring Library Director Cathy Beaudoin's being named as the NHLTA's Library Director of the Year.

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.*

From October 1-5, 2018, Officer Bryon Lynch attended Drug Investigations at PSTC. This class is taught by members of the NH State Police Narcotics Unit and teaches the basics of investigating suspected illicit drug trafficking. The class also deals with how uniformed police officers can develop information leading to drug arrests.

All sworn officers received training on their newly issued handgun lights and holsters during the month of October.

On October 4, 2018, Dispatchers Laura Kintz and Janie Jacques attended Crisis Intervention training in Conway, NH. This course is designed to teach communications personnel effective communications skills to not only get the needed information from the caller, but also to teach them how to use verbal communication skills to lower emotions and de-escalate the situation.

From October 23-26, 2018, Dispatcher Heidi Wunschel attended SPOTS training. This training is mandatory for dispatch personnel to be able to conduct record checks.

From October 25-26, 2018, Chief William Breault attended Police Chief's Development Program conducted by Primex. The program has been developed to provide basic tools, resources and information are critical to police chiefs in New Hampshire.

From October 29 – November 2, 2018, Dispatcher Heidi Wunschel attended Basic Communications training held in Hampton, NH. This training blends the knowledge and skill building information needed for a dispatcher with the most up to date information on the technology and issues in public safety communications center.

On October 29-November 2, 2018, Officers Adam Gaudreault and David Collis attended Interview and Interrogation held at PSTC. This training will provided the students with the skills to gain high quality information from individuals no matter what their status is in an investigation.

In October Vicki Hebert submitted her application for recertification to maintain being a Certified Prevention Specialist. Once the application is approved the certification will be extended another 2 years and be good through November 2020.

During October 2018, all sworn officers completed the department wide training on dealing with individuals with mental illness.

During October 2018, all detectives completed training with the New England State Police Information Network (NESPIN). This system is an information and resource sharing system for law enforcement throughout New England.

During October 2018, all detectives and several patrol officers and supervisors, completed training on the Law Enforcement Assisted Diversion program.

Community Development Planner Carpenter attended the New England conference of the National Community Development Association.

Community Development Planner Carpenter and Assistant City Planners Benton and Piekut attended the Northern New England Chapter of the American Planners Association conference on October 25-26 in Northport, Maine. Community Development Planner Carpenter presented the City’s Climate Adaptation Chapter as part of a panel discussing region and local efforts to address climate resiliency.

Casey Mitchell, WWTP Operator I, attended the Motors, Drives and Energy Efficiency course sponsored by the Granite State Rural Water Association. This course was held in Jaffrey, NH.

William Boulanger, Deputy Director, Joseph Boucher, Public Works Supervisor, and Kevin Sullivan, Maintenance Mechanic, attended the Road Maintenance 101 course the University of New Hampshire Technology Transfer Center. This course took place in Stratham, NH.

Richard Fowler, Maintenance Mechanic III, and Sharon Sirois, Facilities, Grounds and Cemetery Supervisor, attended a Technical Meeting sponsored by the New Hampshire Public Works Association. This meeting was held in Exeter, NH.

William Boulanger, Deputy Director, and Gretchen Young, Assistant City Engineer, attended the Lost Art of Communication workshop sponsored by the New Hampshire Department of Environmental Services. The workshop was held in Pembroke, NH.

The Utilities Division attended the 2018 Drinking Water Expo and Trade Show sponsored by the New Hampshire Water Works Association. This trade show took place in Concord, NH.

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

Though there were many trainings in October at Fire and Rescues, here are a few highlights. October saw the second half of the annual training session delivered for the advanced Driver/Operators who have extra responsibilities in the department and are called Engineers. They receive 8 hours of advanced training on rural water supply and tanker shuttle operations. These skill sets are critical in the areas in Dover where there are no hydrants.

A contract instructor who specializes in rural water supply operations taught the class which included a significant hands-on component. In addition to learning new skill sets, a second mission was to test the organization's draft rural water supply SOG (Standard Operating Guideline) developed over the last year and then improve it, using what was learned in the class. Having a rural water supply SOG to standardize the delivery of thousands of gallons of water when needed at a fire, was a need identified when reviewing SOG's over a year ago and has been in the works since. The top picture, right, shows the attack engine which is farthest away, being supplied by the closest engine in the picture to the viewer, as well as by a third engine which is out of sight feeding the large supply hose that has been laid down the street. The next picture shows Engine 5 tied into a water supply system in a manner that lets Engine 5 boost the pressure in the supply hose system if needed without interrupting water flow during the switch over, which boosts the gallons per minute of flow being sent out of sight down the street to the right.

Above: EJ, Shawn & Matt

The next step in rural water supply planning is after practicing over time, and with the assistance of mutual aid partners, is scheduling an ISO (Insurance Service Organization) rural water supply test where competency can be proven before ISO evaluators, there by earning a better ISO rating for those areas in Dover outside the hydrant district. A better rating equals a reduction in the cost of property insurance in those areas, in addition to improving firefighter safety by reducing the risk of an interrupted water supply.

In October, Fire & Rescue Lieutenant EJ Hoyt competed for and was appointed to fill, the open Assistant Chief position of the Newington Fire Department. Immediately after that, Firefighter/Paramedic Pat Moynihan competed for and was appointed to fill an open Newington Fire Lieutenant position. Fire & Rescue congratulates EJ and Pat and wishes them well with their new roles across the bridge southward.

As Shawn Croteau was the remaining Engineer/Paramedic on the Lieutenant's promotional list, Shawn was promoted to Lieutenant taking EJ Hoyt's place on C-Shift - congratulations Shawn! Firefighter/Paramedic Matt Adams was next on the Engineer's specialist assignment list, taking on that role the Shawn Croteau was filling. The photo to the right shows all three of them during Newington Assistant Chief EJ Hoyt's last day with Dover Fire & Rescue on the left, with new Lieutenant Shawn Croteau in the middle, new Engineer/Paramedic Matt Adams on the right – congratulations everyone on your achievements!

Below: Bill Carey

This created two entry level firefighter positions that needed to be filled. As several great hires remain on the hiring list after their participation in our entry level assessment center months ago and highlighted in a previous monthly report, Firefighter/Advanced-EMT Bill Carey started work on October 15th and Firefighter/Advanced-EMT Megan Dionne started October 29th. Bill moves from the Pease Air National Guard Fire Department that protects the airport property on the Pease Tradeport, and Megan moved from the Nottingham Fire Department after serving there for several years. Bill is shown in the first picture bel ow and Megan in the second - Welcome Bill and welcome Megan!

Below: Megan Dionne

November 2018 Anniversaries

EMPLOYEE	DEPT/DIVISION	YEARS OF SERVICE			
White, Dave W	Public Works	30			
Brown, Troy T	Fire	20			
Tsouramanis, Jean M	Human Resources	18			
Petrin, Scott M	Police	17			
Seawards, Robert E	Public Works	17			
Trefethen, Krista S	Recreation	16			
Mitchell, Dana C	Police	15			
Wingren, Diana L	Police	15			
Mandigo, Alan R	Public Works	14			
Mason, Elizabeth N	Fire	14			
Myers, Jennifer J	Fire	14			
Roberts, James F	Recreation	13			
Mistretta, Susan M	Finance	12			
Lavoie, Jason A	Public Works	6			
Lockhardt, Aimee K	Library	6			
Openo, Mai N	Library	3			
Worden, Clarence W Jr	Inspection Services	3			
Sullivan, Kevin M	Public Works	2			
McNeil, Michael C	WWTP	1			
Muirhead, Kevin R	Public Works	1			

Sustainability-Focused Outcomes

6

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

The Planning and Community Development Department, worked with Finance, Legal and Community Services staff to finalize draft Power Purchase Agreements for installation of solar panels at the Indoor Pool and Dover High School. These two projects are proposed to be completed with ReVision Energy. A final version of the DHS Power Purchase Agreements was signed in September. Moving forward, Planning Staff is transitioning its role to the SAU for installation oversight. In the meantime, Planning and Legal staff continued to work with stakeholders to understand the impacts of the project and plan for a successful completion.

City Planner Bird organized an easement monitoring visit with two volunteers from the Open Lands Committee on October 31st.

Planning and Community Development and Community Services staff continued to work with Gaia Energy to study City owned buildings and property to see identify opportunities for solar panels beyond the high school and indoor pool projects. Work in October included narrowing down the potential properties to 10 for projects and creating a detailed list of information that needs further vetting.

Assistant City Planner Piekut and the Energy Commission began researching how other municipalities have incorporated energy and sustainability-related responsibilities into staff positions.

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 goal number it reflects.

Goal 1: Sustain Long-Term Economic Development

a. Support Cochecho Waterfront Development Advisory Committee (CWDAC) for needed permitting, municipal infrastructure work and creation of development agreements.

b. Establish by June 30, 2018 a Rezoning Committee to research, review and recommend areas to be rezoned – CWDAC & Planning Board.

c. Continue to develop relationships with school district, higher education and local businesses for workforce development.

d. Continue to support and maintain initiatives to sustain affordable housing.

Goal 2: Communication & Engagement

a. 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.

b. 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

a. By October, 2018, and then annually, review and update existing Strategic Plan and CIP.

b. By December 2018, City Council prioritizes infrastructure needs: Environmental, Historic/Cultural resources, Technology.

c. By May 2019 and then annually, City Council passes individual department appropriations for infrastructure improvements and innovations.

Goal 4: Health & Safety

a. City Manager working with department heads to define Dover's role in encouraging quality healthcare for all citizens.

b. Council to support continued high-quality public health and safety services through budgeting process, annually.

c. Planning to execute on strategies included in the City's Master Plan (Climate Chapter) – annually

d. 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.

a. Investigate opportunities for shared services across City & School.

b. 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)

c. 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.

d. Community Event at new high school/Career Technical Center (CTC) to explore opportunities to connect across all parts of the City and identify partnership opportunities.

J. MICHAEL JOYAL, JR.
CITY MANAGER

CITY COUNCIL - MINUTES

CITY OF DOVER

Meeting Type:	**Public Meeting to Enter Non-Public Session**
Meeting Location:	**McConnell Center, Room 305**
Meeting Date:	**Wednesday, November 14, 2018**
Meeting Time:	**6:30 pm**

The audio recording failed for this meeting.

The City Council will meet in a Public Meeting to enter a Non-public Session to discuss the following topic:

Personnel hiring, compensation, and evaluation.

NOTE: The non-public meeting is not open to the public per RSA 91-A:3 II(b). The hiring of any person as a public employee.

Meeting was called to order by Mayor Weston.

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gasses, Councilor Keane, Councilor Muffett-Lipinski, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams.
Absent: Councilor Ciotti.
Also Present: City Manager Joyal

Deputy Mayor Carrier motioned to enter Nonpublic per RSA 91-A:3 ii(b): The hiring of any person as a public employee; seconded by Councilor Shanahan.
Roll Call Vote: 8/0.

Mayor and Councilors discussed providing a compensation adjustment to recognize the City Manager's successful performance. Consensus was to introduce a resolution and vote during the upcoming Regular Council Meeting to award an additional $75 per week to the City Manager's base pay.

The City Manager recommended that the Mayor and Council not seal the Non-Public meeting minutes.

Motion made by Deputy Mayor Carrier and seconded by Councilor Thibodeaux to adjourn into a public meeting.
Vote: 8/0.

The City Council adjourned to Regular Meeting at 7:10 pm.

CITY COUNCIL - MINUTES

CITY OF DOVER

Meeting Type:	**Regular Meeting**
Meeting Location:	**McConnell Center, Room 306**
Meeting Date:	**Wednesday, November 14, 2018**
Meeting Time:	**7:00pm**

1. **CALL TO ORDER**

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

Councilor Williams led the Pledge of Allegiance

4. **ROLL CALL ATTENDANCE**

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Gasses, Councilor Keane, Councilor Muffett-Lipinski, Councilor Shanahan, and Councilor Williams. Councilor Thibodeaux left after the City Manager's Report.
Absent: Councilor Ciotti.
Also Present: City Manager Joyal, City Attorney Blenkinsop, and Acting City Clerk Mistretta.

5. **PROCLAMATIONS/AWARDS**

6. **APPROVAL OF AGENDA**

Deputy Mayor Carrier moved to add as Item 13.B.3.: Reprogram Floral Avenue CIP Appropriation to Broadway Drainage Systems Improvement Project. He referred to Item 12.C.1. and substituted as a whole the background information. He substituted as a whole Item 12.C.3. He moved to add as Item 13.A.5.: 2018 City Manager Employment Agreement Amendment. Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.

7. **PUBLIC HEARINGS**

   A. **CHAPTER 166 – SECTIONS 57, 59, and 60**
   SPONSORED BY MAYOR WESTON BY REQUEST

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

   B. **PARKING FEE SCHEDULE UPDATE**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
   SPONSORED BY MAYOR WESTON BY REQUEST

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

C. REPROGRAM TANGLEWOOD DRIVE CAPITAL IMPROVEMENT PROGRAM (CIP) APPROPRIATION TO DRAINAGE SYSTEM IMPROVEMENT PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE OCCURRING ON NOVEMBER 28, 2018)
SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, which contained items from the Legal and Economic Development Departments. He recognized the Community Services crew and Sergeant Speidel on maintaining traffic flow during the Central Avenue railroad work. He gave an overview of the Dover Main Street's holiday activities to encourage shopping in the Downtown area. He said the City is waiting for its appointment with the State to set the tax rate.

Councilor Williams thanked the City Manager and staff for the recycling handout that was included in the water/sewer quarterly bill. It explained what can and cannot be recycled.

Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Keane.
Vote: 8/0.

10. APPROVAL OF MINUTES

A. October 24, 2018 – Regular Meeting
B. November 7, 2018 – Non-Public Session #1
C. November 7, 2018 – Non-Public Session #2

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attended the past two weeks: Children's Museum, Leadership Academy Graduation, Veteran's Ceremony at the Dover High School, Maple Suites' Veterans' Day ceremony. She also listed several ribbon cuttings she performed and listed the new businesses.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Shanahan.
Vote: 7/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166 – SECTIONS 57, 59, AND 60
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 3/4; Failed. Councilors Keane, Shanahan, and Williams voted in favor.
Councilor Gasses moved to reconsider the vote; seconded by Deputy Mayor Carrier.
Roll Call Vote: 7/0.
Councilor Shanahan referred to Page 3 of this Ordinance, and moved to strike "School Street" section from PARKING AREA and related background materials; seconded by Deputy Mayor Carrier.
Roll Call Vote: 7/0.
Mayor Weston asked for a roll call vote on the Ordinance as amended.
Roll Call Vote: 7/0.

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. ADOPTION OF FISCAL YEAR 2020-2025 CAPITAL IMPROVEMENTS PROGRAM
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
City Manager Joyal asked for the background material be formally substituted again at this point in the meeting.
Deputy Mayor Carrier moved to substitute the background materials, "Capital Improvements Program – FY 2020-2025, All Projects"; seconded by Councilor Keane.
Roll Call Vote: 7/0.
Deputy Mayor Carrier moved for the adoption of the amended resolution; seconded by Councilor Keane.
Roll Call Vote: 7/0.

2. **APPROPRIATION FOR FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   SPONSORED BY MAYOR WESTON BY REQUES

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Gasses.
Roll Call Vote: 7/0.

3. **APPROPRIATION FOR FY2020 CAPITAL IMPROVEMENTS PROGRAM AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to substitute the resolution as a whole; seconded by Councilor Shanahan.
Vote: 7/0.
City Manager Joyal gave an overview of the changes to the Resolution and the need for it to be referred to a public hearing on November 28, 2018, with the Council vote to occur on December 12, 2018.
Deputy Mayor Carrier moved to refer to a public hearing on November 28, 2018; seconded by Councilor Williams.
Vote: 7/0.

4. **PARKING FEE SCHEDULE UPDATE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
   SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Councilor Williams moved to amend the resolution to strike “ADD School Street (angled spaces) $35/month/Business”; seconded by Councilor Shanahan.
Vote: 7/0.
Mayor Weston asked for a vote on the amended Resolution.
Vote: 7/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **B17024 EXCAVATION OF WATERFRONT PARCEL ON RIVER ST AMENDMENT ONE**
   SPONSORED BY MAYOR WESTON BY REQUEST

2. **B19019 TRAFFIC SIGNAL REPAIRS AND MAINTENANCE**
   SPONSORED BY MAYOR WESTON BY REQUEST

3. **EMERGENCY REPLACEMENT OF FAILED VARIABLE FREQUENCY DRIVES AT RIVER STREET PUMP STATION**
   SPONSORED BY MAYOR WESTON BY REQUEST

4. **PHASE II INFILTRATION AND INFLOW STUDY - AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE AMENDMENT THREE**
   SPONSORED BY MAYOR WESTON BY REQUEST

5. **2018 CITY MANAGER EMPLOYMENT AGREEMENT AMENDMENT**
   SPONSORED BY MAYOR WESTON

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Muffett-Lipinski.
Mayor Weston asked the Council if they had items they would like pulled for further discussion. She pulled Committee Report 13-18.
Councilor Shanahan pulled 13.A.1.
Mayor Weston asked for a roll call vote on the remaining items on the Consent Calendar.
Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.1.; seconded by Councilor Shanahan.
City Planner Steve Bird gave an overview of the Resolution to the Council.
Roll Call Vote: 7/0.

McConnell Center Advisory Board Report - None.

Councilor Shanahan gave an overview of the Ordinance Committee Report to the Council.
Deputy Mayor Carrier moved to accept the Ordinance Committee Report; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

Parking Commission – None

Pool Advisory Committee – None

Councilor Williams gave an overview of the Recreation Advisory Board Report to the Council.
Deputy Mayor Carrier moved to accept the Recreation Advisory Board Report; seconded by Councilor Keane.
Vote: 7/0.

Councilor Muffett-Lipinski gave an overview of the Solid Waste Advisory Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Solid Waste Advisory Commission Report; seconded by Councilor Williams.
Vote: 7/0.

B. RESOLUTIONS

1. **AUTHORIZATION TO TERMINATE AND RESOLVE DOVER CHILDREN'S CENTER LEASE AND DEBT**
   SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
Vote: 7/0.

2. **RESTORATION OF MERGED LOTS (55 BOSTON HARBOR ROAD)**
   SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Williams.
Vote: 7/0.

3. **REPROGRAM FLORAL AVENUE CIP APPROPRIATION TO BROADWAY DRAINAGE SYSTEMS IMPROVEMENT PROJECT**
   (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
   (TO BE REFERRED TO A PUBLIC HEARING ON NOVEMBER 28, 2018, WITH CITY COUNCIL VOTE TO OCCUR ON DECEMBER 12, 2018)
   SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a public hearing on November 28, 2018; seconded by Councilor Keane.
Vote: 7/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Mayor Weston talked about the Dover 400th Anniversary T-Shirts for sale.

Councilor Muffett-Lipinski talked about the forum for Mental Health Matters she attended at the Dover High School.

16. ADJOURN

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Williams.
Vote: 7/0.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2018.10.24 – 146**

Resolution Re: Reprogram Tanglewood Drive CIP Appropriation to Drainage System Improvement Projects

WHEREAS: On January 22, 2014 the City Council adopted the Debt Financing authorization for FY2015 CIP projects, which included $385,000 for Street Reconstruction Tanglewood Drive; and

WHEREAS: There is $368,650 of unexpended appropriations for the Tanglewood Drive reconstruction project and the project has been delayed due to no resolution on surveys; and

WHEREAS: The City has identified three areas that require immediate drainage system improvements and funding is needed for these drainage projects; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of $368,650.00 of unexpended appropriation is hereby reprogrammed from the identified Street Reconstruction Tanglewood Drive project to Drainage System Improvement projects as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4015.1.300.43121.4751.03177.15	Tanglewood Drive Reconstruction	368,650.00	(368,650.00)	0.00
4015.1.300.43155.4715.03xxx.15	Drainage System Improvements	0.00	368,650.00	368,650.00
	Total Available Funding	368,650.00	0.00	368,650.00

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

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: Susan Mistretta, Acting City Clerk

CITY OF DOVER	CITY OF DOVER - RESOLUTION
	Agenda Item#: 12.C.1.
	Resolution Number: **R – 2018.10.24 – 146**
	Resolution Re: Reprogram Tanglewood Drive CIP Appropriation to Drainage System Improvement Projects

DOCUMENT HISTORY:

First Reading Date:	10/24/2018	Public Hearing Date:	11/14/2018
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

On January 22, 2014 the Dover City Council approved the FY15-FY20 six-year Capital Improvements Program (CIP), which included an appropriation in FY15 for the reconstruction of Tanglewood Drive.

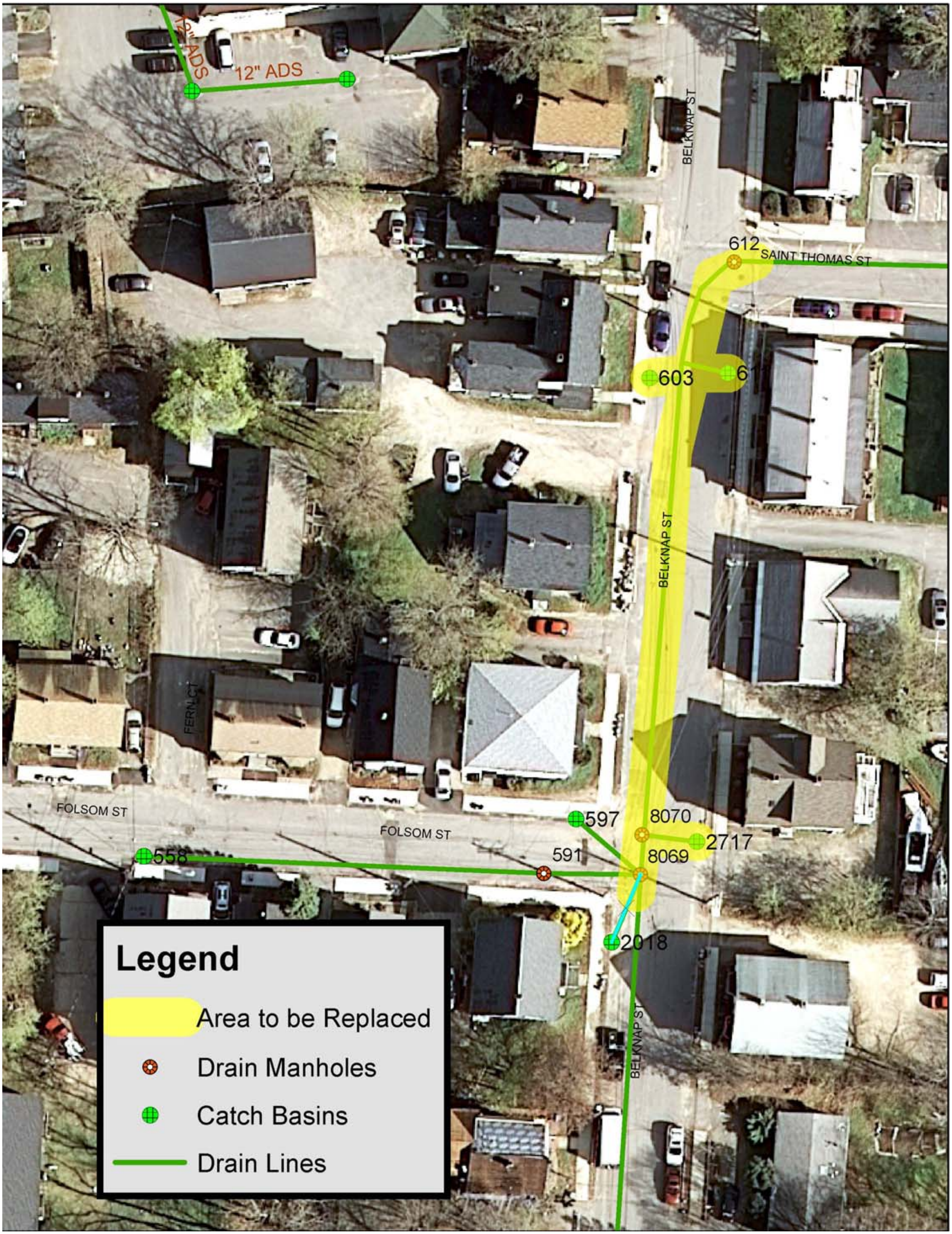
This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the reconstruction of Tanglewood Drive. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified Tanglewood Drive reconstruction project. This resolution reprograms funding from the identified Tanglewood Drive project to Drainage System Improvement projects.

Funding is needed for three (3) separate storm drainage projects that require immediate improvements to address three (3) separate collapsed storm drainage pipes. One is Locust/St Thomas; another lower Belknap; and the last one is a cross-country segment at Mt Vernon. There are diagrams/sketches attached to this resolution for each identified drainage project. .

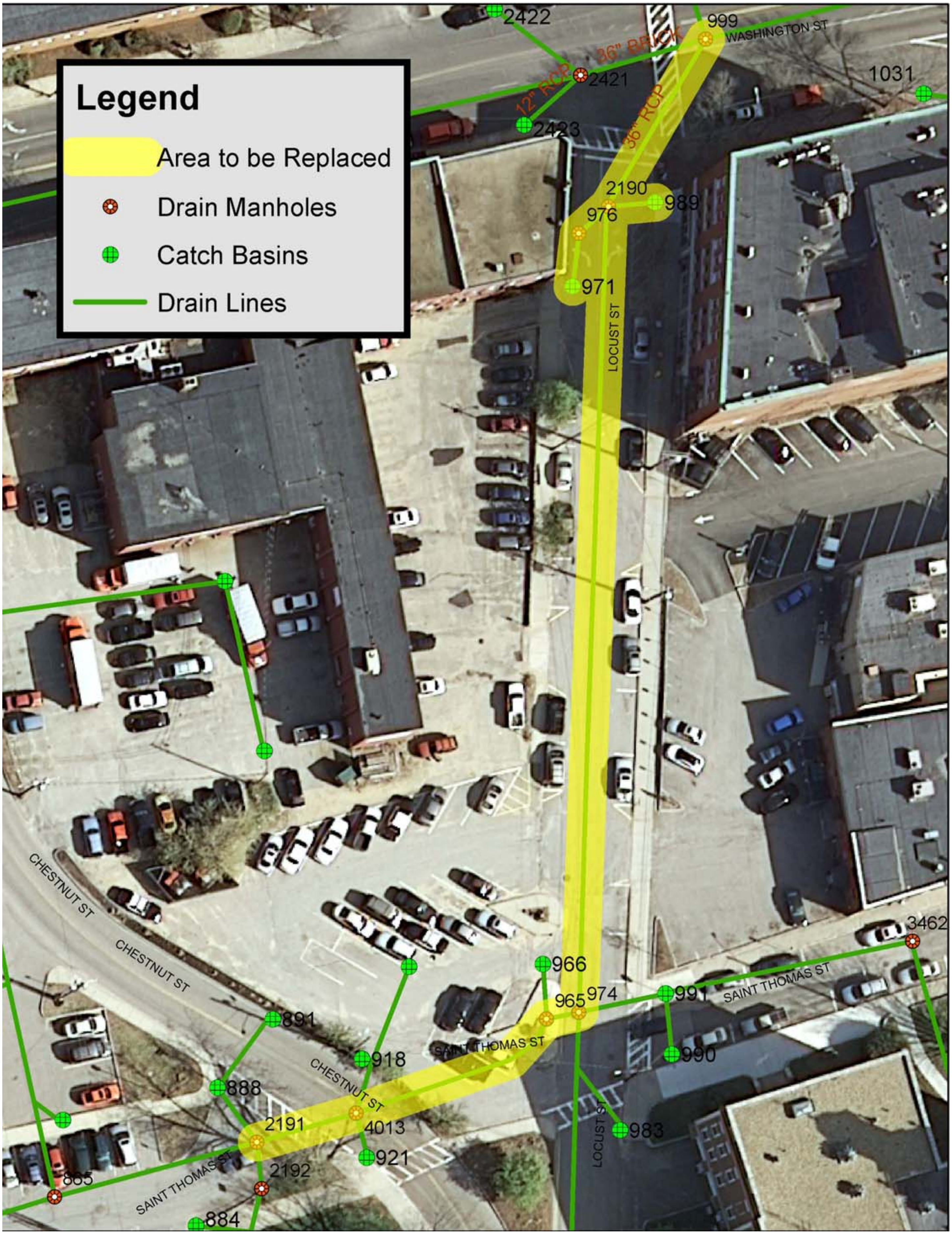
- Approximately 600 linear feet of new 24-inch diameter storm drainage piping on Locust Street & St Thomas.
- Approximately 375 linear feet of new 24-inch diameter storm drainage piping to connect Mt Vernon to Grove Street
- Approximately 600 linear feet of new 18-inch diameter storm drainage piping along lower Belknap Street.

There will be miscellaneous drainage structures added and work will include pavement restoration.

These three drainage projects require funding in excess of the annual Drainage System Improvements funding of $150,000 contained within the operating budget. Since these three areas are pressing issues, City administration determined reprogramming the available appropriations from the Tanglewood Drive project because there is no resolution on survey/legal items to allow the City to proceed with the Tanglewood Drive project.


12" ADS
12" ADS
BELKNAP ST
612
SAINT THOMAS ST
603
BELKNAP ST
FERN CT
FOLSOM ST
FOLSOM ST
597
8070
2717
558
591
8069
2018
BELKNAP ST
Legend
Area to be Replaced
Drain Manholes
Catch Basins
Drain Lines

HOUGH ST
659
2432
646
2433
654
2431
HOUGH ST
714
767
2801
777
MOUNT VERNON ST
2005
HOUGH ST
776
640
634
637
7345
641
GROVE ST
760
MOUNT VERNON ST
4009
2006
Legend
Area to be Replaced
Drain Manholes
Catch Basins
Drain Lines



Legend
Area to be Replaced
Drain Manholes
Catch Basins
Drain Lines
WASHINGTON ST
36" BRICK
12" RCP
36" RCP
LOCUST ST
SAINT THOMAS ST
CHESTNUT ST
2422
999
2421
1031
2423
2190
989
976
971
966
965
974
991
3462
990
891
918
888
2191
4013
921
983
2192
885
884

PE RMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(√) the type of application:

RAFFLE* ✓ , TAG*_____, BLOCK PARTY**____,

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

Organization Name: Great Bay Figure Skating Club
Federal Tax ID number for Organization: 23 - 7430844

Check (√) Nature of Organization:

Religious___, Educational___, Charitable___, Civic___, Sports ✓, Veterans___, Fraternal or Political___, Other__
(Describe) Great Bay Figure Skating Club
Contact Person: Karen Benedetti Day Time Telephone: 603-609-5885
Address: 119 Cottonwood Dr. Dover Email k.benedetti@comcast.net
Purpose of Permit: 50/50 Raffle
Date of Event: 12/8/18 Specific Time: 11:00 am
Location of Event: Dover Ice Arena 110 Portland Ave

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

Prize (s) To Be Awarded: 50% of money collected
Cost of Ticket: $1 Date of Drawing: 12/8/18
Place of Drawing: Dover Ice Arena 110 Portland 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

okay
DS

*********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 Benedetti DATE: 11/13/18
(duly authorized)

PRINTED NAME: Karen Benedetti

Licensing Board Approval [signature] Date: 11/15/18

CITY OF DOVER	**CITY OF DOVER - ORDINANCE**
	Agenda Item#: 13.C.1.
	Ordinance Number: **O – 2018.11.28 – 012**
	Ordinance Title: Sidewalks and Highways
	Chapter: 152
	Section: 11. Permit for Driveways

The City of Dover Ordains:

1. **PURPOSE**
   The purpose of this ordinance is to amend Chapter 152-11. Permit for Driveways.

2. **AMENDMENT**
   Chapter 152 entitled "Sidewalks and Highways" is hereby amended by revising Section 11. Permit for Driveways as follows:

152-11. Permit for Driveways.

All applications for a permit to repair, widen, reconstruct, or construct a driveway from a residential or commercial property onto a PUBLIC ROAD shall comply with the relevant provisions of Chapter~~s 92 and 149~~155 of the Dover Code.

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

PUBLIC HEARING REQUIRED

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:	Susan Mistretta Acting City Clerk		

CITY OF DOVER - ORDINANCE

CITY OF DOVER

Agenda Item#: 13.C.1.

Ordinance Number:	**O – 2018.11.28 – 012**
Ordinance Title:	Sidewalks and Highways
Chapter:	152
Section:	11. Permit for Driveways

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.		

ORDINANCE BACKGROUND MATERIAL:

This amendment is necessitated by Planning Board action in May 2018 to move the regulation of driveways into Chapter 155, and the subsequent rescission of Chapter 92 by the City Council.

COMCAST

November 16, 2018

Dover City Council
City of Dover
288 Central Avenue
Dover, NH 03820

RE: Important Information—Price Changes

Dear Members of the Council:

All of us at Comcast are committed to delivering the entertainment and services our customers in your community rely on today, and the new experiences they will love in the future. As we continue to invest in our network, products and services, the cost of doing business rises. One of our largest costs, and one that continues to increase, is the fees we pay to programmers so that we can continue to offer the best in entertainment, news and sports. As a result, starting December 20, 2018, prices for certain services and fees will be increasing, including the Broadcast TV Fee and Regional Sports Network Fee. Please see the enclosed Customer Notices for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We are working hard to bring our customers great value every day and exciting new developments in the near future, including:

- Talk to the X1 Voice Remote to navigate content
- We offer the first talking TV guide for those with visual disabilities
- Netflix, YouTube, Pandora, and Sling TV and more apps are available on X1
- We continue to make customer interactions simpler with more all-digital tools as an alternative to visiting a store or calling.
- Speed upgrades allowing us to offer the fastest Internet speeds to the most homes in the country
- Control of home WiFi from anywhere, on any device, with xFi
- 19 million Xfinity WiFi hotspots available nationwide

In addition, we wanted to share with you this Xfinity TV Update: On December 18, 2018, Evine Live will be available on chs 89 & 1047.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs

Attachment: Customer Notices

Important Information Regarding Your Xfinity Services and Pricing

Brentwood, Allenstown, Antrim, Auburn, Bedford, Boscawen, Bow, Candia, Canterbury, Chichester, Concord, Derry, Dover, Durham, East Kingston, Epping, Epsom, Exeter, Fremont, Goffstown, Greenland, Hampstead, Hampton, Hampton Falls, Henniker, Hillsborough, Hooksett, Hopkinton, Kensington, Lee, Loudon, Madbury, Manchester, Nashua, New Castle, Newfields, Newington, Newmarket, North Hampton, Northfield (service availability limited to certain areas), Nottingham, Pembroke, Plaistow, Portsmouth, Raymond, Rochester, Rollinsford, Rye, Salem, Seabrook, Somersworth, South Hampton & Stratham, NH

Effective December 20, 2018

We hope you are enjoying your Xfinity services.

I am writing with some important information about your Xfinity service.

As families and homes rely more on technology, we're working to bring you better and more reliable services. We're improving our products, strengthening our network, and investing in technology. We're always working to provide the programming you value and enjoy, whether it's on TV or streaming on your smartphones, tablets, and laptops.

Programming fees—the fees networks and broadcast stations charge us to deliver programming—continue to rise. These are among our biggest expenses, along with the cost of always improving our products and services. Though we absorb many of these costs, some must still be passed through to customers. As a result, your price may increase starting with your next bill.

We understand that price increases are never welcome. While some fees may be going up, we hope you see your services improving as well.

I know you have choices when it comes to service providers, and I appreciate that you chose us. From our products to our people, we're committed to delivering experiences you'll love.

Thank you for being an Xfinity customer.

Sincerely,

Tracy Pitcher
Regional Senior Vice President

We're committed to improving your experience. Here's some of what we offer:

- The fastest Internet speeds to the most homes in the country
- Increased Internet speeds 17 times in 17 years
- 90% of our customers can now get 1 Gigabit download speeds if they choose—no other major provider can say that
- The Emmy Award-winning X1 platform delivers the most user-friendly experience
- The X1 Voice Remote integrates with some of your favorite apps like Netflix and YouTube
- The new Xfinity xFi platform gives Internet customers unmatched speed, coverage, and control with their home Internet service
- Xfinity WiFi hotspots are available in 19 million locations nationwide
- The Xfinity Stream app provides the most free shows and movies
- Xfinity On Demand offers 163,000+ shows and movies

More details on these price changes are enclosed.

For additional information, go to **xfinity.com/pricechanges**.

If you are currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice plans, the prices for those specific services will not be affected during the applicable period. However, equipment charges, taxes and fees, including Broadcast TV Fee and Regional Sports Network Fee, are subject to change.

Important Information Regarding Your Xfinity Services and Pricing

Brentwood, Allenstown, Antrim, Auburn, Bedford, Boscawen, Bow, Candia, Canterbury, Chichester, Concord, Derry, Dover, Durham, East Kingston, Epping, Epsom, Exeter, Fremont, Goffstown, Greenland, Hampstead, Hampton, Hampton Falls, Henniker, Hillsborough, Hooksett, Hopkinton, Kensington, Lee, Loudon, Madbury, Manchester, Nashua, New Castle, Newfields, Newington, Newmarket, North Hampton, Northfield (service availability limited to certain areas), Nottingham, Pembroke, Plaistow, Portsmouth, Raymond, Rochester, Rollinsford, Rye, Salem, Seabrook, Somersworth, South Hampton & Stratham, NH

Effective December 20, 2018

TRIPLE PLAY PACKAGES	Current	New
Standard Triple Play - with Blast! Internet upgrade add	$18.00	$20.00

DOUBLE PLAY PACKAGES	Current	New
Choice TV Double Play - with Blast! Internet upgrade add	$18.00	$20.00
Standard Double Play - with Blast! Internet upgrade add	$18.00	$20.00
Select Double Play - with Blast! Internet upgrade add	$18.00	$20.00
Signature Double Play - with Blast! Internet upgrade add	$18.00	$20.00

XFINITY® TV	Current	New
Broadcast TV Fee	$8.00	$10.00
Franchise Related Cost		
Bedford	$.19	$.30
Concord	$.27	$.30
Derry	$.09	$.10
Hampstead	$.84	$.87
Nashua	$.13	$.14
Pembroke	$.10	$.12
Plaistow	$.64	$.65
Seabrook	$.22	$.23
Regional Sports Fee	$6.75	$8.25
Service to Additional TV - with CableCARD	$7.45	$7.27
Service to Additional TV - with TV Adapter	$5.99	$6.99

INSTALLATION (Effective 1/1/2019)	Current	New
Hourly Service Charge - Initial Installation of Service	$40.00	$50.00
Hourly Service Charge - After Initial Installation of Service	$40.00	$50.00

XFINITY® Voice	Current	New
Non-Published Directory Listing (per line)	$2.97	$3.50

XFINITY® Internet	Current	New
Blast! - Xfinity Internet Service Only	$92.95	$94.95
Blast! - with Xfinity TV or Voice Service	$79.95	$81.95
Modem Rental	$11.00	$13.00

MU248J18

Important Information – Price Changes
November 16, 2018
Additional Information

In addition to the price changes listed in the attached general **Important Information Regarding Xfinity Services and Pricing**, customers subscribing to the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text: *"In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2018, the price of [package or service name from below] will increase from $XX.XX to $XX.XX per month. Prices exclude taxes and fees."*

XFINITY® Internet	Current	New
Blast! Speed Upgrade	$18.00	$20.00
Galaxy w/ leased modem	$59.95	$61.95
NetOne w/ leased modem	$59.95	$61.95

TRIPLE PLAY PACKAGES	Current	New
MDU HD Preferred Plus XF Triple Play	$142.99	$149.99
MDU Preferred Plus Triple Play	$132.99	$139.99
MDU Preferred Extra Triple Play	$124.99	$129.99
MDU HD Preferred XF Triple Play Bundle	$122.99	$127.99
MDU Preferred Triple Play	$112.99	$117.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS	Current	New
Latino Basic TV Package	$25.27	$28.27
Brazilian International Selection	$20.00	$34.99
Digital Economy	$37.27	$39.95
Digital Economy (with Xfinity Internet or Voice)	$35.27	$39.95
Basic Latino with Economy Plus Internet Double Play	$55.22	$58.22
Performance Extra Double Play	$73.27	$77.99
Internet Plus with Showtime Double Play	$77.27	$81.99
Internet Plus with HBO Double Play	$83.27	$87.99
Internet Plus Latino Double Play	$83.27	$87.99
Basic Latino with Performance Internet Double Play	$87.22	$90.22
Internet Pro Plus with Showtime Double Play	$87.27	$91.99
Blast Extra Double Play	$88.27	$92.99
Internet Pro Plus with HBO Double Play	$90.27	$94.99
Blast Plus Double Play	$98.27	$102.99
Blast Plus with HBO Double Play	$105.27	$109.99
HD Broadband Double Play	$137.31	$147.99
Starter Double Play	$147.22	$149.22
Preferred with Performance Pro Double Play	$147.17	$151.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS Cont.	Current	New
HD Entertainment Double Play	$152.31	$157.99
Preferred Latino Double Play	$165.12	$169.99
Preferred Double Play	$165.17	$167.17
Premier with Performance Pro Double Play	$185.31	$189.99
Nuevo Completo Triple Play	$72.17	$80.17
MultiLatino Plus Triple Play	$80.17	$83.17
Triple Play Economy Bundle	$90.17	$94.85
Basic Latino Triple Play	$95.17	$98.17
Basic Pro Triple Play Bundle	$108.27	$112.99
Economy Pro Triple Play Bundle	$116.27	$120.99
Value Plus Triple Play	$138.81	$142.99
Value Plus LD Triple Play Bundle	$138.81	$142.99
Economy Plus Latino Triple Play Bundle	$138.31	$142.99
Starter Latino Triple Play	$145.81	$149.99
Starter XF Triple Play Bundle	$150.81	$154.99
Triple Play Economy Video Bundle	$152.17	$156.85
HD Starter Triple Play	$158.81	$162.99
MultiLatino Ultra Triple Play	$158.81	$162.99
Preferred XF Triple Play Bundle	$163.81	$167.99
Preferred Latino Triple Play	$163.81	$167.99
MultiLatino HD Ultra Triple Play	$168.81	$172.99
HD Preferred Triple Play	$173.71	$177.99
HD Preferred XF Triple Play Bundle	$173.81	$177.99
Preferred Extra Latino Triple Play	$173.81	$177.99
HD Preferred Plus Triple Play	$183.81	$187.99
MultiLatino HD Ultra Plus Triple Play	$188.81	$192.99
HD Preferred Extra XF Triple Play Bundle	$190.81	$194.99
HD Preferred Plus XF Triple Play Bundle	$193.81	$197.99
MultiLatino HD Total Triple Play	$213.81	$217.99
HD Premier Triple Play	$218.81	$222.99
HD Premier XF Triple Play Bundle	$218.81	$222.99
HD Complete XF Triple Play Bundle	$251.49	$255.99