



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 27, 2019**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. CHAPTER 22 ĩ ETHICAL STANDARDS

SPONSORED BY MAYOR WESTON

B. CHAPTER 133 ĩ PEDDLERS AND VENDORS, SECTION 4 - APPLICATIONS

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. February 13, 2019 ĩ Regular Meeting

11. MAYOR&S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 22 ĩ ETHICAL STANDARDS

SPONSORED BY MAYOR WESTON

2. CHAPTER 133 ĩ PEDDLERS AND VENDORS, SECTION 4 - APPLICATIONS

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B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE ĩ Great Bay Figure Skating Club**
2. **ROAD RACE ĩ Horne Street School PTG**
3. **ROAD RACE ĩ American Cancer Society, March 24, 2019**
4. **ROAD RACE ĩ American Cancer Society, April 7, 2019**
5. **B15060 ADDITIONAL DESIGN SERVICES FOR WATERFRONT DEVELOPMENT
PHASE III FLEX FUND**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B18056 AWARD OF BID TRAFFIC CONTROL/FLAGGING SERVICES YEAR TWO**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **APPROVAL OF PUBLIC ART INSTALLATION AT THE DOVER INDOOR POOL
BUILDING**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **CITY WIDE 2019-2020 GROUNDWATER MONITORING PROGRAM WITH EMERY
& GARRETT GROUNDWATER INVESTIGATIONS LLC**
9. **APPROVAL OF NH INDONESIAN COMMUNITY SUPPORT LEASE AGREEMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
10. **AUTHORIZATION TO SEEK LOT LINE ADJUSTMENT BETWEEN CITY-OWNED
PARCELS ON RIVER STREET AND WASHINGTON STREET**
SPONSORED BY MAYOR WESTON BY REQUEST
11. **COCHECO WATERFRONT DEVELOPMENT WETLANDS PERMIT APPLICATION**
SPONSORED BY MAYOR WESTON BY REQUEST
12. **APPROVAL OF LAND EXCHANGE AND LOT LINE ADJUSTMENT AGREEMENT
BETWEEN CITY AND CANDIA SOUTH BRANCH BROOK HOLDINGS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST



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COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board | 15. Parking Commission |
| 2. Planning Board | 16. Pool Advisory Committee |
| 3. 400th Anniversary Committee | 17. Recreation Advisory Board |
| 4. Appointments Committee | 18. Solid Waste Advisory Commission |
| 5. Arena Commission | 19. Transportation Advisory Commission |
| 6. Arts Commission | 20. Waterfront TIF Advisory Board |
| 7. Conservation Commission | 21. Joint Building Committee i Dover High School
and Regional Career Technical Center |
| 8. Downtown TIF Advisory Board | 22. Joint Building Committee
Garrison Elementary School |
| 9. Energy Commission | 23. COAST |
| 10. Heritage Commission | 24. Dover Main Street |
| 11. Legislative Liaison | 25. Strafford Regional Planning Commission |
| 12. Library Board of Trustees | 26. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |

B. RESOLUTIONS

1. **CITY'S OPPOSITION TO DEVELOPMENT OF WELCOME CENTER IN AREA OF
EXIT 6 OF SPAULDING TURNPIKE**
SPONSORED BY SPONSORED BY COUNCILOR THIBODEAUX
2. **ACCEPTANCE OF TERM SHEET BETWEEN THE CITY OF DOVER THROUGH
THE DOVER HOUSING AUTHORITY AND CPI MANAGEMENT LLC
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 13, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST
3. **CDBG ACCEPTANCE OF ACTION PLAN AND ENTITLEMENT FUNDS
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 13, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

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



CITY MANAGER'S REPORT



Raymond Vermette,
President of New England
Water Environment Association

Feb 27, 2019

Reporting on: January 2019

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

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

Section 2: Product & Process Outcomes

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

Section 3: Leadership & Governance Outcomes

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.

Section 4: Financial & Benchmark Outcomes

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.

Section 5: Workforce-Focused Outcomes

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

COMMON ABBREVIATIONS

ACO	Animal Control Officer	POP	Problem Oriented Policing
CREU	Community Response & Enforcement Unit	SIB	Special Investigations Bureau
DPL	Dover Public Library	SCRTOU	Strafford County Regional Tactical Operations Unit
F&G	Facilities & Grounds	Y2Y	Youth to Youth
HSRO	High School Resource Officer		
MSRO	Middle School Resource Officer		
WFRO	Whittier Falls Resource Officer		

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



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



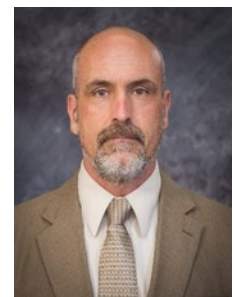
Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City
Manager-Planning
Director



John Storer
Community
Services Director

1. Customer Focused Outcomes

"ENSURE OVERALL MUNICIPAL SERVICE DELIVERY REMAINS RESPONSIVE TO NEEDS OF COMMUNITY AND THAT RESPONSE TIME TO CITIZEN CONCERNS IS REASONABLE."

The Utilities Division experienced a water break on Ela Street. This was a ring crack on a six inch cast iron main. A wrap around was utilized to complete the repair. Water was off for approximately four hours.

Crews have been busy with the installation of a new four inch water line running from the new Shaw's Lane Well to the existing meter building for the fields. The new well will supply irrigation to the soccer fields which will no longer utilize city water.

As crews have been checking off the hydrants on the final check off list, they found a frozen hydrant. This hydrant will have to be replaced.

There were three reports of sewer blockages during the month of January. The first blockage was reported at 12-14 Mount Vernon Street. The second was blockage was reported at 12 Court Street. These were both on the property owner's side. A contractor is conducting the repairs. At 15 Morin Street, a blockage was reported on the line that enters the manhole. Utilizing the jet truck, staff cleared the blockage as well as jetted the sewer main for all of Morin Street out to Central Avenue.

During the months of January, the meter crew conducted 84 stopped meter appointments, 33 backflow appointments, 32 turn off for winter appointments and 65 final reading appointments.

The Utilities Division assisted the Highway Division with snow operations.

During the month of January, the Highway Division was kept busy with winter storm operations. Roads were pretreated with a brine solution prior to eight winter events, applying a total of approximately 20,435 gallons. All City streets and parking lots were plowed and snow was removed as needed.

Sidewalks in the downtown and along school routes were cleared after each storm. Spot sanding/salting was performed on icy roadways and sidewalks (and straight sand on all dirt roads) after varying temperatures resulted in slippery conditions.

The new residential sand/salt pile, located at the beginning of Piscataqua Road was restocked. Several of the bins in the downtown were refilled. Employees continued to mix sand and salt for upcoming storms.

Administrative staff fielded 11 service calls requesting pothole repairs. Two Truck Drivers repaired 170 potholes on various areas throughout the city. Crews made a few trips to Massachusetts to obtain hot top, as the local plants are currently closed for the season.

Mailboxes damaged by plows were either repaired or replaced as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring and any lawn damaged will be repaired at that time as well.

Approximately 1,171.71 tons of salt and 830 yards of sand was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed.

The Facilities, Grounds and Cemeteries handled 105 service calls and 183 work orders in January. In Pine Hill Cemetery, employees attended 2 full burials and 1 interment of ashes.

Sixty-nine work orders pertaining to buildings were addressed. These addressed heating issues, plumbing issues, finishing up the relocation of various offices, and removing old fixtures or shades so new ones can be installed. Preventive maintenance on HVAC systems was ongoing, filters

were changed and heating issues were addressed. Monthly elevator inspections and fire extinguisher inspections were conducted.

Thirty-one work orders were generated pertaining to facilities and grounds issues. The remainder of the Christmas decorations were removed and stored away. Crews participated in snow removal operations or sand/salt operations whenever needed. During the very cold spells, employees checked the various buildings on a daily basis to be sure unoccupied spaces didn't have any plumbing or heating issues relating to subzero temperatures.

Nineteen work requests pertaining to traffic light issues were addressed. One traffic signal post was struck by a motor vehicle and repaired by the Electric Light Company. Pedestrian crossing lights or push buttons continued as an issue this month, with one intersections experiencing recurring problems. Repairs and service are ongoing. A yellow light required replacing. Eleven streetlight issues were reported that require attention by AFFINITY. Three décor lights were repaired, as well as the lights on the community trail bridge.

Sign work was addressed in twelve work requests. Some posts required attention due to motor vehicle accidents, other were the moving of signs due to telephone poles being replaced or removed.

Winter maintenance of equipment used during the summer months was ongoing. Mowers, string trimmers, leaf blowers are given a thorough going over so that they are low maintenance in the months they are used the most.

Ten tree related issues were investigated and attended to, with one being related to a motor vehicle accident. Five dead trees were removed from the City right of way on Central Avenue. Street trees are often prone to damage from road salt and snow removal operations so don't grow to mature heights as trees further removed from the roads. Facilities & Grounds employees marked the area where the new Facilities, Grounds & Cemeteries maintenance facility will be located so the removal of trees can commence. This work will be done by City employees, in an effort to reduce costs. Urban Tree

worked removing tree growth in a retention area and also around a municipal water treatment plant, removing trees and growth encroaching along the fence line.

The City Electrical Supervisor has been very busy working with the Utilities Division and SCADA Technician on various issues. Also, working on some street light issues and electrical projects at City Hall, as that renovation is wrapping up.

Facilities, Grounds and Cemeteries is very happy to welcome Stephanie Parsons to our staff on January 28th. Stephanie is the Facilities Project Manager and is busy overseeing the wrapping up of the new high school project, as well as another ongoing project at Garrison School. She will be instrumental in the planned design build/construction of the new maintenance facility for the Facilities, Grounds & Cemeteries division in Pine Hill Cemetery.

During the month of January 2019, 11 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

The Special Investigations Unit detectives continue to investigate the shooting death of a Dover man on Cocheco Street that occurred in December 2018. This case remains an active and on-going investigation.

An investigation that began in November 2018 led to the arrest of a Manchester man for robbery in January 2019.

SIU detectives continue to work on multiple investigations regarding previous overdose deaths that have occurred in Dover. These investigations seek to identify the individuals who provided illegal drugs to those who subsequently overdosed and died.

In addition, SIU detectives investigated five unattended deaths in January 2019.

Also in January detectives assisted with or conducted multiple investigations into illegal narcotics trafficking in Dover while also assisting the Community Response and Engagement Unit with multiple activities.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During January, one of these investigations was on-going.

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

Sergeant Tarmey has coordinated with Liquor Enforcement officers regarding future enforcement practices at establishments with a pattern of liquor related violations.

Sergeant Tarmey conducted a comprehensive review of a Dance and Entertainment License application for a local business. The business has had a number of disturbances over the past year and a review of their license application was requested prior to issuing the license. Ultimately, the license was issued but the business has been put on notice that they will be monitored by the police department and liquor enforcement and that continued disturbance and other issues may result in enforcement action.

Throughout the month of January, Sergeant Tarmey worked with staff at Woodman Park School regarding "Well Child" checks on children/families. Several of these calls were later referred to DCYF central intake.

In January, Officer Mitrushi was temporarily assigned to the Dover High School for four days during the

school resource officer's vacation. While at the school, Officer Mitrushi investigated four motor vehicle break-ins and assisted with an emotionally disturbed student.

In January, Officer Mitrushi assisted with two drug related arrests following motor vehicle stops by patrol officers. On January 25, 2019, Officer Mitrushi assisted Officer Couch and Officer Cooper with a motor vehicle stop on a stolen motor vehicle. Officer Mitrushi subsequently placed a passenger of the vehicle under arrest for possession of a controlled drug. On January 20, 2019, Officer Mitrushi assisted Officer Collis with a motor vehicle stop and placed the passenger under arrest for possession of a controlled drug.

Mounted Patrol: January
20 public assists
06 parking assists
33 community action/homeless assists

During the month, 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 winter can be a challenging time for the mounted patrol with more layers to ward off the cold and safety during inclement weather. The horses are equipped with winter studded horse shoes and snowball shock pads. These pads prevent the snow from building up in the horses' hooves and also help reduce the impact of the hard streets on the horses' joints. The studded horse shoes prevent slipping on the icy streets. The horses are able to get

around in most types of weather without issue. The most dangerous thing for the mounted unit is the motoring public on slippery streets. The officers evaluate the safety before heading out on patrol and may choose to stay off the busy streets and patrol the parks and neighborhoods as well as the trails and wooded areas where the transient populations tend to reside.

The mounted unit works closely with Community Action to ensure that the officers are contacting and offering services to all the unhoused individuals in our city. The contacts with the homeless are typically overlapping with Community Action but this provides an extra layer of support for these individuals. The mounted unit typically points the homeless liaison in the direction of new homeless camps or locations where new individuals in need tend to congregate. The final numbers for 2019 should be made available soon.

During the month of January, the Dover Police Department responded to 1,417 calls for service throughout the City. In addition, officers made a total of 1,053 traffic stops. Officers also initiated 118 non-enforcement related contacts with the community. The total number of incidents handled by the police department for January, 2019 was 2,588.

January library circulation totaled 23,599 items. 149 new library patrons registered, for a total active cardholder count of 14,631. 12 of these new patrons were non-resident Dover workers or students (now 653 in that category).

1,402 people attended, or registered for, 72 free programs at the library during January.

Animal Control – January

Total animal calls for service:	48
Handled by Officers/Dispatch:	45
Handled by Animal Control Officer:	03

Breakdown of Animal Calls:

Founds Animals: 2

Loose Animals: 17

Animal Bites: 3

Welfare Checks: 9

Struck Deer: 4

Misc/Other: 13

The Animal Control Officer (ACO) received 41 voicemail messages and returned those calls. The ACO also followed up on 6 reports initially handled by officers. One of those follow ups was determined to be an animal cruelty case. DPD was granted custody of the dog and he was placed in a home. Criminal charges are pending against the owner.

DISPATCH COMMUNICATIONS

RADIO TRANSMISSIONS

13,406

PHONE CALLS

7,660

911 CALLS RECEIVED

420

LOBBY CUSTOMERS

393

POLICE ALARMS RECEIVED

110

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

20

FIRE & MEDICAL ALARMS

72

OTHER ALARMS

1

POLICE RESPONSE TO CALLS BY PRIORITY: JANUARY

Priority 1: Immediate = 181 Responses

Crimes in progress; injury accidents; alarms

Priority 2: Rapid = 101 Responses

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

Priority 3: Timely = 465 Responses

Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions

Priority 4: As Officers are Available = 670 Responses

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

Priority 5: Motor Vehicle Stops = 1,171 Responses

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of January 2019, the Dover Police Department responded to nineteen (19) emergency incidents and arrived on scene in less than six minutes to 79% of those calls (19 calls, 4 in six minutes or more).

Inspection Services also was busy in January with a total count for inspections conducted and permits issued at 646. Below is the Inspection Services activity breakdown for January:

JANUARY:

Inspections - Life Safety	109	Inspections - Plumbing/Mechanical	171	Inspections - Woodstove/Fireplace	0
Inspections - Business	14	Inspections - Blasting	0	Permits Issued - Blasting	0
Inspections - Sprinkler/Alarm	18	Inspections - Health	54	Permits Issued - Building	47
Inspections - Building	108	Inspections - School / Daycare	08	Permits Issued - Certificate of Occupancy	14
Inspections - Electrical	102	Inspections - Oil Burner	01	TOTAL	646

January was a very busy month with Fire & Rescue responding to 534 calls for service which is an average of 17 per 24-hour period. 11 of the calls for service were for fires, 330 were for medical emergencies, 16 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 74 were either false or good intent in nature, with the remaining 103 being for non-emergent requests. Of the emergencies, there were 145 times where simultaneous emergencies were occurring with 21 of those times where 3 or more emergencies were occurring at the same time. The busiest day for Fire & Rescue in January was Tuesday, January 22, 2019 when there were 34 calls for service while the slowest day of the month was Tuesday, January 08, 2019 when there were 8 calls for service.

Looking at January 22 when the busiest 24-hour time segment occurred with 34 calls for service, that was also when the most serious fire occurred. The fire was reported at 3:37 AM inside 29 Second Street which is an old, wooden, seven-unit apartment building. An occupant on the third floor called 911 reporting smoke on the third floor that appeared to be coming from the second floor, with smoke detectors sounding. The Engine from the Central Fire Station on Broadway arrived in just under 3 minutes from the time of dispatch to find smoke coming from the building even though the occupant from the fire apartment met the crew at the front door while saying that there was no fire and no problem in their apartment. As it was obvious from the smoke condition inside the interior stairs that a fire was in progress, the crews ignored that occupant's information and started stretching a hose line from the fire engine up the stairs to the apartment door which was warping at the top from the heat inside the apartment. One of the first tactical priorities in a fire in an apartment building like at 29 Second Street is to hold the main interior exit stairs in case there are rescues that need to be made from the upper floors, which is why this was the priority of this crew. While that operation was occurring, another crew was positioning a hose line at the exterior rear of the building where fire was now coming out of an exterior window from that second-floor apartment. The bulk of the fire was

knocked down quickly by that exterior hose line and after the fire had been visibly reduced and that hose line stopped, the crew in the interior stairwell then forced the door to the fire apartment and entered and finished the extinguishment. This very fast and coordinated attack stopped the fire before its spread into any walls or ceiling assemblies, to the third floor or the roof, which is common and would have happen in another 30 seconds or so. The term in the fire service industry for this type of operation is called transitional fire attack and is a change from past practices for progressive fire departments in the last 5 to 8 years or so, based on scientific research conducted by NIST (National Institute of Standards and Technology) as to what tactics are most effective. The other arriving crews were used to search, to treat and transport one of the occupants from the fire apartment that after initially refusing the need for treatment - started having breathing difficulty, and other related job tasks. Mutual aid crews arrived as is standard policy for any fire in a large wood frame building to have a supply of crews to rotate in immediately when needed, when the first arriving firefighters need to change out their breathing air cylinders. Why did the occupant deny having a fire? That is yet to be determined and part of the focus of the investigation. The picture below shows the fire building after the fire was suppressed, with the ladder truck assisting Eversource employees who are inspecting the electrical service to the building.



The building fire discussed previously, at 3:37 AM was the fifth call for service since midnight. There were six more calls for service during the fire

handled by a combination of mutual aid and off-duty Dover Fire & Rescue employees that had been recalled per department policies. The remaining 23 calls for service were spread out throughout the day and included two natural gas or propane leaks, a car accident, water leaks, many medical emergencies, and a number of good intent/ alarm system issues to name a few categories of responses, which shows the diversity of what Fire & Rescue must be prepared for each and every day.

Services assisted with in January, in addition to numerous other projects that are in various stages of progression, all generating meetings and hours of plan review and other related activity that Inspections does each day.

There were several noteworthy builds and projects Inspections worked at in January. The first was the Third Street mixed-use project shown from Fourth Street in the first photo, and the same situation with the similar Mechanic Street project as seen from the Janetos loading dock area in the second photo.



Inspections also worked heavily in January with the new High School architect HMFH and construction manager PC Construction on the rather extensive punch list of items needing close out with that project. These buildings are just the few of the varied range of building projects that Inspection

Total Permits Issued: January 2019

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
17-562	SALTY SEA LLC	52	OLD ROCHESTER ROAD	INT. OFFICE RENO. PHASE I FOR BUSINE C	C	40	25	10000	125
18-114	STS PROPERTY LLC	114	LOCUST STREET	RENOV. EXISTING OFFICE BLDG. 1ST & C	C	9	8700	175000	1775
18-546	MCQUADE & MCQUADE INVE	116	CROSBY ROAD	INT. DEMO ONLY, ADD'L PERMIT FOR FI C	C	G	110	15000	175
18-589	DOUBLE DIAMOND HOLDINGS	271	LOCUST STREET	INT. ALTER. TO EXPAND EXISTING BUSI C	C	15	21220	125000	1275
18-598	NEWBURYPORT 5CENT SAVIN	836	CENTRAL AVENUE	CONST. A DIVIDING WALL WITHIN BUSI C	C	37	3800	17000	195
18-602	COCHECO MILL HOLDSINGS L	383	CENTRAL AVENUE	SUITE 252, BUILD OUT TO BETTER SUIT C	C	2	37A0	31600	345
18-605	AFC CAFF USE 001 LLC	47	CENTRAL AVENUE	REPLACE EXISTING ROOF, INSULATION C	C	17	76	120565	1235
18-609	CROSS ROAD CHILDREN CENT	18	FRENCH CROSS ROAD	INSTALL A PLAYGROUND	C	F	12D1	15000	175
18-612	LEONE, MCDONNELL & ROBE	5	NELSON STREET	INSTALL TWO DOORWAYS	C	9	5300	1000	35
18-614	WASHINGTON STREET MILL L	1	WASHINGTON STREET	CONST. A 3 STORY VERTICAL SHAFT FO C	C	23	14	4500	75
18-618	POINTE PLACE DEVELOPMEN	60	POINTE PLACE	SUITE 9, TENANT FIT-UP FOR HAIR SAL C	C	K	195	129005	1325
18-619	44 PORTLAND AVE, LLC	44	PORTLAND AVENUE	FIT-UP UNIT 1, COMM. TENANT SPACE C	C	24	10400	15000	175
18-620	ALLIS	11	MAIN STREET	CREATE A FOOD EST. (25 OCCUPANCY) C	C	23	1100	10000	125
19-017	STF DEVELOPMENT	50	SHEFFIELD DRIVE	UNIT 103, FIT-UP TENANCY FOR SALON C	C	K	37	24000	265
18-344	HELLENIC REALTY PARTNERS	333	CENTRAL AVENUE	RENOV. MIXED USE W/14 DELLING UNI C/R	C/R	2	19	5040000	50425
18-603	1 PROGRESS LLC	1	PROGRESS DRIVE	SUITE #7, TENANT INT. RENOVATIONS I	I	H	3610	225000	2275
18-341	ROMANS 1136 TRUST	49	SANDY LANE	CONST. A THREE SEASON ROOM	R	A	520	13000	155
18-472	DUFFY	29	BAY VIEW ROAD	INSTALL A TEMPORARY EVENT TENT	R	J	19B0	2000	45
18-475	VAUGHAN	11	BOSTON HARBOR ROAD	REPAIRS TO FOUNDATION CRAWL SPA	R	7	800	5000	75
18-501	LAROSE	390	SIXTH STREET	UNIT 2, APARTMENT ABOVE GARAGE (R	R	E	26B0	40000	425
18-510	HALE	509	TOLEND ROAD	CONST. A DETACHED BARN	R	C	42A0	35000	375
18-548	MAGNESS	11	IONA AVENUE	CONST. A SFD WITH ATT. 1 CAR GARAG R	R	33	10000	262000	2645

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-558	DOVER HOUSING AUTHORITY	3	EDGAR BOIS TERRACE	RESTORATION AFTER FIRE DAMAGE	R	20	9600	492000	0
18-564	BRAGG	1	SMITH WELL ROAD	CONST. AN ACCESS RAMP	R	38	32C0	2400	49
18-574	TDAC AND COMPANY	11	CARMENS DRIVE	CONST. A SFD W/ATT. GARAGE	R	35	574	190000	1925
18-575	LAFOND	4	CRESTVIEW DRIVE	INSTALL A FOUNDATION ONLY FOR FU	R	D	22220	11000	135
18-582	TDAC AND COMPANY	10	CARMENS DRIVE	CONST. A SFD UNIT W/TWO CAR ATT. G	R	35	572	195000	1975
18-588	LOOMIS	6	CULLEN BAY ROAD	INTERIOR RENOV. REMODEL MASTER B	R	M	92G0	109000	1115
18-595	TOLEND	23	LUCY LANE	CREATE HABITABLE 3RD FLR LIVING A	R	G	2670	15341	178
18-604	MARCOUILLIER	11	BEACON CIRCLE	INSTALL ROOF MOUNTED SOLAR PANE	R	21	540	28760	315
18-606	CARREL	22	LEATHERS LANE	CONST. A BATHROOM IN BASEMENT	R	I	4A2	5000	75
18-613	MICHAUD	51	OAK STREET	INSTALL A ROOF MOUNTED SOLAR PA	R	27	28300	25000	275
18-616	KAROUTAS	66	STARK AVENUE	KITCHEN REMODEL	R	17	10500	25071	270
18-617	CIRINNA	557	TOLEND ROAD	ROOF MOUNTED SOLAR PANEL PV ARR	R	C	21Y0	18000	205
19-001	ANTEZANA	17	MAPLEWOOD AVENUE	REMODEL KITCHEN AND BATHRM	R	D	4300	20000	225
19-003	HEALY	11	BLUE HERON DRIVE	CONST. AN INT. WALL TO CREATE TO H	R	L	49A21	2400	49
19-004	OUIMETTE	21	STRAFFORD ROAD	INSTALL A ROOF MOUNTED SOLAR PA	R	D	10B0	12000	145
19-006	SHOER	356	TOLEND ROAD	REPLACE CHIMNEY WITH CALSS A CHI	R	F	11-B-	8700	112
19-007	LANOUE	85	HIDDEN VALLEY DRIVE	INSTALL A STORAGE SHED	R	I	94C7	11500	145
19-008	1623 SETTLEMENT DOVER LM	69 71 73	PLEASANT VIEW CIRCLE	INT. & EXT. RENO. OF DWELLING UNITS	R	33	2 3	161000	1635
19-009	1623 SETTLEMENT DOVER LM	61 63 65	PLEASANT VIEW CIRCLE	INT. AND EXT. RENOV. OF DWELLING U	R	33	2 3	161000	1635
19-010	1623 SETTLEMENT DOVER LM	44 46 48	PLEASANT VIEW CIRCLE	INT. AND EXT. RENOV. TO DWELLING U	R	33	2 3	161000	1635
19-011	1623 SETTLEMENT DOVER LM	21 23 25	HAMPSHIRE CIRCLE	INT. AND EXT. RENOV. TO DWELLING U	R	33	2 3	161000	1635
19-012	1623 SETTLEMENT DOVER LM	58 60 62	HAMPSHIRE CIRCLE	INT. AND EXT. RENOV. OF DWELLING U	R	33	2 3	161000	1635
19-013	1623 SETTLEMENT DOVER LM	10 12 14	HAMPSHIRE CIRCLE	INT. & EXT. RENO. TO DWELLING UNITS	R	33	2 3	161000	1635
19-014	TDAC AND COMPANY	14	CARMENS DRIVE	CONST. A SFD W/ATT. GARAGE	R	35	573	150000	1525
19-019	PENZINER	41	PISCATAQUA ROAD	12 WINDOW REPLACEMENT, 2 PATIO D	R	I	126-A	37398	395

Monday, February 4, 2019

Page 2 of 3

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 47

Total Construction Value: \$8,639,240.00

Total Fees Collected: \$82,643.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	4	Change of Use	0
Commercial Renovations	12	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	1
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	11
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	4	Single Family Dwellings	2
Renovations Dwelling Unit	26	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	1		
		Total	14

PLANNING BOARD APPROVED PROJECTS

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	18	0		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	215									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:															
RV Paolini Construction, LLC	56-58 Dover Point Road	M	7	0	7	TBD	12/11/2018	TBD	P18-45	M	6	TBD			
TDAC	99 Sixth Street	H	4	4	0	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	7	0	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	179	86									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	350	360										111

2. Product & Process Outcomes

"ENSURE OVERALL MUNICIPAL SERVICES MEET AND/OR EXCEED THE HIGHEST INDUSTRY STANDARDS GIVEN THE RESOURCES AVAILABLE."

Vicki Hebert's expertise was sought and she is continuing to work closely with Rochester as they close out their grant and transition their Coalition to using local funds to sustain their coalition. She has had several meetings with their coalition coordinator about close out procedures and she is insuring they are in compliance with various requirements. On January 23rd she met with the Coalition Coordinator and their new fiscal agent to discuss grant opportunities such as STOP Act and CARA. STOP Act is the Sober Truth on Preventing Underage Drinking Act. It is our underage drinking prevention grant. CARA is the Comprehensive Addiction and Recovery Act Grant which is our underage opioid abuse grant.

The local survey committee, made up of city and school officials, of which Vicki Hebert is a member, is preparing to implement the Youth Risk Behavior Survey this spring. They are navigating a new state law that will impact the implementation procedures that have been developed over the past several years around students opting out. Vicki has been working closely with the Strafford County Public Health Network about implementing a middle school survey that allows for opt-out procedures.

The Prevention Leadership Workgroup, of which Vicki Hebert is a member, has been meeting monthly and is preparing to develop a 3 year prevention plan for the region. The plan will review successes and areas to focus on as well as set goals and priorities for how time and money are spent in the region on prevention.

On Martin Luther King Day, Dover Youth to Youth hosted a regional Day of Action. Dover students, accompanied by students from Newmarket, Epping, and Rochester spent the day conducting a variety of projects. These activities included sticker shock at two grocery stores, a press conference, and a team

of students brought \$500 worth of groceries to the residential addiction treatment facility Hope on Haven Hill. A different group of students shopped for art supplies and delivered over \$500 worth of paints, paper, brushes and other material to SOS in Dover. This organization uses these supplies in their art therapy programs for those in recovery.



Youth to Youth students applying info stickers to cases of beer in a local grocery store.



Y2Y students recently purchased over \$400 of art supplies and delivered them to SOS in Dover to use in their Art Therapy program for those in recovery.

The Dover Teen Center calendar for January of 2019 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 541 participants on 21 days of programming, which yielded an average of just under 26 participants per day. Some program highlights for the month included, but were not limited to the following:

TC Tournament – “9-Ball Billiards” (1/2)

TC Snack Special Day – “Steve’s Chili” (1/3)

TC Trip! – “UNH Men’s B-Ball Game” (1/9)

TC Special Program - “Arts & Crafts Fun Day” (1/14)

TC Tournament – “Carpet Ball” (1/16)

TC Snack Special – “Pasta Fest” (1/17)

TC Trip! – “UNH Women’s Basketball Game” (1/24)

TC Special Program Day – “Teacher Workshop Day/TC Fun Day” (1/28)

TC Snack Special – “Pancake Madness” (1/30)

There were 2 new registrations during the month of January.



Teen Center participants creating arts and crafts.

The Community Service program tracked four active participants during the month of January. A total of 8 community service hours were completed during the month. None of the participants finished his/her assigned hours.

The Diversion Committee met on January 30, 2019. There are currently two active diversion contracts.

On January 17, Sergeant Tarmey and Lieutenant Dolleman attended a School Safety Committee meeting at the Dover SAU.

On January 8 & 16, 2019, Officer Dunne attended a two part presentation by HAVEN for 7th grade students. The presentations focused on media literacy and sexual messages being sent to consumers and how these messages influence behavior and attitudes.

Officer Dunne completed teaching the DARE curriculum to the 5th grade and also completed the PACT program for 5th grade parents. The DARE Graduation will be held on March 15, 2019 at Dover Middle School.

Throughout the month of January, Officer Dunne met with her 5th grade Advisory group, and attended a 7th grade advisory at the request of the teacher to talk about what it is like being a police officer. Advisory is designed for small groups of students to talk about their wellbeing and discuss social or academic concerns.

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.

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 one individual.

On January 2, Officer Pike presented his shooting investigation presentation to Jess Bonello’s Criminal Law class. The presentation focuses on an investigation from start to finish and emphasizes search and seizure, Miranda warnings and probable

cause as it relates to obtaining arrest and search warrants.

Officer Pike goes to the Bellamy Academy to check in with DHS staff there on a regular basis.

Officer Pike continues to meet with students throughout the building on a day to day basis. Those meetings consist of general conversation not necessarily related to law enforcement. One of those meetings occurred on January 4, at the Bellamy Academy where a student requested to speak to him. The student is currently meeting with the school district's LADAC counselor, however; she felt more comfortable speaking to Officer Pike about certain issues. The issues the student spoke about centered on her family life.

Officer Pike continuously meets with school officials to assist with school investigations to determine if criminal activity occurred, or to offer assistance as needed. Most of this activity involves potential bullying matters, classroom disturbances or inappropriate use of social media. Officer Pike continues to assist the school in any way possible when asked. One of the most consistent requests Officer Pike handles for the DHS Administration is to review footage on the school's surveillance system. This is a request that Officer Pike receives on a daily basis. A request handled this past month was in reference to a bullying investigation.

On January 4, Officer Pike assisted the school's nurse and the Dover FD in reference to a student that was having an active seizure in the cafeteria.

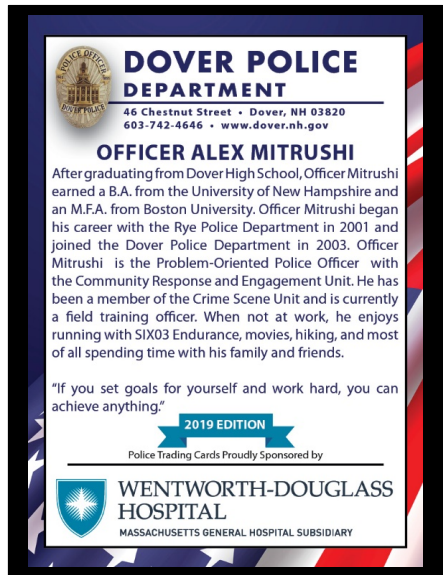
January 7, Officer Pike presented in Amanda Lee's Health class. The presentation centered on the laws regarding sexual assault and child pornography.

On January 9, Officer Pike attended a community forum at DHS on race and bias.

On January 10, Officer Pike met with employees from Johnson Controls in order to reposition and focus some of the school's 144 surveillance cameras. The exterior cameras needed to be manually focused and repositioned to provide better coverage of the school's property.

In December 2018, Officer Mitrushi completed the design work on the Dover Police trading cards. In January 2019, Officer Mitrushi obtained the printed trading cards and issued 500 cards to the sworn officers in the department and to the Animal Control Officer. Officer Mitrushi also met with representatives from the Children's Museum of New Hampshire, The Noggin Factory, LaFesta, Dover Bowl, and Token's Taproom to obtain gift certificates that will be awarded to the first five children to collect 25 different Dover Police trading cards. The trading card program was sponsored by Wentworth-Douglass Hospital. The cards can be a tool to help officers and the public meet one another in a positive manner. Officer Mitrushi hopes this program will allow the citizens of Dover to meet all of the fine men and women that serve the City. Below is the front and back of his trading card.





Officer Mitrushi continued to monitor calls for service involving the homeless population. Officer Mitrushi continued to conduct regular checks of popular campsites throughout the month. In the month of January, Dover officers encountered 70 separate homeless individuals.

During the month of January, Officer Plummer spoke with the head of the SOCC program about running a young detective class in correlation with a science program they are running. The talks are in the beginning stages but this program would build a relationship between young children in the community and the police department.

The downtown parking system experienced another strong month in January. The average daily meter usage was up by more than 10% over January of 2018.

Parking Manager Bill Simons has been working closely with the City's Planning Department as it reviews proposals for numerous projects in the downtown area. These include the old court house property on Second Street, the second phase of development on First Street and the current Doug's Hoagies building on Fourth Street.

This summer, the parking garage will be divided into two zones to prepare for the additional parking permit needs for the Orpheum Apartments Project (former Robbins Auto). The top 2-1/2 floors will be reserved for permit parking only, leaving the bottom two floors and the Orchard Street surface lot for customer/visitor parking 24/7. Shared parking was possible for the first four years of the garage being opened, but the added demand for permit parking that is coming requires that the number of permits be limited, at the same time that "permit parking only" areas be designated.

Managing the delicate balance of permit parking needs for employees and residents versus customer/visitor spaces requires frequent review and adjustment. Maximizing permit parking availability in the garage removes employee and resident's vehicles from the on-street customer spaces.

On January 3, 24 and 31, Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities for various proposed projects, including: a mixed use development and lot line adjustment on Fourth Street, an open space subdivision on Back River Road, a condominium and office development on Dover Point Road, and a follow-up review of a commercial development on Knox Marsh Road.

On January 18, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. This date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during morning commuting hours under a grant which provides federal funding to reimburse the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date upper Sixth Street, Watson Road, French Cross Road, and Old Rochester Road.

Sgt. Speidel performed 8 child passenger seat inspections during the month of January. 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 Patrol K-9 Unit trains on a daily basis and attends formal training on Mondays at the New Hampshire Police K-9 Academy, which is located at the Sig Sauer grounds in Epping NH, or at other designated areas in New England for a minimum of 20 hours a month. Currently K9 Barco holds a USPCA PDI and PDII certification.

On 01/08/2019, 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 the training was hostage rescue and acclimating K9 Barco to various forms of mechanical and explosive breaching.

There were no K9 callouts during the month of January.

Also in January, major work was achieved on automating some ambulance billing workflow by modifying the setup of the State of NH required and provided, EMS reporting system called TEMSIS.

This system is provided through State contract, to NH EMS services from the vendor ImageTrend which links hospitals through the Hospital Hub piece should an area hospital utilize that piece (WDH does), with agencies such as Fire & Rescue. To utilize the hospital hub information sharing piece of patient information including billing information, while reporting what is required per various the State of NH RSA's, requires agencies such as Fire & Rescue to allocate staff time to learn these advanced features, and then operationalize them after back-end setup by the agency system administrator as there

currently are no State provided classes on using these capabilities. Fire & Rescue's TEMSIS agency system administrator was recently Assistant Chief Michael McShane with that role now transitioning to Division Chief of EMS Dale Spainhower. For more information on the NH EMS system, go to <https://www.nh.gov/safety/divisions/fstems/ems/>. With the automating of billing quality control and quality improvement, in the works and progressing over the next several months, the reduction in time it takes to compile the proper billing information will be reduced and with that time reduced, agencies normally see an increase in billing revenue collectables. In addition to increasing revenue, the other focus will be shifting Fire & Rescue's billing clerk to data gathering for system decision making, to steer training priorities and improve care.

The Assistant City Manager continues to advise the DHS JBC/SAU on planning and traffic related issues. Regarding Dover High, the focus continues to be on the solar panel project and closing out the punch list for the high school.

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 January, the consultant presented the topic to all land use boards at the annual meet and greet and then provided an update to the Planning Board. The consultant is looking to complete the project in February or March.

Planning and Community Development and Legal staff worked with the preferred developer selected by the Cochecho Waterfront Development Advisory Committee to negotiate a Term Sheet and Land Disposition Agreement. The goal is to wrap the negotiations up in early 2019 and have CWDAC, the Housing Authority and City Council review in the winter. Details for the terms will then be converted into a Land Disposition Agreement if approved by all parties. Planning and Legal staff held a conference

call with Cathartes on January 8th. The Term Sheet was approved by CWDAC on January 29th.

Planning and Community Development and Parking Bureau staff worked on developing a parking permit cap for the Transportation Center lot. Currently less than a quarter of all of the spaces are used within the lot, and the Parking Commission asked staff to ensure that the lot does not become oversubscribed. The City leases the lot, and has 23 years left on the lease. This lot provides 402 parking spaces to the downtown and has redevelopment potential in the future. As part of the process to develop a cap, staff met with the owner of the lot to discuss the lease arrangements and conditions.

Planning and Community Development staff met with advocates for improving accessibility to streets and storefronts within the downtown. This is a concern that is raised in regards to the age of Dover's infrastructure and the private buildings. Strafford Regional Planning has offered to work with staff and the advocates to identify grant opportunities that might exist for outside funding to assist the City and private property owners.

The Assistant City Manager attended a meeting with Community Services and Police staff to better understand grants received to improve Dover's traffic lights. These grants were applied for to look at congestion mitigation and improved timing along Central Avenue, and to update infrastructure within out traffic signal cabinets and hardware.

Planning and Community Development staff reviewed progress on Strategic Plans with staff from other departments. This review is part of preparing the update to the City Council and community in March. This review will include a presentation of progress made in 2018 on the actions identified within the departmental strategic plans.

Planning and Community Development staff continue to convert the Department's filing system

from project file number to all be by Tax Map and Lot number to better serve the public looking for property history.

Community Development Planner Carpenter continued to participate in the Tri-City Mayors Taskforce on Homelessness and coordinated a meeting of area transportation stakeholders as part of the transportation portion of the project.

The Assistant City Manager attended and spoke at the public hearing held January 6th regarding the privatization of the Exit 9 Park and Ride. The State of NH is looking for a private partner to operate and make improvements to capacity at the location and to improve transit options in the seacoast.

The Assistant City Manager created a proposed budget for FY20, and submitted it to the City Manager. As part of the development of said budget, workplans for each position were drafted and reviewed with staff. These workplans identify how hours will be spent by employees over broad categories.

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 soundwalls on Keating and Birchwood.

Planning and Community Services staff reviewed concerns raised by residents and property owners of Childs Drive. While this is a private drive, it should be built per plan. The concerns raised include stormwater management infrastructure functionality and signage.

City Planner Bird met with the Open Lands Committee on January 17th for a regular meeting

and attended a site walk with the Southeast NH Land Trust on January 25th.

City Planner Bird and the Assistant City Manager met with the Waterfront TIF Advisory Board on January 31st for their first meeting to review the development plan and finance plan and approve the financial report.

City Planner Bird met with members of the Open Lands Committee and Conservation Commission on January 9th to discuss amending the land protection criteria to incorporate climate change with the SRPC.

In January, 72 programs were attended by 1,402 people at the public library. These included:

18 story times 273; 2 Craft sessions 234; 2 Knitting group meetings 17; 3D prints 33; 7 movies 53; STEM Saturday 45; 4 Family Place workshops 108; Chess for kids 6; Cat Castle 10; Teen Advisory Board 6; Card-making 8; Pizza & Pages 8; Stress talk 15; iPhone help 10; Creativity Corner 6; Game Night 15; Author visit 24; 4 Lego Saturdays 128; 3 Technology classes 15; 4 Book groups 53; Book Jar Guesses 30; 4 Little Free Library visits, adding 168 books; 1 exam proctored; 2 Yoga sessions 10; Little Tree visit 22; Head Start visit 34; 7 Book-A-Librarian appointments, Memory Lab scanner 5; Memory Lab VHS 8; 2 Langdon Place visits 10; and Passports 41.

Reference Librarian Denise LaFrance has joined the Board of the Tri-City Coop "a non-judgmental, non-critical, safe, supportive and educational environment for individuals struggling and recovering with a variety of mental health issues."

All basketball programs, for grades K-4 are now held at Woodman Park School Gymnasium due to the construction at Garrison Elementary School. Fifth and Sixth graders continued games on Saturdays at the McConnell Center and continued practices during the week at all the elementary schools. The 7th & 8th grade basketball teams resumed games. Five High School boys' teams continued with

schedules, playing Saturday and Sunday afternoons at the McConnell Center. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and the 50+ league plays Wednesday nights at McConnell. Badminton continues to be popular on Friday nights. New sessions of Interval Strength, PiYo, and Zumba® all began in January. Sessions run every 6 weeks for each program. Spring Sports Sign-up flyers were made and distributed via email by the schools. Spring Sports Sign-ups will be held on Saturday, February 9th from 9am – 12pm in the McConnell Center Cafeteria. The League Presidents Meeting was held with the youth sports organizations on Thursday, January 31st.

Through the month of January, the Indoor Pool has hosted many High School swimmers. Between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School swim teams, there are as many as 250 extra swimmers per day. Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week. Hydrofitness continues with its success, normally seeing about 15-20 attendants if the weather is favorable. Look forward to the return of Recreational Swim in mid-February after the State High School Swim Meet on February 9th at UNH. Adult Lap swimming remains the most popular time period with around 75-100 members visiting the pool every day. Great Bay Masters continues to use the facility bringing in about 100 swimmers per week. Dover Fire Department has been using the facility as well to simulate cold water rescues. There were no birthday parties in January.

January at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. High School hockey season is mid-way through. The Arena is host to several games just about every night. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. Public Skate remains to be very popular on the weekends and Rock Night remains very popular as well every Saturday night. The

Winter COED League started early in the month again it remains full with 112 players and a very large waitlist. The month of February means high school hockey season is nearing the end with several home playoff games here at the arena. Winter programs will be in full swing. Planning for spring programs will begin. Youth hockey tournaments will also be held here. The Heyliger Tournament hosted by Dover Youth will be February 15-17 and the Bay State Girl's Tournament will be 22-24. There were two birthday parties held at the pool this month.

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. This month we visited Foxwoods Casino. Despite some weather challenges (and two holidays!) they still had lots going on in the New Year.

Special Events: Dr Dan Seminar-Back Pain/Sciatica 16 members, Mystery Lunch: 25

3. Leadership & Governance Outcomes

"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."

Media Services provided end-to-end production of live and recorded events in January, producing content for Channels 22 and 95, and online viewing. Among the events covered in January include the annual Chamber of Commerce Awards Gala, held at The Landing at Rivermill. During this event, Dover Library Director Cathleen Beaudoin was named Citizen of the Year.

Media Services produced a series of PSAs and materials to encourage residents to sign up for parking ban notifications. The city now follows a storm-by-storm parking ban.

Media Services continues to work with high school students on production and live event coverage, including the broadcast and live streaming of some sporting events, including high school hockey.

In January, Media Services continued to work with the Planning Department and the department's consultant, Resilience Planning, on new Architectural Guidelines. Media Services is assisting with the copyediting, and will be designing the final document.

In addition, Media Services produced videos and related media to help promote Greater Dover Chamber of Commerce and Dover Main Street events, including the Chamber's Local Experts series and Main Street's Dover Art Walk.

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

Media Services prepared and distributed 16 newsletters in November and December, 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 distributed 21 press releases and numerous updates to the website and social media in January.

In January, DNTV-22 televised live, rebroadcast and made available online 11 public meetings and 2 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

The Coalition continues to implement activities under its STOP Act grant. Coalition Coordinator Vicki Hebert has been working closely with Dover Youth to Youth to implement the "Brain Campaign"

designed to educate the public on the impacts alcohol has on the teenage brain. Students held a large demonstration during the summer program, conducted sticker shock and created radio PSAs. The Coalition will be working with them to develop a social norming poster campaign this fall.

In January, Youth to Youth students conducted 3 presentations for the parents of fifth graders in the PACT parent training program. These presentations included a short description of Youth to Youth and how it works and how their child could join. In addition, Y2Y students provided the actors needed to conduct the 4 scenarios in Freeze Action Theater. In this training, parents rotate through a series of 4 scenarios, with each scenario representing a different type of conversation you might have with your child about drugs. As the Youth to Youth students replicated each mock situation playing the roles of "teens" and "parents", a moderator paused the action and challenged those in the audience to consider how they might best respond to the situation.

Eleven students from Dover Youth to Youth traveled to Conway on January 28 to conduct a day of training for students from 8 schools. The training was organized by officials at Kennett High School and over 50 students and adult advisers attended. The training provided participants with instruction on advocacy in general and specific training on how to present Dover Y2Y's lesson on e-cigarettes.

During January Dover Y2Y students conducted a national webinar on the topic of planning a comprehensive drug prevention campaign. This was the 6th webinar provided this school year. Each presentation averages about 40-50 attendees from all over the US and lasts about an hour. The participants are provided with a comprehensive handout of Dover's resources and electronic access to other resources they can use to implement activities described during the webinar.

On January 20th Y2Y students held a press conference announcing that they will try again to promote the Tobacco 21 initiative to increase the age to purchase tobacco from 18 to 21 in all of New

Hampshire. Dover Senator David Watters is sponsoring the legislation and a public hearing will take place in February.

Sergeant Tarmey and Officer Mitrushi visited Elementary schools on multiple occasions to have lunch with the students.

On January 17, Sergeant Tarmey gave a tour of the Police Department to an entire troop of scouts. Following the tour Sergeant Tarmey conducted a question and answer session with the children and their parents in the EOC.

On January 24, Sergeant Tarmey and Sergeant Nadeau spoke to employees at Holy Rosary Credit Union regarding procedures during a bank robbery and/or unusual occurrences.

During the month of January, Sergeant Tarmey and Officer Mitrushi began planning for a summer event. Ideas for the event were narrowed down to a BBQ and/or another movie night. The purpose of the events is going to be bringing the public and the department together to increase community interaction with members of the PD.

Sergeant Tarmey assisted SRO Dunne with multiple sessions of the PACT program held at the McConnell Center.

On January 15, 2019, Officer Dunne attended the Face to Face Unplugged event at Dover Middle School. Parents, students, and faculty gathered to discuss challenges facing middle school students today versus when the adults were children.

On January 28, 2019, Officer Dunne, along with a female DFD member and DMS guidance counselor served as guest judges at the Raingutter Regatta, an event held by Dover Girl Scout troop 22274. The members of the troop are DMS 5th grade students,

who chose the three women to be judges due to their leadership roles in the community. Girl Scouts ranging in age from 5 to 13 raced small boats in pools of water. Officer Dunne called the winners of each race, and the three guest judges worked together to decide which boat had the best design.



Officer Dunne along with the other judges and some of the participants at the Raingutter Regatta.

Officer Pike continues to be a volunteer coach on the Dover High School Varsity Hockey team, assisting mostly during practices and being a resource for players throughout the school day.

On January 7, 2019, Officer Mitrushi met with a Home Owner's Association and provided information about starting a neighborhood watch program. Officer Mitrushi explained the services that the department could provide to the HOA in addition to the neighborhood watch program.

On January 10, 2019, Officer Mitrushi met with five special needs students from the Goal Oriented Student Transition program from Spaulding High School and provided them with a tour of the Dover Police Department. On January 23, 2019, Officer Mitrushi provided another tour to the Freeman family.

Throughout January, Officer Mitrushi continued to build a relationship with the elementary schools by attending school drop-offs and lunches. Officer Mitrushi continued the cooperation with Community

Action Partnership of Strafford County by assisting in the citywide "Point in Time Homeless Count." On January 23, 2019, Officer Mitrushi checked areas known to the homeless population to assist in a count of the homeless individuals in Dover on that specific date. Officer Mitrushi provided that information to CAP.

Throughout the month, Officer Mitrushi made 10 social media posts to the department Facebook page and Twitter account. The posts included official press releases as well as community engagement posts. In some instances, those social media posts became news articles in the local newspaper. In a post from January 31, 2019, Officer Mitrushi created a video that displayed and explained the trading card program.

During the month of January, Officer Plummer completed the DARE curriculum with his four 5th grade classes at the Dover Middle School. Officer Plummer gave the classes a written exam and testing on the information they were taught during the curriculum. All students did very well showing that the students retained the lessons that they were taught in DARE. This was another successful year for the DARE program.

During the month of January, Officer Plummer assisted with the PACT program. Officer Plummer taught parents about drugs and alcohol. The PACT program is part of the DARE program and helps bridge the gap between what is taught in the classroom and what parents of fifth grade students teach at home.

The officers continued the Dover Police "Community Contacts" Program which encourages officers to be more social and accessible to the public in a non-enforcement type of interaction. 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.

On January 29, Sgt. Speidel attended the second neighborhood meeting of the Belknap/Elm/Summer reconstruction project, hosted by the Community Services Department and the City's design consultant, Wright-Pierce. Residents discussed updates to the design plans and had the opportunity to ask questions of City officials.

On January 9, 2019, members of the Police Department were recognized before the City Council after receiving awards from the NH Fire and Emergency Medical Services Committee of Merit. The awards stemmed from the police department's response to a suicidal subject on the General Sullivan Bridge and a structure fire at Edgar Boise Terrace.

Two groups of Dover Youth to Youth students traveled out-of-state in January. A team of 4 students provided 3 days of training in Winston-Salem, NC to 50 adults who will be implementing the Dover approach in their communities. A different group of 4 Dover students traveled to Seattle, Washington to provide a day of training to over 50 adults from throughout that State. The training was hosted by Washington State's Marijuana Prevention and Education Program – a state effort funded by the tax on legal marijuana sales. Washington also hopes to incorporate the Dover model of youth empowerment in its marijuana prevention program.



Youth to Youth students teaching adult advisers in North Carolina how to set up and run a youth empowerment program similar to the Y2Y program in Dover.

In January for Community Outreach, Fire & Rescue as it does during most winter months, with the Wentworth Douglass Hospital/Dover Police collaborative, Infant Car Seat Installation Night. In the (normally) colder months through approximately the month of March, new parents drive inside the climate-controlled fire station where they are taught to install their infant car seats properly by Hospital and Police staff. How this works is, new parents register ahead through WDH and in the other warmer months, installation occurs in the new parking garage hosted by Dover Police. To register for an upcoming class, go to <https://www.facebook.com/WentworthDouglassHospital/posts/1398602213502563>.

Fire & Rescue also assisted Media Services staff by providing information on several seasonal safety messages, with coordination with the Recreation Department Director Gary Bannon when Dover's warming shelter would open at the McConnell Center during periods of extreme cold, and on distributing when the new Strafford County Homeless Cold Weather Shelter opened. An example of that announcement follows here:

CITY OF DOVER SPECIAL Announcement

Dangerous wind chills arrive tonight

Extreme cold weather, with wind chills well below zero, are expected in Dover beginning tonight, Wednesday, Jan. 23, and continuing through Friday morning. Wind chills could reach 18 below zero, according to the National Weather Service. Cold wind chills can cause frostbite in as little as 30 minutes to exposed skin.

For the complete forecast, visit the National Weather Service at <https://www.weather.gov>

NO WIND **THE SILENCE OF A WIND CHILL** **WINDY**

65°F No wind, temperature feels like 65°F. No wind, temperature feels like 65°F.

95°F Windy, temperature feels like 95°F. Windy, temperature feels like 95°F.

Warming center to open

As cold air and dangerous wind chills arrive, the City of Dover's warming center is available during regular opening hours at the McConnell Center. The warming center, located in the cafeteria at the McConnell Center, will be open today and Wednesday, Jan. 23 and 24 p.m., and on Thursday and Friday, from 9 a.m. to 5 p.m.

For those unable to utilize the McConnell Center warming center during regular hours or those who need emergency shelter, please contact the Dover Police Department at 1-404-645, or visit the Dover Police Department at 40 Chestnut St., or any of the City's three fire stations to request assistance. The Liberty North 2nd Fire Station is located at 222 South St. The Central Fire Station is located at 5-11 Broadway. The South 2nd Fire Station is located at 33 Durham Road.

To report an emergency, call 9-1-1.

County cold weather shelter opens today

In addition to the warming center at the McConnell Center, the Strafford County Commissioners will open a cold weather shelter today at 3 p.m.

The Strafford County Extreme Cold Weather Shelter, located at 278 County Farm Road in Dover, will remain open until Sunday, Feb. 4, at 10 a.m. The shelter is open to ensure county residents are safe from extreme, threatening cold. The shelter is adjacent to Southeastern New Hampshire Services.

COAST provides daily transportation to the shelter on its Route 33 route. Those seeking transportation to the shelter can also call the shelter at 857-022-0222 for additional options.

For more information about the shelter, including information about volunteer training, staffing needs, and donations, visit <https://www.coastnh.org/shelterinformation.htm>.

A meeting of the Planning Board subcommittee on rezoning was held on January 17th. This committee hosted a public information session seeking input from residents on where they would like to see rezoning occur. Feedback was gathered and then the committee reviewed the areas they are considering for rezoning. At the end, the group determined that it would hold a second public hearing to gather additional comments.

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 502 Facebook (City of Dover NH Planning) friends and 902 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 1,774 fans).

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.

Planning staff prepared for and held the annual Planning Board Meet and Greet on January 8th. Over 40 volunteers from various land use committees attended and discussed progress made on many issues. Newly attending this year was the Arts Commission.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan dept. sent 220 volumes to other libraries and borrowed 100 from other libraries for Dover patrons.

The library has 4,167 subscribers to its two monthly e-newsletters.

Library staff posted 168 items to its various social media platforms in January. Total social media platform followers = 10,733

The library has 3,070 Facebook followers, 1,166 Pinterest followers, 1,342 Instagram followers, and 988 Twitter followers.

The library blog was viewed 187 times in January.

The Systems and Technology librarian taught three free technology classes to 15 attendees.

4. Financial & Benchmark Outcomes

"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 YEA

PURCHASE ORDERS – OVER \$5,000

DAC	PO Date	PO # & Vendor Name	Amount
Executive	1/29/2019	201906360 PRIMEX-P/C GROUP	\$5,170.00
Fire and Rescue	1/9/2019	201905836 QUICK MED CLAIMS, LLC.	\$5,462.10
Police	1/29/2019	201906392 PALMIQ, INC.	\$5,870.00
Police	1/29/2019	201906390 MOTOROLA, INC.	\$6,511.70
Fire and Rescue	1/8/2019	201905688 MOTOROLA, INC.	\$7,287.86
Community Services	1/29/2019	201906359 NORTRAX EQUIPMENT COMPANY	\$7,678.63
Police	1/30/2019	201906445 PALMIQ, INC.	\$7,978.00
Fire and Rescue	1/7/2019	201905641 NEW ENGLAND FIRE EQUIPMENT COMPANY	\$9,000.00
Recreation	1/7/2019	201905644 CARRIER CORPORATION	\$9,559.06
City Information Technology	1/31/2019	201906505 SHI INTERNATIONAL CORP	\$9,726.50
Public Welfare Department	1/15/2019	201905997 COMMUNITY ACTION PARTNERSHIP	\$11,500.00
Fire and Rescue	1/7/2019	201905645 HARRISON SHRADER ENTERPRISES, LLC	\$12,032.80
Community Services	1/29/2019	201906361 ALLIED EQUIPMENT, LLC.	\$19,232.00
Community Services	1/22/2019	201906161 THE DIRT DOCTORS, LLC	\$23,700.00
Police	1/14/2019	201905921 QUEUES ENFORTH DEVELOPMENT, INC.	\$24,732.00
Community Services	1/14/2019	201905909 BOBCAT OF NH	\$57,079.00
City Information Technology	1/10/2019	201905849 ESRI CORP.	\$58,630.00
Community Services	1/14/2019	201905911 SOUTHWORTH-MILTON INC	\$86,859.00
Community Services	1/7/2019	201905640 DOVER LANDFILL REMEDIAL ACTION TRUST	\$444,576.22
Community Services	1/7/2019	201905647 GEORGE R. CAIRNS & SON, INC.	\$1,085,209.38
Community Services	1/7/2019	201905648 GEORGE R. CAIRNS & SON, INC.	\$4,799,365.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B19030	01.09.2019	Sewer Rodding & Septic Pumping & Hauling Services
	B19038	01.29.2019	Construction Equipment Rental
	Q19-014	01.29.2019	Masonry Supplies
	B19036	01.02.2019	Steam Weed Control Unit
	B19037	01.09.2019	Bouchard Well Cleaning & Pump Service
Executive	B19040	01.24.2019	Consulting Services-Classification & Compensation Study
Planning	Q19-010	01.08.2019	Appraisal Services for Easements to Expand Comm. Trail
Recreation	Q19-013	01.16.2019	Hockey Jerseys
	B19041	01.29.2019	McConnell center Gym Floor Refinishing
	B19042	01.30.2019	Fourth of July Firework Display

The new Forestry vehicle arrived which was purchased early in the fall from approved CIP monies. The Dodge truck with utility body was purchased from Hillsboro Ford/Chrysler/Dodge utilizing the State of NH vehicle bid. This one-ton truck will have Fire & Rescue's Forestry skid/water tank and pump combination slid in the back between the utility cabinets, with the exterior compartments holding Forestry tools, and hose appliances.



This vehicle is the first Forestry that can carry a full Fire & Rescue crew thanks to the crew cab, and will also be used to tow several special purpose trailers without unloading the water in the water tank, which was a requirement with the previous pickup trucks serving as a Forestry, which didn't have the weight carrying capacity and dual rear wheels that this vehicle has. Outfitting of emergency lights, radios, and the skid unit, are scheduled for February.

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$1,435 in passport revenue during January.

The library received a \$500 donation from the Newburyport Five Cents Savings Bank on January 2.

OTHER COMMUNITY SERVICES DEPARTMENT PROJECTS:

Asset Management Grants: City successfully obtained 3 separate grants of \$30,000 each totaling \$90,000. Target will be to develop detailed Asset Management plans for all pump stations and begin process of condition assessments of buried pipes per National Association of Sewer Service Companies (NASSCO) standards.

Wastewater Treatment Plant Blower & Generator: Generator has been ordered, but currently reviewing shop drawings for installation and wiring. The new blower has been ordered and is on site. A contractor was awarded installation work. Apex Construction is currently working at the wastewater plant to install the 2 new inclined screw presses that were donated by Huber. Apex will be able to transition over to blower and generator installation following completion of screw presses. Work expected to extend into May/June.

Shaw's Lane Well: City Staff are trying to wrap up completion of new well pump installation, which includes all new electrical feeds, controls, and SCADA programming. Goal will be to have irrigation system ready by May.

OTHER CIP ITEMS NOT REPORTED ON – PROJECTS PENDING START:

- McConnell Center Trim-Repairs & Painting
- Park Infrastructure Replacement & Maintenance
- Police Cruiser Replacement Program
- Pump Station Equipment Replacement
- Sewer Main Replacement
- Utility Heavy Equipment
- Utility Light Equipment
- Water Main Replacement
- Wellhead Protection

Snow Management Summary Report FY19

Date	Condition	Accum. Inches	Total O/T hrs	Total O/T Cost	Contractor Cost	Salt Ton	Salt Cost	Salt/Sand Mix Yard	Salt/Sand Cost	Sand- Yard Only	Sand Cost
11/16/2018	Snow	5.00	157.70	\$4,815.18	\$1,750.00	210.00	\$10,531.50	132.50	\$3,345.63	0.00	\$0.00
11/17/2018	Parking Garage	0.00	0.00	\$0.00	\$1,700.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
11/19/2018	Snow	1.50	30.98	\$756.46	\$70.00	88.00	\$4,413.20	22.50	\$568.13	0.00	\$0.00
11/20/2018	Snow	5.00	354.50	\$11,043.07	\$3,085.50	221.00	\$11,083.15	178.00	\$4,494.50	0.00	\$0.00
11/21/2018	Parking Garage	0.00	0.00	\$0.00	\$965.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
11/27/2018	Snow	1.50	3.45	\$179.06	\$0.00	22.00	\$1,103.30	12.00	\$303.00	0.00	\$0.00
12-16/17-201	Icy Roads	0.00	110.13	\$3,654.53	\$140.00	216.00	\$10,832.40	3.00	\$75.75	3.00	\$50.85
12/28/2018	Snow	1.00	4.00	\$154.98	\$420.00	147.00	\$7,372.05	9.00	\$227.25	6.00	\$101.70
12/31/2018	Snow	3.00	174.03	\$5,493.58	\$1,050.00	102.50	\$5,140.38	35.50	\$896.38	3.00	\$50.85
1/3/2019	snow	3.00	38.35	\$1,265.90	\$420.00	170.50	\$8,550.58	39.00	\$984.75	6.00	\$101.70
1/5/2019	Icy Roads	0.00	38.35	\$1,265.90	\$70.00	13.50	\$677.03	117.50	\$2,966.88	4.50	\$76.28
1/8/2019	Snow	1.50	60.97	\$2,069.52	\$420.00	159.00	\$7,973.85	28.00	\$707.00	6.00	\$101.70
1/9/2019	Snow	1.00	43.75	\$1,301.90	\$490.00	181.75	\$9,114.76	80.00	\$2,020.00	27.00	\$457.65
1-19-20/18	Snow	5.00	780.13	\$25,595.64	\$6,810.00	66.75	\$3,347.51	409.00	\$10,327.25	11.00	\$186.45
1/22/2019	Parking Garage	0.00	0.00	\$0.00	\$1,260.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
1/22/2019	Snow Pickup	0.00	151.35	\$4,922.93	\$915.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
1/24/2019	Icy Roads	0.00	48.38	\$1,650.22	\$140.00	10.00	\$501.50	137.00	\$3,459.25	21.00	\$355.95
1/25/2019	Icy Roads	0.00	48.85	\$1,601.08	\$0.00	68.00	\$3,410.20	10.00	\$252.50	7.00	\$118.65
1-29-30/2019	Snow	6.00	326.02	\$10,220.70	\$3,435.00	274.00	\$13,741.10	945.00	\$23,861.25	7.00	\$118.65
1/31/2019	Snow Pickup	0.00	130.63	\$4,148.17	\$1,320.00	0.00	\$0.00	17.50	\$441.88	0.00	\$0.00
2/5/2019	Parking Garage	0.00	0.00	\$0.00	\$1,130.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
2/5/2019	Icy Roads	0.00	23.17	\$722.24	\$0.00	47.00	\$2,357.05	6.50	\$164.13	0.00	\$0.00
2/6/2019	Icy Roads	0.00	24.73	\$782.91	\$0.00	4.00	\$200.60	21.00	\$530.25	0.00	\$0.00
		33.50	2,549.47	\$81,643.97	\$25,590.50	2,001.00	\$100,350.15	2,203.00	\$55,625.75	101.50	\$1,720.43
Through February 2018		54.75	4,820.70	\$150,506.71	\$35,355.50	3,073.25	\$163,343.24	2,741.50	\$65,631.51	100.50	\$1,582.88

Date	Condition	Accum. Inches	Salt Brine	Brine Cost	Total Storm Cost
11/16/2018	Snow	5.00	0.00	\$0.00	\$20,442.31
11/17/2018	Parking Garage	0.00	0.00	\$0.00	\$1,700.00
11/19/2018	Snow	1.50	0.00	\$0.00	\$5,807.79
11/20/2018	Snow	5.00	0.00	\$0.00	\$29,706.22
11/21/2018	Parking Garage	0.00	0.00	\$0.00	\$965.00
11/27/2018	Snow	1.50	0.00	\$0.00	\$1,585.36
12-16/17-201	Icy Roads	0.00	0.00	\$0.00	\$14,753.53
12/28/2018	Snow	1.00	5,820.00	\$465.60	\$8,741.58
12/31/2018	Snow	3.00	0.00	\$0.00	\$12,631.18
1/3/2019	snow	3.00	2,910.00	\$232.80	\$11,555.73
1/5/2019	Icy Roads	0.00	0.00	\$0.00	\$5,056.08
1/8/2019	Snow	1.50	0.00	\$0.00	\$11,272.07
1/9/2019	Snow	1.00	0.00	\$0.00	\$13,384.31
1-19-20/18	Snow	5.00	6,615.00	\$529.20	\$46,796.05
1/22/2019	Parking Garage	0.00	0.00	\$0.00	\$1,260.00
1/22/2019	Snow Pickup	0.00	0.00	\$0.00	\$5,837.93
1/24/2019	Icy Roads	0.00	0.00	\$0.00	\$6,106.92
1/25/2019	Icy Roads	0.00	0.00	\$0.00	\$5,382.43
1-29-30/2019	Snow	6.00	10,910.00	\$872.80	\$52,249.50
1/31/2019	Snow Pickup	0.00	0.00	\$0.00	\$5,910.05
2/5/2019	Parking Garage	0.00	0.00	\$0.00	\$1,130.00
2/5/2019	Icy Roads	0.00	0.00	\$0.00	\$3,243.42
2/6/2019	Icy Roads	0.00	0.00	\$0.00	\$1,513.76
			26,255.00	\$2,100.40	\$267,031.20
Through February 2018			9,430.00	\$1,594.80	\$418,014.63

Capital Improvement Project



Amanda Howard Park Improvements



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.



Responsible Department: Recreation Department

Project Coordinators: Gary Bannon, Recreation Director

June – October 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 12 th at 6:00 pm in the park. The Amanda Howard Park project has officially kicked off with the first neighborhood meeting held on July 12 th at the park. Over 20 people were in attendance and a lot of good ideas and visions for the park were shared with City staff. The options of what can be done are going to be determined this fall so a plan and budget can be developed and implemented in the coming year. 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. 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.
Nov - December 2018	The opportunity to enlarge the park area is a good likelihood with the purchase of an abutting parcel. The parcel is going to be assessed and an offer made to the property owner if the purchase is feasible. The additional property is will allow the park to accommodate more park features so it is worth exploring this option at this time.
January 2019	The assessment of the land was completed and an offer was made to the property owner this month. The property owner is reviewing the offer and hopefully will send us a positive response which then would be sent to the City Council for approval. The additional property is will allow the park to accommodate more park features so it is worth exploring this option at this time.

Capital Improvement Project



Ambulance Replacement



Project Description: 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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Fire & Rescue Department

Project Coordinators: Eric Hagman, Fire & Rescue Chief

February – June 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 airpicks and water rescue equipment to a ventilator for critical patients requiring an emergency transfers from Wentworth Douglass Hospital to other specialized facilities. The new Ambulance will look similar to 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.

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.

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. 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.

July - December 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. 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. 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,

CIP – Ambulance Replacement

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.

January 2019

Training on the new the custom-built ambulance that arrived in December was placed in service in January and is operating as expected with no issues and is a welcome addition to the fleet. With another ambulance scheduled for inclusion in the FY 21 CIP to be approved in December of 2019 (FY 20), meetings will start in the spring to review the current vehicles performance and adjust the design having a bid/vehicle design document ready to go. This project is now considered closed.

Capital Improvement Project



Bridge Improvements



Project Description: Annual bridge maintenance based on bridge repair program for the city's 11 bridges.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

The engineering firm of GM2Inc completed an inspection of the Chestnut Street Bridge in late November 2018. The bridge is in fair condition, but recommendations include replacement of decking membrane, with new pavement overlay and replacement of sidewalks. Cost estimates are being developed in anticipation of a larger CIP Project.

Capital Improvement Project



Building Access Control & CCTV Systems



Project Description: To install electronic keycard and CCTV systems in all larger municipal facilities. To standardize on keycard and CCTV systems. This extends Access Control and Security Systems technology currently employed at the Dover Police Station.
Year/Building to be improved: FY 20 Mast Road PW Facility, FY 21 Fire Stations, FY 22 McConnell Center, FY 23 Public Library, FY 24 Remaining Facilities

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

Proposed CIP document agreed upon and finalized

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Executive Department; Information Technology Division

Project Coordinators: Annie Dove, Information Technology Director

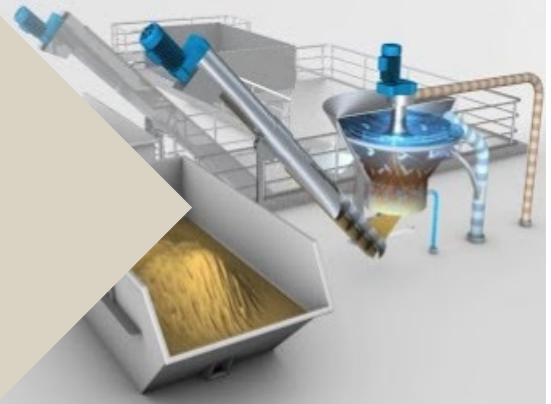
January 2019

The Information Technology Director has been drafting up an RFP for the City Hall building. It is in the final review stages before being placed out to bid.

Capital Improvement Project



Catch Basin Spoils Facility



Project Description: As part of its Stormwater Management Program, the city cleans catch basins of debris and grit, along with street sweepings. These spoils must be treated and properly disposed of. The City also collects sanitary debris from pump stations, manholes and sewer pipes. The material is odorous to handle and eventually was deposited at the Dredge Cell. The proposed project was the highest rated (top scoring) project on the 2018 Clean Water SRF Priority List and will receive \$350,000 principal forgiveness.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

A Preliminary Design Report was submitted to City staff for review in early February. Staff are compiling review comments in anticipation of engineering firm finalizing plans. Target to release for bidding is March/April 2019.

Capital Improvement Project



Central Falls Dam Repairs



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 in the downtown.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

April – July 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.

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.

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 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.

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.

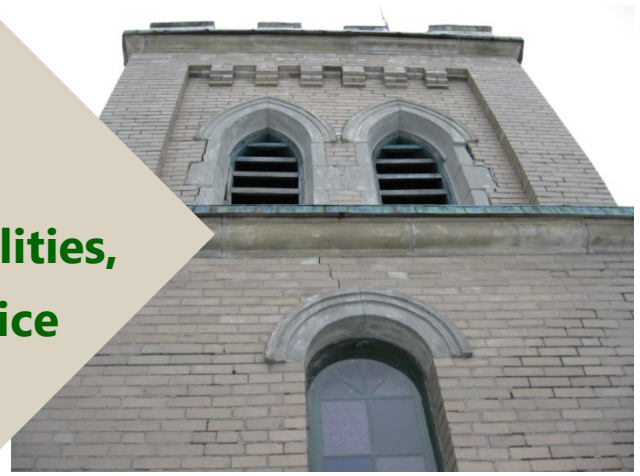
CIP – Central Falls Dam Repairs

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Capital Improvement Project



Chapel Restoration - Facilities, Grounds & Cemetery Office



Project Description: Update heat and ventilation. A sign shop, vehicle storage and repair space as well as modern electrical and plumbing requirements also need to be met. Once vacated, the Chapel will have selective repair, re-pointing and waterproofing of mortar joints. Repair or replace precast concrete on corners and around windows as needed. Finally, the bell tower may have structural damage in need of assessment and repair prior to addressing replacement of bricks and re-pointing as needed. Louvers may need replacement.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Sharon Sirois, Superintendent of Facilities & Grounds

January 2019

New FY 2020 Project. Staff had kick-off meeting in January. Expect to release RFP/RFQ for design-build services in March. Confirming programming needs of new facility. City Staff plan to handle site clearing, utilities, and landscaping. Goal is to have new building shell up by December 2019.

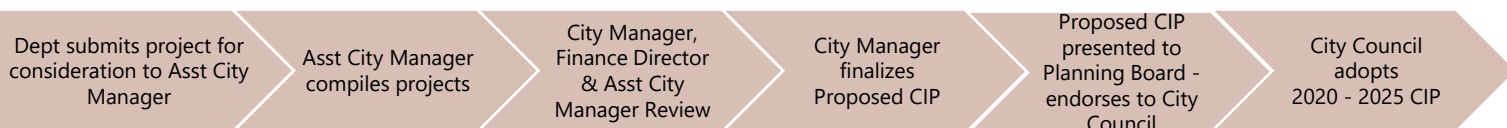
Capital Improvement Project



Cochecho River Dredge Cell Closure



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



Responsible Department: Planning Department

Project Coordinators: Christopher Parker, Assistant City Manager / Planning Director

February – August 2018 Project currently on hold. Still working on filling it so it can be capped and closed. Planning and Community Services staff reviewed the capacity of the cell, and the permitting needed to close the cell. The City's Environmental Projects consultant is working to finalize the closure plan. The City has been monitoring the private efforts to remove the lower dam at Sawyer's Mills. The Sawyers Mills Associates has been working with the engineering firm of Tighe & Bond and NH DES to get a bid packet released for the removal of the lower dam. The firm of SumCo was the low bidder and pre-construction meeting was scheduled for August 9. There is the potential the parties will ask to use the Dredge Cell for disposal of impounded river sediment. The lower dam is the first phase of a multi-phase approach NH DES is pursuing to remove any dams on the Bellamy River. There is the potential for a second phase in calendar 2019 that might also request disposal at the Dredge Cell. Again, disposal for any retained sediments that might have accumulated behind the dams. Planning and Community Services staff review the capacity of the cell, and the permitting needed to close the cell. The City's Environmental Projects consultant is working to finalize the closure plan.

Sept - December 2018 No update.

January 2019 No update.

Capital Improvement Project



Cochecho Riverfront Bank Stabilization & Site Prep

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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Planning Department

Project Coordinators: Christopher Parker, Assistant City Manager / Planning Director

January – June 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. 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 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. 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.

CIP – Cochecho Riverfront Bank Stabilization & Site Prep

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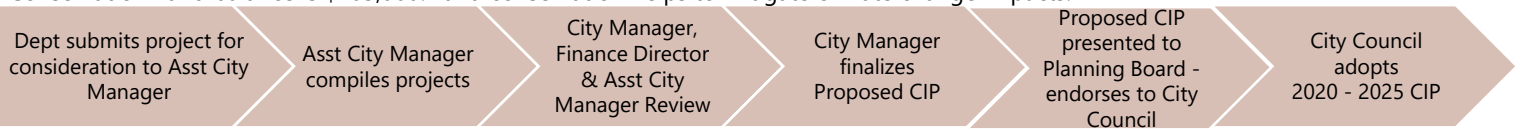
Capital Improvement Project



Conservation Funding



Project Description: Dover has a long history of protecting open land through the purchase of conservation easements. The Open Lands Committee was created to lead that effort. 100% of Current Use Penalty payments are deposited in the Conservation Fund, except for the first \$75,000 which is transferred to the General Fund to partially pay for a City Planner. Revenues have decreased in recent years as the amount of land in Current Use declines. The OLC has several land protection projects that can't proceed due to a lack of funds. The Conservation Fund balance is \$109,000. Land conservation helps to mitigate climate change impacts.



Responsible Department: Planning Department

Project Coordinators: Christopher Parker, Assistant City Manager/Planning Director

January 2019	This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$347,000 in transfers have been invoiced. \$241,000 has been received into the fund.
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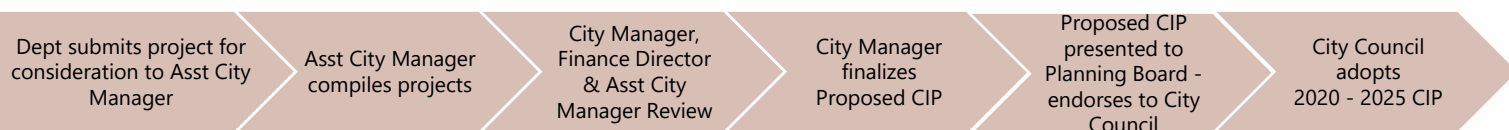
Capital Improvement Project



Downtown Wayfinding



Project Description: Project will design, fabricate, and install wayfinding/signage throughout the City. The project is a continuation of elements of the Silver Street reconstruction plan, and continues implementation of the Downtown Pedestrian and Vehicular Access Plan.



Responsible Department: Planning & Community Development Department

Project Coordinators: Christopher Parker, Assistant City Manager

January 2019	City Planner Benton continued to work with the consultant on creating a final design for the wayfinding project along Silver Street including several field visits and design sessions. In December, bid documents were drafted and have been reviewed by the Finance Department in January. City Planner Benton and consultant Gamble Design, LLC presented the Final Design for the Silver Street wayfinding project to the Transportation Advisory Committee on January 28. Bid documents are expected to go out in early February.
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[illegible]

Capital Improvement Project



Drainage System Improvements



Project Description: USEPA Phase II Storm Water Regulations require improvements to systems to improve water quality.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

Survey work is ongoing for emergency repairs between Grove and Mt Vernon Streets. Existing drainage line runs beneath a garage on private property. Need to layout and confirm new easements. Work on Belknap and St Thomas will likely get underway in May by in-house City crews. An amount of \$25,000 is being projected for a possible match towards a \$100,000 planning grant for the drainage basin downstream of the Broadway culvert crossing beneath the railroad tracks.

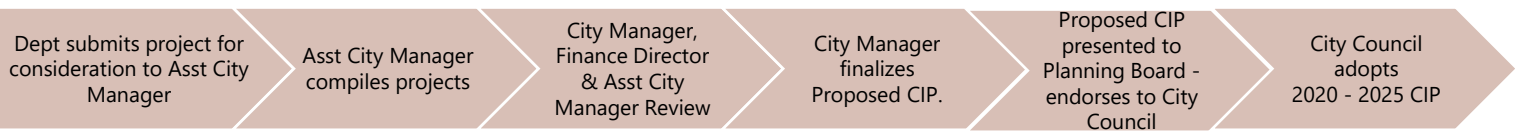
Dept submits project for consideration to Asst City Manager

City Manager,
Finance Director
& Asst City
Manager Review

Proposed CIP
presented to
► Planning Board -
endorses to City
Council

Priorities are being identified for calendar 2019. A stand-alone sidewalk is slated for Spruce Lane. Funding is being held for 3rd Street and an extension along Central Avenue out by Planet Fitness. Work was slated for Portland Avenue, but is contingent on CDBG funding.

Project Description: Annual road paving based on Road Surface Management Program.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019	Engineering staff are finalizing a draft lift of streets for the annual Pavement Maintenance Program. Final list will be depending on level of funding. Last year's program was about \$1.6 million.
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[illegible]

Capital Improvement Project



HVAC – Public Library

Heating
Ventilation
Air
Conditioning

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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

February – June 2018

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

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.

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. It's expected the implementation of mini-splits might cost \$400,000 total.

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

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 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 - December 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.

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

CIP – HVAC Public Library

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.

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.

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.

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

Renovation of the Council Chambers and installation of the HVAC system is ongoing, with the majority of the work being completed.

January 2019

The City wide transducer project has morphed to installation of air conditioning at the Library. Siemens is underway with installation of various mini-split air conditioning units to provide full air conditioning for the Library. Work is projected to be complete by the end of April.

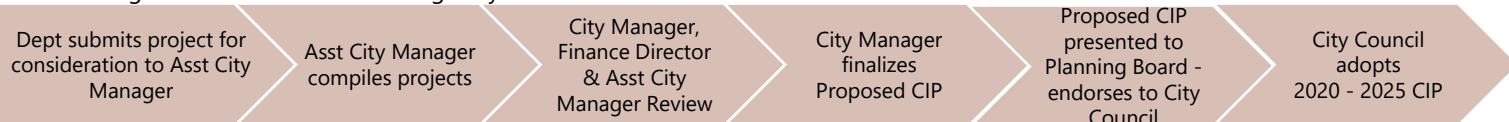
Capital Improvement Project



Indoor Pool Heating System Repairs



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.



Responsible Department: Recreation Department

Project Coordinators: Gary Bannon, Recreation Director

April – August 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. 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. 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. 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.
Sept - December 2018	The Indoor Pool heating system project bid will be placed on the agenda in October for Council approval. 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.
January 2019	The boiler system at the Indoor Pool is in the process of being replaced with a High Efficiency Natural Gas fired system. The new boilers are being installed in a separate room from the current boilers so that they can be assembled without interfering with current operations. The plan is to cut over the system in one day at some point in early March.

Capital Improvement Project



Inflow & Infiltration Mitigation

Infiltration/Inflow (I/I)



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

Feb – October 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.

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.

Staff and Wright Pierce have re-focused on the downtown area in an attempt to find the Inflow sources. It is believed that the grouting and sealing will take care of the infiltration component. We have relocated flow meters in the downtown sewer shed to try to pin down the inflow sources. The other area we finished investigation was the remaining clay pipe that fed into the Mill Street pump station. This area is on the lower part of Stark Avenue and Elliot Circle. Staff believes most of Stark Ave can be relined, but portions of Elliot Circle will need to be reconstructed. Staff has requested proposal for design work for this area, as well as the grouting and sealing of the downtown area.

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

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.

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.

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.

CIP – Inflow & Infiltration Mitigation

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.

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

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.

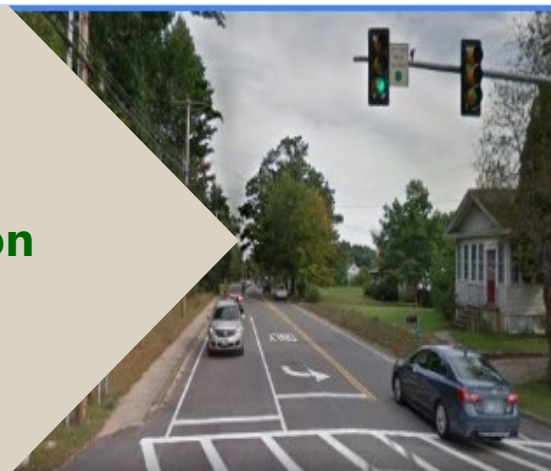
January 2019

Final report was issued and remediation work remains ongoing. Dye testing is slated for this coming spring for flat roofs in the downtown area. Design drawings are in progress for improvements in Eliot Park neighborhood. Staff have identified a few catch basins that need to be connected to storm system.

Capital Improvement Project



Intersection Reconstruction Sixth & Venture



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & David White, City Engineer

February – June 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.
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.
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.

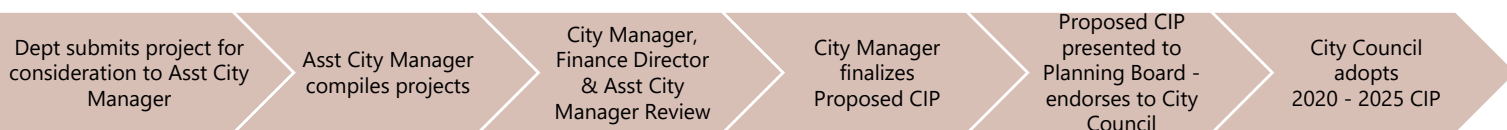
July - December 2018

A design kickoff meeting was held with Sebago and the survey will start in August.
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.
Design effort remains on-going. Expectation is to release for bids in January 2019.

January 2019

Design is at approximately 90% complete. Hope to go to bid by end of March. City staff is working to secure one easement to accommodate slight widening of roadway.

Project Description: the 15 year old model Cardiac Monitors/Defibrillators on the fire engines will be unsupported for parts late 2019. This purchase would replace the 5 year old cardiac monitor defibrillators on the ambulances and move those to the fire engines. Also 2 additional CPR Assist Devices will be added to the inventory.



Responsible Department: Fire & Rescue Department

Project Coordinators: Eric Hagman, Fire & Rescue Chief

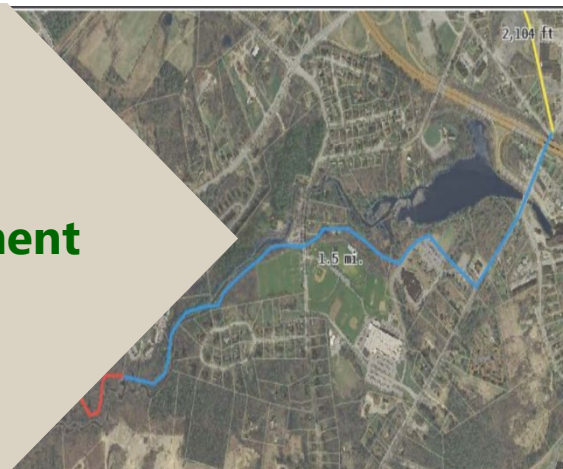
January 2019

With monies appropriated within the CIP in December, this project is in progress with two manufactures products being compared being Physio-Control and Zoll. The first look is that it appears the Zoll product has a lower cost of ownership over its ownership life of ten years (and possibly more) due to lower maintenance contract fees, as well as a simpler to use/better designed control interface. These devices will transmit 12 lead EKG cardiac rhythms to area hospitals Emergency Departments and on-call Cardiologists from the emergency scene, pace a heart to the proper rhythm when needed, and defibrillate and re-start the heart when conditions allow during a cardiac arrest.

Capital Improvement Project



Multi-Use Trail Development



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Planning Department

Project Coordinators: Christopher Parker, Assistant City Manager / Planning Director

January – June 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.

Work on the third phase of the Community Trail continues as part of the Transportation Alternatives Program (TAP) project with help from CLD Consulting Engineers and the Community Trail Advisory Committee. The project is in review to be able to go out to bid for construction however easements need to be in place first. Planning Staff is working with the City Assessor to determine the value of the easements necessary to negotiate the easements. Legal Counsel has drafted those easement documents. The project is still on schedule to be fully completed by the end of 2018.

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.

The project is still on schedule to be fully completed by the end of 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.

July - December 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.

CIP – Multi Use Trail Development

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.
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.

January 2019

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.

A photograph of a single-story brick building with a green door and a large window. The building has a brick base and a lighter-colored brick upper section. A large, light-colored triangular graphic is overlaid on the left side of the image.

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graph LR
    A[Dept submits project for consideration to Asst City Manager] --> B[Asst City Manager compiles projects]
    B --> C[City Manager, Finance Director & Asst City Manager Review]
    C --> D[City Manager finalizes Proposed CIP]
    D --> E[Proposed CIP presented to Planning Board - endorses to City Council]
    E --> F[City Council adopts 2020 - 2025 CIP]
  
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Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Project Coordinators: Eric Hagman, Fire & Rescue Chief

This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

A yellow City of Dover Community Services truck is parked inside a large industrial building. The truck has a large white container on its back, which is labeled "VARRED". The truck's side features the "CITY OF DOVER" logo and the text "COMMUNITY SERVICES". The building has a high ceiling with exposed steel beams and large windows. A large white triangular graphic is overlaid on the left side of the image.

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graph LR
    A[Dept submits project for consideration to Asst City Manager] --> B[Asst City Manager compiles projects]
    B --> C[City Manager, Finance Director & Asst City Manager Review]
    C --> D[City Manager finalizes Proposed CIP]
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    E --> F[City Council adopts 2020 - 2025 CIP]
  
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Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Project Coordinators: John Storer, Community Services Director

This image shows a full page of a document template designed for handwritten notes or essays. It features a series of evenly spaced, light gray horizontal lines extending across the entire width of the page. The lines are thin and consistent in color and thickness throughout. There are no margins, headers, footers, or other markings present on the page.

MASTER PLAN



Capital Improvement Project



Pump Station Upgrade – Cochecho



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.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director, Gretchen Young, Asst. City Engineer

April – June 2018	The City pulled old records, plans and pumping records in preparation of developing a Request for Proposal (RFP) for engineering design services. 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 - December 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. 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. Engineers from Dubois & King, the engineering consultant visited the site to establish pump design criteria. Engineers also visited other pump stations 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. 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.
January 2019	A 90% set of plans has been submitted for City review. Staff is focusing on SCADA components and programming. The goal is to release for bidding by end of March 2019.

Inspection and possible repair will prevent disruption of wastewater services.



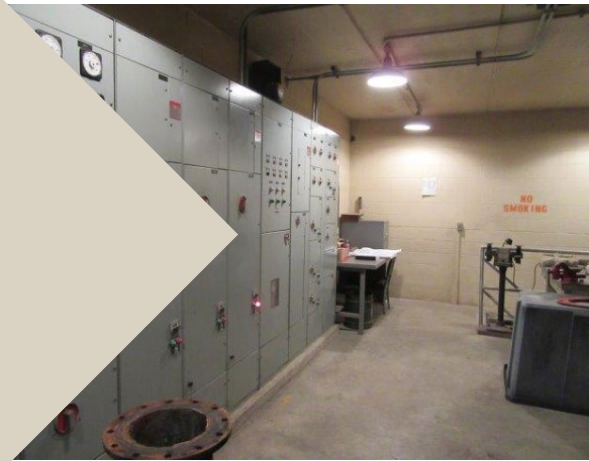
Project Coordinators: John Storer, Community Services Director

This is a new project for FY2020. The department will focus on Condition Assessment of force main, which is a 1987 vintage, 36-inch diameter RCP that is 5 miles in length. Need detailed assessment of condition, including Contingency Plan in the event of failure.

Capital Improvement Project



Pump Station Upgrade River Street



Project Description: Upgrading the VFD drives to include design and installation.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

Four new VFD's have been ordered. Bid is pending for labor to install and complete upgrades. A pre-bid meeting is pending February 26 for labor & install

Capital Improvement Project



Pump Station Upgrade – Varney Brook



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.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director, Gretchen Young, Asst. City Engineer

April – June 2018	The City pulled old records, plans and pumping records in preparation of developing a Request for Proposal (RFP) for engineering design services. 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 - December 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. 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. Engineers from Dubois & King, the engineering consultant visited the site to establish pump design criteria. Engineers also visited other pump stations 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. 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.
January 2019	A 70% set of plans have been submitted for City review. Waiting on DES approval of plans and Wetland Permit. City is working toward approval of sole source letter for Cat generator to standardize on parts and maintenance. Goal is to go out to bid by June 2019

Capital Improvement Project



Sewer Jet Truck Replacement



Project Description: Replacement of 2001 Vactor Jet truck. Replacement cost is \$375,000 split between two funding sources.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

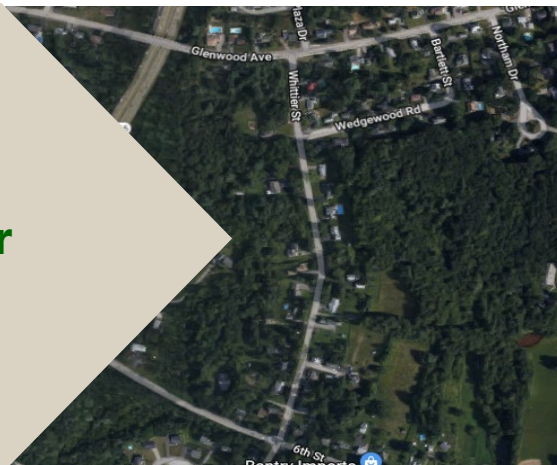
January 2019

This is new funding for FY2020. The Fleet Manager is finalizing a specification package in anticipation of releasing RFP by the end of February.

Capital Improvement Project



Sidewalk – Upper Whittier Street



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

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

Proposed CIP document agreed upon and finalized

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2026 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & David White, City Engineer

February – June 2018

Survey/design work will be initiated this winter. The goal is to be ready for bidding by spring 2018. A request for proposal has advertised and the response will be opened on April 9th for design services. TEC has been awarded the contract to design the sidewalk improvements. TEC has started to survey the area. TEC has completed the survey and a neighborhood meeting will be set up to receive input.

July - December 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. 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. Design effort is wrapping up. Goal remains to go to bid this winter with construction scheduled to start spring 2019.

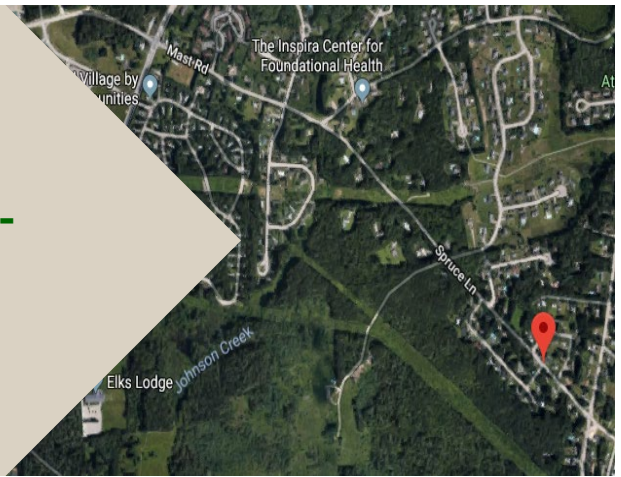
January 2019

Finalizing design, plans currently at about 90% complete. The goal is to release for bidding by March. Engineering consultants are concerned with cost estimates, so City staff are exploring if CDBG funding assistance might be available to help fund.

Capital Improvement Project



Sidewalk Replacement - Spruce Lane



Project Description: Construction of a sidewalk on Spruce Lane; 3,400 feet from Mast Road to Back River Road.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP.

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

All permits complete, tree approvals resolved, waiting on contractor's schedule - will plan neighborhood meeting once schedule is finalized. Hope to begin construction sometime May or June.

Capital Improvement Project



South End Fire Station Improvements



Project Description: \$57,000 previous approved CIP for paving, an additional \$120,000 requested and approved to complete drainage scope now fully defined at South End Station.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP.

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Fire & Rescue Department

Project Coordinators: Eric Hagman, Fire & Rescue Chief

March – December 2018 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.

January 2019 With additional monies appropriated within the CIP in December, and January busy with other projects, the plan is to hopefully meet in February or early March with Community Services staff to craft the scope of work to bid out, the drainage system design that Community Services has crafted. The to be installed drainage system will mitigate the water that flows from the station toward the Durham Road, as well as the water flowing from the Durham Road toward the station ramp, which then seeps under the asphalt of the front ramp and into the 1967 era substandard clay under-bed which results in frost heaves and broken asphalt within a year or two of any new asphalt over-layment being applied.

Capital Improvement Project



Spruce Lane Sidewalk



Project Description: Construction of a sidewalk on Spruce Lane; 3,400 feet from Mast Road to Back River Road.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP.

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

All permits complete, tree approvals resolved, waiting on contractor's schedule - will plan neighborhood meeting once schedule is finalized. Hope to begin construction sometime May or June.

Capital Improvement Project



Storm Drain Replacement - Broadway RR Culvert



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & David White, City Engineer

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

January 2019

Contracts have been executed and Preconstruction Meeting occurred in early January. Contractor and City Staff met with representative of Red's Shoe Barn to review potential timing and construction impacts. Engineering shop drawings and submittals have begun. Contractor is likely to begin mobilizing in March. Project duration is expected to go one full year, with new culvert beneath the railroad line by fall 2019.

Capital Improvement Project



Street Reconstruction – Elm, Summer & Belknap



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Gretchen Young, Assistant City Engineer

February – June 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.

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.

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.

Staff had a kick-off meeting with Wright-Pierce, the consultant for the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. Survey of the neighborhood will begin in July.

July - December 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.

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.

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.

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

CIP – Street Reconstruction – Elm, Summer & Belknap

[illegible]

Capital Improvement Project



Street Reconstruction – Hanson Street



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Gretchen Young, Assistant City Engineer

February – October 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. 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. 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. 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. 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. 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. 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. SUR Construction continued working on the reconstruction project. They completed much of the finish work including construction of sidewalks and driveway modifications. 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.

CIP – Street Reconstruction – Hanson Street

[illegible]

Capital Improvement Project



Street Reconstruction – Roberts Road



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

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Gretchen Young, Assistant City Engineer

February – June 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.

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

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.

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.

Holden Engineering has obtained finalized design and bid specifications. The project was put out for bid and a pre bid meeting with contractors was held. Staff also worked with property owners to secure necessary easements for proposed drainage improvements.

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

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.

July - December 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. 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.

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.

CIP – Street Reconstruction – Roberts Road

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.

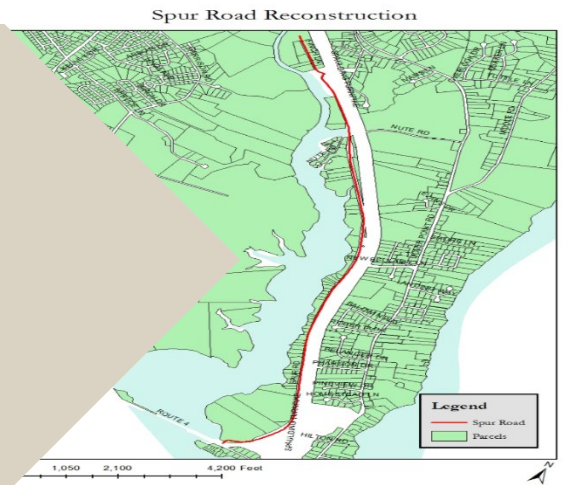
January 2019

Work was substantially complete in fall 2018. Final work remaining includes adjustment of drainage structures in early spring, followed by final pavement overlay.

Capital Improvement Project



Street Reconstruction - Spur Road



Project Description: Reclaim, inject concrete base and repave Spur Road.

The road bed on Spur Road is in very poor condition causing premature pavement failure. The injection of concrete to the road bed is a cost effective method rather than replacing the entire road bed.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

February – June 2018	Underwood has been awarded the contract to design the project. 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. 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. The survey has been completed and a neighborhood meeting is set to occur July 19th.
July – December 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. 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. 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. 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.
January 2019	A set of 60% plans have been submitted for City staff review. A \$17,000 wetlands permit has been submitted to NH DES and are awaiting their review and approval. Have ongoing television inspection work of segments of sewer that cross beneath Spaulding Turnpike. Hope to release for bidding late March or early April.

Capital Improvement Project



Traffic Signal Coordination Central Avenue



Project Description: This project funds an annual replacement and upgrading of 33 traffic signal equipment on a rotating citywide basis. It will also add traffic calming and safety. This ongoing maintenance will reduce the need for the City to undertake citywide retiming and equipment projects. The focus in 2020 will be at Week's Crossing and Central Avenue south of Week's Crossing.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

Finally received acknowledgement of award from NH DOT to begin. Staff drafted RFQ to solicit and secure engineering assistance. RFQ is being sent to NH DOT for review & authorization.

Capital Improvement Project



Traffic Signal Coordination Week's Crossing



Project Description: This project funds an annual replacement and upgrading of 33 traffic signal equipment on a rotating citywide basis. It will also add traffic calming and safety. This ongoing maintenance will reduce the need for the City to undertake citywide retiming and equipment projects. The focus in 2020 will be at Week's Crossing and Central Avenue south of Week's Crossing.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

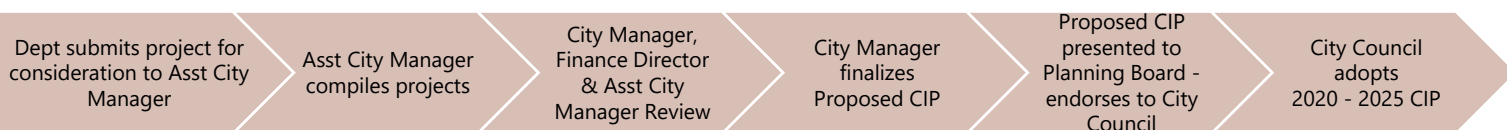
Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

Waiting for State on approval process, grant award has to be approved by Governor & Council. Hope to begin design sometime in April.

Project Description: Repairs include replacement of existing roof, which has one layer of shingles on it, and replacing and repairing walls.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Sharon Sirois, Superintendent of Facilities & Grounds

January 2019	This is new project for FY2020. Goal will be to develop RFP for roofing replacement/repairs this summer.
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[illegible]

Capital Improvement Project



Water Main Replacement - Main & Washington



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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Bill Boulanger, Deputy Community Services Director

February – June 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.

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.

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

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.

July - December 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.

The design phase is 90% complete. Staff is reviewing the 90% plans and specifications with expectation to go out to bid late fall or early winter.

An amount of \$1.1 was budgeted for the replacement of an 1880's vintage 8-inch diameter water main. New mains will be installed along Main Street from Broadway down to Washington Street, and along Washington Street from Main Street to Lower Square.

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

Design has been completed. Work is going out to bid in November. Construction is slated through summer of 2019, with proposed complete in August.

January 2019

Bids were received late December. Initial budget was estimated at \$1.1 million but bids came back over \$1.7 million. Staff recommend delaying one year due to other significant projects that will disrupt the downtown (Central Falls Wall Replacement & Broadway Culvert Crossing). Goal will be revisit plans to see if design changes can help reduce costs via amount of temporary water mains needed for emergency fire suppression. Will also have to identify potential supplemental funding via possible reprogramming of any water-related surpluses.

Capital Improvement Project



Water Meter Replacement



Project Description: Replace existing meters in the field that have met their life expectancy. This ensures water meters in system are not outdated and recording water usage correctly.

The first year replacement will allow for a jump start to replace a majority of the meters at once.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

[illegible]

Capital Improvement Project



Water Systems Facilities Upgrade

Over Water Phase II Front View Willand Pond

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.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director & Bill Boulanger, Deputy Community Services Director

February – June 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

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.

Campbell Well House: All issues have been resolved.

July - December 2018

Somersworth Interconnect- Plans are wrapping up and should be out to bid late-2018.

Rest remains unchanged.

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.

January 2019

Multiple projects are included as part of the Phase 2 Water System Improvements. Contracts have been signed for the Willand Pond Pump Station and Somersworth Interconnection Facility (\$3.52 million) and the corresponding Raw Water Transmission Main to connect to the Lowell Avenue Treatment Plant (\$2.43 million). A Preconstruction Meeting and a Neighborhood Informational Meeting are scheduled for February 20. Contractors expect to mobilize and begin submittals and shop drawings very soon thereafter.

CIP – Water Systems Facilities Upgrade

by mid-summer 2019. Still waiting for 401 Water Quality Certifications from NH DES. Garrison Hill Tank Renovation will likely go to bid fall 2019, for anticipated construction over the following winter.

Capital Improvement Project



Water Treatment Plant & Well Equipment



Project Description: Equipment replacement will follow recommendations of the water facilities plan.

These stations must continue to be in top operating condition in order to prevent violations of the City's NPDES permit

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019

Bouchard Well - City issued bids in December. A Purchase Order was issued late January and work is being scheduled. Work involves chemical cleaning of well screen and redevelopment of packing around screen. Will include installation of new pump motor. Will require well to come out of service for a couple of months. Before taking out of service, waiting on confirmation from hydrogeological consultants (Emery & Garrett Groundwater) that DPH-1 water quality is fully compliant and well can be put back into service.

City of Dover

Revenues of Major Funds January 31, 2019

(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	\$ 85,732,854	\$ 2,303,686	\$ 44,072,691	51.0%	\$ 41,660,163	\$ -	\$ 41,660,163	(48.6)%
Licenses & Permits	6,374,774	583,338	4,141,878	65.0	2,232,896	-	2,232,896	35.0
Intergovernmental	2,347,036	136,317	2,123,548	90.0	223,488	-	223,488	9.5
Charges for Services	3,693,842	370,848	2,477,624	67.0	1,216,218	-	1,216,218	32.9
Miscellaneous Revenue	821,479	79,757	564,102	69.0	257,377	(885)	258,262	31.4
Education	16,029,883	2,985,216	9,474,809	59.0	6,555,074	(2,072)	6,557,147	40.9
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	\$ 115,528,547	\$ 6,459,162	\$ 62,854,651	54.0%	\$ 52,673,896	\$ (2,957)	\$ 52,676,853	45.6%
3213 Parking Activity Fund								
Licenses & Permits	\$ 242,000	\$ 16,242	\$ 151,775	63.0%	90,226	\$ -	\$ 90,226	37.3%
Parking Income	600,000	48,230	407,983	68.0%	192,017	-	192,017	32.0%
Parking Fines	147,489	14,942	107,458	73.0%	40,031	-	40,031	27.1%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 79,414	\$ 667,215	67.0%	\$ 322,274	\$ -	\$ 322,274	32.6%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,356	\$ -	\$ -	0.0%	\$ 10,356	\$ -	\$ 10,356	100.0%
Charges for Services	945,000	110,750	620,296	66.0%	324,704	-	324,704	34.4%
Miscellaneous Revenue	0	2,763	8,388	0.0	(8,388)	-	(8,388)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,184,768	\$ 113,513	\$ 628,684	53.0%	\$ 556,084	\$ -	\$ 556,084	46.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 749,468	\$ 52,474	\$ 389,461	52.0%	\$ 360,007	\$ -	\$ 360,007	48.0%
Operating Transfers In	217,415	22,939	175,148	81.0	42,267	-	42,267	19.4
Sub-total : 3381 McConnell Center	\$ 966,883	\$ 75,413	\$ 564,608	58.0%	\$ 402,275	\$ -	\$ 402,275	41.6%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 446,315	\$ 43,902	\$ 225,480	51.0%	\$ 220,835	\$ -	\$ 220,835	49.5%
Miscellaneous Revenue	15,500	270	2,157	0.1	13,344	-	13,344	86.1
Operating Transfers In	20,000	-	425	2.0	19,575	-	19,575	97.9
Other Financing Sources	97,522	-	-	0.0	97,522	-	97,522	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 44,172	\$ 228,062	39.0%	\$ 351,275	\$ -	\$ 351,275	60.6%
5300 Water Fund								
Charges for Services	\$ 5,577,152	\$ 236,866	\$ 2,911,080	52.0%	\$ 2,666,072	\$ -	\$ 2,666,072	47.8%
Miscellaneous Revenue	70,500	5,140	53,753	76.0	16,747	-	16,747	23.8
Sub-total : 5300 Water Fund	\$ 5,647,652	\$ 242,006	\$ 2,964,833	52.0%	\$ 2,682,819	\$ -	\$ 2,682,819	47.5%
5320 Sewer Fund								
Intergovernmental	\$ 33,766	\$ -	\$ 15,204	45.0%	\$ 18,562	\$ -	\$ 18,562	55.0%
Charges for Services	7,238,232	356,490	3,818,405	53.0	3,419,827	-	3,419,827	47.2
Miscellaneous Revenue	57,000	4,322	48,367	85.0	8,633	-	8,633	15.1
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 7,849,990	\$ 360,812	\$ 3,881,976	49.0%	\$ 3,968,014	\$ -	\$ 3,968,014	50.5%
6100 Dovernet Fund								
Charges for Services	\$ 1,141,022	\$ 56,731	\$ 616,373	54.0%	\$ 524,649	\$ -	\$ 524,649	46.0%
Miscellaneous Revenue	25,000	25,000	25,000	1.0	-	-	-	0.0
Operating Transfers In	-	-	-	0.0	0	-	0	0
Other Financing Sources	277,802	-	-	0.0	277,802	-	277,802	100.0
Sub-total : 6100 Dovernet Fund	\$ 1,443,824	\$ 81,731	\$ 641,373	44.0%	\$ 802,451	\$ -	\$ 802,451	55.6%
Total : REVENUES	\$ 134,190,490	\$ 7,456,224	\$ 72,431,403	54.0%	\$ 61,759,087	\$ (2,957)	\$ 61,762,044	46.0%

City of Dover

Expenditures of Major Funds January 31, 2019 (General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 588,169	\$ 92,263	\$ 316,875	54.0%	\$ 271,294	\$ 132,015	\$ 139,279	23.7%
Executive	1,173,836	94,854	699,650	60.0	474,186	288,277	185,910	15.8
Finance	1,858,605	156,289	1,126,649	61.0	731,956	504,168	227,789	12.3
Planning	704,106	66,553	431,262	61.0	272,844	196,811	76,034	10.8
Misc General Government	1,008,417	83,475	332,350	33.0	676,067	185,503	490,564	48.6
Police	9,149,397	891,441	5,499,889	60.0	3,649,508	2,204,014	1,445,494	15.8
Fire & Rescue	9,406,962	877,887	5,801,021	62.0	3,605,941	1,991,196	1,614,745	17.2
Community Service Public Works	7,458,302	464,218	2,810,881	38.0	4,647,421	1,598,188	3,049,233	40.9
Recreation	2,240,631	182,501	1,220,877	54.0	1,019,754	458,099	561,654	25.1
Public Library	1,425,348	123,963	815,189	57.0	610,159	385,648	224,511	15.8
Public Welfare	796,220	51,839	303,000	38.0	493,220	84,180	409,039	51.4
Debt Service	12,311,694	3,247	33,237	0.0	12,278,457	38,738	12,239,719	99.4
Other Financing Sources/Uses	3,900,514	113,079	791,554	20.0	3,108,960	-	3,108,960	79.7
School	54,508,984	4,031,380	24,956,273	46.0	29,552,711	28,472,953	1,079,758	2.0
Intergovernmental	8,997,362	-	8,997,362	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 115,528,547	\$ 7,232,989	\$ 54,136,067	46.9%	\$ 61,392,480	\$ 36,539,790	\$ 24,852,689	21.5%
3213 Parking Activity Fund								
Police	\$ 989,489	\$ 51,073	\$ 345,032	35.0%	\$ 644,457	\$ 129,464	\$ 514,993	52.0%
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 51,073	\$ 345,032	34.9%	\$ 644,457	\$ 129,464	\$ 514,993	52.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,328,441	\$ 78,797	\$ 627,876	47.0%	\$ 700,565	\$ 480,646	\$ 219,919	16.6%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,328,441	\$ 78,797	\$ 627,876	47.3%	\$ 700,565	\$ 480,646	\$ 219,919	16.6%
3381 McConnell Center Fund								
Recreation	\$ 966,883	\$ 33,293	\$ 209,530	22.0%	\$ 757,353	\$ 136,127	\$ 621,226	64.3%
Sub-total : 3381 McConnell Center Fund	\$ 966,883	\$ 33,293	\$ 209,530	21.7%	\$ 757,353	\$ 136,127	\$ 621,226	64.3%
3410 Recreation Special Revenue Fund								
Recreation	\$ 579,337	\$ 35,995	\$ 301,893	52.0%	\$ 277,444	\$ 61,946	\$ 215,499	37.2%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 35,995	\$ 301,893	52.1%	\$ 277,444	\$ 61,946	\$ 215,499	37.2%
5300 Water Fund								
Community Service Public Works	\$ 5,728,161	\$ 329,846	\$ 2,441,329	43.0%	\$ 3,286,832	\$ 568,665	\$ 2,718,167	47.5%
Sub-total : 5300 Water Fund	\$ 5,728,161	\$ 329,846	\$ 2,441,329	42.6%	\$ 3,286,832	\$ 568,665	\$ 2,718,167	47.5%
5320 Sewer Fund								
Community Service Public Works	\$ 8,079,438	\$ 526,625	\$ 3,420,861	42.0%	\$ 4,658,578	\$ 1,088,813	\$ 3,569,765	44.2%
Sub-total : 5320 Sewer Fund	\$ 8,079,438	\$ 526,625	\$ 3,420,861	42.3%	\$ 4,658,578	\$ 1,088,813	\$ 3,569,765	44.2%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,767,532	\$ 128,503	\$ 719,704	41.0%	\$ 1,047,828	\$ 316,504	\$ 731,325	41.4%
Sub-total : 6100 Dovernet Fund	\$ 1,767,532	\$ 128,503	\$ 719,704	40.7%	\$ 1,047,828	\$ 316,504	\$ 731,325	41.4%
Total : EXPENDITURES	\$ 134,967,829	\$ 8,417,121	\$ 62,202,292	46.1%	\$ 72,765,537	\$ 39,321,954	\$ 33,443,583	24.8%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) January 31, 2019

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,217,196	174,326	818,466	67.2	398,730	0	398,730	32.8
Expenditures	969,082	88,332	567,315	58.5	401,767	231,025	170,742	17.6
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	85,994	251,152	9	(251,152)	(231,025)	(20,126)	(185)

5. Workforce Focused Outcomes

“CONTINUE TO RECRUIT, RETAIN AND SUPPORT TRAINING OF EMPLOYEES AND VOLUNTEERS NECESSARY TO FULFILL SERVICE DELIVERY NEEDS OF COMMUNITY.”

Employee Anniversaries – February 2019

Employee Name	Division	Years of Service
McCulloch, Jamie	Finance	25
Openo, Phuong	Library	20
Anagnos, James M	Fire	19
Rabideau, Matthew T	F&G	19
Nichols, Lena C	Public Welfare	16
Orringer, Scott L	Fire	15
Pike, Edward F Jr	Police	13
Ambrose, Joshua R	Fire	10
Jerard, Jason E	Police	10
Gillis, Michael P	Executive	9
Dionne, Megan R	Fire	8
Weinberger, Christina M	Library	6
Jarvis, Linda L	Recreation	5
Nason, Cody C	Fire	3
Miranda, Luis	CS	1

JANUARY SEPARATIONS: 6

- 1 Executive Department
- 1 Finance Department
- 4 Recreation Department

JANUARY NEW HIRES: 4

- 1 Community Services Department
- 1 Fire Department
- 2 Recreation Department

On January 20, 2019, Dispatcher Nicole Moore was promoted to the rank of Assistant Communications Supervisor. Nicole has been with the Dover Police Department since July of 2016 and came with prior dispatch experience.



Assistant
Communications
Supervisor Moore

On January 18, 2019, the Crime Scene Unit members (Detective Tim Burt, Officers Scott Petrin, Greg Turner, Paul Levin, and Adam Gaudreault) attended a 10 hour training session. The training consisted of review of latent print evidence concepts, processing techniques, and processing practical exercises. There was also training on footwear/tire impression concepts, evidence collection, and how to preserve and collect evidence in the snow.

On January 22, 2019, Dispatchers Emily Cleary, Heidi Wunschel, and Assistant Communications Supervisor Nicole Moore attended Dispatchers Response to Domestic Violence. This four hour training was to provide informative training as to what information dispatchers should be giving officers when dispatched to a domestic violence call.

On January 24, 2019, Detective Mask attended Juvenile Delinquency. The training consisted of an overview of patrol responses to dealing with juvenile delinquency and the various ways to handle those situations. It also focused on the process of filing

juvenile petitions and how and what can be done with delinquency.

Ray Vermette , Wastewater Facility Supervisor assumed the presidency of the New England Water Environment Association at the association's annual conference held Wednesday January 30th at the Marriott at Copley Place in Boston. With more than 2,000 members, NEWEA works to protect the quality of the water environment through education, collaboration while advancing knowledge, innovation and sound public policy. Part of Ray's acceptance speech stated **"My focus over the next year will be to continue using NEWEA as an off-ramp for Innovation to the Membership. Those of you that know me know that I love Innovation. I'm not afraid to welcome the "latest and so-called Greatest" Innovations to the Dover facility. One of my major focuses and theme as President will be Innovation. Innovation has tremendously helped us in Dover and I hope to help bring innovation in front of our Vendors and Members so some of you can have experiences that I've had."**

Congratulations to Ray Vermette.



Ray Vermette giving his acceptance speech.

One of the main focuses for January was the filling of the open Division Chief of EMS position. This occurred in early January with the promotion of Shift Lieutenant Dale Spainhower and culminated the strategic plan focus to bring the administrative/Chief

level positions to 5 personnel from 3 over the last three years. A big shout out of congratulations is due to Dale pictured below.

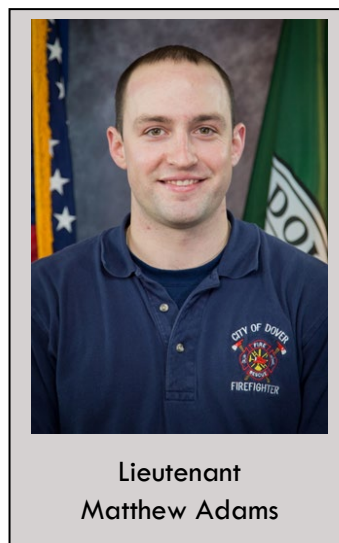


Dale Spainhower
Division Chief of EMS

Fire & Rescue is excited to have personnel capacity now to match the needs of the organization. Dale will be overseeing the organization's delivery of the paramedic level Emergency Medical Services which has extensive regulatory compliance requirements and generates approximately \$1.25 million in revenue from billing. Before the promotion occurred, an extensive office workflow review occurred with goal of putting people physically in the place that made the most sense based on job task analysis and in the area of other employees they interact with the most, which resulted in one of the rooms of Inspection Services plan storage moving to a utility space with Ambulance Billing Clerk Lynn Conway moving from the front office she has occupied for several years to that former plan storage room located in the shift personnel area of the station. Fire Chief Eric Hagman moved to the office formally occupied by Lynn, with Deputy Chief of Professional Standards Paul Haas moving to Eric's former office, with Assistant Chief of Operations and Training Michael McShane moving to Paul's former office. Division Chief of Training Michael "Micky" Drouin remained where he was previously located. Coordination of phone lines, data ports, office furniture moves, and other administrative setup requirements, required help from Facilities and Grounds, Info Technology, Human Resources, Inspection Services staff, and Fire & Rescue shift staff and Fire & Rescue gives a shout

out of thanks to all involved in all the pieces that made this workflow reorganization a success.

Due to Dale Spainhower's promotion, a Shift Lieutenant vacancy occurred. With promotional processes that established lists of eligible candidates for promotion, Fire & Rescue would like to congratulate Engineer/Paramedic **Matthew Adams** on his promotion to Lieutenant. Matt moves from C-Shift to D-shift where Dale formally served.



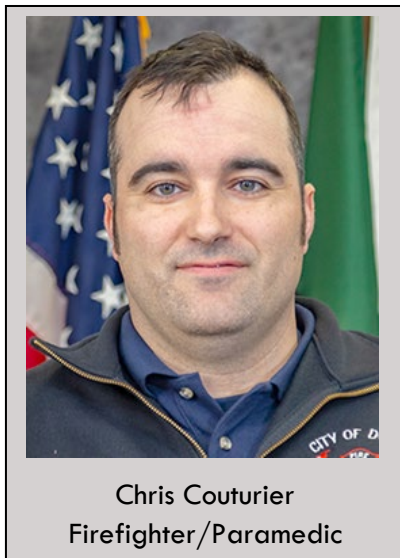
Lieutenant
Matthew Adams

Following that promotion, Firefighter/Paramedic **Matt Michaud** earned the Engineer Specialist position held previously by Matt Adams. Congratulations to Matt Michaud.



Engineer Specialist
Matthew Michaud

With Dale Spainhower's promotion and the others discussed earlier, this created an 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/Paramedic Chris Couturier started work during the last week of January. Chris comes to us from Goffstown Fire, where he has served since 2010, his last 3 years as a FF/EMT-P. He has numerous FF Certifications and a 10 year history playing on the CHaD Battle of the Badges hockey team. Chris completed his paramedic school ride time with Fire & Rescue when he was obtaining his Paramedic certification 3+ years ago and must have liked what he saw, prompting him to apply here. Please welcome Chris when you see him.



Chris Couturier
Firefighter/Paramedic

The January training priority for the department was a Stroke Emergency training update provided by WDH. Success with Stroke Emergency symptom reversal hinges on rapid diagnosis and a rapid medical system workflow. Fire & Rescue and WDH utilize a "hot Stretcher" approach where often, the stroke patient is rolled through the Emergency Room without stopping, directly to imaging to diagnose the type of stroke so either medications can be administered immediately, or a surgical team scheduled immediately. This rapid system workflow is constantly being reviewed and altered as evidence based practice standards are updated, hence the stroke system review focus in January.

In addition to that, January also was a catch up month for shifts to finish previous months training initiatives that were interrupted due to calls for service. This included ice/water rescue training objectives practiced at the Dover Indoor Pool and personal escape system trainings.

The other major initiative completed was this year's paramedic refresher training which happens annually with the organizations paramedics having to recertify every two years. This year's paramedic refresher was held in conjunction/as a team with WDH leveraging the strength of both organizations. Though many topics were covered, one to mention was the combination of the WDH' bariatric sim-manikin and Fire & Rescue's bariatric equipment designed for extra heavy patients (500 pounds and above through 1000 pounds). The photos below shows teams practicing lifting the bariatric sim-manikin utilizing a special lifting system before placement on a bariatric stretcher. The skill sets required to lift, move, and treat these heavy patients are very different from the normal techniques and knowledge in bariatric skill sets is what prevents injured emergency workers!



Employee emergency medical certification and licensing requirement management is a major focus

of Division Chief of Training, Michael “Micky” Drouin, with the planning of this refresher program being a major job requirement of this position.

In addition to those initiatives, several Chief/Admin team members attended a two-day class held at Portsmouth Regional Hospital on Medical Preparedness and Response to Bombing Incidents.

Public library volunteers brought books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents. Another volunteer made four deliveries to the Little Free Libraries, depositing 168 books between the two sites. Two volunteers are assigned to book repairs while another volunteer cleans DVD and CD discs twice weekly. Another volunteer is a retired school librarian who heads up the Teen Book Group called “Pizza & Pages”. Another volunteer assists with STEM Saturday projects and two new volunteers hang library event posters at retail and commercial outlets around town. Other volunteers work on cataloging projects, indexing projects, and book processing. These are just some of the tasks that library volunteers have taken on.

During the annual Chamber of Commerce Awards Gala held at The Landing at Rivermill, Dover Library Director Cathleen Beaudoin was named Citizen of the Year.



**Chamber's Citizen of the Year
Cathleen Beaudoin, Library Director**



6. Sustainability-Focused Outcomes

“DEVELOP STRATEGIES AND IMPLEMENT PROGRAMS THAT ENCOURAGE THE EFFICIENT USE AND PRESERVATION OF NATURAL RESOURCES BY MUNICIPAL SERVICES AND THROUGHOUT THE COMMUNITY.”

Planning and Community Development and Community Services staff 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 Manager Parker, Assistant City Planner Piekut, Community Services Director Storer and a subcommittee of the Energy Commission developed a proposal for an Energy Planner position in Planning Department.

The Greenhouse Gas and Nitrogen Inventory report on the impacts of municipal operations was finalized and released.

The Energy Commission formed a sub-committee to create a proposal for a dedicated Sustainability Commission.

In conjunction with the library’s Strategic Plan, Stibler Associates of Bedford completed a comprehensive planning document for the library’s interior spaces. This 12-week project involved staff interviews, collection projections and measurements, furniture and equipment needs, staff adjacencies, workflow, and storage requirements. The library now has as-built drawings and a finished concept for interior renovations going forward.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, February 13, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - MINUTES		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, February 13, 2019	Meeting Time:	7:00pm
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Muffett-Lipinski, Councilor Shanahan, and Councilor Thibodeaux. Councilor Keane arrived at 8:12 pm.

Absent: Councilor Williams.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to substitute as a whole Item 12.A.1.

Deputy Mayor Carrier moved to approve the Agenda as amended; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

7. PUBLIC HEARINGS

A. CHAPTER 5: BOARDS AND COMMISSION, SECTION 17: McCONNELL CENTER ADVISORY COMMITTEE

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.

Matthew Johnson, 26 Sunset Drive: He spoke about the Skate park. He spoke in favor of the School Department's proposed budget.

Louise Nielsen, 26 Hillcrest Drive: She spoke about the proposed School Department's budget being over the tax cap again. She talked about her assessed value on her home. She felt the State needed an income tax.

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Stephanie Wares, 10 Shady Lane: She spoke in favor of the proposed School Department's budget.

Siobhan Mehalek, 21 Mathes Hill Drive, Dover Middle School Teacher: She spoke in favor of the proposed School Department's budget.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He spoke about an emergency purchase order he authorized to replace an axle on a piece of snow removal equipment. Councilor Thibodeaux asked about figures regarding the electric car charging stations. City Manager Joyal said he will get that information to the Council. Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Thibodeaux.
Vote: 7/0.

10. APPROVAL OF MINUTES

- A. January 23, 2019's Regular Meeting
- B. February 6, 2019's Workshop Session

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: she met Senator Elizabeth Warren, Economic Forecast for the City of Dover, shadowed the Principal at Garrison Elementary School, Tri-City Homelessness Task Force, and the 400th Anniversary Committee. 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 5: BOARDS AND COMMISSION, SECTION 17: McCONNELL CENTER ADVISORY COMMITTEE
SPONSORED BY MAYOR WESTON BY REQUEST

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 13, 2019**
Meeting Time: **7:00pm**

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

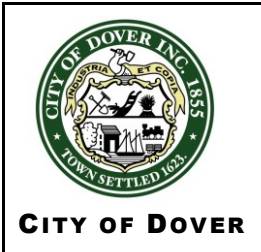
- 1. AMENDMENT ONE CHESTNUT STREET AND WASHINGTON STREET
REALIGNMENT PROJECT AND REPROGRAM UNEXPENDED FUNDS FROM
APPLEVALE AVENUE STREET RECONSTRUCTION
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. WALK ĩ Arts in Reach ĩAIRò Walk**
- 2. ROAD RACE ĩ Dover Main Street**
- 3. BLOCK PARTY ĩ Greater Dover Chamber of Commerce ĩ Farmeròs Market**
- 4. BLOCK PARTY ĩ Greater Dover Chamber of Commerce ĩ Headliner Series**
- 5. BLOCK PARTY ĩ Greater Dover Chamber of Commerce ĩ Shark in the Park**
- 6. BLOCK PARTY ĩ Greater Dover Chamber of Commerce ĩ Apple Harvest Day**
- 7. ROAD RACE ĩ Greater Dover Chamber of Commerce ĩ Apple Harvest Day**
- 8. BLOCK PARTY ĩ New Hampshire Soap Box Derby**
- 9. RAFFLE ĩ Pope Memorial Cocheco Valley Humane Society**
- 10. ROAD RACE ĩ Pope Memorial Cocheco Valley Humane Society**
- 11. ROAD RACE ĩ Redòs Race**
- 12. RAFFLE ĩ SOS Recovery Community Center**
- 13. RAFFLE ĩ St. Mary Academy**
- 14. ROAD RACE ĩ St. Mary Academy**
- 15. ROAD RACE ĩ Zebra Crossings**
- 16. B19037 BOUCHARD WELL CLEANING AND PUMP REPAIRS
SPONSORED BY MAYOR WESTON BY REQUEST**
- 17. APPROVAL OF WINTER ROAD MAINTENANCE AGREEMENT BETWEEN CITY
OF DOVER AND VARNEY BROOK LANDS, LLC
SPONSORED BY MAYOR WESTON BY REQUEST**
- 18. APPROVAL OF PUBLIC ART INSTALLATION IN CITY HALL
SPONSORED BY MAYOR WESTON, COUNCILOR KEANE, AND COUNCILOR
SHANAHAN**



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 13, 2019**
Meeting Time: **7:00pm**

19. WATERFRONT TIF ADVISORY BOARD OPERATING RULES SPONSORED BY MAYOR WESTON BY REQUEST

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 Committee
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 i 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**
- 26. Tri-City Homelessness Task Force**

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Ciotti pulled Item 13.A.1.

Councilor Thibodeaux pulled Item 13.A.17.

Councilor Shanahan pulled Item 13.A.18.

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

Roll Call Vote: 7/0.

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

Councilor Ciotti asked that they approve this permit request without the rain date request.

Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of 13.A.17.; seconded by Councilor Thibodeaux.

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

Roll Call Vote. 7/0.

Deputy Mayor Carrier moved for the adoption of 13.A.18.; seconded by Councilor Shanahan.

Councilor Shanahan read the artist's comments regarding the mural to the Council.

Vote: 7/0.

Councilor Gasses gave an overview of the Waterfront TIF Advisory Committee Report to the Council.

Deputy Mayor Carrier moved to accept the Waterfront TIF Advisory Committee Report; seconded by Councilor Thibodeaux.

Vote: 7/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, February 13, 2019 Meeting Time: 7:00pm
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Deputy Mayor Carrier gave an overview of the Joint Building Committee i Dover High School and Regional CTC Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee i Dover High School and Regional CTC Report; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

Councilor Ciotti gave an overview of the Joint Building Committee i Garrison Elementary School Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee- Garrison Elementary School Report; seconded by Councilor Muffett-Lipinski.

Vote: 7/0.

Councilor Shanahan gave an overview of the COAST Report to the Council.

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

Vote: 7/0.

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

Deputy Mayor Carrier moved to accept the Dover Main Street Report; seconded by Councilor Shanahan.

Vote: 7/0.

Councilor Gasses gave an overview of the Strafford County Regional Planning Commission Report to the Council.

Deputy Mayor Carrier moved to accept the Strafford County Regional Planning Commission Report; seconded by Councilor Ciotti.

Vote: 7/0.

Councilor Gasses gave an overview of the Tri-City Homelessness Task Force Report to the Council.

Deputy Mayor Carrier moved to accept the Tri-City Homelessness Task Force Report; seconded by Councilor Ciotti.

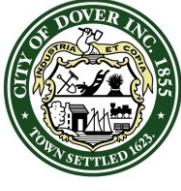
Vote: 7/0.

B. RESOLUTIONS

1. ESTABLISHMENT OF FISCAL YEAR 2019 EXPECTATIONS BY MAYOR AND CITY COUNCIL FOR CITY MANAGER SPONSORED BY MAYOR WESTON

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.

Vote: 7/0.

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C. ORDINANCES IN 1ST READING

**1. CHAPTER 22 ĩ ETHICAL STANDARDS
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 27, 2019)
SPONSORED BY MAYOR WESTON**

Deputy Mayor Carrier moved to refer to a public hearing on February 27, 2019;
seconded by Councilor Thibodeaux.
Vote: 7/0.

**2. CHAPTER 133 ĩ PEDDLERS AND VENDORS, SECTION 4 - APPLICATIONS
(TO BE REFERRED TO A PUBLIC HEARING ON FEBRUARY 27, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on February 27, 2019;
seconded by Councilor Shanahan.
Vote: 7/0.

14. COUNCIL CORRESPONDENCE

- A. Letter from xfinity dated January 14, 2019.**
- B. Letter from xfinity dated January 17, 2019.**
- C. Letter from xfinity dated January 25, 2019.**

Deputy Mayor Carrier moved to place correspondence on file; seconded by Councilor Muffett-Lipinski.
Vote: 7/0.

15. COUNCIL MATTERS OF INTEREST

Mayor Weston announced that the 400th Anniversary Committee has a Facebook page.

16. ADJOURN

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

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY OF DOVER - ORDINANCE</th></tr> <tr> <td colspan="2">Agenda Item#: 12.A.1.</td></tr> <tr> <td>Ordinance Number:</td><td>O – 2019.02.13 – 003</td></tr> <tr> <td>Ordinance Title:</td><td>Ethical Standards</td></tr> <tr> <td>Chapter:</td><td>22</td></tr> <tr> <td>Section:</td><td>22-3 Representation of Private Interests before City Agencies</td></tr> </table>	CITY OF DOVER - ORDINANCE		Agenda Item#: 12.A.1.		Ordinance Number:	O – 2019.02.13 – 003	Ordinance Title:	Ethical Standards	Chapter:	22	Section:	22-3 Representation of Private Interests before City Agencies
CITY OF DOVER - ORDINANCE													
Agenda Item#: 12.A.1.													
Ordinance Number:	O – 2019.02.13 – 003												
Ordinance Title:	Ethical Standards												
Chapter:	22												
Section:	22-3 Representation of Private Interests before City Agencies												

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Section 22-3 Representation of Private Interests before City Agencies.

2. AMENDMENT

Chapter 22 entitled "Ethical Standards" is hereby amended by revising Section 22-3 Representation of Private Interests before City Agencies as follows:

22-3. Representation of Private Interests before City Agencies.

No elected or appointed officer, or employee shall appear on behalf of private interests before ~~any~~the city board, commission, committee, subcommittee or authority on which they serve. Councilors, however, may appear without compensation on behalf of constituents or in the performance of public or civic obligations.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston
Approved as to Legal Form and Compliance:	Anthony Blenkinsop City Attorney		
Recorded by:	Susan Mistretta City Clerk		

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2019.02.13 – 003 Ordinance Title: Ethical Standards Chapter: 22 Section: 22-3 Representation of Private Interests before City Agencies
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DOCUMENT HISTORY:

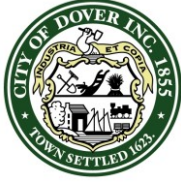
First Reading Date: 02/13/2019	Public Hearing Date: 02/27/2019
Approved Date:	Effective Date:

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:

As drafted, Dover Code 22-3 is a potential barrier to service of Dover boards of qualified individuals. This amendment proposes to sharpen the focus of 22-3, while still ensuring conflicts of interest are avoided and/or disclosed.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.2. Ordinance Number: O – 2019.02.13 – 004 Ordinance Title: Peddlers and Vendors Chapter: 133 Section: 4. Application
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 133.

2. AMENDMENT

Chapter 133 entitled "Peddlers and Vendors" is hereby amended by revising Section 4.A.(1), "Application" as follows:

133-4. Application.

A. The application for a Peddler or Vendor's license shall include the following information:

- (1) The name, home and business address of the applicant, and the business name and business address of the owner, if other than the applicant, of the peddler or vendor business, if other than the applicant, and any ~~S~~stand and motor vehicle to be used in the operation of the business.
- (2) A description of the type of food, beverage or merchandise to be sold and, in the case of products of farm or orchard, whether produced or grown by the applicant.
- (3) A description and photograph of any ~~S~~stand or motor vehicle to be used in the operation of the business, including the license and registration number of any motor vehicle used in the operation of the business.
- (4) Certificates of inspection as required by 133-5 of this Chapter.
- (5) A certificate of insurance or other proof acceptable to the Licensing Board that the applicant has been issued an insurance policy by an insurance company licensed to do business in the State of New Hampshire, protecting the licensee from all claims for damage to property and bodily injury, including death, which may arise from operations under or in connection with the license. Such policy shall provide coverage for personal and property damage in such amounts as may be deemed reasonable by the Licensing Board. [Amended 7-13-83 by Ord. No. 22-83]

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.2.

Ordinance Number: **O – 2019.02.13 – 004**
Ordinance Title: **Peddlers and Vendors**
Chapter: **133**
Section: **4. Application**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Mayor Karen Weston
Finance Director By request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The proposed amendment ensures the City is receiving the appropriate information within a license application.



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

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

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

Organization Name: 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) 50/50 Raffle at Ice Skating Show
Contact Person: Karen Benedetti Day Time Telephone: 603-609-5885
Address: 119 Cottonwood Dr. Dover NH 03820 Email: K.benedetti@comcast.net
Purpose of Permit: 50/50 Raffle at Ice Show
Date of Event: 4/6/19 Specific Time: 11:00 am
Location of Event: Dover Ice Arena

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

Prize (s) To Be Awarded: 50% of money collected
Cost of Ticket: \$1 Date of Drawing: 4/6/19
Place of Drawing: Dover Ice Arena

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

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

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

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

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

Police Department Block Party Approval Signature: _____

Printed Name: _____

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

SIGNATURE OF APPLICANT: Karen Benedetti DATE: Feb 5, 2019
(duly authorized)

PRINTED NAME: Karen Benedetti, GBFSC Secretary

Licensing Board Approval [Signature] Date: 2/8/19



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

(5K Road Race)

Check(☒) the type of application:

PARADE** ☒ , ROAD TOLL*** _____

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

Organization Name: Horne Street School PTG

Federal Tax ID number for Organization: 27-4610691

Check(☒) Nature of Organization:

Religious _____, Educational ☒, Charitable _____, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
Name/Description of Event (if applicable): Horne Street School 5K+ Trans Fitness Walk

Contact Person: Kelly Borish Day Time Telephone: 603-978-2033

Address: 78 Horne St. Dover, NH 03820 Email: 5K@hssptg.org

Date of Event: September 15, 2019 Specific Time: 9:00

Location of Event (if parade, attach course description or map): Horne St. 6th Street, Whither St. Glenwood Ave

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Marn Speidel Check Here If Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

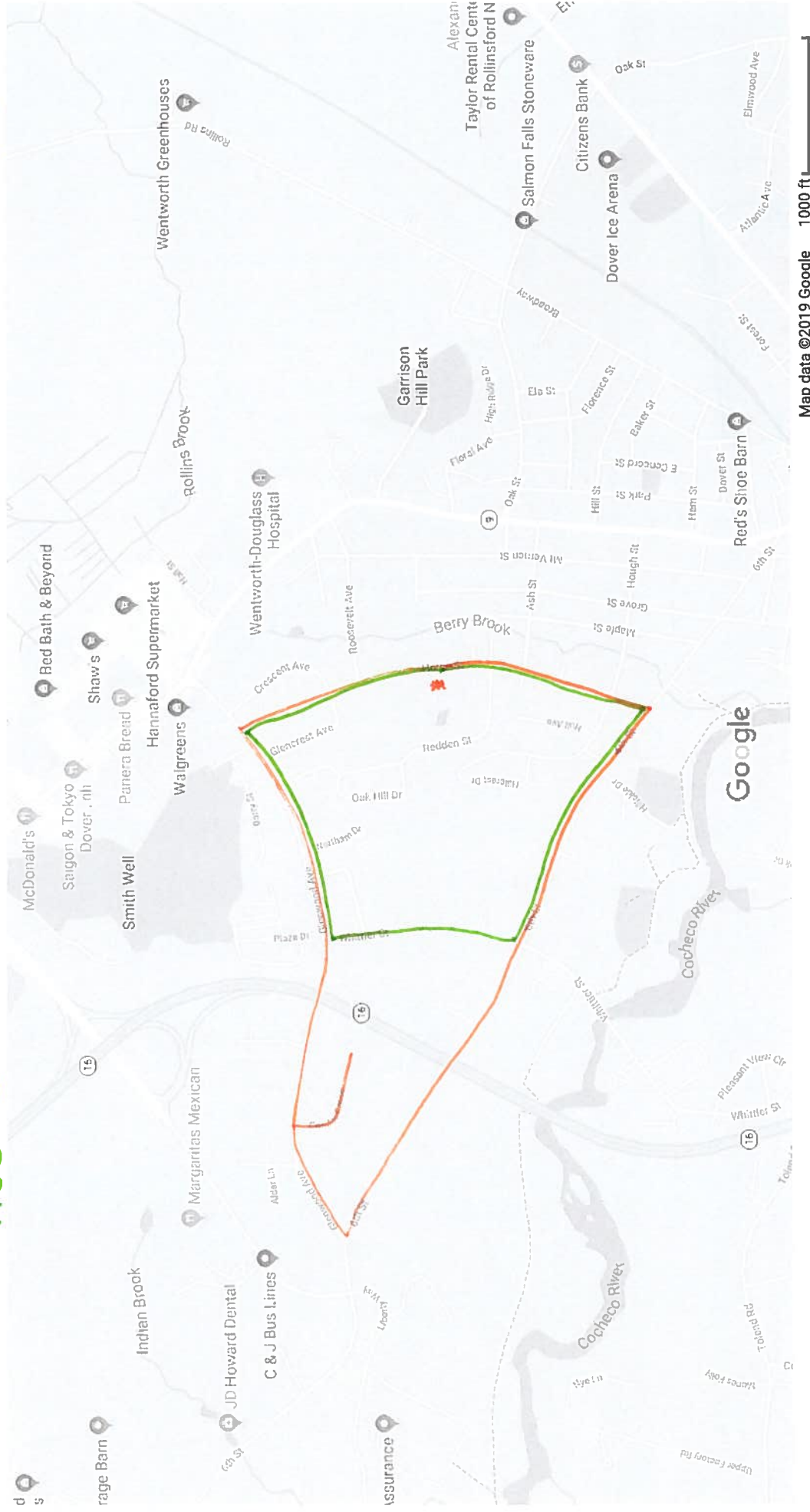
SIGNATURE OF APPLICANT: Kelly Borish DATE: 11/20/19
(duly authorized)

PRINTED NAME: Kelly Borish - HSS PTG

Licensing Board Approval [Signature] Date: 2/14/19

HSS-5K + Fran's Fitness Walk

9/15/19 @ 9AM



5K 2mi Fitness Walk



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE** _____, ROAD TOLL*** ✓ _____

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

Organization Name: American Cancer Society
Federal Tax ID number for Organization: 13-1788491

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): Relay For Life

Contact Person: Deryn Smith Day Time Telephone: 603-479-1922

Address: 3 Speen St Suite 250 Framingham MA 01701 Email: deryn.smith@cancer.org

Date of Event: 3/24/19 Specific Time: 9-1pm

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

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

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

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: Deryn Smith DATE: 2/8/19

(duly authorized)

PRINTED NAME: Deryn Smith

Licensing Board Approval Kim B... Date: 2/12/19



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE**_____, ROAD TOLL***✓

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

Organization Name: American Cancer Society

Federal Tax ID number for Organization: _____

Check(✓) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____

Name/Description of Event (if applicable): Relay for Life

Contact Person: Deryn Smith Day Time Telephone: 603-479-1922

Address: 3 Speen St Suite 250 Framingham MA 01701 Email: deryn.smith@cancer.org

Date of Event: 4/1/19 Specific Time: 9-1

Location of Event (if parade, attach course description or map): Intersection of Central Ave & Oak St

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: Intersection of Central Ave & Oak St

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: Deryn Smith

DATE: 2/8/19

(duly authorized)

PRINTED NAME: Deryn Smith

Licensing Board Approval [Signature]

Date: 2/10/19



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.02.27 – 017**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase III Flex Fund

- WHEREAS: A Sealed Request for Qualifications B15060 was issued and received for a Design / Engineering Team for the Waterfront Development on May 12, 2015 at 11:00 am; and
- WHEREAS: Eight firms replied and the proposals were evaluated by the Design Team RFQ Review Sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. The Council approved award of the contract to the team of Union Studio, Horsley Witten, Ironwood Design, GZA, Waterstone Engineering, and Abramson & Associates. Total costs for Phase I and Phase II to date are \$395,000; and
- WHEREAS: In June 2017 the City received the scope of work for Phase III for engineering services to include surveying, design development and construction documents in the amount of \$423,677.00. Due to the nature of the scope of work, Union Studio proposed a change of the prime consultant to team member, Horsley Witten Group, Inc which was approved by council via [R-2017.06.14-055](#). In April 2018 Horsley Witten Group submitted a proposal for additional work and unforeseen conditions outside the original contract scope in the amount of \$186,100.00 which was approved by council via [R-2018.03.14-019](#).
- WHEREAS: In September 2018 an additional \$5,000 was added for additional services and recently the city received a request to add \$20,000 for technical services thereby bringing changes to threshold requiring council approval. It is the recommendation to award additional scopes as detailed in the background section of this resolution in the amount of \$25,000.00.

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

The Purchasing Agent is hereby authorized to issue a Change Order to Horsley Witten Group Inc. of Sandwich, MA for additional engineering services for the waterfront development Phase III Flex Fund in the amount of \$25,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4017.1.180.41910.4715.02513.17	Cocheco Riverfront	1,650,000	51,980

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
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

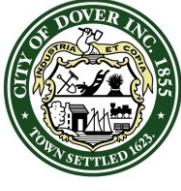
Resolution Number: **R – 2019.02.27 – 017**
Resolution Re: B15060 Additional Design Services for Waterfront
Development Phase III Flex Fund

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.5. Resolution Number: R – 2019.02.27 – 017 Resolution Re: B15060 Additional Design Services for Waterfront Development Phase III Flex Fund
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RESOLUTION BACKGROUND MATERIAL:

The additional scope of work includes:

- Assistance with RFP/Term Sheet/Development Agreement support
- Additional project coordination, technical support, permitting requirements, meeting attendance and correspondence with regulatory agencies
- Additional coordination on developer design and phasing concepts
- Responding to requests for information by the City and developer team

Change order #2 extended timeline only to 6.30.2019

	Original	C/O	C/O 3 & 4
Task 1 75% Design Development (preliminary permit set)	\$151,184		
Task 2 99% Design Development (final permit set)	\$71,889		
Task 3 RAP Development	\$40,765		
Task 4 100% Construction Documents	\$84,149		
Flex Fund as needed Technical Assistance	\$75,689	\$186,100	\$25,000
TOTAL	\$423,677	\$609,777	\$634,770

Award Information:

A purchase change order will be issued to Horsley Witten Group Inc to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	265 engineers and 180 architects	Number of Responses:	8 and 1 NB
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	As needed
Recommended Award to:	Horsley Witten Group Inc	Fund:	Consulting
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval

B15060 Bid Documents and Vendor List

Document Created by: Purchasing Document Posted on: February 21, 2019	R-2019.02.27 B15060 Additional Design Services for Waterfront Development Phase III Flex Fund.docx Page 3 of 3
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2019.02.27 – 018**

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

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

WHEREAS: Three replies were received with rates to hold for one year with option to renew at mutually agreed upon rates for two additional one year terms. The low bid meeting specifications was submitted by Project Flagging, Inc with hourly rates for regular, overtime and emergency call out services which council approved via resolution [R-2018.03.28-027](#); and

WHEREAS: The city received year two pricing at an increase of 3.2% which is still below the rates submitted in the Request for bid B18056 from competitors. Depending on the magnitude of the City's construction work schedule, cost may exceed the \$25,000 threshold thereby requiring council approval. It is the recommendation to award this service for year two, on an as needed basis, to Project Flagging, Inc at rates not to exceed \$25.50 per hour regular time and \$35.30 per hour overtime or emergency call out.

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

The Purchasing Agent is hereby authorized to issue Purchase Orders to Project Flagging Inc for, as needed, traffic control services, at rates provided in conjunction with Bid B18056 and negotiated rates for year two. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
xxxx.1.300.43121.4715.xxxxx.xx	CS Streets Land Improv	1,606,933.00	1,534,830.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2019.02.27 – 018**
Resolution Re: **B18056 Award of Bid Traffic Control/Flagging Services**
Year Two

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2019.02.27 – 018**

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

RESOLUTION BACKGROUND MATERIAL:

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

In March 2108 council awarded Project Flagging Inc for year one at rates of \$24.70 regular time and \$34.20 per hour overtime and emergency call out. The city received new hourly rates for 2019 in the amounts of \$25.50 regular time and \$35.30 overtime.

Bid Information:

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

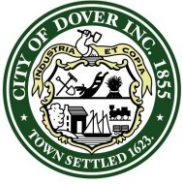
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	33	Number of Responses:	3
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2019 construction season	Estimated Delivery:	As needed
Recommended Award to:	Project Flagging	Fund:	Various CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B18056 results and vendor list](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.02.27 – 019**
Resolution Re: **Approval of Public Art Installation at the Dover Indoor Pool Building**

WHEREAS: The City of Dover fully supports and promotes the Arts in our City; and

WHEREAS: The Dover Arts Commission was established to develop and promote programs, forums and exhibits that highlight the talent and active art related venues currently existing within the City; and

WHEREAS: A local artist, Dover resident Sofia Self, has created an important work of art that intends to promote awareness of the effects of the sea level rising; and

WHEREAS: The Arts Commission and the City have determined that Dover's Indoor Pool Building is an ideal venue to display this piece; and

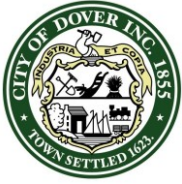
WHEREAS: The Arts Commission approved the temporary installation of this art on February 4, 2019; and

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

The work of art titled "The City in the Sea," created by Sofia Self, will be displayed as long as the mural is in good condition as determined by the City Manager or his designee (or when another mural or public work of art is ready to replace it) on the Dover Indoor Pool exterior wall leading to the steps to the Children's Museum.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Dennis Shanahan By Request
Approved as to Legal Form and Compliance:	Anthony Blenkinsop City Attorney		
Recorded by:	Susan Mistretta City Clerk		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.02.27 – 019**
Resolution Re: **Approval of Public Art Installation at the Dover Indoor Pool Building**

DOCUMENT HISTORY:

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

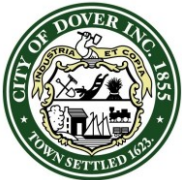
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

The artwork was created by Seacoast Charter School student Sofia Self. Ms. Self's art project is intended to spark conversations about the impacts of climate change.

Self's project was organized by the Dover Rising Waters initiative, a group of community volunteers working to implement the Climate Adaptation Master Plan chapter which was adopted last year by the Dover Planning Board. Ms. Self's mural, "The City in the Sea," will be installed on the Dover Indoor Pool exterior wall leading to the steps to the Children's Museum this spring.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: R – 2019.02.27 – 019
Resolution Re: Approval of Public Art Installation at the Dover Indoor Pool Building

"The City in the Sea"

A project of the Dover Rising Waters Initiative



Artist Statement: *"This image can be interpreted in many ways, such as whether our future is beautiful or terrifying, or if people are still there or not. I think this image could tell a different story for each person."*

About the artist: Thirteen-year-old Dover resident Sofia Self has long been interested in the arts, which she has been studying since 2012 at the arts-integrated Seacoast Charter School, at Artstream Studios, and at other places. Sofia plays on a Cocheco Lacrosse team and is a member of her school's dance team. Last year, she joined some friends and fellow students in holding a "Tree Festival" in Henry Law Park to raise money and awareness to stop deforestation. In addition to making art, Sofia enjoys spending time with her friends, baking, and playing lacrosse.



This project was organized by the Dover Rising Waters Initiative, a group of citizen volunteers working to implement the Climate Adaptation Master Plan Chapter, adopted by the Planning Board in 2018. For its first undertaking, Dover Rising Waters launched the High Water Mark Youth Art Contest to encourage young artists to enter creative designs to convey future flood risks as sea levels rise and storms grow in frequency and intensity. The goal of the project is to visualize the anticipated changes in an effort to spark community conversations about the impacts of climate change.

This 2018 mural was made possible by generous contributions from the Dover Arts Commission, Senator David Watters, Cora Quisumbing-King, and Aubuchon Hardware. Coordination support from the Strafford Regional Planning Commission, UNH Cooperative Extension, and NH Sea Grant was provided through NOAA's Office for Coastal Management under the Coastal Zone Management Act, in conjunction with the N.H. Department of Environmental Services Coastal Program. The City of Dover and the Children's Museum of New Hampshire were also instrumental in making this project happen.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: R – 2019.02.27 – 019

Resolution Re: Approval of Public Art Installation at the Dover
Indoor Pool Building





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.02.27 – 020**

Resolution Re: City Wide 2019-2020 Groundwater Monitoring Program
with Emery & Garrett Groundwater Investigations LLC

WHEREAS: Emery and Garrett Groundwater Investigations LLC Inc (EGGI) was the awarded firm through Sealed Bid [B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply. EGGI has been the ongoing consultant for various other groundwater projects for the City throughout the years; and

WHEREAS: The current groundwater monitoring program is ending and the City received a scope of work and costs totaling \$93,975.00 from EGGI for the 2019-2020 city wide groundwater monitoring program. Due to their vast experience in this field, it is the recommendation to award this project to EGGI in the amounts outlined in this resolution; and

WHEREAS: Dover purchasing Code 3-36 B: the competitive bid procedure may be waived by a majority vote of the City Council.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Emery and Garrett Groundwater Investigations LLC for the city-wide groundwater monitoring program for 2019-2020 in the amount not to exceed \$93,975.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendors, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03574.20	CS Water Wellhead Protection	100,000.00	100,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.02.27 – 020**
Resolution Re: City Wide 2019-2020 Groundwater Monitoring Program
with Emery & Garrett Groundwater Investigations LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.02.27 – 020**
 Resolution Re: City Wide 2019-2020 Groundwater Monitoring Program
 with Emery & Garrett Groundwater Investigations LLC

RESOLUTION BACKGROUND MATERIAL:

Task I: Water Quality Sampling Collection and Analyses	
Task IA: 13 Monitoring Wells	\$8,950
Task IB: 10 Production Wells	\$16,700
Task IC: Monitoring required to meet Permit for Production Well DPH#1	\$7,275
Total cost for Task I	\$32,925
Task II: Aquifer Water Level Monitoring	
Task IIA: 13 Monitoring Wells	\$17,400
Task IIB : Monitoring required to meet Permit for Production Well DPH#1	\$1,500
Total Costs Task II	\$18,900
Task III Annual Summary Report	\$9,000
Task IV Presentation of Data to City Council	\$2,000
Task V Smith/Cummings Water level and quality monitoring	
Task VA Water Level Monitoring of 9 wells	\$2,700
Task VB water quality monitoring of 7 wells VOC analysis twice a year	\$3,000
Task VC annual reports	\$2,800
Total cost Task V	\$8,500
Task VI DPW Well Field Monitoring	
Task VIA water level monitoring at DPW well 3-2	\$800
Task VIB water quality monitoring at DPW well 3-2	\$850
Task VIC Annual Reports three years	\$1,500
Total Task VI	\$3,150
Task VII general consulting and contingency	\$19,500
Total Costs for Tasks I – VI	\$93,975

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.02.27 – 021**
Resolution Re: **Approval of NH Indonesian Community Support
Lease Agreement**

WHEREAS: NH Indonesian Support, a New Hampshire non-profit corporation, is an existing tenant at the McConnell Center in Room 322; and

WHEREAS: The current lease between the parties expired in January 2019; and

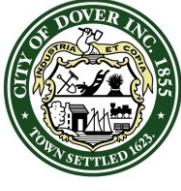
WHEREAS: That NH Indonesian Community Support and the City would like to enter into a new lease for three years with the option to renew for three additional three year terms.

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

The City Manager is authorized to sign a Lease Agreement with NH Indonesian Community Support for rental of Room 322.

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 City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.9. Resolution Number: R – 2019.02.27 – 021 Resolution Re: Approval of NH Indonesian Community Support Lease Agreement
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DOCUMENT HISTORY:

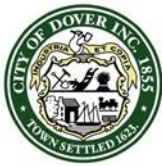
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached proposed NH Indonesian Community Support Lease Agreement.



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE AGREEMENT made this _____ day of _____, 2019, by and between **NH Indonesian Community Support**, a New Hampshire non-profit corporation, of 98 Whitehall Road, Rochester, New Hampshire 03867 (hereinafter referred to as “LESSEE”), and the **City of Dover**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

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

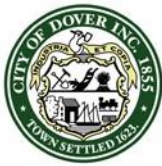
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain 285 square feet and more particularly identified on the McConnell Center Plans dated February 6, 2006 as Room 322 (the “Space”).

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

The term of LESSEE’s Lease Agreement shall be for three (3) years beginning on January 14, 2019 and ending on January 13, 2021. There shall be an option to renew for three (3) additional three (3) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 285 square feet and calculated using the following components:



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NH INDONESIAN COMMUNITY SUPPORT 285 Sq. ft.

<u>Component</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
Fixed Rent	\$6.50	\$1,852.50	\$154.38
Capital Reserve	\$0.40	\$114.00	\$9.50
Utilities (*)	\$7.45	\$2,123.25	\$176.94
Other as agreed	0	0	0
Total Rent Assessment	\$14.35	\$4,249.35	\$354.11

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

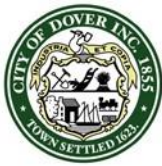
2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$6.50/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the previous year's actual cost of operating and maintaining the building. The total square footage of leased space in the McConnell Center is 53,753 square feet. The annual revision of Operations and Maintenance costs shall occur in February and take effect the following July 1st.

3. Condition of Premises.

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

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



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

4. Access to Premises.

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

5. Unavoidable Casualty and Eminent Domain.

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

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

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

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

9. Personal Property.

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

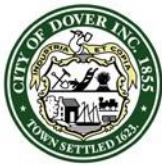
10. Default/Early Termination.

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

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

11. Indemnification.

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



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

12. Insurance.

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

13. Liens and Encumbrances.

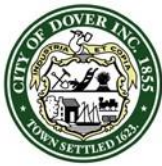
LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

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

15. Notice.

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



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16. Modification of Lease Agreement.

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

17. Section Headings.

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

18. Severability.

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

19. Laws Governing.

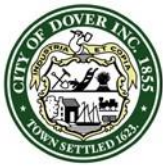
The parties agree that the laws of the State of New Hampshire will govern all disputes under this Lease Agreement and determine all rights hereunder.

20. Security Deposit.

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

21. Merger.

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



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IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement
this _____ day of _____, 2019.

NH Indonesian Community Support
Duly Authorized

Witness
Date

The City of Dover,
By J. Michael Joyal, Jr., City Manager
Duly Authorized

Witness
Date



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10

Resolution Number: **R – 2019.02.27 – 022**
Resolution Re: **Authorization To Seek Lot Line Adjustment Between
City-Owned Parcels on River Street And Washington
Street**

WHEREAS: The City is interested in adjusting the current lot line establishing the boundary between Map 22, Lot 1 (owned by the City of Dover) and Map 22, Lot 42 (also owned by the City of Dover); and

WHEREAS: This lot line adjustment would be made to facilitate the development of the City's waterfront parcel, as well as its use of Maglaras Park; and

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

The City Manager, or designee, is authorized to take the necessary steps, and to sign the necessary documents, to accomplish the Lot Line Adjustment as described herein, and, if necessary, to record said documents in the Strafford County Registry of Deeds.

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 City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.10	
Resolution Number: R – 2019.02.27 – 022 Resolution Re: Authorization To Seek Lot Line Adjustment Between City-Owned Parcels on River Street And Washington Street		

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

See Lot Line Revision Plan prepared by Doucet Survey attached hereto.

NOTES:

1. REFERENCE: TAX MAP 22, LOT 1 & LOT 42
2. TOTAL PARCEL AREA: LOT 1 EXISTING - 1,271,596 SQ. FT. OR 29.19 AC.
LOT 1 PROPOSED - 1,018,700± SQ. FT. OR 23.39 AC.
- LOT 42 EXISTING - 29.04 AC. (SEE NOTE 10)
LOT 42 PROPOSED - 34.85 AC.
3. OWNER OF RECORD: CITY OF DOVER
288 CENTRAL AVE.
DOVER, NH 03820
S.C.R.D. BOOK 225, PAGE 493 (LOT 1)
S.C.R.D. BOOK 613, PAGE 241 (LOT 42)
4. ZONE: COCHECO WATERFRONT DISTRICT (CWD)
DIMENSIONAL REQUIREMENTS:

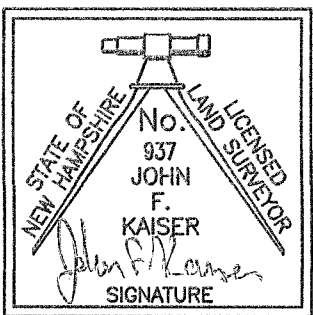
MIN. LOT AREA	N/A
MAX. BUILDING COVERAGE[2]	75%
MIN. FRONTAGE	N/A
MIN. FRONT SETBACK	0 ft.
MIN. SIDE SETBACK	0 ft.
MIN. REAR SETBACK	0 ft.
ABUT A STREET SETBACK	0 ft.
MAX. BUILDING HEIGHT:	55 ft.
PRINCIPAL BUILDING OUTBUILDING	55 ft.

[2] LOTS LOCATED IN THE COCHECO WATERFRONT DISTRICT (CWD) AND LOCATED SOUTH OF THE COCHECO RIVER MAY HAVE A MAXIMUM LOT COVERAGE OF 100% (ADDED 1-22-2003 BY ORD. NO. 35).

- ZONING INFORMATION LISTED HEREON IS BASED ON THE CITY OF DOVER ZONING ORDINANCE DATED DECEMBER 2009, REVISED MAY 2016 AS AVAILABLE ON THE TOWN/CITY WEBSITE. ADDITIONAL REGULATIONS APPLY, AND HEREBY IS HEREBY MADE TO THE EFFECTIVE ZONING ORDINANCE. THE LAND OWNER IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE MUNICIPAL, STATE AND FEDERAL REGULATIONS.
5. FIELD SURVEY PERFORMED BY DOUCET SURVEY, INC. DURING SEPTEMBER 2016, SPRING OF 2017 AND ADDITIONALLY DURING JANUARY OF 2019. EQUIPMENT USED INCLUDES A TRIMBLE S8 TOTAL STATION, TRIMBLE R8 SURVEY GRADE GPS AND A SOKKIA B21 AUTO LEVEL. TRAVERSE ADJUSTMENT BASED ON LEAST SQUARE ANALYSIS.
6. JURISDICTIONAL WETLANDS, ORDINARY HIGH WATER AND HIGHEST OBSERVABLE TIDE LINE DELINEATED BY GZA GEOENVIRONMENTAL, INC. DURING AUGUST 2016 IN ACCORDANCE TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL AND THE REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL - NORTH-CENTRAL AND NORTHEAST REGION, VERSION 2.0, JANUARY 2012, US ARMY CORPS OF ENGINEERS.
7. AERIAL MAPPING WAS CONDUCTED BY EASTERN TOPOGRAPHICS FROM IMAGES TAKEN ON APRIL 17, 2017 WITH A PHOTO SCALE OF 1:3300. BUILDINGS, ROADWAYS AND PARKING AREAS SHOWN HEREON ARE BASED ON SAID MAPPING.
8. HORIZONTAL DATUM BASED ON NEW HAMPSHIRE STATE PLANE(2800) NAD83(2011) DERIVED FROM REDUNDANT GPS OBSERVATIONS UTILIZING THE KEYNET GPS VRS NETWORK.
9. THE INTENT OF THIS PLAN IS TO SHOW THE LOCATION OF BOUNDARIES IN ACCORDANCE WITH AND IN RELATION TO THE CURRENT LEGAL DESCRIPTION, AND IS NOT AN ATTEMPT TO DEFINE UNWRITTEN RIGHTS, DETERMINE THE EXTENT OF OWNERSHIP, OR DEFINE THE LIMITS OF TITLE.
10. THE BOUNDARY OF LOT 42 IN THE VICINITY OF THE AREAS TO BE AFFECTED BY THIS LOT LINE REVISION HAVE BEEN SURVEYED ON THE GROUND BY DOUCET SURVEY. REMAINING PORTIONS OF SAID BOUNDARY ARE BASED ON REFERENCE PLAN 3.
11. DUE TO THE COMPLEXITY OF RESEARCHING ROAD RECORDS AS A RESULT OF INCOMPLETE, UNORGANIZED, INCONCLUSIVE, OBLITERATED, OR LOST DOCUMENTS, THERE IS AN INHERENT UNCERTAINTY INVOLVED WHEN ATTEMPTING TO DETERMINE THE LOCATION AND WIDTH OF A ROADWAY RIGHT OF WAY. THE EXTENTS OF THE ROADS AS DEPICTED HEREON ARE BASED ON RESEARCH CONDUCTED AT THE STRAFFORD COUNTY REGISTRY OF DEEDS AND DOVER CITY CLERK'S OFFICE.
- NO INFORMATION WAS FOUND RELATIVE TO THE CREATION OR WIDTH OF RIVER STREET OR WASHINGTON STREET IN THE VICINITY OF THE SUBJECT PARCEL. THE LOT LINE AS SHOWN HEREON IN THE VICINITY OF RIVER STREET IS PER REFERENCE PLAN 4. MONUMENTS SHOWN ON SAID PLAN ALONG RIVER STREET WERE NOT FOUND AND PRESUMABLY DESTROYED DURING ROAD CONSTRUCTION.
12. WATER BOUNDARIES ARE DYNAMIC IN NATURE AND ARE SUBJECT TO CHANGE DUE TO NATURAL CAUSES SUCH AS EROSION OR ACCRETION. PARCEL BOUNDARY ALONG THE EDGE OF RIVER EXTENDS TO THE MEAN HIGH TIDE LINE.
13. NO ACCESS EASEMENT WAS FOUND BENEFITING MAP 22, LOT 2.

REFERENCE PLANS:

1. "SITE PLAN, DOVER BLUFF CONDOMINIUMS, HENRY LAW AVENUE, DOVER, NH, HAMPTON MANAGEMENT CORP." DATED MAY 20, 1985 BY NOLDESIGN, INC S.C.R.D. PLAN 27-47.
2. "PLAN OF LAND FOR ELEANOR M. MCCOOLE NEAR RIVER STREET, DOVER, NEW HAMPSHIRE" DATED MAY 1991 BY K.E. MOORE, LAND SURVEYOR S.C.R.D. PLAN 32A-49.
3. PLAN OF LAND, LOT 22-1 & 22-42, HENRY LAW AVENUE, DOVER, NH PREPARED FOR CITY OF DOVER, COMMUNITY DEVELOPMENT - 288 CENTRAL AVE. - DOVER, NH DATED MAY 15, 1991 BY CUOCO & CORMIER, INC. S.C.R.D. PLAN 40-53.
4. "PLAN OF GROUNDWATER MANAGEMENT ZONE, PREPARED FOR CITY OF DOVER, TAX MAP 22 LOT NO. 1, RIVER STREET, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE" DATED DECEMBER 2001 BY MCENEANEY SURVEY ASSOCIATES, INC. S.C.R.D. PLAN 65-16.
5. "WALLINGFORD HEIGHTS SURVEYED FOR ARTHUR J. GRIMES" DATED MARCH 1929 BY W.S. WHEELER, C.E. DOVER, N.H. S.C.R.D. PK. 7 F. 4 PL. 16.
6. "FINAL SUBDIVISION PLAN MAP 22/LOT 41, LAND IN DOVER, NEW HAMPSHIRE, NANTUCKET COURT SUBDIV. 138 HENRY LAW AVENUE" DATED JANUARY 19, 2004 WITH A FINAL REVISION DATE OF 6/11/04 BY CUOCO & CORMIER. S.C.R.D. PLAN 76-41.



I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY ME OR BY THOSE UNDER MY DIRECT SUPERVISION AND FALLS UNDER THE URBAN SURVEY CLASSIFICATION OF THE NH CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS. I CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. RANDOM TRAVERSE SURVEY BY TOTAL STATION, WITH A PRECISION GREATER THAN 1:15,000.

John F. Kiser L.L.S. #937
2/19/19 DATE

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT TOWN ASSESSORS RECORDS.

ABUTTERS LIST:

22002
ELEANOR MARY DENNIS
32 GEORGE ST
DOVER, NH 03820
S.C.R.D. BOOK 1758 PAGE 223

K0004
CITY OF DOVER
288 CENTRAL AVE
DOVER, NH 03820

22012
PATRICIA FREW
6 PAUL ST
DOVER, NH 03820
S.C.R.D. BOOK 4494 PAGE 002

22033
KEVIN & CATHERINE MCENEANEY
8 GOLD POST ROAD
DOVER, NH 03820
S.C.R.D. BOOK 663 PAGE 300

22009-A00001
JENNIFER HUSSEY
98 HENRY LAW AVE UNIT 1
DOVER, NH 03820
S.C.R.D. BOOK 3919 PAGE 500

23015
CITY OF DOVER
C/O C/O'S RECREATION/GYM AND POOL
61 LOCUST ST #124
DOVER, NH 03820-3753

K0004-B
DOVER YOUTH SOFTBALL LEAGUE
PO BOX 1929
DOVER, NH 03821
S.C.R.D. BOOK 4024 PAGE 331

K0005
CHRISTOPHER PRIOR
150 HENRY LAW AVENUE
DOVER, NH 03820
S.C.R.D. BOOK 3178 PAGE 971

20001
ROBERT & BETTY HANNAN
145 HENRY LAW AVENUE
DOVER, NH 03820
S.C.R.D. BOOK 1003 PAGE 309

20002-A
JONATHAN & TRACEY FAGUNDO
143 HENRY LAW AVENUE
DOVER, NH 03820
S.C.R.D. BOOK 3801 PAGE 228

20002
ERIC, JOHN & MARY GENS
8 REGINA RD
PORTSMOUTH, NH 03801
S.C.R.D. BOOK 4030 PAGE 573

20003
SMITH FAMILY TRUST OF 2016
137 HENRY LAW AVENUE
DOVER, NH 03820
S.C.R.D. BOOK 4448 PAGE 965

22041
LUKE MURPHY
3 NANTUCKET CT
DOVER, NH 03820-3872
S.C.R.D. BOOK 3300 PAGE 399

22041-001
MANUEL DE AGUIRRE & LINSLEY
SIKORSKI
7 NANTUCKET CT
DOVER, NH 03820
S.C.R.D. BOOK 4411 PAGE 449

22041-002
JENNIFER HUSSEY
11 NANTUCKET CT
DOVER, NH 03820
S.C.R.D. BOOK 3284 PAGE 340

22041-003
PETER & SHARI GRIEVE
15 NANTUCKET CT
DOVER, NH 03820
S.C.R.D. BOOK 3522 PAGE 492

22041-004
ALEXANDER & TATIANA ROMANYUK
14 NANTUCKET CT
DOVER, NH 03820
S.C.R.D. BOOK 3316 PAGE 90

22039
KEVIN & CATHERINE MCENEANEY
8 GOLD POST ROAD
DOVER, NH 03820
S.C.R.D. BOOK 665 PAGE 190

22038
TAYLOR FAMILY REVOCABLE TRUST
10 WALLINGFORD ST
DOVER, NH 03820
S.C.R.D. BOOK 3758 PAGE 62

22037
TAYLOR FAMILY REVOCABLE TRUST
10 WALLINGFORD ST
DOVER, NH 03820
S.C.R.D. BOOK 4217 PAGE 775

22036
TAYLOR FAMILY REVOCABLE TRUST
10 WALLINGFORD ST
DOVER, NH 03820
S.C.R.D. BOOK 4217 PAGE 777

22035
ERIK SWEETSER & DIANE DUFFY
2 WALLINGFORD ST
DOVER, NH 03820
S.C.R.D. BOOK 2147 PAGE 155

22034
KEVIN MCENEANEY
8 GOLD POST ROAD
DOVER, NH 03820
S.C.R.D. BOOK 2194 PAGE 633

23014
WASHINGTON STREET MILL LLC
3 PENSTOCK WAY
NEWMARKET, NH 03857
S.C.R.D. BOOK 2349 PAGE 238

23013
JOSEPH & GLORIA ALLIS REVOCABLE
TRUST
73 STONE FARM ROAD
BARRINGTON, NH 03825
S.C.R.D. BOOK 1764 PAGE 637

23010
JOSEPH & GLORIA ALLIS
73 STONE FARM ROAD
BARRINGTON, NH 03825
S.C.R.D. BOOK 608 PAGE 57

23003-001
BN FARM DOVER LLC
25 A PORTLAND AVENUE
DOVER, NH 03820
S.C.R.D. BOOK 4305 PAGE 816

23001
ROBERT MAIRS
14 ROBERTS ROAD
DOVER, NH 03820
S.C.R.D. BOOK 4486 PAGE 649

24142
ROBERT MAIRS
PO BOX 28
DOVER, NH 03821-0028
S.C.R.D. BOOK 1861 PAGE 500

24141
ROBERT MAIRS
PO BOX 28
DOVER, NH 03821-0028
S.C.R.D. BOOK 1861 PAGE 500

24140
GEORGE MAGLARAS & ROBERT MAIRS
33 COCHECO ST
DOVER, NH 03820
S.C.R.D. BOOK 4472 PAGE 383

24139
GEORGE MAGLARAS
33 COCHECO ST
DOVER, NH 03820
S.C.R.D. BOOK 1049 PAGE 122

24138
GEORGE MAGLARAS
33 COCHECO ST
DOVER, NH 03820
S.C.R.D. BOOK 1208 PAGE 46

24137
GEORGE MAGLARAS
33 COCHECO ST
DOVER, NH 03820
S.C.R.D. BOOK 1207 PAGE 803

24136
GEORGE MAGLARAS
33 COCHECO ST
DOVER, NH 03820
S.C.R.D. BOOK 1102 PAGE 80

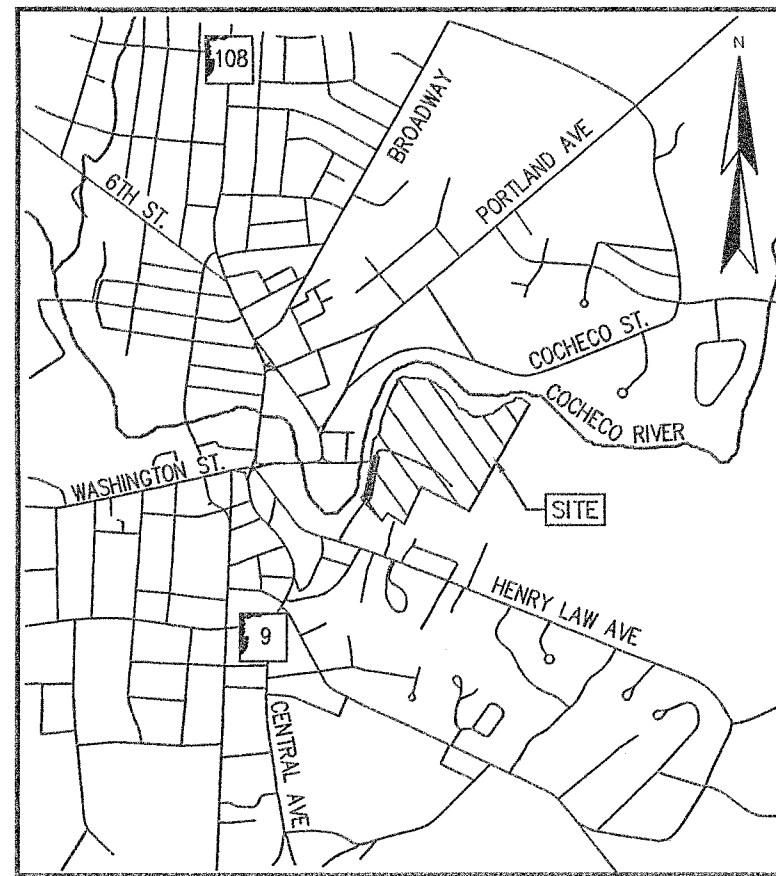
24135-A
GEORGE MAGLARAS
33 COCHECO ST
DOVER, NH 03820
S.C.R.D. BOOK 2912 PAGE 358

24135
WAKABAYASHI FAMILY TRUST
383 CENTRAL AVENUE STE 150
DOVER, NH 03820
S.C.R.D. BOOK 3919 PAGE 741

24134
TURGEON FAMILY LIMITED PARTNERS
90 FLOWER DRIVE
BARRINGTON, NH 03825-4327
S.C.R.D. BOOK 1997 PAGE 54

24133
PUBLIC SERVICE CO OF NH
PO BOX 330
MANCHESTER, NH 03105-0330

N0023
PUBLIC SERVICE CO OF NH
PO BOX 330
MANCHESTER, NH 03105-0330



LOCATION MAP (n.t.s.)

200 0 200 400
SCALE: 1 INCH = 200 FT.

LOT LINE REVISION PLAN
FOR
THE CITY OF DOVER
OF
TAX MAP 22 LOTS 1 & 42
RIVER STREET & WASHINGTON STREET
DOVER, NEW HAMPSHIRE

DOVER CITY PLANNING FILE NUMBER P19-XXXX
ONLY SHEETS 1-3 FOR RECORDING

NO.	DATE	DESCRIPTION	BY

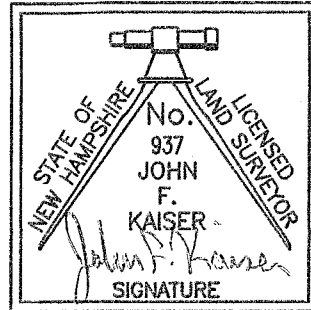
DRAWN BY: W.D.C.	DATE: FEBRUARY 15, 2019
CHECKED BY: J.F.K.	DRAWING NO. 4966B
JOB NO. 4966	SHEET 1 OF 4



**DOUCET
SURVEY**

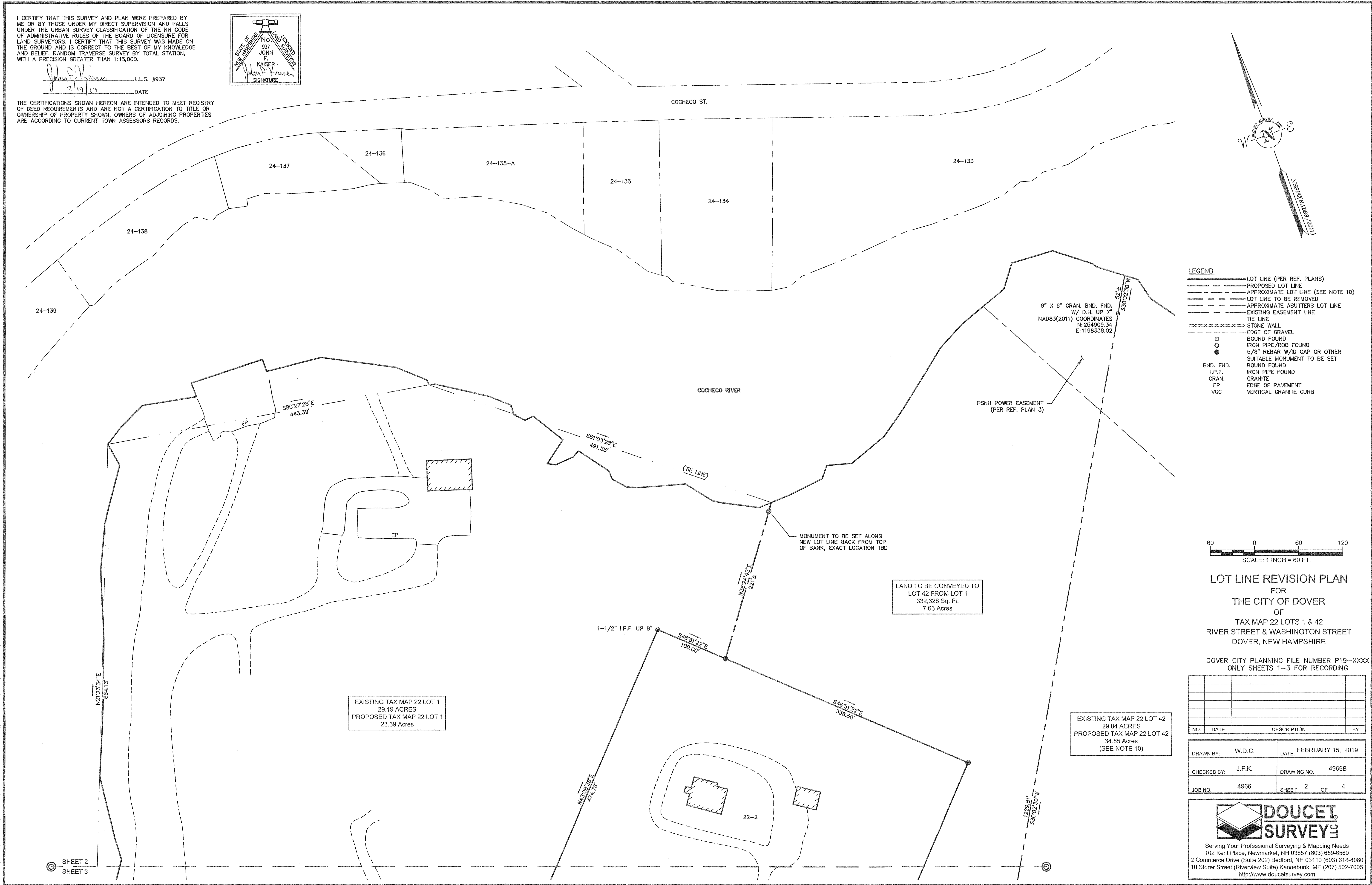
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2 Commerce Drive (Suite 202) Bedford, NH 03110 (603) 614-4060
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I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY ME OR BY THOSE UNDER MY DIRECT SUPERVISION AND FALLS UNDER THE URBAN SURVEY CLASSIFICATION OF THE NH CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS. I CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. RANDOM TRAVERSE SURVEY BY TOTAL STATION, WITH A PRECISION GREATER THAN 1:15,000.



John F. Kaiser
L.L.S. #937
2/19/19
DATE

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT TOWN ASSESSORS RECORDS.



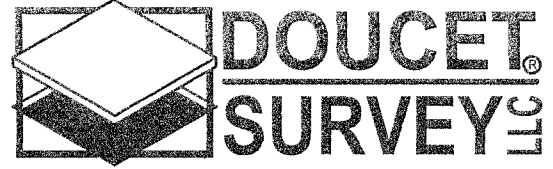
- LEGEND**
- LOT LINE (PER REF. PLANS)
 - PROPOSED LOT LINE
 - APPROXIMATE LOT LINE (SEE NOTE 10)
 - LOT LINE TO BE REMOVED
 - APPROXIMATE ABUTTERS LOT LINE
 - EXISTING EASEMENT LINE
 - TIE LINE
 - STONE WALL
 - EDGE OF GRAVEL
 - BOUND FOUND
 - IRON PIPE/ROD FOUND
 - 5/8" REBAR W/D CAP OR OTHER
 - SUITABLE MONUMENT TO BE SET
 - BOUND FOUND
 - IRON PIPE FOUND
 - GRANITE
 - EDGE OF PAVEMENT
 - VERTICAL GRANITE CURB

60 0 60 120
SCALE: 1 INCH = 60 FT.

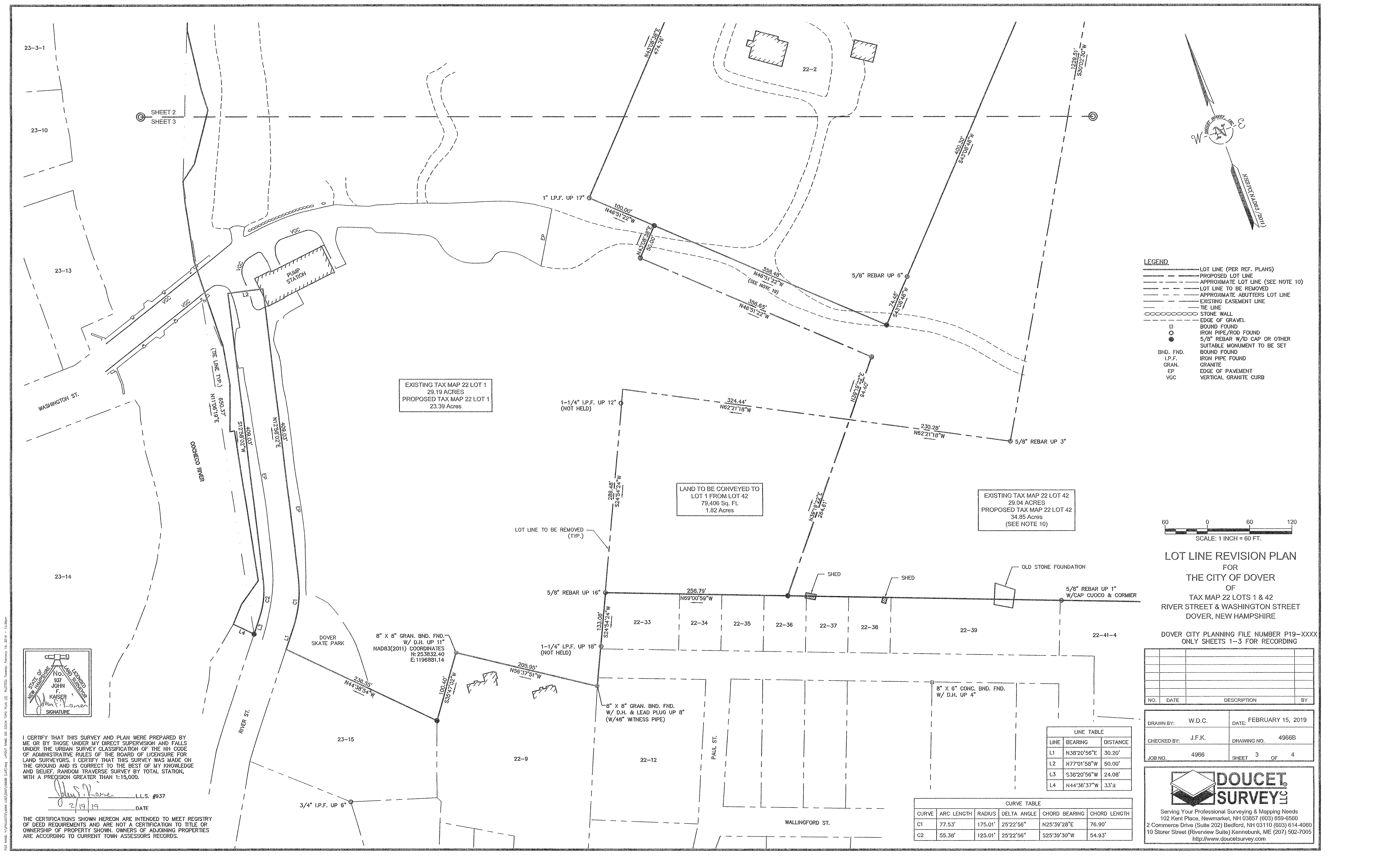
LOT LINE REVISION PLAN
FOR
THE CITY OF DOVER
OF
TAX MAP 22 LOTS 1 & 42
RIVER STREET & WASHINGTON STREET
DOVER, NEW HAMPSHIRE

DOVER CITY PLANNING FILE NUMBER P19-XXXX
ONLY SHEETS 1-3 FOR RECORDING

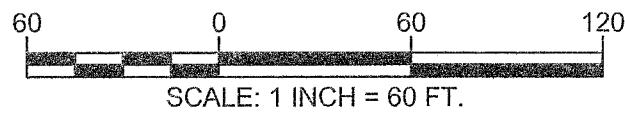
NO.	DATE	DESCRIPTION	BY
DRAWN BY:	W.D.C.	DATE:	FEBRUARY 15, 2019
CHECKED BY:	J.F.K.	DRAWING NO.	4966B
JOB NO.	4966	SHEET	2 OF 4



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- LEGEND**
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LOT LINE REVISION PLAN
FOR
THE CITY OF DOVER
OF
TAX MAP 22 LOTS 1 & 42
RIVER STREET & WASHINGTON STREET
DOVER, NEW HAMPSHIRE

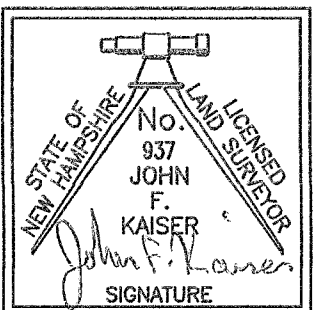
DOVER CITY PLANNING FILE NUMBER P19-XXXX
ONLY SHEETS 1-3 FOR RECORDING

NO.	DATE	DESCRIPTION	BY

DRAWN BY:	W.D.C.	DATE:	FEBRUARY 15, 2019
CHECKED BY:	J.F.K.	DRAWING NO.	4966B
JOB NO.	4966	SHEET	3 OF 4

LINE TABLE			
LINE	BEARING	DISTANCE	
L1	N38°20'56"E	30.20'	
L2	N77°01'58"W	50.00'	
L3	S38°20'56"W	24.08'	
L4	N44°36'37"W	33'±	

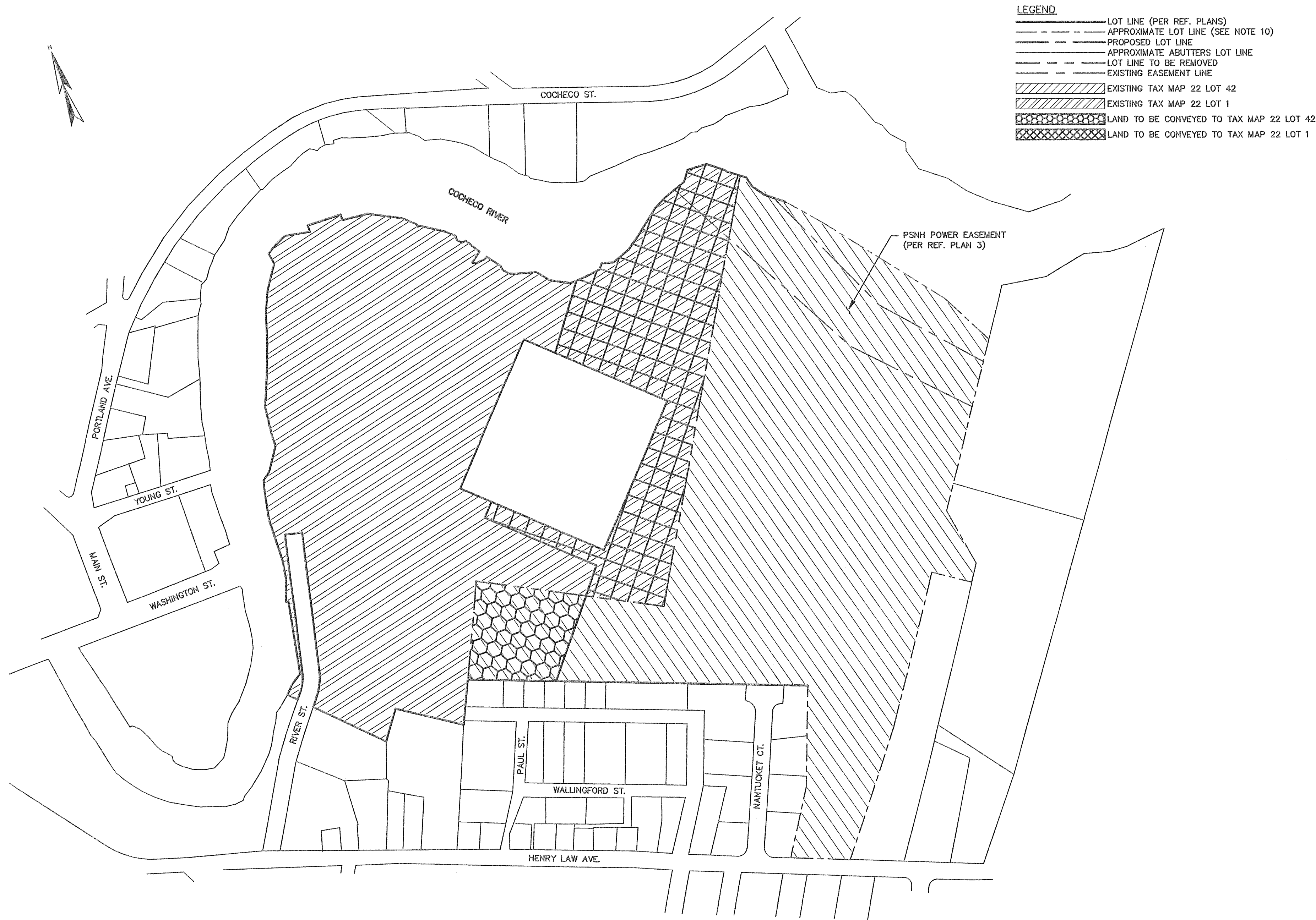
CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	77.53'	175.01'	25°22'56"	N25°39'28"E	76.90'
C2	55.38'	125.01'	25°22'56"	S25°39'30"W	54.93'



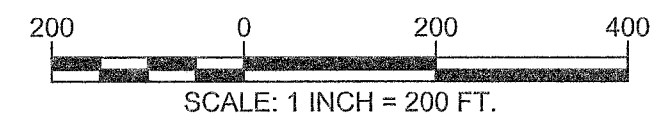
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John F. Kaiser
2/19/19
L.L.S. #937
DATE

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 - PROPOSED LOT LINE
 - APPROXIMATE ABUTTERS LOT LINE
 - LOT LINE TO BE REMOVED
 - EXISTING EASEMENT LINE
 - EXISTING TAX MAP 22 LOT 42
 - EXISTING TAX MAP 22 LOT 1
 - LAND TO BE CONVEYED TO TAX MAP 22 LOT 42
 - LAND TO BE CONVEYED TO TAX MAP 22 LOT 1

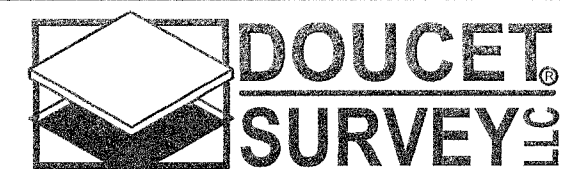


LOT LINE REVISION PLAN
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TAX MAP 22 LOTS 1 & 42
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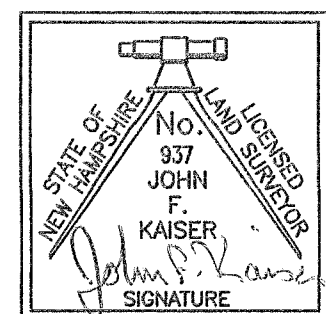
NO.	DATE	DESCRIPTION	BY

DRAWN BY:	W.D.C.	DATE:	FEBRUARY 15, 2019
CHECKED BY:	J.F.K.	DRAWING NO.	4966B
JOB NO.	4966	SHEET	4 OF 4



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John F. Kaiser
L.L.S. #937
2/19/19
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PROPOSED LOT DETAIL



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.02.27 – 023**
Resolution Re: Cocheco Waterfront Development Wetlands Permit Application

WHEREAS: The Cocheco Waterfront Development Project proposes to restore and revitalize over 1600 feet of shoreline, create a shoreline public park with public water access, and prepare the city-owned parcel for economic redevelopment by constructing a network of roads and utility infrastructure, and installing a soil cap to prevent public exposure to the underlying contaminated soils and groundwater; and

WHEREAS: A New Hampshire Department of Environmental Services Wetlands Permit Application has been prepared by the City's consultant, Horsley Witten Group, to cover the proposed impacts to wetlands, river banks and tidal buffer zones, which must be accompanied by an application fee based on the total areas to be impacted; and

WHEREAS: The check for the permit is required to be submitted with the application in the amount of \$59,089.20 thereby exceeding the twenty five thousand dollar threshold requiring council approval.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to the State of New Hampshire Department of Environmental Services in the amount not to exceed \$59,089.20. The City Manager, or designee, is hereby authorized to execute the permit application, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	Appropriation	Balance
4017.1.180.41910.4715.02513.17	Cocheco Riverfront	1,650,000	26,792
4018.1.180.41910.4715.02513.18	Cocheco Riverfront	500,000	152,274

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
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.02.27 – 023**
Resolution Re: Cocheco Waterfront Development Wetlands Permit Application

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.02.27 – 023**
Resolution Re: Cocheco Waterfront Development Wetlands Permit Application

RESOLUTION BACKGROUND MATERIAL:

As part of the redevelopment process of the City owned parcel at 31 River Street, various permits are required to be submitted to state and federal agencies. A New Hampshire Department of Environmental Services Wetlands Permit Application has been prepared by the City's consultant, Horsley Witten Group, to cover the proposed impacts to wetlands, river banks and tidal buffer zones, which must be accompanied by an application fee based on the total areas to be impacted. The application fee is calculated at \$0.20 per square foot of permanent and temporary wetland impacts and tidal buffer zone impacts, \$1.00 per square foot of seasonal docking structure, and \$2.00 per square foot of permanent docking structure.

Award Information:

A purchase change order will be issued to State of NH Department of Environmental Services to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.02.27 – 024**
Resolution Re: **Approval of Land Exchange and Lot Line Adjustment Agreement between City and Candia South Branch Brook Holdings, LLC**

WHEREAS: The City and Candia South Branch Brook Holdings, LLC (òSeverinoó) seek to exchange portions of their respective abutting parcels of property located off of Mast Road in Dover, New Hampshire; and

WHEREAS: The City would convey to Severino a portion of City-owned parcel Map H, Lot 58, consisting of 150,248.5 square feet, more or less, as well as City-owned parcel Map H, Lot 60A, consisting of 172,263.7 square feet, more or less; and

WHEREAS: Severino would convey to the City a portion of Severino's parcel Map H, Lot 59, consisting of 336,785.4 square feet, more or less; and

WHEREAS: The City would retain easements over and across both parcels transferred to Severino for access and underground utilities.

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

That the City Manager is authorized to proceed with and finalize the Land Exchange and Lot Line Adjustment, all as described herein, conditioned upon the parties obtaining all necessary local approvals (i.e. Dover Planning Board) for the land exchange and lot line adjustment; and, to sign and record the necessary paperwork and to record said paperwork in the Strafford County Registry of Deeds.

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
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Resolution Number: R – 2019.02.27 – 024 Resolution Re: Approval of Land Exchange and Lot Line Adjustment Agreement between City and Candia South Branch Brook Holdings, LLC	Agenda Item#: 13.A.12.

DOCUMENT HISTORY:

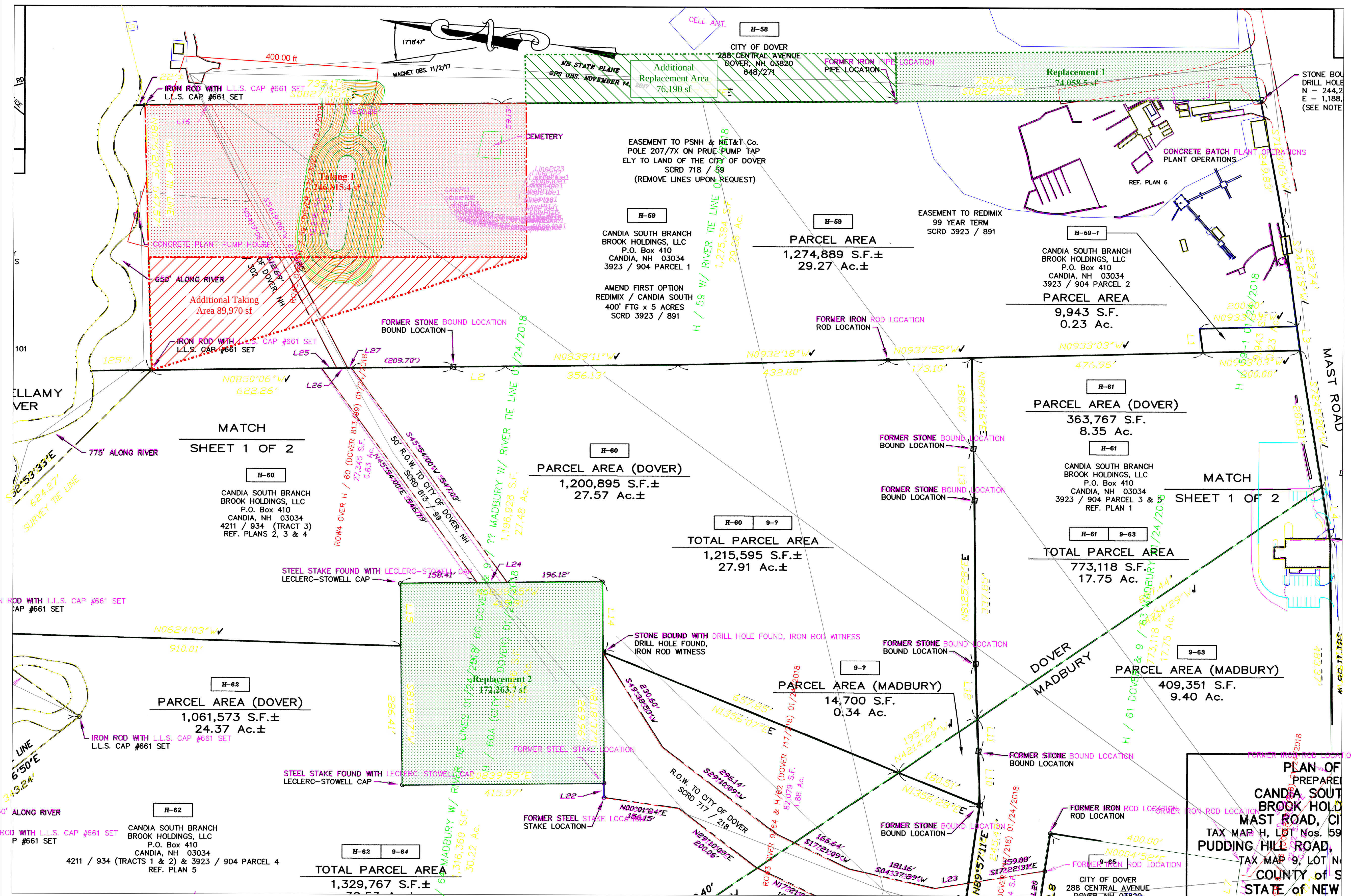
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached Plan.



Sheet Title:	Project: Pruven Pit Basins Mast Road Dover, NH	Prepared for:	 512 Raymond Road, Candia NH 03034 (603) 483-2133 Fax: (603) 483-2998 www.severinotrucking.com	Revised	Comments	By



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.02.27 – 025**

Resolution Re: **City's Opposition to Development of Welcome Center
in Area of Exit 6 of Spaulding Turnpike**

WHEREAS: The State of New Hampshire Department of Transportation ("NHDOT") is discussing the possible development of a Welcome Center in the area of Exit 6 on the Spaulding Turnpike; and

WHEREAS: The NHDOT feels that sound walls could mitigate potential impacts to the area if a Welcome Center were to be constructed; and

WHEREAS: For the reasons more fully set forth in the background of this resolution, the City opposes the development of a Welcome Center or similar intensive development as it is inconsistent with the residential areas surrounding the turnpike in the area of Exit 6; and

WHEREAS: The City should take the necessary steps to oppose the development of a Welcome Center at Exit 6.

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

The City of Dover is opposed to the development of a highway Welcome Center in the area of Exit 6 of the Spaulding Turnpike, or any other intensive development of that area. The City Manager, or designee, shall take any necessary steps to convey this opposition, including but not limited to elected officials and the NHDOT, when necessary and appropriate.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

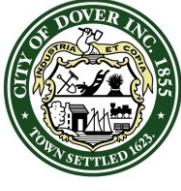
Sponsored by: Councilor Deborah Thibodeaux

Approved as to Legal
Form and Compliance:

Anthony Blenkinsop
City Attorney

Recorded by:

Susan Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.B.1. Resolution Number: R – 2019.02.27 – 025 Resolution Re: City's Opposition to Development of Welcome Center in Area of Exit 6 of Spaulding Turnpike
---	---

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

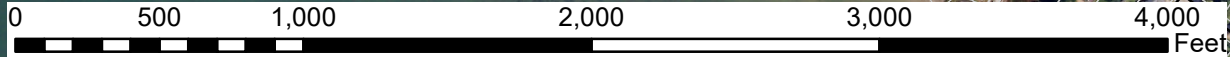
The City does not support a proposed Welcome Center in the vicinity of Exit 6 of the Spaulding Turnpike for the following reasons:

- The area is zoned residential and contains considerable residential development. Development in the area of the exit will negatively impact property owners.
- Quality of life for residents along Dover Point and Spur Roads is important and development of the area for a Welcome Center could lower that quality of life, with little to no return.
- Traffic congestion is being mitigated by the improvements to the Spaulding Turnpike/Little Bay bridges, but development of a Welcome Center would take away from that mitigation.
- There are existing opportunities for rest areas, gasoline, and dining along the Spaulding at all other exits both north and south, as well as along Route 4; there is no problem being resolved by development at this site.
- The contour of the land, lack of utilities, soil conditions, and storm water impacts will require extensive site work and will perpetuate the impacts the Spaulding Turnpike work has already had on the residents in the area.
- Adding more sound walls would not solve the impact problem, but would cordon off the residential neighborhoods and creates an aesthetically displeasing entry way into Dover.
- The area along Dover Point where the Spaulding exists has already seen significant construction and been transformed into a typical highway interchange - development of a Welcome Center at Exit 6 will further detract from the viewsheds and community vision for the area.

Document Created by: Legal	R-2019.02.27_City's Opposition to Development of Welcome
Document Posted on: February 21, 2019	Center in Area of Exit 6 of the Spaulding Turnpike
	Page 2 of 2



Proposed Exit 6 Welcome Center
Development Area





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.02.27 – 026**
Resolution Re: **Acceptance of Term Sheet between the City of Dover through the Dover Housing Authority and CPI Management, LLC**

WHEREAS: The City of Dover is committed to development as part of its economic development goals and objectives in order to create a vibrant city; and

WHEREAS: The City is the owner of property located at 31 River Street, known as Tax Map 22, Lot 1, consisting of 29.19 acres along the Cocheco River and is interested in redeveloping the property to the highest and best use; and

WHEREAS: Via Resolutions R-2007.05.23-064 and R-2015.03.25-28, both attached hereto and incorporated herein, the City Council has reaffirmed its commitment to working with the Dover Housing Authority (“DHA”) and the Cocheco Waterfront Development Advisory Committee (“CWDAC”) toward the redevelopment of the property; and

WHEREAS: Following a lengthy planning and request for qualification process, CWDAC selected CPI Management, LLC as the developer most qualified to develop the property in accordance with CWDAC’s vision and guidelines; and

WHEREAS: The City and Developer have drafted a Term Sheet, attached hereto and incorporate herein, containing the key elements of a Development Agreement including, but not limited to, transfer of the property, project phasing, and public improvements.

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

The City Council approves the Term Sheet between the City and the Developer and authorizes the City Manager to sign the Term Sheet.

AND BE IT FURTHER RESOLVED THAT:

The City Manager, working in conjunction with the DHA and CWDAC, is authorized to negotiate and finalize a Development Agreement with CPI Management, LLC consistent with the terms and conditions of the Term Sheet regarding the redevelopment of the property at 31 River Street, Tax Map 22, Lot 1, and to sign all necessary documents to effectuate the purposes of the Term Sheet and the Development Agreement, including but not limited to documents to be recorded with the Registry of Deeds, such as deed(s) and/or easement(s).

AND BE IT FURTHER RESOLVED THAT:

The City Manager is authorized to pursue subdivision of the property as necessary and appropriate and may transfer the property, or subdivided portions thereof, consistent with the provisions of the Term Sheet and the Development Agreement.

REFER TO A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.02.27 – 026**
Resolution Re: **Acceptance of Term Sheet between the City of Dover through the Dover Housing Authority and CPI Management, LLC**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Sue Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.02.27 – 026**
Resolution Re: **Acceptance of Term Sheet between the City of Dover
through the Dover Housing Authority and CPI
Management, LLC**

RESOLUTION BACKGROUND MATERIAL:

The City of Dover through and including the DHA is negotiating a Development Agreement with CPI Management, LLC for the redevelopment of the waterfront property. The City intends to finance all or a portion of the Public Improvement using tax increment financing (currently authorized up to \$6,600,000.00). The property will be redeveloped in a manner consistent with the City's Master Plan, and consistent with a pro-diverse economic development policy endorsed by the Dover Business and Industrial Development Authority and Planning Board.

The Term Sheet was approved by CWDAC on January 29, 2019 and the DHA on February 19, 2019.

See City Council Resolutions R-2007.05.23-064 and R-2015.03.25-28 attached.

See attached draft Term Sheet.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#11C-1:

Resolution Number: **R - 2007.05.23-064**

Resolution Re: **Waterfront Development Oversight Reaffirmation**

- WHEREAS:** The signing of the Term Sheet will be a significant step in the development of the Waterfront parcel owned by the City of Dover, a process spanning three decades of community planning and preparation; and
- WHEREAS:** The present Concept Plan presented by Dickinson Development Corp. reflects the community vision for the waterfront area. Development of the waterfront represents an economic investment which will produce property tax revenues. It will also be an incentive for future economic development;

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

1. The waterfront redevelopment authority previously delegated to the DHA in accordance with the provisions of N.H. RSA 205 and pursuant to Dover City Council Resolution adopted February 9, 2005, is hereby reaffirmed. The work of the DHA and its advisory board, the Cochecho Waterfront Development Advisory Committee ("CWDAC"), resulting in the attached Term Sheet, is hereby found to be consistent with the intent of the February 9, 2005 Resolution. This reaffirmation acknowledges that the DHA, with the advice and input of the CWDAC, will be fully authorized to negotiate and approve reasonable modifications to the Redevelopment Project as contemplated by the Term Sheet without need for further action by the Dover City Council.
2. The City Manager is authorized to sign the Term Sheet (presented with and made a part of this Resolution) to make it a legally binding document for the purposes stated therein, by and between the City of Dover, the Dover Housing Authority ("DHA") and Dickinson Development Corp.
3. The City Manager is authorized to sign any and all associated documents contemplated by, and in order to comply with, the terms of the Term Sheet, including, but not limited to, a legally binding Land Disposition Agreement with Dickinson Development Corp., any amendments thereto contemplated by the terms and negotiating discretions outlined in the Term Sheet, and any agreements, either before or after the City of Dover's delivery of a deed (authorized below) to approve and confirm reasonable modifications to the Term Sheet Project as it moves forward, all without further action by this Council.
4. The City Manager is authorized to sign a deed(s) to Dickinson Development Corp., or its affiliate as contemplated by the Term Sheet, together with other closing or transaction documents appropriate to facilitate conveyance of that portion of the City owned Waterfront parcel described as Lot 22-1 on Dover's City Tax Maps, containing 21 acres, more or less, to convey all land necessary for the development contemplated by the Term Sheet, as shown on Dickinson Development Corp.'s January 22, 2007 Concept Plan, as it may be possibly modified by future surveys and engineering of the site.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#11C-1:

Resolution Number: R - 2007.05.23-064

Resolution Re: Waterfront Development Oversight Reaffirmation

Financing

Account

Description

Appropriation

Balance

Charge

XXXX-XXXXXX

Total

AUTHORIZATION

Approved as to Funding: Carol Coppola
Interim Finance Director

Sponsored by: Mayor Scott Myers

Approved as to Legal Form: Allan B. Krans, Sr.
City AttorneyRecorded by: Judy Gaouette
City Clerk

DOCUMENT HISTORY:

First Reading Date: May 23, 2007

Public Hearing Date: May 23, 2007

Approved Date: June 13, 2007

Effective Date: June 13, 2007

DOCUMENT ACTIONS:

Regular Meeting held May 23, 2007.

Public hearing held May 23, 2007.

DeDe moved to refer to the regular meeting of 06/13/07,

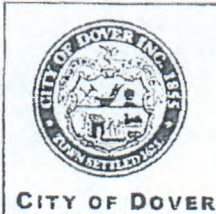
Seconded by Ciotti. Motion passed on an 8-0 vote.

Regular Meeting held June 13, 2007.

Hindle moved to adopt, seconded by Ciotti.

VOTING RECORD		
Date of Vote: June 13, 2007	YAY	NAY
Mayor Scott Myers	X	
Deputy Mayor Jason Thomas Hindle, At Large	X	
Councilor Robert Keays, Ward 1		X
Councilor Douglas DeDe, Ward 2	X	
Councilor David Scott, Ward 3		X
Councilor Dean Trefethen, Ward 4	X	
Councilor Catherine Cheney, Ward 5		X
Councilor Harvey Turner, Ward 6		X
Councilor Dennis Ciotti, At Large	X	
Total Votes:	5	4
RESOLUTION PASSES.		

Document Created by: Legal
Document Posted on: June 15, 2007Waterfront Oversight Reaffirmation Resolution
Page 2 of 4



CITY OF DOVER - RESOLUTION

Agenda Item #11C-1:

Resolution Number: R - 2007.05.23-064

Resolution Re: Waterfront Development Oversight Reaffirmation

RESOLUTION BACKGROUND MATERIAL:

The development parcel is located on the Dover Waterfront on a 30-acre site owned by the City of Dover along the Cochecho River. Once a lively trading center in the 1800's with wharfs, docks, warehouses and trading ships from many parts of the world, the waterfront area declined with the advent of the railroad and the decline of waterborne commercial activity. In the 20th century, the area included the wastewater treatment center and the public works facility of the City of Dover.

During the past two decades, the City of Dover has embarked on an aggressive campaign to redevelop and revitalize its central business district and the waterfront area. The 750,000 square foot Pacific Mills and One Washington Street complexes, vacant for many years, are filled with commercial and retail activity. The area will soon include the Children's Museum of New Hampshire (formerly the Portsmouth Children's Museum) expected to attract 70,000 visitors per year.

Starting in 1984 with the Pacific Mills Master Plan, the area has been studied for development in nine major reported studies culminating in the 2005 Cochecho Waterfront Charrette. The 2005 Charrette provides the vision of Dover citizens for the mixed-use composition of the development of the parcel including an opportunity for Dover residents to access the river. The January 22, 2007 concept plan presented by the developer has been endorsed by the Dover Housing Authority and its advisory committee.

Significant public monies have been expended in preparation for the current proposed development including the relocation of the secondary wastewater treatment plant (\$34 million) and the relocation of the public works facility in 2000 to Mast Road.

Significant investments in the waterfront area have come from the private sector including the Pacific Mills, One Washington Center, the Picker House at 42 Main Street and the Rotary Club pavilion and garden adjacent to the Butterfield gymnasium. River walk improvements and the installation of a pedestrian bridge spanning the river were accomplished in the 1990's.

Development of the waterfront area represents an opportunity for increasing the tax base and spurring further economic development in the private sector. In February 2005, the Dover City Council responded to these opportunities and delegated development responsibilities to citizen volunteers at the Dover Housing Authority (DHA) and its advisory committee known as the Cochecho Waterfront Development Advisory Committee (CWDAC).

An extensive series of meetings involving members of the public and a Request for Proposals (RFP), have resulted in the selection of a preferred developer by these citizen volunteers. Dickinson Development Corp. of Quincy, Massachusetts has been selected to create a residential/retail/office mixed-use development of residential and retail, as well as a public park along the river, to conform with the vision of the community. A Term Sheet has been negotiated and is attached as part of the Resolution. A Land Disposition Agreement including design standards will be negotiated with December 31, 2007 as the target date for execution of this agreement.

A large, stylized handwritten signature in black ink, likely of a city official, is written over the bottom right corner of the page, partially overlapping the footer area.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

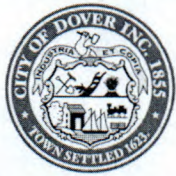
Agenda Item#11C-1:

Resolution Number: R - 2007.05.23-064

Resolution Re: Waterfront Development Oversight Reaffirmation

The Dover Housing Authority hired American Property Appraisers, a well known real estate appraiser from New York State in November 2006 to provide an analysis and information regarding value of the unique site owned by the City. The Dover City Council hired Brian White, MAI of Dover New Hampshire to provide a second appraisal of the property. Both appraisers have provided written reports and opinions consistent with the purchase price contained in the Term Sheet.

A public-private partnership is required to achieve the long held vision for the Waterfront development. Development of the Waterfront will have far reaching positive impacts on Dover's economy, Dover's tax base, and Dover's downtown area. These benefits to the community are beyond the scope of the property appraisals.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.03.25 – 28**

Resolution Re: **Waterfront Development Oversight Reaffirmation**

WHEREAS: The City Council established the Cochecho Waterfront Development Advisory Committee (“CWDAC”) in April 2004 in order to present a redevelopment plan of the City’s property along the Cochecho River in downtown Dover (“the Property”) to the City Council; and

WHEREAS: CWDAC presented a redevelopment plan of the Property; and

WHEREAS: In February 2005, pursuant to RSA 205, the City Council delegated certain responsibilities regarding potential redevelopment of the Property to the Dover Housing Authority (“DHA”), which was legally empowered to oversee the redevelopment project; and

WHEREAS: In conjunction with delegation to the DHA, the City Council designated CWDAC as an advisory board to the DHA regarding potential redevelopment of the Property – a move that was recognized and approved by the DHA pursuant to RSA 205:9; and

WHEREAS: In June 2007 the City Council reaffirmed the work of the DHA and CWDAC regarding redevelopment of the Property, and a Term Sheet and subsequent Land Disposition Agreement regarding redevelopment of the Property was entered into with Dickinson Development Corporation; and

WHEREAS: The Land Disposition Agreement expired in August 2014 without redevelopment of the Property; and

WHEREAS: The City Council continues to seek redevelopment of the Property with the assistance of the DHA and CWDAC in accordance with the provisions of RSA 205. Consistent with prior authorizations and practices, no City funds will be obligated for this redevelopment project unless approved by the City Council, excepting the City Manager may make City staff, services, and vendors available to the CWDAC on an as needed basis, all under the direction of the City Manager; and

WHEREAS: Consistent with prior authorizations, it is expected the Property shall ultimately be conveyed in such a way that the City realizes a return in public improvements and infrastructure comparable to the Property’s assessed value.

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

That the ongoing collaboration between the City of Dover, the DHA, and CWDAC regarding redevelopment of the Property in accordance with the provisions of RSA 205:4, and pursuant to the City Council resolution of February 9, 2005, is hereby reaffirmed. This reaffirmation acknowledges that the DHA, with the advice and input of the CWDAC, and with reasonable public input, will assist the City of Dover to redevelop the Property in a manner that is in the best interests of the City; and

That CWDAC shall periodically, or when requested, provide updates to the City Council regarding redevelopment efforts; and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.03.25 – 28**

Resolution Re: **Waterfront Development Oversight Reaffirmation**

That, consistent with the action taken in 2007, any Term Sheet(s) regarding redevelopment of the Property, or a portion thereof, shall be brought to the City Council for approval; thereafter, the DHA, with the advice and input of CWDAC, will be fully authorized to negotiate and approve the redevelopment of the Property with the consent of the City Manager.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Karen Weston
By request

Approved as to Legal Form
and Compliance:

Anthony I. Blenkinsop
General Legal Counsel

Recorded by:

Karen Lavertu
City Clerk

DOCUMENT HISTORY:

First Reading Date:	03/25/2015	Public Hearing Date:	N/A
Approved Date:	03/25/2015	Effective Date:	03/25/2015

DOCUMENT ACTIONS:

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Councilor Cheney moved to amend the resolution to add a public hearing.
There was no second.
Roll Call Vote: 8/1; Passed. Councilor Cheney was opposed.

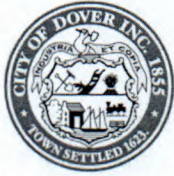
VOTING RECORD

Date of Vote: 03/25/2015	YES	NO
Mayor, Karen Weston	X	
Deputy Mayor, Robert Carrier, At Large	X	
Councilor John O'Connor, Ward 1	X	
Councilor William Garrison, III, Ward 2	X	
Councilor Deborah Thibodeaux, Ward 3	X	
Councilor Dorothea Hooper, Ward 4	X	
Councilor Catherine Cheney, Ward 5		X
Councilor Jason Gagnon, Ward 6	X	
Councilor, Anthony McManus, At Large	X	
Total Votes:	8	1
Resolution does pass.		

Document Created by: Legal
Document Posted on: March 19, 2015

R_2015.03.25 Waterfront Development Oversight Reaffirmation

Page 2 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2015.03.25 – 28**

Resolution Re: **Waterfront Development Oversight Reaffirmation**

RESOLUTION BACKGROUND MATERIAL:

The Property is located on the Dover waterfront on a 29-acre site owned by the City of Dover along the Cochecho River. Once a lively trading center in the 1800's with wharfs, docks, warehouses and trading ships from many parts of the world, the waterfront area declined with the advent of the railroad and the decline of waterborne commercial activity. In the 20th century, the area included the wastewater treatment center and the public works facility of the City of Dover. For most of the past decade, the area has been largely vacant and underutilized.

During the past almost three decades, the City of Dover has embarked on an active campaign to redevelop and revitalize its central business district and the waterfront area. The 750,000 square foot Pacific Mills and One Washington Street Complexes, vacant for many years, are filled with commercial and retail activity. Additionally, construction activities are underway on a new downtown Police Station and public parking garage. Furthermore, a significant downtown development project is underway on First Street on a parcel of land formerly owned by the City.

Development of the waterfront area represents an opportunity to increase the tax base and spur further economic development. In February 2005, consistent with RSA 205, the Dover City Council responded to these opportunities and delegated certain development responsibilities to citizen volunteers at the DHA and its advisory committee known as the Cochecho Waterfront Development Advisory Committee (CWDAC). While CWDAC's efforts resulted in a redevelopment agreement entered into in 2007, redevelopment ultimately failed to materialize due to a downturn in the global economy commencing in 2007/2008. In early 2015 the City Council established the Waterfront Tax Increment Finance District that includes the City's waterfront property and may result in the development of public infrastructure improvements on or around the Property.

A continued public-private partnership is required to achieve the long held vision for the Waterfront redevelopment. Redevelopment of the waterfront property will have long-term positive impacts on Dover's economy, Dover's tax base, and Dover's downtown area. The work of the DHA and CWDAC over the past decade has been of great value to the City. While redevelopment of the Property has yet to occur, the knowledge and experience of DHA and CWDAC is invaluable to the redevelopment process.

TERM SHEET

The City of Dover, New Hampshire through and including the Dover Housing Authority (“City”) and CPI Management LLC (the “Developer”) (collectively the “Parties”) intend to enter into a Development Agreement concerning the development of a certain property in Dover, New Hampshire that the City owns.

1. The Developer seeks to develop a portion of the property known as Map 22 Lot 1 consisting of approximately 21 acres, more or less, along the Cochecho River, as depicted on a survey entitled “Lot Line Adjustment Plan, City of Dover” (add plan details when available) (the “Project Site”) in Dover, New Hampshire. The Developer intends to develop the Project Site consistent with the applicable design guidelines and in such a way that it is more likely than not that upon completion, the assessed value of the Project Site will meet or exceed the Guaranteed Tax Assessment Value described in section 8. A more detailed agreement will be signed by the Parties with the terms set forth herein and additional terms as may be necessary and/or customary (the “Development Agreement”).
2. The Parties agree that this Term Sheet will be reviewed and approved by the Cochecho Waterfront Development Advisory Committee (CWDAC) and the Board of Directors for the Dover Housing Authority, prior to review and consideration by the Dover City Council.
3. Developer’s rights pertain to purchase and development of the Project Site, less portions to be retained by the City. The City shall subdivide the Project Site into parcels as shown on a Concept Site Plan that will depict the parcel(s) to be retained by the City and the parcels that are intended to be conveyed to the Developer. Development and the transfer of parcels shall be completed in phases, as depicted upon a Concept Site Plan and agreed to by both Parties. Pursuant to said plan, both Parties shall agree to benchmarks for each phase of development based on reasonable and customary time periods for design, permitting, construction and marketing of each phase of the development. The fulfillment of those benchmarks shall provide security for the opportunity to complete the next phase of development.

In concert with the development of benchmarks, there shall also be a deadline for completion of said benchmarks. With each deadline shall also be a mechanism for reasonable extensions should they be required to be mutually agreed upon by the Parties. Should there be a cost for an extension, the Developer shall not have to pay a cost, if the delay causing the extension is the City’s responsibility.

4. The Developer shall file for site plan application with the Dover Planning Board for the full build-out of the Phase I (South side of Washington Street) of the project, as depicted on a Concept Site Plan described in section 5 below, no later than December 31, 2019, unless extended with the written consent of the City, which shall not be unreasonably withheld. The Developer shall commence construction of Phase I by March 31, 2021.

The Developer shall obtain approval from CWDAC by June 1, 2020 of an updated Concept Site Plan, and final site plan approval for Phase II (North side of Washington Street) within six months of approval of the Remedial Action Plan (“RAP”) as described in section 5, as depicted on a Concept Site Plan described in section 5 below, unless (i) extended with the written consent of the City, which shall not be unreasonably withheld or (ii) as extended by the City’s delay in performance of a condition precedent that it owes to Developer.

5. The Project shall include certain “Public Improvements” and certain “Private Improvements”

as more specifically described within the Development Agreement and depicted upon a Concept Site Plan developed as an exhibit to the Development Agreement. The Public Improvements shall be completed at the sole cost and expense of the City unless otherwise specified herein or in the Development Agreement. The Private Improvements shall be completed by the Developer at its sole cost and expense unless otherwise specified herein or in the Development Agreement.

The City contemplates the construction of public infrastructure and public amenities within the Project Site, including excavation of the “Bluff” area, grading of the Project Site to raise the elevation in anticipation of sea level rise, shoreline stabilization, the development of a public park along the waterfront, and completion of legally required environmental remediation in accordance with a Remedial Action Plan (RAP) approved by both Parties, in writing prior to submission to the State, and subsequently approved by the State. Prior to the Developer’s commencement of construction of Phase I of the project, the City shall have completed Public Improvements in the Southern portion of the Project Site necessary for Developer to commence construction on the Phase I parcel, the scope of which shall be more particularly specified in the Development Agreement.

The Public Improvements shall also include Street, Streetscape and Utilities Improvements (specifics of utilities improvements will be negotiated as part of Development Agreement) including the public streets, sidewalks, utility services stubbed to the development parcels, parking areas open to the general public, sitework to bring the development parcels to “pad ready” condition, and other infrastructure improvements to be constructed to serve the Waterfront Park and the Private Improvements. The City shall cause for the design, engineering and completion of Public Street, Streetscape and Utility Improvements at its costs, with reasonable opportunity for input by the Developer.. The City intends to finance all or a portion of the Public Improvement using tax increment financing (currently, authorized up to six million six hundred thousand dollars (\$6,600,000)). The Developer, with the written approval of the City, may complete some or all of the Public Improvements with an associated credit against the purchase price. The Public Improvements may be phased so as to be completed consistent with the Developer’s phasing of the Project according to a schedule and standards to be mutually agreed upon by the Parties.

The Private Improvements shall comprise mixed-use development which shall include multi-family residential, office, retail, restaurant, and, possibly, hotel and/or banquet facilities, along with dedicated private parking serving those uses, which may be shared by among the Parcels. The following elements comprising the development program shall be depicted on a Concept Site Plan to accompany the Development Agreement:

- Approximately four hundred and seventy-five (475) multi-family residential units and hotel rooms.
 - Approximately 25,000 gross square feet of street level commercial space, including restaurant space.
 - Approximately 500,000 gross square feet total.
 - The conceptual development program is predicated upon the assumption that the Developer shall receive a conditional use permit to erect five story buildings.
 - The Concept Site Plan will document what percentage each building will be leasable ground floor space for commercial uses as mutually agreed upon by the Parties
6. In the event that the development of the Project Site is approved by the Dover Planning Board, all conditions precedent related to such approval have been satisfied, and all applicable

appeal periods have expired, the City shall convey, by quitclaim deeds, the parcel known as Map 22 lot 1, in parts consistent with an approved subdivision plan to the Developer for a total cost \$3,372,500, as paid in pro-rata installments per parcel, and pursuant to the subdivision plan. The pro-rata costs shall be based upon the residential and/or hotel unit count in that phase at a cost outlined below.

A \$100,000 payment to the City (“the deposit”) from the Developer shall be used for expenditures by the City, including expenditures incurred by the City to hire experts and other consultants (economic, legal and site design).

Developer has and shall pay the Deposit as follows: Developer shall be credited for its \$20,000 initial deposit, which was paid by Developer at the time of its designation as the “Preferred Developer”, an additional \$20,000 Developer deposit to be paid upon the execution of this Term Sheet, and an additional \$60,000 deposit to be paid upon execution of Development Agreement. Half of the Deposit shall be credited against the purchase price of Phase I purchased by Developer at the time of conveyance of such parcel, with the balance to be credited against the purchase prices of the remaining parcels on a pro rata basis.

The purchase price for each parcel shall be based upon a rate of \$7,100 per unit proposed for that parcel, up to 475 units of residential or hotel (or a mixture thereof).

The Developer shall have the right, on a phase by phase/parcel by parcel, basis to provide for the construction of Public Improvements, as noted in section 5 the cost of which would be credited towards the purchase price. In addition, the Developer shall have the right to provide improvements which offset the Public Safety and Recreation Impact Fees, subject to the written consent of the City. The City shall retain a right of reverter on any parcel transferred should the project not be completed on the parcel in question within the time frames mutually agreed upon by the Parties.

7. Once the State of New Hampshire has approved the required RAP for the Project Site, the City shall cause the commencement of construction of the Public Improvements by no later than one (1) year following the RAP approval. The City shall notify Developer when it has received a Certificate of Completion, Certificate of No Further Action or similar evidence of completion of the RAP from the State of New Hampshire and Developer shall have no obligation to take possession of any parcel of the Project Site until the City has provided such evidence and all project benchmarks shall be extended accordingly. Cost-sharing for any ongoing monitoring and mitigation costs related to the environmental remediation shall be mutually agreed upon by the Parties.
8. No later than 18 months following issuance of the Certificate of Occupancy for the Private Improvements on Phase I developed, the Project Site shall have a minimum Guaranteed Tax Assessment Value of approximately \$7,500,000 per building (estimated \$15,000,000 total for the South Side development). In each relevant tax year thereafter if the actual tax assessment is less than the Guaranteed Tax Assessment Value, the project owner shall owe and pay the tax shortfall to the City as if the Project Site was assessed at the Guaranteed Tax Assessment Value.
9. The Developer shall convey to the City a Performance Mortgage to secure the Developer’s Guaranteed Tax Assessment obligations.
10. Developer shall have the right to transfer the Parcels (as shown on the subdivision plan), the

Development Agreement, and all or a portion of its rights in the Project Site (pursuant to this Term Sheet, Developer's status as Preferred Developer, the Development Agreement and any relevant permits, authorizations, approvals, resolutions or similar documents) to one or more special purpose entities ("SPE") formed for the sole purpose of developing the Private Improvements (each, an SPE), provided that either Jeffrey Johnston or James Goldenberg, the principals of Developer, retain Control of each such SPE. For purposes of this Term Sheet, "Control" means the ability, directly or indirectly, to direct or cause the direction of the management or policies of an SPE, or the power to veto major policy decisions of an SPE.

11. The City Manager shall obtain approval from the Dover City Council to execute a Development Agreement consistent with the terms and conditions in this Term Sheet. Any terms or conditions in the Development Agreement that represent changes or additions to the terms and conditions in this Term Sheet shall be subject to the consent and approval of the City, acting by and through its City Manager. Changes or additions considered material by the City Manager, in the City Manager's sole discretion, shall require approval by the City Council.
12. Developer shall have that period which begins with the date of full execution of this Term Sheet and ends on September 30, 2019, within which to inspect the Project Site and make any and all investigations and/or market studies which it deems necessary or relevant to make a determination as to whether the Project Site is suitable for Developer's purposes. Such investigations shall include, but not be limited to, title, survey, environmental, geotechnical, soil, zoning and use investigations and reviews. Developer and its representatives shall have full and complete access to the Project Site from and after the date hereof during business hours and upon at least twenty four (24) hours prior notice for the purpose of conducting its inspections and feasibility studies, which may include, but shall not be limited to, survey, environmental, geotechnical, soil, zoning and land use investigations and reviews.
13. In consideration of the time, effort and cost which Developer will be committing to this undertaking and in recognition of the time necessary to develop the Project Site, the City agrees that upon execution of this Term Sheet, City shall not, and shall not permit any of its agencies, departments, officers, employees or agents, to solicit, entertain, negotiate, accept or otherwise enter into or continue discussions involving the sale or redevelopment of all or a portion of the Project Site or any interest therein while this Term Sheet is in effect (other than with Developer). In the event that this Term Sheet is not replaced by a Development Agreement signed by all parties by September 30, 2019, then the provisions of this section shall expire.
14. This Term Sheet is an expression of intent of the Parties and an agreement to negotiate a final agreement in good faith and accordingly neither Party shall be legally bound until execution of the final Development Agreement, except for Section 12 and 13, which shall be binding on the Parties.

In witness whereof, the parties have signed this instrument this ____ day of _____, 2019.

CPI MANAGEMENT LLC

Witness

By: Jeff Johnston, Its Manager
Duly Authorized

DOVER HOUSING AUTHORITY

Witness

By: Allan B. Krans Sr., Its Executive Director
Duly Authorized

CITY OF DOVER, NH

Witness

By: J. Michael Joyal, Its City Manager
Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: CDBG Acceptance of Action Plan and Entitlement Funds

WHEREAS: The City of Dover will have available funds for appropriation from the FY2020 CDBG Entitlement year, including program income; and

WHEREAS: The Planning Department is required by HUD to prepare, and the Governing Body adopt the "Action Plan" which is a needs assessment and detailed expenditure plan for the use of Community Development funds in meeting the needs of low and moderate income residents of Dover; and

WHEREAS: The Planning Board has reviewed proposed projects for said funds and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended expenditures; and

WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and

WHEREAS: The recommended disbursements of funds have been reviewed for compliance with HUD statutory requirements and for meeting national objectives;

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

The Action Plan is adopted and the City Manager is authorized to enter into sub-recipient contracts as part of this Annual Plan for expenditure of FY2020 Community Development Block Grant funds.

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

Should Congress adopt a budget that results in a grant amount that is different than anticipated in the Action Plan, or should the return to fund pool amounts be different than anticipated in the Action Plan, the City Manager is authorized to adjust the amounts of the Action Plan allotments per HUD guidance and as described in the Action Plan.

Note: To be referred to public hearing and vote on March 13, 2019.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: **CDBG Acceptance of Action Plan and Entitlement Funds**

Financing

Estimated Revenue

Account	Description	Appropriation
2100.1.180.46311.3311.06311.19.000.000.R30	Federal Grant	\$290,000.00
2100.1.180.46311.3421.06311.19.000.000.R40	School Street Parking Income	\$4,260.00
2100.1.180.46348.3592.06360.19.000.000.R50	Welfare Deposit Returns	\$1,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY2019 Revolving Loan Income	\$5,808.00
2125.1.180.46525.3933.00000.00.000.000.R90	Return to Fund Pool from Prior Activity	\$100,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY2018 Revolving Loan Income	\$139,979.00
TOTAL		\$541,047.00

Financing Appropriations

Account	Description	Appropriation
2100.1.180.46348.4835.06367.19.000.000.800	AIDS Response	\$6,000.00
2100.1.180.46348.4835.06333.19.000.000.800	Community Partners	\$5,000.00
2100.1.180.46348.4835.06377.19.000.000.800	Cross Roads House	\$7,300.00
2100.1.180.46348.4835.06360.19.000.000.800	Dover Welfare	\$5,500.00
2100.1.180.46348.4835.06361.19.000.000.800	HAVEN (A Safe Place)	\$4,200.00
2100.1.180.46348.4835.06380.19.000.000.800	Homeless Center for Strafford County	\$6,000.00
2100.1.180.46348.4835.06342.19.000.000.800	My Friend's Place	\$10,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Business Counseling & Grant Program	\$25,000.00
2100.1.180.46323.4835.06335.19.000.000.800	CAP (Weatherization)	\$29,333.00
2100.1.180.46341.4835.063xx.19.000.000.800	Woodman Museum	\$2,500.00
2100.1.180.46341.4835.063xx.19.000.000.800	MFP Kitchen Project	\$100,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	MFP Generator Project	\$15,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Strand Ballroom	\$25,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Homeless Shelter Improvements and Property Acquisition	\$100,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Bus Shelter, Sidewalk & Pedestrian Improvements	\$120,000.00
2100.1.180.46311.4110.06311.19.000.000.800	CDBG Administration	\$58,000.00
2100.1.180.46525.4110.06621.19.000.000.800	DELP Servicing	\$15,000.00
2100.1.180.46341.4110.06314.19.000.000.100	Public Facilities ADC	\$2,214.00
2100.1.180.46323.4110.06314.19.000.000.100	Weatherization ADC	\$5,000.00
TOTAL		\$541,047.00

AUTHORIZATION

Document Created by: Department
Document Posted on: February 21, 2019

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2019.02.27_cdbg_acceptance_of_action_plan_and_entitlement_funds
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Page 2 of 7



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: CDBG Acceptance of Action Plan and Entitlement Funds

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: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: CDBG Acceptance of Action Plan and Entitlement Funds

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: CDBG Acceptance of Action Plan and Entitlement Funds

RESOLUTION BACKGROUND MATERIAL:

Following is a brief synopsis of Dover's Community Development Block Grant Program, the Goal and Objectives of the Community Development Program, the available funds for this year's Action Plan and description of the agencies, organizations and Planning Department's use of requested funds.

The City of Dover is an Entitlement Community. As such, the City receives CDBG funds directly from HUD rather than applying through the State. To help determine how the funds should be allocated, the City developed a 5-year Consolidated Plan. The Plan was built with guidance from the community and serves as a road map for CDBG funding allocations. The Plan includes a ranking (low, medium, high) of the objectives listed in the Plan. Dover is entering year 5 of the Plan.

To be eligible for CDBG funding, proposed activities must comply with the Goal, and at least one of the five Objectives, found in Dover's Consolidated Plan. Additionally, the activities must achieve one of HUD's 3 National Objectives: 1) Low income benefit, 2) Elimination of slums or blight, 3) Urgent need. The Planning Board acts in a citizens' advisory capacity in reviewing proposals to be included in the Action Plan (one year use of funds) and how the funds should be allocated. Their review process includes a public hearing and a recommendation to the City Council.

The City Council's review of the Action Plan includes a public hearing which provides applicants, and others, an opportunity to comment on the proposed expenditures before the Council votes on the Final Action Plan. Once approved by the Council, there is a 30-day comment period during which time anyone can submit comments on the Action Plan. At the end of that time frame, all comments received are included with the Action Plan and forwarded to HUD for their review and approval. HUD has 45 days to perform their review.

Dover's anticipated FY2020 CDBG grant amount is \$290,000.00. There is also \$11,068.00 in anticipated FY2019 program income and \$100,000.00 from the FY2019 Action Plan to be reallocated. The City received \$142,371.00 in FY2018 DELP income of which \$2,392.00 must be returned to the economic loan pool. This results in \$139,979.00 being available to the CDBG Fund Pool.

Under the Public Services category, Dover received seven applications totaling \$76,300.00. Pursuant to a HUD required funding formula, this year's maximum funding amount allowed for this category is \$44,000.00. The Planning Board has recommended that the funds be disbursed among the seven applications.

After accounting for the General Administration, Public Services, and Economic Development categories, there is \$399,047.00 remaining for Public Facilities related funding. Dover received applications from CAP, the Woodman Museum, My Friend's Place, the Strand Ballroom Corporation and the Homeless Shelter for Strafford County (HCSC). Additionally, the Action Plan includes funding for Bus Shelter, Sidewalk & Pedestrian Improvements, Weatherization Activity Delivery Costs and Public Facility Activity Delivery Costs.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: **CDBG Acceptance of Action Plan and Entitlement Funds**

Staff is recommending that the request from HCSC for acquisition of property be modified to “Homeless Shelter Improvements and Property Acquisition” so that in the event HCSC does not use the funding, the funding can be used for public facility improvements or property acquisition by other homeless shelters. HUD has indicated that this is compliant with applicable Action Plan requirements.

As in prior years, the funding pool is largely based upon an anticipated grant amount and anticipated program income. This is necessary as the City is unlikely to know the actual FY2020 grant and FY2019 program income amounts in time to adopt an Action Plan in compliance with federally mandated deadlines and public hearing requirements. To account for this situation, the Action Plan includes a Contingency Funding Allocation Plan (CFAP) as recommended by HUD. The CFAP dictates how the final allocations will be determined in the event that the grant amount and/or program income amounts are greater or less than anticipated. The allocation amounts approved by the City Council serve as the baseline from which the final amounts will be determined. For example, should the FY2020 grant amount or the FY2019 program income amount be greater than anticipated, the Public Service allocations would increase because the Public Service allocations are based upon these two sources of funding.

CDBG PROGRAM DESCRIPTION

Applicant/Requested Funding Amount/Planning Board Recommended Funding Amount

Public Services

Aids Response Seacoast

Requested Funding: \$15,000

Planning Board Recommended Funding: \$6,000

Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Community Partners

Requested Funding: \$9,000

Planning Board Recommended Funding: \$5,000

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Requested Funding: \$12,000

Planning Board Recommended Funding: \$7,300

Funding to provide emergency shelter and supportive services to homeless families and individuals.

Dover Welfare

Requested Funding: \$10,000

Planning Board Recommended Funding: \$5,500

Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: **CDBG Acceptance of Action Plan and Entitlement Funds**

HAVEN (A Safe Place)

Requested Funding: \$5,000

Planning Board Recommended Funding: \$4,200

Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County

Requested Funding: \$9,300

Planning Board Recommended Funding: \$6,000

Funding to help support overall operations, including case management services and administrative oversight, of an emergency shelter for homeless women and families.

My Friend's Place

Requested Funding: \$16,000

Planning Board Recommended Funding: \$10,000

Funds will be used for overall operations of the year round emergency homeless shelter.

Economic Development

City of Dover – Business Counseling and Grant Program:

Requested Funding: \$25,000

Planning Board Recommended Funding: \$25,000

Funding to support an economic development pilot program. The funds will be used to provide business counseling related services and “start-up” grants to qualifying individuals. In the event that a suitable organization/agency cannot be hired to provide the services, the funds would then be added to the DELP loan pool.

Public Facilities

Community Action Partnership of Strafford County

Requested Funding: \$25,000

Planning Board Recommended Funding: \$29,333

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

Annie E Woodman Institute

Requested Funding: \$2,360

Planning Department Recommended Funding: \$2,500

Funding for design of ADA compliant accessibility to the Keefe Carriage House.

My Friend's Place – Kitchen Project

Requested Funding: \$80,000



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: **CDBG Acceptance of Action Plan and Entitlement Funds**

Planning Board Recommended Funding: \$100,000

Funding for expansion of the existing kitchen at the 368 Washington Street location.

My Friend's Place – Generator Project

Requested Funding: \$13,750

Planning Board Recommended Funding: \$15,000

Funding for expansion of the existing kitchen at the 368 Washington Street location.

Strand Ballroom Corp

Requested Funding: \$25,000

Planning Board Recommended Funding: \$25,000

Funding for ADA compliant egress improvements to the Facility.

City of Dover - Homeless Shelter Improvements and Property Acquisition:

Requested Funding: \$75,000

Planning Board Recommended Funding: \$100,000

Funding for the Homeless Shelter of Strafford County (HCSC) to acquire land for the location of a new shelter that would serve as a replacement for their existing shelter. In the event HCSC does not use the funding for this purpose, the funding can be used for public facility improvements or property acquisition by other homeless shelters.

City of Dover - Bus Shelter, Sidewalk & Pedestrian Improvements:

Requested Funding: \$120,000

Planning Board Recommended Funding: \$120,000

Eligible activities include new sidewalk, sidewalk tip-downs and bus stop/shelter improvements.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED PLAN GOAL STATEMENT

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific Objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To weatherize and improve the older housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominately by low and very low income persons.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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Resolution Number: **R - 2019.02.27 – 027**

Resolution Re: CDBG Acceptance of Action Plan and Entitlement Funds

4. To provide increased employment opportunities for low and very low income persons, with a focus on access to transportation.
5. Removal of architectural barriers to allow increased handicapped accessibility.