



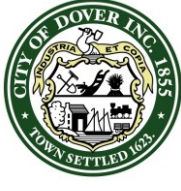
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 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 166 – VEHICLES AND TRAFFIC, SECTION 50 & 56**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. OPERATION OF KENO GAMES IN DOVER**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. APPROPRIATION FOR SHAW'S LANE WATER WELL AND FIELD IRRIGATION SYSTEM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
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**
 - A. March 27, 2019 City Manager's Report**
 - B. Fiscal Year 2020 Proposed Budget Presentation**
- 10. APPROVAL OF MINUTES**
 - A. March 13, 2019 – Regular Meeting**
- 11. MAYOR'S REPORT**

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - AGENDA</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, March 27, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, March 27, 2019	Meeting Time:	7:00pm
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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. **CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 50 & 56**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **OPERATION OF KENO GAMES IN DOVER**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **APPROPRIATION FOR SHAW'S LANE WATER WELL AND FIELD IRRIGATION SYSTEM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **RAFFLE – Tendercrop Farm at the Red Barn**
2. **ROAD RACE – Children's Museum of New Hampshire**
3. **TAG – Studio 109 Dance, Voice & Drama**
4. **B19035 RIVER STREET PUMP STATION VARIABLE FREQUENCY DRIVE REPLACEMENT**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **B19038 AWARD OF BID FOR CONSTRUCTION EQUIPMENT RENTAL**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B19039 SAND AND GRAVEL PRODUCTS**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **B19048 AWARD OF BID HAND PAVEMENT MARKINGS**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **B19049 PAVEMENT MARKINGS LONG LINE REFLECTORIZED**
SPONSORED BY MAYOR WESTON BY REQUEST
9. **APPROVAL OF LICENSE AGREEMENT BETWEEN CITY AND CARNEGIE HOLDINGS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
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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 – 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**

B. RESOLUTIONS

1. **FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
(TO BE REFERRED TO A SCHOOL DEPARTMENT PUBLIC HEARING ON APRIL 10, 2019, AND THE CITY PORTION PUBLIC HEARING ON APRIL 24, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST
2. **APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV SECTION**
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

1. **CHAPTER 89 – DOGS, SECTIONS 7 AND 9**
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST
2. **CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 57**
(TO BE REFERRED TO A PUBLIC HEARING ON APRIL 10, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



March 27, 2019

Reporting on: February 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



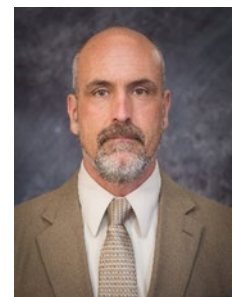
Daniel Lynch
Finance Director



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 Facilities, Grounds and Cemeteries handled 72 service calls and 128 work orders in February. In Pine Hill Cemetery, employees attended 6 full burials and 1 interment of ashes.

Forty-five work orders pertaining to buildings were addressed by Facilities & Grounds (F&G). The issue of the month seemed to be leaking drains (parking bureau, fire station), pipes (transportation station, fire station) or plugged toilets at the Library. Items were moved around in various locations. At the Teen Center, all the furniture was moved so new flooring could be installed and then the items were moved back into place. Furniture was moved from various locations to other locations and rooms where construction items were stored during the renovations were cleaned out so they could be put to their intended use. Other building issues were resolved, doors and windows that needed attention were addressed and the oil tank at the Pine Hill Chapel was replaced this month. Employees filled in for custodial duties at the Library for the month while the custodian was out. Facilities and Grounds employees have been meeting the piping and electrical contractors at the Library to give them access prior to 7 AM throughout the month.

Fire safety equipment deficiencies were addressed in several locations by F&G, smoke detectors replaced and alarm systems inspected. Preventive maintenance on HVAC systems was ongoing, filters were changed and heating issues were addressed. Monthly elevator inspections and fire extinguisher inspections were conducted.

Seventeen work orders were generated pertaining to facilities and grounds issues. Small engine equipment such as chain saws, generators, mowing or trimming equipment. Facilities and Grounds employees participated in snow removal operations or sand/salt operations whenever needed. February saw a series of storms with 2-6 inches of snow

followed by notable rainfall. Sand barrels around the City were filled as needed. High winds over three or four days meant limbs came down that needed to be removed in several locations.

Eleven work orders regarding trees were addressed, with Urban Tree removing 4 large trees and other complaints being handled through the Facilities & Grounds division.

Eight work requests pertaining to traffic light issues were addressed, several of these were related to weather events or power surges. One municipal streetlight was struck during snow removal operations. Traffic signals going to flash or timing complaints were investigated. Eight streetlight issues were attended to and a review of the municipal ledger was conducted.

Sign work was addressed in thirteen work requests. Island signs being knocked down during snow storms is a frequent complaint during the winter months. The high winds caused a few signs to vibrate enough to break the fasteners, so those were remounted. Five parking signs required attention, as well.

Five work orders involved delivering supplies and five involved moving items to recycling. Five work orders involving keys were processed.

The City Electrical Supervisor continues to busy working with the Utilities Division and SCADA Technician on various issues. Electrical projects at City Hall, and alarming issues are being addressed.

Mounted Patrol: February
44 public assists
14 parking assists
16 community action/homeless assists

During the month of February, the Dover Police Department responded to 1,279 calls for service throughout the City. In addition, officers made a total of 937 traffic stops. Officers also initiated 153 non-enforcement related contacts with the community. The total number of incidents handled by the Police Department for February, 2019 was 2,371.

The Dover Police Department's Accident Reconstruction Team was not called out during the month of February.

Animal Control – February

Total animal calls for service	64
Handled by Officers/Dispatch:	46
Handled by Animal Control Officer:	18

Breakdown of Animal Calls:

Founds Animals: 8

Loose Animals: 31

Animal Bites: 2

Welfare Checks: 2

Struck Animals: 4

Misc/Other: 17

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.

The ACO received 30 voicemail messages and followed up on 4 reports initially handled by officers.

One of the calls handled by the ACO involved a husky named Demon. Demon lives in Seabrook with her owner. The owner's mother, a Dover resident, was watching Demon for her son when Demon escaped the fenced in yard on Third Street.

Demon was found in the train station lot where she met the Mounted Patrol. After exchanging pleasantries with the horses, the ACO picked her up and returned her to the Thirds Street residence.



Demon going for a short ride with the Animal Control Officer.

Planning and Community Development and Parking Bureau staff continued working 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. A recommendation will be made at the March 19th Parking Commission meeting.

February library circulation totaled 23,420 items. (11,429 adult + 8,491 children's print items; plus 3,500 items downloaded including 2,289 audiobooks & eBooks, 1,090 Hoopla streaming music, movies, and ebooks, and 121 eMagazines).



160 new library patrons registered; total active cardholders 14,668. 15 of these new patrons were non-resident Dover workers or students, now 668 in that category.



1,454 people attended, or registered for, 65 free programs at the library during February.



The library executed 57 U.S. passports in February.



The circulation desks filled 1,506 patron hold requests.



35 new patrons registered for downloadable audiobooks/ eBooks (total = 4,647) and 37 registered for Hoopla (total = 1,154).



Internet and PC uses by the public totaled 1,399 on library workstations, plus another 3,495 via Wi-Fi, plus 36 Chromebook loans.



331 people accessed the library's DHS Yearbook and City Directory collections online.



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

12,670 people visited the library during February, an average of 469 per day (open 27 days).



The library's 3D printer fulfilled 15 customer requests for printed objects.



Through the shared Dovertnet Library System, DPL made 152 loans to Dover schools and borrowed 130 titles from the schools. The library's Systems & Technology Librarian assisted the schools with six administrative issues.



Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 220 volumes to other libraries and borrowed 99 from other libraries for our patrons.



During the month of February 2019, 8 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 (SIU) 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.

During the month of February 2019, the SIU investigated the case of a missing 12-year-old boy. The investigation revealed the boy died in an accidental drowning.

During the month of February 2019, the SIU investigated the death of a 14-year-old boy. The investigation determined the death was not the result of foul play.

In addition, SIU detectives investigated two other unattended deaths in February 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.

There were no liquor letters 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.

During the month of February, Sergeant Tarmey assisted Officer Plummer with a complex stalking investigation. As a result, Sergeant Tarmey met with several investigators from the NH State Prison for Men in Concord to recover evidence.

During the month of February 2019, Officer Pike assisted the Dover High School with directing morning and afternoon traffic on Bellamy Rd. and Alumni Dr. This traffic direction allows for the safe passage of students/faculty crossing Alumni Dr. to the Senior Parking Lot. This activity also allows for the prompt exit of school busses from DHS in conjunction of all other traffic coming and going from the school.

Starting the first week of February 2019, A-Lot, the former faculty parking area in front of the old school building and student drop off area, was closed to all vehicles. Construction crews are in the process of reclaiming the asphalt and digging retention ponds and drainage ditches. The school's faculty have been dispersed and asked to park in various location throughout campus. Additionally, the senior parking lot is now the area where parents drop off and pick up their students. Officer Pike directs traffic in the morning in order to allow for the students to get to their classes on time.

The last week of February was the school's winter vacation so Officer Pike assisted patrol and worked a shift for the entire week.

During that week, Officer Pike received a telephone call from a parent of a senior at DHS. She explained to Officer Pike about the hardship the family was going through including a bed bug infestation at her apartment along with a recent medical issue she was dealing with. Officer Pike then made a request to the Dover Police Charities and was able to facilitate the financial help that the family needed.

In February, Officer Mitrushi was temporarily assigned to the Patrol Division as a field training officer. For the entire month of February, Officer Mitrushi trained Officer Robert Meyer and Officer Killian Kondrup.

Officer Mitrushi continued to monitor calls for service involving the homeless population. Officer Mitrushi showed the two officers in field training the areas where homeless subjects are known to frequent and camp. In the month of February, Dover police officers encountered 59 separate homeless individuals.

DISPATCH COMMUNICATIONS

RADIO TRANSMISSIONS

12,427

PHONE CALLS

7,231

911 CALLS RECEIVED

409

LOBBY CUSTOMERS

353

POLICE ALARMS RECEIVED

127

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

19

FIRE & MEDICAL ALARMS

56

OTHER ALARMS

0

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 were upper Sixth Street and Indian Brook Drive.

On February 6th, Officer Brown and K9 Barco responded to 125 Adelle Drive to assist in a search for a wanted subject who fled. It was reported the wanted male fell through the ceiling in an adjacent apartment and fled from the residence, into the woods. K9 Barco scouted the woods and did not locate a track or any signs that someone fled into the nearby woods. Officer Brown and K9 Barco maintained a perimeter while other officers checked apartments.

On February 23rd, Officer Brown and K9 Barco responded to 29 Mt. Vernon Street for a report of a burglary in progress. The home owner returned home and noted a screen had been removed and then heard someone in the residence. Upon arrival, an announcement was made to search the building with K9 Barco and the suspect jumped from a third story window. Officer Brown and K9 Barco located the subject behind the residence, crawling into an alcove. He was subsequently taken into custody.

During the month of February, Sergeant Speidel worked closely with the Parking Bureau and the Community Services Department to post temporary parking restrictions in various areas to accommodate snow removal. There were a total of 7 emergency bans called during the month of February for weather conditions. In several areas, additional postings with signs and barricades were required to allow for snow removal and adequate travel width for emergency vehicles.

On February 15, 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

POLICE RESPONSE TO CALLS BY PRIORITY: FEBRUARY

Priority 1: Immediate = 96 Responses

Crimes in progress; injury accidents; alarms

Priority 2: Rapid = 70 Responses

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

Priority 3: Timely = 428 Responses

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

Priority 4: As Officers are Available = 587 Responses

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

Priority 5: Motor Vehicle Stops = 1,090 Responses

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of February 2019, the Dover Police Department responded to nineteen (20) emergency incidents and arrived on scene in less than six minutes to 60% of those calls (20 calls, 8 in six minutes or more).

Inspection Services also was busy in February with a total count for inspections conducted and permits issued at 703. With only 19 business days in February, that equates to 37 activities per day. Here is the Inspection Services activity breakdown for February:

FEBRUARY:

Inspections - Life Safety	63	Inspections - Plumbing/Mechanical	144	Inspections - Woodstove/Fireplace	0
Inspections - Business	40	Inspections - Blasting	01	Permits Issued - Blasting	01
Inspections - Sprinkler/Alarm	64	Inspections - Health	42	Permits Issued - Building	38
Inspections - Building	164	Inspections - School / Daycare	04	Permits Issued - Certificate of Occupancy	13
Inspections - Electrical	125	Inspections - Oil Burner	04	TOTAL	703

During the month of February, the Highway Division was kept busy with twelve winter events totaling 3,632 overtime hours. Roads were pretreated with a brine solution, applying a total of approximately 6,720 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. Three evening snow pickups were conducted totaling 388 hours of overtime.

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 34 service call requesting pothole repairs. Two Truck Drivers repaired 255 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. Over the course of two days, eight employees applied approximately twelve tons of hot top to Spur Road. This was due to the large amount of pothole service calls and general weekly maintenance. Spur Road is currently under design for reconstruction.

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 damages will be repaired at that time as well.

Approximately 1,068.36 tons of salt and 415.18 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 Utilities Division did not experience any water main breaks during the month of February. Crew responded to three properties for water leaks. The first was at 5 New Bellamy Lane. The have a ¾" line that runs from Dover Point Road to their home which is approximately 200 feet away. Crews were able to tie their water service onto the water main at Ayers Lane which made the line much shorter and less expensive. Typically, the city does not conduct service work but this was an emergency situation. Crews could not get the repair to hold on the original line.

The second leak was at 29 Long Hill Road. A private contractor conducted the repair. The third leak was at 27 Tanglewood. A service leak letter was sent to the property owner. They are contacting a contractor to conduct the necessary repairs.

The Utilities Division did not experience any sewer main breaks during the month of February however there were two reports of a sewer blockage. The first was at 34 Lexington Street. The homeowner has hired a contractor to replace the service from the sidewalk to the home. The second report was at 51 Glenwood Avenue. This blockage was found to be inside the home.

Staff rebuilt the ramp at the Wastewater Treatment Facility. This was for the new grit. This is where staff dumps grit that comes out of the collection system.

During the months of February, the meter crew conducted 98 stopped meter appointments, 26 backflow appointments, 10 meter installation appointments and 31 final reading appointments.

City staff added a second meter crew to assist with the back log of older Trace readers that need to be replaced. After consulting with the IT Department, a new Gateway antenna was installed on the cell tower and tied into the city's backbone. This was a test run that has been successful. Staff will install antennas on the remainder of the cell towers.

The Utilities Division assisted the Highway Division with snow operations.

February was a very busy month with Fire & Rescue responding to 488 calls for service which is an average of 17 per 24-hour period. 6 of the calls for service were for fires, 317 were for medical emergencies, 24 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 71 were either false or good intent in nature, with the remaining 67 being for non-emergent requests. Of the emergencies, there were 158 times where simultaneous emergencies were occurring with 26 of those times where 3 or more emergencies were occurring at the same time. The busiest day for Fire & Rescue in February was a two-way tie when there were 26 calls for service on Monday, February 4th and on Thursday, February 14th. The slowest day of the month was Sunday, February 10, 2019 when there were 8 calls for service. Interestingly, there were 9 days in February where there were over 20 calls for service and there was only 1 day in February below 10 calls for service.

February's theme was that the fires were all caught quickly, and that the activity was diverse. The first photo below shows Fire and Rescue members assisting Dover Police Department and NH Fish and Game in searching for a missing middle school student who was determined to have fallen through the ice of the Bellamy River, while the second photo shows one of many car accidents that Fire & Rescue responded to during the month.



One of many accidents that Fire & Rescue responded to during February.



Fire crews search for missing student.

There were several noteworthy builds and projects that the Inspection Division employee's worked at. The first photos shows the demolition of the old High School in progress, in contrast to the new High School on the left side of the picture.



Inspections has been monitoring the demolition and has been working heavily with the new High School architect HMFH and construction manager PC Construction on the punch list items needing to be closed out with that project. The second photo to the right, shows to the left, the Huck's Hoagies building which as proposed currently, is to be removed and replaced with a mixed use building of commercial space on the first floor and residential on the upper floors, similar to the Third Street project which is in progress on the right side of the picture.



The third photo shows the new Aldi Grocery Store at the corner of Central Avenue and Glenwood Avenues, with work proceeding on exterior and interior finishes. The last photo shows the 104 Washington Street project (left) with five floors framed out in one section of the building, and the Mechanic Street project on the right, most of the building nearly weather tight.



Total Permits Issued: February 2019

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-031	44 PORTLAND AVE, LLC	44	PORTLAND AVENUE	FIT-UP UNIT 3, COMM. TENANT SPACE	C	24	104-0-	15000	185
19-034	CITY OF DOVER	6	WASHINGTON STREET	INSTALL A WHALES TAIL SCULPTURE O	C	23	15-0-0	65000	0
19-035	LIBERTY MUTUAL INSURANC	150	LIBERTY WAY	PERFORM INTERIOR RENOVATIONS	C	E	24-0--	285000	2875
19-038	PARACOSM, LLC	36	OLIVE MEADOW LANE	PERFORM INT. IMPROVEMENTS	C	A	45A2	17913	205
19-041	RIPARIA 100 FIRST STREET, LL	100	FIRST STREET	UNIT 107, TENNANCY FIT-UP FOR OFFIC	C	6	3-0-0	50000	525
19-043	THE HOUSING PARTNERSHIP	577	CENTRAL AVENUE	SUITE #2, FIT-UP FOR TENANCY	C	27	4-0-0	26482	285
19-057	PROPERTY BROTHERS, LLC	35	SIXTH STREET	PERFORM, INT. ALT. FOR BUSINESS USE	C	30	72-0-0	15500	180
19-068	3LHOLDINGS	503	CENTRAL AVENUE	INT. RENOV. OF TENANNCY FOR NEW T	C	3	60	3700	65
19-033	REAL MCKOY PROPERTIES,M	301	DURHAM ROAD	SIDE & TRIM OF EXISTING APT. BLDG.	C/R	H	1-0-0	10000	125
19-025	CITY OF DOVER	50	ALUMNI DRIVE	VESTIBULE SECURITY RENOVATION	E	H	12-0	62804	0
18-483	CITY OF DOVER	25	ALUMNI DRIVE	INSTALL A ROOF TOP SOLAR PANEL PV	E/C	H	12	1688215	0
19-029	MCQUADE INVESTMENTS	116	CROSBY ROAD	INT. ALTER. & IMPRVMTS TO EXISTING	I	G	1-1-0	42000	445
18-445	NOYES	249	LOCUST STREET	CONST. AN EGRESS BALCONY/PLATFO	R	15	36-0-0	4000	65
18-473	MONTECALVO	16	SHORE LANE	CONSTRUCT A FRONT PORCH ADDITIO	R	L	89G-2	4300	65
18-550	PFEIFFER	7	BACK ROAD	DEMO EXISTING GARAGE TO RECONST	R	K	12C0	23000	255
18-583	MARK & EDWINA HASTINAP R	7	ERIK DRIVE	CONST. A SFD W/3 CAR ATT. GARAGE	R	B	19-1-0	380000	3825
18-591	YANCIK	50	PICARD LANE	CONVERT. 3RD FLR INTO ADDITIONAL	R	A	19-11-	75000	775
18-607	DBS HOLDINGS LLC	36	FOURTH STREET	DEMOLISH A DUPLEX & REMOVE DEBR	R	31	34-0-0	5000	175
19-002	NADEAU	160	TOLEND ROAD	ROOF TOP SOLAR PANEL PV ARRAY	R	F	2-A-0	29000	315
19-020	HEATH	10	COLUMBUS AVENUE	CONST. A DETACHED GARAGE W/UNFI	R	G	24-R-	106000	1085
19-023	CAMPBELL	66	CHILDS DRIVE	INSTALL A ROOF TOP SOLAR PANEL PV	R	N	8-A-5	35341	378
19-024	ARSENAULT	32	SOUTH PINE STREET	KITCHEN & BATHRM REMODEL	R	19	40-0-0	18000	205

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-026	TURMELLE	45	CIELO DRIVE	INSTALL 1 REPLCMNT ENTRY DOOR	R	H	4-0-45	4000	65
19-028	LAZER	16	GLENWOOD AVENUE	INSTALL 2ND FLR BATHRM & DORMER	R	36	32-0-0	25000	275
19-037	FEDERLEIN	11	LANDING WAY	REPLACEMENT OF REAR DECK	R	L	95-1K	65000	675
19-044	MY FRIENDS PLACE	368	WASHINGTON STREET	RMVE WOOD STAIRWAY & PERFORM I	R	G	18-0-0	18000	205
19-045	BURNS	203	EMERALD LANE	INSTALL A ROOF MOUNTED SOLAR PA	R	F	15-04	27790	305
19-046	1623 SETTLEMENT DOVER LM	45 47 49	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLING UNITS	R	33	2 & 3	161000	1635
19-047	1623 SETTLEMENT DOVER LM	37 39 41	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLING UNITS	R	33	2 & 3	161000	1635
19-048	1623 SETTLEMENT DOVER LM	29 31 33	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWELLING UNIT	R	33	2 & 3	161000	1635
19-049	1623 SETTLEMENT DOVER LM	13 15 17	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLING UNIT,	R	33	2 & 3	161000	1635
19-050	1623 SEETTLEMENT DOVER L	36 38 40	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLING UNITS	R	33	2 & 3	161000	1635
19-051	1623 SETTLEMENT DOVER LM	28 30 32	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLING UNITS	R	33	2 & 3	161000	1635
19-052	1623 SETTLEMENT DOVER LM	20 22 24	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLNG UNITS,	R	33	2 & 3	161000	1635
19-053	1623 SETTLEMENT DOVER LM	37 39 41	HAMPSHIRE CIRCLE	INT. & EXT. RENOV. OF DWLLING UNITS	R	33	2 & 3	161000	1635
19-054	1623 SETTLEMENT DOVER LM	53 55	HAMPSHIRE CIRCLE	NT. & EXT. RENOV. OF DWELLING UNIT	R	33	2 & 3	161000	1635
19-055	1623 SETTLEMENT DOVER LM	60 62 64	PLEASANT VIEW CIRCLE	INT. & EXT. RENOV. OF DWLLING UNITS	R	33	2 & 3	161000	1635
19-062	WATT	11	APACHE STREET	REPLCMNT OF WOODEN DECK	R	D	19-D-	5000	75

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map Lot	Construction Value	Fee
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Total Permits Issued: 38

Total Construction Value: \$4,716,045.00

Total Fees Collected: \$29,983.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	6	Change of Use	0
Commercial Renovations	5	Commercial	4
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	1
Manufactured Dwelling	0	Multi-Family Dwelling Units	69
Single Family Dwelling	1	Single Family Dwellings	1
Renovations Dwelling Unit	21	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	0		
		Total	13

PLANNING BOARD APPROVED PROJECTS

3/7/2019

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
TDAC & Company	Beaumont Drive (146		10			1/8/2019	8/28/2018	TDR	P18-14	M	61	1/8/2024	G	
Thomas Strange	96 Portland		4			TBD	2/12/2019	TDR	P19-07	24	75	TBD	H	
Total: Multi-family			144	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	39	10	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

PLANNING BOARD APPROVED PROJECTS

3/7/2019

NAME	STREET NAME		Total Units	Units Built*	Units left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	L0T	EXPIRATION DATE	SCHOOL	Students**
Total: Single Family			265	182	83									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			831	353	357									111.01

2. Product & Process Outcomes

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

The library hosted the first meeting of the new Dover Historical Society on February 11. There was a marvelous turnout of 85 very enthusiastic, interested people.

Check out the Dover Public Library's new Birding Bag! The Birding Bag is a backpack that contains binoculars, a bird identification book, a bird checklist and pen to mark the birds you identify, bird flash



cards, a book of bird songs with speakers so you can hear the songs, a bird call, and a booklet on "Birding the New Hampshire Seacoast". The Birding Bag may be checked out for three weeks, just like a book.

Basketball for grades K-4 wrapped up on 2/16/2019. Fifth and Sixth graders continued games on Saturdays at the McConnell Center and continued practices during the week. Games ended for this league with a day of playoffs at on 2/09/19, where Dover Black won 3 games to take title. All-star teams were formed for both girls and boys. These teams will compete in local tournaments during March as well including Marshwood, Deerfield, Rochester and Seabrook. The 7th & 8th grade basketball teams finished out the season with playoffs on 2/10/2019 which saw Dover Blue defeat Dover Red. The HS boys teams finished out season with playoffs ending 2/21/19. Dover Black defeated

Dover Blue in the finals. 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. All three men's leagues will wrap up regular seasons soon and enter the playoffs in March. Interval Strength and PiYo continued running sessions. Have begun the process of field scheduling for spring sports. The first day of spring Sports sign-ups were held on Saturday, February 9th. The last week of spring Sports Sign-ups will be on March 9th at the McConnell Center. Many leagues now utilize on-line registrations. Badminton continued on Friday nights in February. February vacation saw an increase in youth open gym times.

High School swimming came to an end in the middle of February. All of the teams represented their schools well and we are extremely proud of all of the teams and their performances! High School Swimming is coming to an end and the afternoon rec swim has opened back up to the public. The expectation is that swim will pick up as the temperatures become milder. Adult Lap Swim has seen steady attendance; with a range of 75-100 people a day during lap swim depending on the day of the week and the weather. Hydrofitness continues to draw in a great crowd with as many as 15-20 patrons at each class. Great Bay Masters has seen as many as 30 swimmers on their busy practices and the program is running very well. Winter swim lessons are ongoing with the spring sessions just around the corner. Seacoast Swimming continues to use pool facility and will continue through mid-March. There was one birthday party held at the pool this month.

February at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have

programs going non-stop and High School hockey playoff games. High School hockey season is ending for the local schools and Dover and St. Thomas will host Division II Quarterfinal Playoff Games. Dover Youth Hockey is also ending season with playoff games and tournaments throughout the month. Public Skate remains very popular on the weekends. There has been no Rock Night for the entire month of February due to the largely attended high school games and tournaments on Saturday nights. The Bay State Tournament was a success, hosted 24 girls' teams and they are already looking forward to next year. The month of March means high school hockey season will come to an end as well as Dover Youth Hockey. Several off-ice events have been planned for the off-season of the Foster Rink as well as a new Roller Derby group. Adult and Youth Stick Practice: 287, Birthday Parties: 3

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. Despite some weather challenges (and holidays!), there was still lots going on! Thirty members celebrated Valentine's Day out to dinner at Granite Steak and Grill and the center sent a group to Daytona Beach on Spring Break! The popular UNH Occupational Therapy class also resumed this month for the spring semester with 22 members attending. Dr Dan Seminar: 10, Mystery Lunch: 25

February saw the Fire & Rescue shifts complete the annual fit testing of their SCBA masks. Each employee is issued a mask sized to fit which they attach to the SCBA (Self Contained Breathing Apparatus) that is assigned to the employee's riding position. Mask fit is key to being able to operate in what the US Federal Government terms as found at 29 CFR 1910.134, an IDLH environment which is Immediately Dangerous to Life and Health. Essentially, nearly all fire environments that firefighters operate within contain extremely toxic smoke and or a reduced oxygen level, both of which trigger the IDLH regulations. Fire & Rescue purchased several years ago, an updated mask fit

test machine which allows in house staff to conduct the annual fit testing, testing for new hires, and testing for any employees who gain or lose weight in their face changing the fit. By doing all of this in house, thousands of dollars are saved each year by not having to hire a mobile fit testing service or send employees on duty, to a testing location.

In early February, Vicki Hebert of the Police Department, assisted with the submission of the continuation applications our STOP Act and CARA grants. These are noncompetitive applications that will allow Dover Coalition for Youth to continue to receive funding under both of these federal grants. Additionally, she completed the semi-annual programmatic grant reports for the STOP Act grant and the Wentworth-Douglass grant.

On February 13, 2019, Vicki in the Police Department participated in a focus group at Wentworth-Douglass Hospital as a part of their community needs assessment process.

Granite Youth Alliance held its annual film fest pitch event on February 19th. Twelve teams of students presented their film ideas to a panel of adults to secure funding to produce their film. Each team will receive \$350 and will work over the next several months to write, direct, act and record their video. The films will be screened at Epping O'Neil Cinema on June 2nd and 3rd. Three Dover Y2Y students presented their concept for their anti-drug film.

On February 5th, several Youth to Youth students traveled to Concord to testify before the legislature on two legislative issues. Three students testified at a hearing before the NH House committee on the proposal to legalize marijuana. The students oppose the legalizing of marijuana for a variety of reasons. Also that day, two students spoke before the NH House Transportation Committee to support their

proposal to ban smoking tobacco in a car if kids are present in the vehicle. Previously this winter, students had testified in favor of their proposal to raise the age to purchase tobacco to age 21. A full vote on all three legislative proposals may take place in March.

The Dover Teen Center calendar for February of 2019 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 521 participants on 19 days of programming, which yielded an average of just over 27 participants per day. Some program highlights for the month included, but were not limited to the following:

TC Snack Special – “Macaroni & Cheese” (2/6)

TC Tournament – “8-Ball Billiards” (2/7)

TC Music Event! – “Karaoke Jam Party” (2/8)

TC Snack Special – “TACOS” (2/11)

TC Arts & Crafts Day – “Valentine’s Crafts” (2/13)

TC Classic Program – “Mega Bingo” (2/15)

TC Sports Program – “Arcade Hoops Challenge” (2/18)

TC Snack Special – “Pancake Mania” (2/20)

“Campfire Chats” (w/Deb Schuler & Al Brandano, The Voice Library-Tuesdays, 4:00-5:15 pm)

BarnZ’s Cinema Day (2/26)

“After Dark @ The TC” – Night Movie Event (2/27)

TC Trip! – “Funspot Arcade” (2/28)

There were 7 new registrations during the month of February.



Dover Teen Center participants participate in the February 8 Karaoke Jam Party at the Teen Center.

The Community Service program tracked eight active participants during the month of February. A total of 12 community service hours were completed during the month. One of the participants finished his/her assigned hours.

The Diversion Committee met on February 20, 2019. As a result of that meeting, the following is the diversion program case breakdown:

- (2) cases in active Diversion Contracts
- (0) successful completions and releases
- (0) new cases heard
- (0) new cases pending for intake meetings
- (0) cases sent back to Detectives for “failure to comply”

During the month of February, Sergeant Tarmey and Officer Mitrushi continued the planning for a summer event. Ideas for the event were narrowed down to a BBQ and/or another movie night. The purpose of the event is to bring the public and the department together to increase community interaction with our officers.

Sergeant Tarmey assisted with department “Oral Boards” for prospective new hires on multiple days

in February and he also spent multiple days at Dover High School/Dover Middle School with HSRO Pike and MSRO Dunne.

On February 22, Officer Pike met with Bob Fagen and the students at the Bellamy Academy, where the two presented information on the state's Good Samaritan Law.

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 is usually centered on 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 specific 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.

In January 2019, the 2019 Dover Police trading cards sponsored by Wentworth-Douglass Hospital were issued to every Dover Police Officer. Officer Mitrushi announced via social media and print media that there would be a contest with prizes awarded to the first five children to collect 25 cards. Officer Mitrushi met with four winners in the month of February. All four winners were young women who received a tour of the police department and an award from either The Noggin Factory, The Children's Museum of New Hampshire, Dover Bowl, or LaFesta. The cards have proven to be a great tool to help officers and the public meet one another in a positive manner.

February is a busy winter month for the mounted unit with school vacation weeks for Massachusetts and Maine followed by New Hampshire. Dover sees a large number of visitors to the city during these 2 weeks. The mounted unit spent a considerable amount of time outside the Children's Museum of New Hampshire greeting visitors and helping with directions and parking questions.

The care of the police horses is largely handled by the officers assigned to the unit. This includes feedings, paddock/stall cleaning as well as maintaining the horses' health, grooming, exercise and diet. This also means when a horse is ill, the officers must handle this along with the vet. Officers are often tasked with administering medicine and monitoring the well-being of the horses.

The mounted unit is fortunate to have a fantastic group of dedicated volunteers who support the officers in all aspects of this. The unit currently has approximately 10 volunteers who donate their time to helping cover feedings and care of the horses when the officers are not on duty.

The mounted unit maintains weekly contact with homeless liaison Bob O'Connell from Community Action in effort to stay current with the whereabouts of our unsheltered population which tends to be very fluid. This partnership seems to work extremely well and helps to keep this transient population in contact with the services available to them.

The downtown parking system experienced another positive month in February. The average daily meter usage was up 2.3% over February of 2018. That number reflects over 9,000 meter uses each week.

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.

Snow removal was the name of the game in February. Several smaller storms kept Parking Bureau employees busy. After Community Services has completed plowing of the roads and sidewalks, the Parking Bureau crew start cutting holes in the snow banks to help customers and visitors to be able to get from the parking spaces to the sidewalk.

More than 200 four foot wide holes are cut each time.



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 February 7, 14, and 28, 2019, Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities for various proposed projects. These included a mixed use development on First Street near Chestnut, a concept review of a proposed commercial project on Littleworth Road, a revision to a commercial site plan at 14 Central Avenue, a residential project on Dover Point Road, a demolition and parking lot expansion near Central Avenue and Abbott Street, a mixed use development on Preble Street, and staff discussion on various ongoing projects.

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 February, the consultant met with the Steering Committee and reviewed progress to date and discussed the tables and the desire to look at increasing resiliency in architectural design.

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. Details for the terms will then be converted into a Land Disposition Agreement if approved by all parties. The Term Sheet was approved by CWDAC on January 29th and by the Housing Authority on February 19th. City Council had a workshop on the waterfront and the term sheet on February 27th. At the regular City Council meeting on February 27th the resolution of the term sheet was referred to a public hearing on March 13th.

Community Development Planner Carpenter completed several environmental reviews for CDBG funded projects including weatherization and energy efficiency projects to be undertaken by Strafford CAP.

Planning and Community Services staff met with Eversource staff to review options for upgrading and replacing electricity infrastructure within downtown Dover. Upgrades include locating utilities underground and upgrading distribution loads.

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. Significant progress has been made and it is anticipated that filing will be complete in July. At that time, someone will be able to pull all projects, planning, zoning or otherwise, for each parcel and more easily research property history.

The Assistant City Manager communicated with NHDOT and met with the Commissioner about the privatization of the Exit 9 Park and Ride, and potential welcome center at Exit 6. The State of NH is looking for a private partner to operate and make improvements to capacity at both locations and to improve transit options in the seacoast.

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.

Community Development Planner Carpenter and Assistant City Manager met with the Heritage Commission on February 4th for their first meeting of the year to discuss ongoing projects currently being performed by the Commission.

Community Development Planner Carpenter and Assistant City Manager met with the Downtown TIF Advisory Board on February 5th for their first meeting of the year to review the current pro forma.

The Assistant City Manager attended the February 1st Strafford Regional Planning MPO Technical Advisory Committee meeting. At this meeting there were updates on regional and statewide transit initiatives.

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.”

The library has 4,180 subscribers to its two monthly e-newsletters.

Library staff posted 228 items to its various social media platforms in February. Total social media platform followers = 10,813

The library has 3,110 Facebook followers, 1,166 Pinterest followers, 1,364 Instagram followers, and 993 Twitter followers.

The library blog was viewed 101 times in February.

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

The library hosted the first meeting of the new Dover Historical Society on February 11. There was a marvelous turnout of 85 very enthusiastic, interested people.

In February for Community Outreach, Fire & Rescue as it does during most winter months, assisted 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 command staff rotated through the Woodman Park School Young Inventors Day for 2019 <https://www.fosters.com/photogallery/FD/20190207/NEWS/207009998/PH/1> , and along with other City Officials and a number of members from the Police Department, judged the many creative inventions. The photos below show Fire Chief Eric Hagman and Division Chief of Training Micky Drouin hearing about student inventions.



In addition to all of that, one neighborhood blasting meeting was held by Fire & Rescue in preparation for the upcoming blasting work at a project on Dover Point Road across from the fields at Tendercrop Farm. Blasting permits are a crossover of responsibility between the Planning Department and their site review regulations, Inspection Services, and Fire & Rescue per City Code 109. These regulations are actually at least 5 times more stringent than the State of NH regulations found at SAF-C 1607.05 and SAF-C 1625.04. One of the pillars of the regulations is the requirement for the blasting company to hold a neighborhood meeting where our residents can meet the blasting company and get any questions answered before the permit is issued. Fire & Rescue also investigated one complaint that was submitted by a resident on Middle Road behind the project,

after blasting started. After visiting the blasting site (shown below) and discussing the issue with the blasting contractor, it was learned the blasting on a particular day occurred before the time given by the contractor's notification system to that resident, causing concern. This issue has since been rectified.



Assistant Chief Paul Haas also participated in Wentworth-Douglass Hospital's comprehensive community health needs assessment process in February, facilitated by Verite Healthcare Consulting, a nationally recognized leader in assessing community health. Federal regulations require that tax-exempt hospital facilities such as WDH, conduct a CHNA every three years and adopt an Implementation Strategy that addresses significant community health needs. Fire & Rescue thanks WDH for the partnership that exists between the two agencies and for recognizing Fire & Rescue's role in Dover's overall community health.

Fire and Rescue also assisted with one Babysitting Class held at Wentworth Douglass Hospital by reviewing with young prospective babysitters...calling 911, and basic safety practices such as having an escape plan and meeting place established before a fire or emergency happens. Have an interested young teen, go to <https://www.eventbrite.com/e/babysitting-class-tickets-29827185916> for more information.

Lastly, Fire and Rescue admin staff conducted one safety talk at one of Dover Housing Authority's Elderly Living facilities, and an in-service Engine visited the Dover's Children Center on Back River Road to fulfil their request for a safety talk/site visit. Either of these types of visits can be scheduled at 516-6150. For an in-service Engine visit to a daycare, the crew introduces children of all ages as to what

firefighters do, the equipment used, and how firefighters are there to help during an emergency.

During February, Dover Youth to Youth students held a Legislative Breakfast at Wentworth-Douglass Hospital to educate legislators about upcoming issues. Students discussed legalizing marijuana, raising the age to purchase tobacco, and banning smoking in a car if a child is present.

In February, Youth to Youth members provided presentations of the *Samantha Skunk Rx and Medicine Safety program* to 5 kindergarten classrooms at the Woodman Park School.

On February 20th, a team of Y2Y students conducted a Samantha Skunk Smoking Stinks lesson to the 1st graders at Northwood Elementary School and a medicine safety lesson to the kindergarten students.

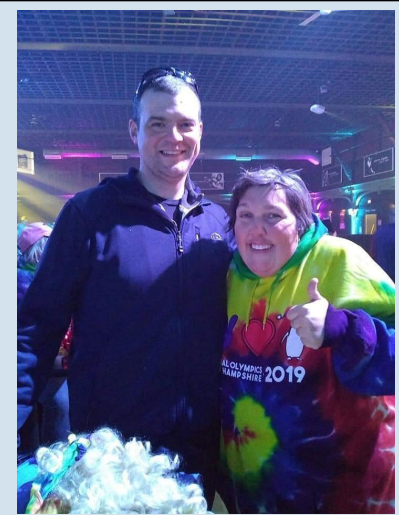
During February, Dover Y2Y students conducted a national webinar on the topic of *Working with the Press*. This presentation was viewed by 25 communities from all over the US and lasted about an hour. The participants were provided with a comprehensive handout of Dover's resources and electronic access to other resources they can use to implement the activities described during the webinar.

On February 3, 2019, Detective Andrew Courter participated in the Special Olympics of New Hampshire Penguin Plunge Event at Hampton Beach. This year represents the 20th anniversary of the event and theme was "Hippies".

In November 2018, Detective Courter attended the SONH conference in Waterville Valley where he befriended an athlete by the name of Lauren Hoepp. Detective Courter was invited to join team "Hippie Hoepp", along with team captain Lauren, to raise money for the Special Olympics of New

Hampshire. Detective Courter and Ms. Hoepp raised over \$1000 from donations received from multiple people and businesses throughout the seacoast area.

On February 17, 2019, Sergeant Mark Nadeau and Det. Courter participated in a bowl-a-thon fundraiser for the Dover Children's Home.



Detective Courter poses with Lauren Hoepp after participating in the Penguin Plunge.

On February 6, 2019, Officer Dunne assisted the 5th and 6th grade student council by transporting them to Riverside Rest Home after school hours to meet the residents and sing for them.

On February 8, 2019, Officer Dunne attended the Valentine's Day dance at DMS to ensure the safety of all students.

On February 11, 2019, Officer Dunne spoke with the American Heritage Girls at St. Mary's Academy about internet safety. She provided information to girls ranging in age from 5-12 years old about basic internet safety guidelines and what to do should they see anything they are uncomfortable with. Officer Dunne also provided educational reading materials to the parents of the attending girls.

On February 17, 2019, Officer Dunne participated in the Dover Children's Home Bowl-a-Thon at Dover Bowl. Between the two DPD teams who participated,

a large amount of money was raised and donated to the Dover Children's Home.

On February 27, 2019, Officer Dunne and Officer Pike met with children at the Dover Children's Center. The children were able to engage with both officers and ask questions about their job and learn safety tips. The children were also invited to explore a police cruiser.

Throughout the month of February, Officer Dunne met with her 5th grade Advisory group. As previously noted, it is designed for small groups of students to talk about their wellbeing and discuss social or academic concerns.

As an additional duty, Officer Dunne contacts individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction services. She contacted three such individuals in February.

On February 5, 2019, Officer Mitrushi met with 15 Daisies (Girl Scouts) at the police department. Officer Mitrushi provided the young women with advice on how to be safe while selling their Girl Scout cookies and spoke about what it takes to be a community helper. On February 14, 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 February 25, 2019, Officer Mitrushi provided another tour to an autistic community member.

On February 13, Sergeant Speidel met with Recreation staff and with members of the Seacoast Grower's Association to work out logistical arrangements for the 2019 Farmer's Market Sunday series at the Henry Law Park Rotary Arts Pavilion.



Throughout the month, Officer Mitrushi made 11 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 February, Officer Mitrushi began a new social media initiative called "Meet DPD Monday." Each Monday, Officer Mitrushi posted a photograph of a different Dover Police Department employee. The photograph was accompanied by either a job description or personal message written by the employee. The posts include both sworn and non-sworn employees.

During the month of February, Officer Plummer gave presentations with the Dover Fire and Rescue Department at all Dover Housing Authority elderly housing facilities throughout the city. These presentations were on building security, fraud awareness, and they also addressed any issues that residents brought up. Officer Plummer conducts these presentations yearly to help make the elderly feel safe in their building and so he can be aware of any concerns the residents have. The residents look forward to these meeting and they are typically well attended.

During the month of February, Officer Plummer met a large group of elementary school kids at the bus stop on Pleasant View Circle. While there, Officer Plummer presented each child with one of his DPD trading cards. A photo was taken with the kids, cards, and Officer Plummer. This photo was used in the in the DHA newsletter inviting anyone to the substation to get Officer Plummer's trading card.



Some young DHA residents with their new Officer Plummer trading cards.

During the month of February, Officer Plummer had multiple kids come to his office looking for trading cards. When this happens, Officer Plummer checks to see which officers are working at the time and whether or not the kids have the trading cards from the on duty officers. If they don't, he arranges for the available officers to come and give their cards to the kids.

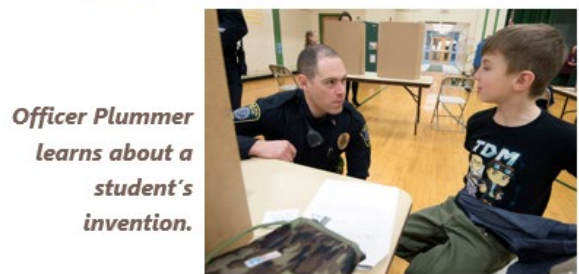
Sergeant Speidel performed 11 child passenger seat inspections during the month of February. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

This included seat checks performed on the evening of February 20 in partnership with Wentworth-Douglass Hospital. Sergeant Speidel partners on a monthly basis with trained staff of the WDH Women and Children's Center to provide a full evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles, generally on the third Wednesday of the month. For the winter months, the Dover Fire Department has graciously agreed to host the event at its Liberty North End Station.

Chief Breault, Sergeant Tarmey, and Officer Plummer served as guest judges for the Woodman Park School young inventors' competition on February 7th. The event was well attended with and the kids made a lot of great inventions.



Chief Breault hears about an invention by this young lady.



Officer Plummer learns about a student's invention.



Sergeant Tarmey listens intently as these students describe their invention.

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).

Community Development Planner Carpenter continued to participate in the Tri-City Mayors Taskforce on Homelessness and prepared a draft section of the Taskforce's master plan focused on transportation issues that was forwarded to the Taskforce for their review and revision.

The Assistant City Manager once again is serving as a juror in PlanNH's Merit Awards. This is the fifth year the Assistant City Manager has served in this role. PlanNH is dedicated to improving the built environment in New Hampshire, and the merit awards recognize projects throughout the State that demonstrate social, cultural and architectural excellence.

The Assistant City Manager, a member of Leadership Seacoast's Class of 2012, took part in Economic Development Day for this year's class. The discussion centered around how community investment by residents and business owners can shape and define a community's vibrancy.

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.

Media Services provided end-to-end production of live and recorded events in February, producing content for Channels 22 and 95, and online viewing. Among the events covered in February was the ribbon-cutting ceremony for the newly installed solar arrays atop the Indoor Pool and Children's Museum. The combined 101.7-kilowatt solar array on the museum and pool roofs will generate approximately 120,000 kilowatt-hours of clean electricity per year and offset more than 126,000 pounds of carbon pollution annually. The system is expected to provide roughly 30 percent of the combined electricity needs of the two facilities, but may rise to 50 percent or more once planned LED lighting and other efficiency upgrades take place. The solar array is projected to save approximately \$550,000 in long-term electricity costs. Among those in attendance at the ceremony were Mayor Karen Weston, Sen. Maggie Hassan, U.S. Rep. Chris Pappas, a representative from Sen. Jeanne Shaheen's office, members of Dover's Energy Commission and Dover Rising Waters Initiative, and representatives from the Children's Museum and ReVision Energy, which donated 103 solar panels for the installation. Media Services also produced video content used for the ceremony to provide a closer look at the panels, from the air.

In February, Media Services sent seven (7) parking ban alerts. Alerts are sent via text message, email, social media, on Channels 22 and 95, and on the city's website. In addition, news releases are sent to local print, radio and television media. During the month of February, Media Services assisted the Parking Bureau with confirmation of residents signed up for alerts, as well as providing assistance to residents who had difficulty signing up.

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 February, Media Services continued to work with the city's 400th Anniversary Committee, providing

assistance with the creation of a web presence, social media and fundraising.

In addition, Media Services produced videos and related media to help promote Greater Dover Chamber of Commerce and Dover Main Street events, including Main Street's Dover Art Walk and Run B4 U Crawl.

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

Media Services prepared and distributed 17 newsletters in February, 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 28 press releases and numerous updates to the website and social media in February.

In February, DNTV-22 televised live, rebroadcast and made available online 13 public meetings and 3 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

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
Community Services	2/13/2019	201906967	NORTRAX EQUIPMENT COMPANY	\$5,000.00
Community Services	2/27/2019	201907270	CHALMERS & KUBECK NORTH	\$5,187.26
Police	2/11/2019	201906841	STATE OF NH-DOT	\$5,425.36
Fire and Rescue	2/7/2019	201906749	CITIZENS BANK-CREDIT CARD	\$5,430.86
Community Services	2/26/2019	201907226	UNIVAR USA, INC.	\$5,553.96
Fire and Rescue	2/7/2019	201906748	2-WAY COMMUNICATIONS/NE VEHICLE OUTFITTE	\$5,568.00
Planning	2/5/2019	201906609	J.CHET ROGERS, LLC	\$5,900.00
Community Services	2/11/2019	201906784	CITY OF DOVER-WATER~SEWER	\$6,297.34
Recreation	2/27/2019	201907303	TRITECH ENGINEERING CORP	\$6,500.00
Community Services	2/13/2019	201906964	FISHER AUTO PARTS 451 / FED.	\$6,957.01
Fire and Rescue	2/6/2019	201906723	MOTOROLA SOLUTIONS, INC.	\$7,633.81
Recreation	2/11/2019	201906839	GREATER DOVER CHAMBER OF COMMERCE	\$10,000.00
Information Technology	2/15/2019	201907054	DELL MARKETING L.P.	\$13,794.99
Community Services	2/6/2019	201906724	NORTHERN N.E. PASSENGER RAIL	\$15,497.00
Community Services	2/19/2019	201907111	STATE OF NH-DES-WETLAND BUREAU	\$17,919.00
Public Library	2/4/2019	201906556	TUCKER LIBRARY INTERIORS, LLC	\$22,925.78
Community Services	2/27/2019	201907279	WESTON & SAMPSON CMR, INC.	\$31,950.00
Community Services	2/11/2019	201906785	APEX CONSTRUCTION, INC.	\$45,000.00

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$1,995 in passport revenue during February.

BIDS

Department	Bid #	Bid Date	Description
Community Services	B19035	02/12/19	River Street Pump Station Influent Pump VFD Replacement
	B19039	02/12/19	Sand & Gravel
	B19046	02/12/19	Pickle Ball Court Renovations
	B19045	02/14/19	Guardrail Repairs
	B19048	02/27/19	Pavement Markings
	B19049	02/27/19	Long Line Reflectorizes Pavement Markings

OTHER COMMUNITY SERVICES DEPARTMENT PROJECTS:

Asset Management Grants: **January:** 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. **February:** Staff submitted an application and received NHDES approval of an asset management project with a total of \$90,000 debt forgiveness. Staff are also in the process of securing another \$75,000 of NHDES debt forgiveness SRF planning funds. Staff is working with consultant Wright Pierce to develop finalize full scope of the project. The City of Dover's sewer collection system is comprised of 115 miles of sanitary sewer and 25 pumping stations. The City will use these funds to develop and implement a Wastewater Asset Management Program. The goal of this program is to enhance the City's Capital Improvement Plan, identify further areas for improvement, and quantify system assets. This will ultimately reduce costs by forecasting and targeting funds for necessary repairs, upgrades and inspections to maintain sustainable, cost effective, and compliant operations. Work on this project is anticipated to begin spring 2019.

Wastewater Treatment Plant Blower & Generator: **January:** 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. **February:** Staff is working with the city's Inspection Division to obtain approval to install a door to meet the breaker set back code.

Shaw's Lane Well: **January:** 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. **February:** Staff continue to work with consultants and vendors to order and install necessary components of the new water well located at Shaw's Ln. This well will serve to provide irrigation to all fields at Shaw's Ln, reducing the demand on the city's potable drinking water supply. The project is on track to have everything ready for the 2019 season.

OTHER CIP ITEMS NOT REPORTED ON – PROJECTS PENDING START:

- Police Cruiser Replacement Program
- Pump Station Equipment Replacement
- Sewer Main Replacement
- Transportation Center Repairs
- Utility Heavy Equipment
- Utility Light Equipment
- Water Main Replacement

SNOW MANAGEMENT SUMMARY REPORT

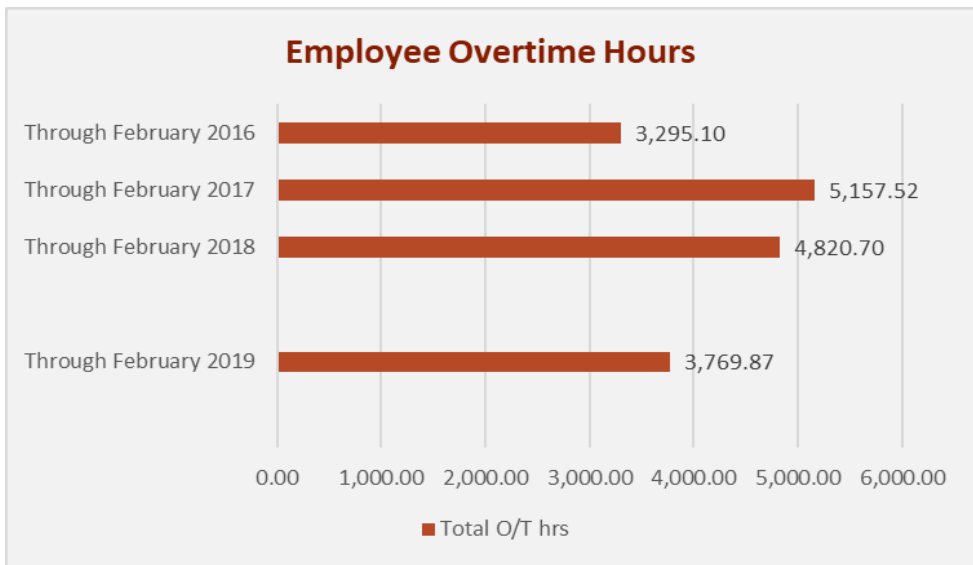
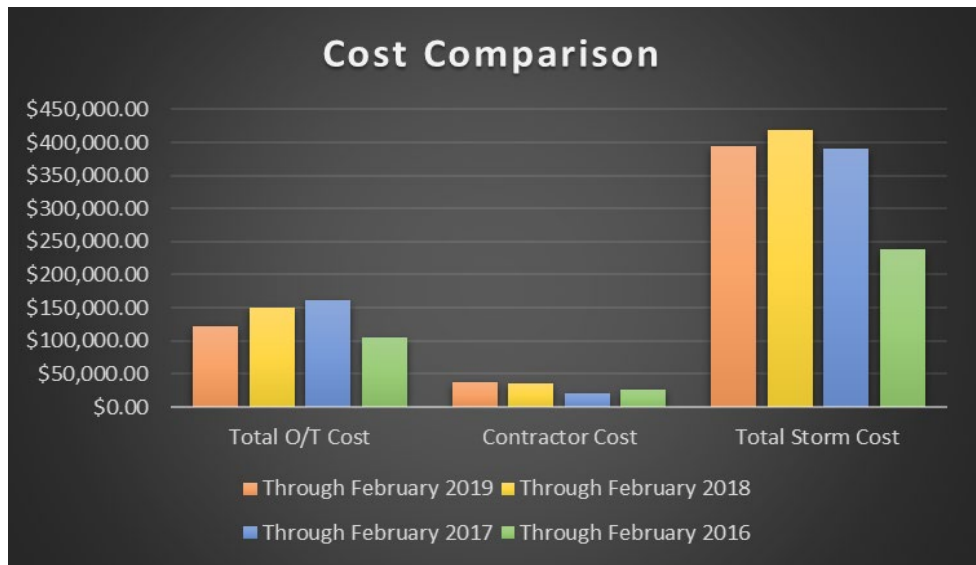
Date	Condition	Accum.	Total O/T	Total O/T	Contractor	Salt Ton	Salt Cost	Salt/Sand	Salt/Sand	Sand-	Sand Cost	Salt Brine	Brine Cost	Total Storm
		Inches	hrs	Cost	Cost			Mix Yard	Cost	Yard Only				
11/16/2018	Snow	5.00	157.70	\$4,815.18	\$1,750.00	210.00	\$10,531.50	132.50	\$3,345.63	0.00	\$0.00	0.00	\$0.00	\$20,442.31
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	0.00	\$0.00	\$1,700.00
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	0.00	\$0.00	\$5,807.79
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	0.00	\$0.00	\$29,706.22
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	0.00	\$0.00	\$965.00
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	0.00	\$0.00	\$1,585.36
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	0.00	\$0.00	\$14,753.53
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	5,820.00	\$465.60	\$8,741.58
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	0.00	\$0.00	\$12,631.18
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	2,910.00	\$232.80	\$11,555.73
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	0.00	\$0.00	\$5,056.08
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	0.00	\$0.00	\$11,272.07
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	0.00	\$0.00	\$13,384.31
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	6,615.00	\$529.20	\$46,796.05
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	0.00	\$0.00	\$1,260.00
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	0.00	\$0.00	\$5,837.93
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	0.00	\$0.00	\$6,106.92
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	0.00	\$0.00	\$5,382.43
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	10,910.00	\$872.80	\$52,249.50
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	0.00	\$0.00	\$5,910.05
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	0.00	\$0.00	\$1,130.00
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	0.00	\$0.00	\$3,243.42
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	0.00	\$0.00	\$1,513.76
2/6/2019	PM sleet	0.50	94.85	\$3,052.29	\$420.00	157.00	\$7,873.55	1.00	\$25.25	0.00	\$0.00	0.00	\$0.00	\$11,371.09
2/12/2019	Snow	5.50	445.97	\$14,730.29	\$5,564.50	330.75	\$16,587.11	66.00	\$1,666.50	0.00	\$0.00	6,720.00	\$537.60	\$39,086.00
2/13/2019	Icy Roads	0.00	88.04	\$2,734.95	\$0.00	89.75	\$4,500.96	23.00	\$580.75	0.00	\$0.00	0.00	\$0.00	\$7,816.66
2/14/2019	Snow Pickup	0.00	117.38	\$3,865.52	\$1,360.00	10.00	\$501.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$5,727.02
2/14/2019	Parking Garage	0.00	0.00	\$0.00	\$1,120.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$1,120.00
2/16/2019	Icy Roads	0.00	37.02	\$1,246.85	\$70.00	57.75	\$2,896.16	12.00	\$303.00	9.00	\$152.55	0.00	\$0.00	\$4,668.56
2/18/2019	Icy Roads	0.00	64.50	\$2,035.62	\$140.00	103.50	\$5,190.53	103.00	\$2,600.75	0.00	\$0.00	0.00	\$0.00	\$9,966.90
2/19/2019	Icy Roads	0.00	39.08	\$1,146.76	\$0.00	126.75	\$6,356.51	9.00	\$227.25	6.00	\$101.70	0.00	\$0.00	\$7,832.22

SNOW MANAGEMENT SUMMARY REPORT

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	Salt Brine	Brine Cost	Total Storm Cost
2/21/2019	Snow/Freezing rain	2.50	160.68	\$5,306.44	\$2,991.00	209.75	\$10,518.96	25.00	\$631.25	3.00	\$50.85	0.00	\$0.00	\$19,498.50
2/22/2019	Snow Pickup	0.00	25.53	\$834.35	\$195.00	0.75	\$37.61	10.00	\$252.50	0.00	\$0.00	0.00	\$0.00	\$1,319.46
2/22/2019	Parking Garage	0.00	0.00	\$0.00	\$862.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$862.50
2/25/2019	Icy Roads	0.00	42.80	\$1,351.76	\$70.00	37.75	\$1,893.16	27.00	\$681.75	3.00	\$50.85	0.00	\$0.00	\$4,047.52
2/27/2019	Snow	1.50	104.55	\$3,188.49	\$0.00	136.50	\$6,845.48	119.50	\$3,017.38	3.00	\$50.85	0.00	\$0.00	\$13,102.19

Through February 2019	43.50	3,769.87	\$121,137.29	\$38,383.50	3,261.25	\$163,551.69	2,598.50	\$65,612.13	125.50	\$2,127.23	32,975.00	\$2,638.00	\$393,449.83
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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	9,430.00	\$1,594.80	\$418,014.63
Through February 2017	61.50	5,157.52	\$162,064.13	\$20,634.30	3,084.25	\$167,721.52	3,070.00			\$39,142.50	22,080.00	\$1,766.40	\$391,328.85
Through February 2016	33.25	3,295.10	\$104,808.60	\$25,638.00	1,541.00	\$83,799.58	1,877.50			\$23,938.13	4,800.00	\$384.00	\$238,568.31



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.

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: 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 12th at 6:00 pm in the park. The Amanda Howard Park project has officially kicked off with the first neighborhood meeting held on July 12th at the park. Over 20 people were in attendance and a lot of good ideas and visions for the park were shared with City staff. The options of what can be done are going to be determined this fall so a plan and budget can be developed and implemented in the coming year. 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.

February 2019

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. The opportunity to enlarge the park area with the purchase of an abutting parcel is being pursued with the landowner. 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



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.

February 2019

No Update.

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

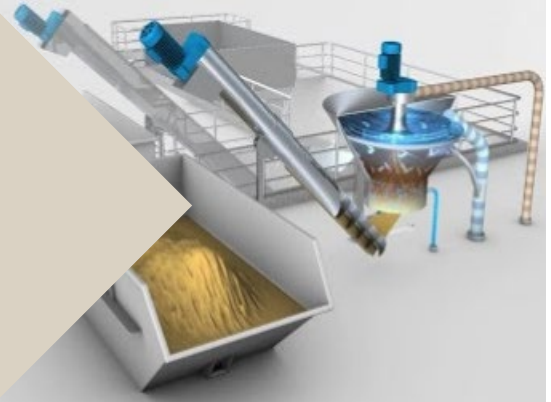
Project Coordinators: Annie Dove, Information Technology Director

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.
February 2019	RFP nearly drafted. With Brian Bortz's new role, he will have a quick look over as well before sending it 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.
February 2019	No update.

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.

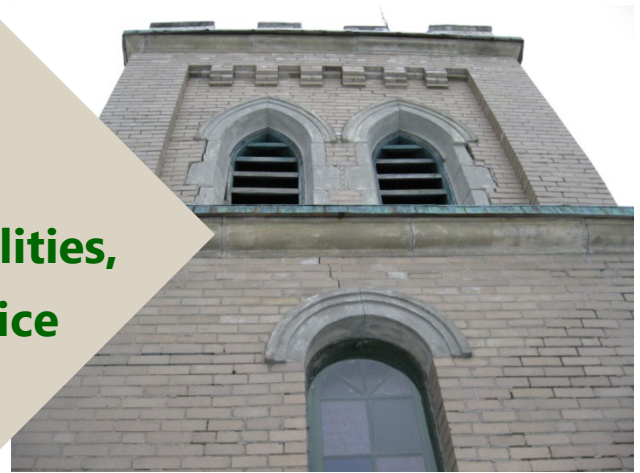
CIP – Central Falls Dam Repairs

August – December 2018	Final design work has been completed. Final permits/permissions are pending with the NH Department of Environmental Services, the Army Corps of Engineers, and the Division of Historical Resources. The City and its consultant have been exerting steady pressure on these entities to ensure reviews are expedited. The current projected schedule has solicitation of construction cost proposals back to the City by mid-October, with a goal to bring a recommendation and contract award to the City Council at their October 24 meeting. Intent remains to begin construction late fall or into early winter. Final design work and all permitting has been completed. The project is expected to be released for bidding the week of October 15. Intent remains to begin construction late fall or into early winter. The City Attorney continues to research liability and cost participation obligations of the hydropower company that leases the City property. Project was released for bidding mid-October. A pre-bid meeting was scheduled for November 6, and bids are due November 20. The intent is to bring a recommendation to the City Council at their November 28'th meeting to make an award to the lowest responsible bidder. The goal remains to have the wall removed this winter, with final repairs wrapping up spring of 2019.
January 2019	Removal of the wall got underway in January, but work had to be paused to allow for relocation of unexpected telephone/communications cable. City had to work with private property owner to secure new easement for Consolidated Communications to install new line. Project timeline now adjusted to have wall removal completed by end of February, preparation for new wall in March, with final construction of new wall extending potentially into May.
February 2019	The contractor is in the process of removing the overburden. The next step will be forming up the concrete footing. New wall construction is expected in April.

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.
February 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

	On May 4th staff participated in a conference call with the manufacturer of the shoreline stabilization product to learn more about it. On May 15th staff assisted in arranging for a backhoe for use in assessing the bulkhead. Staff prepared for and held the CWDAC meeting on May 15th. Two developers submitted responses to the request for proposals to develop the waterfront site on May 24th. The full membership of CWDAC will conduct interviews of the companies in June. It is anticipated that decisions on which developers to select will be made by the end of June. Staff prepared for and attended a meeting of the RFP sub-committee on May 31st. Two developers that had submitted responses to the RFP were interviewed by CWDAC on June 6th. Staff prepared for and held the CWDAC meeting on June 19th. CWDAC voted to select Cathartes as the preferred developer. Staff met with Cathartes on June 28th to begin negotiations.
July - December 2018	A CWDAC meeting was held on August 21st to review a project update. A CWDAC meeting was held on September 18th to review a project update and review park plans. A meeting was held on October 25th to review the project with representatives of Eversource, Unitil and the developer, Cathartes.
January 2019	Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. A CWDAC meeting was held on January 29th to review and approve the Term Sheet. Staff attended a meeting on January 3rd to discuss natural gas with Unitil representatives. Staff prepared for and held meetings on January 15th and 22nd with the CWDAC sub-committee to review the term sheet.
February 2019	Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. No regular CWDAC meeting was held in February. Staff attended a City Council workshop on the waterfront and the term sheet on February 27th. Staff attended the regular City Council meeting on February 27th at which the resolution of the term sheet was referred to a public hearing on March 13th.

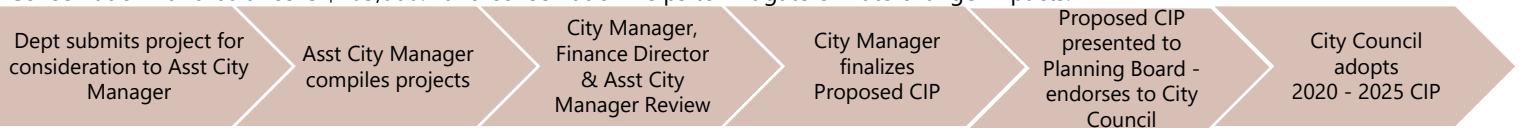
Capital Improvement Project



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

[illegible]

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.

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 & 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.

February 2019

City Planner Benton finalized the final design for the wayfinding and completed the bid documents with the Purchasing office and consultant. The City will go out to bid in March and ask the Council to award the bid in April. This is for the wayfinding on Silver Street which will serve as a pilot for a city-wide wayfinding effort.

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.

February 2019

NHDES has selected the City as a recipient of a state revolving loan with \$75,000 of debt forgiveness to further develop our Stormwater Asset Management Program. This is a one-time loan for this NHDES Asset Management Program. The city is in the process of finalizing scope and approvals with NHDES. It is anticipated that this project will be completed in the 2019 summer season.

Capital Improvement Project



General Sidewalk Replacement



Project Description: Annual management program for sidewalk replacements.

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

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.

February 2019

Planning Staff and CDBG Coordinator has secured HUD funding for sidewalk improvements on Portland Avenue, from the crosswalk at the Arena down to Granite Street. CS staff has made necessary drainage improvements to accommodate new sidewalk and curbing. Lyman Construction is anticipated to complete the work in early summer. Other sidewalk funds are being reserved to provide assistance with two public/private partnerships. The Unitil natural gas company made a contribution to the City for excavation damage along the Central Avenue sidewalks north of town near Planet Fitness. The goal is to replace a portion of this area. Another partnership is along 3rd Street. The developer is required as part of their ongoing project to install brick sidewalks. The City will contribute financial to ensure all of Third Street is addressed, from Central Avenue back to Chestnut Street. Other sidewalk work involves addressing identified "spot" priorities on the 35 miles of sidewalks that are plowed during winter snow removal operations. A Condition Assessment has been performed on this section of the City's overall 70 miles of sidewalk.

Capital Improvement Project



General Street Improvements



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

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	Engineering staff are finalizing a draft list 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.
February 2019	Engineering Staff has finalized a draft list of streets for the annual Pavement Maintenance Program, with plan to go out for bids in March.

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.

February 2019

The piping contractor, NPI has been drilling and running pipes for two weeks. They have stopped to allow the electrical contractor to catch up.

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.
February 2019	No update.

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.

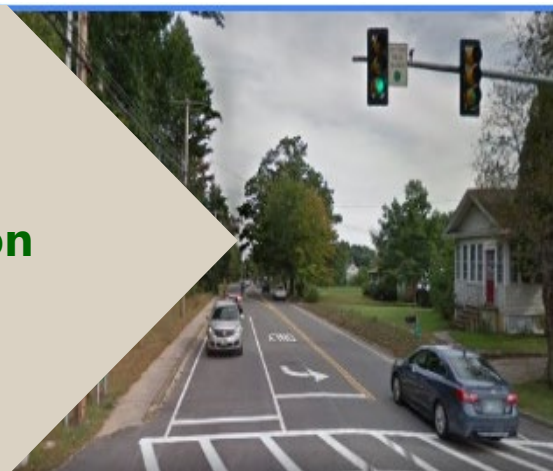
February 2019

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. Grouting and manhole sealing specs/drawings are expected to be received mid-April.

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.

February 2019

No updates.

Capital Improvement Project



McConnell Center Trim Repairs/Painting



Project Description: The original 100 year old wooden trim is showing signs of deterioration and needs replacement and repairs in many areas. Work includes caulking and painting trim, and checking/repairing brick works in order to preserve it from water and other damage. The wood particularly needs immediate attention as it has begun to buckle and crack. The brickwork may be a source of water infiltration around windows and needs evaluation and repair as required.

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 - 20256 CIP

Responsible Department: Recreation Department

Project Coordinators: Gary Bannon, Recreation Director

February 2019

This project is still in the planning stages with some initial estimates for some of the project being done so far. The Recreation Director has to check on funding approval for this to see if it is ready to go out to bid.

Capital Improvement Project



Medical Equipment – Cardiac Monitor/Defibrillators



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.

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

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.

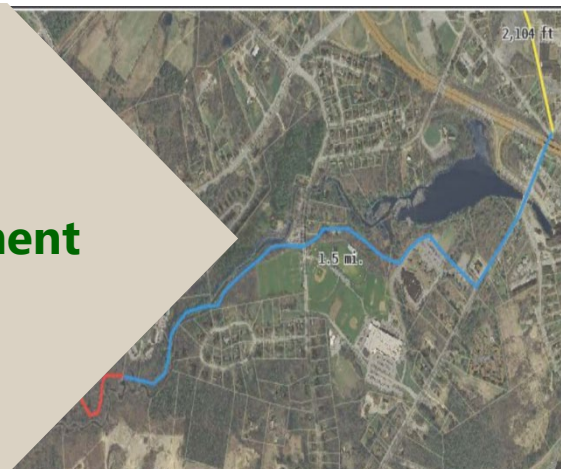
February 2019

During February, an introduction to the Zoll X-Series Cardiac monitor/defibrillator to the four shifts by the Zoll sales representative occurred, so the shifts could compare the product against the Physio Control LifePak 15 product, of which Fire & Rescue owns 3. At first look, the Zoll product seems easier to use while providing a clearer picture of what is going on with a patient's heart. Further evaluation comparing the two products is expected to continue into March.

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.
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.
February 2019	Work on the third phase of the Community Trail continues as the bid was awarded for appraisal services. City Planner Benton walked the locations with the appraiser. The appraisals will help to determine the value of the easements necessary to negotiate the easements. Legal Counsel has drafted those easement documents. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street. Planning Staff continue to negotiate with an engineering firm in order to ask City Council for an award of bid for Phase IV of the Community Trail.

Capital Improvement Project



North End Fire Station Improvements



Project Description: Inspection Services needs additional space for archiving of plans and documents—most of which must be maintained in paper per state Statute. This project would add a 600 square foot addition at the rear of the North End Fire 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

January 2019	No progress yet, other than looking to set a time in March when Stephanie Parsons, the new Facilities Project Manager, has time, along with John Storer, to develop project scope documents to use for selecting vendors.
February 2019	No update.

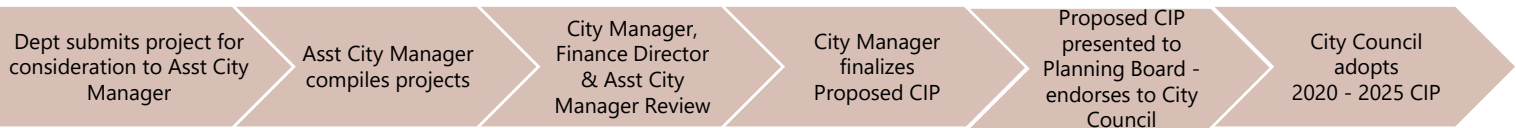
Capital Improvement Project



Park Infrastructure Replacement & Maintenance



Project Description: Park projects include replacing signage, increasing/replacing benches and other amenities as well as replacing and maintaining playground equipment before a complete rehabilitation is required at a greater price.



Responsible Department: Recreation Department

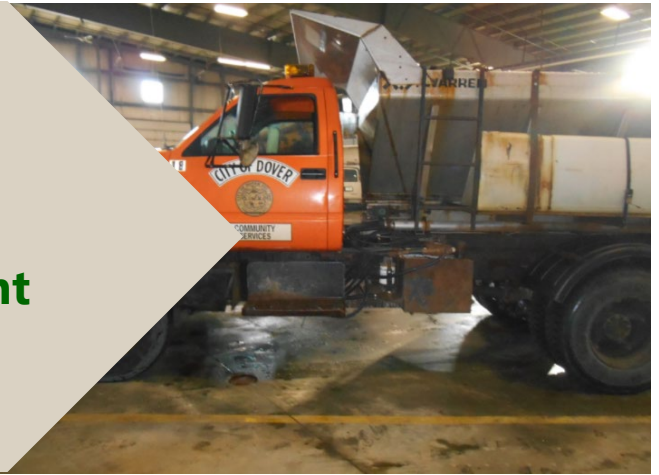
Project Coordinators: Gary Bannon, Recreation Director

February 2019	The Guppy Park Softball Field Area Renovation Project is planned to get underway in 2019. This project will include improvements to the lighting system, fencing, drainage and parking. This will be integrated with the potential relocation of the Skatepark to an area adjacent to the field. The planning is underway to get the design specifications together.

Capital Improvement Project



Public Works Heavy Equipment Replacement



Project Description: The City's inventory of vehicles & equipment includes nearly 130 units w/ a replacement value of \$7.9 million. This includes 16 large dump trucks and 4 loaders for snow removal. Oldest 3 plowing units to be replaced are: 1996 GMC top kick six wheel dump truck; 1999 International six wheel dump truck; and 1999 International 10 wheel dump truck.



Responsible Department: Community Services Department	
Project Coordinators: John Storer, Community Services Director	
January 2019	Went to bid and ordered 1 new plow truck with sander with funding from FY 2019. Also ordered another plow truck and sander with pending FY 2020 funding. Included procurement of multi-purposed sidewalk tractor to carry steam treatment for weeds, which machine can also be equipped with sidewalk plow and sander.
February 2019	No update.

Capital Improvement Project

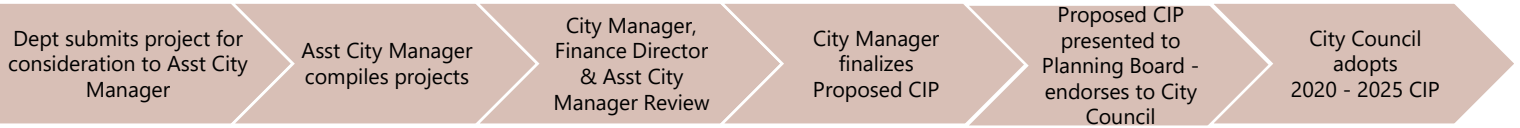
MASTER PLAN



Pump Station Master Plan

Project Description: Hire a company to work with city staff to develop a master plan for 22 sewer pump stations.

A master plan will assist the city in collecting all of the assets in the stations, and prioritize building maintenance, mechanical and electrical needs.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019	This is new project for FY2020. City funding includes a \$50K match for SRF planning assistance of \$75K. Will develop a 20-year Master Plan for 22 pump stations.
February 2019	No update.

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.
February 2019	Engineers from Dubois & King, the engineering consultant continue to finalize construction plans and specifications for the reconstruction of the pump station. The project remains on schedule with bids and construction lined up for spring 2019.

Capital Improvement Project

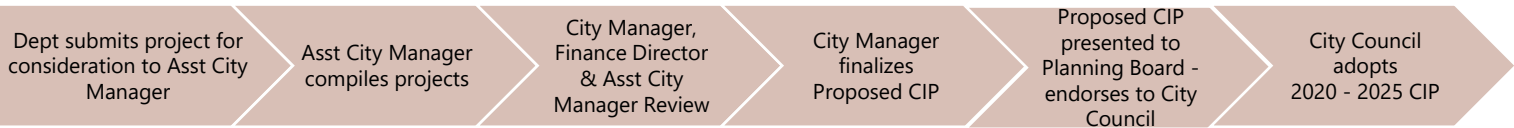


Pump Station Upgrade – River Street Force Main



Project Description: The force main went on line in June 1991 along with the River Street Pump Station and the Wastewater Treatment Facility. It is necessary to evaluate the condition of the force main to ensure continuous operation of the city’s wastewater infrastructure.

Inspection and possible repair will prevent disruption of wastewater services.



Responsible Department: Community Services Department	
Project Coordinators: John Storer, Community Services Director	
January 2019	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.
February 2019	No update.

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
February 2019	One bid was received. It is currently being reviewed by Wright Pierce for approval.

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
February 2019	The 90% plans have been submitted to NHDES for their approval. The city's Conservation Committee approved the Wetlands Permit. The city is currently waiting on DES approval of plans and the Wetland Permit.

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

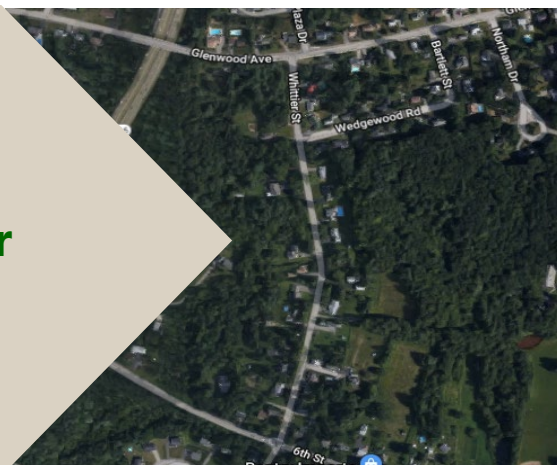
January 2019	This is new funding for FY2020. The Fleet Manager is finalizing a specification package in anticipation of releasing RFP by the end of February.
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February 2019	No update.
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Capital Improvement 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.
February 2019	The City Engineer is reviewing the final plans and specifications.

Capital Improvement Project



South End Fire Station Improvements



Photo by Bob Fitz Jr. www.firenews.org

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.

February 2019 No update.

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.
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February 2019	No update.
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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.



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.
February 2019	Engineering Shop Drawings and Submittals have begun. Contractor has submitted a schedule and will likely begin mobilizing in March. Project duration expected to go one full year, with new culvert beneath the railroad line by Fall 2019.

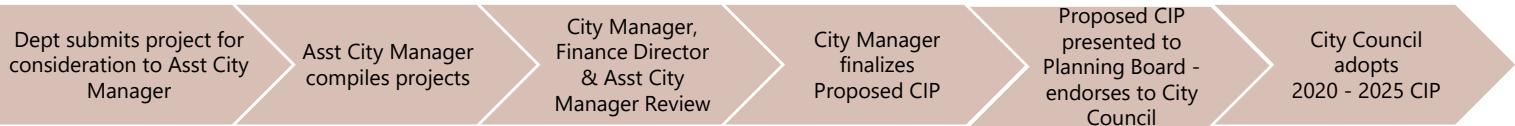
Capital Improvement Project



Street Reconstruction – Chestnut & Washington



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



Responsible Department: Planning Department

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

April – July 2018	Planning and Community Development staff and Community Services staff worked with the developer of 104 Washington Street to review the offsite improvements package to layout traffic flow improvements on Chestnut and Washington Street. The Council awarded the bid for this package to Fulcrum and Associates in April. In May work began with an estimated completion for the project in June of 2019. The groundbreaking for the site was held May 24 th . In April the City Council awarded the contract to Forum Construction. The developer of the adjacent property, 104 Wash Street LLC provided funding to accomplish this reconstruction in May and staff moved forward with a kick off meeting and developing a timeline for the work to be completed in conjunction with the redevelopment of the site. The building demolition and site work is underway. The site work is underway.
Aug – December 2018	Work should be complete in early 2019. To date work has moved forward on removing underground fuel storage tanks and other items needing to be removed from the area, in order to widen the right of way. Work should be complete in early 2019.
January 2019	In April the City Council awarded the contract to Forum Construction. The developer of the adjacent property, 104 Wash Street LLC provided funding to accomplish this reconstruction in May. To date work has moved forward on removing underground fuel storage tanks and other items needing to be removed from the area, in order to widen the right of way. Work should be complete in early 2019
February 2019	No update.

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

	design consultants are reviewing all the feedback from the meeting and are working to finalize design. It is expected another neighborhood meeting will be held before construction is expected to begin spring 2019.
January 2019	A second neighborhood meeting was held in January. Plans have been submitted for 70% review. City staff working on final edits. Goal is to target bid date by end of March. Staff working with property owners to complete Tree Waivers.
February 2019	Wright Pierce, the design consultant, continue to work on the design for the neighborhood reconstruction project. Two neighborhood meetings have been held with many residents in attendance. Project plans and specifications are nearing completion, and we anticipate bidding the project in February with construction expected to start early in the 2019 season.

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 owner's 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

January 2019	Work was substantially complete in fall 2018. Small amount final includes completion of a couple of concrete sidewalk panels that can only be completed once utility companies relocate utility poles that are in conflict.
February 2019	No update.

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.

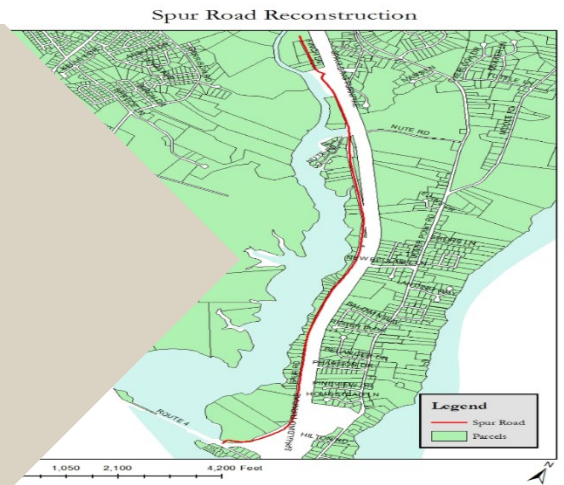
CIP – Street Reconstruction – Roberts Road

	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.
February 2019	Northeast Earth Mechanics have stopped work for the winter season and will come back to topcoat the pavement and do finishing work in the spring.

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; Dave White, City Engineer

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.
February 2019	A neighborhood meeting has been scheduled for March 21, 2019 to present the plans. NHDES is reviewing the wetlands permit.

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.
February 2019	No update.

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.

February 2019

The City of Dover has received funding through the NHDOT Congestion Mitigation Air Quality program to upgrade the signalized intersections in the area of Weeks Crossing. This project will occur along Central Avenue and New Rochester Road at 4 intersections from Week's Lane to Long hill Road and will include the installation of a camera system to monitor traffic flow. The City of Dover will also be assisting the City of Somersworth to continue similar improvements along High Street, such that signals may be timed and coordinate through the entire corridor.

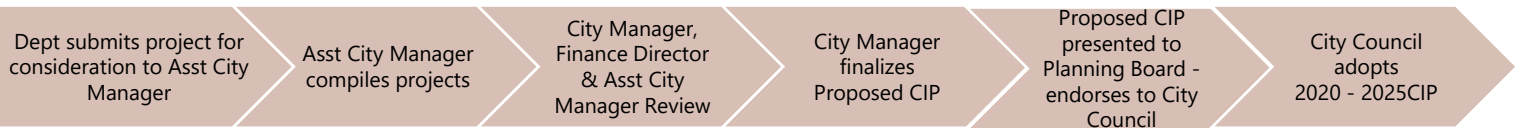
Capital Improvement Project



Water & Sewer Main Replacement – Spaulding Turnpike



Project Description: NH DOT is expanding the Spaulding Turnpike at Dover Point. There are conflicts with the water lines in the DOT's right-of-way and the water line must be relocated to avoid those conflicts. Part of agreement upon original construction of the Spaulding Turnpike stated all utilities placed in the right-of-way after construction will be the responsibility of the municipality. Thus making the relocation of the water lines the responsibility of the City of Dover.



Responsible Department: Community Services Department	
Project Coordinators: John Storer, Community Services Director & David White, City Engineer	
February – June 2018	February 2018: Temporary sewer pumps are in place and will continue to operate until the permanent crossings are done in two years. Housing to protect the pumps for winter have been constructed. Curb was installed on a section of Dover Point/Boston Harbor past the DMV.
July - December 2018	City staff have been working with NH DOT and Severino Construction to review a value-engineering proposal for the installation of a required gravity sewer line beneath the Spaulding Turnpike. The original design work involved a micro-tunneling process to bore laterally beneath the Turnpike. Severino suggested a modified approach to open-cut excavate and install the sewer main. The belief is that this will help ensure the gravity main is installed at proper grade, as each pipe section can be installed at a precise depth. Work remains ongoing. Some of the sewer crossing work was slated for installation in November. The contractor was granted permission to open-cut the excavation as opposed to boring beneath the roadway. This should help ensure installation and appropriate grades to accommodate gravity flow.
January 2019	No significant update. Work remains ongoing. Final completion won't occur until Turnpike Widening is fully complete, likely extending into 2021.
February 2019	No Update.

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.

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	Work remains ongoing with in-house staff. Have 2 crews dedicated to meter change outs.
February 2019	No update.

Capital Improvement Project



Water Systems Facilities Upgrade



Dover 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 the 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 go 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.

Bids for separate recharge facilities for both the Isinglass and Bellamy Rivers will likely be ready for bidding

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.

February 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 was held to sign contracts. A neighborhood meeting was held with an attendance of one New Rochester Road resident. Contractors expect to mobilize and begin submittals and shop drawings very soon thereafter. Bids for separate recharge facilities for both the Isinglas and Bellamy Rivers will likely be ready for bidding 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.

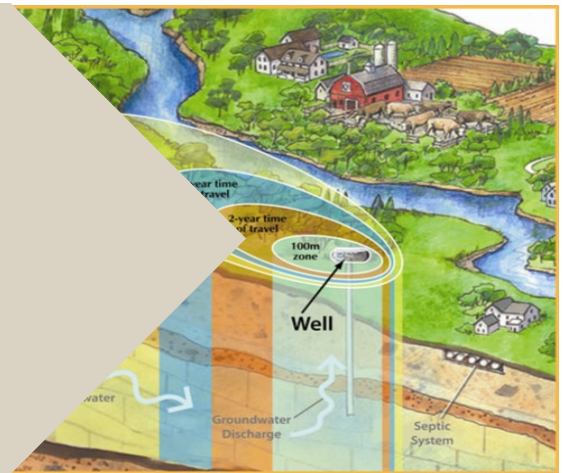
February 2019

No changes.

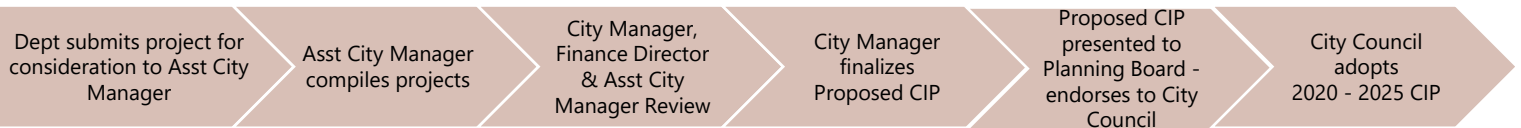
Capital Improvement Project



Wellhead Protection



Project Description: Purchase property around wellheads throughout the distribution system for the protection of new and existing wells.



Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

January 2019	A proposal for a comprehensive City-wide water quality & aquifer monitoring program will be headed for City Council approval either late February or early March. Due to contamination issues at Pudding Hill Aquifer, sampling has been expanded to all aquifers to develop detailed baseline of water quality.
February 2019	No update.

City of Dover

Revenues of Major Funds February 28, 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	\$ 539,105	\$ 44,611,796	52.0%	\$ 41,121,058	\$ -	\$ 41,121,058	(48.0)%
Licenses & Permits	6,374,774	434,272	4,576,150	72.0	1,798,624	-	1,798,624	28.2
Intergovernmental	2,347,036	400	2,123,948	90.0	223,088	-	223,088	9.5
Charges for Services	3,693,842	306,681	2,897,456	78.0	796,386	-	796,386	21.6
Miscellaneous Revenue	821,479	63,567	629,451	77.0	192,028	(1,988)	194,016	23.6
Education	16,029,883	86,789	10,782,650	67.0	5,247,233	(2,072)	5,249,305	32.7
Operating Transfers In	413,679	-	-	0.0	413,679	-	413,679	100.0
Other Financing Sources	115,000	-	-	0.0	115,000	-	115,000	100.0
Sub-total : 1000 General Fund	\$ 115,528,547	\$ 1,430,814	\$ 65,621,451	57.0%	\$ 49,907,096	\$ (4,060)	\$ 49,911,156	43.2%
3213 Parking Activity Fund								
Licenses & Permits	\$ 242,000	\$ 11,320	\$ 163,095	67.0%	78,906	\$ -	78,906	32.6%
Parking Income	600,000	34,183	442,166	74.0%	157,834	-	157,834	26.3%
Parking Fines	147,489	7,980	115,438	78.0%	32,051	-	32,051	21.7%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 53,483	\$ 720,698	73.0%	\$ 268,791	\$ -	\$ 268,791	27.2%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,356	\$ 6,452	\$ 6,452	62.0%	3,904	\$ -	3,904	37.7%
Charges for Services	945,000	69,814	690,110	73.0%	254,890	-	254,890	27.0%
Miscellaneous Revenue	0	3,494	11,882	0.0	(11,882)	-	(11,882)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,184,768	\$ 79,760	\$ 708,444	60.0%	\$ 476,324	\$ -	\$ 476,324	40.2%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 749,468	\$ 49,442	\$ 438,903	59.0%	310,565	\$ -	310,565	41.4%
Operating Transfers In	217,415	22,939	198,087	91.0	19,328	-	19,328	8.9
Sub-total : 3381 McConnell Center	\$ 966,883	\$ 72,382	\$ 636,990	66.0%	\$ 329,893	\$ -	\$ 329,893	34.1%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 446,315	\$ 22,339	\$ 247,820	56.0%	198,495	\$ -	198,495	44.5%
Miscellaneous Revenue	15,500	370	2,527	0.2	12,974	-	12,974	83.7
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	\$ 22,709	\$ 250,771	43.0%	\$ 328,566	\$ -	\$ 328,566	56.7%
5300 Water Fund								
Charges for Services	\$ 5,577,152	\$ 368,944	\$ 3,280,024	59.0%	2,297,128	\$ -	2,297,128	41.2%
Miscellaneous Revenue	70,500	2,958	56,712	80.0	13,789	-	13,789	19.6
Sub-total : 5300 Water Fund	\$ 5,647,652	\$ 371,902	\$ 3,336,735	59.0%	\$ 2,310,917	\$ -	\$ 2,310,917	40.9%
5320 Sewer Fund								
Intergovernmental	\$ 33,766	\$ -	\$ 15,204	45.0%	18,562	\$ -	18,562	55.0%
Charges for Services	7,238,232	493,805	4,312,210	60.0	2,926,022	-	2,926,022	40.4
Miscellaneous Revenue	57,000	3,232	51,599	91.0	5,401	-	5,401	9.5
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 7,849,990	\$ 497,037	\$ 4,379,013	56.0%	\$ 3,470,977	\$ -	\$ 3,470,977	44.2%
6100 Dovernet Fund								
Charges for Services	\$ 1,141,022	\$ 165,545	\$ 781,918	69.0%	359,104	\$ -	359,104	31.5%
Miscellaneous Revenue	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	\$ 165,545	\$ 806,918	56.0%	\$ 636,906	\$ -	\$ 636,906	44.1%
Total : REVENUES	\$ 134,190,490	\$ 2,693,632	\$ 76,461,021	57.0%	\$ 57,729,469	\$ (4,060)	\$ 57,733,529	43.0%

City of Dover

Expenditures of Major Funds February 28, 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	\$ 31,232	\$ 348,106	59.0%	\$ 240,063	\$ 123,882	\$ 116,181	19.8%
Executive	1,173,836	80,031	779,681	66.0	394,155	234,681	159,474	13.6
Finance	1,858,605	125,723	1,233,261	66.0	625,344	414,737	210,607	11.3
Planning	704,106	48,933	480,195	68.0	223,911	158,941	64,970	9.2
Misc General Government	1,008,417	51,642	383,992	38.0	624,425	151,283	473,143	46.9
Police	9,149,397	624,883	6,124,101	67.0	3,025,296	1,767,338	1,257,958	13.7
Fire & Rescue	9,406,962	668,133	6,469,206	69.0	2,937,756	1,592,261	1,345,495	14.3
Community Service Public Works	7,458,302	521,927	3,360,259	45.0	4,098,043	1,254,199	2,843,844	38.1
Recreation	2,240,631	192,187	1,414,645	63.0	825,986	365,539	460,447	20.5
Public Library	1,425,348	105,566	920,788	65.0	504,560	309,090	195,470	13.7
Public Welfare	796,220	36,304	339,305	43.0	456,915	68,736	388,180	48.8
Debt Service	12,311,694	3,247	36,484	0.0	12,275,210	35,491	12,239,719	99.4
Other Financing Sources/Uses	3,900,514	113,079	904,633	23.0	2,995,881	-	2,995,881	76.8
School	54,508,984	5,015,589	29,971,862	55.0	24,537,122	23,766,456	770,666	1.4
Intergovernmental	8,997,362	-	8,997,362	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 115,528,547	\$ 7,618,475	\$ 61,763,879	53.5%	\$ 53,764,668	\$ 30,242,632	\$ 23,522,035	20.4%
3213 Parking Activity Fund								
Police	\$ 989,489	\$ 34,409	\$ 379,570	38.0%	\$ 609,919	\$ 102,877	\$ 507,042	51.2%
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 34,409	\$ 379,570	38.4%	\$ 609,919	\$ 102,877	\$ 507,042	51.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,328,441	\$ 102,144	\$ 733,856	55.0%	\$ 594,585	\$ 382,452	\$ 212,133	16.0%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,328,441	\$ 102,144	\$ 733,856	55.2%	\$ 594,585	\$ 382,452	\$ 212,133	16.0%
3381 McConnell Center Fund								
Recreation	\$ 966,883	\$ 30,785	\$ 240,573	25.0%	\$ 726,310	\$ 115,780	\$ 610,529	63.1%
Sub-total : 3381 McConnell Center Fund	\$ 966,883	\$ 30,785	\$ 240,573	24.9%	\$ 726,310	\$ 115,780	\$ 610,529	63.1%
3410 Recreation Special Revenue Fund								
Recreation	\$ 579,337	\$ 30,349	\$ 332,241	57.0%	\$ 247,096	\$ 53,018	\$ 194,078	33.5%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 30,349	\$ 332,241	57.3%	\$ 247,096	\$ 53,018	\$ 194,078	33.5%
5300 Water Fund								
Community Service Public Works	\$ 5,728,161	\$ 303,583	\$ 2,748,505	48.0%	\$ 2,979,656	\$ 505,500	\$ 2,474,156	43.2%
Sub-total : 5300 Water Fund	\$ 5,728,161	\$ 303,583	\$ 2,748,505	48.0%	\$ 2,979,656	\$ 505,500	\$ 2,474,156	43.2%
5320 Sewer Fund								
Community Service Public Works	\$ 8,079,438	\$ 530,256	\$ 3,930,116	49.0%	\$ 4,149,322	\$ 852,106	\$ 3,297,216	40.8%
Sub-total : 5320 Sewer Fund	\$ 8,079,438	\$ 530,256	\$ 3,930,116	48.6%	\$ 4,149,322	\$ 852,106	\$ 3,297,216	40.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,767,532	\$ 108,302	\$ 826,406	47.0%	\$ 941,126	\$ 248,599	\$ 692,527	39.2%
Sub-total : 6100 Dovernet Fund	\$ 1,767,532	\$ 108,302	\$ 826,406	46.8%	\$ 941,126	\$ 248,599	\$ 692,527	39.2%
Total : EXPENDITURES	\$ 134,967,829	\$ 8,758,303	\$ 70,955,148	52.6%	\$ 64,012,681	\$ 32,502,965	\$ 31,509,716	23.3%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 28, 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	157,177	975,643	80.2	241,553	0	241,553	19.8
Expenditures	969,082	101,400	669,534	69.1	299,548	175,205	124,343	12.8
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	55,777	306,109	11	(306,109)	(175,205)	(130,904)	(193)

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 – March 2019

Employee Name	Division	Years of Service
O Brien, Michael J	Fleet Services	20
Camire, David R	Fire	19
Poitras, Eric K	Community Services - Streets	17
Vermette, Claire I	Assessing	17
Wolcott, Kenneth A	F&G	17
Hudick, Jeffrey	Fire	16
Turner, Gregory A	Police	13
Letendre, Ronald A	Police	12
Barufaldi, Daniel J	Economic Development	10
Crowley, Lisa B	Police	6
Hunter, Karen N	Parking Enforcement	6
Landry, Brian D	Community Services - Water	5
McCassey, Holly S	City Clerk/Tax Collection	5
Roesch, Benjamin E	Fire	4
Hassen, Caitlyn M	City Clerk/Tax Collection	3
Rowe, Amanda B	WWTP	2

FEBRUARY SEPARATIONS: 1

1 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 three deliveries to the Little Free Libraries, depositing 106 books between the

FEBRUARY NEW HIRES: 2

2 Recreation Department

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.

Library employees celebrated the 20-year anniversary of Librarian I Cataloger Phuong Openo at the library on February 7.

Recruitment efforts continue for a night and weekend custodian at the library.

The Library Director attended a workshop at the NH Historical Society on February 23 entitled "The Old House Speaks: Researching Historic Homes in New Hampshire."

Previously the Town Clerk / Tax Collector for the Town of Lee, NH, Susan began her Dover career in 2006 as an Account Clerk II. She was promoted to Deputy City Clerk in 2008 and to City Clerk / Tax Collector in 2019. Susan looks forward to using her knowledge and experience to consistently act positively and proactively, and to work with her office team to provide best-in-class customer service to Dover's citizens.



With a background in retail customer service and collections, Caitlyn joined Dover in 2016 as an Account Clerk II in the City Clerk / Tax Collector's office and was promoted to Deputy City Clerk in 2019. Caitlyn loves working for the City, plans on making her work here her lifetime career, and looks forward to contributing as part of the office team.



After gaining financial experience working at People's United Bank, Jerrica started with Dover as an Account Clerk II in the City Clerk / Tax Collector's office in 2013. She went on to become a Bookkeeper for the Water and Sewer Billing Department in 2015, and has now returned to the City Clerk / Tax Collector's office in 2019 as Deputy Tax Collector. Jerrica is a lifelong resident of Dover who looks forward to serving all Dover citizens as she begins her new responsibilities.



Another library staff member has joined the NH Library Association Membership Committee and also the New England Library Association's Public Relations Committee.

A library staff member participated in two webinars: "Fundamentals of Library Advocacy" and "Using Co-design and Rapid-cycle Learning to Drive Impact of Early Childhood Programs".

In February, Deputy Chief Paul Haas was fortunate to attend the Emergency Resource Deployment Planning Class (SOC) R0492 given by the National Fire Academy.... *This six-day course is designed for fire/Emergency Medical Services (EMS) service leaders and managers, local officials and planning personnel who are faced with performance outcome management decisions that relate to providing fire protection and EMS for their community.*

Rapid change in the demand for fire and emergency services and the lack of commensurate funding and resources impacts service delivery and risk to both providers and citizens. Students collect data, analyze, compare and contrast findings to identify base-level performance standards and changes influenced by internal and external impacts. Metrics are used to demonstrate changes in current and future service levels; expenditures and resource allocations; and changing impacting risk impacts on citizens and the community.

Until recently, being able to quantify and justify increases in fire-related services has been difficult because of a lack of available data and accepted analytic methods. This course will demonstrate how national fire incident data and analysis tools combined with the International Association of Fire Chiefs/International City/County Management Association "Standards of Coverage" and Insurance Services Office methodology can document the distribution and concentration of fixed and mobile resources and develop an acceptable model to meet community performance and outcome standards and to guide future growth discussions."

The Standards of Cover is the pillar to the multi-year Fire Service Accreditation process and the foundation to that pillar, is data analytics derived from the incident reports from every Fire & Rescue incident. Assistant Chief Haas returned with many, many takeaways that will drive future decisions at Fire & Rescue at many levels, including what to look for in the purchase of the next data/incident reporting system that is earmarked for FY 21 CIP funding within the Police Information Management System purchase. The current system that both agencies use and provided by QED

<https://qed.online/> is at least 15 years old, and particularly in Fire & Rescue's case, has fallen far behind other industry leading products which is hampering data driven decisions by forcing data manipulation to be a very manual process.

For those who don't know about the National Fire Academy located in Emmitsburg, Maryland, <https://www.usfa.fema.gov/training/nfa/>, its existence is mandated through Federal legislation to provide industry leading classes to steer the nations Fire & Rescue services, with the classes provided free of charge to attendees with the exception of the food plan costs. Though free and an immeasurable resource, capacity at the National Fire Academy is far exceeded by demand and it often takes years for

a student to be accepted to attend a class. Fire & Rescue is thankful that Assistant Chief Paul Haas was able to jump into a student vacancy on relatively short notice after previously, the class had been listed as full.



Paul Haas
Deputy Fire Chief

Fire & Rescue in February, thought they had found the ideal candidate to fill a firefighter position opening the first week of March when at the very last moment, that fell through. As the candidate was the last available on the eligibility list, this necessitated planning and scheduling a hiring process. The open position and need to establish an eligibility list was advertised in February with the closing in early March. The plan is by the end of March, to have picked Dover's next firefighter along with the establishment of an eligibility list of enough qualified people to fill any more positions that open in 2019.

The February Fire Officer Staff Meeting was a training session at the Portsmouth Hospital stand-alone Emergency Department in Seabrook. That facility which has been open for over a year, is an exact duplicate to the facility being built in Dover at Exit 7, and similar to another that may be built in a neighboring community. The Portsmouth Hospital stand-alone Emergency Department in Dover is projected to look like this when completed in several months.



The agenda was to review the capabilities of the facility as knowing when to bring patients to the new Dover facility at Exit 7 or not, based on matching patient need to the capabilities of the facility, is a key factor to meeting the #1 priority of proper patient care per the State of NH Patient Care Protocols

<https://www.nh.gov/safety/divisions/fstems/ems/advlifesup/documents/patientprotocols7.1.pdf> . This knowledge is also key to avoiding legal issues caused by any accidental/unintentional violations of the Emergency Medical Treatment and Labor Act (EMTALA) which is federal law and governs practice by Emergency Department Facilities and the

ambulance services that transport in patients, and ambulance services that transfer out patients. As Dover has for its entire history until now, had only one Emergency Department, navigating having two facilities in Dover that are competing with each other to some degree, is a new issue for Fire & Rescue. For more on EMTALA, go to <https://www.cms.gov/regulations-and-guidance/legislation/emtala/> . One item that came from this training session is to schedule at the end of March or April, an unbiased/outside resource who faces these challenges daily, to conduct further training sessions for the Fire & Rescue workforce.

February also saw training completed on Fire & Rescue's two Zoll Autopulse CPR Assist devices, which are carried on Fire & Rescue's primary ambulances. The AutoPulse® Resuscitation System provides high-

quality automated CPR to victims of sudden cardiac arrest. The AutoPulse squeezes the patient's entire chest to improve blood flow to the heart and brain after the AutoPulse automatically sizes to the patient.



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 February 12th, as members of the Strafford County Regional Tactical Operation Unit (SCRTOU), Officer Brown and K9 Barco participated in one of the monthly training evolutions. The focus of this training was split between firearms and motor vehicle apprehension utilizing K9 Barco.

On February 20, 2018, Officer Gaudreault attended ICAC Training (Internet Crimes Against Children). This training focused on interviewing, interrogation, and writing search warrants.

Association. This two day course was held in York, ME.

On February 27-28, 2019, Sergeant Travaglini attended a two day training entitled Internal Affairs Investigations held at the police academy. This training teaches the students how to address disciplinary trends involving social media, on-duty personal cell phone usage, and the Driver's Privacy Protection Act. Issues regarding compliance review hearings, integrity testing, body cameras, and freedom of speech were also addressed.

City Planner Benton attended a Primex training on supervising on February 26.

City Planner Benton attended a webinar entitled "Public vs. Private Perspectives" regarding the development process and the different parties involved on February 8.

City Planner Benton passed her LPA re-certification exam from NHDOT.

Assistant City Planner Piekut attended Dover Main Street's board meeting and is assisting in the group's largest fundraising event of the year, Run Before You Crawl.

Anthony Diorio, Truck Driver, Cole Gagne, Truck Driver, Kevin Muirhead, Maintenance Mechanic, and Edward Young, Truck Driver, attended the Drinking Water System Operator Basics Course sponsored by the New Hampshire Water Works Association. This thirteen week course is being held in Concord, NH. At the end of the thirteen weeks, he will be qualified to test for a Distribution Operator I license.

Alan Mandigo, Heavy Equipment Operator, and Fulton Mountain, Heavy Equipment Operator, attended the Water Treatment & Distribution Systems Classes I & II Certification Prep Class sponsored by the Northeast Water and Wastewater

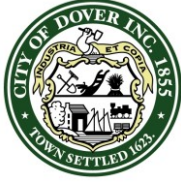
6. Sustainability-Focused Outcomes

"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 and members of the Energy Commission attended the solar cord cutting event at the Children's Museum of NH on February 20th.

Assistant City Planner Piekut attended a NH Energy Solutions webinar regarding solar projects for low-income housing.

 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, March 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, March 13, 2019	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Thibodeaux led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Keane.

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.C.2.

Deputy Mayor Carrier moved to accept the Agenda as amended; seconded by Councilor Shanahan.

Vote: 8/0.

7. PUBLIC HEARINGS

A. ACCEPTANCE OF TERM SHEET BETWEEN THE CITY OF DOVER THROUGH THE DOVER HOUSING AUTHORITY AND CPI MANAGEMENT LLC SPONSORED BY MAYOR WESTON BY REQUEST

Elizabeth Goldman, 44 Rutland Street: She spoke about the Waterfront Development project and her wish to see public transportation included in the plans.

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

B. CDBG ACCEPTANCE OF ACTION PLAN AND ENTITLEMENT FUNDS SPONSORED BY MAYOR WESTON BY REQUEST

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

 CITY OF DOVER	CITY COUNCIL - MINUTES <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">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, March 13, 2019</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, March 13, 2019	Meeting Time:	7:00pm
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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.

Gretchen Lothrop, 16 Grandview Drive: She spoke in support of the proposed School Department's budget.

Geoffrey Dibello, 6 Pearl Street, Dover Middle School Teacher: He spoke in support of the proposed School Department's budget.

Joseph Tenuta, 62 Long Hill Road: He spoke in support of the proposed School Department's budget.

Councilor Muffett-Lipinski moved to suspend the rules to allow Dover Teachers Union President Lisa Dillingham of Strafford to address the Council; seconded by Councilor Ciotti.
Vote: 8/0.

Dover Teachers Union President Lisa Dillingham: She spoke in favor of the School Department's proposed budget.

Lisa Stacy, 75 Long Hill Road: She spoke about her concerns for the Waterfront Development project and the impact it will have on the schools.

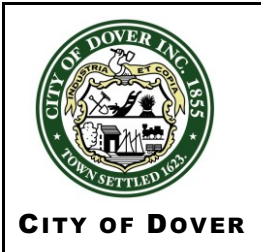
Lawrence Pilla, 9 Samuel Hanson Avenue: He spoke about his concerns for the Waterfront Development project.

Micaela Demeter, 33A Piscataqua Road: She spoke in favor of the School Department's proposed budget.

Dana Lynch, 36 Cardinal Drive, Cocheco Waterfront Development Advisory Board (CWDAC) Chairperson: He invited people to come to the CWDAC meetings or to contact him directly regarding the Waterfront Development project.

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing, which highlighted Legal, Economic Development, and Parking activities. He gave an overview of several items to the Council: Willand Pond Wells tree cutting, Cocheco Falls Dam construction underway, Broadway drainage project, and Spur Road reconstruction project. He addressed Councilor's concerns regarding Court Street, Exit 6 Welcome Center, and Winter Parking Ban. Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.



CITY COUNCIL - MINUTES

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

10. APPROVAL OF MINUTES

- A. February 20, 2019 – Workshop Session
- B. February 27, 2019 – Workshop Session
- C. February 27, 2019 – Regular Meeting
- D. March 6, 2019 – Workshop Session

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Shanahan.
Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston listed the recent events she has attended: Granite State Warrior Honoree Normal Langlois at Watson Fields Tri-City Homelessness Task Force meeting, and a Government Affairs meeting.

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

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

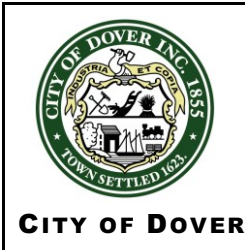
C. RESOLUTIONS

1. **ACCEPTANCE OF TERM SHEET BETWEEN THE CITY OF DOVER THROUGH THE DOVER HOUSING AUTHORITY AND CPI MANAGEMENT LLC**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
City Planner Bird gave an overview of the Resolution and Term Sheet to the Council.
Roll Call Vote: 8/0.

2. **CDBG ACCEPTANCE OF ACTION PLAN AND ENTITLEMENT FUNDS**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Shanahan.
City Planner Carpenter gave an overview of the Resolution and the Community Development Block Grant (CDBG) program.
Roll Call Vote: 8/0.



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Seacoast Growers Association**
2. **RAFFLE – Wentworth-Douglass Foundation**
3. **ROAD RACE – Wentworth-Douglass Foundation**
4. **TAG – Dover Baseball**
5. **AUTHORIZATION TO COMMIT FUNDS TO CONTINUE RETENTION OF ATTORNEY JOHN HALL**
SPONSORED BY MAYOR WESTON BY REQUEST

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 – 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 | |

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Williams asked to pull Item 13.A.5.

Mayor Weston pulled the highlighted Committee Reports. She asked for a vote on the remaining items on the Consent Calendar.

Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.5.; seconded by Councilor Williams. Councilor Williams recused herself from the discussion and vote.

Roll Call Vote: 7/0. (Councilor Williams recused.)

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

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

Vote: 8/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, March 13, 2019 Meeting Time: 7:00pm
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Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council. Deputy Mayor Carrier moved to accept the Library Board of Trustees Report; seconded by Councilor Shanahan.
Vote: 8/0.

Councilor Ciotti gave an overview of the Parking Commission Report to the Council. Deputy Mayor Carrier moved to accept the Parking Commission Report; seconded by Councilor Ciotti.
Vote: 8/0.

Councilor Williams gave an overview of the Recreation Advisory Board Report to the Council. Deputy Mayor Carrier moved to accept the Recreation Advisory Board Report; seconded by Councilor Ciotti.
Vote: 8/0.

Councilor Muffett-Lipinski gave an overview of the Solid Waste Advisory Commission Report to the Council. Deputy Mayor Carrier moved to accept the Solid Waste Advisory Commission Report; seconded by Councilor Gasses.
Vote: 8/0.

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 Thibodeaux.
Vote: 8/0.

Mayor Weston gave an overview of the Dover 400th Anniversary Committee Report to the Council. Deputy Mayor Carrier moved to accept the Dover 400th Anniversary Committee Report; seconded by Councilor Shanahan.
Vote: 8/0.

B. RESOLUTIONS

1. OPERATION OF KENO GAMES IN DOVER (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 27, 2019.) SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on March 27, 2019; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

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

**2. APPROPRIATION FOR SHAW'S LANE WATER WELL AND FIELD IRRIGATION SYSTEM (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO PUBLIC HEARING ON MARCH 27, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a Public Hearing on March 27, 2019; seconded by Councilor Ciotti.
Vote: 8/0.

C. ORDINANCES IN 1ST READING

**1. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 50 & 56
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 27, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a Public Hearing on March 27, 2019; seconded by Councilor Ciotti.
Vote: 8/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Deputy Mayor Carrier asked the new Greater Dover Chamber of Commerce President, Margaret Joyce to speak to the Council.

Ms. Joyce introduced herself to the Council.

Councilor Shanahan thanked the students for their emails to the Council.

16. ADJOURN

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2019.03.13 – 005**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **50 Schedule C. Stop Intersections**
56 Schedule I. No Parking at Any Time

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to expand the stop signs at intersections under Section 50 and to address a parking concern on Ham Street as well as a plowing concern on Industrial Park Drive under Section 56.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 50, Stop Intersections as follows:

<u>STOP SIGN ON:</u>	<u>AT INTERSECTION OF:</u>
<u>Florence Street</u>	<u>Broadway</u>
<u>Florence Street</u>	<u>Oak Street</u>
<u>Park Street</u>	<u>Hill Street</u>
<u>Pointe Place</u>	<u>Julia Drive and Teresa Drive</u>
<u>Summer Street</u>	<u>Elm Street</u>
<u>Thornwood Drive</u>	<u>Julie Drive and Teresa Drive</u>

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 56, No Parking at Any Time as follows:

<u>STREET</u>	<u>LOCATION</u>
<u>Ham Street</u>	<u>Northerly side, from Central Avenue to Park Street</u>
Industrial Park Drive [Added on 05-23-2018 by Ord No. 2018.05.09-004]	Easterly, then southerly side (inside of curve) from the westernmost driveway from 89 Industrial Park Drive (Eversource pole #305/12B), northerly, then easterly to the driveway of 115 Industrial Park Drive (Eversource pole #305/15BS) from December November 1 st to April 1 st

4. 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.1.

Ordinance Number: O – 2019.03.13 – 005
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 50 Schedule C. Stop Intersections
56 Schedule I. No Parking at Any Time

AUTHORIZATION

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

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 03/13/2019	Public Hearing Date: 03/27/2019
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

Re: 166-50 Stop Intersections

- Florence Street – This ordinance revision was recommended by the Transportation Advisory Commission. Resident concerns were brought forward about the absence of stop signs on Florence – the minor street – at the intersection with both Oak and Broadway – the major streets. All other similar intersections in the area have stop signs, and the lack of signs here appear to be an oversight.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2019.03.13 – 005
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 50 Schedule C. Stop Intersections
56 Schedule I. No Parking at Any Time

- Park Street - This ordinance revision was recommended by the Transportation Advisory Commission after hearing resident concerns regarding motorist confusion, traffic safety, and near-miss collisions at this intersection. This revision will change the intersection from a two-way to an all-way stop, where previously the stop signs were only on Park Street. An all-way stop is also expected to enhance pedestrian safety in proximity to the Park Street Park, in similar fashion to the Ham/Park intersection which is also an all-way stop.
- Pointe Place and Thornwood Lane - This ordinance revision was recommended by the Transportation Advisory Commission after hearing resident concerns regarding traffic safety. These stop signs are already in place and this is posted an all-way stop (Julia and Teresa Drive are private roads). This revision adds these locations to the code given the City formally accepting Thornwood Lane as a public street and the anticipated acceptance of Pointe Place as a public street in the near future (although the area of Pointe Place where the stop signs will be located is currently owned by the City given its acceptance of Thornwood Lane – see map below).



- Summer Street - This ordinance revision was recommended by the Transportation Advisory Commission. Residents participating in a recent neighborhood meeting for the upcoming Belknap/Summer/Elm reconstruction project expressed the desire to convert this intersection from a two-way to an all-way stop, in an effort to improve traffic safety and reduce motorist confusion in the area.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: O – 2019.03.13 – 005
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 50 Schedule C. Stop Intersections
56 Schedule I. No Parking at Any Time

Re: 166-56 No Parking at Any Time

- Ham Street - This ordinance revision was recommended by the Transportation Advisory Commission following input from residents and business owners in the Ham Street area. With the occupancy of the Bradley Commons building, there was an increased demand for parking on surrounding neighborhood streets. Of particular concern is the first block of Ham Street – between Central Avenue and Park Street – where the police department fielded concerns from First Student Transportation and other drivers who had difficulty navigating the two-way street with cars parked on both sides. While the immediate problem was resolved once employees at Bradley Commons were directed to park elsewhere, the problem could return at any point as additional businesses occupy Bradley Commons or as development continues in this area. This ordinance revision is projected to be a long term solution to ensure safe traffic flow in the area.
- Industrial Park Drive - Community Services is requesting a change for no parking on Industrial Park Drive from December to November due to the recent early snowfalls in November.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.03.13 – 031**
Resolution Re: **Operation of Keno Games in Dover**

- WHEREAS: In 2017 the New Hampshire State Legislature passed, and the Governor signed into law, SB 191, an act establishing Keno and relative to funding for kindergarten (see NH RSA 284:41-51); and
- WHEREAS: The legislation established Keno in New Hampshire, as well as a program to provide grants to kindergarten students from the education trust fund under RSA chapter 198; and
- WHEREAS: Funds raised through the operation of Keno games would be credited to the education trust fund and be used to provide additional funding to communities offering full-day kindergarten; and
- WHEREAS: Funds from the State education trust fund to the City of Dover for full-day kindergarten will benefit the City of Dover and its residents; and
- WHEREAS: Pursuant to the legislation any town or city may allow the operation of Keno games within its boundaries according to the provisions of the legislation; and
- WHEREAS: The question of whether Keno should be allowed within the City of Dover should be placed before Dover voters at this year's municipal election consistent with the legislation.

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

That the question of whether to allow Keno within the City of Dover shall be placed on the official ballot at the regular municipal election on November 5, 2019; and

That the wording of the question on the official ballot shall be: "Shall we allow the operation of Keno games within the City of Dover?"; and

That the City Council shall hold a public hearing on the ballot question at its first regular meeting in October 2019, which is anticipated to be October 9, 2019, which is at least 15 days, but not more than 30 days, before the municipal election on November 5, 2019, with notice provided according to NH RSA 284:51.

REFERRED TO A PUBLIC HEARING ON MARCH 27, 2019

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 - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.03.13 – 031**
Resolution Re: **Operation of Keno Games in Dover**

DOCUMENT HISTORY:

First Reading Date: 03/13/2019	Public Hearing Date: 03/27/2019
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 Lindsay Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See NH RSA 248:51 attached.

At the municipal election in November 2017 Dover voters were presented with a Keno ballot question and rejected it by a vote of 1509 to 1164. Pursuant to NH RSA 284:51, III, the question may be put before the voters again at the 2019 municipal election.

TITLE XXIV GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS

CHAPTER 284 HORSE AND DOG RACING

Keno

Section 284:51

284:51 Local Option. –

I. Any town or city may allow the operation of keno games according to the provisions of this subdivision, in the following manner:

(a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters.

(b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(c) The wording of the question shall be substantially as follows: "Shall we allow the operation of keno games within the town or city?"

II. If a majority of those voting on the question vote "Yes," keno games may be operated within the town or city.

III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of keno games may consider rescinding its action in the manner described in paragraph I of this section.

IV-a. An unincorporated place may allow the operation of keno games by majority vote of the county delegation, after a public hearing is held.

V. The lottery commission shall maintain a list of municipalities where keno is available.

Source. 2017, 229:1, eff. July 1, 2017. 2018, 332:1, eff. June 25, 2018.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.03.13 – 032**

Resolution Re: Award of Construction of Water Well at Shaw's Lane Athletic Fields and Appropriation of Recreational Field Construction Fund Revenue. Groundwater Exploration and Development Program C/O 3

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 City received a scope of work and cost proposal in the amount of \$36,500 from EGGI to conduct groundwater exploration and development program of a city wide bedrock aquifer assessment. Due to their vast experience in this field, City Council awarded this project to EGGI in the amount of \$36,500 via resolution [R-2016.12.14-160](#); and

WHEREAS: In July 2017, the city received and created change order #1 in the amount of \$15,000 for assessment of groundwater at Shaw's Lane Field. In October 2017 the city received change order #2 for the installation of well at Shaw's Lane in the amount of \$79,900, thereby bringing change orders in excess of the \$25,000 threshold and requiring and receiving council approval via [R-2018.01.10-002](#).

WHEREAS: The City has received change order #3 in the amount of \$26,500 for water supply technical support at Shaw's Lane Irrigation Well; 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 Revision to Emery and Garrett Groundwater Investigations LLC for the groundwater exploration and development program for change order three as outlined. 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	Available Balance
4510.1.350.45123.4757.05203.00.000	Shaws Lane Utility Systems	55,000.00	98,740.80

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

The sum of \$55,000 for the final design, permitting and installation of a water well and pump at Shaw's Lane athletic fields is hereby appropriated from the Recreation Field Construction Fund.

This resolution will require a public hearing and a 2/3 favorable vote of the City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.03.13 – 032**

Resolution Re: Award of Construction of Water Well at Shaw's Lane
Athletic Fields and Appropriation of Recreational Field
Construction Fund Revenue. Groundwater Exploration and
Development Program C/O 3

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: 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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.03.13 – 032**
Resolution Re: Award of Construction of Water Well at Shaw's Lane
Athletic Fields and Appropriation of Recreational Field
Construction Fund Revenue. Groundwater Exploration and
Development Program C/O 3

RESOLUTION BACKGROUND MATERIAL:

PHASE I: Hydrogeologic Site Characterization-Selection of Favorable Areas for Groundwater Development	
Task A: Remote Sensing Analyses of Local Hydrogeologic Environment	
Task B: Evaluation of Bedrock Geology	
Task C: Geologic Field Mapping/Fracture Fabric Analyses	
Task D: Groundwater Recharge Analyses	
Task E : Review of Potential Threats to Groundwater Quality	
Task F: selection and prioritization of Specific Zones considered Favorable for Groundwater Development	
Total Costs for Phase I	\$36,500
C/O 1 Adding Shaws Lane Groundwater Availability Study	\$15,000
C/O 2 Install one 8-inch diameter Water Supply Well/Screen @ Shaws Ln Field Includes pumping test and water quality analysis with summary report	\$79,900
C/O 3 Technical Support Shaw's Lane Irrigation Well	\$26,500

Emery & Garrett Ground Water Investigations (EGGI) will provide technical support associated with the installation of pumping and well support equipment within the recently installed Shaw's Lane irrigation well consistent with their proposal of work in the amount of \$26,500.

Martineau Electric, Inc will perform installation and electrical work associated with well pump and support equipment consistent with their proposal of work in the amount of \$25,675, plus \$2,825 as contingency for unforeseen items. This vendor was approved for electrical services as needed at locked in rates via [R-2016.12.14-157](#).

As of June 30, 2018, the Recreation Field Construction Fund has a balance of \$98,740.80, less the amount for this appropriation request, leaving an available balance of \$43,740.80.

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



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: Tendercrop Farm at the Red Barn

Federal Tax ID number for Organization: 043-220-986

Check(✓) Nature of Organization:

Religious ☐, Educational ☐, Charitable ☒, Civic ☐, Sports ☐, Veterans ☐, Fraternal or Political ☐, Other ☐
(Describe) Pet Palooza MAY 18, 2019. Benefit for the N.H. SPCA.

Contact Person: Sarah Harvey Day Time Telephone: 603-997-2406

Address: 123 Dover Point Rd Dover, NH 03820 Email tendercropfarmevents@gmail.com

Purpose of Permit: 50/50 Raffle for the NHSPCA

Date of Event: MAY 18, 2019 Specific Time: 10:30-7:00 pm

Location of Event: Tendercrop Farm at the Red Barn

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

Prize (s) To Be Awarded: _____

Cost of Ticket: \$1.00

Date of Drawing: MAY 18, 2019

Place of Drawing: Tendercrop Farm Stage

* 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: Sarah Harvey

(duly authorized)

DATE: MAY 15, 2018

PRINTED NAME: Sarah Harvey

Licensing Board Approval [Signature]

Date: 3/18/19



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

(5K 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: Children's Museum of New Hampshire
Federal Tax ID number for Organization: 02-0363746

Check(☒) Nature of Organization:

Religious____, Educational ☒, Charitable ☒, Civic____, Sports____, Veterans____, Fraternal or Political____, Other____

Name/Description of Event (if applicable): Children's Museum 5K Road Race

Contact Person: Jane Bard Day Time Telephone: 603 742-2002

Address: 6 Washington Street Dover Email: jbard@childrens-museum.org

Date of Event: Sat May 4th Specific Time: 9am-10am

Location of Event (if parade, attach course description or map): start @ Henry Law Avenue
& end

*****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. Mark 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: Jane Bard DATE: 3/14/19

(duly authorized)

PRINTED NAME: Jane Bard

Licensing Board Approval: [Signature] Date: 3/14/19

1/2015

The CHILDREN'S MUSEUM OF NH 5K Dover, NH

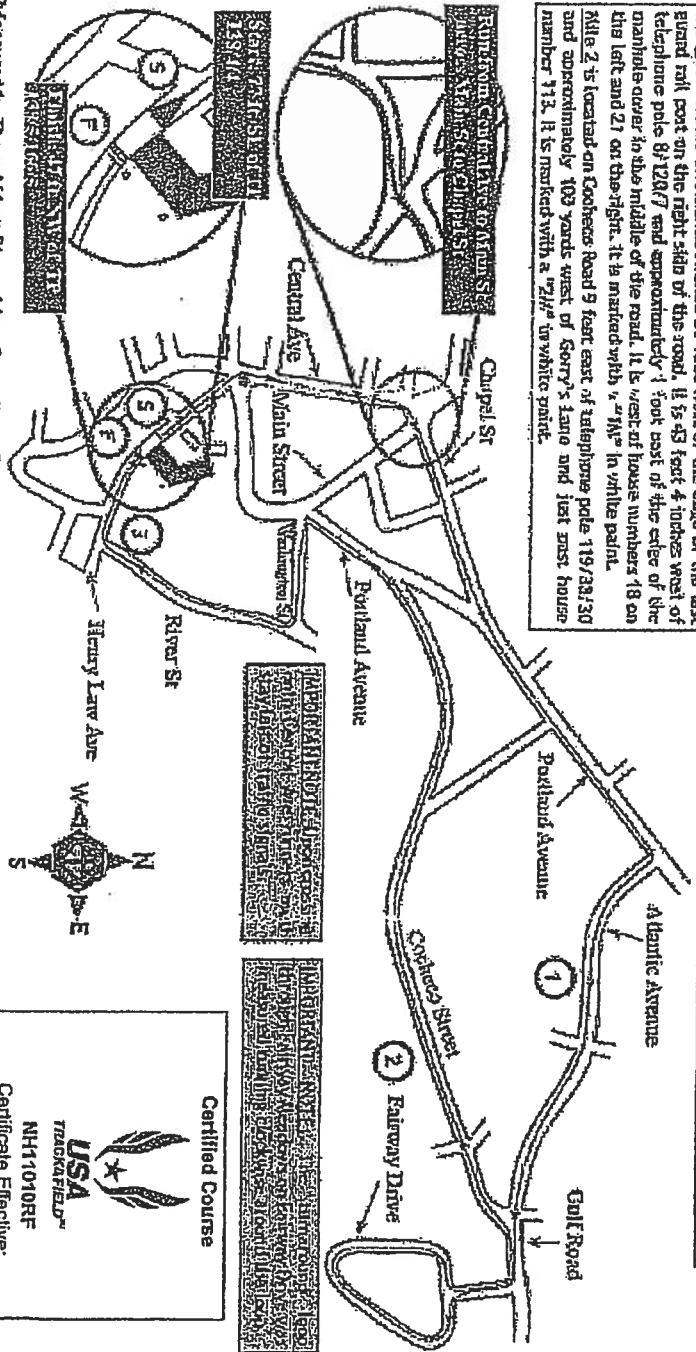
Starting line is located on Henry Law Avenue approximately .3 kilometers southeast of the intersection of Henry Law, Main Street, Central Avenue, and Washington Street in Dover, NH. It is 77 feet southeast of telephone pole 138/414 (on the east side of road) across from Central Towers Apartment building. The starting line is marked on both sides of the street by a white letter "S" and arrows pointing northward with a white line marking the start. Three P-K nails were hammered into the start line on each side of the road.

Mile 1 is located on Atlantic Avenue 30 feet west of the edge of the last guard rail post on the right side of the road. It is 43 feet 4 inches west of telephone pole 81/128/7 and approximately 1 foot east of the center of the manhole cover in the middle of the road. It is west of house numbers 18 on the left and 21 on the right. It is marked with a "1M" in white paint.

Mile 2 is located on Coaches Road 9 feet east of telephone pole 119/23/30 and approximately 103 yards west of Gerry's Lane and just past house number 113. It is marked with a "2M" in white paint.

Mile 3 is located on River Street 310 feet 6 inches southwest of telephone pole 126/72 and 49 feet 5 inches northwest of Sand Shovel at corner of River Street and Henry Law on the west side of River Street. It is marked with a "3M" in white paint.

Finish line is located on Henry Law Avenue approximately 43 feet northwest of telephone pole 18/6/6 and 52 feet 2 inches southeast of telephone pole 138/5/16/6. It is marked with a white letter "F" and arrows pointing north with a white line marking the finish. Three P-K



Measured by Dave Abbott [dave.abbott@ukmail.com] on April 17 2011

Certified Course



USA
TRACK & FIELD

NH11010RF

Certificate Effective:
4/17/2011 - 12/31/2021



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: Studio 109 Dance, Voice + Drama
Federal Tax ID number for Organization: _____

Check (☒) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports ☒, Veterans____, Fraternal or Political____, Other____
(Describe) _____

Contact Person: Shereen Garland Day Time Telephone: 603-834-5350
Address: 10 Main Street, Gonic NH Email: shereengarland@gmail.com

Purpose of Permit: Tagging to help defer competition fees

Date of Event: 4/26, 4/27 & 4/28 Specific Time: 4-8, 9-11, 9-11

Location of Event: Multiple locations - Longhill Shell, Newick's, Red's Shoe Barn, 7-11 Back (near R), 7-11 Central Ave

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____ Date of Drawing: _____

Place of Drawing: _____

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

<http://www.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: Shereen Garland DATE: 3-12-19

(duly authorized)

PRINTED NAME: Shereen Garland

Licensing Board Approval [Signature] Date: 3/20/19



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2019.03.27 – 033**

Resolution Re: B19035 River Street Pump Station Variable Frequency Drive Replacement

WHEREAS: A sealed Request for Proposal #B19035 was issued and received for the (VFD) Variable Frequency Drive Replacement at the River Street Pump Station on March 12, 2019 at 2:00 PM. A mandatory prebid meeting was held on February 26, 2019 with seven firms attending; and

WHEREAS: One bid response was received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services being submitted by Ewing Electrical Company Inc of Deerfield NH; and

WHEREAS: It is the recommendation to award to Ewing Electrical Company Inc at the rates provided in conjunction with B19035 in the amount of \$115,700.00.

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 Ewing Electrical Co., Inc of Deerfield NH for the River St Pump Station VFD Replacement project at rates provided in conjunction with Bid B19035. 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
5320.1.300.43250.4757.04573.07.	Sewer Pump Station Equipment	545,693.00	161,564.00

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.4.

Resolution Number: **R – 2019.03.27 – 033**

Resolution Re: B19035 River Street Pump Station Variable Frequency Drive Replacement

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.4.

Resolution Number: **R – 2019.03.27 – 033**

Resolution Re: B19035 River Street Pump Station Variable Frequency Drive Replacement

RESOLUTION BACKGROUND MATERIAL:

TASKS INCLUDE:

- Acceptance upon delivery by the VFD Manufacturer and storage of the new variable frequency drive (VFD) panels until installation.
- Replacement of four existing VFD panels for the influent pumps including, but not limited to, demolition and disposal of the existing panels; installation, start-up and testing of the new panels; and all other work associated with this task.
- Replacement of two local control stations for the high flow influent pumps including, but not limited to, demolition and disposal of the existing control stations; installation and testing of the new control stations; and all other work associated with this task.
- Coordination of and with the VFD Manufacturer and the Owner's Systems Integrator for integration of the new VFD panels and control panels into the existing instrumentation, control and electrical systems as indicated in these specifications and on the Drawings.

Bid Information:

A sealed Request for Proposal #B19035 was issued and received for the (VFD) Variable Frequency Drive Replacement project on March 12, 2019 at 2:00 PM

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	371	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	2019
Recommended Award to:	Ewing Electrical Co Inc	Fund:	Sewer
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19035 Results and Vendors](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.03.27 – 034**
Resolution Re: **B19038 Award of Bid for Construction Equipment Rental**

WHEREAS: The sealed bid # B19038 was requested and received for Construction Equipment Rental Rates on February 21, 2019 at 2:00 PM EST; and

WHEREAS: Rental rates will hold for the 2019 construction season with option to extend for two additional one year terms contingent upon funding availability and vendor satisfactions. Vendors will be utilized on an as needed basis, depending upon their different types of equipment, its availability and the need for timely assistance on various city projects; and

WHEREAS: The bids meeting specifications were submitted for both different and similar types of construction equipment with varying hourly rates by numerous vendors. The list of vendors is outlined in the background section of this resolution.

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 each of the vendors identified in the background section for Construction Equipment Rental “as needed” at rates provided in conjunction with Bid B19038. 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-x-300-xxxxx-4715-xxxxx-xxx	CIP Land Improvements	12,808,500.00	12,394,500.00
xxxx-x-300-xxxxx-4443-xxxxx-xxx	CS Equipment Rental FY20	100,000.00	anticipated

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 – 2019.03.27 – 034**
Resolution Re: **B19038 Award of Bid for Construction Equipment Rental**

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 – 2019.03.27 - 034**
Resolution Re: **B19038 Award of Bid for Construction Equipment Rental**

RESOLUTION BACKGROUND MATERIAL:

Sealed Bid B19038 was solicited for Construction Equipment Rental and received on February 21, 2019. The bids meeting specifications were submitted for both different and similar types of Construction Equipment with varying hourly rates by numerous vendors, as listed below.

SUR Construction, Rochester
Norman R Gagnon, Rollinsford
Dale Sprague, Somersworth
ATS Equipment, Candia
Tri-State Sealcoating & Paving, Dover

Greatview Landscape, Rochester
Bob Sherwood Landscape Co, Dover
MacKinnon & Sons, Somersworth
Mick Construction, Rollinsford

Submitted Rates will hold for one year beginning April 2019 and will be negotiated for the optional two year extensions. Rate increases IF ANY for year two and three will not exceed the Consumer Price Index (Boston)

Purchasing Information:

A purchase order will be issued “as needed” to the vendors selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	130	Number of Responses:	9 and 1 no bid
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Dec 31, 2019	Estimated Delivery:	As needed
Recommended Award to:	Various	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19038 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.03.27 – 035**
Resolution Re: **B19039 Sand and Gravel Products**

WHEREAS: The sealed Request for Bid B19039 was issued and received for various Sand and Gravel Products, as needed on March 5, 2019 @ 2:00 p.m. Submitted Rates will hold for one year beginning May 1, 2019 and will be negotiated for two additional one year terms. Rate increases IF ANY for year two and three will not exceed the Consumer Price Index (Boston); and

WHEREAS: The City received pricing from one vendor and product/pricing was evaluated. It is the recommendation to accept the proposal submitted by Brox Industries of Rochester, NH for sand & gravel to be picked up and/or delivered to Dover at the rates provided in conjunction with this request for bid.

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 Brox Industries of Rochester NH for sand and gravel products, as needed, given the rates provided in conjunction with B19039. 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.xxx.xxxxx.4652.xxxxx.xx	CS Maint Supplies - Impr o/t Buildings	350,392.00	74,681.00

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 – 2018.03.27 – 035**
Resolution Re: **B19039 Sand and Gravel Products**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.03.27 – 035**
Resolution Re: **B19039 Sand and Gravel Products**

RESOLUTION BACKGROUND MATERIAL:

This is a blanket bid for the purchase of various sand, gravel and loam materials to be ordered, “**as needed**”, with no guarantee of annual consumption.

The vendor is to guarantee pricing for a **one (1) year period** of time beginning May 1, 2019. Materials are to be priced out both loaded on to City trucks at vendors pit location and/or delivered to a City-designated storage area. Rates will be negotiated for the optional two annual extensions. Rate increases IF ANY for year two and three will not exceed the Consumer Price Index (Boston).

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:	156	Number of Responses:	1
Warranty:	None	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries	Fund:	GF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19039 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.03.27 – 036**
Resolution Re: **B19048 Award of Bid Hand Pavement Markings**

WHEREAS: A sealed request for bid B19048 was issued and received for Hand Pavement Markings services on March 13, 2019 at 2:00 pm for a one-year contract with option to extend two additional one year terms; and

WHEREAS: In an effort to obtain better pricing the City of Somersworth joined the City of Dover in this co-operative purchasing opportunity. Two bid replies were received with low bid meeting specification for both Cities being submitted by Hi-Way Safety Systems Inc. of Rockland MA with varying rates for varying services with a total project amount of \$62,770.00 for the City of Dover; and

WHEREAS: The normal working hour for these services is between 9:00PM and 6:00AM and is scheduled around weather conditions. For these reasons, timing is crucial and vendors must be able to respond quickly and efficiently in order to minimize the impact on traffic.

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 Hi-Way Safety Systems Inc of Rockland MA for pavement markings given the bid amount of \$62,770.00 and corresponding rates provided in bid B19048. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4432.00000	Street Maintenance Imp/ot bld	145,697	105,554

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.7.

Resolution Number: **R – 2019.03.27 – 036**
Resolution Re: **B19048 Award of Bid Hand Pavement Markings**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.03.27 - 036**
Resolution Re: **B19048 Award of Bid Hand Pavement Markings**

RESOLUTION BACKGROUND MATERIAL:

There are numerous locations and parking lots with varying spaces throughout the city where pavement marking services are required. The project is carefully monitored and work is verified by a representative of the Dover Engineering Division. The project is divided into two phases. The first phase represents the initial application of all specified markings as described in the "Specifications of Pavement Markings" outline in bid #B19048 and shall be completed no later than May 30, 2019. The second phase is comprised of an additional application to the cross walks and stop bars and is scheduled to be undertaken between September 1, 2019 and November 1, 2019. Total contract for year one completion by December 31, 2019.

Submitted Rates will hold for one year beginning April 15, 2019 and will be negotiated for the optional two year extensions. Rate increases IF ANY for year two and three will not exceed 3%. The contract pricing will be based on Time and Materials Only. Man hours paid under this agreement shall be only for production hours.

Bid Information:

Sealed bid # B19048 was requested and received for hand pavement markings on March 13, 2019.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	114	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	no	Contract:	Yes
Prices will hold for:	2019 construction season	Estimated Delivery:	As needed
Recommended Award to:	Hi-Way Safety	Fund:	GF Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19048 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.03.27 – 037**

Resolution Re: **B19049 Pavement Markings Long Line Reflectorized**

WHEREAS: The sealed request for bid B19049 was requested and received for Reflectorized Pavement Long Line Services on March 13, 2019 at 2:30pm EST. Submitted Rates will hold for one year beginning April 15, 2019 and will be negotiated for two additional one year extensions with increases (if any) not exceeding 3% per year; and

WHEREAS: In an effort to obtain better pricing the City of Somersworth joined the City of Dover in this co-operative purchasing opportunity. Two bid replies were received with low bid meeting specification for both cities being submitted by Hi-Way Safety Systems Inc, of Rockland MA. Dover received a rate of \$.0429 per LF for a total estimated amount of \$42,471.00 for the City of Dover; and

WHEREAS: The normal working hours for these services is between 9:00PM and 6:00AM and is scheduled around weather conditions. For these reasons, timing is crucial and vendors must be able to respond quickly and efficiently in order to minimize the impact on traffic.

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 Hi-Way Safety Systems, Inc for long line pavement marking services given the bid amount of \$42,471.00 and corresponding rates provided in conjunction with B19049. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
1000.1.300.43121.4432.00000	Street Maintenance Imp/ot bld	145,697	42,784

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 – 2019.03.27 – 037**

Resolution Re: **B19049 Pavement Markings Long Line Reflectorized**

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 – 2019.03.27 – 037**

Resolution Re: **B19049 Pavement Markings Long Line Reflectorized**

RESOLUTION BACKGROUND MATERIAL:

Estimated linear footage throughout the City of Dover where center line, reflectorized, pavement marking services are required is approximately 990,000 linear feet. The City of Somersworth indicated an estimated amount of 290,173 LF. Each city will enter into its own agreements and insurance certificates with Hi-way Safety Systems Inc.

This project involves installation of reflectorized paint lines at various locations throughout the City. The type of markings required under this contract will include work which is normally placed by use of a truck mounted system. The work shall consist of but not limited to installation of centerline and edge line markings, and shall also include all single broken lines, lane lines, turn lane tapers, etc.

Submitted Rates will hold for one year beginning April 15, 2019 and will be negotiated for the optional two year extensions with increases (if any) not exceeding 3% per year. The contract pricing will be based on Time and Materials Only. Man hours paid under this agreement shall be only for production hours.

Bid Information:

Sealed bid # B19049 was requested and received for Reflectorized pavement line markings

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	114	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	2019 construction season	Estimated Delivery:	As needed
Recommended Award to:	Hi-Way Safety	Fund:	GF Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

B19049 Bid Documents and Vendor List



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.03.27 – 038**

Resolution Re: **Approval of License Agreement between City and Carnegie Holdings, LLC**

WHEREAS: The City of Dover is the owner of a certain right of way known as Third Street; and

WHEREAS: That Carnegie Holdings, LLC is the owner of a certain lot or parcel of land off of Third Street in the City of Dover acquired from the City pursuant to the terms of a Land Development Agreement; and

WHEREAS: That on April 25, 2017 the Planning Board conditionally approved Carnegie Holdings, LLC's Site Plan on its parcel for development of a Mixed Use Residential and Commercial Building; and

WHEREAS: Carnegie Holdings, LLC requests a license upon, under and across a portion of the northerly side of the City parcel for the installation of underground electric transmission lines in order to provide power to the buildings upon Carnegie Holdings, LLC's parcel; and

WHEREAS: The City and Carnegie Holdings, LLC have prepared a draft License Agreement.

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

That the City Manager is authorized to finalize and sign a License Agreement with Carnegie Holdings, LLC for the installation of underground electric transmission lines across the northerly side of a portion of Third Street.

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

Document Created by: Legal

Document Posted on:

R-2019.03.27 Approval of License Agreement between
City and Carnegie Holdings, LLC

Page 1 of 2

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.9. Resolution Number: R – 2019.03.27 – 038 Resolution Re: Approval of License Agreement between City and Carnegie Holdings, LLC	

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 Draft License Agreement between the City of Dover and Carnegie Holdings, LLC.

See attached Plan.

LICENSE AGREEMENT

This LICENSE AGREEMENT ("**LICENSE**"), is made as of the _____ day of _____, 2019 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **Carnegie Holdings, LLC** with an address of 42 J Dover Point Road, Dover, New Hampshire 03820 ("**Licensee**").

RECITALS

A. The City is the owner of a certain right of way in the City of Dover, County of Strafford, State of New Hampshire (the "**City Parcel**"), being more particularly shown as "Third Street", as shown on a certain plan entitled "Utility License Plan prepared for Carnegie Holdings, LLC Tax Map 6, Lot No. 54A, Third Street, City of Dover, County of Strafford, State of New Hampshire"; dated: February 26, 2019; scale: 1"=20'; prepared by: Berry Surveying and Engineering, Inc. (the "**Plan**"), which Plan is recorded in the Strafford County Registry of Deeds as Plan No. _____.

B. Licensee is the owner of a certain lot or parcel of land off of Third Street in the City of Dover, County of Strafford and State of New Hampshire, depicted on the Plan, and being further designated by the City of Dover as Tax Map 6, Lot 54A (the "**Licensee's Parcel**"), acquired from the City pursuant to the terms of a Land Development Agreement, approved by the Dover City Council on September 28, 2016.

C. On April 25, 2017, the Planning Board for the City of Dover, New Hampshire Approved the Licensee's Site Plan prepared by Berry Surveying and Engineering for the development of a mixed-use building (the "**Project**") on the Licensee's Parcel.

D. Licensee requests a license upon, under, and across a portion of the northerly side of the City Parcel for the installation of underground electric transmission lines for the benefit of Licensee's Parcel in order to provide power from the transformer install on the Licensee's Parcel to the buildings upon the Licensee's Parcel, and the City agrees to issue such license pursuant to the terms and conditions as more fully set forth in this License.

LICENSE

Now therefore, the foregoing Recitals are incorporated herein and in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City grants the following to the Licensee:

1. **License.** The City hereby grants to licensee, and Licensee accepts from the City, a license over a portion of the City Parcel, as depicted on the Plan, to install and maintain underground electric services and conduit under a portion of the City Parcel.

The rights granted with this License pertain solely to the installation of two (2) 4" pvc pipes and two (2) 2" pvc pipes within the same trench under a three (3) foot wide section of the northerly side of the City Parcel. The area shall begin at a point S07°56'06"W a distance of four and zero hundredths (4.00) feet from an iron bound found at the southeasterly corner of land owned by Carnegie Holdings and running a distance of one hundred ninety and zero hundredths (190.00) feet, and be parallel to the Right of Way line as shown on the Plan. The rights do not extend to the air rights above the City Parcel with the exception of those needed for accessing the underground electric. The City maintains the right to access said below ground areas and/or utilities as necessary. In the event that the City requires access to those utilities, Licensee shall repair and replace the land surface and any drainage or electrical wiring to its prior condition, at its cost.

2. **Term.** The term of this License is for fifty (50) years beginning upon the date set forth above. Notwithstanding the foregoing the City may terminate this License, in whole or in part, upon six (6) months written notice to the Licensee.

3. **Maintenance.** Licensee shall maintain and keep the License area in a good state of repair, and shall repair any damage, which endangers public safety, as a result of Licensee's exercise of its rights hereunder. The City shall have the right, but not the obligation, to provide written notice to the Licensee requiring that it address any condition which endangers public safety.

4. **Indemnification.** Licensee shall indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from Licensee's exercise of its rights and the performance of its duties and obligations hereunder, except if caused by the negligence or misconduct of the City, its agents, contractors, subcontractors and/or employees.

5. **Transferability and Assignment.** This License is transferable or assignable, in whole, to subsequent owners, of the Licensee's Parcel. This License is not otherwise transferable or assignable, in whole or in part, without the written consent of the City. Any person or entity to which the License is transferred or assigned shall assume the rights and responsibilities of the "Licensee" under the terms of this License, and shall execute any and all instruments required by the City affirming the same, including a new License.

6. Notice. Any notice required to be given under this License shall be in writing, and shall be deemed properly served if delivered in person, or by overnight mail by a commercially recognized carrier, or on the third (3rd) day after deposit in the United States mail, as certified or registered mail, return receipt requested, postage prepaid, and sent as follows:

If to Licensee, at: Carnegie Holdings, LLC
 42J Dover Point Road
 Dover, NH 03820

And if to the City, at: City of Dover
 288 Central Avenue
 Dover, NH 03820
 Attention: City Manager

8. Governing Law. This License shall be governed and construed in accordance with the laws of the State of New Hampshire.

9. Sign Restrictions; Other Improvements. The Licensee's rights to the License area are only those set forth herein. Without limiting the generality of the foregoing, the Licensee shall place no signage in the License area.

10. Real Property Taxes. The Licensee shall pay real and personal property taxes pursuant to RSA 72:23 including assessments on structures and improvements of the Licensee. Failure of the Licensee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate this License by the City.

11. Default. In the event that the Licensee has defaulted on its duties and obligations under this License and is so notified in writing return receipt requested at the time the duty and obligation under the license has been defaulted upon and upon providing a second notice to the Licensee in writing return receipt requested ninety (90) days thereafter and that such default on its duties and obligations remains uncured for a period of one hundred eighty days (180) following the second written notice, the City shall have any and all rights and remedies available under this License, at law or in equity, including but not limited to termination of all or a portion of the License as well as reimbursement of any and all fees and costs, including reasonable attorney's fees, for the successful prosecution or enforcement of any such rights. The City may extend the cure period for such default in the event that the Licensee has undertaken such cure, but despite reasonable diligence, has been unable to complete the cure.

12. Other Matters. The City Parcel subject to this License is provided to the Licensee in "as is", "where is" and with all faults as to their physical condition. This License is subject to any and all matters of record pertaining to the City Parcel. This License was authorized by the Dover City Council pursuant to a Resolution approving the License, dated March 13, 2019.

[SIGNATURES TO FOLLOW]

IN WITNESS WHEREOF, the parties have caused this License to be executed by their duly authorized representatives on the date first above written.

CITY OF DOVER, NEW HAMPSHIRE

Witness

Print Name:_____

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

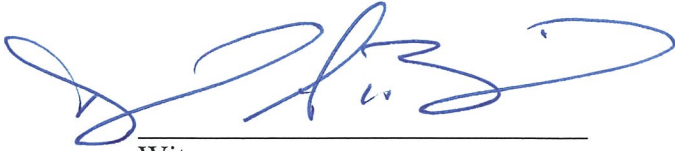
STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the _____ of _____, 2019, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Notary Public
My Commission Expires: _____

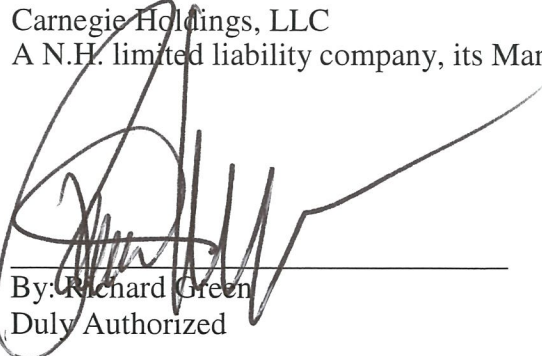
GRANTEE:

Carnegie Holdings, LLC
A N.H. limited liability company, its Manager



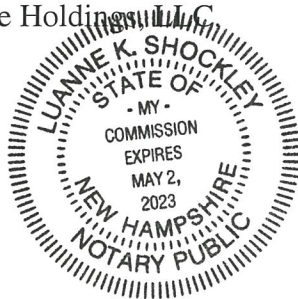
Witness

Print Name: DOUG BROGIN


By: Richard Green
Duly Authorized

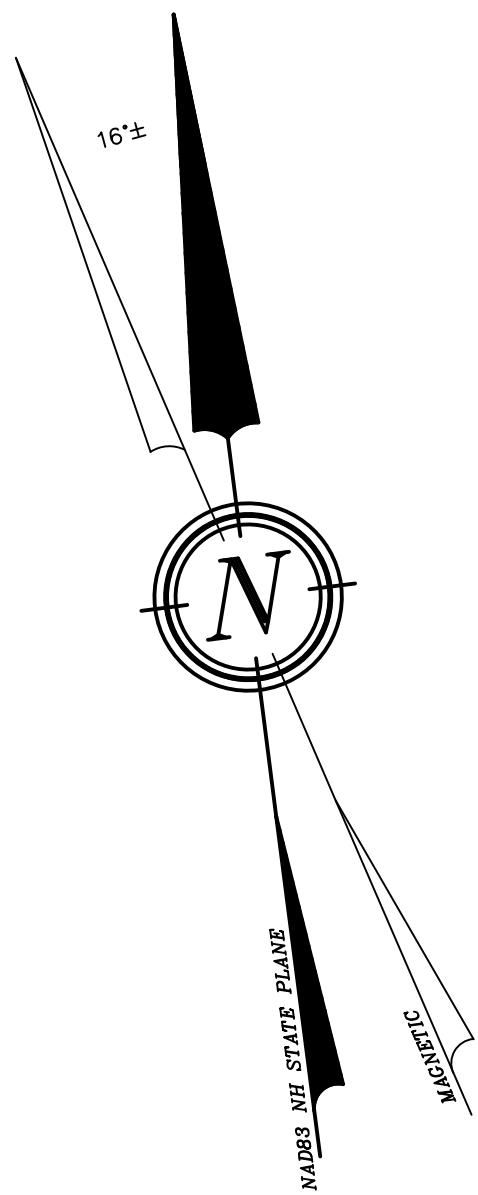
STATE OF NH
COUNTY OF Rockingham

On this, the 13th of March, 2019, before me, the undersigned Officer, personally appeared Richard Green, who acknowledge himself to be a Member and Manager of Carnegie Holdings, LLC a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacities and the free act and deed of Carnegie Holdings, LLC.

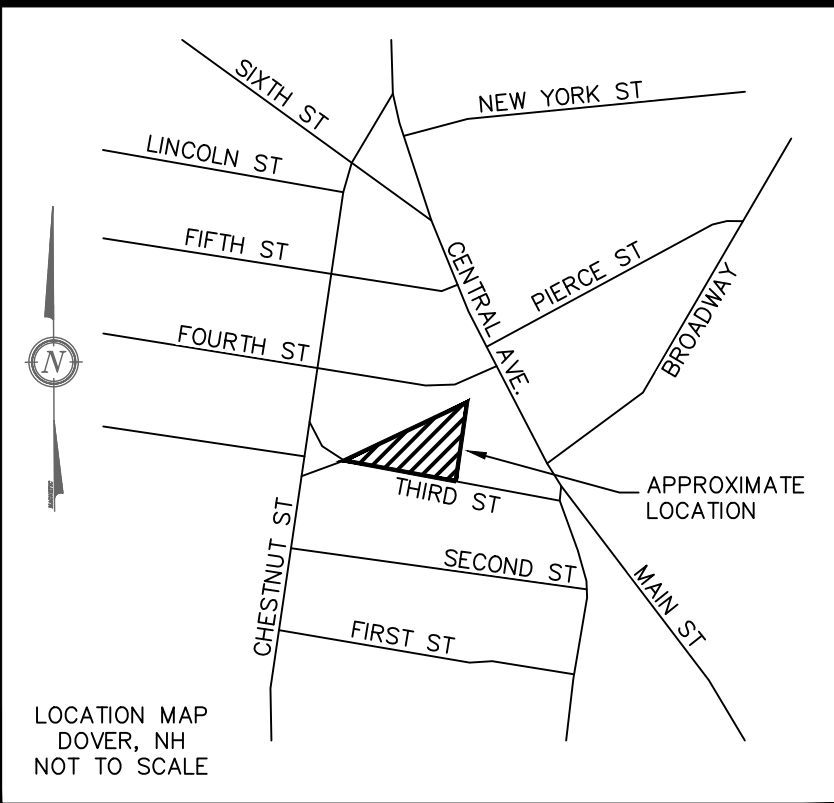


Luanne K. Shockley
Notary Public
My Commission Expires: 5/2/23

- NOTES:
- 1.) THE PURPOSE OF THIS PLAN IS TO DEMONSTRATE THE PROPOSED LEASE OF MUNICIPAL LAND TO ALLOW UTILITIES TO TAX MAP 6, LOT 54A.
 - 2.) CURRENT OWNER: CARNAGIE HOLDINGS
42-J DOVER POINT ROAD
DOVER, NH 03820
 - 3.) THE PROJECT PARCEL IS MAP 6, LOT 54A OF THE CITY OF DOVER TAX ASSESSOR'S MAPS.
 - 4.) THE PROJECT PARCEL CONTAINS 32,670 Sq. Ft. (.75 Ac.) OF LAND.
 - 5.) TITLE REFERENCE FOR THE PROJECT PARCEL ARE THE STRAFFORD COUNTY REGISTRY OF DEEDS, (S.C.R.D.) BOOK 4490, PAGE 574
 - 6.) ZONING: CBD GENERAL SUB-DISTRICT
PRINCIPAL BUILDING:
LOT SIZE: NA
MIN LOT COVERAGE: 75%
FRONTAGE BUILD-OUT: 70%
FRONT PRIMARY BUILD-TO: +/- 1'
SIDE SETBACK: 0 FT MIN - 24 FT MAX
REAR SETBACK: 10 FT MIN
PRINCIPAL BUILDING: 2 STORY MIN & 5 STORY MAX
 - 7.) UNDERGROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVE AND BELOW GROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. ANY UTILITY CONFLICTS SHOULD BE REPORTED IMMEDIATELY TO THE DESIGN ENGINEER.
 - 8.) THE CONTRACTOR SHALL CALL AND COORDINATE WITH DISSAFE 1-888-344-7233 AT LEAST 72 HOURS PRIOR TO COMMENCING ANY EXCAVATION ON PUBLIC OR PRIVATE PROPERTY.



- PLAN REFERENCES:
- 1.) "SUBDIVISION PLAN PREPARED FOR CHANGING PLACES, LLC, TAX MAP 6, LOT NO. 54A, THIRD STREET CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE"
BY: MCNEANEY SURVEY ASSOCIATES
DATED: MARCH 2, 2017
S.C.R.D. PLAN #113-96
 - 2.) "SUBDIVISION OF PARCEL B FOR ANTHONY J. FERRIGNO IN DOVER, N.H."
BY: B.L. POHOPEK
DATED: DECEMBER 12, 1984
S.C.R.D. PLAN #25-51
 - 3.) "LAND IN DOVER, N.H., BOSTON & MAINE CORPORATION TO ROLLAND W. GRONDI' AND TO ANTHONY FERRIGNO"
BY: J.D. BATCHELDER
DATED: JULY 1969
S.C.R.D. PLAN #17-20
 - 4.) "PLAN OF LAND FOR FISCHER BLOCK, DOVER NEW HAMPSHIRE"
BY: G.L. DAVIS
DATED: JUNE, 1963
S.C.R.D. PLAN #16, POCKET #4, FOLDER #5
 - 5.) "DOVER, N.H."
BY: OFFICE OF VICE PRES. - ENGINEERING, BOSTON-MASS
DATED: MAY, 1959
S.C.R.D. PLAN #13, POCKET #7, FOLDER #3



- LEGEND:
- IRON BOUND (FND)
 - - - PROPOSED LEASE LINE
 - - - UNDERGROUND UTILITIES
 - S.C.R.D. STRAFFORD COUNTY REGISTRY OF DEEDS

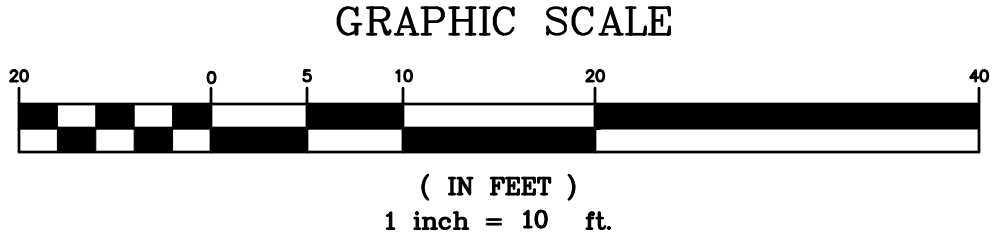
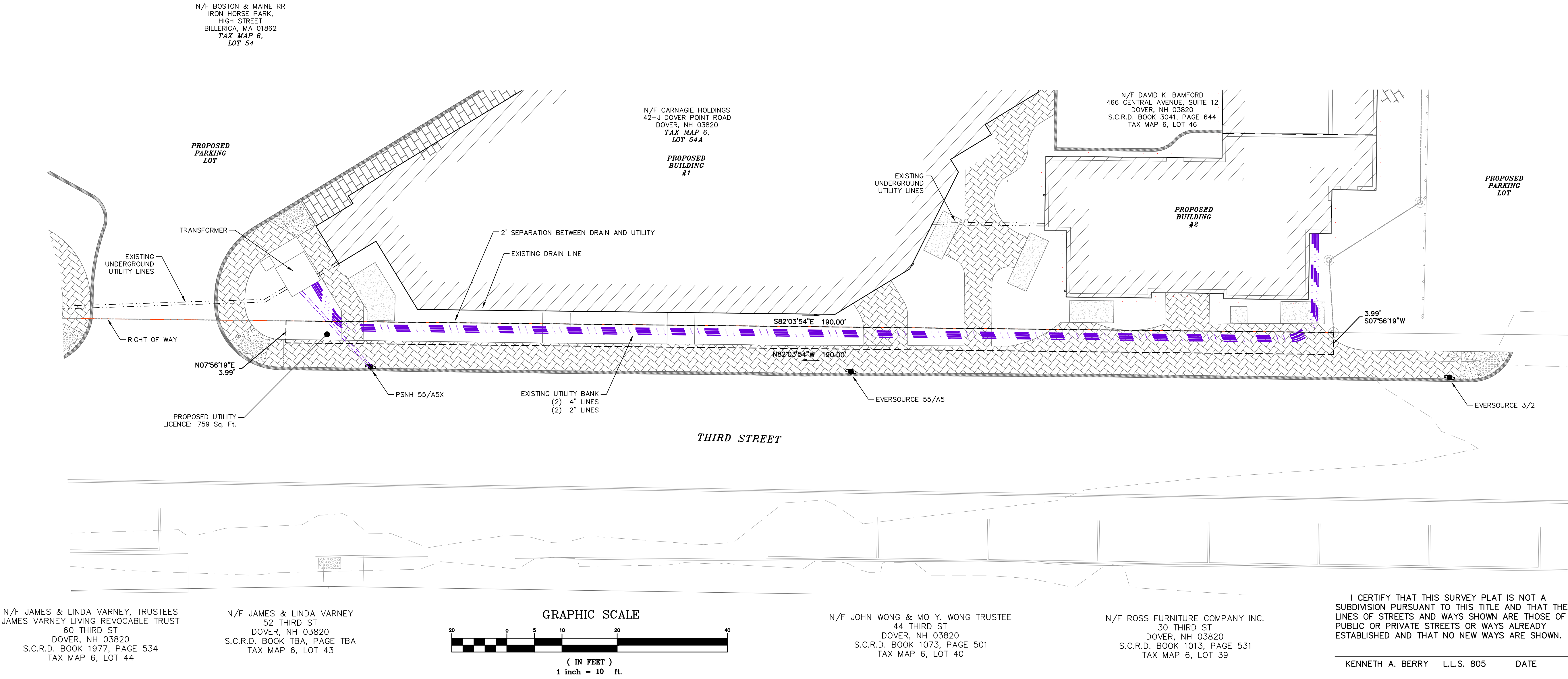
REVISION	DATE	DESCRIPTION

UTILITY LEASE PLAN FOR CARNAGIE HOLDINGS THIRD STREET DOVER, NH TAX MAP 6, LOT 54A

BERRY SURVEYING & ENGINEERING 335 SECOND CROWN POINT ROAD BARRINGTON, NH 03825 (603)332-2863 SCALE : 1 IN. EQUALS 10 FT. DATE : MARCH 5, 2019 FILE NO. : DB 2015 - 110

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

KENNETH A. BERRY L.L.S. 805 DATE





CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.03.27 – 039**

Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 27, 2019; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2020, (July 1, 2019 through June 30, 2020);

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

1. The annual budget for the City of Dover for Fiscal Year 2020, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund			General Fund
2100	Community Development Fund			Special Revenue
2210	Police Dept. of Justice Grants			Special Revenue
2220	Dover Housing Auth Policing			Special Revenue
2245	DHHS Assistance Programs			Special Revenue
2250	Youth Tobacco & Alcohol Awareness			Special Revenue
2800	School Cafeteria Fund			Special Revenue
2820	School Dept. of Education Grants			Special Revenue
2950	School Special Pgms & Grants Fund			Special Revenue
3207	Public Safety Special Details			Special Revenue
3213	Parking Activity Fund			Special Revenue
3320	Residential Solid Waste Fund			Special Revenue
3381	McConnell Center Fund			Special Revenue
3410	Recreation Programs			Special Revenue
3455	Library Fines Fund			Special Revenue
3500	OPEB Liability Fund			Special Revenue
3710	Downtown Dover TIF Fund			Special Revenue
3715	Waterfront TIF Fund			Special Revenue
3810	School Tuition Program Fund			Special Revenue
3830	School Facilities Fund			Special Revenue
5300	Water Fund			Enterprise
5320	Sewer Fund			Enterprise
6100	DoverNet Fund			Internal Service
6110	Central Stores Fund			Internal Service
6310	Fleet Maintenance Fund			Internal Service
6800	Workers Compensation Fund			Internal Service
	Totals	0	0	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.03.27 – 039**

Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2019 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$_____ for City operations, \$_____ for School Department operations, \$_____ for Debt Service and \$_____ for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2019 (Fiscal Year 2020).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2020 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2019, the Water and Sewer User Fees will be \$_____ and \$_____, respectively.
7. Effective July 1, 2019, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2019, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2019, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2019, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2019, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2019, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.03.27 – 039**

Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

13. Effective July 1, 2019, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2019, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2019, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. Effective July 1, 2019, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.
17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
18. In accordance with RSAs 674:8 and 674:21-V(b), the FY 2020-25 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2020 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
20. The sum of \$_____ representing budgeted transfers to fund 30% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
21. The sum of \$_____ collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2020 COAST Bus grant subsidy.
22. The sum of \$_____ collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2020.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.03.27 – 039**
Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

23. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Facilities Improvement Capital Reserve is hereby appropriated for use by the Dover School District for Fiscal Year 2020 Debt Service payments associated with Dover High School and Regional Career Technical Center construction project.
24. The sum of \$_____ currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Parking Capital Reserve is hereby appropriated for use by the City of Dover for Fiscal Year 2020 Debt Service payments associated with Downtown Parking Garage project as budgeted in the Downtown Dover TIF Fund.
25. The sum of \$_____, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Information Technology Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2020 Information Technology capital outlay as budgeted in the School District's General Fund budget.
26. The sum of \$_____, currently held in custody by the City of Dover Board of Trustees of Trust Funds in the School Curriculum Capital Reserve is hereby appropriated for use by the City of Dover School District for Fiscal Year 2020 Curriculum capital outlay as budgeted in the School District's General Fund budget.
27. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless General Fund revenues are increased or General Fund appropriations are decreased to result in the General Fund property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, April 10, 2019

City Budget hearing Wednesday, April 24, 2019

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.03.27 – 039**
Resolution Re: Fiscal Year 2020 Budget Appropriations, Fees and Capital Improvements Program

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:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2019.03.27 – 038**

Resolution Re: Appropriation of Recreation Facilities Capital Reserve
Funds for Community Trail Phase IV Section

WHEREAS: The 2000 and 2016 Transportation Chapters of the City Master Plan identify the need to improve recreation opportunities and facilities for pedestrians and bicyclists; and

WHEREAS: The City Council has supported the development of the Community Trail and authorized the necessary match required for NHDOT grants to construction various segments of the Community Trail to date, to include adoption of an October 2015 resolution to appropriate matching funds for a NHDOT TAP grant; and

WHEREAS: The City has available NHDOT Grant funds for Phase IV of the Community Trail and the required matching funds for this grant is \$150,000; and

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

The amount of \$150,000.00 is hereby appropriated from the Recreation Facilities Capital Reserve, as part of the FY2020 Capital Improvements Program, for the purpose of providing matching funds for the NHDOT grant for construction of the Community Trail Phase IV section.

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
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.A.9.

Resolution Number: **R - 2019.03.27 – 038**

Resolution Re: Appropriation of Recreation Facilities Capital Reserve
Funds for Community Trail Phase IV Section

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R - 2019.03.27 – 038**

Resolution Re: Appropriation of Recreation Facilities Capital Reserve
Funds for Community Trail Phase IV Section

RESOLUTION BACKGROUND MATERIAL:

The Community Trail, as outlined in the 2000 and 2016 Transportation Chapter of the Master Plan, is to enhance non-vehicular transportation modes extend to reach Bellamy Park, through Dover Middle School and High School, to Durham Road/Central Avenue, and then follow a former railroad bed from Central Avenue to Watson Road.

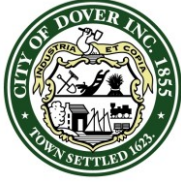
To date an urban portion of the trail exists from Fisher Street to the Transportation Center, and a rural portion exists from Beckwith Park to Watson Road. Recently the City was awarded a NHDOT TAP grant to complete the trail from Fisher Street to Central Avenue (Phase III), to complete a stairway connection on Fourth Street down along the river bank and a rural construction of the trail from Fourth Street to Beckwith Park.

As part of the continuous effort to improve and expand the Dover Community Trail, the City applied and was awarded a reimbursement grant from NHDOT that has a 20% match requirement. This grant is to expand the Community Trail. Phase IV would start on Bellamy Road and continue into Bellamy Park, behind Westgate Village and Lilac Garden to Route 155. The path would be improved in the areas where an existing easement is in place and formalized to connect the trail/easement sections to be one connected crushed stone pathway from Bellamy Road to Route 155. This new path would allow students and other community members safer access from the multi-family housing and Bellamy Road area to the Middle and High schools and the Route 108 sidewalk to the future trailhead being created at Route 108 and Rutland Street (during Phase III of the Community Trail).

The appropriation requested in this resolution would fund the costs for the feasibility and engineering studies required by NHDOT as well as the construction, drainage work, signage, and more needed to complete this phase of the trail.

After being constructed, trail users could utilize existing sidewalk along Durham Road/Route 108 and Daley Drive and Alumni Drive to connect to the rest of the Dover Community Trail.

The Recreation Facilities Capital Reserve has an available balance of \$465,789.00, after appropriating \$150,000, the capital reserve will have a balance of \$315,789. The remaining capital reserve balance is sufficient to fund planned CIP projects as outlined in the City's FY2020-2025 Capital Improvements Plan.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O –2019.03.27 – 006 Ordinance Title: Dogs Chapter: 89 Sections: 89-7 Seizure of Unlicensed Dogs and 89-9 Impoundment
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The City of Dover Ordains:

1. **PURPOSE**

The purpose of this ordinance is to amend Chapter 89.

2. **AMENDMENT**

Chapter 89 entitled “Dogs” is hereby amended by revising Section 89-7, “Seizure of Unlicensed Dogs” as follows:

89-7. Seizure of Unlicensed Dogs.

- A. Any authorized police officer may seize any dog not properly licensed after a written warning and cause it to be transported to the approved boarding facility authorized to accept such dogs by the City in accordance with the City bidding process ~~Cochecho Valley Humane Society or other incorporated entity authorized to accept such dogs.~~ The approved boarding facility ~~Cochecho Valley Humane Society, or other authorized incorporated entity~~ shall keep said dog at the expense of the ~~City~~ for a period of time not to exceed seven ~~(7)~~ consecutive days. Full title to the dog shall transfer to the approved boarding facility~~Cochecho Valley Humane Society, or other authorized incorporated entity~~ after seven ~~(7)~~ consecutive days. ~~If, after such time, the dog remains unclaimed, then the Cochecho Valley Humane Society shall dispose of said dog at the expense of the City of Dover.~~
- B. Any owner of a dog, so seized, may reclaim said dog during the seven ~~(7)~~ day period provided for herein by furnishing proof of a proper license, payment of the forfeiture fee and service fee, a ~~reasonable~~ daily facility fee, all necessary veterinary fees, and a twenty-five dollars (\$25.00) pick up and transportation service charge paid to the Police Department. ~~(RSA 466:15)~~

3. **AMENDMENT**

Chapter 89 entitled “Dogs” is hereby amended by revising Section 89-9, “Impoundment” as follows:

89-9. Impoundment.

It shall be the duty of every police officer or other law enforcement officer or other such person as may be designated by the Animal Control Officer to apprehend any dog running at large contrary to the provisions of § 89-8 and may impound such dog at the approved boarding facility authorized by the City in accordance with the City bidding process to accept such dogs. ~~Cochecho Valley Humane Society or other authorized incorporated entity.~~

4. **TAKES EFFECT**

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

REQUIRES A PUBLIC HEARING

Document Created by: Legal Document Posted on: March 20, 2019	O-2019.03.27 Chapter 89 DogsO-2019.03.27 Chapter 89 Dogs.docx Page 1 of 2
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O -2019.03.27 – 006**
Ordinance Title: Dogs
Chapter: 89
Sections: 89-7 Seizure of Unlicensed Dogs and 89-9 Impoundment

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

DOCUMENT HISTORY:

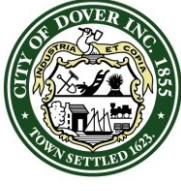
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

This amendment brings these sections in line with current practice and eliminates reference to a specific boarding facility as they may change over time.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.2. Ordinance Number: O – 2019.03.27 – 007 Ordinance Title: Vehicles and Traffic Chapter: 166 Section: 57.Schedule J. Limited Time Parking
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to add Bellamy Road to Schedule J.

2. AMENDMENT

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

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

A. [Repealed on 05-23-12 by Ord. No. 2012.05.09-9]

A. In accordance with the provisions of 166-22, it shall be unlawful for the owner or operator of any Vehicle to park for more than two (2) hours in the following described locations:

STREET	LOCATION
Adelle Drive [Added on 08-13-08 by Ord. No. 2008.07.23-7]	Both sides for the entire length, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1 st and June 15 th
<u>Bellamy Road</u>	<u>Both sides from the intersection with Hartswood Road, southerly to the Bellamy Road split, between the hours of 8:00 A.M. and 2:00 P.M., Monday through Friday, between September 1st and June 15th.</u>
Broadway	Northerly side, from the intersection with St. John Street westerly to the PSNH pole #114/A1
Broadway [Amended on 10-26-2016 by Ord. No. 2016.10.12-013]	Southerly side from the driveway between 3 and 7 Broadway easterly to the intersection with St. John Street

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

Document Created by: Legal Document Posted on: March 22, 2019	O-2019.03.27_Schedule J. Limited Time Parking Page 1 of 3
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2019.03.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 57.Schedule J. Limited Time Parking

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch Sponsored by: Councilor Name
Finance Director Councilor

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.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.2.

Ordinance Number: **O – 2019.03.27 – 007**
Ordinance Title: Vehicles and Traffic
Chapter: 166
Section: 57.Schedule J. Limited Time Parking

ORDINANCE BACKGROUND MATERIAL:



In 2008, not long after Dover High School instituted a permit program for their parking lots, students began using the nearby neighborhoods as satellite parking to avoid the permit requirements. In response, the residents requested that a time limit be instituted during the school day to deter the students from parking there. City Council authorized a two-hour limit for Hartwood Road and Sunset Drive, along with some roads along Route 108.

After this time, the intersection of Bellamy and Knox Marsh Roads was reconfigured, creating a section of Bellamy Road that led to Hartwood Road that was not covered by the regulation. This March, the Parking Manager received concerns from the residents, including those on the affected section of Bellamy Road about the students parking there. He discovered that the ordinance had not be amended after the reconfiguration of the roadway.