



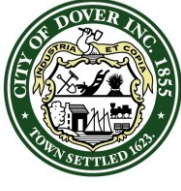
CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 24, 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. FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – CITY PORTION ONLY**
SPONSORED BY MAYOR WESTON BY REQUEST
 - B. FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) SEWER ASSET MANAGEMENT LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (COUNCIL VOTE TO OCCUR ON MAY 8, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST
 - C. FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) PUMP STATION EVALUATIONS & PLANNING LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (COUNCIL VOTE TO OCCUR ON MAY 8, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. April 10, 2019 – Regular Meeting**
 - B. April 17, 2019 – Workshop Session**
- 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, April 24, 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, April 24, 2019	Meeting Time:	7:00pm
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Meeting Time:	7:00pm										

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. BLOCK PARTY – Prescott Park Arts Festival
2. BLOCK PARTY – City of Dover Recreation Department
3. FIREWORKS – City of Dover Recreation Department
4. RAFFLE – City of Dover Recreation Department
5. RAFFLE – Cochecho Country Club
6. PARADE – Dover Knights of Columbus
7. ROAD RACE – Greater Seacoast Community Health (dba Goodwin Community Health)
8. ROAD RACE – The Triangle Club
9. ROAD TOLL – American Cancer Society Relay for Life of Rochester, NH (5/4/2019)
10. ROAD TOLL – American Cancer Society Relay for Life of Rochester, NH (6/15/2019)
11. TAG – Dover Youth Football

12. TO SUPPORT A CITY-WIDE, VOLUNTARY INITIATIVE TO REDUCE THE USE AND DISTRIBUTION OF NON-BIODEGRADABLE, SINGLE-USE PLASTIC PRODUCTS IN THE CITY OF DOVER
SPONSORED BY MAYOR WESTON

13. TURF TREATMENT SERVICES
SPONSORED BY MAYOR WESTON BY REQUEST

14. B19046 PICKLE BALL COURT RENOVATIONS
SPONSORED BY MAYOR WESTON BY REQUEST

15. B19054 AWARD OF BID SEWER DRAIN SUPPLIES
SPONSORED BY MAYOR WESTON BY REQUEST

16. B19055 AWARD OF BID WATER DRAIN SUPPLIES
SPONSORED BY MAYOR WESTON BY REQUEST

17. B19057 PRECAST CONCRETE STRUCTURES
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, April 24, 2019**
Meeting Time: **7:00pm**

18. PURCHASE OF ZOLL X-SERIES CARDIA MONITOR/DEFIBRILLATORS
SPONSORED BY MAYOR WESTON BY REQUEST

19. RELEASE OF SEWER EASEMENT DEEDS BY THE CITY OF DOVER
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 | |

B. RESOLUTIONS

1. **COLLECTIVE BARGAINING AGREEMENT - DOVER TEACHERS' UNION (DTU)**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP)**
APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE
REVOLVING FUND (CWSRF) CHAPEL STREET RAVINE STORMWATER
TREATMENT PLANNING LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE
COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON MAY 8, 2019, WITH
A CITY COUNCIL VOTE TO OCCUR ON MAY 22, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST

C. ORDINANCES IN 1ST READING

1. **CHAPTER 5, BOARDS, COMMISSIONS, AND COMMITTEES: SECTION 1**
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 8, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

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	120,693,964	120,693,964	General Fund
2100	Community Development Fund	473,169	473,169	Special Revenue
2210	Police Dept. of Justice Grants	135,063	135,063	Special Revenue
2220	Dover Housing Auth Policing	117,928	117,928	Special Revenue
2245	DHHS Assistance Programs	126,548	126,548	Special Revenue
2250	Youth Tobacco & Alcohol Awareness	145,853	145,853	Special Revenue
2800	School Cafeteria Fund	1,649,000	1,649,000	Special Revenue
2820	School Dept. of Education Grants	3,174,007	3,174,007	Special Revenue
2950	School Special Pgms & Grants Fund	489,000	489,000	Special Revenue
3207	Public Safety Special Details	438,401	438,401	Special Revenue
3213	Parking Activity Fund	1,019,725	1,019,725	Special Revenue
3320	Residential Solid Waste Fund	1,047,582	1,047,582	Special Revenue
3381	McConnell Center Fund	933,929	933,929	Special Revenue
3410	Recreation Programs	479,480	479,480	Special Revenue
3455	Library Fines Fund	52,114	52,114	Special Revenue
3500	OPEB Liability Fund	1,784,861	1,784,861	Special Revenue
3710	Downtown Dover TIF Fund	868,551	868,551	Special Revenue
3715	Waterfront TIF Fund	234,588	234,588	Special Revenue
3810	School Tuition Program Fund	125,000	125,000	Special Revenue
3830	School Facilities Fund	196,500	196,500	Special Revenue
5300	Water Fund	5,865,263	5,865,263	Enterprise
5320	Sewer Fund	8,179,325	8,179,325	Enterprise
6100	DoverNet Fund	1,468,994	1,468,994	Internal Service
6110	Central Stores Fund	103,286	103,286	Internal Service
6310	Fleet Maintenance Fund	1,044,605	1,044,605	Internal Service
6800	Workers Compensation Fund	468,944	468,944	Internal Service
	Totals	151,315,680	151,315,680	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.A.
Public Hearing Only**

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 \$41,248,017 for City operations, \$57,294,443 for School Department operations, \$12,853,698 for Debt Service and \$9,297,806 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 \$5.40 and \$9.05, 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#: 7.A.
Public Hearing Only**

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 FY2020-25 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 \$1,253,900 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 \$ 180,540, 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 \$60,000, 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#: 7.A.
Public Hearing Only**

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

23. The sum of \$200,000, 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 \$40,000, 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 \$50,000, 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 \$75,000, 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#: 7.A.
Public Hearing Only**

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

DOCUMENT HISTORY:

First Reading Date: 03/27/2019	Public Hearing Date: School – 04/10/2019 City – 04/24/2019
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

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#: 7.B.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 051**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

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

WHEREAS: The Sewer Asset Management loans are available through the NH Department of Environmental Services, and the loan is eligible for 100% principal forgiveness for sewer system work; and

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

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Sewer System Asset Management	\$90,000	5	CS - Sewer	Sewer
	Total	\$90,000			

AND FURTHER BE IT RESOLVED THAT:

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 051**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 051**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2020 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with 100% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriations to apply condition assessment and prioritization concepts to the City's sewer system of the City.

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's more than 31,000 residents. The collection system includes approximately 115 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover wastewater treatment facility (WWTF) for treatment and subsequent discharge to the Piscataqua River. The City has prioritized the need to develop and implement a collection system Asset Management Program (AMP) in accordance with the State of New Hampshire's Asset Management grant program. Development of the proposed Asset Management program will assist the City in identifying areas for future infrastructure improvement and will serve as the basis for a long-term collection system Capital Improvements Plan (CIP). The goals of the AMP are to reduce costs by forecasting and targeting funds for necessary repairs, upgrades and inspections to maintain a sustainable, cost-effective and compliant operation. The City's Asset Management Program (AMP) will incorporate industry best practices with EPA and NHDES guidance principals to achieve these goals.

Debt Authorization versus Debt Retirement

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

Description	Sewer
Pending Authorization	90,000
Prior FY20 CIP Authorization	2,750,000
FY20 Principal Retirement	1,428,481
Net Change	1,411,519

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the City Council adopted financial policy debt limit of the City' Sewer Fund. The City's Financial Policy debt limit for the Sewer Fund is 1.5% of the State determined Equalized Value for Debt Limit. There is no statutory debt limit for the Sewer Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.B.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 051**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Sewer Asset Management Loan**

Description	Sewer
Debt Outstanding	18,546,865
Authorized - Unissued	9,164,744
Total Issued & Unissued	27,711,609
This Authorization	90,000
Grand Total	27,801,609
Policy Debt Limit	52,085,536
Unused Capacity	24,283,927
Percent Unused	46.62%

Budgetary and Rate Impacts

The \$90,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$18,000 per year and this amount would be offset by an equal annual amount of principal forgiveness resulting in no impact to the City's Sewer Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$5,400 impact to the City's Sewer Fund budget over that 5 year period. This would be less than a \$0.01 impact on the annual sewer rate.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.C.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 052**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

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

WHEREAS: The Pump Station Evaluations and Planning loan is available through the NH Department of Environmental Services, and the loan is eligible for 100% principal forgiveness for sewer pump station work; and

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

		Proposed			
Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Wastewater Pump Stations Evaluation	\$75,000	5	CS - Sewer	Sewer
	Total	\$75,000			

AND FURTHER BE IT RESOLVED THAT:

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.C.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 052**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

**Agenda Item#: 7.C.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 052**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2020 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with 100% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriations to apply condition assessment and prioritization concepts to the City's sewer pump stations.

The City of Dover owns, operates, and maintains wastewater collection and treatment facilities that serve the City's more than 31,000 residents. The collection system includes approximately 115 miles of sanitary sewer (ranging in size from 8-inch to 40-inch) and 23 pumping stations. All sanitary sewer flows are conveyed to the Dover wastewater treatment facility (WWTF) for treatment and subsequent discharge to the Piscataqua River. The City is seeking a comprehensive evaluation of all wastewater pump stations and force mains, to be summarized into a technical report and implemented in a 10-year Capital Improvement Plan (CIP). Since the majority of the pump stations were originally installed, many stations have undergone upgrades including pump and equipment replacement, electrical improvements, and SCADA control integration. The City understands this infrastructure is critical and the pumps or equipment may be reaching (or have reached) the end of their useful life. As a proactive means of addressing this aging infrastructure and preparing for potential capital improvements, the City has chosen to perform a pump station evaluation on 23 pump stations. This evaluation will be a key part of managing and maintaining the City's wastewater pump station and force main infrastructure moving forward.

Debt Authorization versus Debt Retirement

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

Description	Sewer
Pending Authorization	75,000
Prior FY20 CIP Authorization	2,840,000
FY20 Principal Retirement	1,428,481
Net Change	1,486,519

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the City Council adopted financial policy debt limit of the City' Sewer Fund. The City's Financial Policy debt limit for the Sewer Fund is 1.5% of the State determined Equalized Value for Debt Limit. There is no statutory debt limit for the Sewer Fund.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

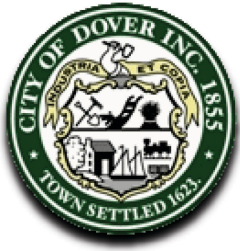
**Agenda Item#: 7.C.
Public Hearing Only**

Resolution Number: **R – 2019.04.10 – 052**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Pump Station Evaluations and Planning Loan**

Description	Sewer
Debt Outstanding	18,546,865
Authorized - Unissued	9,254,744
Total Issued & Unissued	27,801,609
This Authorization	75,000
Grand Total	27,876,609
Policy Debt Limit	52,085,536
Unused Capacity	24,208,927
Percent Unused	46.48%

Budgetary and Rate Impacts

The \$75,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$15,000 per year and this amount would be offset by an equal annual amount of principal forgiveness resulting in no impact to the City's Sewer Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$4,500 impact to the City's Sewer Fund budget over that 5 year period. This would be less than a \$0.01 impact on the annual sewer rate.



CITY MANAGER'S REPORT



April 24, 2019

Reporting on: March 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."

March was the first slightly slower month in many with Fire & Rescue responding to 478 calls for service which is an average of 16 per 24-hour period. 14 of the calls for service were for fires, 306 were for medical emergencies, 16 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 55 were either false or good intent in nature, with the remaining 87 being for non-emergent requests. Of the emergencies, there were 139 times where simultaneous emergencies were occurring with 38 of those times where 3 or more emergencies were occurring at the same time. The busiest day for Fire & Rescue in March was on Saturday, March 30, 2019 when there were 25 calls for service. The slowest day of the month was Wednesday, March 27, 2019 when there were 5 calls for service which is a statistical anomaly and record for the slowest day in many years!

Mounted Patrol: March

54 public assists

25 parking assists

24 community action/homeless assists

During the month of March, the Dover Police Department responded to 1,407 calls for service throughout the City. In addition, officers made a total of 1,087 traffic stops. Officers also initiated 114 non-enforcement related contacts with the community. The total number of incidents handled by the police department for March, 2019 was 2,608.

Animal Control – March

Total animal calls for service	78
Handled by Officers/Dispatch:	53
Handled by Animal Control Officer:	25

Breakdown of Animal Calls:

Founds Animals: 11

Loose Animals: 23

Animal Bites: 4

Welfare Checks: 22

Struck Animals: 3

Misc/Other: 15

The Animal Control Officer (ACO) received 47 voicemail messages and followed up on 7 reports initially handled by officers.

One incident involved a call regarding a white ferret that had been trapped in a Have-a-Heart trap. The ACO investigated and determined that the homeowner had actually trapped an ermine. An ermine is a weasel that is brown and white in the summer time and then turns white in the winter. The white ermine has a distinctive black tip on the end of its tail. The ACO had the homeowner look at photos of ermines and they positively identified it as such.



Photo of an Ermine.

The ACO also helped reunite a lost dog with his owner. Tucker wandered from home, but fortunately was licensed with the City and was returned in short order.



Lastly, the ACO received Sheepdog mix that had been found on Blackwater Road. Photos of the animal were posted on Facebook and Granite State Dog Recovery, however nobody claimed her. She was held for 7 days and brought the Cocheco Valley Humane Society where she was put up for adoption.

In March, the fire service and Fire & Rescue in particular, were saddened deeply by the Line of Duty Death of Berwick Fire Captain Joel Barnes. Captain Barnes was on the first arriving fire engine at a fire in Berwick in a multi-unit apartment building with an occupant trapped on the third floor. Fire & Rescue as well as many other communities, responded to that fire initially per Berwick Fire's pre-arranged response plan for mutual aid. Faced with heavy fire and a trapped occupant, a two-prong attempt for rescue was initiated by Captain Barnes with himself and a fellow firefighter entering the building while other crew members attempted to position a ladder to an outside window where the trapped occupant was located. As the occupant scrambled out on to the ladder, Captain Barnes and his partner who had reached the top floor of the building, were cut off from escape by rapidly moving fire.

Dover Fire and Rescue's pre-arranged role on dispatch to this fire was for what the industry

calls RIT which is an acronym for Rapid Intervention Team. RIT is a crew designated for firefighter rescue should that function be needed and is normally assigned to crews from communities who have trained in advanced skill sets above and beyond the normal. For more information on RIT, go to [https://en.wikipedia.org/wiki/Firefighter assist and search team](https://en.wikipedia.org/wiki/Firefighter_assist_and_search_team) and to <https://www.firerescue1.com/firefighter-training/articles/1090911-Rapid-intervention-teams-What-firefighters-should-know/>. While responding, Fire & Rescue crews grimly learned that they would be arriving into an ongoing incident that required rescue of trapped firefighters, and that the overall risk in the developing incident was ultra-high. Fire and Rescue arrived to find the rescue of the trapped firefighters in progress, so Fire & Rescue crews assisted with that operation, followed by assisting with the suppression of the fire, as well as medical triage and treatment of several other communities' firefighters injured in the rescue attempt. As was reported in the news, one of the trapped Berwick firefighter survived, while Captain Barnes did not.

This sad incident serves as a reminder that occasionally despite great people, proper procedures, and relevant and continuous training, an incident can go out of control rapidly causing the extreme to happen. Fire & Rescue extends the deepest sympathies to the members of Berwick Fire, the family of Joel Barnes, and particularly his family members that live in Dover.

During the month, Mounted Patrol Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give

the officers and the public sense of being part of the community together. Officer Caproni and Murch can assess the community's needs and concerns and helps to develop trust between the community and the police. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses around and that is not only from children or horse lovers.

The month of March welcomes somewhat warmer weather to the city of Dover. People begin to emerge and spend time outdoors in the parks, trails as well as downtown. Many of these people love to engage with the horses and officers. The mounted unit sees an increase in pedestrian violations as well as bike and skateboarding concerns. This time of year the mounted unit typically spends a considerable amount of their day educating the public on various city ordinances in Dover.

The mounted unit maintains weekly contact with Bob O'Connell from Community Action Partnership of Strafford County in order to stay current with the whereabouts of our unsheltered population which tends to be very fluid. This partnership seems to work extremely well in keeping this transient population in contact with services available. The mounted unit worked alongside Bob in March to secure a bed in the Farnum Center for one of Dover's known homeless persons who suffers from substance use disorder.

During the Month of March the mounted unit worked St. Patrick's Day which fell on a Sunday this year. St. Patrick's Day historically is a busy day in the downtown with people celebrating. The horses showed their holiday spirit with green hooves and manes as well as shamrock light necklaces. The Mounted Unit was also

scheduled during the Run Before you Crawl Pub Crawl. The event was well attended.



The Dover Police Department Mounted Unit on St. Patrick's Day.

DISPATCH COMMUNICATIONS

RADIO TRANSMISSIONS

13,021

PHONE CALLS

7,303

911 CALLS RECEIVED

374

LOBBY CUSTOMERS

371

POLICE ALARMS RECEIVED

104

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

31

FIRE & MEDICAL ALARMS

47

OTHER ALARMS

3

POLICE RESPONSE TO CALLS BY PRIORITY: MARCH

Priority 1: Immediate = 170 Responses

Crimes in progress; injury accidents; alarms

Priority 2: Rapid = 106 Responses

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

Priority 3: Timely = 441 Responses

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

Priority 4: As Officers are Available = 690 Responses

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

Priority 5: Motor Vehicle Stops = 1,201 Responses

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of March 2019, the Dover Police Department responded to fourteen (14) emergency incidents and arrived on scene in less than six minutes to 79% of those calls (14 calls, 3 in six minutes or more).

Dover Public Library	January 2019	February 2019	March 2019	March 2018
New Patrons Registered	149	160	142	119
Patron Hold Requests	1,519	1,506	1,502	1,503
Museum Passes Borrowed	96	135	116	135
Number of Programs Offered	72	65	78	86
Individuals Attending Programs	1,402	1,454	1,405	1,776
Passports Executed	41	57	52	60
Meetings Held at Library	159	169	195	159
Number of Library Visitors	14,314	12,670	21,292	16,415
Library Circulation	23,599	23,420	25,386	25,082

78 March Library Programs were attended by 1,405 people. These included:

19 story times 308; 2 Craft sessions 222; 2 Knitting group meetings 18; 3D prints 28; 14 movies 126; STEM Catapult Challenge 25; Cozy Up & Read 6; Literacy Night @ WPS 38; Paws to Read 14; Book Jar Guesses 24; Discussion group 8; Reinventing Power 15; Healthy Home 1; Organic Gardening 97; Adult Read Aloud 1; Single Payer Health 8; Exams proctored 1; Teen Advisory Board 6; Pizza & Pages 8; Creativity Corner 7; Game Night 8; Author visit 3; 5 Lego Saturdays 143; Pancakes & Pajamas 36; 2 Technology classes 11; 4 Book groups 35; 4 Little Free Library visits adding 116 books; Little Tree visit 21; Celtic music 55; 3 Book-A-Librarian appointments, Memory Lab scanner 3; Memory Lab VHS 5; Memory Lab cassette 0; Langdon Place visit 5; and Passports 52.

Through the shared Dovertnet Library System, Dover Public Library made 161 loans to Dover schools and borrowed 176 titles from the schools. The library's Systems & Technology Librarian assisted the schools with five administrative issues.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan department sent 283 volumes to other libraries and borrowed 129 from other libraries for Dover's patrons.

The library has 4,218 subscribers to its two monthly e-newsletters.

Library staff posted 235 items to its various social media platforms in March. The library has 4,348 Facebook followers, 1,167 Pinterest followers, 1,391 Instagram followers, and 1,001 Twitter followers.

The library blog was viewed 64 times in March.

The Systems and Technology librarian taught two free technology classes to 11 attendees.

Inspection Services also was busy in March with a total count for inspections conducted and permits issued at 683.

MARCH:

Inspections - Life Safety	62	Inspections - Plumbing/Mechanical	186	Inspections - Woodstove/Fireplace	0
Inspections - Business	14	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	31	Inspections - Health	86	Permits Issued - Building	30
Inspections - Building	109	Inspections - School / Daycare	16	Permits Issued - Certificate of Occupancy	14
Inspections - Electrical	132	Inspections - Oil Burner	04	TOTAL	683

During the month of March 2019, 14 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

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

During the month of March 2019, an SIU investigation resulted in the arrest of a Dover man on a felony level charge of failing to comply with sex offender registration laws.

In addition, SIU detectives investigated two unattended deaths in March 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.

On March 18, 2019, Det. Timothy Burt provided a presentation to Dover High School students regarding crime scene investigation.

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

During the month of March, Sergeant Tarmey participated in Operation Granite Shield on multiple occasions. Operation Granite Shield is a cooperative effort by law enforcement agencies around the state to decrease illicit drug sales and activity.

Sergeant Tarmey met with NH State prison investigators on 2 occasions regarding a series of crimes perpetrated by one of the inmates housed there. The complex investigation is being led by Officer Plummer with Sergeant Tarmey's help.

During the month of March, Sergeant Tarmey along with Officer Murch, organized a meeting with the Community Action Partnership of Strafford County to plan for future programs revolving

around the homeless population as the summer is approaching.

Sergeant Tarmey spent multiple days at Dover High School/Dover Middle School with HSRO Pike and MSRO Dunne. This included assisting Officer Dunne with a threat assessment on a student in the middle school.

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 March 26th, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in one of the monthly trainings. This training was focused on scenario based hostage rescue. K9 Barco was utilized as a less lethal option and for checking hallways, doors and forward areas.

On March 2nd, Officer Brown and K9 Barco responded to Durrell Street for a report of a male prowling through backyards who then entered

a resident's car and fled on foot. While checking the area, Officer Brown located the subject in the ravine off Winter Street. Subsequently, officers on scene traversed the ravine and located the male. Due to the freezing temperatures, the male was transported to the hospital due to exposure and intoxication.

On March 6th, Officer Brown and K9 Barco responded to the area of Belknap Street for what was initially reported as a robbery. It was reported that a male was robbed by several males who fled on foot towards Atkinson Street. Officer Brown and K9 Barco initiated a track. A track was located and led to the area of Henry Law Park. It was later determined that one of the suspects resides on Henry Law Avenue. Several subjects were charged.

On March 31st, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco responded to Durham NH, on the University of New Hampshire campus for a report of a despondent male with a firearm in one of the parking areas. K9 Barco was utilized as a less than lethal asset for the immediate action/ arrest team. After a period of

negotiations, the male surrendered and was transported to the hospital.

During the month of March, the Utilities Division experienced two water breaks. The first break occurred in front of 33 Rutland Street. This was a ring crack on the six inch cast iron water main.



Rutland Street

The second water break was on Horne Street between Hough Street and Ash Street. The city typically experiences one break per year in this location. A leak was discovered at 67 Horne Street. As this is on the city side, crews will wait until April vacation to conduct the repairs.



City staff received a call from the Spaulding Turnpike project's contractor that the private force main on Spur Road had been hit. The city provided parts to the contractor and they conducted the repairs. Crews responded to a sewer pipe cave in at 108 Court Street. After conducting an investigation, it was found that this was an old disconnected service that originated from the city drain line.

Four calls were received for sewer backups. All four were on the property owner's side.

During the months of March, the meter crew conducted 169 stopped meter appointments, 18 backflow appointments, 10 meter installation appointments and 38 final reading appointments.

The Utilities Division assisted the Highway Division with snow operations at the beginning of the month.

During the month of March, the Highway Division responded to and cleaned up after three storm events. Salting and sanding was performed on icy roads and snow was removed from the downtown as well as several locations throughout the

City. Crews also continued to fill various potholes as needed and picked up a load of hot top from a plant in Massachusetts for a project (the excess was used to fill in potholes). The trucks and sanders were cleaned due to the heavy use of salt and sand. Crews finished making repairs to mailboxes damaged during winter storm operations. Heavy rains caused flooding in many spots, requiring several hundred sand bags to be filled and placed in various areas. Catch basins were cleaned out and debris removed to allow for proper drainage and ease flooding.

Street sweeping operations began in the downtown as well as the areas to be striped, and will then continue on to the rest of the City streets. When available, a truck was sent ahead of the sweeper to remove large debris along the path (such as trash or tree limbs) to help speed the process.



Street Sweeper

The Facilities, Grounds and Cemeteries handled 107 service calls and 167 work orders in March. In Pine Hill Cemetery, employees attended 4 full burials.

Fifty-six work orders pertaining to buildings were addressed. HVAC maintenance was conducted at all facilities by Siemens employees, with City employees checking out any complaints and changing filters in several buildings. Employees continued performing 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. A new entry door was installed at the Library and installation of the new air condition system is ongoing.

The auditorium was set up for events three times during the month, a public neighborhood meeting, a NH DOT public meeting and for the Amare Cantare concert at the end of the month. Three work orders involved delivering supplies and four involved moving items to recycling and three work orders involving keys were processed. Time was spent

moving items that had been stored at the McConnell Center, during City Hall renovations, back to City Hall. All the clocks were "sprung" ahead in public buildings for daylight savings time.

Twenty-nine work orders were generated pertaining to facilities and grounds issues. School zone lights timing were adjusted for daylight saving time. More than a dozen signs were attended to due to high winds causing the signs to vibrate against the post, weakening the rivets so that the signs needed to be resecured. Bridge signs were posted as required by the State. Over time signs get faded or damaged during various weather events and need to be replaced. Eighteen work orders regarding road signs were addressed and 7 work orders pertaining to parking were handled. Seven street light issues were identified and the City continues to work with Eversource to resolve these.

Nine work orders regarding trees were addressed. Weather events with high winds are not unusual in March and residents tend to be more vigilant in observing and reporting issues.

Sixteen work requests pertaining to traffic light issues were addressed, with seven of these being complaints about timing or improper operation of the signals. Electric Light came in and expanded the area a camera can see at the Mill St Central Ave intersection. The expectation is that this will help in that very busy intersection during times of peak use.

Repair work and painting continued on park picnic tables to be put out in the next several weeks. Shingles were replaced on the dugouts at Shaw's Lane, tennis courts were cleaned off and nets put up for the high school tennis teams to use, as well as for public use. The Long Hill Park tennis courts are still covered in snow. Pickle ball nets were put up at Garrison Park, behind the Garrison School.

Some spring clean-up has begun in Pine Hill Cemetery and around public turf areas, as well as in some of the parks. Clean up of limbs and trash, as it is still too early to start working on the grass in park areas.

Greek Independence Day, March 25th, is a day of celebration marking the commencement of the Greek

people's successful struggle against the Ottoman Empire (1821-1830), which culminated in the establishment of an independent state. The Greek flag was raised at City Hall, as it is each year, in celebration of this important historical event by Dover's Greek community.

Total Permits Issued: March 2019

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-525	353 MANAGEMENT LLC	353	CENTRAL AVENUE	ADD 2 ADA BATHRMS & TWO DEMISIN	C	2	3500	45000	475
18-534	MCDONALDS CORPORATION	912	CENTRAL AVENUE	INSTALL 2 DRIVETHRU MENU BOARDS	C	38	21-0-0	15000	175
18-555	LAELLE HERMAN REAL ESTA	642	CENTRAL AVENUE	UPGRADE FRONT ENTRY & PERFORM I	C	30	133-0-	43400	465
18-615	353 MANAGEMENET, LLC	353	CENTRAL AVENUE	SUITE 110 TENANT FIT-UP	C	2	36	75000	775
19-040	353 VARNEY BROOK LANDS L	353	CENTRAL AVENUE	INT. IMPRVMNTS BUSINESS USE TENAN	C	2	2500	75000	775
19-042	PROPERTY BROTHERS, LLC	35	SIXTH STREET	FIT-UP SPACE FOR TENANT - HAIR SALO	C	30	72-0-0	15000	175
19-061	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	INSTALL NEW COOLER/FREEZER	C	37	1-0-0	20000	45
19-074	FEDERAL SAVINGS BANK	633	CENTRAL AVENUE	INTERIOR ALTER. ON 2ND FLR	C	27	143	15000	175
19-077	POINTE PLACE DEVELOPMEN	50	POINTE PLACE	SUITE 27, TENANT FIT-UP	C	K	19-5	55320	575
19-088	VARNEY BROOK LANDS LLC	353	CENTRAL AVENUE	RELOCATE A NIGHT DROP BOX	C	2	35-0-0	12475	145
19-090	MILLER	79	DOVER POINT ROAD	RECONST. STORE BATHRM AFTER VEC	C	M	24-0-0	18500	205
19-015	CITY OF DOVER	24	HOOPER DRIVE	CONST. AN INDUSTRIAL BLDNG	I	4	17	2000000	0
19-018	CITY OF DOVER	42	SMITH WELL ROAD	CONST. A PUMP HOUSE	I	D	1	1500000	0
19-067	150 VENTURE DRIVE, LLC	150	VENTURE DRIVE	CNVERT EXSITING TO A MULTIPLE OCC I/C	D	D	9-A-0	6200	85
17-522	SAYERS	2	POLLY ANN TRAILER PARK	CONST A REAR LANDING W/STAIRS	R	M	47C2	1000	35
18-444	LAWS	429	MIDDLE ROAD	INSTALL A 18' X 12' SHED WITH A CONC	R	M	61B0	12943	155
18-590	KIRAN KUMAR TAMMINIRI	38	WATERLOO CIRCLE	CHANGE OF USE FROM FNSHD SPACE, T R	C	C	49B0	12000	145
18-593	KEEVAN, NAOMI	12	STARK AVENUE	CONVERTA SFD TO A 2 FAMILY DWLLN	R	19	65-0-0	12000	145
19-021	TAPP	7	CHURCH STREET	INT. RENOV. OF BSMNT & 1ST FLR	R	9	91-0-0	145000	1475
19-039	MGLT ^ SONS PROPERTY, LLC	13	COTE DRIVE	PERFORM INT. ALT. & IMPRVMNTS, RM	R	L-58	F-0	50000	525
19-044	ROBINSON	46	SHORE LANE	PERFORM ALT. & RENO. TO SFD W/ATT.	R	L	89-G-	250000	2525
19-058	NICHOLS	137	PORTLAND AVENUE	CREATE HABITABLE AREA ABOVE GAR	R	25	48-0-0	35000	375

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-059	TERRIEN	42	TRESTLE WAY	FINISH EXISTING BASEMENT	R	H	18-0-2	45000	475
19-069	MACNEIL	87	EMERALD LANE	INSTALL AN INGROUND VINYL LINED P	R	F	22A12	27000	295
19-076	COLEMAN	9	CASSILY LANE	CREATE HABITABLE AREA IN BASEME	R	E	67130	12000	145
19-083	LEFOLEY	33	REYNNERS BROOK DRIVE	CHANGE OUT EXISTING GARAGE DOOR	R	A	47280	5500	80
19-084	SMITH	91	GROVE STREET	INT. ALTERATIONS & NEW BATHRM	R	30	16000	9000	105
19-093	LANGUS	16	BELANGER DRIVE	FINISH BASEMENT FOR ADD'L LIVING	R	L	45-3-0	18200	205
19-103	BANNISTER	22	WEST CONCORD STREET	INSTALL A KITCHENETTE ON 2ND FLR	R	10	17900	8000	210
19-105	MARKER 21 HOLDINGS LLC	442	CENTRAL AVENUE	INT. DEMO. ONLY FOR FUTURE RECONS	R	6	2120	18000	410

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
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Total Permits Issued: 30

Total Construction Value: \$4,556,538.00

Total Fees Collected: \$11,375.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	5	Change of Use	0
Commercial Renovations	9	Commercial	5
Convert 1 to 2 Fmly Dwlg	1	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	1
Industrial	0	Renovations	1
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	0	Single Family Dwellings	7
Renovations Dwelling Unit	16	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	14

PLANNING BOARD APPROVED PROJECTS

4/17/2019

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**
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
First Street at Garrison	First Street		37	0	37	4/9/2019	3/12/2019	Site	P18-25	6	3-1 & 9	4/9/2024	H	1.1
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			398	39	252									5.1
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			130	72	58									14.3
Subdivisions:														
RV Paolini Construction, LLC	56-58 Dover Point Road	M	7	0	7	TBD	12/11/2018	TBD	P18-45	M	6	TBD		
TDAC	99 Sixth Street	H	4	4	0	6/26/2018	6/12/2018		P18-07	35	57	6/26/2023	H	1.4
Singh	Couty Farm Cross Road	H	4	0	4	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Coughlin	Piscataqua Road	H	3	3	0	12/12/2017	7/25/2017	12/14/2017	P17-42	I	94-A/B	12/12/2022	G	1.1
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Whitney Scott	Topaz Drive	H	9	0	9	1/9/2018	6/13/2017	3/6/2018	P17-18	G	9	1/9/2023	W	3.2
Sophie Lane	County Farm Road	H	3	0	3	6/27/2017	5/9/2017	6/28/2017	P17-32	E	32	6/27/2022	H	1.1
Ayer	Eagan Drive	H	17	0	17	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Copley	Pear Drive	H	7	7	0	8/16/2016	6/14/2016	9/1/2016	P16-13	C	2	8/16/2021	H	2.5
Indian Ridge	Emerald Ln	H	49	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
StoneCrock	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	28	4	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Cornerstone Crossing III	Conerstone Dr	H	18	17	1	7/28/2005	4/12/2005	8/1/2005	P05-13	B	18	7/28/2011	H	6.3
Total: Single Family			265	182	83									92.75
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			854	353	394									112

2. Product & Process Outcomes

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

The girls and boys 5th & 6th grade all-star basketball teams continued practicing and competing in tournaments. The girls and boys participated in the Rochester, Deerfield, Seabrook and Marshwood tournaments. The 18+, 35+ and 50+ Men's Basketball leagues entered playoffs and will wrap up in early April. The 35+ league will be offering a spring season for the second year in a row. Adult fitness classes continue to be very popular, with PiYo and Interval Strength being held in the rec dance studio. The next session for all these classes will begin in April or May. The last week of spring sports sign-ups were held at the McConnell Center cafeteria and field requests were received for all leagues. The weather has kept the leagues off the fields so far, and the Rec Department has continued to try and accommodate requests for inside space within the McConnell Center and schools. Badminton continues on Friday evenings. The gym will start being rented for AAU practices as men's leagues wrap up.

The month of March brought on the end of the short course season for Seacoast swimming and they will begin their next season in April. Hydrofitness continues on a weekly basis, drawing as many as 15 swimmers every class time. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and rec swim has seen an increase since the after school time period became available when high school swimming ended. Spring Session of swim lessons began at the end of March. Dover Residents filled the weekend

lessons before open registration period even began. Masters Swim program continues to draw around 30 swimmers to their practice times. The Mighty Seals are working hard to prepare for their swim meet that will take place in Manchester; they continue to practice every Sunday. Attendance for the pool is as follows: Adult Lap Swim 75-100 swimmers; Rec Swim 15-25 swimmers daily; Birthday Parties: 2

March at the Dover Arena includes the removal of ice from the Foster Rink. Ice came up on the third week and the first off-ice event is first weekend in April with the Dog Show. Early in the month, the arena hosted several high school hockey quarterfinal playoff games. The Winter COED League finished its season with a fun playoff. The Over 45 League continues on Monday nights until the ice comes out on the Holt Rink. The spring 3 on 3 League starts at the end of the month and will run for 7 weeks on Thursday and Friday nights. The month of April means spring programs will be starting. A new session of Learn to Skate will start on Mondays as well as Youth Intro to Hockey and Adult Intro to Hockey. Roller derby comes back on April 9th and several off-ice events and spring sport practices will be held on the Foster floor. Adult and Youth Stick Practice: 462, 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. After the long winter the seniors hit the road again for a

performance of Billy Elliott at Seacoast Rep and got Irish up at the Regal Players' "Little Bit of Ireland." Spring break group returned from a Florida trip to Daytona Beach. Dr. Dan Seminar: 15, UNH OT Class: 27, Mystery Lunch: 22

The Dover Veterans Park brick orders are coming in steadily as people see what they look like and they can continue to be purchased for the foreseeable future. The next order of donated bricks will be delivered in mid-April and plan to be installed in late April or early May. The additional path leading toward St. Thomas Street will also be worked on with a kiosk with the locations of all of the City's monuments and memorials is also planned to be located in that area at a future date.

Volunteers brought library books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents. Another volunteer made four deliveries to the Little Free Libraries, depositing 116 books between the two sites. Two volunteers are assigned to book repairs while another volunteer cleans DVD and CD discs twice weekly. Another volunteer is a retired school librarian who heads up the Teen Book Group called "Pizza & Pages". Another volunteer assists with STEM Saturday projects.



Catapult Challenge at the library.

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.

There were several noteworthy builds and projects the Inspections Division worked at in March. The first general area of building activity that jumped in March is with the snow melting and temperatures improving toward the end of the month, single family home construction restarted. **The first two pictures show homes under construction in the Emerald Lane development off Littleworth Road. The last photo shows Carmen's Landing off Sixth Street which was a project approved last year, in progress with three homes under construction.**



In addition to those projects and shown in the following two photos, the **mixed-use project at 104 Washington Street** continues growing as does the **Third Street Project**.



In Fire & Rescue, March saw several required compliance tasks completed. All air-packs (otherwise known as Self Contained Breathing Units) had their annual function test by a trained third-party vendor, who brought a mobile service unit to the North End Station shown in the next picture, which is a requirement of various industry standards certifying that the air-packs assigned to our firefighting vehicles are functioning within standards.



As Fire & Rescue's air-packs are one the pieces of specialized gear that allows our highly trained personnel to operate in and around fire environments, certifying that all air-packs are functioning properly is a key safety issue.

A similar required annual inspection by a third-party vendor also occurred for the Aerial Platform Ladder Truck, whose aerial ladder is shown extending from the right side in the picture below taken at a fire in Portsmouth in April of 2017. Additionally, all ground ladders as they are called in the fire service, which are the ladders carried by firefighters and placed around a building to gain access to windows and roofs, and to provide an alternate means of escape, were tested and certified. In the picture below, a ground ladder is shown in use, under the two aerial ladders.

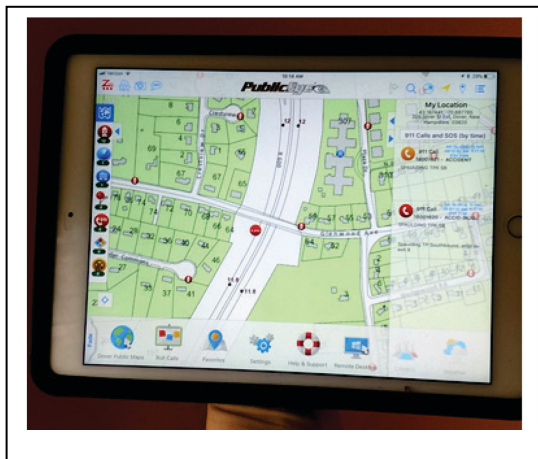


Paying for these annual tests are included in each year's operating budget for Fire & Rescue.

Fire & Rescue command staff attended a meeting hosted by Strafford County representatives to discuss the County Commissioners pledge to continue the cold weather emergency homeless shelter function for a second winter season. This sheltering function is ideally suited to the County, as code compliant overflow space previously used by the Jail is available and ready for use. County based Public-Health staff also coordinate the mix of paid and volunteer staffing needed to host such a shelter.

The overall state wide efforts of what the County based public health networks are working on, as well as Strafford County's, was discussed.

Fire & Rescue staff, Info Tech Staff, and other City employees visited the Nashua development office for Public Eye. Public Eye is the tablet-based software application shown in this photo

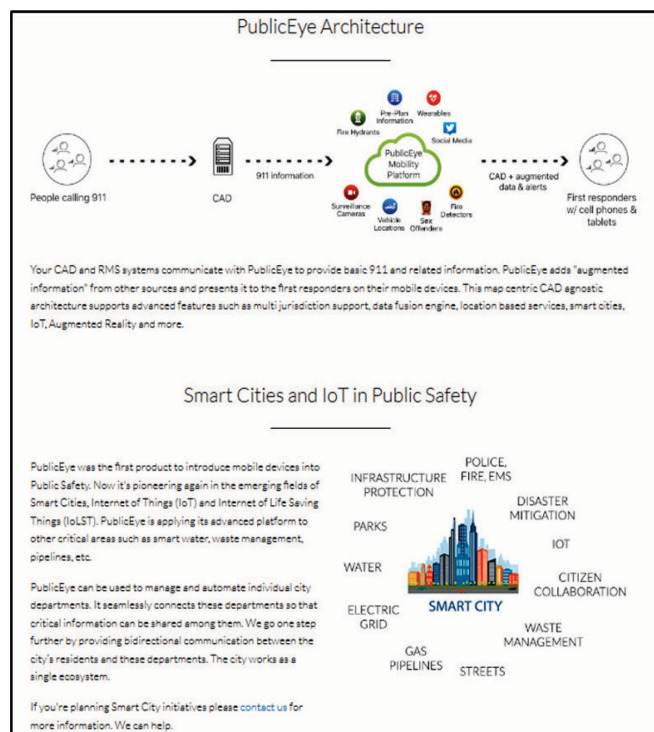


that Fire & Rescue has used for several years to put critical

information in an easy to use interface in the hands of responding crews. Address parcels, tax card photos of each building, hydrant location, and City Infrastructure locations for water lines and catch basins, are just some of the information available to Fire & Rescue crews

while responding. The application capitalizes on the City's investment in ARC-GIS by using the base mapping information collected over the years by various City Departments. It is common place now as crews respond to an incident, to hear the various vehicles over the radio system succinctly planning before arrival based on the critical information presented through the Public Eye application.

The purpose of the meeting was to share information between Dover's staff who are considered super users, and the developers...with a pre-view of features currently in development which will be available soon. The graphic below shows visually, how Public Eye connects different information sources.



March also saw the final outfitting of the new Forestry pickup shown below.



Lettering, emergency lighting, and the radio equipment install was finished. Tools and hose valves and other equipment, are carried in the body compartments, and in the back, is the Forestry skid load comprised of a water tank with 200 gallons of water, a pump unit, and hose. Also carried, is a floating portable pump that can draw water out of a pond.

Vicki Hebert of the Dover Police Department has been asked by WMUR to be on a committee of 12 people from across New Hampshire to provide input on their newly launched community-oriented service project called, "Project CommUNITY". The panel is tasked to meet quarterly to identify issues that are facing New Hampshire and start a dialogue on them. The committee met for the first time on March 6th.

The Strafford County Public Health Network has been working with the Dover Coalition for Youth to plan a legislative breakfast. The event titles "Legislating for Tomorrow: Your legacy on the opioid epidemic" is scheduled for Friday April 5th at Wentworth-Douglass Hospital. The event will highlight current gaps in addressing the opioid issue locally.

Community Access to Recovery, which is a partnership with local police departments,

hospitals, and recovery centers, launched in July of 2016. The program allows an individual to walk in to the police station or any one of the fire stations and ask for help. SOS just received a grant from Wentworth-Douglass Hospital allowing them to provide 24/7 access to recovery coaches. This represents an expansion of the current program and will be rolled out once policies and procedures are updated.

The Dover Coalition for Youth applied for and received a \$750 stipend from SAMHSA to conduct a town hall meeting on underage drinking. The event is being planned for early April and will include keynote speakers Kathi Meyer and Chris Sullivan sharing their personal stories.

On March 15th Senator Shaheen hosted a round table discussion at Dover High School about the rising use of e-cigarettes among teens. The meeting, coordinated by Vicki Hebert, was attended by 7 Youth to Youth students, the mayor, school administrators, Chief Breault and public health advocates. The Youth to Youth students talked extensively with the senator about what they are seeing in the community and discussed strategies to address the problem.



Members of Dover Youth to Youth participated in a round table discussion with Sen. Shaheen and Mayor Weston about the use of e-cigarettes by teens.

The Dover Teen Center calendar for March of 2019 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 572 participants on 20 days of programming, which yielded an average of just under 29 participants per day. Some program highlights for the month included, but were not limited to the following:

TC Arts In Action Programming – “Campfire Chat Series” (3/4 & 3/11)

TC Snack Special – “Make Your Own Pizzas” (3/6)

TC Sports Trip! – “Maine Red Claws B-Ball Game” (3/7) Pictured below.

TC Movie Afternoon – Disney-Pixar’s... “The Isle of Dogs” (3/8)

TC Music Enrichment Afternoons – “Acoustic Guitar & Ukulele Lessons” (Every Monday)

TC Snack Special – “Sloppy Joes” (3/20)

TC /Teacher Workshop Fun Day – “Games/Movies & Challenges” (3/22)

TC Tournament – “Air Hockey” (3/27)

TC Snack Special – “Pancake Mania” (3/29)

There were 8 new registrations during the month of March at the Teen Center.



City Manager's Report - April 24, 2019

The Community Service program tracked one active participants during the month of March. A total of 10 community service hours were completed during the month. None of the participants finished his/her assigned hours.

The Diversion Committee met on March 28, 2019. As a result of that meeting, the following is the diversion program case breakdown:

(1) case in active Diversion Contracts

(1) 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”

On March 15, 2019, Officer Dunne celebrated the end of this school years DARE program with DARE graduation. 305 students graduated from the program and received a certificate, t-shirt, and gift card to Funspot in Laconia. The event was attended by well over 100 parents and other loved ones who came to see the ceremony. Chief Breault addressed the students and parents and then helped to hand out the certificates.



DARE essay winners Aly Sinkewich and Evan Weete with Dana Mitchell and Officer Brynn Dunne at the recent DARE graduation.

On March 20, 2019, Officer Dunne attended Youth to Youth's Logo Lampoon event at the McConnell Center. As a part of the DARE curriculum, students create tobacco advertisements that tell the truth about tobacco use. Each entry is automatically entered into Youth to Youth's Logo Lampoon contest; the creators of the top 30 projects are invited to an ice cream party and given awards for their hard work.

Throughout the month of March, 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.

Girls on the Run started back up for the spring session in mid-March. Officer Dunne coaches the team along with three other DMS teachers. Girls on the Run is a girls only running club that meets twice a week for 10 weeks, culminating in a 5k road race in June. Each practice has a central theme that encourages the girls to make good decisions for their mental and physical health.

As part of Officer Dunne's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, and outside during the morning and afternoon drop-off and pick-up.

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

During the month of March 2019, Officer Pike continued to assist 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 and for the prompt exit of school busses from DHS in conjunction of all other traffic coming and going from the school. Additionally, this traffic direction maintains an orderly traffic flow on Durham Rd., eliminating the possibility for minor motor vehicle accidents caused by traffic congestion.

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.

Officer Pike goes to the Bellamy Academy to check in with DHS staff on a regular basis. During these checks, Officer Pike interacts with students and staff members. On Friday, March 29, Officer Pike sat in on the academy's Friday morning meeting.

Officer Pike continuously meets with school officials to assist with school investigations in determining 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. 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 March, Officer Mitrushi was temporarily assigned to the Patrol Division as a Field Training Officer. For the first half of March, Officer Mitrushi trained Officer Killian Kondrup and Officer Derek O'Neil.

On March 19, 2019, Officer Mitrushi worked with Whittier Falls Housing Officer Chris Plummer and a neighborhood group that was in the early stages of forming a neighborhood watch program. Officer Mitrushi and Officer Plummer toured several homes in the neighborhood and offered home safety advice.

On March 21, 2019, Officer Mitrushi met with 7 men from Great Bay Services at the police department on World Down Syndrome Day. Officer Mitrushi provided the group of men with intellectual disabilities the opportunity to tour the police station and learn about the services provided by the Dover Police Department.

On March 27, 2019, Officer Mitrushi was the guest reader at the Dover Public Library. Officer Mitrushi read several books to a group of children during family story time. (Picture on front cover of this report.)

On March 25, 2019, Officer Mitrushi covered the Dover Middle School for School Resource Officer Brynn Dunne. Officer Dunne attended a DARE event and Officer Mitrushi handled calls at the middle school. Officer Mitrushi worked

with administrators and had positive interactions with students throughout the day. Officer Mitrushi assisted locating the guardian of a student, served a trespass order, and helped students who were selling tickets to the school talent show.

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 March, Dover officers encountered 56 separate homeless individuals.

The downtown parking system experienced another positive month in March. The average daily meter usage was up 11.4% over March of 2018. It should be noted that March of 2018 experienced a Nor'easter and two blizzards compared to our relatively quiet March of 2019. However, the city is experiencing a 5% increase in activity so far this fiscal year compared to the prior.

Spring is the time when the Parking Bureau assists Community Services with posting numerous streets through the city to facilitate street sweeping.

A seven month evaluation period of a 2-hr parking limit on St. John Street is coming to a close. The short time limit does not meet the varied needs of current users (for example a local yoga studio whose attendees exceed the two hour limit on a regular basis) and most likely not the needs of future users from the Mechanic Street project. The Parking Commission will consider including St. John Street, and the remainder of Broadway from

Central Fire to St. John Street, in the 3-hr limit metered parking program

Patrol officers conducted checks of the Community Trail, the Transportation Center and the city parks. Patrol officers also conducted daily checks of the parking garage as a result of concerns of vagrancy and criminal mischief as well as the McConnell Center / Library parking area. Patrol officers conducted frequent checks of areas known to be inhabited by the local homeless population.

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 March 7, 14, 21 and 28, Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities for various proposed projects. These included a mixed use development on First Street (demolition of the former courthouse), a review of a Maple Street residential project, a residential development on Old Stage Road, and a commercial project on Littleworth Road. Sgt. Speidel also performed an analysis of crash data for the applicant on the First Street project, to help expand the scope of the traffic impact study.

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 and March, 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. Details for the terms will then be converted into a Land Disposition Agreement. At the City Council meeting on March 13th the resolution for the term sheet was approved after holding a public hearing.

After the Parking Commission adopted proposed permit caps on the Transportation Center parking lot, Planning and Community Development and Parking Bureau staff began working on developing a process for retaining a consultant to review long term parking needs within the downtown. This may include a second parking structure, and may include additional hours for enforcement. Finally, staff is reviewing options for making all lots, other than the Transportation and Grimes lots, permit only from 1 – 7 am.

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 reviewed progress on Strategic Plans with staff from other departments. This review included meeting with all service areas within the

municipal corporation and reviewing accomplishments and status for each area's Strategic Plan. After completing the review of the Strategic Plans and the Master Plan, staff provided a status update to the City Council on March 6.

The Assistant City Manager attended a meeting hosted by NHDOT on the proposed Complete Streets upgrades to NH 108 from Week's Crossing to Skyhaven Airport. These upgrades are in pre-design stage and the meeting, on March 18th, was to gather feedback from residents/property owners along the route.

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. At its meeting of March 29th, the P3 Commission advised by NHDOT, decided not to include Exit 6 land for redevelopment.

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. Submissions were due in March, and the review will occur over the next month.

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

City Planner Bird met with the Forest Management Sub-committee of the Conservation Commission on March 4th to discuss forest management plans for City owned parcels and urban street trees.

City Planner Bird met with the Conservation Commission on March 11th to review two new applications and approve spending funds for a conservation easement appraisal.

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 Annual Dover Recreation Volunteer and Sponsor of the Year Awards program was held on March 28th at the Loyal Order of the Moose Lodge. There was a large crowd to witness the award ceremony where 17 awards were handed out. Relyco was named Large Business Sponsor of the Year, USA Training Center was named Small Business Sponsor of the Year and Dennis Goodridge from Cocheco Lacrosse was named Volunteer of the Year.



Media Services provided end-to-end production of live and recorded events in March, producing content for Channels 22 and 95, and online viewing. This includes special programming in anticipation of the proposed budget. In March, this content includes budget presentation video for broadcast and online.

Beginning in March, Media Services created and updated online resources for the FY2020 proposed budget, part of the Budget Revealed initiative intended to help communicate the budget process to citizens. In addition to a dedicated web resource for FY2020 budget information, including the proposed budget, related material and video, the

Budget Revealed newsletter is produced weekly during the budget process.

In March, Media Services Manager Mike Gillis met with a delegation of visiting Russian journalists interested in the city's work to promote open and transparent government. This visit, organized by the New Hampshire Friendship Force and U.S. Department of State, follows several other visiting delegations of international journalists and officials.

Dover was selected because of its commitment and work in open government.

Mike Gillis speaking about open and transparent government to Russian journalists.



In March, Media Services sent three (3) 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. Media Services also 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.

Media Services produced videos and related media in March 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, and the Chamber's Local Expert Series.

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

Media Services prepared and distributed 20 newsletters in March, 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 36 press releases and numerous updates to the website and social media in March.

In March, DNTV-22 televised live, rebroadcast and made available online 14 public meetings and 4 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

Fire & Rescue as well as Inspection staff, met with the Matt Mayberry, one of the organizers of the Ultimate Food Truck and Specialty Food Festival, as one of the festivals in the series is scheduled to be held at the Dover Ice Arena on April 27th. Everything from health licenses to emergency vehicle access, were ironed out collaboratively. For more information on this festival, go to <https://www.eventbrite.com/e/nhs-ultimate-food-truck-and-specialty-food-festival-vendor-reservation-dovernh-tickets-55432273422>.

Also in March, Fire & Rescue trained Wentworth Douglass Hospital Emergency Department employees on Zoll Autopulse CPR Assist devices, which are carried on Fire & Rescue's primary ambulances. When the new Portsmouth Hospital standalone Emergency



Department opens which is projected at the end of April, training will be offered for those employees if they need it. 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.

In March 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.

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.

Fire and Rescue admin staff conducted one safety talk for a group of tenants at the McConnell Center, where safety topics including calling 911 was discussed, as well as AED (automated external defibrillator) usage and their locations at the McConnell Center. Coming out of the discussion, was interest from the tenants in a CPR/AED class which will be given by Fire & Rescue later in the year.

Fire and Rescue staff also attended similar to previous years, the Dover Chamber of Commerce's "Bridge To Our Future" event hosted in the Garrison Wing Conference Center of Wentworth Douglass Hospital. This event provided high school students the opportunity for various potential career paths and engage with potential employers including the City of Dover. Fire & Rescue thanks the Chamber for the invite and is looking forward to participating again next year. For more information, go to <https://www.dovernh.org/events/details/bridge-to-our-future-connecting-classrooms-and-businesses-27942>.

Fire and Rescue also participated by staging at the Dover race series' first race held on March 23rd and sponsored by Dover Main Street. This type of presence provides Emergency Medical and Fire protection at the special events where crowds of our citizens and visitors are. This 5K road race started and ended at the Dover Transportation Center and had nearly 700 runners, and a couple hundred visitors present. The Dover Race series is comprised of 11 races this year.



Each of the four 4th grade classroom at Garrison School received the 2-lesson TRUTH About Tobacco Program in March. The first lesson is about tobacco and e-cigarette consequences. The second lesson is presented by Dover Youth to Youth students and focuses on media literacy, tobacco advertising, and the tobacco industry's deceptive promotion of its products.

On March 15th, eighteen members of Dover Youth to Youth performed a theatrical skit on tobacco and e-cigarettes for the 300 fifth graders attending the 2019 DARE graduation at DMS.



Overall Tobacco Logo Lampoon Art Contest winner, 5th grader Beatrix Joe, is shown receiving her \$50 gift card at the awards ceremony in March.

Five students and staff traveled to the State of Washington in March to conduct a 1-day training program for adult advisers of youth anti-drug programs. Almost 50 attendees from 2 counties north of Seattle participated in the training. Washington State has adopted the Dover approach to organizing youth to participate in drug prevention and this is the second time a team of trainers has traveled there.



Youth to Youth trainers and the 45 attendees at the March Adult Adviser training held in Anacortes, WA in March.

On March 19th, five members of Dover Youth to Youth presented a one-hour webinar to a national audience. In recognition of Kick Butts Week, the topic was History of Nicotine Industry Lies. The session included a historical overview of the lies and deception of the various industries that make nicotine products and their efforts to obscure the harm and addictiveness of their products. Fifty location tuned into the webinar, including participants from Nebraska, Colorado, Kentucky, Ohio, Washington, Montana, Oregon, Maryland, and Tennessee.

Dover Youth to Youth collaborated with the Dover Coalition to conduct Kick Butts Week the week of March 18-23. During the week, Y2Y

students scheduled radio spots on quitting tobacco at WSHK the Shark and on WBYY The Bay. In addition, Y2Y conducted Plaster the Walls at Dover Middle School, where dozens of posters on the dangers of smoking, chewing tobacco and e-cigarettes were put up for the week all over the school.

The central event of the week was on National Kick Butts Day on Wednesday March 20. On that day a large event was held at the McConnell Center cafeteria. Activities included the Logo Lampoon artwork contest awards.



Y2Y students staffing the Gear Exchange Table where kids could bring in clothing advertising tobacco and alcohol and exchange it for sports equipment and other positive products.

Students in 5th grade were challenged to create a piece of art that spoofed a tobacco company logo or ad by making it tell the truth about the consequences of using it. Over 250 fifth graders submitted posters, cardboard mock ups, and presentation boards. Thirty finalists received a prize, the winner received \$50 and several runners up received \$25 gift certificates. Kick Butts Day also included a Gear Exchange where members of the public could bring examples of gear that advertises alcohol or tobacco products and swap that item for sports

equipment and other gear with a positive message.

On Friday March 22nd, 2019, five high school members of Dover Youth to Youth traveled to the Washington, DC area to testify before the Food and Drug Administration's (FDA's) Center for Tobacco Products at their White Oak Campus in Silver Springs Maryland. The students were invited by the FDA to present to federal officials about their concerns over the use of candy and fruity flavors in tobacco products and e-cigarettes.

The invitation to Youth to Youth came as a result of a candy flavored tobacco project that was conducted by Dover High School Freshman Elsa Rogers. Last fall Rogers created a 6 x 3 inch info card about the problem of candy flavors in nicotine products and Y2Y had hundreds printed. The back side of the card had a location for people to sign asking the FDA to eliminate flavorings in tobacco products. Rogers collected signed cards and mailed over 300 to the FDA.

Rogers was the lead spokesperson and was assisted by fellow freshman students Audrey Kettlewood and Grace Bonyman and juniors Lauren Boettcher and Faith Williamson.

The Dover students spoke about the popularity of these flavorings at the middle school and high school, crediting candy flavorings for a big part of the popularity of electronic cigarettes, chewing tobacco and cigars. The students testified that without the candy flavorings students may not choose to try nicotine products in the first place and may not be as likely to continue to seek those products after first use.

As part of her testimony, Rogers reviewed the history of deceptive and questionable business practices the tobacco industry has used in the past. The students displayed older examples of advertising techniques that proclaimed tobacco was healthy, more modern ads which appeal to the youth market, and current marketing techniques for electronic cigarettes which emulate many of those themes. Rogers said the prevalence of this problem is made possible by the small, easily concealed design of many e-cigarettes. Some of these products fit easily in kids' hand and often look like a computer flash drive.

The panel asked many questions following the presentation, and were very interested in the current efforts of Youth to Youth to try to reduce the use of e-cigarettes and other nicotine products. A total of 13 individuals from the FDA's Center for tobacco Products listened to the Youth to Youth presentation.



From March 2 through March 4, 2019, Detective Andrew Courter from the Dover Police Department assisted with the Special Olympics Winter Games.

On March 13, 2019, Officer Mitrushi attended a training with Dover Public Library staff in Manchester, NH. The training was presented by Ryan Down, the author of *The Librarian's Guide to Homelessness: An Empathy-Driven Approach to Solving Problems, Preventing Conflict, and Serving Everyone*. The book and training provided de-escalation techniques, advice on proper body language, and communication skills that are intended to reduce problems and conflict. Although the book was written to help librarians deal with sleeping patrons, offensive behavior, and how to ask unruly patrons to leave, these are very similar situations that patrol officers respond to often. The training provided Officer Mitrushi with techniques to gain voluntary compliance from disruptive individuals while reducing conflict and treating the person with dignity and respect.

During the month of March, Officer Plummer helped conduct DARE graduation. This event occurs yearly and Officer Plummer had the opportunity to give the students of his 4 DARE classes graduation certificates. The DARE program is an important part of the overall prevention program that Dover PD provides to the City and the residents. The graduation marks the end of a successful year of the DARE program for Officer Plummer and his DARE graduates.

During the month of March, Officer Plummer met with DHA employees and helped organize an after school Crime Scene Investigation class to teach approximately 15-20 4th grade students about police procedures at a crime

scene. The program will focus on age appropriate topics like locating evidence at a crime scene and fingerprints. Officer Plummer assisted with building the curriculum for this class and scheduling the props. This will be the first time this class has been run for the after school program. The class will take place over the course of 7 weeks.

During the month of March, Officer Plummer represented Dover PD in the CHaD Battle of the Badges hockey game. This was the 12th year of the event and Officer Plummer's 11th year playing in the event. During the event there were approximately 5000 fans who attended the game. The CHaD program has allowed Officer Plummer to develop personal relationships with many former or current patients from the CHaD hospital. Officer Plummer also had the opportunity to speak to multiple media outlets about the importance of the event and what it brings to the patients.

On March 18, Sgt. Speidel attended a "Community Listening Session" arranged by the NH Department of Transportation to solicit input on the NH Route 108 Complete Streets Project. This project proposes improvements to a 5 mile corridor along Route 108 in Dover, Somersworth and Rochester. Dover's section includes all of New Rochester Road north of the Weeks Crossing intersection. Other City officials were also present at the meeting.

On March 21, Sgt. Speidel attended a public informational session on the upcoming Spur Road Reconstruction Project. With the design process nearly complete, City officials hosted a neighborhood meeting to inform the public about project funding limitations, and receive feedback on the preliminary design plans.

Sgt. Speidel worked closely with Dover Main Street representatives to coordinate the "Run Before You Crawl" 5K event on March 23, which was based at the Dover Transportation Center. Sgt. Speidel handled the police department's operational planning for this event, to include the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions, the scheduling and assignment of police personnel, and coordination with railroad administrators for the temporary suspension of freight service. This was the first event of the 2019 "Dover Race Series".

On March 29, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. This date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during morning commuting hours under a grant which provides federal funding to reimburse the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date were upper Sixth Street and Indian Brook Drive.

Sgt. Speidel performed 12 child passenger seat inspections during the month of March. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of March:

- DHS Winter Guard / Percussion Show, March 10
- American Cancer Society Relay for Life team road toll fundraiser, March 24

On March 6th, Chief Breault met with the Diversity, Respect, Education, Advocacy and Mission or DREAM group at Dover High School. The group of students and the Chief talked about various aspects of law enforcement, the mission and values of the Dover Police Department and ways in which the Police Department and students could work together.

On March 26th, Chief Breault met with a group of parents whose children participate in Young Life. The Chief spoke about the importance of keeping youth engaged in structured activities, clubs and sports.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public and promoted the Dover Community Trail via the Facebook fan page for the trail.

The Assistant City Manager attended the Chamber of Commerce's Bridge to Our Future event at Wentworth Douglas Hospital on March 20th. The event encourages high school students to come and learn about various industries and careers. The Assistant Manager has participated

since the program's inception, speaking about local government and planning.

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	03/07/2019	201907463	HDR ENGINEERING, INC.	\$5,000.00
Police	03/19/2019	201907796	STATE OF NH-DEPT OF SAFETY	\$5,130.65
Community Services	03/12/2019	201907591	UNIVAR USA, INC.	\$5,186.09
Community Services	03/28/2019	201908099	STILES COMPANY INC.	\$5,260.00
Community Services	03/20/2019	201907862	VERMONT RECREATION SURFACING & FENCING	\$5,307.00
City Information				
Technology	03/14/2019	201907674	SHI INTERNATIONAL CORP	\$5,653.00
Recreation	03/25/2019	201907962	FOX TOURS	\$5,733.00
Fire and Rescue	03/13/2019	201907612	QUICK MED CLAIMS, LLC.	\$6,203.98
Community Services	03/20/2019	201907859	HARCROS CHEMICALS, INC	\$6,256.80
Police	03/26/2019	201907989	2-WAY COMMUNICATIONS/NE VEHICLE OUTFITTE	\$6,546.00
Fire and Rescue	03/05/2019	201907382	2-WAY COMMUNICATIONS/NE VEHICLE OUTFITTE	\$7,697.00
Community Services	03/06/2019	201907435	NORRIS INC	\$8,387.00
Community Services	03/21/2019	201907930	HACH COMPANY	\$8,724.00
Recreation	03/14/2019	201907685	ATLAS PYRO VISION PRODUCTIONS, INC.	\$10,000.00
Recreation	03/14/2019	201907682	GYMNASIUM FLOOR, INC.	\$12,373.00
Community Services	03/28/2019	201908101	ROBERT H. IRWIN MOTORS, INC.	\$22,983.00
Planning	03/14/2019	201907676	STATE OF NH-DES-WETLAND BUREAU	\$59,088.80
Community Services	03/06/2019	201907458	APEX CONSTRUCTION, INC.	\$149,849.00
Community Services	03/04/2019	201907337	NORTHEAST EARTH MECHANICS, INC.	\$2,441,565.00
Community Services	03/04/2019	201907336	SCHERBON CONSOLIDATED, INC.	\$3,518,750.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B19057	03/13/2019	Precast Concrete Structures
	B19051	03/13/2019	Asphalt Trench Patching Services
	B19055	03/14/2019	Miscellaneous Water Department Supplies
	B19054	03/14/2019	Miscellaneous Sewer Drain Supplies
	B19060	03/14/2019	Purchase of a Vactor 2100 Plus or Equal
Finance	Q19012	03/08/2019	Preprinted Invoice Stock
Fire	Q19018	03/12/2019	Children's Fire Safety Festival T-Shirts
Planning	B19050	03/07/2019	Dover Teen Center Kitchen-Appliances & Equipment
	B19034	03/13/2019	Silver Street Wayfinding System
Recreation	Q19017	03/13/2019	Portable Toilet Rental & Cleaning Services

Regarding the LWCF Grant that funded the Paddlesports Dock, the City of Dover has received half of the reimbursement owed for costs that have been incurred. The final payment will come once the property line delineation of the park area occurs, which will be protected in perpetuity for recreation purposes. This will occur as soon as the permits are issued for the park development and the property lines can be confirmed.

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$1,820 in passport revenue during March.

A \$500 donation from Kennebunk Savings Bank was received on March 25 for the children's Summer Reading Program.

Due to the need for improvement in our largest room at the Teen Center, Steve Pappajohn approached the Rotary Club of Dover with a funding proposal. Installation of new flooring and application of fresh paint were at the core of the renovation project. The existing flooring was simply hard, original concrete that remained in place since the original construction of this building as Dover's first high school. The Rotary Club of Dover chose to support the project and it was completed in March.

Working with the Rotary Club of Dover, Steve organized a "dedication day" and welcomed them and other community guests to the Teen Center for a presentation and unveiling of our newly renovated space. Joining in this celebration were; Rotary Club President, Noreen Biehl, Rotarian board members, Chief Breault and Captain Terlemezian, Teen Center youth participants and staff.



Chief Breault, members of the Dover Rotary Club, and teen center staff and participants pose for a picture in the newly renovated "Great Room".

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 coal 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. **March:** The NHDES has approved several Asset Management projects for both our sewer and stormwater system through the State Revolving Fund loan program with principal forgiveness. The proposals for the sewer asset management, totaling \$165,000 of work with full principal forgiveness, will be presented to the City Council for approval in April.

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. **March:** NO CHANGE - work has been delayed slightly as WWTP staff are working to install the 2 new inclined screw presses.

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

OTHER CIP ITEMS NOT REPORTED ON – PROJECTS PENDING START:

- McConnell Center Trim – Repairs & Painting
- Police Cruiser Replacement Program
- Pump Station Equipment Replacement
- Pump Station Master Plan
- Pump Station Upgrade – River Street Force Main
- Sewer Main Replacement
- Transportation Center Repairs
- Utility Heavy Equipment
- Utility Light Equipment
- Water Main Replacement
- Water Treatment Plant & Well Equipment

OTHER CIP ITEMS NOT REPORTED ON – PROJECTS PENDING COMPLETION:

- Cochecho River Dredge Cell Closure: The City's Environmental Projects consultant is working to finalize the closure plan.
- Water/Sewer Main Replacement – Spaulding: No significant update. Work remains ongoing. Final completion won't occur until Turnpike Widening is fully complete, likely extending into 2021.

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.

March 2019

No update

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.
March 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

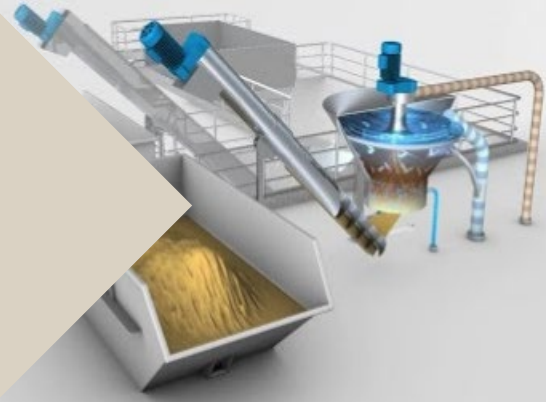
Project Coordinators: Annie Dove, Information Technology Director

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.
March 2019	The final draft of the RFP documentation has been submitted to the Purchasing Agent to review and anticipate it soon going out to bid. The proposed schedule has completing the selection process in time for the May 22 nd council meeting for the council to review, and then awarding the bid by May 30 th . We'll have a better idea of the completion time frame for the project as we receive back some of the proposals.

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.
March 2019	Staff provided comments for minor revisions to the Preliminary Design Report. Engineers are working on the SRF paperwork, including approval of the specified grit washing equipment. Bid release will likely get pushed back to August or September.

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.

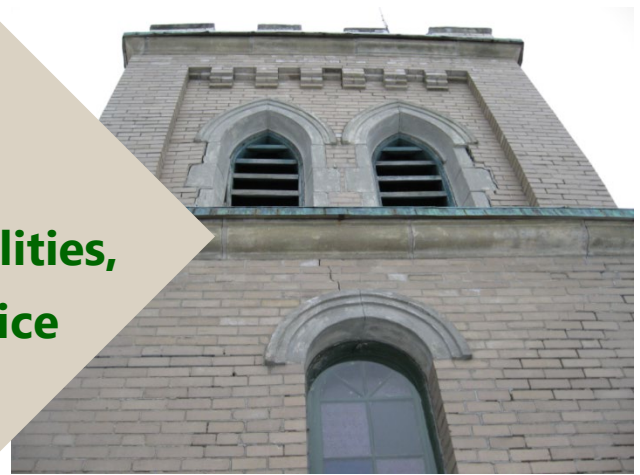
CIP – Central Falls Dam Repairs

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.
March 2019	Removal of the wall began in January. Half of the concrete footings have been poured, with final construction of new wall extending potentially into July.

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.
March 2019	RFP/RFQ for design-build services is being finalized. Plan is to schedule a neighborhood informational meeting as soon as a consultant has been selected. Objective will be to review site impacts.

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	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.
March 2019	On March 7th, staff attended a pre-permitting meeting in Portsmouth with DES and ACE staff to discuss wetlands mitigation. A regular CWDAC meeting was held on March 19th, with the meeting focusing on the Remedial Action Plan. Staff attended the regular City Council meeting on March 13th at which the resolution of the term sheet was approved after a public hearing. Staff attended the March 12th Planning Board to present the lot line adjustment application for the waterfront parcel, which was approved, and the plan was recorded at the Strafford County Registry of Deeds on March 27th.

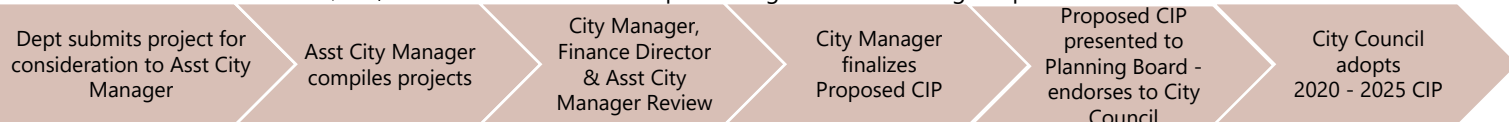
Capital Improvement Project



Conservation Funding



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



Responsible Department: Planning Department

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

January 2019	This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$347,000 in transfers have been invoiced. \$241,000 has been received into the fund.
February 2019	No update.
March 2019	No update.

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.

March 2019

No update.

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.

March 2019

The city has hired VHB, Inc to conduct survey and easement work between Grove and Mount Vernon St.

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.
March 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 on Portland Avenue in the area of the crosswalk at the Ice Arena and along the southern side of the street will begin in April.

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.
March 2019	The paving list has been published online and the bid is due out in early April. (List also attached)

2019

Notes	Street	From	To	Avg. Width (ft)	Approx. Length (ft)	Thickness (inches)
1,3	Arch Street	Silver Street	Washington Street	36	1,440	1.5
1,3	Bellamy Road	Alumni Drive	Knox Marsh Road/ Rt. 155	28	2,770	1.5
1,6	Court Street	Central Avenue	East Watson Street	26	2,820	1.5
1,6	Drew Road	Piscataqua Road	CITY LIMIT	22	3,600	1.5
1	Hilton Road	Dover Point Road	End	14	400	1.5
1,3	Lowell Avenue	WEST END	Central Avenue	27	830	1.5
1,3	Mount Vernon Street	Sixth Street	Lowell Avenue	32	3,500	1.5
1,3	Page Avenue	Lowell Avenue	NW END	29	650	1.5
1,3	Rochester Neck Road	County Farm Road	CITY LIMIT	27	2,600	2
1,3	Rutland Street	Silver Street	Central Avenue	28	3,800	2
1,3	Spruce Lane	Back River Road	Tanglewood Drive 2nd	26	1,700	2
1,3	S Watson Lane	Stark Avenue	East Watson Street	24	950	1.5
1,3	E Watson Street	Central Avenue	Court Street	28	2,500	2
1,3	Washington Street	Chestnut Street	Locust Street	58	520	1.5
1,3	Chestnut Street	Washington Street	Locust Street	24	500	1.5
1,3	Whittier Street	Pleasant View Circle	Regent Drive	30	2,100	1.5
1,3	Dover Neck Road	Middle Road	End	18	3,000	1
1,2,3	Indian Brook Drive	Sixth Street	Members Way	60	1,000	1.5
1,3	Shaws Lane	Garrison Road	Tideview Drive	33	1,000	1.5
1,3	Shaws Lane	Tideview Drive	EAST END	21	780	1.5
5	Gilman Street	Ridge Street	CITY LIMIT	22	490	4
5	Hall Street	Merry Street	CITY LIMIT	18	600	4
5	Mount Vernon Street	Milk Street	Hough Street	26	650	4
5	Ridge Street	Merry Street	Gilman Street	24	360	4
7	Mast Road	Spruce Lane	Back River Road	24	3,600	4

Note Key

1. The road shall be tack coated with Emulsified asphalt prior to paving per section 401

2. Highlighted = Night Paving

3. Cold Plane

4. Dirt road to be graded and paved with binder and top

5. Reclaim

6. Shim only

7. Reclaim with Cement

Note: List is subject to change with additions/subtractions and adjustments.

Total thickness includes shim and overlay.

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

City Manager's Representative, April Seaudoin, and Director of Community Services, John Storer. The proposed project was

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.

March 2019

Piping and electrical work continue on this project. The piping contractors have been on the roof but the electrical contractors have not.

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.

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

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.
March 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 May.

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.

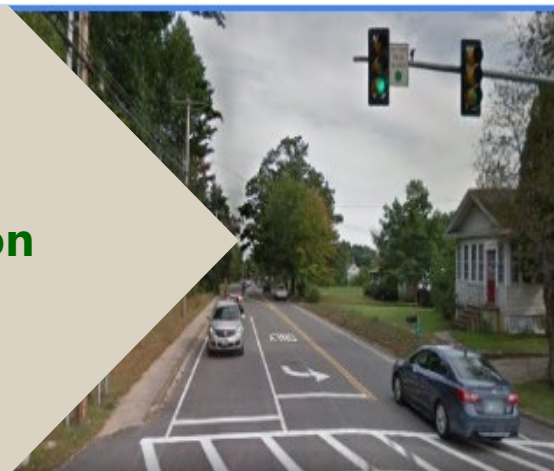
Staff is waiting on a final report from the consultants. Community Services requested additional work scopes to complete improvements to areas along Stark Avenue and Elliot Park, as well as multiple spot repairs on problem areas within the downtown.

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.
March 2019	Final report was issued and remediation work remains ongoing. Dye testing is slated for this coming summer for flat roofs in the downtown area. Design drawings are in progress for improvements in Eliot Park neighborhood. Staff have identified a few catch basins that need to be connected to storm system.

Capital Improvement Project



Intersection Reconstruction Sixth & Venture



Project Description: This project will include the design and reconfiguration of the intersection of Sixth Street and Venture Drive. The changes will widen the turning lanes and accommodate larger vehicle, which run into issues turning onto and from Venture Drive.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

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

February – June 2018

Engineering will move forward with hiring a consultant to design a wider entrance on Venture Drive. This will involve relocation poles and underground electrical services. A request for proposal is being advertised and the response is due back on March 2 to hire the consultant for design services. The goal is to modify the intersection geometry to better accommodate turning traffic by large trucks. Site lines will also be improved. A request for proposal for design services has been received and Sebago Technics will be awarded the bid on the next council agenda. The goal is to modify the intersection geometry to better accommodate turning traffic by large trucks. Site lines will also be improved.

July - December 2018

A design kickoff meeting was held with Sebago and the survey will start in August. A design kickoff meeting was held with selected engineering firm, Sebago Technics, and preliminary plans have been prepared. The intent is to make minor adjustments to accommodate turning movements for large trucks both into and out of Venture Drive. Work should be going out to bid over the winter with construction anticipated summer of 2019. Design effort remains on-going. Expectation is to release for bids in January 2019.

January 2019

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

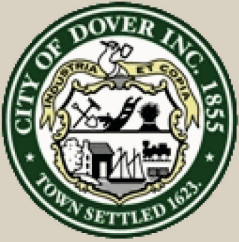
February 2019

No updates.

March 2019

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

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.

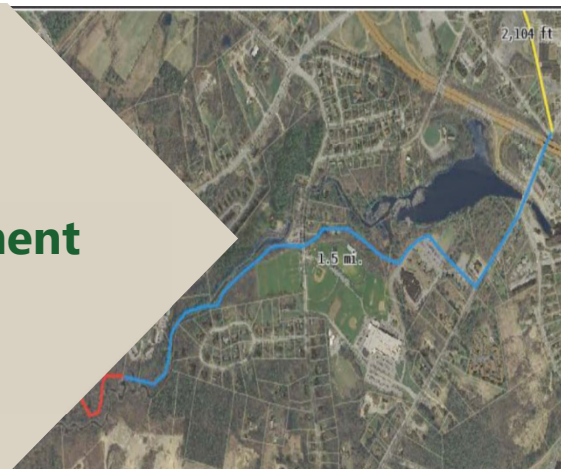
March 2019

During March – evaluation was finished, and the Zoll X-Series Cardiac monitor/defibrillator picked to be purchased in an upcoming month, to replace at least the older and suddenly unsupported Physio-Control/Stryker Cardiac monitor/defibrillator. The Zoll product is easier to use while providing a clearer picture of what is going on with a patient's heart. Further evaluation on purchasing scenarios should be completed in April.

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.

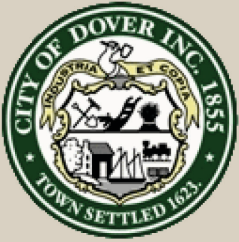
July - December 2018

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.
March 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. Staff will be going to the Council with a resolution for additional funding in March and April.

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.



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.
March 2019	A meeting has been scheduled in early April, with representatives from Community Services, to discuss developing a scope of work document.

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.

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

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.

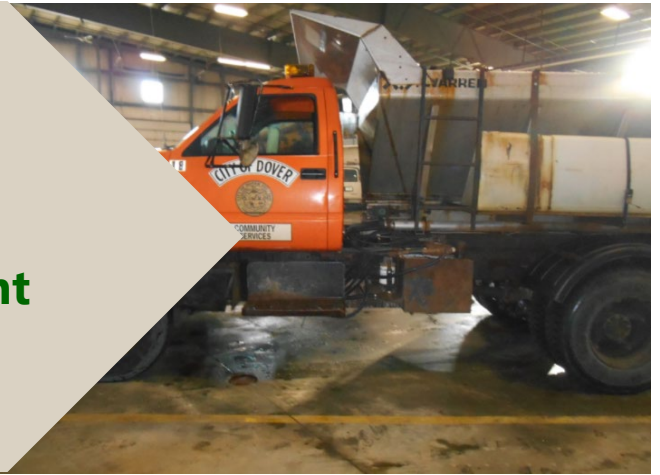
March 2019

No update.

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.
March 2019	No update.

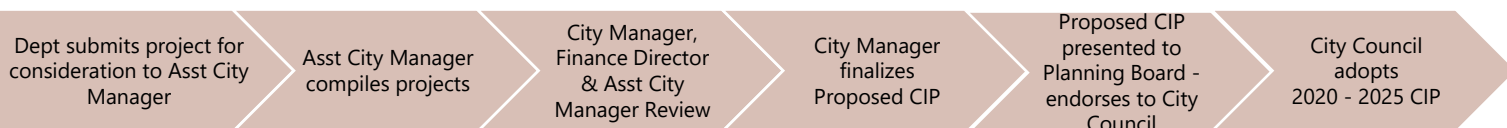
Capital Improvement Project



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.
March 2019	Consulting Engineers are working on final edits with plans to bid project in April.

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.
March 2019	Ewing Electric has been hired by the city to install the VFD's which are expected to arrive mid-April. Installation will follow soon after.

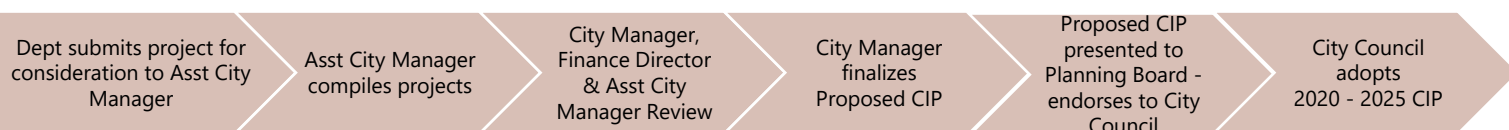
Capital Improvement Project



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.
March 2019	A 90% set of plans have been submitted for City review. Waiting on DES approval of plans and Wetland Permit. City is working toward approval of sole source letter for Cat generator to standardize on parts and maintenance. Goal is to go out to bid by June 2019.

Capital Improvement Project



Sewer Jet Truck Replacement



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

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

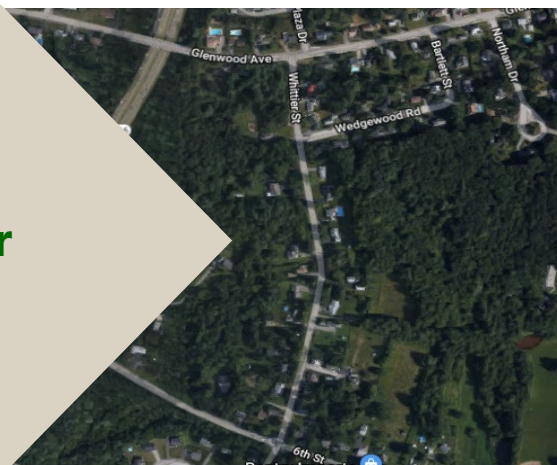
Project Coordinators: John Storer, Community Services Director

January 2019	This is new funding for FY2020. The Fleet Manager is finalizing a specification package in anticipation of releasing RFP by the end of February.
February 2019	No update.
March 2019	Bids were solicited in March. Goal is to order new unit by April

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.
March 2019	Finalizing design, plans currently at about 90%. Goal is to release for bidding by April. Engineering consultants concerned with cost estimates, so City Staff are exploring if surplus funds remain from the Whittier Street bridge replacement project.

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.

March 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.
February 2019	No update.
March 2019	No update.

Capital Improvement Project



Storm Drain Replacement - Broadway RR Culvert

Project Description: This project includes replacing a deteriorating granite box culvert, which is undersized, under the railroad tracks at Red's Shoe Barn with a 72" drain line. The culvert accepts all the drainage from the New York Street, Ham Street and Ela Street portions of the city.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

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

February – June 2018

The City has reached an agreement with Red's for an easement. The City has acquired the easement from the railroad. The city is pursuing the final easements and moving forward with the wetlands permitting. The City has reached an agreement with Red's Shoe Barn for an easement. The City has also acquired an easement from the railroad. The City is pursuing three final easements with individual land owners. Wetlands permitting is ongoing. The goal is to be out to bid late summer, as the desired time frame for installing a new culvert under the railroad will be late fall/early winter. The City has acquired all necessary easements and is advertising for qualifications from contractors. Anticipated bid for construction is in August. Wetlands permitting is ongoing. The desired time frame for installing a new culvert under the railroad will be late fall/early winter.

July - December 2018

The City is currently soliciting qualifications packets from contractors and specialty pipe-boring contractors. This will ensure only pre-approved, qualified contractors are able to submit formal price proposals for completing the work. The City completed a pre-qualification process to ensure it has fully qualified contractors for what will be a rather non-traditional project installing a 84-inch diameter drain pipe beneath an active railroad line. Five general contractors and three specialty pipe-boring contractors were approved to submit cost proposals back to the City. The current schedule is to receive proposals on October 16, with a review and contract recommendation projected to go to the City Council on October 24. The Director of Community Services has met with the owner of Red's Shoe Barn, as construction will have a significant impact on their property. The desired time frame for installing a new culvert under the railroad will be late fall/winter. The City has short listed contractors and has asked for cost proposals. The desired time frame for installing a new culvert under the railroad will be late fall/winter. Bids came in much higher than expected. In order to proceed, the proposed CIP needed to be modified to secure sufficient funds. Topic was headed to City Council for November discussions.

January 2019

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

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.

CIP – Storm Drain Replacement - Broadway RR Culvert

March 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 likely to begin mobilizing in May. 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.

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

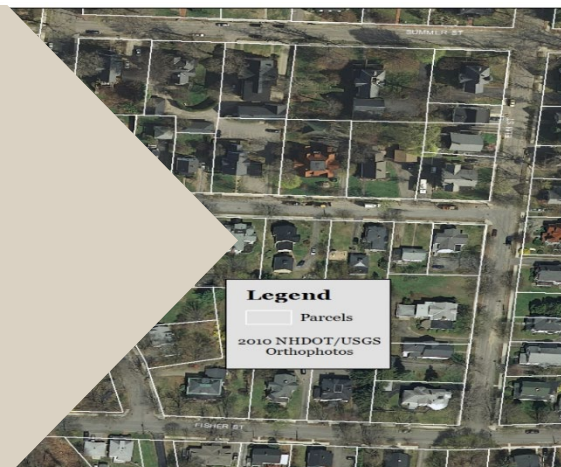
Project Coordinators: Christopher Parker, Assistant City Manager / Planning Director

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.
March 2019	Work will resume April 1, 2019, with a completion this June.

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.
March 2019	Consulting Engineers are working on final edits with plans to bid project in April. Staff working with property owners to complete Tree Waivers and coordinate any private utility improvement projects.

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.

PROJECT
COMPLETE

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.
March 2019	Project is complete and close-out paperwork will be issued.

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.

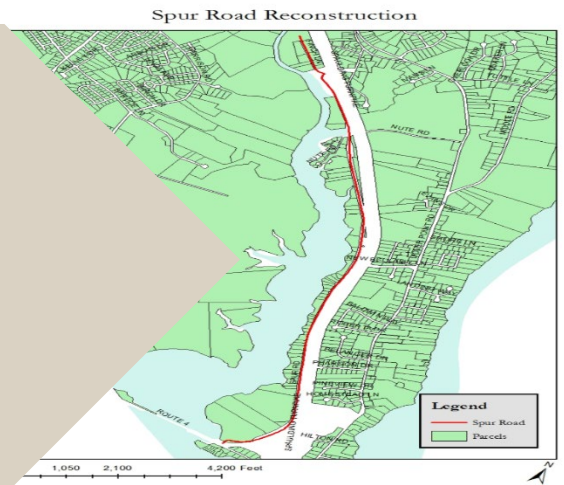
CIP – Street Reconstruction – Roberts Road

	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.
March 2019	Work was substantially complete in fall 2018. Final work remaining includes adjustment of drainage structures in early spring, followed by final pavement overlay. It is expected that Northeast Earth Mechanics will return to complete the work in mid April.

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.

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; 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 start 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 start 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.

March 2019

A set of 70% plans have been submitted for City Staff review. A wetlands permit has been submitted to NH DES, and 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 April.

Capital Improvement Project



Traffic Signal Coordination Central Avenue



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

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

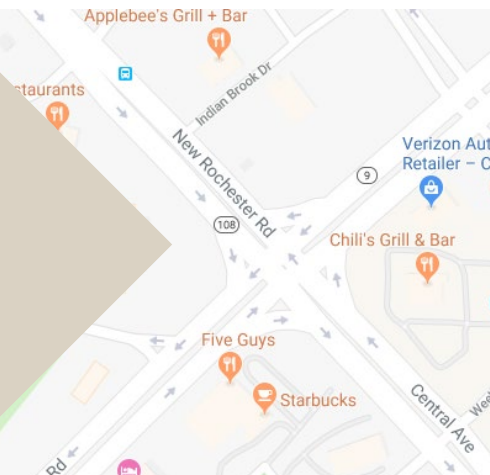
Project Coordinators: John Storer, Community Services Director

January 2019	Finally received acknowledgement of award from NH DOT to begin. Staff drafted RFQ to solicit and secure engineering assistance. RFQ is being sent to NH DOT for review & authorization.
February 2019	No update.
March 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.
March 2019	The city has received approval from the State of NH to work as our own onsite consultant and engineer.

Capital Improvement Project



Transportation Center Repairs



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

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 This is new project for FY2020. Goal will be to develop RFP for roofing replacement/repairs this summer.

February 2019 No update.

March 2019 A draft RFP has been prepared, with intent to release for bids in April.

Capital Improvement Project



Water Main Replacement - Main & Washington



Project Description: Replacement of existing 8-inch cast iron main on Main Street from Broadway to Washington Street. Replacement includes main on Washington Street from Main Street to Lower Square.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

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

February – June 2018

Underwood Engineers has been hired to complete the design of the new water main. They are currently surveying portions of lower Washington Street and Main Street.

Underwood Engineers has hired a contractor to survey portions of lower Washington Street and Main Street. Design will occur through summer and into fall. Construction would be expected to commence spring of 2019. Roads would be completely repaved following completion of water main work.

Underwood has met with the Mill owners in the lower part of Washington to inquire about their needs for connection sizing for this project. Sixty percent plans will be submitted soon, construction still scheduled for 2019

The design phase is still ongoing. A letter was sent to all the property owners, which will be affected by the project, to make sure they meet with the Underwood Engineering for current and any future connections. Staff reviewed a 60% plan, made corrections and returned to Underwood.

July - December 2018

The design phase is 90% complete. A letter was sent to all the property owners, which will be affected by the project, to make sure they meet with the Underwood Engineering for current and any future connections. A neighborhood meeting will help prior to finalizing the design plans.

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

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

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

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

January 2019

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

February 2019

No update.

March 2019

No update.

Capital Improvement Project



Water Systems Facilities Upgrade

Over Water Phase II Front View Willand Pond

Project Description: Project will continue with the reconstruction of the city's wellheads and water treatment facilities. Phase III of this project includes refurbishing the Hughes Well Facility, connecting the Hughes Well to French Cross WTP, chemical treatment facility for DPH-1 and Ireland Well and the replacement of the Bellamy Recharge Facility.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

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

February – June 2018

Campbell Well House: Two outstanding items remain. During the power outage simulation, the generator unit was not able to handle to electrical load. CAT has since worked out the issue. One final test will be conducted in June.

Lowell Ave: During the fire inspection, it was discovered that more emergency lighting is required at the Lowell Water Treatment Plant. Underwood Engineering is in the process of generating a change order for the requirement.

New meter, and Drive building to replace Smith and Cummings sites, as well as new submersible pump for Cummings Well, Plans and Spec are complete

Develop new wells at Willand Pond and build common building similar to Smith and Cummings for metering and drives, under design not 30% yet, survey and borings underway

Somersworth Interconnect- Both city councils are working on the Interconnect agreement between Dover and Somersworth

Raw water line from Willand Pond to Smith and Cumming Staff has met with Underwood Engineering and completed review of specs and drawings for the pipeline work from Willand Pond to Smith & Cummings Well. A decision was made to wait on the bid process until the other six items have been designed.

Garrison hill tank rehab – under design, not 30% yet

Isinglass River recharge pump relocation

Under design not 30% yet, relocating recharge station out of the flood plain

Review of River quality Isinglass and Bellamy. The State of New Hampshire is requiring water quality reports for both rivers due to the city wants to use both rivers for recharge.

Campbell Well House: All issues have been resolved.

July - December 2018

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

Rest remains unchanged.

A portion of the proposed Phase 2 Water System Improvements will going out to bid in November. Contracts were released for bidding for the Willand Pond Wells Facility and the corresponding Raw Water Transmission Main that needs to deliver water from the facility down to the Smith & Cummings Wells, where it will eventually be directed to the Lowell Avenue Treatment Plant.

January 2019

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

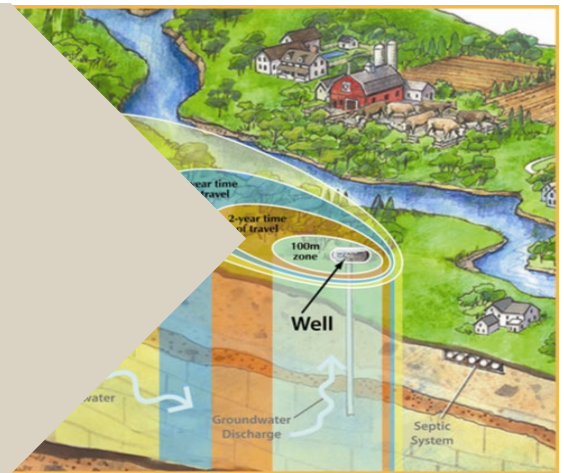
CIP – Water Systems Facilities Upgrade

	by mid-summer 2019. Still waiting for 401 Water Quality Certifications from NH DES. Garrison Hill Tank Renovation will likely go to bid fall 2019, for anticipated construction over the following winter.
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.
March 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). Northeast Earth Mechanics are the responsible contractors for the raw transmission line. Work has begun at Smith Well and heading towards Willand Pond. Sherborne is the contractor for the cross connection and well construction at Willand Pond. The foundation is in place and pipe work has begun. The city and Underwood Engineers, as well as the contractors, have been meeting twice monthly to discuss the project.

Capital Improvement Project



Wellhead Protection



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

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 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.
March 2019	The City-wide water quality monitoring was approved and work will occur throughout the year. Monitoring slated for 10 production wells and 13 monitoring wells.

City of Dover

Revenues of Major Funds March 31, 2019

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 85,732,854	\$ 408,084	\$ 45,066,949	53.0%	\$ 40,665,905	\$ -	\$ 40,665,905	(47.4)%
Licenses & Permits	6,374,774	614,204	5,205,273	82.0	1,169,501	-	1,169,501	18.3
Intergovernmental	2,347,036	-	2,123,948	90.0	223,088	-	223,088	9.5
Charges for Services	3,693,842	312,469	3,335,216	90.0	358,626	-	358,626	9.7
Miscellaneous Revenue	821,479	112,795	776,868	95.0	44,611	(994)	45,605	5.6
Education	16,029,883	228,343	11,260,469	70.0	4,769,414	(2,072)	4,771,486	29.8
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	\$ 1,675,895	\$ 67,768,723	59.0%	\$ 47,759,824	\$ (3,066)	\$ 47,762,890	41.3%
3213 Parking Activity Fund								
Licenses & Permits	\$ 242,000	\$ 18,128	\$ 183,662	76.0%	58,338	\$ -	\$ 58,338	24.1%
Parking Income	600,000	79,196	521,367	87.0%	78,633	-	78,633	13.1%
Parking Fines	147,489	19,757	135,345	92.0%	12,144	-	12,144	8.2%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 117,081	\$ 840,374	85.0%	\$ 149,115	\$ -	\$ 149,115	15.1%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,356	\$ -	\$ 6,452	62.0%	\$ 3,904	\$ -	\$ 3,904	37.7%
Charges for Services	945,000	73,552	763,662	81.0%	181,338	-	181,338	19.2%
Miscellaneous Revenue	0	1,483	13,365	0.0	(13,365)	-	(13,365)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,184,768	\$ 75,035	\$ 783,479	66.0%	\$ 401,289	\$ -	\$ 401,289	33.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 749,468	\$ 57,991	\$ 579,622	77.0%	\$ 169,846	\$ -	\$ 169,846	22.7%
Operating Transfers In	217,415	22,939	221,026	102.0	(3,611)	-	(3,611)	(1.7)
Sub-total : 3381 McConnell Center	\$ 966,883	\$ 80,931	\$ 800,649	83.0%	\$ 166,234	\$ -	\$ 166,234	17.2%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 446,315	\$ 10,631	\$ 258,451	58.0%	\$ 187,864	\$ -	\$ 187,864	42.1%
Miscellaneous Revenue	15,500	1,094	3,621	0.2	11,880	-	11,880	76.6
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	\$ 11,725	\$ 262,496	45.0%	\$ 316,841	\$ -	\$ 316,841	54.7%
5300 Water Fund								
Charges for Services	\$ 5,577,152	\$ 412,017	\$ 3,709,799	67.0%	\$ 1,867,353	\$ -	\$ 1,867,353	33.5%
Miscellaneous Revenue	70,500	8,896	65,732	93.0	4,768	-	4,768	6.8
Sub-total : 5300 Water Fund	\$ 5,647,652	\$ 420,913	\$ 3,775,531	67.0%	\$ 1,872,121	\$ -	\$ 1,872,121	33.1%
5320 Sewer Fund								
Intergovernmental	\$ 33,766	\$ -	\$ 15,204	45.0%	\$ 18,562	\$ -	\$ 18,562	55.0%
Charges for Services	7,238,232	596,038	4,922,084	68.0	2,316,148	-	2,316,148	32.0
Miscellaneous Revenue	57,000	6,217	57,923	102.0	(923)	-	(923)	(1.6)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 7,849,990	\$ 602,255	\$ 4,995,211	64.0%	\$ 2,854,779	\$ -	\$ 2,854,779	36.4%
6100 Dovernet Fund								
Charges for Services	\$ 1,141,022	\$ 56,731	\$ 838,648	73.0%	\$ 302,374	\$ -	\$ 302,374	26.5%
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	\$ 56,731	\$ 863,648	60.0%	\$ 580,176	\$ -	\$ 580,176	40.2%
Total : REVENUES	\$ 134,190,490	\$ 3,040,565	\$ 80,090,112	60.0%	\$ 54,100,378	\$ (3,066)	\$ 54,103,445	40.3%

City of Dover

Expenditures of Major Funds

March 31, 2019

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 588,169	\$ 24,474	\$ 372,580	63.0%	\$ 215,589	\$ 122,511	\$ 93,078	15.8%
Executive	1,173,836	82,034	861,939	73.0	311,897	192,073	119,824	10.2
Finance	1,858,605	124,092	1,358,351	73.0	500,254	331,657	168,597	9.1
Planning	704,106	48,888	530,325	75.0	173,781	124,880	48,901	6.9
Misc General Government	1,008,417	68,289	450,572	45.0	557,845	122,914	434,931	43.1
Police	9,149,397	620,948	6,745,449	74.0	2,403,948	1,399,531	1,004,417	11.0
Fire & Rescue	9,406,962	634,631	7,104,542	76.0	2,302,420	1,317,184	985,236	10.5
Community Service Public Works	7,458,302	412,761	3,693,220	50.0	3,765,082	1,024,649	2,740,433	36.7
Recreation	2,240,631	157,563	1,573,166	70.0	667,465	364,653	302,812	13.5
Public Library	1,425,348	105,282	1,026,162	72.0	399,186	253,270	145,916	10.2
Public Welfare	796,220	46,286	385,603	48.0	410,617	56,032	354,585	44.5
Debt Service	12,311,694	3,247	39,731	0.0	12,271,963	32,245	12,239,719	99.4
Other Financing Sources/Uses	3,900,514	113,079	1,017,712	26.0	2,882,802	-	2,882,802	73.9
School	54,508,984	4,156,928	34,128,791	63.0	20,380,193	19,786,415	593,778	1.1
Intergovernmental	8,997,362	-	8,997,362	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 115,528,547	\$ 6,598,504	\$ 68,285,504	59.1%	\$ 47,243,043	\$ 25,128,015	\$ 22,115,028	19.1%
3213 Parking Activity Fund								
Police	\$ 989,489	\$ 37,948	\$ 439,392	44.0%	\$ 550,097	\$ 85,222	\$ 464,875	47.0%
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 37,948	\$ 439,392	44.4%	\$ 550,097	\$ 85,222	\$ 464,875	47.0%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,328,441	\$ 79,612	\$ 813,468	61.0%	\$ 514,973	\$ 309,297	\$ 205,675	15.5%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,328,441	\$ 79,612	\$ 813,468	61.2%	\$ 514,973	\$ 309,297	\$ 205,675	15.5%
3381 McConnell Center Fund								
Recreation	\$ 966,883	\$ 37,388	\$ 278,189	29.0%	\$ 688,694	\$ 134,930	\$ 553,764	57.3%
Sub-total : 3381 McConnell Center Fund	\$ 966,883	\$ 37,388	\$ 278,189	28.8%	\$ 688,694	\$ 134,930	\$ 553,764	57.3%
3410 Recreation Special Revenue Fund								
Recreation	\$ 579,337	\$ 35,257	\$ 367,498	63.0%	\$ 211,839	\$ 45,025	\$ 166,814	28.8%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 35,257	\$ 367,498	63.4%	\$ 211,839	\$ 45,025	\$ 166,814	28.8%
5300 Water Fund								
Community Service Public Works	\$ 5,728,161	\$ 283,790	\$ 3,032,568	53.0%	\$ 2,695,593	\$ 462,090	\$ 2,233,503	39.0%
Sub-total : 5300 Water Fund	\$ 5,728,161	\$ 283,790	\$ 3,032,568	52.9%	\$ 2,695,593	\$ 462,090	\$ 2,233,503	39.0%
5320 Sewer Fund								
Community Service Public Works	\$ 8,079,438	\$ 480,262	\$ 4,410,651	55.0%	\$ 3,668,787	\$ 635,904	\$ 3,032,883	37.5%
Sub-total : 5320 Sewer Fund	\$ 8,079,438	\$ 480,262	\$ 4,410,651	54.6%	\$ 3,668,787	\$ 635,904	\$ 3,032,883	37.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,767,532	\$ 88,019	\$ 914,426	52.0%	\$ 853,106	\$ 194,317	\$ 658,789	37.3%
Sub-total : 6100 Dovernet Fund	\$ 1,767,532	\$ 88,019	\$ 914,426	51.7%	\$ 853,106	\$ 194,317	\$ 658,789	37.3%
Total : EXPENDITURES	\$ 134,967,829	\$ 7,640,780	\$ 78,541,697	58.2%	\$ 56,426,132	\$ 26,994,801	\$ 29,431,331	21.8%

City of Dover

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

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,217,196	79,119	1,059,080	87.0	158,116	0	158,116	13.0
Expenditures	969,082	78,827	748,920	77.3	220,162	172,546	47,616	4.9
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	292	310,160	10	(310,160)	(172,546)	(137,613)	(192)

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 – April 2019

Employee Name	Division	Years of Service
Demeritt, James R	Fleet Services	36
Sirois, Sharon	Facilities & Grounds	34
Tweedy, Samuel M	Police	24
Terlemezian, David A	Police	23
Laskey, Mark L	Fleet Services	21
LaFrance, Denise A	Public Library	20
Chabot, Craig S	Fire	19
Kilbreth, Patrick D	Police	19
Young, Edward W Jr	Utilities	18
Miles, Dean H	Inspection Services	15
Mountain, Fulton T	Utilities	14
Dwyer, Cheryl L	Community Services	12
Bretz, Jennifer	Community Services	11
Trudell, David	Facilities & Grounds	10
Flanagan, Dennis M	Indoor Pool	3
Gray, Janet E	City Clerk/Tax Collection	3
Lynch, Bryon E	Police	3
Donais, Jenna R	Police	1
Wunschel, Heidi L	Police	1

MARCH SEPARATIONS: 4

- 1 Executive Department
- 1 Finance Department
- 1 Fire Department
- 1 Recreation Department

MARCH NEW HIRES: 4

- 1 Executive Department
- 1 Police Department
- 2 Recreation Department

Staff members attended a live webinar at the Manchester City Library with Ryan Dowd, author of "The Librarian's Guide to Homelessness" on March 13.



JoAnn Godin Hubbard has joined the City of Dover as the Legal Assistant to the City Attorney. She has her Associates Degree in Paralegal Studies and has over 20 years of legal experience, including working at the Attorney General's Office in the Criminal

Division and the Dover Public Defender's Office. JoAnn has two daughters and she enjoys travelling, sailing and the beach. She currently lives in Rochester, but hopes to someday move to the great City of Dover.

Be sure to stop by the Legal Office at City Hall to welcome JoAnn.

Another Fire & Rescue operational project that happened in March was the establishment of a list that hopefully will last two-years, of individuals who are qualified to work at fire and rescue as firefighter emergency medical technicians or firefighter paramedics. With the recent retirements, the previous eligibility list had been exhausted. Much time and energy are spent in establishing this list so that the best potential employees have been identified. This process is very labor-intensive starting with the resume review that whittles down the 40+ applications received to approximately 16 or so individuals who are then invited for interviews. That interview process further reduces that group to approximately 8 to 12 candidates who were then asked to attend an all-day assessment center. The all-day assessment center is comprised of a number of critical skill stations that range from the ability of the candidate to speak publicly and represent the

organization properly, to core firefighting skills such as searching in full gear and an air pack for simulated trapped fire victims. A special thank you is due to the large number of Fire and Rescue employees who assist in this process in an off-duty capacity as they manage the different skill stations while the attendees are assessed. The assessment center process was reviewed this year at Fire & Rescue's request, by HR before being delivered, and subsequently updated slightly, to insure compliance with any hiring regulations. As a result of that process, a list of multiple candidates was developed with the top three candidates interviewed to determine the best fit for the currently open Firefighter/Advanced EMT Position, with a candidate given a pre-employment offer. That offer allows an NFPA complaint job related physical to occur as well as a polygraph, and other background check functions to be completed. The introduction of Fire & Rescue's next employee is to be reported in the next monthly report.

Fire & Rescue's Division Chief of EMS, Dale Spainhower, attend the National Fire Service Staff and Command School in Baltimore, which is presented as a partnership between the Maryland Fire & Rescue Institute and the International Association of Fire Chiefs. Topics presented included situational awareness and fireground decision-making, organizational change, legal considerations in personnel management, current issues facing the fire service, public relations, financial considerations for fire department budgets and diversity considerations in the fire service. Dale came back from this worthwhile Chief Officer school using some of what was learned immediately. Congratulations Dale!



Dale Spainhower
Division Chief of EMS

March also saw all four shifts revisit the bariatric equipment that Fire & Rescue is the regional host for and which can be installed in all four of Fire & Rescue's ambulances, while utilizing the Wentworth Douglass Hospital bariatric simulation manikin. This class was provided by WDH utilizing Wentworth Douglass Hospital's in-house instructor, Brian Nicholson, who retired recently from Fire & Rescue. Let's start with the definition of Bariatric which is "relating to or specializing in the treatment of obesity". In Dover, there is not a specific definition of what qualifies as obese. Operationally at Fire and Rescue, obese is considered above what a crew of five personnel can handle as that is the normal response for a complicated medical emergency and which gets assigned one ambulance with two personnel and one fire engine with three personnel. Generally, a crew of five can handle a patient that weighs up to 500 pounds in weight and that is not an uncommon occurrence, where each person lifts approximately 100 pounds in a coordinated manner with the other team members. Anecdotally, staff members here at Fire and Rescue can remember treating patients weighing almost 800 pounds and as you know from watching various reality television shows, there are patients that can weigh in the vicinity of 1200 pounds. No matter what the weight and with all social issues aside, each person has the right in an emergency to proper care and treatment. In the next photos,

a winch has been locked to a mount in the floor inside the ambulance and plugged into an electrical port which powers it, and the stretcher with the bariatric simulation manikin, is being pulled up ramps that are attached to the floor of the ambulance, by the winch.



Training in this manner frequently, on the multitude of possible emergencies, maintains the sharpness of Fire & Rescue's crews.

Also in March, Assistant Chief of Operations Michael McShane, along with Division Chief of EMS Dale Spainhower, attended the new EMS in the Warm Zone train-the-trainer program delivered at the NH Fire Academy in Concord. The announcement for this program came out with little notice, so it was fortunate that schedules could be shifted around internally, so Dale and Michael could attend. As training all NH Police and Fire/Rescue organizations in this new industry standard is a priority of the NH Department of Safety, this long-awaited program after months of delay, has finally been released. Look for more information in April report, after the first trainings which had been previously scheduled before this Train-The-Trainer, have been delivered by Dover Police and Fire members to both organizations.

Throughout the month, Officer Mitrushi made 10 social media posts to the department Facebook page and Twitter account. The posts included official press releases as well as community engagement posts. Officer Mitrushi continued with the social media initiative "Meet DPD Monday." Each Monday, Officer Mitrushi posted a photograph of a different Dover Police Department employee accompanied by a job description or personnel message written by the employee. The following are the four police personnel we learned about in March:

Communications Bureau Supervisor Lyndsay Salantri has over 14 years of experience with the Dover Police Department, both as a patrol officer and a public safety dispatcher. As Communications Bureau Supervisor, Lyndsay oversees nine full-time public safety dispatchers and the Deputy Supervisor. The Communications Bureau is responsible for all public safety dispatch services for Dover Police, Dover Fire

and Rescue, and the Rollinsford Fire Department. Last year, the Communications Bureau handled roughly 94,000 telephone calls, to include over 4,800 emergency calls to 911. These calls resulted in over 34,000 calls for service.

Lyndsay grew up in Dover and graduated from the University of New Hampshire with a B.A. in Political Science in 2002. She is married and the proud mom of two boys.



Meet DPD Monday- We would like to introduce Officer Molly Martuscello.

Officer Martuscello joined the Dover Police Department in 2017 and holds a bachelor's degree from Bryant University. Officer

Martuscello grew up in Dover, where her family has lived for five generations. She is also a member of the Dover Police Color Guard. Outside of work she enjoys playing hockey and DIY projects.

Her favorite movies include My Best Friend's Wedding and Armageddon.



Meet DPD Monday- We would like to introduce Victim/Witness Advocate Patti Powers.

Patti has been employed with the Dover Police Department as a victim/witness advocate since July 2001. The Dover PD's advocacy program helps provide information to victims/witnesses on how the court process works, information about community services, provides a safe place to discuss court matters, and helps victims with requests for losses, damages and medical costs as a result of criminal acts. Bringing with her over 20 years of communications and public relations experience, Patti is focused on providing victims of crime with information, emotional support, and assistance finding outside resources all the while ensuring adherence to the NH Victim Bill of Rights. With a commitment to helping victims understand the criminal justice process, Patti assists victims throughout all court proceedings, meeting them at court, explaining options available to them, and supporting their decision-making through safety planning.



Outside of work, Patti is an avid sports enthusiast supporting both local and professional teams. Patti is married with one daughter, and she spends much of the spring, summer and fall months at the lake where her whole family gathers to enjoy lots of family time and outdoor activities.

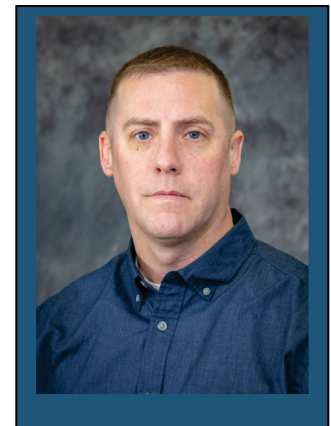
Meet DPD Monday- We would like to introduce Officer Scott Petrin.

Officer Petrin has been in law enforcement since 1997 and has worked as a patrol officer in Dover since 2001. He served on the Strafford County Regional Tactical Operations Unit for 15 years as both an operator and a sniper. He is a member of

the Crime Scene Unit, a footwear examiner, a firearms and use of force instructor, and is one of the department's motorcycle operators. He is involved with training police, fire/EMS and civilians in active shooter response and hemorrhage control. When not working, he is involved in coaching youth sports, skiing, riding motorcycles, shooting, and being with his family.



On March 11, 2019, Dispatcher Christian Reed began his career with the Dover Police Department. He is a US Marine Corp veteran and attended York County Community College and UNH. He resides in Maine with his wife and two children. Christian brings considerable experience to Dover, having spent the last the last 10 years as a dispatcher and dispatch supervisor for the Sanford Regional Communications Center.



On March 20-22, 2019, Detective Oake Carlson attended Group Crisis Intervention and Assisting Individuals in Crisis. This course will prepare participants to understand a wide range of crisis intervention services for both the individual and for groups.

On March 27-20, 2019 Sergeant Mark Nadeau attended Working, Controlling, and Managing Major Cases. The course is designed to meet the needs of decision and policy makers, supervisors, or officers leading major investigations. Emphasis was placed on providing skills, knowledge, techniques, and abilities to examine the decisions to be made before undertaking a major case and how to avoid mistakes made by investigating officers.

Dave White, City Engineer, attended the Spring Septic System Conference, sponsored by Granite State Designers and Installers. This conference was held in Manchester.

On March 25, several members of the police department command and support staff attended a "Purchasing 101" training facilitated by the City's Purchasing Agent, to provide a review of spending protocols and procedures related to the City's purchasing procedures.

On March 28, Sgt. Speidel attended a webinar training on a new digital form to collect data pertaining to child safety seat inspections. New Hampshire is now mandating the digital format.

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.

William Boulanger, Deputy Director, Brian Landry, Maintenance Mechanic, Jason Lavoie, Utilities Foreman, and Michael Nadeau, Pump Station Operator II, attended the *PACP/MACP/LACP Certification Training sponsored by Nassco. This three day course was held in Dover.

*Pipeline Assessment, Manhole Assessment, Lateral Assessment

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.”

Work continued throughout the month of March on the installation of the library’s air conditioning system.

A new front door was installed at the library on March 19 after many issues with locking the old door. It is much more energy-efficient and has insulated glass. The vestibule temperature has been noticeably warmer since its installation.

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

Assistant City Planner Piekut assisted the Energy Commission with setting a number of goals for 2019, with an overarching goal of moving the community toward 100% renewable energy sources.

City Planner Bird and Assistant City Planner Piekut met with the coordinator of the New England Municipal Sustainability Network regarding Dover hosting day two of its biannual conference, with a focus on climate resilience and adaptation measures.

At the Energy Champions Awards Ceremony, awards were given out to New Hampshire’s 2019 “Municipal Energy Champion”, “Business Energy Champion”, and “Legislative Energy Champion”. Each award winner was presented with a trophy designed for NH Energy Week and made by New Hampshire’s award winning sculptor, Vivian Beer.

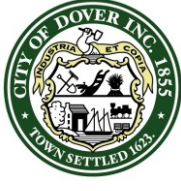
The 2019 NH Energy Champion Award Winners are:

- Hypertherm - 2019 Business Energy Champion
- City of Dover - 2019 Municipal Energy Champion
- Senator Jeb Bradley - 2019 Legislative Energy Champion

The award is part of a growing recognition that municipalities are leading and must lead climate change adaptations and solutions. There is a growing movement among Seacoast, New Hampshire, and New England municipalities organizing together to collaborate on these and related issues.

The City of Dover's many efforts over the years were recognized, and the active, professional, and well-networked members of Dover's Energy Commission have given the City increased exposure and opportunities. In the past couple years many organizations have been reaching out to the City of Dover for presentations, advice, and partnerships.

The physical award's uniqueness is that it was created by NH artist Vivian Beer, whose work is part of the permanent collections of the MFA Boston, Smithsonian, and Brooklyn Museum. Assistant City Planner Piekut accepted the NH Energy Week Municipal Energy Champion award on behalf of the City on March 28.

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1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier pulled Item 13.A.3 from the Consent Calendar.

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

Vote: 9/0.

7. PUBLIC HEARINGS

A. FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM – SCHOOL DEPARTMENT ONLY (THE CITY PORTION PUBLIC HEARING WILL BE HELD ON APRIL 24, 2019.) SPONSORED BY MAYOR WESTON BY REQUEST

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

Carolyn Mebert, School Board Member, 254 Dover Point Road: She spoke in support of the proposed School Department's budget.

Gerard Nielsen, 26 Hillcrest Drive: He spoke in support of the proposed School Department's budget.

Frances Meffen, Teacher, 16 Benjamin Way: She spoke in support of the proposed School Department's budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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Alyssa Brigandi, 1 Lowell Avenue: She spoke in support of the proposed School Department's budget.

Christina McGarty, 109 Varney Road: She spoke in support of the proposed School Department's budget.

Betsy Breen, Teacher, 7 Gerry's Lane: She spoke in support of the proposed School Department's budget.

Elizabeth Dubois, Teacher, 389 Back Road: She spoke in favor of the School Department's proposed budget.

David Green, 45 Middle Road: He spoke in support of the proposed School Department's budget.

Kaitlyn Geary, Counselor, 7 Oak Street: She spoke in favor of the School Department's proposed budget.

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

Heidi Henniger, 23 Nelson Street: She spoke in favor of the School Department's proposed budget.

Kristen Murphy, 17 Rutland Street: She spoke in favor of the School Department's proposed budget.

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

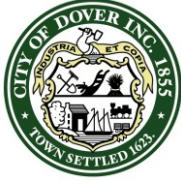
Amanda Russell, School Board Chairperson, 20 Cranbrook Lane: She spoke in support of the proposed School Department's budget.

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 Gasses.

Vote: 8/0.

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

Joseph Belakonis, 3 Mill Street: He spoke in favor of the School Department's proposed budget.

 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, April 10, 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, April 10, 2019	Meeting Time:	7:00pm
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Larissa Ragazzo, 16 Hill Street: She spoke in favor of the School Department's proposed budget.

Deborah Calabrese, 20 Florence Street: She spoke in favor of the School Department's proposed budget.

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

Lisa Carter, 34 Sullivan Drive: She spoke in favor of the School Department's proposed budget.

Alison Roux, 28 Elm Street: She spoke in favor of the School Department's proposed budget.

Dana Sicko, 50 Pointe Place: She spoke in favor of the School Department's proposed budget.

Christine Kozlowski, Teacher, 62 Watson Road: She spoke in favor of the School Department's proposed budget.

Jonathan Fedyschyn, Teacher, 1 Mill Street: He spoke in favor of the School Department's proposed budget.

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

**B. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV SECTION
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**C. CHAPTER 89 – DOGS, SECTIONS 7 AND 9
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**D. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 57
SPONSORED BY MAYOR WESTON BY REQUEST**

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

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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.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He recognized the Energy Commission and Elena Piekut for receiving the NH Energy Week – Municipal Energy Champion Award. Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Shanahan.

Vote: 9/0.

10. APPROVAL OF MINUTES

A. March 27, 2019 – Regular Meeting

B. April 3, 2019 – Workshop Session

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.

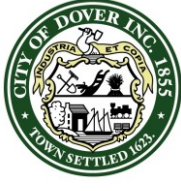
11. MAYOR'S REPORT

Mayor Weston listed the events she attended: Government Affairs Meeting, State of the City, Educational Diversity Meeting. She recognized Councilor Gasses for her work with the Tri-City Homelessness Task Force. She appointed Todd Sigmon to the Dover Business and Industrial Development Authority. She recommended the appointment of Otis Perry to the Cocheco Waterfront and Development Authority Committee, which will be forwarded to the Dover Housing Authority to approve.

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

Vote: 9/0.

City Manager Joyal mentioned that he will be reappointing Thomas Hardiman to the Personnel Advisory Board.

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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 89 – DOGS, SECTIONS 7 AND 9

SPONSORED BY MAYOR WESTON BY REQUEST

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

2. CHAPTER 166 – VEHICLES AND TRAFFIC, SECTION 57

SPONSORED BY MAYOR WESTON BY REQUEST

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

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR COMMUNITY TRAIL PHASE IV SECTION (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) SPONSORED BY MAYOR WESTON BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – Greater Dover Chamber of Commerce
2. BLOCK PARTY – Greater Dover Chamber of Commerce
3. ~~BLOCK PARTY – Prescott Park Arts Festival (pulled from Agenda)~~
4. BLOCK PARTY – Recoverydia, LLC
5. ROAD RACE – First Parish Church
6. TAG – Seacoast Titans Football Cheer
7. B16052 ARENA LOCKER ROOM RENOVATIONS ADDITIONAL SCOPE REC
SPONSORED BY MAYOR WESTON BY REQUEST
8. B19013 CENTRAL FALLS RETAINING WALL RECONSTRUCTION CHANGE
ORDER FOUR
SPONSORED BY MAYOR WESTON BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
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- 9. B19040 CONSULTING SERVICES FOR CLASSIFICATION AND COMPENSATION STUDY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 10. B19051 ASPHALT TRENCH PATCHING**
SPONSORED BY MAYOR WESTON BY REQUEST
- 11. B19060 PURCHASE OF VACTOR 2100PLUS CS**
SPONSORED BY MAYOR WESTON BY REQUEST
- 12. AUTHORIZATION TO PURCHASE USED FORKLIFT**
SPONSORED BY MAYOR WESTON BY REQUEST
- 13. APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN CITY OF DOVER AND GLENN L. ADAMS, TRUSTEE OF THE LAURA L. ADAMS IRREVOCABLE TRUST**
SPONSORED BY MAYOR WESTON BY REQUEST
- 14. RESTORATION OF MERGED LOTS (10 SOUTH WATSON LANE, DOVER)**
SPONSORED BY MAYOR WESTON BY REQUEST
- 15. AMENDMENTS TO MCCONNELL CENTER ADVISORY COMMITTEE OPERATING RULES**
SPONSORED BY MAYOR WESTON BY REQUEST
- 16. AMENDMENT TO DOVER TRANSPORTATION ADVISORY COMMISSION OPERATING RULES**
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 | |

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, April 10, 2019 Meeting Time: 7:00pm
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Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Ciotti.

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Thibodeaux pulled Item 13.A.12.

Councilor Shanahan pulled Item 13.A.11.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.11.; seconded by Councilor Shanahan.

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

Roll Call Vote: 9/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.12.; seconded by Councilor Thibodeaux.

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

Roll Call Vote: 9/0.

Councilor Ciotti gave an overview of the Planning Board Report to the Council.

Deputy Mayor Carrier moved to accept the Planning Board Report; seconded by Councilor Keane.

Vote: 9/0.

Mayor Weston, Deputy Mayor Carrier, and Councilor contributed to the oral report on the Dover 400th Anniversary Committee to the Council.

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

Vote: 9/0.

Deputy Mayor Carrier gave an overview of the Appointments Committee Report to the Council with the following recommendations for appointments:

New Appointments

Ellen Brooks – Planning Board

Lynn Ann Peterson – Solid Waste Advisory Commission

Todd Sigmon - DBIDA

Deputy Mayor Carrier moved for their appointment; seconded by Councilor Keane.

Vote: 9/0.

Change in Status – alternate to regular member

Brandice Maas – Recreation Advisory Board

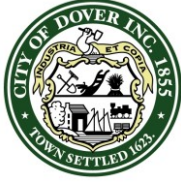
Heather Twombly – Recreation Advisory Board

Jason Aube – Conservation Commission

Jackson Kaspari – Planning Board

Deputy Mayor Carrier moved for their appointment; seconded by Councilor Ciotti.

Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, April 10, 2019 Meeting Time: 7:00pm
---	---

Appointment for another term:

Larry Raiche – Arena Commission
Mark Saunders – Arena Commission
Thomas Parks – Ethics Commission & Personnel Advisory Board
Carol Boc – Library Board of Trustees
Cora Quisumbing-King – McConnell Center Advisory Committee
Joseph Walent – McConnell Center Advisory Committee
Anna Boudreau – Open Lands Committee
Ann Reid - Open Lands Committee
Anne Kotlus - Open Lands Committee
David Landry – Planning Board
David Beaulieu – Recreation Advisory Board
Nicholas Couturier – Zoning Board of Adjustment
Deputy Mayor Carrier moved for their appointment; seconded by Councilor Shanahan.
Vote: 9/0.

Openings on Boards/Commissions:

Conservation Commission – 1 alternate vacancy
Dover Downtown TIF Advisory Board – 1 Out of District member
Ethics Commission – 4 vacancies (one needs to be a former Councilor or School Board member)
Open Lands Committee – 3 vacancies
Pool Advisory Committee – 1 alternate vacancy
Recreation Advisory Board – 1 regular vacancy and 2 alternate vacancies

Deputy Mayor Carrier moved to accept the Appointments Committee Report; seconded by Councilor Thibodeaux.
Vote: 9/0.

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

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

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Energy Commission Report; seconded by Councilor Williams.
Vote: 9/0.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, April 10, 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, April 10, 2019	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
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Meeting Date:	Wednesday, April 10, 2019										
Meeting Time:	7:00pm										

B. RESOLUTIONS

1. **FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) SEWER ASSET MANAGEMENT LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 24, 2019, WITH A COUNCIL VOTE TO OCCUR ON MAY 8, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on April 24, 2019; seconded by Councilor Williams.
Vote: 9/0.

2. **FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) PUMP STATION EVALUATIONS & PLANNING LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.) (TO BE REFERRED TO A PUBLIC HEARING ON APRIL 24, 2019, WITH A COUNCIL VOTE TO OCCUR ON MAY 8, 2019.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on April 24, 2019; seconded by Councilor Thibodeaux.
Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski spoke about the turnout for the School Board members.

Mayor Weston spoke about the upcoming ribbon cutting for the Portsmouth ER.

Councilor Thibodeaux talked about the Schools and the need to fund them properly. She also mentioned that she is still looking for a venue for a "Coffee with a Councilor" session.

16. ADJOURN

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



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 17, 2019**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Muffett-Lipinski led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Keane, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams. Councilor Gasses arrived at 8:00 pm.

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

5. CITIZEN'S FORUM

Citizens are invited to speak on the subject matter of the Workshop. Statements shall be limited to five minutes.

Arthur Burke, 2 Union Street: He spoke about the need for more Police presence in the Downtown area due to increased traffic and the risk for accidents.

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

6. DISCUSSIONS

A. BUDGET PRESENTATIONS

Deputy Mayor Carrier moved to move Item #4, Welfare, to this point of the meeting.
Vote: 8/0.

Welfare Director Nichols gave a PowerPoint presentation to the Council regarding the proposed Welfare Department's budget.

1. POLICE

Police Chief Breault gave a PowerPoint presentation to the Council regarding the proposed Police Department's budget.

2. FIRE

Fire Deputy Chief Haas gave a PowerPoint presentation to the Council regarding the proposed Fire Department's budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, April 17, 2019**
Meeting Time: **7:00 pm**

3. RECREATION

Recreation Director Bannon gave a PowerPoint presentation to the Council regarding the proposed Recreation Department's budget.

4. WELFARE

Moved up on the Agenda to follow the Citizen's Forum.

City Manager Joyal handed out a list of proposed adjustments to the Council to review.

7. ADJOURNMENT

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



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: Prescott Park Arts Festival

Federal Tax ID number for Organization: 02-0370018

Check (☒) Nature of Organization:

Religious __, Educational __, Charitable ☒, Civic __, Sports __, Veterans __, Fraternal or Political __, Other __
(Describe) Non profit arts organization (501c3)

Contact Person: Angela Greene Day Time Telephone: 603-766-2689

Address: PO Box 4370 Portsmouth NH 03802 Email angela@prescottpark.org

Purpose of Permit: Block Party permit for lower Henry Law Park

Date of Event: July 27th Specific Time: 12pm-5pm

Location of Event: Lower Henry Law Park

*****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): Henry Law btwn Henry Law Ave + River St

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Angela Greene DATE: 3/21/2019
(duly authorized)

PRINTED NAME: Angela Greene

Licensing Board Approval [Signature] Date: 4/17/19



DOVER POLICE DEPARTMENT

Dover, New Hampshire

Memorandum

TO: Chief William M. Breault

FROM: Captain David A. Terlemezian

RE: Prescott Park Arts Festival Block Party Permit Application

DATE: April 12, 2019

On April 12, 2019, I met with Angela Greene, Director of Operations for the Prescott Park Arts Festival and Operations Associate, Stephen Goodrow, to discuss their block party application for a proposed food festival entitled "Tacos and Tequila". The proposed date of the event is July 27, 2019 from 12:00pm until 5:00pm in Henry Law Park. Attached is an updated event flyer.

The key information that came out of the meeting is the following:

- The event will be restricted to those 21 and over.
- The entire event area will be closed off so that access is limited to the designated entrance and exit point.
- Tickets will all be sold in advance and there will be no admittance on the day of the event.
- Tickets prices are \$20 per person for standard admission and \$40 for VIP admission.
- Ticket holders will wear a wristband or some other item clearly identifying them as ticket holders.
- The alcohol sales will be restricted to a beer trailer and a limited number of tequila cocktails. There will be no tequila shots served.
- Food will be "purchased" using a ticket system. Drink and food tickets are purchased near the entrance.
- There will be a free water station under tents to allow for hydration and cooling.
- Music will consist of live bands that will be mindful of the neighborhood in terms of volume levels and music type (likely to be folk style music).
- The organizers plan to contact the Children's Museum of NH to discuss the event and any concerns that staff at the museum might have.
- They plan to hire 1-2 police officers to be present for the entire event to supplement their trained staff.
- This organization has been running the NH Brewfest at Cisco Brewery (formerly Red Hook Brewery) for 11 years without incident.

Throughout the meeting, Greene and Goodrow were flexible, open to suggestions and expressed their willingness to mold the event so that it conforms to the City of Dover's community standards.



PRESCOTT PARK ARTS FESTIVAL

PRESENTS A 2019 FOOD FESTIVAL: "TACOS & TEQUILA"
IN COLLABORATION WITH THE CITY OF DOVER

OBJECTIVE

To present a community engaging event that promotes and attracts people to the City of Dover, and raises funds for the Prescott Park Arts Festival, a 501(c)3 non-profit organization.

EVENT DATES + DETAILS

2019 SUMMER TACO FESTIVAL • SATURDAY JULY 27TH

- This event will be 21+, ticketed, with controlled & limited entry
- Gates will open at 12pm, and close no later than 5pm
- We anticipate an audience of 800-1,000 people
- 12-20 local food vendors will be included
- PPAF will obtain a one-day liquor license with the state of NH
- All requirements for food and liquor service will be satisfied per city and state standards and regulations.
- PPAF will provide water stations and shade tents for patrons to mitigate dehydration, etc.
- Ticket prices; Gen Admission \$20, includes 2 tacos + 1 drink
VIP \$40, include 2 tacos, private tasting, 1 drink, early admission

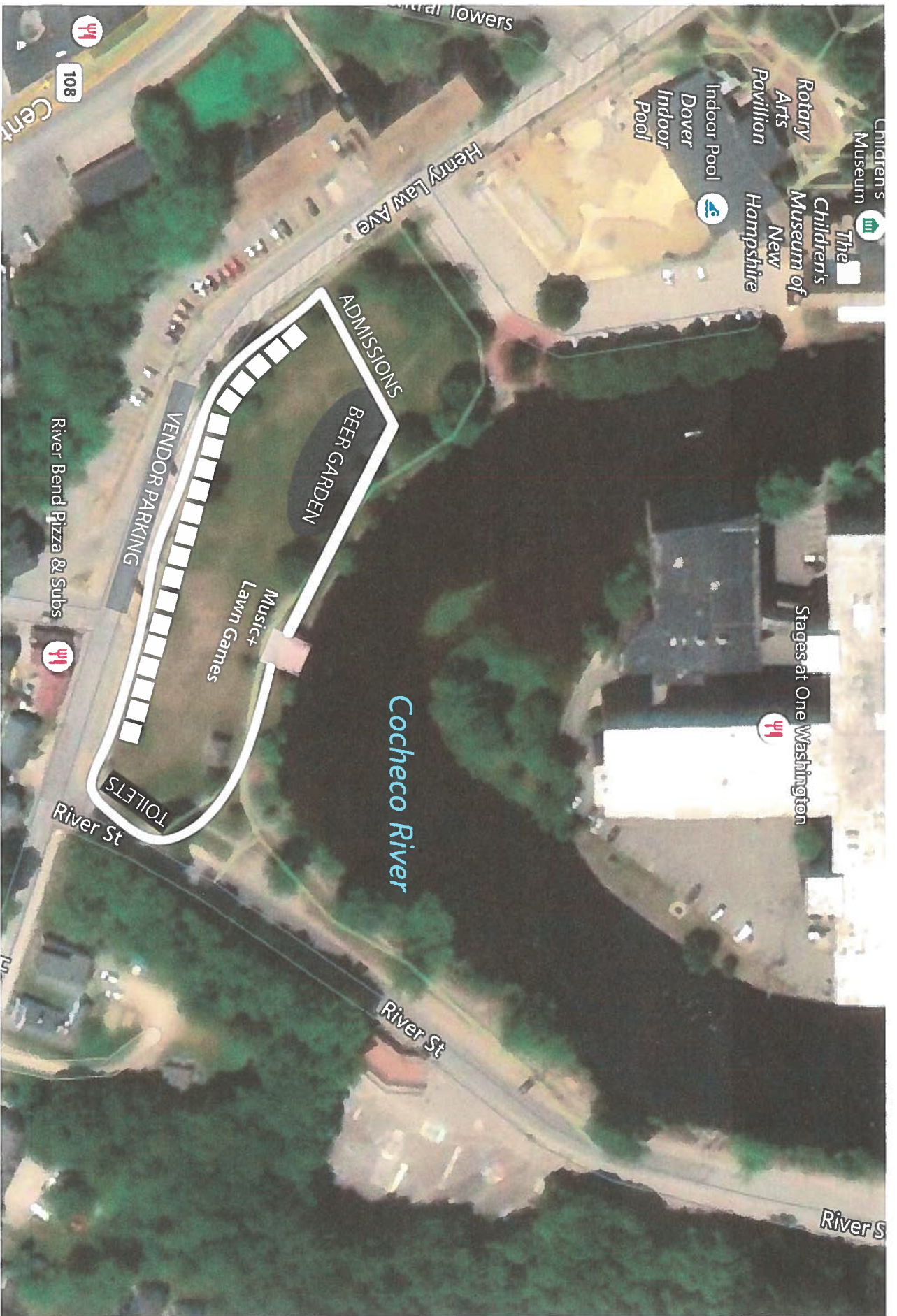
SCHEDULE OF EVENTS

Load in will begin the evening prior to the event; tables, fencing, portable restrooms, and waste management set ups.

The event will be loaded out and the area cleaned and left in its prior condition no later than 9am the following day.

QUALIFICATIONS + EXPERIENCE

- Staff is certified, trained, and licensed through the NH Liquor Commission
- Core staff is Crowd Management Certified through the National Association of State Fire Marshalls
- 2 Staff members are NREMT and state licensed EMT-Basics
- Collectively, as a team, we have a long history of executing well-run, safe, and high caliber events; many including food and alcohol service to the general public.





PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

RAFFLE*_____, TAG*_____, BLOCK PARTY** X_____

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

Organization Name: City of Dover Recreation Dept.
Federal Tax ID number for Organization: 02-6000230

Check (✓) Nature of Organization:

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

Contact Person: Gary S. Bannon Day Time Telephone: 603-576-6410

Address: 61 Locust St, Suite 124 Dover, NH Email: g.bannon@dover.nh.gov

Purpose of Permit: Various Vending for Fourth of July

Date of Event: July 4, 2019 / July 5, 2019 Specific Time: 12 noon to 11pm

Location of Event: Henry Law Ave. to Washington St and George St (all areas abutting Henry Law Park)

*****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): Henry Law Park + surrounding streets

Police Department Block Party Approval Signature: _____

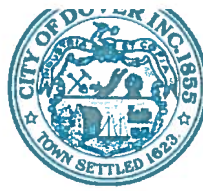
Printed Name: Sgt. Marn Spedel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Gary S. Bannon DATE: 4/8/19
(duly authorized)

PRINTED NAME: Gary S. Bannon

Licensing Board Approval [Signature] Date: 4/15/19



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

Check(☒) the type of application:

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

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

Organization Name: City of Dover Recreation Department

Federal Tax ID number for Organization: 02-6000230

Check (☒) Nature of Organization:

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

Contact Person: Gary S Bannon Day Time Telephone: 603-516-6410

Address: 61 Locust St, Suite 124, Dover, NH Email g.bannon@dover.nh.gov

Purpose of Permit: Fireworks Display

Date of Event: July 4, 2019, July 5, 2019 Rain Date Specific Time: Dusk

Location of Event: Maglaras Park

*******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.doi.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: Gary S Bannon DATE: 4/8/19
(duly authorized)

PRINTED NAME: Gary S Bannon

Licensing Board Approval [Signature] Date: 4/11/19



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check (✓) the type of application:

RAFFLE* X, TAG* _____, BLOCK PARTY** _____,

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

Organization Name: City of Dover Recreation Department

Federal Tax ID number for Organization: 02-6000230

Check (✓) Nature of Organization:

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

Contact Person: Gary S. Bannon Day Time Telephone: 603-516-6410

Address: 61 Locust St, Suite 124, Dover, NH Email g.bannon@dover.nh.gov

Purpose of Permit: Fundraising/Donations

Date of Event: July 1, 2019 - June 30, 2020 Specific Time: varies

Location of Event: Throughout Year - Playgrounds, 4th of July, Senior Center, Arena, Pools, etc.

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

Prize (s) To Be Awarded: varies

Cost of Ticket: varies Date of Drawing: varies

Place of Drawing: varies

* 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: Gary S. Bannon DATE: 4/8/2019
(duly authorized)

PRINTED NAME: Gary S. Bannon

Licensing Board Approval [Signature] Date: 4/11/19



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: Cochecho Country Club

Federal Tax ID number for Organization: 02-0120120

Check (✓) Nature of Organization:

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

Contact Person: Deborah Shelton Day Time Telephone: 603-953-3977

Address: 145 Gulf Road Email deborah.shelton@me.com

Purpose of Permit: Golf ball raffle w/ proceeds split between Dover Food Pantry & CVHS

Date of Event: Nov. 3, 2019 Specific Time: 1:00 pm

Location of Event: Cochecho Country Club

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

Prize (s) To Be Awarded: 20% of total raised w/ 500 the maximum being sold

Cost of Ticket: \$25 Date of Drawing: Nov. 3, 2019

Place of Drawing: Cochecho Country Club

* 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: Deborah H. Shelton DATE: 3/26/19
(duly authorized)

PRINTED NAME: Deborah H. Shelton

Licensing Board Approval [Signature] Date: 4/15/19



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE** ✓, ROAD RACE ** ROAD TOLL***

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

Organization Name: DOVER KNIGHTS OF COLUMBUS

Federal Tax ID number for Organization: _____

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): OUR LADY OF FATIMA MAY PROCESSION

Contact Person: PAUL K. McMANUS Day Time Telephone: (603) 953-4260

Address: 5 ARAD BROOK RD, DOVER NH Email: SUPERBUZZ@COMCAST.NET

Date of Event: MAY 05, 2019 Specific Time: 12:15 - 1:30 PM

Location of Event (if parade, attach course description or map): ST MARY'S CHURCH ON CHESTNUT ST TO 4th ST - TO GROVE ST - TO THIRD ST - BACK TO ST. MARY'S CHURCH

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Paul K. McManus DATE: 4/08/2019

(duly authorized)

PRINTED NAME: PAUL K. McMANUS

Licensing Board Approval [Signature] Date: 4/15/19

1/2015



PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(☒) the type of application:

5K race
PARADE** ☒ , ROAD TOLL*** _____,

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

Organization Name: Greater Seacoast Community Health (dba Goodwin Community Health)

Federal Tax ID number for Organization: 02-0304203

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Father's Day 5K at Margaritas in Dover

Contact Person: Elizabeth Clemence Day Time Telephone: (603) 516-2555

Address: 311 Route 108 Somersworth, NH 03878 Email: eclemence@goodwinch.org

Date of Event: Sunday, June 16, 2019 Specific Time: 9 a.m. race start

Location of Event (if parade, attach course description or map): Course map attached

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: Sgt. Marn Speidel

Check Here if Parade Route Is Attached: ☒

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: _____

DATE: 4-8-2019

(duly authorized)

PRINTED NAME: Elizabeth Clemence

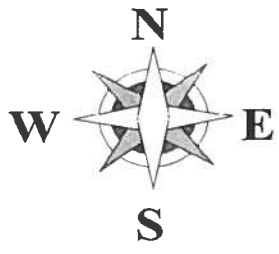
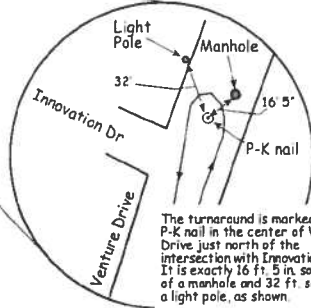
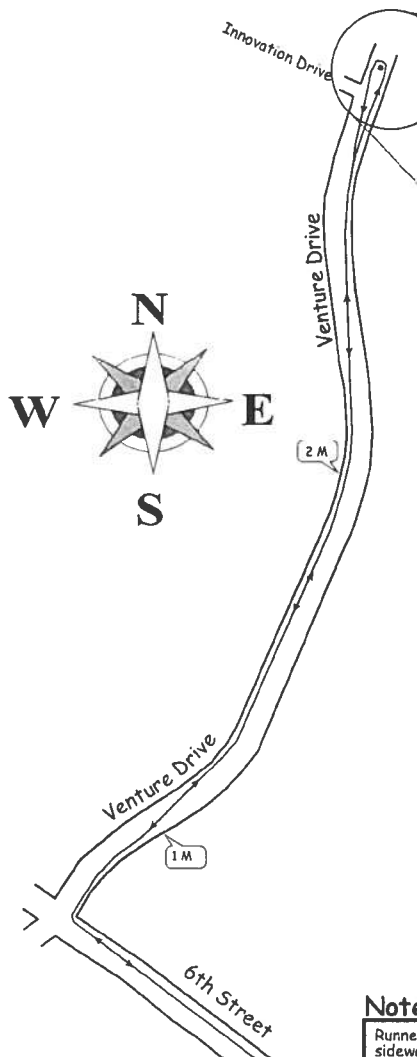
Licensing Board Approval _____

Date: 4/15/19

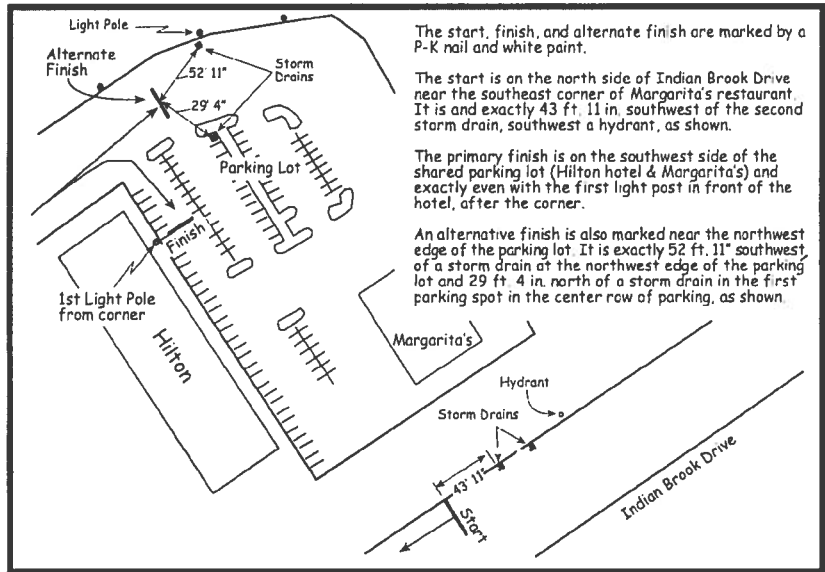
MES

FATHER'S DAY 5K

DOVER, NEW HAMPSHIRE



Start & Finish Details



Note:
Runners may use the sidewalk on 6th Street.

Splits

- All of the splits are marked by a P-K nail and white point.
- 1 M On southeast side of Venture Drive, opposite Cramer Fabrics and approximately 90 feet northeast of a storm drain.
 - 2 M On the west side of Venture Drive, just north of Cramer Fabrics, near a telephone switching box SEC1, and approximately 18 ft. north of a manhole (Sewer) in the middle of the road.
 - 3 M On the south side of the driveway leading to Margarita's, in the entrance to the Northeast Credit Union and even with a storm drain on the north side.

Restriction

Runners must keep to the northwest and west side of Indian Brook Drive.

Place Cones 10 ft. from curb.



Certified Course



NH11033RF

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

Measured May 10, 2013
by: Ron Fitzpatrick
603.731.3345
rjfitz@worldpath.net



Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Father's Day 5K Distance 5.0 km
Location (state) New Hampshire (city) Dover
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Out-and-Back (1)
Type of surface: paved 100 % dirt % gravel % grass % track %
Elevation (meters above sea level) Start 57 m Finish 55 m Highest 190 m Lowest 154 m
Straight line distance between start & finish 125 m Drop 0.4 m/km Separation 2.5 %
Measured by (name, address, phone & e-mail) Ron Fitzpatrick, 33 Rand Road,
Center Barnstead, New Hampshire 03225 (603) 731-3345 email: ronfytz@gmail.com
Race contact (name, address, phone & e-mail) Lara Willard, c/o Goodwin Community Health,
311 Route 108, Somersworth, NH 03878 (603) 516-2558
Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: Date(s) when course measured: May 10, 2013
Race date: June 16, 2013 Course certification effective date: May 14, 2013
Certification code: NH11033RF

Notice to Race Director: Use this Certification Code
in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2021**

AS NATIONALLY CERTIFIED BY:

Ron Fitzpatrick

Date: May 14, 2013

Name – USATF/RRTC National Certifier

Address Phone E-mail



**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: The Triangle Club

Federal Tax ID number for Organization: 22-2533853

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): 10th Annual Spirit of Recovery 5K

Contact Person: Ted Baker Day Time Telephone: (603) 842-6488

Address: 32 Back River Road, Dover, NH 03820 Email edward.baker@bc.edu

Date of Event: May 19, 2019 Specific Time: 10:00 am

Location of Event (if parade, attach course description or map): 100 Liberty Way, Dover, NH 03820

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: [Signature] DATE: 4/12/19

(duly authorized)

PRINTED NAME: Edward Baker

Licensing Board Approval [Signature] Date: 4/16/19

1/2015

PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE



Check(☒) the type of application:

PARADE** _____. ROAD TOLL*** _____,

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

Organization Name: American Cancer Society Relay For Life of Rochester NH
Federal Tax ID number for Organization: 13-1782191

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Toll Road

Contact Person: Dorena M. Tennis Day Time Telephone: 603-275-7403

Address: 58 Livingston Ave. Portsmouth NH 03801 Email: dtennis74@gmail.com

Date of Event: MAY 4, 2019 Specific Time: 9am-2pm

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

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: _____ 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: Central Avenue at Oak Street

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Mark Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: Dorena M. Tennis DATE: 4/1/19

(duly authorized)

PRINTED NAME: Dorena M. Tennis

Licensing Board Approval [Signature] Date: 4/9/19



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



Check(☒) the type of application:

PARADE**____, ROAD TOLL*** ☒ ,

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

Organization Name: American Cancer Society
Federal Tax ID number for Organization: 13-172991

Check(☒) Nature of Organization:

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

Name/Description of Event (if applicable): Toll Road

Contact Person: DALIA JENNE Day Time Telephone: 603 833-7403

Address: 12 Lindbergh Lane, Dover, NH 03820 Email: djenne@acs.org

Date of Event: June 15, 2019 Specific Time: 9am - 2pm

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

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: _____ 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: Central Avenue at Oak Street

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: Dalia Jenne DATE: 4/11/19

(duly authorized)

PRINTED NAME: DALIA M. JENNE

Licensing Board Approval [Signature] Date: 4/9/19



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

Check(☒) the type of application:

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

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

Organization Name: Dover Youth Football
Federal Tax ID number for Organization: 20-1507167

Check (☒) Nature of Organization:

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

Contact Person: Jodi Frost Day Time Telephone: 603 866 1994
Address: 47 Overlook Dr Email: jodifrost@yahoo.com

Purpose of Permit: Fundraiser
Date of Event: August 16, 17 Specific Time: 5:30-7:30 and 4-6:00
Location of Event: local businesses

*****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: Jodi Frost DATE: 3/8/2019

PRINTED NAME: Jodi Frost
(duly authorized)

Licensing Board Approval [Signature] Date: 4/4/19



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.04.24 – 053**
Resolution Re: **To Support a City-Wide, Voluntary Initiative to Reduce the Use and Distribution of Non-Biodegradable, Single-Use Plastic Products in the City of Dover**

- WHEREAS: The City of Dover is diligent in its efforts to take a leadership role in advocating for a healthy community by supporting policies that promote the preservation of our environment and the protection of our natural resources, waterways, and their land and marine inhabitants;
- WHEREAS: Single-use plastic items, in all forms: including single-use plastic bags, plastic drinking straws, plastic lids, plastic utensils, and plastic soda/water bottles, inflict significant ecological harm to life and degradation to our environment resulting from their use and their degradation into micro plastics, thereby posing a risk to human and animal health;
- WHEREAS: The City of Dover is in the position to educate our citizens and visitors about the risks of non-biodegradable, single-use plastics and to recognize local businesses and residents who voluntarily participate in this initiative to reduce usage of non-biodegradable, single-use plastics and to promote reusable and/or recyclable materials by official, printed appreciation of their efforts; and
- WHEREAS: Part of the non-biodegradable, single-use plastic reduction initiative would include City Council-led efforts to promote the use of reusable, compostable, and/or recyclable materials, which also should help curb street litter, reduce solid waste, and limit greenhouse gas emissions.

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

That the City of Dover endorses the initiative to reduce the use of non-biodegradable, single-use plastics in all forms and hereby also recognizes and supports two recent bills from the NH House of Representatives: **HB 558-FN**, which prohibits food service businesses from providing a single-use plastic straw to a customer unless specifically requested; and **HB 560-FN**, which restricts the distribution of single-use carryout bags by stores and food service businesses.

BE IT FURTHER RESOLVED:

That the City of Dover further supports enabling legislation in Concord, NH that addresses these issues and urges City of Dover residents and visitors to reduce the distribution and use of non-biodegradable, single-use plastic materials.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.04.24 – 053**
Resolution Re: **To Support a City-Wide, Voluntary Initiative to Reduce the Use and Distribution of Non-Biodegradable, Single-Use Plastic Products in the City of Dover**

AND BE IT FURTHER RESOLVED:

That the City of Dover urges all citizens to embrace and commit to use the following in their daily lives:

- Reduce
- Reuse
- Recycle

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#: 13.A.12.	
Resolution Number: R – 2019.04.24 – 053 Resolution Re: To Support a City-Wide, Voluntary Initiative to Reduce the Use and Distribution of Non-Biodegradable, Single-Use Plastic Products in the City of Dover		

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

There is an increasing public awareness about the negative environmental implications of single-use plastics. The City hopes to encourage voluntary reductions in the use of such materials.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2019.04.24 – 054**
Resolution Re: **Turf Treatment Services**

WHEREAS: A Sealed Request for Bid B19043 was issued and received for Turf treatment on April 17, 2019 at 2:00 pm. City staff worked with Osborne Organics on Request for Bid B19043 to adapt the Woodman Park organic treatment approach to all City properties that are routinely part of the contracted “Turf Treatment” program. A mandatory Prebid meeting was conducted on April 8, 2019 with four firms attending and subsequently only two bids were received; and

WHEREAS: The low bidder for B19043, PJC Organic, had a base price of \$99,305, with optional aerification treatments an additional \$10,584. Additional pricing was requested for Top Dressing, Overseeding, and Grub Treatment. The bid pricing far exceeded the budget allocation of approximately \$16,500; and

WHEREAS: In consideration of budget constraints, City staff recommend only awarding Woodman Park Ball Field to PJC Organic to complete an organic program under the direction of Osborne Organics. All other fields would continue with Sweetser Farms per year 2 of his proposal per Bid B18037. The minimum organic content of fertilizers would be 75%.

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 PJC Organics of Rowley MA for Turf Treatment services at rates provided in conjunction with Bid B19043. Treatment will be required only at the Woodman Park Ball Field.

The Purchasing Agent is hereby authorized to issue a Purchase Order to Sweetser Farms DBA Green Grass Lawn Care of North Hampton NH for Turf Treatment services at rates provided in conjunction with Bid B18037 for all other fields and grounds.

The City Manager, or designee, is hereby authorized to contract with the vendors, consistent with the Purchase Orders authorized herein. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
1000.1.300.43180.4432.xxxxxx.xx	Maint Charges Improvements other than Blding	87,000.00	25,170.00

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.13.

Resolution Number: **R – 2019.04.24 – 054**
Resolution Re: Turf Treatment Services

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.13.

Resolution Number: **R – 2019.04.24 – 054**
Resolution Re: Turf Treatment Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover (City) requested proposals for a “turf management” program with environmentally friendly turf treatment services to be used, as appropriate, at various locations throughout the City.

The City is working towards an organic turf management program, consistent with the City Council Resolution passed February 28, 2018, which was a Commitment to Organic Land Management Practices.

Bids (B19043) for a fully organic program to match what is being piloted at Woodman Park greatly exceeded the budget allowance. The low bidder for B19043, PJC Organic, agreed to provide services only at Woodman Park Ball Field. This will provide a fully organic program under the direction of Osborne Organics, and should provide a valuable demonstration. PJC Organic felt the Woodman Park program could be modified and expanded in subsequent years to other City properties.

To provide turf treatments services at all City properties, and via a program consistent with the City Council’s Resolution, Sweetser Farms would be awarded a contract under B18037 for Year 2, which would require use of fertilizers with a minimum 75% organic content.

The City Council passed resolution [R-2018.02.28-015](#) Commitment to Organic Land Management Practices that called for a transition plan to eliminate the use of synthetic fertilizers on City property. The goal was to utilize sound land management practices, and the use of least toxic compounds only when necessary, in the maintenance and protection of City property; and

City staff developed a Request for Bid B18037 last year that called for a multi-year transition plan such that the 1st year would require fertilizers with a minimum 50% organic content. In year 2 the minimum organic content would increase to 75% and in years 3 & 4 the fertilizers would be 100% organic.

The sealed Request for Bid B18037 was issued and received for Turf Treatment on April 24, 2018 at 2:00 pm. A mandatory Pre-bid meeting was conducted on April 5, 2018 with nine firms attending; and

Four replies were submitted and evaluated by staff to ensure it meets terms of council resolution [R-2018.05.09-047](#) Commitment to Organic Land Management Practices. The low bid meeting specifications was submitted by Sweetser farms DBA Green Grass Lawn Care of North Hampton NH in the amount of \$24,125.44 for year 1, which also included \$7,337.50 for grub control in Pine Hill Cemetery; and

The City of Dover awarded Sweetser Farms a one (1) year contract May 23, 2018 with the option to renew for each of three (3) subsequent seasons contingent upon satisfactory vendor performance, funding availability and mutually agreed-upon rates for said subsequent years services; and

The City of Dover accepted a \$5,000 grant [R-2018.09.12-122](#) from Stonyfield Organic for implementing an organic turf treatment pilot-program at Woodman Park School Field under the direction of Osborne Organics; and

The objective would be to soil test each field and focus on recommended adjustment of pH with lime in order to be better prepared for an organic program in calendar year 2020.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2019.04.24 – 054**
Resolution Re: **Turf Treatment Services**

Purchasing Information: B18037

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	184	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	4 years	Estimated Delivery:	As needed
Recommended Award to:	Sweetser Farms DBA Green Grass Land Care	Fund:	F&G Maintenance
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

[B18037 Bid Documents and Vendor List](#)

Purchasing Information: B19043 Organic Turf Treatment

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	199	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year	Estimated Delivery:	As needed
Recommended Award to:	PJC Organic Products and Programs	Fund:	F&G Maintenance
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:		Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19043 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R-2019.04.24 – 055**
Resolution Re: B19046 Pickle Ball Court Renovations

- WHEREAS: A Sealed Request for Proposal B19046 was issued and received for Pickle Ball Court Renovations on April 4, 2019 at 3:00 pm. A mandatory pre-bid meeting was conducted on March 5, 2019 with five firms attending; and
- WHEREAS: Two proposals were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with issued scope of services. The offer deemed most advantageous being submitted by Vermont Recreational Surfacing and Fencing Inc of Barnet VT for scope and various options in the amount of \$73,169.00; and
- WHEREAS: It is the recommendation to award to Vermont Recreational Surfacing and Fencing of Barnett VT as outlined.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Vermont Recreational Surfacing and Fencing Inc of Barnet VT for Pickle Ball Court Renovation services at rates provided in conjunction with Bid B19046. 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
4020.1.350.45220.4741.05201.20	Park Improvements - Mach & Equip	75,000.00	75,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R-2019.04.24 – 055**

Resolution Re: B19046 Pickle Ball Court Renovations

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.14.

Resolution Number: **R-2019.04.24 – 055**

Resolution Re: B19046 Pickle Ball Court Renovations

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested pricing and availability from qualified vendors to convert the Garrison School Park Pickle Ball Court from the current pickle ball **four** court facility into pickle ball **eight** court facility. Tasks include:

Clean, prep, resurface court	Chain link fence around perimeter	Chain link fence across courts	Total cost
\$61,269	\$7,600	\$4,300	\$73,169

Bid Information:

A Sealed Request for Proposal B19046 was issued and received for Pickle Ball Court Renovations on April 4, 2019 at 3:00pm.

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:	42	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completed	Estimated Delivery:	As needed
Recommended Award to:	Vermont Recreational Surfacing & Fencing Inc	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

BID DOCUMENTS AND VENDOR LISTS



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R - 2019.04.24 – 056**
Resolution Re: **B19054 Award of Bid Sewer Drain Supplies**

- WHEREAS: Sealed request for bid # B19054 was requested and received for Sewer Drain Supplies on April 9, 2019 at 2:00 PM EST.; and
- WHEREAS: Rates will hold for one year unless noted by responding vendor and vendors providing low bid on the supply will be utilized, as needed, depending upon their different types of products. There are some items that must stay together such as Frames and Covers and these will both be awarded to one vendor; and
- WHEREAS: The bids meeting specifications were submitted for 196 different types of products with varying rates from five vendors.

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

The purchasing agent is hereby authorized to issue purchase orders to various vendors identified in the back ground section, as needed, for various sewer drain supplies given the rates provided in conjunction with B19054. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	balance
xxxx.1.300.xxxxx.4652.xxxxx	CS Maintenance Supplies Imp. o/t Bldg FY19	350,260.00	44,471.32
xxxx.1.300.xxxxx.4652.xxxxx	CS Maintenance Supplies Imp. o/t Bldg FY20	300,000.00	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.15.

Resolution Number: **R - 2019.04.24 – 056**
Resolution Re: **B19054 Award of Bid Sewer Drain Supplies**

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.15.

Resolution Number: **R - 2019.04.24 – 056**
Resolution Re: **B19054 Award of Bid Sewer Drain Supplies**

RESOLUTION BACKGROUND MATERIAL:

The sealed bid B19054 bids were requested and received for Sewer Drain Supplies on April 9, 2019 at 2:00 PM EST. The following vendors submitted pricing in varying amounts for 196 different products:

John H Hoadley, Rockland Ma
Core and Main LP, Manchester NH
Ferguson Waterworks, Raymond NH

EJ Prescott, Concord NH
Ti-Sales Sudbury MA

Award Information:

Purchase Orders will be issued to various vendors at lowest rates submitted on Bid #B18060 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	217	Number of Responses:	5
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	April 30, 2020	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

BID DOCUMENTS AND VENDOR LISTS



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.16.

Resolution Number: **R - 2019.04.24 – 057**

Resolution Re: **B19055 Award of Bid Water Drain Supplies**

WHEREAS: The sealed request for bid # B19055 was requested and received for Water Drain Supplies on April 9, 2019 at 2:30 PM EST.; and

WHEREAS: Rates will hold for one year unless noted by the vendor and vendors providing low bid on the item will be utilized, as needed, depending upon their different types of product; and

WHEREAS: The bids meeting specifications were submitted for 680 different types of products with varying rates from seven vendors.

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

The purchasing agent is hereby authorized to issue Purchase Orders to various vendors identified in back ground section, as needed, for water drain supplies given the rates provided in conjunction with B19055. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY19	350,260.00	44,471.32
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY20	300,000.00	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.16.

Resolution Number: **R - 2019.04.24 – 057**
Resolution Re: **B19055 Award of Bid Water Drain Supplies**

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.16.

Resolution Number: **R - 2019.04.24 – 057**

Resolution Re: **B19055 Award of Bid Water Drain Supplies**

RESOLUTION BACKGROUND MATERIAL:

Sealed bids # B19055 were requested and received for Water Drain Supplies on April 9, 2019 at 2:30 PM EST. Bids were submitted in varying amounts for 678 different products by the following vendors:

EJ Prescott, Concord NH
Stiles Company Inc Norwood Ma
FW Webb, Londonderry NH
Ti-Sales, Sudbury MA

John Hoadley & Sons, Rockland MA
Ferguson Waterworks, Raymond NH
Core and Main LP, Manchester NH

Award Information:

Purchase Orders will be issued as needed to various vendors' at lowest rates submitted on Bid #B19055 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	217	Number of Responses:	7
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	April 30, 2020	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

BID DOCUMENTS AND VENDOR LISTS



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.17.

Resolution Number: **R - 2019.04.24 – 058**

Resolution Re: **B19057 Award of Bid Precast Concrete Structures**

WHEREAS: Sealed bids # B19057 were requested and received for various precast concrete structures on April 4, 2019 at 2:30 PM EST.; and

WHEREAS: Rates will hold for one year and vendors providing low bid on the individual items will be utilized, as needed, depending upon their different types of product. The City has existing inventory of 4' ID manhole and catch basins that not all vendors can align the shiplap with. In situations such as these, the department will utilize the vendor that offers the matching product; and

WHEREAS: The bids meeting specifications were submitted for several different types of products with varying rates from three vendors 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 Purchase Orders to various vendors identified in back ground section, for various precast concrete structures, as needed, given the rates provided in conjunction with B19057. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY19	350,260.00	44,471.32
xxxx.1.300.xxxxx.4652.xxxxx	CS Maint Supplies Improv o/t bldg FY20	300,000.00	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.17.

Resolution Number: **R - 2019.04.24 – 058**
Resolution Re: **B19057 Award of Bid Precast Concrete Structures**

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.17.

Resolution Number: **R - 2019.04.24 – 058**
Resolution Re: **B19057 Award of Bid Precast Concrete Structures**

RESOLUTION BACKGROUND MATERIAL:

Sealed bids # B19057 were requested and received for Precast Concrete Structures on April 4, 2019 at 2:30 PM EST. Bids were submitted in varying amounts for several different products from the following vendors:

George R Roberts, Alfred, ME
R. Pepin Precast, Sanford ME
Shea Concrete Precast, Nottingham NH

As it is the practice of the City of Dover to be open and transparent, I am advising you of an issue we encountered with this bid request. The city sends out requests for bids through Constant Contact. The city received two bids that were opened on 4/4/19 @ 2:30. Results were not released while the purchasing agent investigated why one of the companies consistently used in the past had not submitted. It was discovered that the vendor (R. Pepin Precast) email bounced back listed as “Other”. Constant Contact was contacted for explanation and had none as they were unable to replicate the issue. This vendor had received several other recent bids with no issues at this same email address. For this reason, I notified the vendor to send in pricing for consideration. Once received, the purchasing agent sent the results page to all three companies along with this disclosure of the late bid and requested return notification should either of the other two companies wish to protest. Receiving none, I am requesting award to the low bidders as highlighted on the results page for individual item from each vendor.

Award Information:

Purchase Orders will be issued as needed to various vendors’ at lowest rates submitted on Bid #B19057 to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	145	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	1 yr	Estimated Delivery:	As needed
Recommended Award to:	Various	Fund:	Maint Supplies
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

BID DOCUMENTS AND VENDOR LISTS



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2019.04.24 – 059**

Resolution Re: Purchase of Zoll X-Series Cardia Monitor/Defibrillators

WHEREAS: The City of Dover is a member of the National Purchasing Partners, LLC (NPP) and therefore may purchase utilizing any of their cooperative purchasing agreements. The NPP in conjunction with the League of Oregon Cities (LOC) solicited Bid # RFP520 and has entered into an agreement #VH11129 with Zoll Medical Corporation for various cardiac monitor/defibrillators and accessories. The City of Dover reached out to the local distributor located in Chelmsford MA for pricing of the X Series manual monitor/defibrillators along with attachments and received pricing in the amount of \$147,999.98 and

WHEREAS: It is the recommendation to award to Zoll Medical Corporation of Chelmsford MA as outlined; and

WHEREAS: Per Administrative Code Chapter 3 Article III 3-37B Exemptions to Competitive Bidding: Purchases made through the State of NH, other governmental agencies, and cooperative buying groups.

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 Zoll Medical Corporation of Chelmsford MA for X Series Manual Monitor/defibrillators and accessories at rates provided in conjunction with (NPP) contract. 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
4020.1.220.42220.4741.02255.20	Fire Machinery & Equipment	148,000	148,000

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.18.

Resolution Number: **R – 2019.04.24 – 059**

Resolution Re: Purchase of Zoll X-Series Cardia Monitor/Defibrillators

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.18.

Resolution Number: **R – 2019.04.24 – 059**

Resolution Re: Purchase of Zoll X-Series Cardia Monitor/Defibrillators

RESOLUTION BACKGROUND MATERIAL:

Background: Fire & Rescue was notified by Physio-Control just before the FY 20 CIP cycle started in the summer of 2018, that the manufacturing of repair parts has ended for the older Physio-Control Cardiac Monitor/Defibrillators currently assigned to the primary response heavy vehicle (Engine/Ladder Truck) responding from each of the three stations, leaving those Cardiac Monitor/Defibrillators unsupported once Physio-Control's inventory of repair parts is expended in late 2019.

Since the FY 20 CIP approval of \$148,000 in December of 2018 by the City Council to replace the soon to be unsupported units, Fire & Rescue has been diligently working on evaluating the two primary manufacturers of Cardiac Monitor/Defibrillators used by Emergency Medical Services similar to Fire & Rescue. After evaluating models produced by Physio-Control and by Zoll, the Zoll X-Series was chosen for several reasons including an easier to read screen, easier user interface, lower purchase price, lower cost of ownership over the life of the unit, and Zoll's general business practice of greater than a year notification when a model's life cycle ends and the model becomes unsupported.

After researching with Zoll what group bid/purchasing compacts Zoll currently participates with, the utilizing of the National Purchasing Partners pricing as verified by the City Purchasing Agent, was found to complete the following objectives after combining the allocated CIP monies with the trade-in of the department's Physio-Control units:

1. The purchase of 3 new x-series cardiac monitors and accessories and the purchase of 4 refurbished x-series cardiac monitors and accessories, which for the first time in the department's history, places the same model Cardiac Monitor/Defibrillator on all ambulances and on the primary response heavy vehicle (Engine/Ladder Truck) responding from each of the three stations, versus the current situation of having two different Physio Control models on those vehicles now. This will simplify both Fire & Rescue's training program and the purchasing of supplies, accessories, and batteries by having only one model of Cardiac Monitor/Defibrillators in the fleet. Refurbished units sold by Zoll are new units after manufacturing that initially failed the first pass quality control evaluation, triggering repair/rework, before subsequently passing.
2. The purchase of 10 new Zoll AED's expanding AED distribution to all backup apparatus and fire staff cars, which assists filling some of the requirements to achieve the "HEARTSafe" community designation, which the Department is working toward.
3. This purchase of the same cardiac monitor/defibrillator that the Wentworth Douglass Hospital Emergency Department uses, strengthens the hot-stretcher program/partnership for cardiac emergencies necessitating immediate heart surgery.

Bid Information:

The Purchasing Agent may, with approval by the City Manager, waive the bidding procedure when purchasing can be accomplished through the State of NH, or at State bid prices, other governmental agencies or cooperative buying group.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.18.

Resolution Number: **R – 2019.04.24 – 059**

Resolution Re: Purchase of Zoll X-Series Cardia Monitor/Defibrillators

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:	No
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Delivered	Estimated Delivery:	2019
Recommended Award to:	Zoll Medical Corp	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.19.

Resolution Number: **R – 2019.04.24 – 060**
Resolution Re: **Release of Sewer Easement Deeds by the City of Dover**

- WHEREAS: The City of Dover holds three sewer easements granted to it in 1977 and 1978, each in the area of Boston Harbor Road and Dover Point Road, which are recorded in the Strafford County Registry of Deeds at Book 1006, Page 450; Book 1011, Page 244; and Page 1014, Page 904; and
- WHEREAS: The owner of Little Bay Marina & Development, LLC (“LBMD”), a New Hampshire limited liability company, is the owner of four parcels located on Dover Point Road in the Little Bay Waterfront zoning district and intends to redevelop its property; and
- WHEREAS: Two of the easements relate to the properties to be redeveloped by LBMD, while the third easement relates to the lot occupied by Newick’s Restaurant; and
- WHEREAS: The three easements are unused and unnecessary as properties in the area, including the property to be redeveloped by LBMD and the property occupied by Newick’s Restaurant, will be or are directly connected to the sewer main along Dover Point Road; and
- WHEREAS: Newick’s Restaurant, by and through Newick Family Real Estate, LLC., consent to the termination of the City’s easement; and
- WHEREAS: City staff have reviewed the request and have no objection to the release of the easements.

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

The City Manager is hereby authorized to sign an Easement Release Deed regarding the three easements described herein and to take any necessary steps to record said document in the Strafford County Registry of Deeds.

AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.19. Resolution Number: R – 2019.04.24 – 060 Resolution Re: Release of Sewer Easement Deeds by the City of Dover	

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 correspondence with attachments from Attorney F.X. Bruton, representing LBMD, a letter of consent from Newick Family Real Estate, LLC, and a draft Easement Release Deed.

FRANCIS X. BRUTON, III
CATHERINE A. BERUBE

OF COUNSEL
JAMES H. SCHULTE

Bruton & Berube, PLLC
ATTORNEYS AT LAW

601 Central Avenue
Dover, NH 03820

TEL (603) 749-4529
(603) 743-6300
FAX (603) 343-2986

www.brutonlaw.com

March 19, 2019

VIA ELECTRONIC MAIL A.Blenkinsop@dover.nh.gov

Anthony Blenkinsop, Esquire
City of Dover
288 Central Avenue
Dover, NH 03820

**RE: Little Bay Marina
Sewer Easements**

Dear Anthony:

As you may be aware, this office is representing Tony Aversa, the owner of Little Bay Marina & Development, LLC (hereinafter referred to as "LBMD"). LBMD is the owner of four (4) parcels located on Dover Point Road, Dover, New Hampshire. The properties are depicted on the city of Dover's tax maps at Map 8, Lot No. 9, 10, 11 & 12. Lot 9 contains an existing marina facility, with retail sales of marine supplies, bait and gasoline, and includes an apartment above the retail store. Lots 10, 11 & 12 each contain one single-family residential dwelling. The property is located in the Little Bay Waterfront (LBW) zoning district.

LBMD intends to merge the four properties resulting in 150,275 +/- square feet of land and intends to remove all existing structures on the property. Through various existing approvals from the Dover ZBA and Dover Planning Board, LBMD has received approvals to construct 23 residential units, plus one accessory unit located above a Marina office and retail store. LBMD is seeking approval of the project tomorrow at the March 20th meeting of the Dover Planning Board.

During the planning process, LBMD has come across three old and unused sewer easements from 1977 and 1978. Specifically, we have found the following:

- | | | |
|--------------------------------------|-------------|-------------------|
| 1) Benn to Dover (Shown as "C") | B1006, P450 | November 1, 1977 |
| 2) Ouellette to Dover (Shown as "A") | B1011, P244 | February 23, 1978 |
| 3) Condemnation (Shown as "B") | B1014, P904 | May 17, 1978 |

We have included copies of all of the above-referenced easements. We have also had the project surveyor, Kevin McEneaney, depict the approximate location of each of the easements on the parcels that are subject to the site plan review on the attached plan.

We understand that Easement B & C were created for the benefit of the houses that are on the plans. Although sewer lines were installed for 2 houses, those houses will be razed for the project

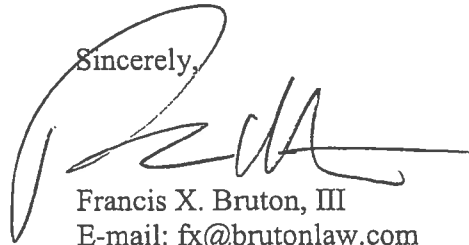
and a comprehensive sewer system will be constructed for the merged lots that will have direct access to the sewer main along Dover Point Road. As such, Easements B & C will be unnecessary.

As to Easement A, this easement was located in this area in order to provide future sewer access to the adjacent lot (Newick's). However, no sewer was constructed in this easement area. When the sewer lines were extended along Dover Point Road, sewer access for the Newick's lot was extended directly from Dover Point Road to that lot, rather than using Easement A. As such, Easement A is unnecessary.

In light of the above, LBMD respectfully requests that the three sewer easements identified above be terminated. LBMD has discussed this request with the owner of the Newick's lot, and has obtained that owners verbal consent that Easement A is no longer necessary, and can be terminated as well.

We presume that this matter will need approval of the City Council. We are happy to meet with you to review the details of this request. Also, this office can prepare the appropriate documents in order to terminate the sewer easements once the City Council approval has been obtained. Should you have any questions at all regarding this matter, please do not hesitate to contact me.

Sincerely,



Francis X. Bruton, III
E-mail: fx@brutonlaw.com

FXB/mas
Enclosures

cc: Little Bay Marina & Development, LLC
McEaney Survey Associates
Haight Engineering, PLLC

Notice of Condemnation
Under
RSA Chapter 498-A

1978 MAY 17 PM 4:11
Laura D. Carney

Notice is hereby given that the City of Dover, a municipal corporation established by law, located in the County of Strafford and State of New Hampshire has filed a Declaration of Taking under RSA Chapter 498-A against certain real estate of Mary S. Ratay, 425 Dover Point Road, Dover, New Hampshire, said real estate being located on the westerly side of the Dover Point Road, so called, in said Dover. Said taking is for a permanent and temporary easement over and upon said property for the purposes described in said Declaration filed with the April, 1978 Term of the Superior Court of Strafford County on May 17, 1978.

Said property is referred to as Lot 12 on Dover Assessor's Map 8.

Said parcel of land lies on the westerly side of the Dover Point Road with frontage on the road of 231 feet, more or less, and an average depth of 150 feet, more or less, as described in a deed of Chester P. Hartford, Administrator of the estate of Mary H. Hartford, to Mary S. Ratay, dated December 14, 1973, recorded in Strafford County Registry of Deeds in Book 938, at Page 470.

For further description see plan prepared for the city dated November, 1976, and attached hereto.

The taking hereunder is for a sewer easement over the above-described property pursuant to Project EPA C330199-03 Southside Sewerage Contract No. 3, for the purpose of constructing, operating, maintaining, repairing and reconstructing sewers and appurtenances within a twenty-foot wide permanent easement

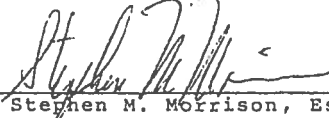
-2-

and also a fifty foot wide temporary easement, the location of the easements being symmetrical about the sewers as constructed. Such easements are shown on the aforementioned plan and said plan being on file with the City Engineer, River Street, City of Dover.

Dated at Dover, New Hampshire, this seventeenth day of May, 1978.

CITY OF DOVER, N. H.

By Its Attorney


Stephen M. Morrison, Esq.

Mailing Address of Condemnor

City of Dover, N. H.
Municipal Building
Dover, N. H. 03820

Mailing Address of Condemnee

Mary S. Ratay
425 Dover Point Road
Dover, N. H. 03820

RESOLUTION

Condemnation proceedings for an Easement(s) over land at 425 Dover Point Road of Mary S. Ratay, said land listed on Assessor's Map 8 as Lot 12 for Project EPA C330199-02 Southside Sewer Contract No. 3.

WHEREAS: The City has agreed with the State and Federal Governments to acquire an easement over this property before the construction bids for this project can be solicited, and

WHEREAS: Mary S. Ratay has indicated an unwillingness to grant the necessary easements and right of way or are willing so to do at a price that is excessive.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOVER THAT:

The City of Dover extend its sewer lines across land at 425 Dover Point Road of Mary S. Ratay and who's land is listed on the Assessor's Map as Lot 8-12, and that the right to lay, construct, reconstruct, operate, maintain, replace and remove sewers, including the necessary underground pipes, conduits, manholes and appurtenances across the land of the land-owners as shown in a plan prepared by the City Engineering Division dated January 1978 and recorded in the office of the City Engineer, be taken by right to eminent domain.

The above easements being more particularly described as the right to construct, operate, maintain, repair and reconstruct sewers and appurtenances within a twenty-foot permanent easement and also a fifty-foot wide temporary easement for the initial construction, the location of the easements being symmetrical about the sewers as constructed.

AND, IT IS FURTHER RESOLVED THAT:

The sum of One Hundred Fifty (\$150) Dollars be assessed as compensation for damages, if any, suffered by Mary S. Ratay as a consequence of the City of Dover's exercise of the eminent domain power for purposes of constructing and maintaining the said sewers.

AND, BE IT FURTHER RESOLVED THAT:

The City of Dover serve notice of this taking upon Mary S. Ratay and any holders of, undischarged mortgages of record whose mortgages are dated not earlier than twenty (20) years prior to the date of the filing of this Declaration of Taking by certified mail in accordance with RSA 498-A:4 II

AND, BE IT RESOLVED THAT:

The City Attorney be authorized and is hereby directed to undertake condemnation proceedings in accordance with RSA 498-A:4 if there is no notice of acceptance of the assessed damages within five (5) days of the service of notice.

City Clerk

Typed: 3/16/78

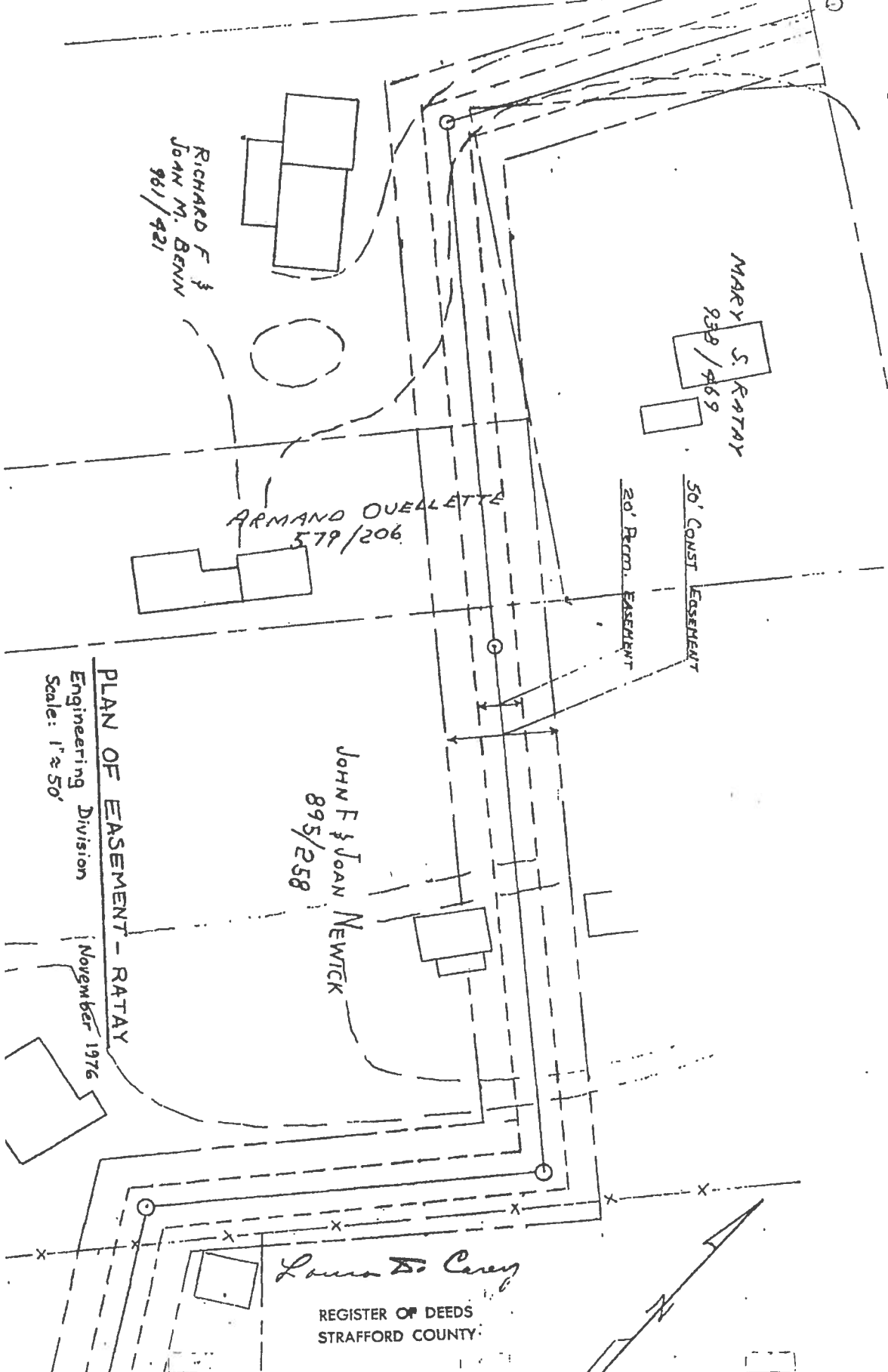
A TRUE COPY, ATTEST

Philippe J. Morrisette
PHILIPPE J. MORRISSETTE, CITY CLERK

MAY 16, 1978

Arthur D. Maglaras
Councilman Arthur D. Maglaras
By Request

BK-1014 PGE-906



PLAN OF EASEMENT - RATAY
Engineering Division
November 1976
Scale: 1" = 50'

Laura D. Carey
REGISTER OF DEEDS
STRAFFORD COUNTY

I, Armand J. Ouellette of 421 Dover Point Road of Dover, Strafford County, State of New Hampshire for consideration paid, and the waiver of the two sewer entrance Fees, grant(s) to the City of Dover, New Hampshire, with warranty covenants, the right to lay, construct, operate, maintain, replace and remove sewers, including the necessary underground pipes, conduits manholes and appurtenances across the land of the grantor as shown in a plan prepared for the City by the Engineering Division dated January 1978 and recorded in the office of the City Engineer and attached hereto for filing.

The above granted right being more particularly described as the right to construct, operate, maintain, repair and reconstruct sewers and appurtenances within a twenty (20) foot wide permanent easement, also a fifty (50) foot wide temporary easement for the initial construction, the location of the easements being symmetrical about the sewers as constructed.

The grantee further agrees to restore those portions of the existing property which will be affected during construction to a condition equal to or better than that found prior to construction. Any disputes regarding the restoration of the property to its original condition are to be referred to the Engineering Division, City of Dover.

The Grantor(s) for his/their heirs, executors, administrators and assigns, covenants that they will not erect or permit any building or any other structure upon said strip which in the judgement of the grantee, its successors and assigns might interfere with the proper maintenance of said sewers and appurtenances.

The above granted rights and privileges in, upon and over said premises are to be held by the said City of Dover for its own use and behalf forever.

Meaning and intending hereby to convey an easement across the same parcel of real estate as was conveyed to the grantor(s) by deed dated April 5, 1950 and recorded in the Strafford County Registry of Deeds, Book 579, Page 206.

And I/We do hereby for myself/ourselves and my/our heirs, executors and administrators, covenant with the said grantee and its successors and assigns, that I am/We are lawfully seized in fee simple of the aforesaid premises, that they are free from all incumbrances except: (e.g. mortgages, etc.)

Mortgage with Rollingsford Savings Bank of New Hampshire dated July 13, 1964 and recorded in the Strafford County Registry of Deeds, Book 668, Page 403.

1978 FEB 20 PM 12:56
L. J. Ouellette

that I/We have good right to sell and convey the rights as aforesaid and that I/We will and my/our heirs, executors and administrators shall warrant and defend the same to the said grantee and its successors and assigns forever against the lawful claims and demands of all persons.

And for the consideration aforesaid, I, Bernadette Ouellette, wife/husband of the said Armand J. Ouellette, hereby release unto the grantee and its successors and assigns all rights of homestead and all other rights and interests therein.

WITNESS my/our hand(s) and seal this 23rd day of February 1978.

Witness:

Raymond Ouellette
(to both)

Armand J. Ouellette
Armand J. Ouellette

Bernadette Ouellette
Bernadette Ouellette

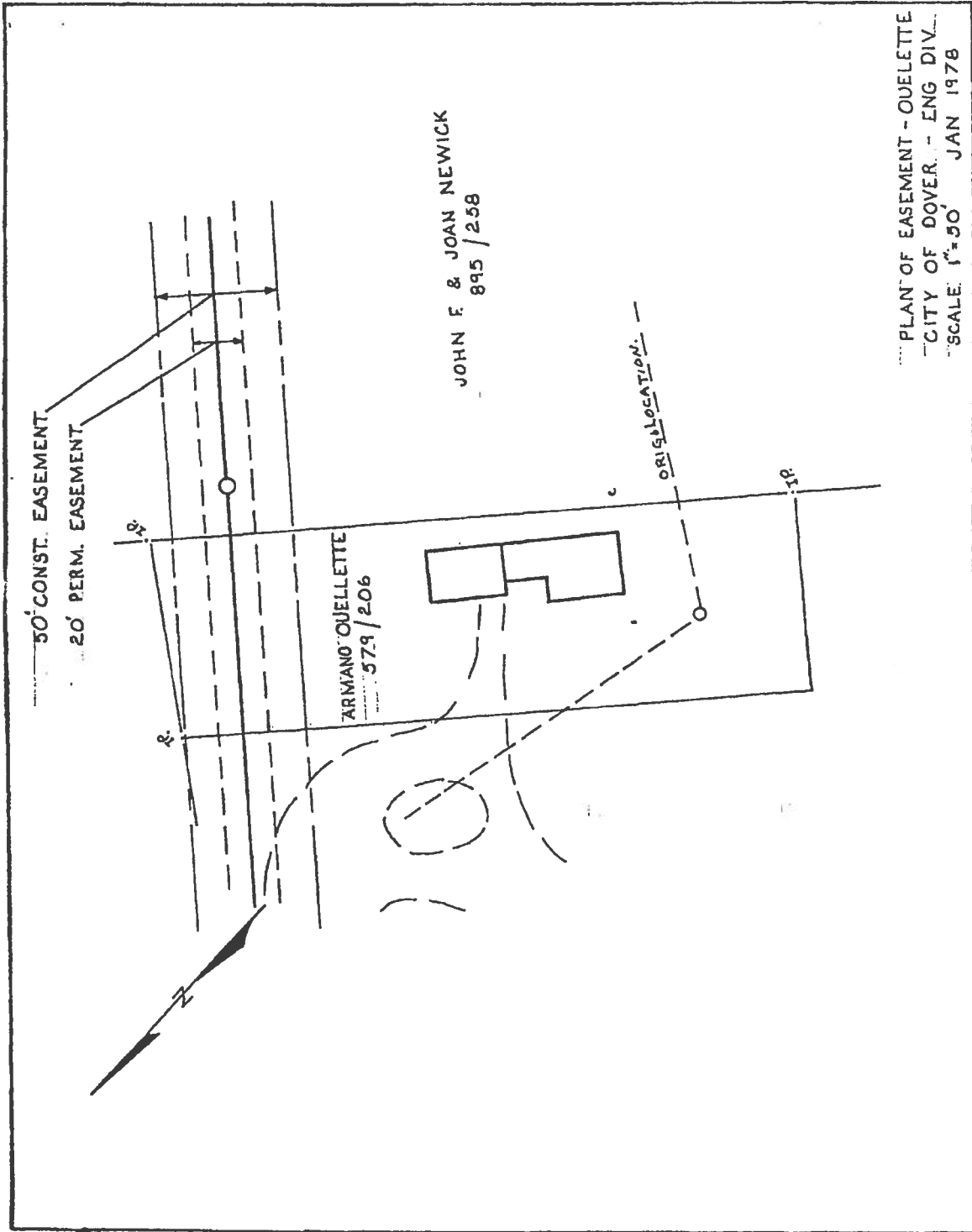
State of New Hampshire
Strafford County, ss.

February 23rd, 1978

Before me,

)
) Armand J. Ouellette and Bernadette Ouellette
) Personally appeared and acknowledged
) the foregoing instrument to be his/
) their voluntary act and deed.
)

Raymond Ouellette
Notary Public
Justice of the Peace



Laura D. Carey

REGISTER OF DEEDS
STRAFFORD COUNTY

EASEMENT

177 NOV-4 AM 11:02
Circuit Court
We, Richard F. and Joan M. Benn of 423 Dover Point Road of Dover, Strafford County, State of New Hampshire, for consideration paid, and the waiver of the one sewer entrance Fee, grant(s) to the City of Dover, New Hampshire, with warranty covenants, the right to lay, construct, operate, maintain, replace and remove sewers, including the necessary underground pipes, conduits manholes and appurtenances across the land of the grantor as shown in a plan prepared for the City by the Engineering Division dated November 1976 and recorded in the office of the City Engineer and attached hereto for filing.

The above granted right being more particularly described as the right to construct, operate, maintain, repair and reconstruct sewers and appurtenances within a twenty (20) foot wide permanent easement; also a fifty (50) foot wide temporary easement for the initial construction, the location of the easements being symmetrical about the sewers as constructed.

The grantor(s) for his/their heirs, executors, administrators and assigns, covenants that they will not erect or permit any building or any other structure upon said strip which in the judgement of the grantee, its successors and assigns might interfere with the proper maintenance of said sewers and appurtenances.

The above granted rights and privileges in, upon and over said premises are to be held by the said City of Dover for its use and behalf forever.

Meaning and intending hereby to convey an easement across the same parcel of real estate as was conveyed to the grantor(s) by deed dated April 17, 1975 and recorded in the Strafford County Registry of Deeds, Book 961, Page 421.

And I/We do hereby for myself/ourselves and my/our heirs, executors and administrators, covenant with the said grantee and its successors and assigns, that I am/We are lawfully seized in fee simple of the aforesaid premises, that they are free from all incumbrances except: (e.g. mortgages, etc.)

Mortgage with First National Bank of Portsmouth, New Hampshire,
and recorded in the Strafford County Registry of Deeds, Book 961,
Page 424, and dated April 17, 1975.

that I/We have good right to sell and convey the rights as aforesaid and that I/We will and my/our heirs, executors and administrators shall warrant and defend the same to the said grantee and its successors and assigns forever against the lawful claims and demands of all persons.

And for the consideration aforesaid, I, _____, wife/
husband of the said _____ hereby release unto the grantee and its successors and assigns all rights of homestead and all other rights and interests therein.

WITNESS my/our hand(s) and seal this 1st day of November 1977.

Witness:

Susan R. Bunting
Susan R. Bunting

Richard F. Benn
Richard F. Benn
Joan Maria Benn
Joan Maria Benn

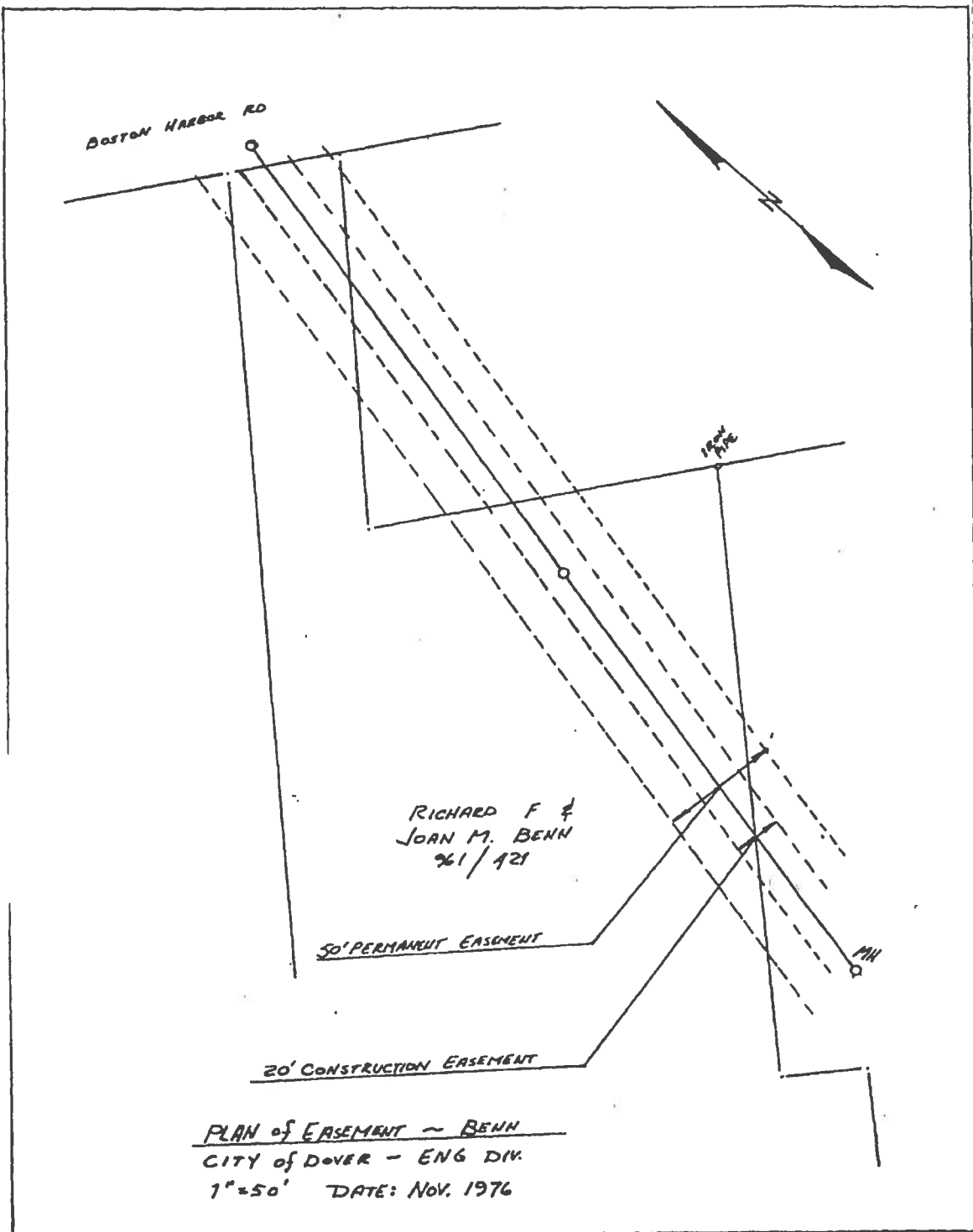
State of New Hampshire
Strafford County, ss.

November 1, 1977.

Before me,

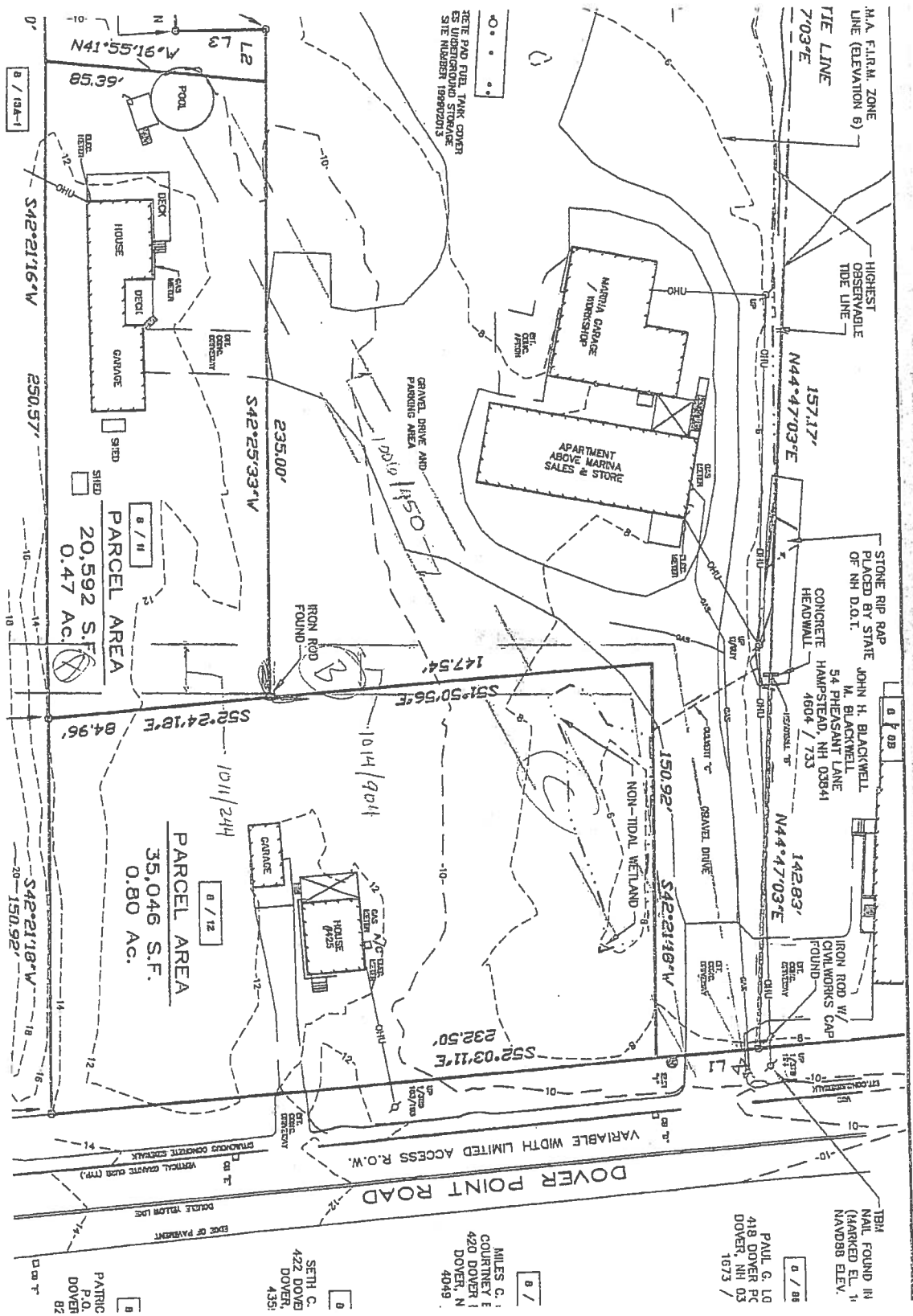
)
)
) Personally appeared and acknowledged
) the foregoing instrument to be his/
) their voluntary act and deed.
)

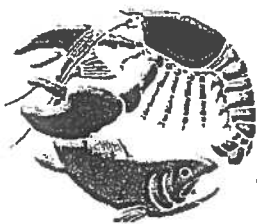
Robert H. Bentley
Notary Public
My Commission Expires November 24, 1981.



Laura D. Carey

REGISTER OF DEEDS
STRAFFORD COUNTY





Newick Family Real Estate, LLC.

4/15/2019

Anthony Blenkinsop, Esquire
City of Dover
288 Central Avenue
Dover, NH 03820

**RE: Little Bay Marina
Sewer Easements**

Dear Attorney Blenkinsop:

Please accept this letter of behalf of the Newick Family Real Estate, LLC, as owner of the property located at 431 Dover Point Road, that consent is hereby provided for the City of Dover to terminate the sewer easement located on the adjacent property of Little Bay Marina & Development, LLC. This easement is recorded at the Strafford County Registry of Deeds at Book 1011, Page 244, and is dated February 23, 1978. We understand that the easement was never utilized, and as out property is serviced from our property directly to Dover Point Road, the use of the easement is, and will remain, unnecessary.

Sincerely,



Steven J. Newick
Newick Family Real Estate, LLC.

Cc: Little Bay Marina & Development, LLC

EASEMENT RELEASE DEED

KNOW ALL PERSONS BY THESE PRESENTS, that the City of Dover, a municipal corporation with a place of business at 288 Central Avenue, Dover, New Hampshire 03820, hereby releases all of its right, title and interest in and to the following:

The following described sewer easements extending from Boston Harbor Road, in the City of Dover, County of Strafford, and State of New Hampshire to or across the land of the easement grantors, as follows:

1. A sewer easement granted by Richard F. Benn and Joan M. Benn to the City of Dover by deed dated November 1, 1977, and recorded at Strafford County Registry of Deeds at Book 1006, Page 450;
2. A sewer easement granted by Armand J. Ouellette and Bernadette Ouellette to the City of Dover by deed dated February 23, 1978, recorded at Strafford County Registry of Deeds at Book 1011, Page 244;
3. A sewer easement obtained by Notice of Condemnation under RSA 498-A from Mary S. Ratay, said Notice of Condemnation being dated May 17, 1978 and recorded at the Strafford County Registry of Deeds at Book 1014, Page 904.

Each of the sewer easements referenced above extends from Boston Harbor Road and has a permanent width of twenty (20) feet.

Meaning and intending to release any right, title or interest which the City of Dover may have in and to the easements described above.

This is a non-contractual transfer and no revenue stamps are required.

Dated this ____ day of _____, 2019.

Authorized by vote of the Dover City Council on April 24, 2019.

The City of Dover, New Hampshire

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

State of New Hampshire
Strafford, ss

Personally appeared J. Michael Joyal, Jr., in his capacity as City Manager for the City of Dover, New Hampshire, and acknowledged that he executed the above instrument as his free act and deed, on behalf of the City of Dover, New Hampshire, this ____ day of _____, 2019.

Notary Public
My Commission Expires:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.04.24 – 061**

Resolution Re: Collective Bargaining Agreement – Dover Teachers' Union (DTU)

WHEREAS: The Dover School Board and representatives of the Dover Teachers' Union have been involved in negotiations for a Collective Bargaining Agreement to supersede the Agreement which will expire on August 31, 2019; and

WHEREAS: That the Dover School Board and the Dover Teachers' Union reached a tentative agreement on March 29, 2019 as to the terms and conditions of a revised bargaining agreement.

WHEREAS: The Dover Teachers' Union approved the tentative Agreement on April 8, 2019, and the Dover School Board unanimously approved the tentative Agreement on April 15, 2019.

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

The Dover School Board is hereby authorized to execute a three (3) year Collective Bargaining Agreement commencing on September 1, 2019 through August 31, 2022 with the Dover Teachers' Union.

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 – 2019.04.24 – 061**

Resolution Re: Collective Bargaining Agreement – Dover Teachers' Union (DTU)

DOCUMENT HISTORY:

First Reading Date: 2019.04.24	Public Hearing Date: N/A
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.04.24 – 061**

Resolution Re: Collective Bargaining Agreement – Dover Teachers' Union (DTU)

RESOLUTION BACKGROUND MATERIAL:

The Dover School Board participated in negotiations with the Dover Teachers' Union. Discussion started on October 19, 2018 bringing the contract to this point.

There are 329 full time equivalents in the Dover Teachers' Union of which 91 are at the top step. This number includes teachers paid from all funding sources. The numbers below are approximate since the number could vary due to retirements, resignations and new hires.

The cost of steps is approximately \$500,000.

The summary of costs (including steps, longevity and associated benefits) is as follows:

Dover School District—DTU (Dover Teachers' Union) Tentative Agreement Cost Summary.

FY20 1% COLA

Estimated cost of increase including reduction from 20 to 19 steps	\$ 1,364,745
Estimated cost for Extended School Year (ESY)/Curriculum increase	\$ 100,360
Estimated cost for Athletic Coach increase	\$ 8,899
Total Estimated Cost for FY20	\$ 1,474,004
Currently in FY20 Budget (steps, longevity, assoc. benefits)	\$ 529,134
Currently in FY20 Budget (Curriculum-ESY would begin FY21)	\$ 62,098
Total Adjusted increase for FY20	\$ 882,772

FY21 1.5% COLA

Estimated cost of increase including reduction from 19 to 17 steps	\$ 1,493,619
Estimated cost for ESY/Curriculum increase	\$ 100,360
Estimated cost for Athletic Coach increase	\$ 14,101
Total Estimated Cost for FY21	\$ 1,608,080

FY22 2% COLA

Estimated cost of increase including reduction from 17 to 15 steps	\$ 1,663,087
Estimated cost for ESY/Curriculum increase	\$ 100,360
Estimated cost for Athletic Coach increase	\$ 18,690
Total Estimated Cost for FY22	\$ 1,782,137

Total 3-Year Estimated Cost **\$ 4,864,221**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.24 – 062**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Chapel Street Ravine Stormwater Treatment
Planning Loan**

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

WHEREAS: The Chapel Street Ravine Stormwater Treatment Planning loan is available through the NH Department of Environmental Services, and the loan is eligible for 75% principal forgiveness for stormwater work; and

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

Item #	Description	Proposed Appropriation	Life/Yrs	Department	Fund
1	Chapel St Ravine Stormwater Treatment	\$100,000	5	Comm Serv - PW	General
	Total	<u>\$100,000</u>			

AND FURTHER BE IT RESOLVED THAT:

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.24 – 062**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Chapel Street Ravine Stormwater Treatment
Planning Loan**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.24 – 062**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Chapel Street Ravine Stormwater Treatment
Planning Loan**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for an FY2020 Capital Improvements Program project financed by loan from NH DES Clean Water State Revolving Fund, with up to 75% principal forgiveness, and authorizes the city to enter into the loan agreement with NH DES.

This resolution makes an appropriation for feasibility study to assess alternatives for enhancing the remainder of the drainage system within the tributary area, including the area from the Chapel Street ravine to the Cocheco River. The study will evaluate possible methods for utilizing the ravine as an area to treat stormwater naturally before the flow re-enters the closed drainage system at Chapel Street and discharging to the Cocheco River.

This project includes an assessment of the feasibility of creating a stormwater treatment system within the existing Chapel Street Ravine. The Chapel Street Ravine is located between the existing B&M Railroad tracks and embankment that parallel Broadway Street to the north, Chapel Street to the south, Forest Street to the east, and Winter Street to the west. The length of the ravine is approximately 600 feet with an area of approximately 2 1/2 acres. The ravine contains steep side slopes, is predominantly wooded, contains elements of urban fill, and is currently inaccessible to the public. An existing stone box drain culvert measuring approximately 3'-0" x 5'-0" exits the railroad embankment to the north, extends above-grade along the base of the ravine, and then continues as a buried culvert under Chapel Street and Portland Street before discharging to the Cocheco River. The culvert conveys base flow and stormwater runoff from a 218-acre tributary basin upstream of the ravine, which is approximately bound by the railroad embankment to the east, Central Avenue to the west, and Garrison Hill to the north.

The City is currently undergoing a project that will replace the portion of the existing stone box culvert located within Broadway Street and underneath the railroad embankment due to structural deficiencies previously observed in that section of the culvert (Broadway Culvert Reconstruction Project, CWSRF Project # CS-330200-09). The Chapel Street Ravine Stormwater Treatment Planning study is complimentary to the Broadway Culvert Reconstruction Project.

Debt Authorization versus Debt Retirement

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

Description	City
Pending Authorization	100,000
Prior FY2020 CIP Authorization	7,610,000
FY2020 Principal Retirement	4,163,390
Net Change	3,546,610

R-2019.04.24 CIP2020 Appropriation and Authorization for CWSRF
Chapel Street Ravine Stormwater Treatment Planning Loan

Document Created by: Finance Department
Document Posted on: April 19, 2019

Resolution.doc
Page 3 of 4



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.04.24 – 062**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Chapel Street Ravine Stormwater Treatment
Planning Loan**

Legal Debt Limits

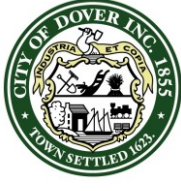
The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the City Council adopted financial policy debt limit of the City's General Fund. The City's Financial Policy debt limit for the City Department's General Fund is 65% of the State determined Equalized Value for Debt Limit. The statutory debt limit for the City portion of the General Fund is 3% of the State determined Equalized Value for Debt Limit.

Description	City
Debt Outstanding	36,875,299
Authorized - Unissued	19,925,414
Total Issued & Unissued	56,800,713
This Authorization	100,000
Grand Total	56,900,713
Legal Debt Limit	104,171,072
Unused Capacity	47,270,359
Percent Unused	45.38%

Description	City
Debt Outstanding	36,875,299
Authorized - Unissued	19,925,414
Total Issued & Unissued	56,800,713
This Authorization	100,000
Grand Total	56,900,713
Policy Debt Limit	67,711,197
Unused Capacity	10,810,484
Percent Unused	15.97%

Budgetary and Rate Impacts

The \$100,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$20,000 per year and this amount would be offset by \$15,000 annual amount of principal forgiveness resulting in an annual \$5,000 impact to the City's General Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$6,000 impact to the City's General Fund budget over that 5 year period, approximately \$1,200 annual impact. The combined impact of principal and interest repayment for the CWSRF loan would be less than a \$0.01 impact on the annual tax rate.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2019.04.24 – 008 Ordinance Title: Boards, Commissions and Committees Chapter: 5 Section: 1 Establishment	Agenda Item#: 13.C.1.

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to clarify and update the requirements of board, commission and committee meeting attendance and removal.

2. AMENDMENT

Chapter 5 entitled “Boards, Commissions and Committees” is hereby amended by revising Section 5-1, “Establishment”, Subsection C as follows:

5-1. Establishment. [Amended 04-27-83 by Ord. No. 10-83]

A. There shall be the following boards, commissions and committees in the City of Dover:

- (1) Board of Health
- (2) Cemetery Board
- (3) Library Board of Trustees
- (4) Recreation Advisory Board
- (5) Dover Arena Commission
- (6) Personnel Advisory Board
- (7) Planning Board
- (8) Dover Utilities Commission
- (9) Zoning Board of Adjustment
- (10) Trustees of the Trust Funds
- (11) Building Code Board of Appeals
- (12) Solid Waste Advisory Commission
- (13) Dover Arts Commission
- (14) Transportation Advisory Commission
- (15) Joint Fiscal Committee
- (16) Dover Business and Industrial Development Authority



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2019.04.24 – 008**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 1 Establishment

- (17) McConnell Center Advisory Committee
 - (18) Parking Commission
 - (19) Conservation Commission
 - (20) Dover Pools Advisory Committee
 - (21) Dover Housing Authority
 - (22) Energy Commission
 - (23) Downtown Dover Tax Increment Finance Advisory Board
 - (24) Waterfront Tax Increment Finance Advisory Board
 - (25) Heritage Commission
- B. All boards and commissions shall serve in an advisory capacity only, unless otherwise empowered by state statute, City Charter or ordinance.
- C. All appointments to boards, commissions and committees shall serve for the terms appointed and until a successor shall have been appointed and qualified, ~~unless~~
- (1) Records of Attendance shall be kept by the Chair of any board, commission or committee appointed by the City Council, on a form approved by the City Manager, and be submitted to the City Clerk following any meeting along with the meeting minutes. A summary of the attendance records of members of boards, commissions and committees shall be provided to the City Council by the City Manager in January of each year for the prior twelve (12) month period.
 - (2) A vacancy shall be created when any board, ~~or~~ commission, or committee member is absent for four (4) consecutive meetings or four (4) regular meetings in any consecutive twelve (12) month period, ~~whereby if such absences are unexcused, a~~ The vacancy shall be filled by the City Council for the remainder of the term. The Chair of any board, commission or committee may, for good cause shown and set forth in the records of attendance and meeting minutes, excuse the absence of any member from a meeting. An excused absence set forth in the meeting minutes shall not be counted toward the four (4) meetings described herein, ~~created in the position, and said vacancy shall be filled by the appointing authority for the remainder of the term. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter. The Chair of any board, commission or committee may for good cause shown and set forth in the meeting minutes, excuse the absence of any member from a meeting.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2019.04.24 – 008**
Ordinance Title: Boards, Commissions and Committees
Chapter: 5
Section: 1 Establishment

(3) In the case of any member who may be removed from a board, commission, or committee pursuant to the Charter, State Statute, or any other reason, the City Council may remove that member by majority vote following a hearing for which the member has been provided with at least ten (10) days advanced written notice and an opportunity to be heard. [Amended 03-28-79 by Ord. No. 6-79; Amended 06-20-2001 by Ord. No. 15-2001; Amended 10-25-2017 by Ord. No.2017.10.11-007]

C. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 13.C.1.	
	Ordinance Number:	O – 2019.04.24 – 008
	Ordinance Title:	Boards, Commissions and Committees
	Chapter:	5
Section:	1 Establishment	

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

ORDINANCE BACKGROUND MATERIAL:

The proposed amendment underscores the importance of attendance at board, commission, and committee meetings and provides greater clarity on the process for removal of a member of a City board, commission, or committee.