



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 22, 2019**
Meeting Time: **7:00pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL ATTENDANCE

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

7. PUBLIC HEARINGS

A. CHAPTER 166, VEHICLES AND TRAFFIC: SECTIONS 41, 59, AND 21
SPONSORED BY MAYOR WESTON BY REQUEST

B. PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND REVISION IMPACT FUND 2, LLC
SPONSORED BY MAYOR WESTON BY REQUEST

C. PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND SSA SOLAR OF NH, LLC
SPONSORED BY MAYOR WESTON BY REQUEST

8. CITIZEN'S FORUM

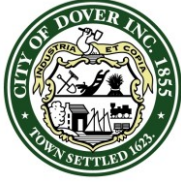
Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

9. CITY MANAGER'S REPORT

10. APPROVAL OF MINUTES

- A. May 1, 2019 – Workshop Session**
- B. May 1, 2019 – Special Meeting**
- C. May 8, 2019 – Regular Meeting**

11. MAYOR'S REPORT

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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. **CHAPTER 166, VEHICLES AND TRAFFIC: SECTIONS 41, 59, AND 21**
SPONSORED BY MAYOR WESTON BY REQUEST

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND REVISION IMPACT FUND 2, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND SSA SOLAR OF NH, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **ROAD RACE – Garrison 2 Miler (Boot Camp)**
2. **TAG – Dover Little Green Cheerleading**
3. **B19001 BROADWAY STREET RAILROAD CULVERT CONSTRUCTION**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **B19031 UNIFORM RENTAL AND CLEANING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **B19056 PROFESSIONAL MUNICIPAL AUDITING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **B19062 CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **B19063 CRACK SEALING SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **DOVER PUDDING HILL AQUIFER CHANGE ORDER #6 - EMERY & GARRETT GROUNDWATER INVESTIGATIONS LLC**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 9. ACCELERATED INNOVATION DEPLOYMENT (AID) DEMONSTRATION PROJECT
NHDOT #42366 FHWA #X-A004(825)
SPONSORED BY MAYOR WESTON BY REQUEST**
- 10. APPROVAL OF FIFTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING
DEVELOPMENT OF REPLACEMENT WELL AT THE DOVER PUDDING HILL
AQUIFER ARTIFICIAL RECHARGE PILOT TESTING DATED APRIL 14, 2017
SPONSORED BY MAYOR WESTON BY REQUEST**
- 11. APPROVAL OF BREAKIN' CHAINS DISC GOLF SUPPLIES, LLC LEASE AT THE
BELLAMY PARK BUILDING
SPONSORED BY MAYOR WESTON BY REQUEST**
- 12. CITY ATTORNEY EMPLOYMENT AGREEMENT
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. Stafford 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. ADOPT INCREASE OF OPTIONAL STANDARD VETERANS' PROPERTY TAX
CREDIT AND TAX CREDIT FOR SERVICE-CONNECTED TOTAL DISABILITY
SPONSORED BY COUNCILOR THIBODEAUX**
- 2. FISCAL YEAR 2019 TRANSFER OF APPROPRIATION – GENERAL FUND
SPONSORED BY MAYOR WESTON BY REQUEST**
- 3. FISCAL YEAR 2019 TRANSFER ADDITIONAL FUNDS TO SCHOOL CAPITAL
RESERVE FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 26, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

C. ORDINANCES IN 1ST READING

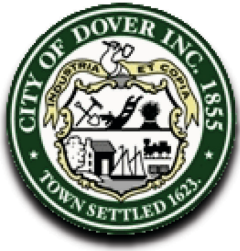
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14. COUNCIL CORRESPONDENCE

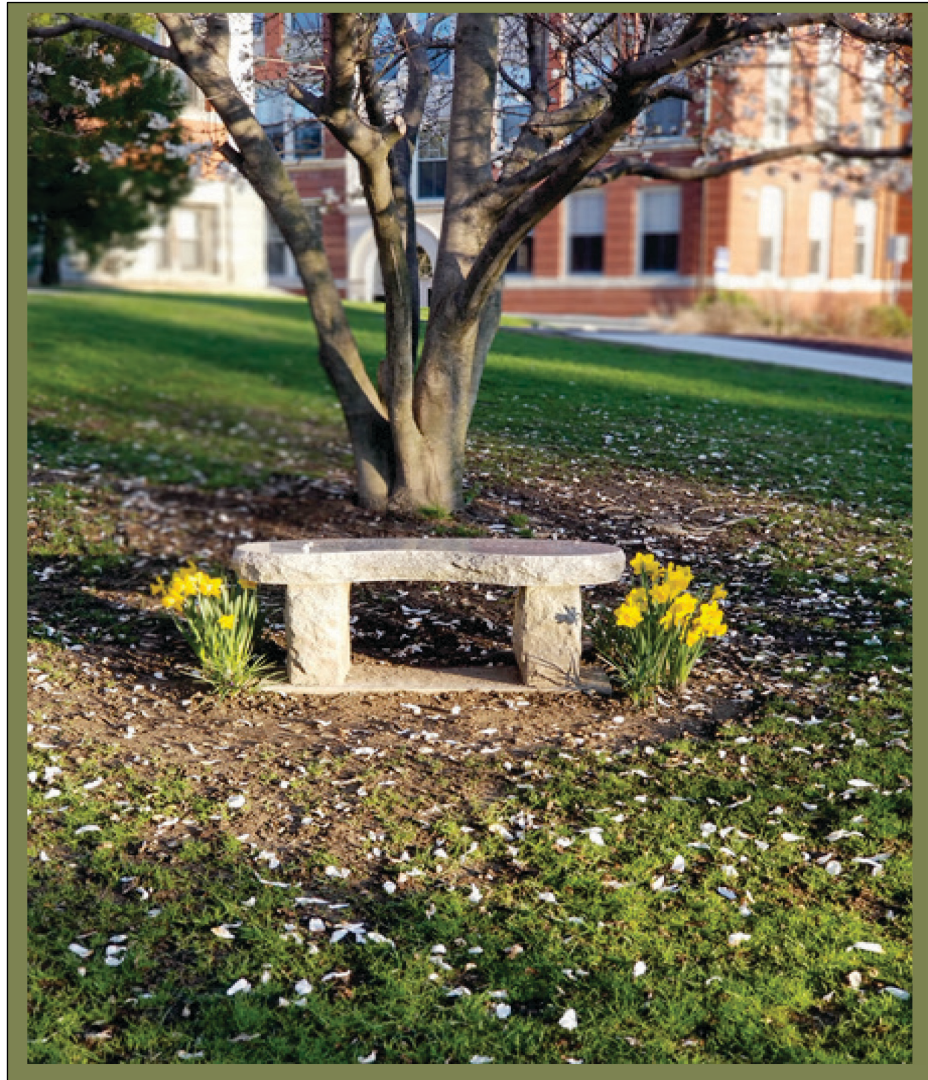
A. Letter from Liz Bratter, dated May 10, 2019.

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



May 22, 2019

Reporting on: April 2019

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

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

Section 2: Product & Process Outcomes

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

Section 3: Leadership & Governance Outcomes

Effectively continue to communicate with the community at large through various means and support citizen engagement in local governance and community forums, and provide leadership in the implementation of the City's Master Plan.

Section 4: Financial & Benchmark Outcomes

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

Section 5: Workforce-Focused Outcomes

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

COMMON ABBREVIATIONS

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

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



Daniel Barufaldi
Economic
Development
Director



Cathleen Beaudoin
Public Library
Director



Anthony
Blenkinsop
City Attorney



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology
Director



Eric Hagman
Fire & Rescue
Chief



Daniel Lynch
Finance Director



Lena Nichols
Public Welfare
Director



Christopher Parker
Assistant City
Manager-Planning
Director



John Storer
Community
Services Director

1. Customer Focused Outcomes

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

The Facilities, Grounds and Cemeteries handled 97 service calls and 194 work orders in April. In Pine Hill Cemetery, employees attended 5 full burials and 2 ash burials. Nine markers were set and attention was given to repairing 13 winter burial sites. Cemetery Coordinator Meghan Moisan and Superintendent Sharon Sirois attended the NH Cemetery Association spring meeting on April 3rd.

Forty-four work orders pertaining to buildings were addressed. The piping and electrical contractors at the Library were wrapping up, with the project nearing completion. HVAC maintenance was ongoing at all facilities getting ready for the warmer months ahead. Employees continued performing custodial duties at the Library for the month while the custodian was out. Employees assisted at the Recycling Center when needed. The City Electrical Supervisor continues to busy working with the Utilities Division and SCADA Technician on various issues.

Seventy-nine work orders were generated pertaining to facilities and grounds issues. Nine work orders involved lining the Woodman Park ball field for baseball games and the soccer field at Shaw's Lane. Eight signs were repaired or replaced and requests to install twelve signs were addressed. Two décor lights were removed in front of 1 Washington St, both had been damaged during plowing operations and need new bases to be poured. Several street light issue were addressed with the assistance

from Martineau Electric on April 11th. The City continues to work with Eversource to resolve other outstanding issues. Nine traffic light complaints were investigated in regard to timing.

Nine work orders regarding trees were addressed. Weather events with high winds continued in April causing several trees to come down in different areas. One very old maple came down in Pine Hill Cemetery, damaging a monument and three headstones.

The cover on the Jenny Thompson Outdoor Pool was removed and preparations began to open the pool. The cover is removed, the water is drained and the pool is thoroughly cleaned. Any needed repairs are made to the pool itself, or piping, and then the filling begins. The pool usually opens in mid to late May for the swim teams. Park picnic tables were put out with a few tables still needing attention. The Long Hill tennis courts were cleaned off and nets put up there. This is always the last set of courts to be free of snow.

Historical markers were installed in the down town areas, the paved areas around City Hall were cleaned up of winter debris and sand. Seasonal water services were turned on at several Adopt A Spot locations, the upper square flag pole and fountain islands, various ball fields including Shaw's Lane. The irrigation systems at Long hill and Rotary Park were prepped for use.

Spring clean-up has continued whenever possible in Pine Hill Cemetery and around public turf areas, as well as in some of the parks. At the end of the month, some public turf areas were mowed for the first time of the season. Come on, spring!

Animal Control – April

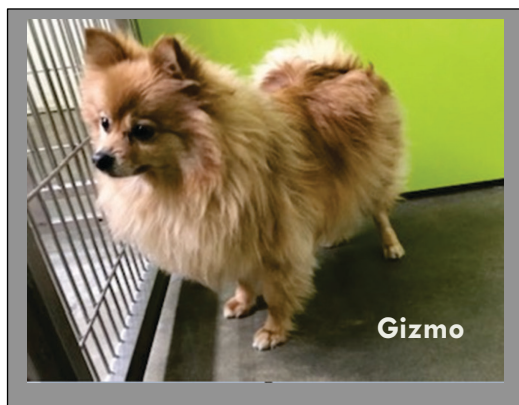
Total animal calls for service	87
Handled by Officers/Dispatch:	55
Handled by Animal Control Officer:	32

Breakdown of Animal Calls:

Founds Animals: 4
 Loose Animals: 17
 Animal Bites: 11
 Welfare Checks: 41
 Struck Animals: 0
 Misc/Other: 14

The ACO received 59 voicemail messages and followed up on 12 reports initially handled by patrol officers.

One such incident involved a Pomeranian named Gizmo who escaped from his home on Chapel Street but was soon captured by the animal control officer.



A second report involved an opossum that was stuck between two barrels in front of the Thirsty Moose. The ACO was able to remove the opossum and transfer him into a crate and release him not too far from where he was found.

DISPATCH COMMUNICATIONS

RADIO TRANSMISSIONS

12,616

PHONE CALLS

7,262

911 CALLS RECEIVED

362

LOBBY CUSTOMERS

376

POLICE ALARMS RECEIVED

84

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

18

FIRE & MEDICAL ALARMS

57

OTHER ALARMS

4

POLICE RESPONSE TO CALLS BY PRIORITY: APRIL

Priority 1: Immediate = 170 Responses

Crimes in progress; injury accidents; alarms

Priority 2: Rapid = 85 Responses

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

Priority 3: Timely = 435 Responses

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

Priority 4: As Officers are Available = 701 Responses

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

Priority 5: Motor Vehicle Stops = 1,147 Responses

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of April 2019, the Dover Police Department responded to twenty-two (22) emergency incidents and arrived on scene in less than six minutes to 77% of those calls (22 calls, 5 in six minutes or more).

During the month of April, the Dover Police Department responded to 1,391 calls for service throughout the City. In addition, officers made a total of 1,008 traffic stops. Officers also initiated 139 non-enforcement related contacts with the community. The total number of incidents handled by the police department for April, 2019 was 2,538.

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.

Dover Public Library	February 2019	March 2019	April 2019	April 2018
New Patrons Registered	160	142	125	136
Patron Hold Requests	1,506	1,502	1,571	1,358
Museum Passes Borrowed	135	116	123	127
Number of Programs Offered	65	78	66	79
Individuals Attending Programs	1,454	1,405	1,809	1,918
Passports Executed	57	52	37	30
Meetings Held at Library	169	195	162	164
Number of Library Visitors	12,670	21,292	16,485	16,383
Library Circulation	23,420	25,386	25,744	23,312

Inspection Services also was very busy in April with a total count for inspections conducted and permits issued at 719. Here is the Inspection Services activity breakdown:

APRIL:

Inspections - Life Safety	39	Inspections - Plumbing/Mechanical	158	Inspections - Woodstove/Fireplace	0
Inspections - Business	16	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	52	Inspections - Health	56	Permits Issued - Building	54
Inspections - Building	180	Inspections - School / Daycare	25	Permits Issued - Certificate of Occupancy	09
Inspections - Electrical	130	Inspections - Oil Burner	00	TOTAL	719

During the month of April 2019, 16 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.

During the month of April 2019, a Special Investigations Unit investigation resulted in the arrest of a Dover man on a felony level charge of failing to comply with sex offender registration laws.

Also during April 2019, SIU detectives investigated a missing person case. Sadly, the

case was resolved when the missing man's body was found.

In addition, SIU detectives investigated three other unattended deaths in April 2019, including one suspected drug overdose.

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

In April, Sergeant Tarmey assisted in organizing a meeting with a "Big Brothers Big Sisters" type

of organization to discuss potentially introducing a law enforcement related program to the City of Dover. Officer Murch and Officer Dunne are spearheading this effort moving forward.

During the month of April, Sergeant Tarmey coordinated a meeting with Community Action to plan for future programs revolving around the homeless population as the summer is approaching. The meeting was attended by the POP officer as well as the incoming DHA Liaison officer and the Mounted Unit. Several potential programs were outlined and a tentative plan was put in place for patrol officers to refer individuals in need of assistance to the applicable agencies.

On April 12, 2019, Officer Dunne met with the mother of 2 students who reported a custody issue at the front of the school during dismissal. Initially the mother and several bystanders reported the incident as a kidnapping, however it was quickly determined to be a custody issue between the parents. Patrol units conducted a motor vehicle stop on the father's vehicle and confirmed everyone was safe and that he indeed had custody of the children at that time as outlined in a court ordered custody agreement.

On April 10, 2019, while working an extra patrol shift, Officer Dunne met with a DMS student and her mother regarding unwanted text messages being sent by a fellow DMS student. Officer Dunne spoke with involved parties and followed up during school hours to ensure all communication ceased.

Officer Dunne sat in on three parent meetings at the request of Dean Patrick. Two meetings

involved students who were exhibiting physically aggressive behavior within the school and on the school bus. Officer Dunne spoke with the students and parents about the students' behavior and the repercussions of continuing in such a way outside of school and offered ways to curb their behavior. The last meeting involved a volatile parent who accused a faculty member of exhibiting a racist attitude toward her bi-racial daughter. Officer Dunne's attendance was requested by both administration and the parent. Officer Dunne maintained a presence in the room, and the meeting ended without incident.

On April 11, 2019, Officer Dunne coordinated a meeting between CREU officers and Big Brothers Big Sisters of NH to discuss partnering together to start a mentoring program. Officer Dunne has been speaking with various police departments in the New England area about their involvement in the program as well, to gather information how to best apply this program to the Dover Police Department.

On April 17, 2019, Officer Dunne coached a 5th grade team for the annual Dip Duck Dive Dodgeball Tournament at DMS. Her team made it to the semi-finals.

On April 29, 2019, Officer Dunne spent time with 3rd and 4th grade students at Woodman Park School, speaking to them about her career as a police officer and showing them a DPD cruiser.

Throughout the month of April, 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.

Officer Dunne continued to volunteer as a coach for the Girls on the Run team at DMS several days a week. She helps lead exercises and runs with the students, creating relationships with the 18 girls who participate.

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

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

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 locations 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 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. Officer Pike continues to assist the school in any way

possible when asked. One of the most consistent requests Officer Pike handles for the DHS Administration is to review specific footage on the school's surveillance system. This is a request that Officer Pike receives on a daily basis. A request handled this past month was in reference to a bullying investigation.

On multiple occasions, Officer Pike assisted Donna Berchulski, the school's intervention specialist, with students or families that needed assistance.

During the month of April, there were several incidents where teachers required medical assistance. Officer Pike assisted the school's nurse and administration when a Stay in Place had been called. During those incidents, Officer Pike assisted the Dover Fire Department in getting to the location of the teachers.

Officer Pike has been working with the school's administration in reference to parking issues occurring at the school after hours. More specifically, between the hours of 1530 and 1800, student athletes have been parking in areas that restrict the orderly flow of traffic. Officer Pike spoke to coaches of those athletic teams and requested them to control the issue as best they can. The school's athletic director has been asked to contact the police department when/if necessary after hours.

Throughout April, Officer Mitrushi and Detective Sean Mask continued work on the Virtual Neighborhood Watch Program. By working with the city's Information Technology Department, the officers were able to design an online form that allows businesses and homeowners to register their personally owned surveillance cameras with the department. The camera

owners will be able to submit information about their camera and location, which will create a database for the police department. When a crime or incident occurs in the city, officers will be able to email camera owners in the specific area and request any footage that could aid in the investigation. The online form is active and Officer Mitrushi intends to create a demonstration video and press release in May.

On April 23, 2019, Officer Mitrushi met with 7 men and women from The Residence at Silver Square and provided a tour of the police station. Officer Mitrushi talked about the advances in police tactics, investigations, and equipment over the years. Officer Mitrushi also spoke to the group about the services provided by the Dover Police Department.

On April 24, 2019, Officer Mitrushi, Dover DHA Officer Chris Plummer, and in-coming DHA Officer Juel Cooper organized a "Mobile Drug Takeback" event. The officers went directly to some of Dover's elderly residents who likely had unused or expired medication and may not have had the ability to drive to the police department for the take back day event. The officers went to Saint John's Apartments, Edgar Bois Terrace, Niles Park, Union Court, Central Towers, Waldron Towers, and Covered Bridge Manor, collecting unused and expired prescription medication. The event was successful and well received by all residents that the officers spoke with.

On April 24, 2019, Officer Mitrushi, in-coming POP Officer Dave Collis, Officer Michelle Murch, and Officer Joe Caproni met with Community Action Partnership of Strafford County and Connections for Health about a potential referral program for the homeless. CAP and Connections for Health are organizations

dedicated to providing services to the homeless. The group spoke about specific resources needed to aid the community's homeless population.

Officer Mitrushi continued to monitor calls for service involving the homeless population. In the month of April, Dover Police Officers encountered 60 separate homeless individuals.

During the month of April, Officer Plummer met with a couple of juveniles from the neighborhood that stopped by his office looking for the Dover PD trading cards. Officer Plummer was able to provide the kids with his cards and have two other officers come provide their cards also. This gave Officer Plummer the opportunity to spend time with the kids and have a very positive interaction with the community. This type of interaction is common with residents coming to the DHA Liaison office to interact with Officer Plummer in a casual environment.

Mounted Patrol: April

42 public assists

26 parking assists

16 community action/homeless assists

During the month, Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give the officers and the public sense of being part of the community together. Officer Caproni and Murch can assess the community's needs and concerns and helps to develop trust between the community and the

police. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses around and that is not only from children or horse lovers.

During the month of April, The Mounted Unit worked closely with our Community Action Homeless Liaison Bob O'Connell to assist our transient population. The mounted unit assisted Bob in facilitating one individual's transition into an alcohol detox program in Manchester, NH. The CREU met with members of CAP and the Integrated Delivery Network (IDN) to make sure efforts in regards to the transient population are moving in the same direction and that everyone is working together to find solutions to the issues we face.

Also during the month, the mounted officers assisted with the search for a missing adult. The horses were used on two separate occasions in attempt to locate this individual's whereabouts. The horses were able to cover large areas as well as muddy and wooded terrain in a short amount of time, lessening the need for large numbers of officers on foot.

The Mounted Unit was greeted by April vacationers during the month. Hundreds of kids visited the Children's Museum as well as the playground and downtown Dover businesses such as the Noggin Factory and Licky & Chewies. The Mounted Unit is always a favorite among the families. The Mounted Patrol offers a visible presence in the downtown to visitors. People always seek the officers out for parking suggestions as well as directions.

New Hampshire Chronicle reached out to the Mounted Unit to do a follow up interview to the

one produced approximately 10 years prior. The producers came out to the stable and spent approximately three hours interviewing and recording the officers and horses at the stables and out and about on patrol. The episode is scheduled to air in approximately 2 weeks.



The members of the Mounted Patrol and other community members celebrate the grand opening of the Portsmouth Regional Hospital Emergency Department on April 18, 2019.

The downtown parking system experienced another positive month in April, compared to the prior April. The average daily meter usage was up 1.8% for the month and is up 4.6% for the fiscal-year-to-date.

The Parking Bureau has assisted Community Services on several nights in April to post parking restrictions on roads scheduled for sweeping or striping. Once signs are posted, any vehicle on the road that is



Mixed use building on Third Street.

displaying a city issued parking permit is tracked and the owners contacted by the end of the day to avoid them being towed when the work begins in the early morning hours.

Parking Manager Bill Simons has been working with the property manager of the soon-to-be-open projects in the Third Street lot and on Mechanic Street. Determining what parking issues need to be addressed ahead of time is critical to a successful opening.

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

Sgt. Speidel worked with Saint Mary Academy's staff and volunteers in coordinating their 7th annual "Run For God" 5K event on April 13. 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 the coordination with event organizers on other logistical matters affecting traffic. This event is also part of the Dover Race Series.

Sgt. Speidel worked closely with organizers of the so-called Ultimate Food Truck and Specialty Food Festival at the Dover Ice Arena on April 27. The Traffic Bureau helped coordinate directional signs for off-site parking and festival shuttle service, as well as the scheduling of police security for the event.

On April 11 and 18, Sgt. Speidel fulfilled Planning Board Technical Review Committee responsibilities for several proposed projects. These included a mixed use development on

First Street, and a residential development on Plaza Drive.

On April 16, 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 Old Rochester Road, Watson Road and Tolend Road.

Dover Police performed a total of 43 personnel-hours of impaired driving enforcement patrols – funded with a grant from the NH Office of Highway Safety – during the month of April. This included the participation in a regional saturation patrol in cooperation with the New Hampshire State Police, Somersworth and Rochester Police Departments on April 20. The combined efforts of the April 30 DWI saturation patrol resulted in a total of 155 traffic stops, nine (9) arrests including 4 for DWI and 1 for Transportation of Alcohol by a Minor.

April was designated by the National Highway Traffic Safety Administration as "National Distracted Driving Awareness Month". The Dover Police Department, in association with law enforcement partners from around New Hampshire and with enhanced funding from the NH Office of Highway Safety, performed a total of 21 personnel-hours of distracted driving enforcement patrols in April. These patrols yielded 46 traffic stops, 22 summonses and 20 warnings for Prohibited Use of Mobile

Electronic Device, and an array of other traffic violations. Distracted driving has been cited as the primary factor in more than 10% of Dover crashes over the past three-year period. Dover Police encourage all drivers to avoid distractions while on the road.

Sgt. Speidel performed 16 child passenger seat inspections during the month of April. 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.

This included seat checks performed on the evening of April 17 in partnership with Wentworth-Douglass Hospital. Sgt. Speidel partners on a monthly basis with trained staff of the WDH Women and Children's Center to provide a full evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles, generally on the third Wednesday of the month in the WDH parking garage.

Sgt. Speidel coordinated all traffic control particulars and police personnel assignments for the 38th annual Red's "Race for a Better Community" 5 mile road race and 2.4 mile walk on April 7. The Reds Race benefits a number of local nonprofit organizations, including Community Partners, and is also one of the events in the Dover Race Series. The Traffic Bureau handled the advance deployment of cones, barricades, and signs to facilitate temporary parking restrictions and traffic diversions.



Detective Carlson shows a citizen the course map before the start of the 38th annual Red's "Race for a Better Community" 5 mile road race and 2.4 mile walk on April 7.

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 April:

American Cancer Society Relay for Life team road toll fundraiser, April 7

Funeral escort at Tasker's, April 11

Portsmouth Regional Hospital at Dover Emergency Room open house, April 18

Weeks Crossing night construction for water line installation, April 28-30

On 04/28, Officer Brown and K9 Barco responded to the area of 12 Addison Place for a robbery that had occurred moments before. An unknown subject stole a laptop from a male and fled towards Hampshire Circle. A track was located and led to the area of the DHA maintenance shed where it ended. The case is still being investigated.

April saw Fire & Rescue responding to 452 calls for service which is an average of 16 per 24-hour period. 16 of the calls for service were for fires, 270 were for medical emergencies, 15 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 82 were either false or good intent in nature, with the remaining 69 being for non-emergent requests. Of the emergencies, there were 138 times where simultaneous emergencies were occurring with 23 of those times where 3 or more emergencies were occurring at the same time. The busiest day for Fire & Rescue in April was on Saturday, April 6, 2019 when there were 21 calls for service. The slowest day of the month was Sunday, April 14, 2019 when there were 8 calls for service. Overall, the month was slightly slower than expected with approximately 15 to 25 less mulch and brush fires than normally experienced in April, due to the unusually wet spring. April saw this area receiving since the start of the calendar year, 14 inches of rain equivalent precipitation which is 2 inches more than normal, following the trend started mid-year last year of a wetter time than usual. 2018 ended for the area, 12 inches more rain than an average year.

Highlighting a few incidents that Fire & Rescue responded too in April, the next photos show a pickup truck that left Watson Road and rolled over. Responding crews had to cut the truck's roof and fold it down on to the ground, to access the injured driver. The first photo also

shows the vehicle secured with struts that crews can attach when needed, to keep a vehicle from tipping.



The next photo shows one of the fire incidents Fire & Rescue responded to, which occurred in the early morning of April 5th, which was a house fire on Pearson Drive.

The occupant having worked second shift, was still awake when he noticed smoke inside his home just before 2 AM. After checking his home, he found fire in the wall where the garage meets the main home along with fire in the garage, Fire and Rescue arrived and stopped the fire from spreading through the remainder of the home. The investigation into the cause of the fire is focusing on a problem with a pellet stove.



Pearson Drive fire

Total Permits Issued: April 2019

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-492	1 PROGRESS DRIVE, LLC	1	PROGRESS DRIVE	DEMISE SPACE, FIT-UP FOR MANUFACT	C	H	3610	175000	1775
19-071	SCIOTO RIVERPARK LLC	23	CATARACT AVENUE	INT. IMPRVMENTS & ADD EDUCATIONAL	C	13	2300	20000	225
19-072	ARC CAFÉ USE 001 LLC	47	CENTRAL AVENUE	RMVE DROP CEILING, DRYWALL AND I	C	17	7600	18000	205
19-075	STOCK REALTY TRUST, LLC	835	CENTRAL AVENUE	CONST. 2-STORY ELEVATOR SHAFT FO	C	37	24H11	25000	275
19-078	WENTWORTH DOUGLASS HOS	789	CENTRAL AVENUE	EMRGNCY DPRTMNT FACELIFT	C	37	100	100000	1025
19-092	WENTWORTH DOUGLASS HOS	10	MEMBERS WAY	CREATE REGISTRATION AREA ON 2ND	C	D	17C0	80000	105
19-122	STOCK REALTY TRUST, LLC	835	CENTRAL AVENUE	SUITE 200, INT. ALT. & IMPRMNTS TO 2	C	37	24H13	75000	775
19-124	DOVER CHAMBER OF COMME	550	CENTRAL AVENUE	INSTALL A NEW RUBBER ROOF W/FOA	C	5	1700	25000	275
19-130	7 SOUTH LLC	10	CENTRAL AVENUE	CONST. A FOUNDATION FOR SIGN STRU	C	15	400	12000	145
19-144	GUADANO	634	CENTRAL AVENUE	REPLACE EXISTING STAIRWAY	C	30	13100	9200	115
19-153	STRAFFORD COUNTY COMMI	276	COUNTY FARM ROAD	INSTALL KITCHEN FOR OCCUPATIONAL	C	C	4	26600	295
19-156	PORTSMOUTH REGIONAL HOS	10	CENTRAL AVENUE	ERECT TWO TEMPORARY EVENT TENT	C	15	4	2500	50
18-420	SOLVETTA SALES INC.	44	INDUSTRIAL PARK DRIVE	INTERIOR ALTERATIONS	I	G	3-C	100000	1025
19-027	1 PROGRESS DRIVE, LLC	1	PROGRESS DRIVE	UNIT #11 INT. ALT. & CREATE AN ADD'L	I	H	3610	215000	2175
19-113	SPECTEX, LLC	1	PROGRESS DRIVE	UNIT #1, INSTLLING INVNTY RACKING	I	H	3610	6000	85
18-422	INDIAN RIDGE AT DOVER, NH	210	EMERALD LANE	TWO STORY SFD WITH ATT. GARAGE	R	F	15-30	181300	1885
18-511	BROWN	31	SADDLE TRAIL DRIVE	CREATE A SFD ABOVE PRIVATE BARN	R	N	8110	278989	2814
19-022	AMICANGIOLI	12	BASILS PLACE	INT. DEMO OF KITCHEN & FLRING ON 1	R	I	25C3	20000	225
19-032	KEY	15A	HILLCREST DRIVE	INSTALL REPLACEMENT WINDOWS	R	35	57B0	15000	175
19-036	SCHELLER	10	ISAAC LUCAS CIRCLE	INT. ALT. & INSTALL A NEW BATHRM	R	M	90A6	60000	625
19-056	DBS HOLDINGS LLC	36	FOURTH STREET	CONST. A 2 STORY 2 FAMILY DWLLNG	R	31	3400	200000	2025
19-064	INDIAN RIDGE AT DOVER, LLC	161	EMERALD LANE	CONST. A SFD W/2 CAR ATT. GRGE, UN	R	F	15-15	249500	2575

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-065	INDIAN RIDGE @ DOVER, LLC	112	EMERALD LANE	CONST. SFD W/2 CAR GRGE & UNFNSHE	R	F	25	225700	2285
19-085	SHAHEEN	9	ELA STREET	CONST. A ONE STORY ADDITION & PER	R	27	26200	195000	1975
19-087	HERON BAY PARTNERS LLC	1	CIELO DRIVE	CREATE AN AREA FOR STORAGE IN BA	R	H	401	3500	60
19-089	PAULICH	17	SANDPIPER DRIVE	INT. RENOV.OF A MASTER BATHROOM	R	C	2B14	21500	235
19-094	FENELON	1	ELMVUE CIRCLE	RENOVATE EXISTING BATHROOM	R	21	2B0	14000	165
19-096	ROCK	4	MELODY TERRACE	PERFORM INT. RENOV. INCLUDING KIT	R	G	24511	10000	125
19-099	JONAK	207	EMERALD LANE	INSTALL A ROOF MOUNTED PV SOLAR	R	F	1530	26000	285
19-100	SHEARER	2	TIMROD ROAD	CONST. TWO DECKS W/STAIRS	R	I	22022	3368	58
19-102	WARSCHAUER	1	WENTWORTH TERRACE	PERFORM INT. RENO. OF KITCHEN	R	8	3100	50000	525
19-106	LANCTOT	44	BELLAMY ROAD	INT. ALTERATIONS & IMPROVEMENTS	R	H	6A0	12000	290
19-107	HODGE	1	DEER CREEK RUN	CONST. AN ADD. W/TWO CAR GARAGE	R	25	6610	216495	2185
19-108	SS SCHAIR REIT, LLC	49	COURT STREET	REPLACE ROOF & WINDOWS, REPAIR SI	R	19	2200	14500	170
19-110	38 LITTLEWORTH ROAD, LLC	78	DOVER POINT ROAD	CONST. A TWO CAR DETACHED GARAG	R	M	84F0	26500	295
19-117	LAFOND	4	CRESTVIEW DRIVE	CONST. A TWO CAR ATT. GARAGE W/R	R	D	2220	49000	515
19-118	LEDDY	1	HELLMANN AVENUE	PERMIT EXTENSION OF PREVIOUSLY IS	R	29	5300	0	0
19-120	VAWTER	7	BRIARWOOD LANE	INSTALL A ROOF MOUNTED SOLAR PV	R	K	14130	34361	365
19-123	DUPONT	24	LISA BETH CIRCLE	COMBINE TWO EXISTING BATHRM & C	R	H	7200	61000	635
19-126	MONTEIRO	11	LABRADOR LANE	ALT. FOR REINSTALLING THE SAME FIR	R	A	5192	2000	45
19-128	WENTWORTH	18	HULL AVENUE	PERFORM INT. RENO. TO KITCHEN	R	35	3500	35000	375
19-129	PETROVITSIS	45 47	HAM STREET	RENEWAL OF PREVIOUSLY ISSUED PER	R	27	54	0	25
19-131	WATTS	30	TENNYSON AVENUE	INSTALL AN ABOVE GROUND SWIMMIN	R	21	7400	17311	195
19-133	COE	68	POLLY ANN TRAILER PARK	REPLACEMENT OF FRONT ENTRY STEP	R	M	47C68	1104	35
19-135	AMICANGIOLI	12	BASILS PLACE	INT. RENOV. AFTER WATER DAMAGE	R	I	25C3	56000	585
19-136	WILLIAMS	31	HUBBARD ROAD	REMOVE BRICK STEPS & REPLACE W/W	R	K	14281	5220	75
19-138	BARSTOW	29	JULIA DRIVE	INSTLL 2 WALLS & DOOR IN UNFSHED B	R	M	4042	1500	45

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-142	FINK, KATHY	45	FOURTH STREET	REFRAME EXISTING DECK, INSTALL DE	R	31	3900	4000	65
19-145	WHITE	113	DURHAM ROAD	REMOVE 10 X 10 SHED	R	H	4H0	1000	35
19-147	WILSON	435	OLD GARRISON ROAD	INSTALL REPLACEMENT WINDOWS & T	R	J	19E2	23000	255
19-148	THEIL	143 1/2	SIXTH STREET	CONST. A NEW DECK	R	35	6700	6800	95
19-149	TSOUGRANIS	17	TAYLOR ROAD	CONST. A REAR DECK	R	G	10170	12000	145
19-150	KENNEDY	9	HAWTHORN ROAD	CONST. A 12' X 12' DECK	R	17	13000	4705	75
19-151	HUGHES	9	BARRY STREET	REPLACE WINDOWS	R	D	6700	4153	65

Total Permits Issued: 54

Total Construction Value: \$3,030,806.00

Total Fees Collected: \$31,157.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	5	Change of Use	0
Commercial Renovations	10	Commercial	7
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	1
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	0	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	9	Single Family Dwellings	1
Renovations Dwelling Unit	32	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	9

PLANNING BOARD APPROVED PROJECTS

NAME	STREET NAME		Total	Units	Units	DATE OF PB	DATE OF PB	SCRD DATE	PLANNING	MAP	LOT	EXPIRATION	SCHOOL	Students**
Mixed Use														
STF	10 Strawberry Drive	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	32	6		5/8/2018	Site	P16-31C	31	14		H	1.1
Old Courthouse	First Street	A	10	0	10	5/23/2017	6/14/2016	Site	P16-15	6	20	5/23/2022	H	0.3
Bradley Commons	Central Ave	A	49	49	0	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.5
Total: Mixed Use			361	49	173									4.0
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
Lilac Gardens	Lilac Ln	A	120	72	48	9/27/2005	9/27/2005	Site	P04-04	H	35C	9/27/2009	W	13.2
Total: Multi-family			130	72	58									14.3
Subdivisions:														
RV Paolini Construction, LLC	56-58 Dover Point Road	M	7	0	7	TBD	12/11/2018	TBD	P18-45	M	6	TBD		
TDK	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	1	3	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	41	8	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2020	W	17.2
Bellamy Ridge	Red Barn Dr	H	7	4	3	10/13/2015	8/25/2015	10/15/2015	P15-05	I	6-C	10/13/2020	G	2.5
Foster's Way	Fosters Dr	H	5	4	1	9/17/2014	12/17/2013	9/17/2014	P13-49	L	89-1	9/17/2019	G	1.8
Child's Subdivision	Childs Dr	H	19	18	1	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	6.7
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Harbor Hills	Shore Ln	H	16	12	4	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.6
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	5	4	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	28	4	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Graystone	32 Old Stage		10				4/9/2019		P19-20	G	35E		G	3.5
44 Maple Ave LLC	44 Maple		12				4/9/2019		P18-58	30	19		H	4.2
TDK	Beaumont (146 Dover Point)		11			1/8/2019	8/28/2018		P18-14	M	61	1/8/2024	G	3.9
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			298	185	80									104.3
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			850	366	312									123

2. Product & Process Outcomes

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

After a site visit from the national program coordinator, the Dover Public Library's Children's Room was certified as an official "Family Place Library" on April 4.

66 April library programs were attended by 1,809 people. These included:

9 story times 170; 2 Craft sessions 263; 3 Knitting group meetings 16; 3D prints 34; 8 movies 87; STEM Scrappy Circuits 20; Diversity Night @ WPS 40; Paws to Read 5; Discussion group 5; Organic Gardening 30; Teen Advisory Board 5; Pizza & Pages 7; Creativity Corner 5; Game Night 9; Needle-felted peeps 13; Blues concert 38; 2 Adult escape rooms 25; 4 Lego Saturdays 110; Technology class 3; 4 Book groups 42; 7 Little Free Library visits adding 354 books; Little Tree visit 24; Head Stat visit 35; Interactive Nemo 38; Poetry entries 282; Peeps entries 28; Studies 2 Go 36; Friends program 22; Harry Potter trivia 38; 4 Book-A-Librarian appointments, Memory Lab scanner 0; Memory Lab VHS 7; Memory Lab cassette 2; Cricut 1; 2 Langdon Place visits 11; and Passports 37.

Spring brings blue skies, green grass, and bright yellow Peeps. The Dover Public Library held their annual "Peeps Show" Contest in April.

Individuals were to build a diorama using Peeps of any color or species in a standard

size shoe box, no larger than 16" x 16" and were to create a diorama based on a scene from a book. The first ten entries received a free plush Peep chick!

Children ages 2 – 6 were invited to enter the Kids Division, and ages 7 – 10 entered in the Youth Division. Peep Artists 11- 16 years old entered the Teen Division, while those 17 or older competed in the Adult Division.

The winner of each division received a \$25 Target gift card, courtesy of the Friends of the Library.

Peeps Contest WINNERS





Adult fitness classes continue to be very popular, with new sessions of PiYo, and Interval Toning being held in Rec dance studio. Field requests were completed though the amount of rain kept city & school fields with very limited openings for the month. Dover Baseball had to cancel their opening day at Dunaway field due to rain. Men's 35+ and 50+ Basketball league wrapped up with their finals in mid-April. The 35+ league will be offering a spring league for the second time beginning April 29th. Badminton continues on Friday evenings. Sign-ups have begun for summer programs including Playgrounds and theater camps. Youth Music Theater and Fun on Stage are taking registrations. Registrations are ongoing for the summer session of the Dover Basketball Academy with Coach Romps.

The month of April brought first session of spring lessons, as with the other sessions have added classes to accommodate all that were on the waitlist. Pool attendance has been steady, lap swimming continues to be crowded on a daily basis and Rec swim has seen an increase in swimmers. There was a robotics program from

Dover Middle School that used the pool in April for a number of days. The Dover Indoor Pool hosted its second annual Easter Egg Hunt in the Pool and had more than 120 people in attendance. The Jenny Thompson Pool will open in May for Seacoast Swimming and other area teams. Attendance for the pool is as follows: Great Bay Masters: 30 swimmers; Adult Lap Swim: 75-100 swimmers daily; Rec Swim: 20 swimmers daily; Pool Rentals: 3 Birthday Parties: 2

April at the Dover Arena was a busy time as several off-ice events were held on the Foster Rink floor and on Holt had several spring programs running. At the beginning of the month, the arena hosted the Flyball Dog Show which had a great turnout. The last Saturday of the month, the arena hosted NH's Ultimate Food Truck Festival, which attracted over 4,500 visitors! Cocheco Valley Rollers started their practices and meet twice a week until September. Due to poor field conditions outside, the Arena hosted many spring sport practices in the Foster Rink. Dover Youth Softball and Cocheco Lacrosse met up to three times a week for several weeks. As for the spring hockey programs, the Spring 3 on 3 league is meeting twice a week until the ice comes out in May. The Spring Learn to Skate is on Mondays as well as Youth Intro to Hockey, and Over 45 League. On Wednesdays, Adult Intro to Hockey continues to have a great turnout each week. The month of May means that the spring programs will be wrapping up as the Arena is preparing to take the ice out on the 16th. The Arena will host a Yard Sale on the 18th of May. Preparations for Camp Kool will begin as well as regular cleaning and maintenance of the facility to get ready for next season! Adult and Youth Stick Practice: 478, Birthday Parties: 2

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. Fitness classes went on hiatus this month but will be back in May! Dr. Dan Seminar: 11, UNH OT Class: 34, Hearing Screenings: 10, UNH Extension "Garden for Wildlife": 35, Mystery Lunch: 26



Created by Senior Center members, implementing iPad skills, photography, and creativity.

The Strafford County Public Health Network and the Dover Coalition for Youth hosted a legislative breakfast titled "Legislating for Tomorrow: Your legacy on the opioid epidemic" on Friday April 5th at Wentworth-Douglass Hospital. They highlighted current gaps in addressing the opioid issue locally and innovative programs. Vicki spoke to the audience of about 20 legislators about prevention efforts.



Legislative Breakfast hosted by Strafford County Public Health Network and Dover Coalition for Youth.

The Survey Committee worked with Dover Middle and High School to implement the Youth Risk Behavior Survey in April. Vicki provided training at Dover Middle School on implementation procedures on April 1st. The surveys were implemented later in April and results will be available later this year.

On April 3rd Kathi and Chris Sullivan spoke at Dover High School sharing their stories of how substance use impacted them. They spoke to the entire junior class. That same evening the Coalition hosted a Town Hall Meeting discussing with a group of two dozen community members about how we all play a role in breaking the chain of addiction. The events were supported by a stipend grant that the Coalition received from the Substance Abuse and Mental Health Services Administration (SAMHSA).

The Dover Police Department participated in the Drug Take Back event on April 27th. The event provided the public with an opportunity to safely dispose of any unused, unwanted or expired medications. In addition to the traditional take back event this year, the Problem Oriented Police Officer worked with

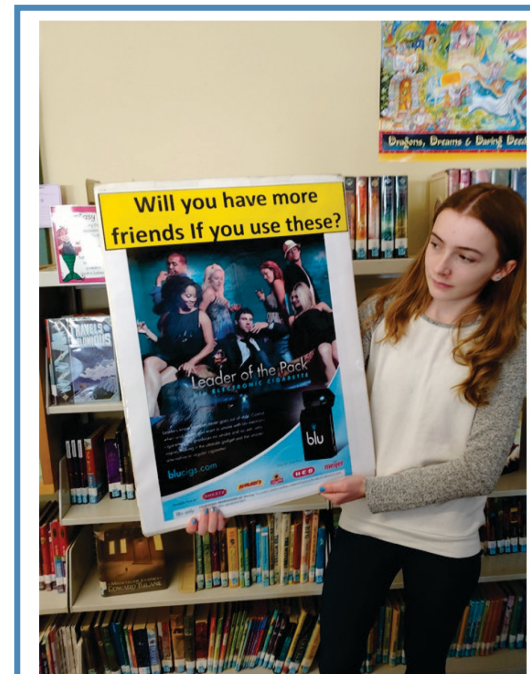
the Dover Housing Authority to implement a mobile drug collection program. The Wednesday before the take back day the two officers stopped at all 6 of the DHA senior housing facilities to collect medications from residents onsite. In total Dover collected 9 boxes of drugs weighing 212lbs.

In April, members of Youth to Youth collaborated to write a letter to Natural Light beer maker Anheuser Busch objecting to their "Study Sleep Natty Repeat" slogan. They also sent a copy of the letter to the bottling plant manager in Merrimack, NH and to NH Distributors in Epping, the sole distributors of AB beer products in his area. The students took issue with the fact that most people who would be studying are under 21 and the illogical association of drinking and studying. Anheuser Busch has not replied to the students, however news outlets picked up the story. When contacted by reporters, the company's reply to them was that they spend a lot of money to prevent underage drinking but Anheuser Busch never actually addressed the appropriateness of the slogan.

Each of the five 4th grade classrooms at Horne Street School received the 2-lesson *TRUTH About Nicotine Program* in April. 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 nicotine industry's deceptive promotion of its products. Over 100 students received the lessons.



Mrs. White's 4th grade class at Horne Street School following the completion of the TRUTH about nicotine class. Students are wearing their Ignite the Truth t-shirts they get for completing the program.



Y2Y student teaching the media literacy portion of the 4th grade Truth About Nicotine lesson is displaying an example of an e-cigarette ad that suggests you will have more friends if you use their product.

Youth to Youth students provided an assembly for the second graders at Horne Street School and at Garrison School on the importance of exercise and lung health. The presentation is called Samantha Skunk Loves her Os and teaches the students that "smoking anything" hurts your lungs and slows you down because it is harder to get your Os or oxygen molecules.



Dover Y2Y students taking questions from 2nd graders at Garrison School following a presentation of Samantha Skunk Loves Her Os.

Over 90 kindergarten kids in 5 classrooms received the Samantha Skunk Medicine safety presentation at Horne Street School from Youth to Youth members on April 8th.

Y2Y member Caitlin Temple gave a presentation to employees of Until at their facility in Kensington on April 8th. Caitlin described several of the projects her group has worked on and explained how being member of an advocacy group has changed her college plans and impacted other parts of her life.

The Dover Teen Center calendar for April of 2019 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 571

participants on 21 days of programming, which yielded an average of just under 28 participants per day. Some program highlights for the month included, but were not limited to the following:

Weekly TC "Arts In Action" Projects

Every Monday – Guitar & Ukulele Music Enrichment w/The Sonata Center

TC Arts in Action Special Event – "TC Storytellers Session"

Featuring musician, Charles Berthoud (4/2)

TC Snack Special Day – "Steamed Hot Dogs" (4/3)

TC Snack Special Day - "Tacos" (4/5)

TC Special Program – "DoverPalooza Live Band Show" (4/12)

TC Sports Program – "Alley Hoop Hot-Shot Contest" (4/17)

TC April Vacation Event – "DVD Movie & Popcorn Chill-Zone" (4/22)

TC April Vacation Event – "Earth Day Flower Planting Fun" (4/22)

TC April Vacation Trip – "UNH Tour & Lunch" (4/23)

TC April Vacation Trip – "Dover Bowl Fun Day" (4/24)

TC April Vacation Trip – "Hilltop Fun Center" (4/25)

TC Tournament – "Wii Mario Kart" (4/30)

There were 7 new registrations during the month of April at the Teen Center.



Professional Bassist Charles Berthoud performed at the Teen Center as part of the Arts in Action Program.

The Community Service program tracked thirteen active participants during the month of April. A total of 13 community service hours were completed during the month. None of the participants finished his/her assigned hours.

The Diversion Committee did not meet in April. The following is the diversion program case breakdown:

- (0) cases in active Diversion Contracts
- (0) successful completions and releases
- (0) new cases heard
- (1) new case pending for intake meeting in May
- (1) case sent back to Detectives for failure to comply

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.

There were several noteworthy builds and projects Inspections worked at to mention. Tenant up-fits completed late in April at both the Firehouse Subs store viewed to the left of Chipotle (in the photo below), and the Aldi grocery store viewed to the right of Chipotle (in the next photo). These stores are located in the Garrison City Commons at the intersections of Glenwood Avenue and Central Avenues.



Work continues, as shown in the photo below, on the push toward opening at Spring Village, an Assisted Living Facility specializing in Memory Care and the challenges of Dementia and Alzheimer's. For more information, go to https://www.springvillagedover.site/?utm_campaign=Memory+Care&utm_source=google&utm_medium=ppc&utm_term=memory%20care&utm_content=2105634xEAAlQobChMI26HA18-Y4glVw4CfCh3cZQYaEAAYASAAEgKBYPD_BwE The dirt in the foreground of the photo, is where one of the next two building at Pointe Place, is expected to break ground soon.



In addition to those projects, the mixed-use project at 104 Washington Street continues growing. The 5th floor of this project is almost completely framed now, on the City Hall side of the building.



Across the block so to speak, the Foster's building revitalization project can be seen in the next photo with the top floor exterior framing nearly finished.



The next photo shows two buildings that comprise the Third Street mixed use project, moving along with one building's finish siding nearly complete while the other buildings top floor, is on the final stretch of exterior framing and sheathing. When projects have buildings



within feet of each other as shown here and as

is the case with the Mechanic Street pictured next, that situation triggers more stringent building and fire prevention codes that must be accounted for in the building design and by Inspectors, to slow the spread of fire from one building to another, creating more time for

firefighters to intervene and stop an incident should one occur.

These buildings are just the few of the varied range of building projects that Inspection Services assisted with in April, in addition to numerous other projects that are in



various stages of progression, all generating meetings and hours of plan review and other related activity that Inspections does each day.

April saw all the hard work in planning, preparation, and operational changes over the last year pay off concerning what is termed rural water supply in the industry, at a fire that occurred on April 22nd in a home on the Gulf Road. As shown in this picture that ran as part of the WMUR story on this fire and found at <https://www.wmur.com/article/dover-firefighters-using-technology-to-help-battle-fires/27246713>



when a call for service occurs, Dover's Police/Fire communications dispatchers push the call for service out to iPad tablets mounted in the fire apparatus, which the Fire & Rescue crews use to see the location of the incident as well as an increasing amount of other useful

information. Working together over the last year with City Informational Technology staff specializing in the ESRI mapping and data management platform that the City has invested in, land parcels were color coded for easy identification by responding Fire & Rescue crews, showing when a parcel is located outside of the hydrant district. Shown in previous photo, are yellow parcels which are at the end of the distance that our fire apparatus can lay water supply hoses too from the hydrants, along with



red parcels that indicate the need to use Fire & Rescue's rural water supply policy and related tactics. The location of the fire on the Gulf Road, occurred in a "red" parcel. In addition to those mapping changes over the last year, Fire & Rescue also invested in training all of the organization's primary vehicle operators in the recent industry improvements in rural water supply techniques, after a needs assessment identified the need. As a result of that needs assessment and subsequent training initiative which included paying an industry specialist to facilitate the training sessions, new water distribution valves were identified as a critical need which were then purchased, and placed on Fire & Rescue's fire engines.

All of the system improvements in mapping, the policy developed by members of all ranks of the organization, the training initiative on the policy and on new rural water supply skill sets, and the purchase of the new water distribution valves, resulted in this fire that started in the large room above the garage in the home shown

here, being promptly controlled with the house saved. Ironically, the technology improvement piece was a highlight in last month's report. For more information in case you missed that, go to, go to <http://www.publiceyes.com/> for information related to the Public Eye application which provides the information shown in the first photo, and to <https://www.esri.com/en-us/arcgis/products/arcgis-enterprise/overview> for more information on the ARC-GIS Enterprise edition which is what City Informational Technology staff supports and maintains.

Fire & Rescue Chief level staff, found April to be a busy month with many community and regional meetings to participate in. Staff attended the EMS Services meeting hosted by Wentworth Douglass Hospital as well as the WDH Stroke Emergency steering committee meeting. The focus of these meetings is on improving emergency medical patient care as a system within Dover and surrounding communities, with the first as a forum to improve on any topic needed, while the second focuses specifically on improving patient outcomes during stroke (cerebral vascular) emergencies. Fire & Rescue participates in the WDH "hot stretcher" program where in the case of stroke emergencies, crews arriving at the WDH Emergency Department after assessing the patient's condition from the scene or while en-route to the hospital, may be cleared by ED staff to pass through the Emergency Department (without stopping) to advanced imaging technologies such as CT (computerized tomography) or MRI (magnetic resonance imaging). Staff also participated in the WDH trauma rounds which reviews for system improvements, outcomes for trauma patients transported by Fire & Rescue and other ambulance services to WDH. Lastly, staff attended the State of NH Regional EMS Council Meeting as it is called, which discusses statewide trends affecting Emergency Medical

Care and particularly any changes to the NH EMS protocols that ambulance services are mandated per laws ([RSA 153-A](#)) and rules ([Saf-C 5900](#)) to adhere to and found at <https://www.nh.gov/safety/divisions/fstems/ems/advlifsup/documents/patientprotocols7.1.pdf>

Staff also attended a meeting which encompassed developing a risk assessment for Strafford County since the county facilities are located in Dover and protected by Fire & Rescue. Risk assessments with stakeholder participation such as Fire & Rescue, are often a requirement to qualify for various federal grant funding streams. Lastly, Fire & Rescue Chief level staff similar to the leadership of other City departments, attended this year's State of the City event hosted by the City Manager.

In April, Fire & Rescue's Engine 8 for several weeks, received repairs to the splay rail frame members which are part of the assembly that allows a Fire Engine's cab to be tipped/raised for maintenance work, as shown in this photo where Department Mechanic Dave "Duke" Duquette is seen under the cab and in the motor compartment of the Ladder Truck, working. Engine 8 similar to Engine 9 a year ago, had the sections of the splay frame rails replaced that were identified as from a batch of metal that experienced rapid corrosion and deterioration. The work to replace the splay frame rail assemblies as you can probably imagine when looking at the photo of the tipped fire engine cab, is very labor intensive and can take upwards of 30 hours. Even though this vehicle is out of warranty, this was completed for Engine 8 at the cost of the manufacturer being Smeal/Spartan, due to the pending threat of this model year being added to a recall mandated by NHTSA. To give a snapshot of how much our frontline vehicles are used such as Engine 8, Engine 8 is 8 years old

with 92876 miles and 8798 engine hours. To get a comparison to over the road trucks that strictly drive when for the most part the motor is on, one must multiply the engine hours by 33 to 44 miles per engine hour depending on which industry algorithm a Fire Department believes in. This puts an over the road truck comparison mileage at 290,334 to 387,112 miles.



Ambulance 7 returned to the dealer for a warranty provided paint repair. Ambulance 7 shown below when it was delivered, experienced some deterioration to the paint on the bottom half of the patient care box, which was traced to a paint preparation issue in the factory as several ambulances on the assembly line during the time this ambulance was built, are showing the same issue.



Fire and Rescue staff at the end of April along with all of Inspection Services, participated in a fire alarm test at the new High School. It has been reported by staff and students during fire drills, that in some locations of the school, the fire alarm system's code required voice commands are hard to hear and hard to understand. The ten representatives of Fire & Rescue and Inspections along with representatives from the system designer, installer, principal architect, builder, and school system, all fanned out throughout the building to conduct the simple listen test as found in NFPA 72 governing the design and installation of fire alarm systems which is adopted per the State of NH Fire Code. As found in the NFPA 72 Handbook, Table 14.4.3.2. and specifically, item 22, the fire alarm voice must be verified as distinguishable and understandable and in compliance with sections 14.4.11 and 18.4.10. It is the opinion of Inspections that though understandable, there are floor segments where

the voice cannot be heard properly. The issue of if the fire alarm system is code compliant or not is currently in debate between the system designer and Inspection Services.

Planning and Fire and Inspections staff continued to discuss Chapter 109 and at what level buildings need to have fire suppression systems.

Planning and Community Services staff discussed private roads and how they differ from public roads and the processes in place for residents to understand the benefits of each style of roadway.

The Assistant City Manager attended the April 4th public hearing held by the Rezoning Committee. At the hearing various members of the public spoke in support of limited changes and specifically spoke against sweeping changes on Middle Road. The committee will be reviewing comments in May and making recommendations to the Planning Board.

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 are being distributed to the jurors in April. The selection will occur in May.

City Planner Bird met with the Forest Management Sub-committee of the Conservation Commission on April 1st to discuss

forest management plans for City owned parcels and urban street trees.

The City Manager, Assistant City Manager and City Planner Benton are reviewing proposed changes to COASTs operations and bus routes.

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 Systems and Technology librarian taught one free technology class to 3 attendees.

The Library Director was a scheduled speaker at the Chamber's State of the City breakfast on April 9.

Two Dover Public Library children's librarians participated in the Woodman Park School's Diversity Night on April 11.

Volunteers brought books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents. Another volunteer made seven deliveries to the Little Free Libraries, depositing 354 books between the two sites. Two volunteers are assigned to book repairs while another volunteer cleans DVD and CD discs twice weekly. Another volunteer is a retired school librarian who heads up the Teen Book Group called "Pizza & Pages". Another volunteer assists with STEM Saturday projects and two new volunteers hang library event posters at retail and commercial outlets around town. Other volunteers work on cataloging projects, indexing projects, and book

processing. These are just some of the tasks that library volunteers have taken on.

The Dover Indoor Pool hosted its second annual Easter Egg Hunt in the pool on Saturday, April 20th.

On April 25th Vicki joined Mike Pomp on air to promote Drug Take Back Day and discuss the need to safely dispose of medications. The interview aired on WTSN at 7:40 am during rush hour.

The month of April kicked off the CSI class that Officer Plummer and DHA employees are providing for the afterschool program. This was the start of the 6 week program in which other officers will be helping to teach. Day one of the class was a success and well attended. As the program progresses, participating children will interact with several different officers, as well as learning about different aspects of the Dover Police Department.

On April 6, 2019, Sergeant Mark Nadeau taught a class about death notifications to Victims Inc. volunteers. This is a service that the Dover Police Department has provided to Victims Inc. for well over 20 years. It provides the new volunteers the perspective needed in order to assist those who are facing a tragic death.

In April for Community Outreach, Fire and Rescue participated by staging in service crews at the Red's Shoe Barn "Race for a Better Community" 5 miler and the St. Mary's Academy 5K race. This type of presence provides Emergency Medical and Fire protection at the special events where crowds of our citizens and visitors are.

Fire & Rescue crews also welcomed Girl Scout Daisy Troop 59220 and Boy Scout Troop 173 to the fire stations for an informational tour. Both the Girl and Boy Scouts uses these visits for goal requirements that their members need to achieve.

Fire & Rescue staged an in-service ambulance at Seacoast Kettle Bells during the Strafford County Regional Tactical Operations Unit physical fitness tryouts in the event a participant experienced a medical emergency during the very vigorous, physical fitness test. SCRTOU is this regions "SWAT" team should a situation necessitate a tactical police unit. Though a number of the SCRTOU police officers come from the ranks of the Dover Police Department, members come from a number of agencies.

Fire & Rescue also participated in the open house given during the opening of the Portsmouth Regional Hospital Dover Emergency Room (<https://portsmouthhospital.com/service/dover-er>). The Dover Emergency Room shown here in early April a week before opening, is a State of NH licensed Emergency Facility that Fire & Rescue has started transporting patients to with our ambulances on average, twice per day.



During the open house, Fire & Rescue staff showed attendees one of Dover ambulances, while explaining the pre-hospital response and emergency medical side of system that is an integral part of Fire & Rescue's operation.

Fire & Rescue staff also participated as a review panelist for the Southern Maine Community College spring Fire Administration Class. Students after developing a portfolio, must defend their portfolio through a public presentation evaluated by Community members and Fire Service professionals. Fire & Rescue every year or two, partners with SMCC on helping with these panels as in return, SMCC is source for future employees and or for educating current employees.

For more information of SMCC and the Fire 260 class otherwise known as Fire Administration, go to https://my.smccme.edu/ICS/icsfs/SMCC_Catalog_2018-2019-rev8-21-2018.pdf?target=d1763ad8-d056-494a-8667-17b5df1b671a . SMCC 's Associate Degree program for the fire service is one of the best in New England and is also FESHE compliant (Fire and Emergency Services Higher Education). For more information on the FESHE model which steers the fire and ems service industry, go to https://www.usfa.fema.gov/downloads/pdf/nfa/higher_ed/associate_curriculum_noncore.pdf .

Media Services provided end-to-end production of live and recorded events in April, producing content for Channels 22 and 95, and online viewing. This included special programming for the proposed FY2020 budget. In addition to budget programming on television, Media Services created, updated and provided online content for the FY2020 budget, including an updated budget page, part of the Budget Revealed initiative and intended to help better inform residents about the budget process. Media Services also produced a weekly newsletter dedicated to the proposed budget. The newsletter includes information about past and future budget sessions, a calendar of meetings, information about the budget process, and additional links to budget documents.

Other end-to-end production in April included the annual State of the City address. In addition to compiling and formatting the presentation, Media Services provides broadcast coverage of the event.

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 April to help promote Greater Dover Chamber of Commerce and Dover Main Street events, including Main Street's Dover Art Walk and Dover Pride Clean-up Day, and the Chamber's Local Expert Series. In addition, Media Services provides taped coverage and post-production of the Chamber's Local Experts series.

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

Media Services prepared and distributed 19 newsletters in April, including the weekly editions of Dover Download, the waterfront newsletter and numerous 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 39 press releases and numerous updates to the website and social media in April.

In April, DNTV-22 televised live, rebroadcast and made available online 17 public meetings and 2 special events. In addition, Media Services processed archival audio for all televised meetings, as well as additional audio for several boards and commissions, which is available via the city's archive of meetings and meeting minutes. This level of transparency in local governance adheres to the city's commitment to accountability to the public it serves.

The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public. The Department of Planning and Community Development has 502 Facebook (City of Dover NH Planning) friends and 902 followers on Twitter (@DoverNHPlanning).

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail which has 1,833 fans.

City Planner Bird attended the Chamber of Commerce's State of the City event on April 9th to present an update on the waterfront project.

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	4/23/2019	201908774	UNIVAR USA, INC.	\$5,063.49
Community Services	4/3/2019	201908247	THE DIRT DOCTORS, LLC	\$5,336.00
Info Tech	4/15/2019	201908502	CARASOFT TECHNOLOGY CORP.	\$5,600.00
Police	4/29/2019	201908875	STATE OF NH-DOT GREEN SHADOW PROPERTY	\$5,619.10
Community Services	4/15/2019	201908504	MAINTENANCE, LLC	\$6,800.00
Recreation	4/3/2019	201908275	DAVES SEPTIC SERVICE, INC.	\$7,275.25
Community Services	4/23/2019	201908773	SWEETSER FARMS, INC.	\$7,337.50
Fire and Rescue	4/17/2019	201908638	QUICK MED CLAIMS, LLC.	\$7,865.44
Info Tech	4/11/2019	201908441	DELL MARKETING L.P.	\$10,031.76
Fire and Rescue	4/17/2019	201908635	ELLIOT HOSPITAL	\$10,910.00
Community Services	4/11/2019	201908448	WATER INDUSTRIES, INC.	\$12,765.96
Info Tech	4/1/2019	201908134	ESRI CORP. GREEN SHADOW PROPERTY	\$13,433.33
Community Services	4/15/2019	201908503	MAINTENANCE, LLC	\$16,745.00
Recreation	4/22/2019	201908713	A YANKEE LINE, INC.	\$17,100.00
Planning	4/18/2019	201908676	DOUGLAS FOOD STORES, INC.	\$17,868.45
Community Services	4/18/2019	201908674	CROWN EQUIPMENT CORP	\$23,900.00
Community Services	4/23/2019	201908772	MACKINNON & SONS EXCAVATING, LLC	\$35,000.00
Community Services	4/17/2019	201908643	HI-WAY SAFETY SYSTEMS, INC	\$42,471.00
Executive	4/17/2019	201908645	PAYPOINT HR, LLC.	\$54,750.00
Community Services	4/17/2019	201908644	HI-WAY SAFETY SYSTEMS, INC VERMONT RECREATION SURFACING & FENCING	\$62,770.00
Recreation	4/29/2019	201908878		\$73,169.00
Planning	4/18/2019	201908673	JOHN H. LYMAN & SONS, INC.	\$77,596.81
Planning	4/17/2019	201908601	LAURA ADAMS IRROVACABLE TRUST	\$80,000.00
Community Services	4/1/2019	201908133	EMERY & GARRETT	\$93,975.00
Community Services	4/17/2019	201908647	EWING ELECTRICAL CO., INC.	\$115,700.00
Community Services	4/4/2019	201908291	SIEMENS INDUSTRY, INC.	\$117,429.50
Fire and Rescue	4/25/2019	201908839	ZOLL MEDICAL CORPORATION	\$147,999.98
Community Services	4/11/2019	201908451	FREIGHTLINER OF NH, INC.	\$429,231.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B19059	04/23/2019	Belknap & Elm Streets Neighborhood Reconstruction
	B19062	04/09/2019	Catch Basin Cleaning Services
	B19031	04/09/2019	Uniform Rental & Cleaning Services
	B19066	04/09/2019	Hot Bituminous Paving (asphalt) laid in place
	B19063	04/09/2019	Crack Sealing Services
	Q19016	04/09/2019	Materials-Soil Compaction Testing
	B19061	04/11/2019	Relocate Four Gateway Antennas
Executive	B19071	04/24/2019	City Hall Security System
Finance	B19064	04/23/2019	Actuarial Services OPEB
	B19056	04/11/2019	Professional Municipal Auditing Services
Fire	B19053	04/09/2019	Fire Department Uniforms & Clothing
Police	B19052	04/09/2019	Police Clothing & Equipment
Public Library	B19072	04/30/2019	Dover Public Library Interior Wall Painting

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$1,295 in passport revenue during April.

A \$396 donation NYLIO Agent Paul Kageleiry was received on April 9 and a \$200 donation came on April 10 from the Woodman Park School's 3rd Graders' Read-A-Thon proceeds.

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. **April:** No update.

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. **April:** No update.

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. **April:** No update.

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.

Community Services Capital Improvement Projects were not reported on for the month of April.

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

April 2019

No update

Capital Improvement Project



Cochecho Riverfront Bank Stabilization & Site Prep

Project Description: Bank Stabilization: This project focuses on the improvements to the Cochecho Riverbank, to ensure that the soil erosion that currently occurs is curtailed, and stabilized, so that development of the adjacent waterfront property can be undertaken. Site Prep: This project will focus on the improvements to the City's waterfront parcel, to create a developable site for private investment. Work includes removing the aggregate from the "bluffs" as well as raising the elevation of the parcel to mitigate impacts of sea level rise.

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Planning Department

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

January – June 2018

Staff attended a pre-permitting meeting on January 11th with various state and federal permitting agencies and the city's consultants to discuss numerous environmental issues. These included shoreland stabilization design options based on the historical uses of the property and erosion issues of the riverbank during flooding events. Both structural and living shoreline designs were discussed. Several larger trees along the riverbank will be preserved during construction to provide wildlife habitat. The consultants are working to complete 75% design plans that can be used to file the required permit applications. Riverbank stabilization is in design and permit review stage. No implementation until completed. Staff met on March 1st with staff from Community Services and Recreation to plan for the construction of the stone dust path to access the public Paddlesports dock. Staff and CWDAC Chair met on March 1st with the Foster's reporter to provide background on the waterfront development efforts over the years in preparation of a future article. Staff met on March 14th with other city staff to discuss cost estimates for public improvements on the waterfront. Staff organized and attended a meeting of the Developer Review sub-committee on March 15th to review the public improvements planned for the waterfront. The CWDAC meeting was held on March 20th. Staff assisted the CWDAC Chair in the preparation of a PowerPoint presentation for the City Council workshop on March 21st to provide an update on the waterfront development process. At the March 20, 2018 CWDAC meeting, City Planner Steve Bird provided an update on the bluff excavation project after receiving the most recent information from Severino Trucking Company. The removal of soil located over the bedrock from the bluff and the placement of the soil in Maglaras Park has been completed. The blasting process ended on March 15th as required by the wetlands permit received from the state. The blasting company estimates that the blasting is about 75% complete. They will start up the blasting again late this year to finish up. They have completed placement of rip rap on the blasted ledge surface to stabilize the area. Severino has set up the rock processing operation, which will continue for at least two months. On March 28, 2018, the City Purchasing Agent sent the Request for Proposals document to the three development companies that were previously selected after an extensive RFQ process. The three companies are Cathartes of Boston, Chinburg Properties of Newmarket and Summit Land Development of Dover. The RFP submission deadline is May 24, 2018. The full membership of CWDAC will conduct interviews of the three companies in June. It is anticipated that decisions on which developers to select will be made by the end of June. Staff met with Eversource to understand the process for providing electricity to the site, at the level development will need and incorporating that into the 75% complete plans, which the short listed developers will have access to as they complete responses to the request for proposals to develop the waterfront site. The RFP submission deadline is May 24, 2018. The full membership of CWDAC will conduct interviews of the three companies in June. It is anticipated that decisions on which developers to select will be made by the end of June.

CIP – Cochecho Riverfront Bank Stabilization & Site Prep

	On May 4th staff participated in a conference call with the manufacturer of the shoreline stabilization product to learn more about it. On May 15th staff assisted in arranging for a backhoe for use in assessing the bulkhead. Staff prepared for and held the CWDAC meeting on May 15th. Two developers submitted responses to the request for proposals to develop the waterfront site on May 24th. The full membership of CWDAC will conduct interviews of the companies in June. It is anticipated that decisions on which developers to select will be made by the end of June. Staff prepared for and attended a meeting of the RFP sub-committee on May 31st. Two developers that had submitted responses to the RFP were interviewed by CWDAC on June 6th. Staff prepared for and held the CWDAC meeting on June 19th. CWDAC voted to select Cathartes as the preferred developer. Staff met with Cathartes on June 28th to begin negotiations.
July - December 2018	A CWDAC meeting was held on August 21st to review a project update. A CWDAC meeting was held on September 18th to review a project update and review park plans. A meeting was held on October 25th to review the project with representatives of Eversource, Unitil and the developer, Cathartes.
January 2019	Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. A CWDAC meeting was held on January 29th to review and approve the Term Sheet. Staff attended a meeting on January 3rd to discuss natural gas with Unitil representatives. Staff prepared for and held meetings on January 15th and 22nd with the CWDAC sub-committee to review the term sheet.
February 2019	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.
April 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. On April 12th, staff attended another pre-permitting meeting in Portsmouth with DES and ACE staff to discuss wetlands mitigation. No regular CWDAC meeting was held in April. Staff met with the City Attorney on April 2nd to review the Development Agreement and discussed the same with outside attorney on April 8th. Staff met with the CWDAC Chair and a new member to bring him up to date on the project.

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.
April 2019	This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$450,000 in transfers have been invoiced. \$347,000 has been received into the fund.

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.
April 2019	City Planner Benton finalized the final design for the wayfinding and completed the bid documents with the Purchasing office and consultant. The City went out to bid in March and received 3 bids in April. Staff reviewed the responses and is planning on re-bidding with a slightly revised package in order to reduce the costs.

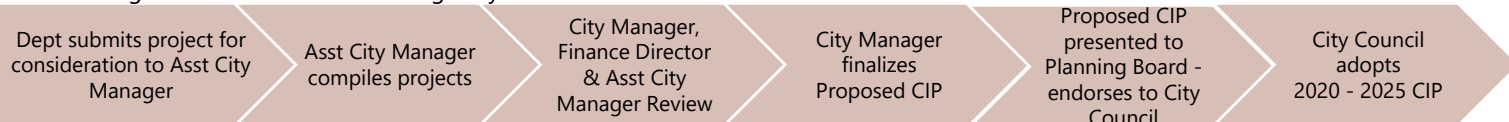
Capital Improvement Project



Indoor Pool Heating System Repairs



Project Description: There are currently 4 separate Natural Gas fired hot water boilers that feed a distribution system of pumps and heat exchangers. They feed the Indoor Pool building, the pool water heating and domestic hot water. This system dates back 20 years and was part of a larger electric and heat co-generation system that is no longer in operation. The current system is in fair to poor condition and requires many hours of repair annually. This whole system needs to be upgraded or replaced in the very near future to avoid a serious failure along with the removal of the Cogen system.



Responsible Department: Recreation Department

Project Coordinators: Gary Bannon, Recreation Director

April – August 2018	The Indoor Pool heating system project is moving along with some preliminary design work being done but nothing firm on the actual construction as it hasn't been bid out yet. The Pool Heating System Replacement Project is in the design phase with Siemens staff working on the plans and once completed will be put out to bid for a fall construction process. The Indoor Pool Heating System Replacement is in the design and cost estimate phase with several meetings taking place this month with the Siemens engineers and potential sub-contractors. The hope is that a firm design and estimate can be developed very soon so the bidding for the work can be undertaken. The bid is being reviewed on the project and trying to determine how to phase it over two years as a part of a funding issue. Currently, the project is on hold until the funding question can be resolved in order to complete the project.
Sept - December 2018	The Indoor Pool heating system project bid will be placed on the agenda in October for Council approval. The contract has been awarded to Siemens and they are planning on a winter project start sometime in December to hopefully have it running by February or March.
January 2019	The boiler system at the Indoor Pool is in the process of being replaced with a High Efficiency Natural Gas fired system. The new boilers are being installed in a separate room from the current boilers so that they can be assembled without interfering with current operations. The plan is to cut over the system in one day at some point in early March.
February 2019	No update.
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.
April 2019	No update.

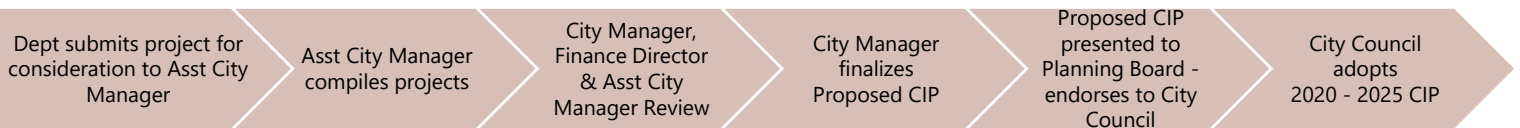
Capital Improvement Project



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.

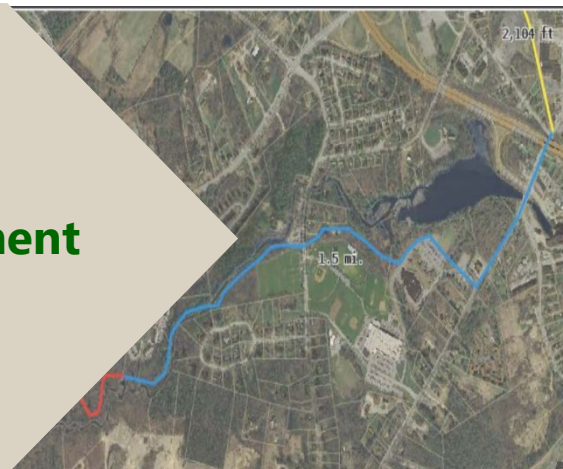


Responsible Department: Fire & Rescue Department	
Project Coordinators: Eric Hagman, Fire & Rescue Chief	
January 2019	With monies appropriated within the CIP in December, this project is in progress with two manufactures products being compared being Physio-Control and Zoll. The first look is that it 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	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.
April 2019	Pricing options between Zoll and Fire & Rescue were discussed extensively. Ultimately, Zoll provided documentation and pricing showing the NPP/League of Oregon Cities (LOC) Bid # RFP520 and agreement #VH11129 would met City purchasing requirements. By participating with the National Purchasing Partners LLC (NPP) group purchasing consortium, the City of Dover and Fire & Rescue, saved an estimated twenty thousand dollars during this purchase via the local distributor located in Chelmsford, MA, than would have been available without participating in the NPP consortium. Fire & Rescue has placed the order at the direction of the City Purchasing Agent – for 3 new X-Series manual monitor/defibrillators, 4 refurbished/like new X-Series manual monitor/defibrillators, and 10 Zoll AED (automated external defibrillators).

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.
April 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 May.

Capital Improvement Project



North End Fire Station Improvements



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

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Fire & Rescue Department

Project Coordinators: Eric Hagman, Fire & Rescue Chief

January 2019	No progress yet, other than looking to set a time in March when Stephanie Parsons, the new Facilities Project Manager, has time, along with John Storer, to develop project scope documents to use for selecting vendors.
February 2019	No update.
March 2019	A meeting has been scheduled in early April, with representatives from Community Services, to discuss developing a scope of work document.
April 2019	A meeting was held with representatives from Community Services to discuss developing a scope of work document. City Clerk of the Works Stephanie Parsons reviewed the general overview of the project and has reached out to the design architect, for a digital file of the North End Station building plans, which will assist with the scope of work development.

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.
April 2019	The Guppy Park Softball Field Area Renovation Project is underway. Trittech Survey of Dover has been on site this month for both the Wetlands and topographic surveys and will plan to complete the studies by early May. Estimates are being gathered for the new field lights and fencing. The field drainage and parking will also be improved. This will be integrated with the potential relocation of the Skatepark to an area adjacent to the field. The planning is underway to get the design specifications together.

Capital Improvement Project



South End Fire Station Improvements



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

Dept submits project for consideration to Asst City Manager

Asst City Manager compiles projects

City Manager, Finance Director & Asst City Manager Review

City Manager finalizes Proposed CIP.

Proposed CIP presented to Planning Board - endorses to City Council

City Council adopts 2020 - 2025 CIP

Responsible Department: Fire & Rescue Department

Project Coordinators: Eric Hagman, Fire & Rescue Chief

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

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

February 2019 No update.

March 2019 No update.

April 2019 A meeting was held with representatives from Community Services, to discuss developing a scope of work document, for the drainage system install, road base repair, and paving overlay needed at the South End Fire Station. The general philosophy for the scope of work was determined which is that City Staff will oversee the project while a contractor will be hired to do the work within a short designated time frame, so that service delivery is hampered as minimally as possible.

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.
April 2019	In April 2018 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 resumed April 1, 2019, with a completion this spring/summer.

City of Dover

Revenues of Major Funds April 30, 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	\$ 438,256	\$ 45,505,204	53.0%	\$ 40,227,650	\$ -	\$ 40,227,650	(46.9)%
Licenses & Permits	6,374,774	561,776	5,752,378	90.0	622,396	-	622,396	9.8
Intergovernmental	2,347,036	-	2,123,948	90.0	223,088	-	223,088	9.5
Charges for Services	3,693,842	231,660	3,200,606	87.0	493,236	-	493,236	13.4
Miscellaneous Revenue	826,479	22,913	805,824	98.0	20,655	(994)	21,649	2.6
Education	16,029,883	2,983,425	14,249,646	89.0	1,780,237	-	1,780,237	11.1
Operating Transfers In	413,679	-	-	0.0	413,679	-	413,679	100.0
Other Financing Sources	115,000	75,000	75,000	65.0	40,000	-	40,000	34.8
Sub-total : 1000 General Fund	\$ 115,533,547	\$ 4,313,030	\$ 71,712,607	62.0%	\$ 43,820,940	\$ (994)	\$ 43,821,934	37.9%
3213 Parking Activity Fund								
Licenses & Permits	\$ 242,000	\$ 12,888	\$ 195,238	81.0%	46,763	\$ -	\$ 46,763	19.3%
Parking Income	600,000	57,340	578,707	96.0%	21,293	-	21,293	3.5%
Parking Fines	147,489	13,617	148,962	101.0%	(1,473)	-	(1,473)	- 1.0%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 83,845	\$ 922,906	93.0%	\$ 66,583	\$ -	\$ 66,583	6.7%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 10,356	\$ -	\$ 6,452	62.0%	\$ 3,904	\$ -	\$ 3,904	37.7%
Charges for Services	945,000	95,272	858,934	91.0%	86,066	-	86,066	9.1%
Miscellaneous Revenue	0	643	14,009	0.0	(14,009)	-	(14,009)	0.0
Other Financing Sources	229,412	-	-	0.0	229,412	-	229,412	100.0
Sub-total : 3320 Residential Solid Waste	\$ 1,184,768	\$ 95,915	\$ 879,395	74.0%	\$ 305,373	\$ -	\$ 305,373	25.8%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 749,468	\$ 54,754	\$ 634,376	85.0%	\$ 115,092	\$ -	\$ 115,092	15.4%
Operating Transfers In	217,415	22,939	243,966	112.0	(26,551)	-	(26,551)	(12.2)
Sub-total : 3381 McConnell Center	\$ 966,883	\$ 77,693	\$ 878,342	91.0%	\$ 88,541	\$ -	\$ 88,541	9.2%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 446,315	\$ 60,886	\$ 319,337	72.0%	\$ 126,978	\$ -	\$ 126,978	28.5%
Miscellaneous Revenue	15,500	246	3,866	0.3	11,634	-	11,634	75.1
Operating Transfers In	20,000	-	425	2.0	19,575	-	19,575	97.9
Other Financing Sources	97,522	-	-	0.0	97,522	-	97,522	100.0
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 61,132	\$ 323,628	56.0%	\$ 255,709	\$ -	\$ 255,709	44.1%
5300 Water Fund								
Charges for Services	\$ 5,577,152	\$ 225,066	\$ 3,934,864	71.0%	\$ 1,642,288	\$ -	\$ 1,642,288	29.4%
Miscellaneous Revenue	70,500	5,429	71,161	101.0	(661)	-	(661)	(0.9)
Sub-total : 5300 Water Fund	\$ 5,647,652	\$ 230,494	\$ 4,006,026	71.0%	\$ 1,641,626	\$ -	\$ 1,641,626	29.1%
5320 Sewer Fund								
Intergovernmental	\$ 33,766	\$ -	\$ 15,204	45.0%	\$ 18,562	\$ -	\$ 18,562	55.0%
Charges for Services	7,238,232	659,705	5,581,789	77.0	1,656,443	-	1,656,443	22.9
Miscellaneous Revenue	57,000	5,643	63,566	112.0	(6,566)	-	(6,566)	(11.5)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 7,849,990	\$ 665,348	\$ 5,660,559	72.0%	\$ 2,189,431	\$ -	\$ 2,189,431	27.9%
6100 Dovernet Fund								
Charges for Services	\$ 1,141,022	\$ 56,731	\$ 895,379	78.0%	\$ 245,643	\$ -	\$ 245,643	21.5%
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	\$ 920,379	64.0%	\$ 523,445	\$ -	\$ 523,445	36.3%
Total : REVENUES	\$ 134,195,490	\$ 5,584,188	\$ 85,303,841	64.0%	\$ 48,891,649	\$ (994)	\$ 48,892,643	36.4%

City of Dover

Expenditures of Major Funds

April 30, 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	\$ 83,638	\$ 456,218	78.0%	\$ 131,951	\$ 61,894	\$ 70,057	11.9%
Executive	1,173,836	84,182	946,284	81.0	227,552	187,086	40,466	3.4
Finance	1,858,605	128,869	1,490,129	80.0	368,476	238,356	130,120	7.0
Planning	704,106	50,951	583,022	83.0	121,084	90,612	30,471	4.3
Misc General Government	1,008,417	32,858	483,430	48.0	524,987	120,531	404,456	40.1
Police	9,149,397	658,860	7,404,489	81.0	1,744,908	1,014,606	730,303	8.0
Fire & Rescue	9,406,962	662,388	7,766,997	83.0	1,639,965	980,238	659,726	7.0
Community Service Public Works	7,463,302	368,546	4,062,558	54.0	3,400,744	1,096,702	2,304,042	30.9
Recreation	2,240,631	136,399	1,710,121	76.0	530,510	321,942	208,568	9.3
Public Library	1,425,348	105,004	1,131,283	79.0	294,065	182,349	111,716	7.8
Public Welfare	796,220	34,957	420,578	53.0	375,642	48,495	327,147	41.1
Debt Service	12,311,694	3,247	3,894,659	32.0	8,417,035	28,998	8,388,037	68.1
Other Financing Sources/Uses	3,900,514	113,079	1,130,791	29.0	2,769,723	-	2,769,723	71.0
School	54,508,984	3,864,826	38,129,589	70.0	16,379,395	16,011,925	367,470	0.7
Intergovernmental	8,997,362	-	8,997,362	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 115,533,547	\$ 6,327,804	\$ 78,607,511	68.0%	\$ 36,926,036	\$ 20,383,734	\$ 16,542,302	14.3%
3213 Parking Activity Fund								
Police	\$ 989,489	\$ 41,853	\$ 499,487	50.0%	\$ 490,002	\$ 57,789	\$ 432,213	43.7%
Sub-total : 3213 Parking Activity Fund	\$ 989,489	\$ 41,853	\$ 499,487	50.5%	\$ 490,002	\$ 57,789	\$ 432,213	43.7%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,328,441	\$ 70,159	\$ 883,628	67.0%	\$ 444,813	\$ 267,626	\$ 177,187	13.3%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,328,441	\$ 70,159	\$ 883,628	66.5%	\$ 444,813	\$ 267,626	\$ 177,187	13.3%
3381 McConnell Center Fund								
Recreation	\$ 966,883	\$ 23,759	\$ 338,904	35.0%	\$ 627,979	\$ 128,306	\$ 499,674	51.7%
Sub-total : 3381 McConnell Center Fund	\$ 966,883	\$ 23,759	\$ 338,904	35.1%	\$ 627,979	\$ 128,306	\$ 499,674	51.7%
3410 Recreation Special Revenue Fund								
Recreation	\$ 579,337	\$ 50,581	\$ 418,080	72.0%	\$ 161,257	\$ 33,749	\$ 127,508	22.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 579,337	\$ 50,581	\$ 418,080	72.2%	\$ 161,257	\$ 33,749	\$ 127,508	22.0%
5300 Water Fund								
Community Service Public Works	\$ 5,728,161	\$ 310,086	\$ 3,536,180	62.0%	\$ 2,191,981	\$ 372,454	\$ 1,819,527	31.8%
Sub-total : 5300 Water Fund	\$ 5,728,161	\$ 310,086	\$ 3,536,180	61.7%	\$ 2,191,981	\$ 372,454	\$ 1,819,527	31.8%
5320 Sewer Fund								
Community Service Public Works	\$ 8,079,438	\$ 515,597	\$ 5,107,090	63.0%	\$ 2,972,348	\$ 510,436	\$ 2,461,912	30.5%
Sub-total : 5320 Sewer Fund	\$ 8,079,438	\$ 515,597	\$ 5,107,090	63.2%	\$ 2,972,348	\$ 510,436	\$ 2,461,912	30.5%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,767,532	\$ 82,888	\$ 1,117,314	63.0%	\$ 650,218	\$ 157,992	\$ 492,226	27.8%
Sub-total : 6100 Dovernet Fund	\$ 1,767,532	\$ 82,888	\$ 1,117,314	63.2%	\$ 650,218	\$ 157,992	\$ 492,226	27.8%
Total : EXPENDITURES	\$ 134,972,829	\$ 7,422,728	\$ 90,508,194	67.1%	\$ 44,464,635	\$ 21,912,087	\$ 22,552,547	16.7%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) April 30, 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	48,517	1,107,597	91.0	109,599	0	109,599	9.0
Expenditures	969,082	63,247	812,498	83.8	156,584	153,060	3,524	0.4
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	(14,731)	295,098	7	(295,098)	(153,060)	(142,038)	(191)

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 – May 2019

Employee Name	Division	Years of Service
Fowler, Richard L	Public Works	39
Hagman, Eric	Fire	31
Boulanger, William L	Public Works	30
Pilewski, Patrick M	Public Works	30
Clark, Ann M	Police	28
OConnor, Catherine M	Public Welfare	27
Boucher, Joseph M	Public Works	21
Drouin, Michael R	Fire	21
Ladisheff, Kathy M	Police	21
Irwin, Keith D	Fire	20
Purpura, William J	Public Works	19
Babel, Patrick C	Fire	18
Stevens, Jamie S	Public Works	17
Glidden, Jean M	Planning	15
Hebert, Victoria L	Police	14
Madden, Kevin J	Finance	12
Donnelly, Christopher J	Fire	7
Travaglini, Matthew P	Police	7
Hitchcock, Christopher W	Recreation	6
Gaudreault, Adam R	Police	5
Harnish, Matthew B	Police	5
Vansylyvong, Jerrica A	Finance	5
Fortin, Emily M	Library	3
Higgins, Joanna M	Library	3
Steves, John C II	Public Works	3
Arbeau, Allen	Executive	2
Holt, Hunter S	Fire	2
Bouchard, Jared P	Fire	1
Calderone, James M	Fire	1

MARCH SEPARATIONS: 5

- 1 Community Services Department
- 2 Police Department
- 2 Recreation Department

Denise LaFrance was recognized for her 20 years of employment as a Reference Librarian at the Dover Public Library.

Dover Public Library's Technology Librarian completed a Linked-In Learning course on Hyper-V (Using Windows server to support multiple stations without Multipoint server).

Another library staff member attended the New England Regional Genealogical Conference in Manchester.

A library staff member attended a regional meeting of reference librarians at the Portsmouth Public Library.

Quinten Glidden, Truck Driver and Kevin Muirhead, Maintenance Mechanic attended the Water Works Operator Certification Exam Prep Course sponsored by the New Hampshire Water Works Association. This two day course was held in Concord, NH.

Raymond Vermette, WWTP Superintendent, and Dale Houde, WWTP Maintenance Specialist II, attended the 39th Annual Trade Fair sponsored by the New Hampshire Water Pollution Control Association. The trade fair was held in Nashua, NH.

William Boulanger, CS Deputy Director, Thomas Chapman, Pump Station Operator III, Richard Fowler, Maintenance Mechanic III, Michael Hultgren, Maintenance Specialist I, Fulton

MARCH NEW HIRES: 6

- 2 Finance Department
- 1 Fire Department
- 2 Police Department
- 1 Recreation Department

Mountain, Heavy Equipment Operator, Michael Nadeau, Pump Station Operator II, Patrick Pilewski, Pump Station Operator II, and Jamie Stevens, Pump Station Operator II, attended the 2019 Annual 8-Hour Hazwoper Refresher course sponsored by C.A.B. Services. This course was held in Dover, NH.

Joseph Boucher, Public Works Supervisor, and William Boulanger, CS Deputy Director, attended a Technical Meeting sponsored by the New Hampshire Water Works Association. This meeting was held in Manchester, NH.

William Boulanger, CS Deputy Director, and Gretchen Young, Assistant City Engineer, attended the 30th Annual NonPoint Source Pollution Conference sponsored by the New England Interstate Water Pollution Control Commission. This conference was held in Portsmouth, NH.

Joseph Boucher, Public Works Supervisor, attended the Advanced Distribution Course sponsored by the New Hampshire Water Works Association. This course was held in Dover, NH.

On April 26th, Sergeant Tarmey and Officer Plummer conducted active shooter training with the Barrington Police Department at their local middle school. The training was attended by the entire department and covered several aspects of how patrol officers would mitigate an active shooter event at a school.

Throughout the month, Officer Mitrushi made 10 social media posts to the department Facebook page and Twitter account. The posts included official press releases, information regarding a missing person, and 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. April DPD Meets were:

Officer Murch has been with the Dover Police Department since 1999. She began her career as an officer with the Durham Police Department in 1995. She has been assigned to the Mounted Unit since 2006. Officer Murch grew up in



Northampton, Massachusetts, where she graduated from Northampton High School and went on to attend Westfield State College where she received her degree in criminal justice. When not at work, Officer Murch enjoys spending time with her family and riding her own horses.

Vicki started volunteering for the police department's drug prevention programs in middle school when she joined Dover Youth to Youth. She interned for the department while attending the



University of New Hampshire and Granite State College. After earning her degree in Community Leadership and Non-Profit Management, Vicki was hired as the full time Coalition Coordinator under various drug prevention grants. In this role, she works with community groups to bring people together to address substance misuse. She helps coordinate programs such as the semi-annual drug take back days, Community Access to Recovery, and a range of training programs.

Captain Terlemezian has been with the Dover Police Department since 1996. He has a bachelor's degree from the University of New Hampshire and a master's Degree from Boston University. Captain Terlemezian is the Support Services Division Commander which means he oversees the department's Records Bureau, Community Outreach Bureau, Information Technology, and the Special Services Bureau which includes detectives, school resource officers and the Dover Police Mounted Patrol. Captain Terlemezian is an avid Bruins fan and attends as many games as possible. He lives in Dover with his wife and stepson.

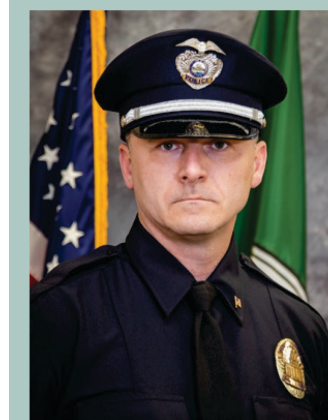


Today is Captain Terlemezian's 23rd anniversary with the Dover Police Department. We would like to thank him for his dedicated service!

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 04/08/19, as members of the Strafford County Regional Tactical Operations Unit (SCRTOU), Officer Brown and K9 Barco participated in one of the monthly training evolutions. The focus of this training was a joint training between New Hampshire State Police SWAT and the Seacoast SERT team. The training was focused on a full scale woodland operation scenario.

The Dover Police Department welcomed two new police officers during the month of April. Officer Michael McGee is a resident of Dover with his wife Sarah and their 5 children. Michael was born and raised in California and attended California State University, Sacramento, where he earned his Bachelor's Degree in Government. Later on, Michael attended graduate school at George Washington University in Washington, DC,



Officer Michael McGee

earning his Master's Degree in Legislative Affairs. Michael served for the U.S. Army infantry from 2003 until 2007. In 2009, Michael became a special agent with the U.S. Department of State, serving for nine years as an international officer in support of diplomatic

missions. Most recently, Michael was employed at BAE Systems as an analyst in cybercrimes.

Officer Dennis Elbert was a physical therapist in Williston, Vermont and lived in Essex Junction, VT with his wife Kira. Dennis was born in Russia and at a young age moved to the United States with his parents. Dennis was raised in Lexington, Massachusetts and attended Boston University where he earned his Doctor of Physical Therapy Degree.



Officer Dennis Elbert

Both officers started on April 22, 2019 and will begin their training with the 179th NH Police

Academy class starting on May 6th and ending on August 23rd.

On April 28, 2019, Sergeant Linda Anderson retired after 22 years with the department. She has sold her home and plans to move to Florida in May.



Sergeant Linda Anderson

On April 28, 2019, Officer Alexander Mitrushi was promoted to the rank of Sergeant. Officer Mitrushi previously served as the Problem Oriented Police Officer in the Community Response Engagement Unit (CREU). He has also served as a patrol officer, field training officer and member of the department's Crime Scene Unit.



**Sgt. Alexander Mitrushi
Promotional Ceremony**

On April 5, Sergeants Speidel, Harrington, Nadeau, and Collopy, and Lieutenants Beaulieu and Martinelli attended a joint training of the Dover Police and Strafford County Regional Technical Accident Reconstruction Team. Training topics covered Preliminary Vehicle

Inspections, including scene preservation, towing concerns, and evidentiary issues pertaining to vehicle components. Members also performed training in the Total Station scene mapping system.

On April 30, Sgt. Speidel training one of the newly hired officers in the principles of RADAR and LIDAR theory and speed enforcement.

On April 1-5, 2019, Officers Alison Couch and Nick Glowacki attended Drug Investigations held at Police Standards & Training. This class teaches the basics of investigating suspected illicit drug trafficking. It deals with how uniformed police officers can develop information leading to drug arrests, how to introduce undercover officers into a drug investigation and the use and control of informers and informants.

On April 7-10, 2019, Communications Supervisor Lyndsay Salantri attend the New Hampshire Emergency Dispatcher's Association Training Conference held in Whitefield, NH. The purpose of this conference is to develop effective means of communications between members and to provide meaningful training and standards in all disciplines of emergency communications.

On April 8-11, 2019, Captains Terlemezian & Gould, Lieutenant Pettingill, Sergeants Harrington & Tarmey, Detectives Carlson, Mask, & Courter, and Officer Mitrushi attended EMS Warm Zone Training. The training, primarily for the fire department, covered the expectations of law enforcement and fire and rescue services during an active shooter or similar situation. The Warm Zone is an area where the danger of an active violence situation is lessened but not eliminated and requires patient care in order to prevent further loss of life.

On April 8-12, 2019, Officer Adam Gaudreault attended Cellebrite Certified Operator & Physical Analyst training at Portsmouth Police Department. The training involves becoming a certified operator in downloading contents of all electronic devices.

On April 8-11, 2019, Officers Chris Plummer, Bryon Lynch, and Alison Couch attended Field Training Officer training. The training included the FTO's programs structure and how to modify it for your agency. Remedial training action plans were discussed to develop your trainee's performance and weaknesses.

On April 15-19, 2019, Officer Alex Mitrushi attended Supervisor's Course in Law Enforcement. Areas covered included leadership tools, social media and the police, scene management, managing stress, crime analysis, media relations, blood draw, ethics for supervisors, juvenile law, legal liability and responsibilities, affidavits and warrants, and discipline/performance reviews.

On April 19, 2019, Steve Pappajohn attended Internet Pathology and Social Media Addiction. This training is designed to explore and understand the pathological qualities unique to the internet and its evolving hazards.

On April 29, 2019, Captain Terlemezian attended Symposium on Race/Equity in New Hampshire. This collection of approximately 400 people from different disciplines from all across the state sought to identify problems and potential solutions related to racial discrimination and inequity in New Hampshire.

On April 15-19, 2019, Sergeant Tarmey and Officer Plummer attended the New York Tactical Officers Association Conference in Verona NY.

During the month, Sergeant Tarmey completed a training course to become certified as a CRASE trainer to assist with future trainings in the City of Dover. CRASE is an acronym for Civilian Response to Active Shooter Events. The course is applicable to both civilian and government entities wishing to receive training for an active shooter event.

Vicki Hebert has been asked by WMUR to be on a committee of 12 people from across NH 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.

On April 2, 2019, the Dover Police Department held its annual awards banquet. This is the list of those recognized.

EMPLOYEE OF THE YEAR: Officer Mitrushi

MISSION AWARD: Officer Levin

CHIEF DANIEL SMITH: Sergeant Nadeau

CREATIVE INNOVATION AWARD: Captain Gould and Brian Bortz

TRAFFIC OFFICER OF THE YEAR: Officer Volpe

LOOKING BEYOND TRAFFIC STOP: Officer Couch

COMMUNITY OFFICER OF THE YEAR: Officer Lynch & Officer Martuscello

EXCEPTIONAL SERVICE AWARD: Special Investigations Unit

OUTSTANDING PARTNER AWARD: C&J Trailways

SPECIAL CITATION AWARD: John Huff

SHOOTING COMPETITION:

Ridings Memorial Award (Untimed)

1st Place: Sgt. Tarmey

2nd Place: Ofc. Goard

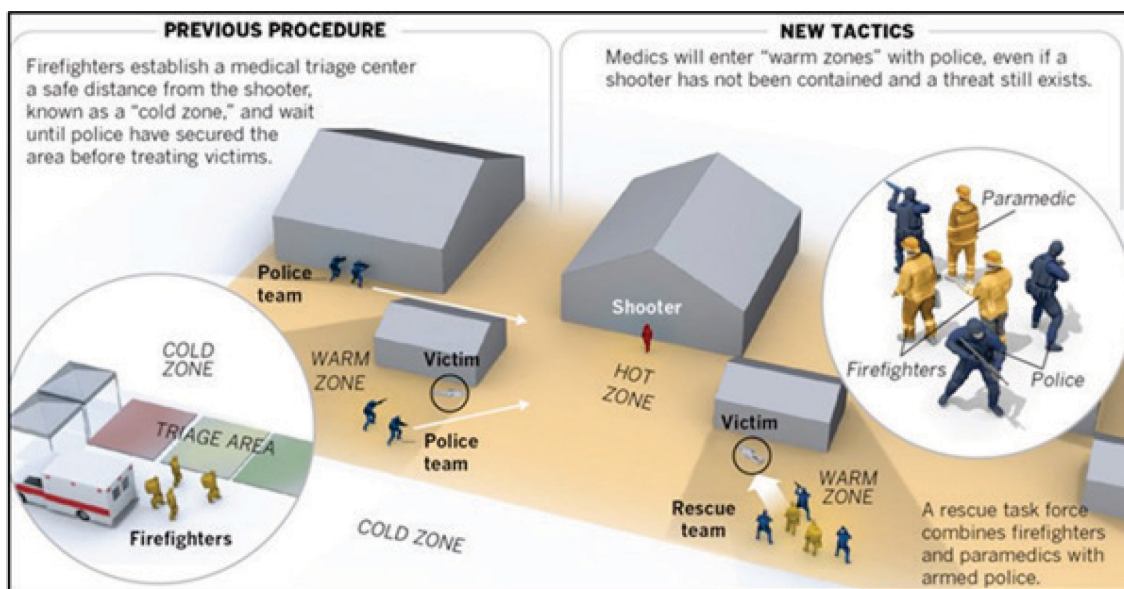
3rd Place: Ofc. Petrin

Chief's Award (Timed)

Sgt. Tarmey

A year ago, Fire and Rescue completed the ordering of 4 sets of ballistic body armor to be placed on the two primary ambulances. The purchase of this equipment utilizes the grant funding received last year that came from New Hampshire Homeland Security and Emergency Management as part of a nationwide initiative to train fire department and emergency medical services, along with a community's Police Department, to the new industry practices for active shooter events. The previous industry response model for an active shooter event in a school or major business complex, was for the police to secure perimeter and await a tactical team to enter the building before engaging the shooter while EMS providers wait outside in a safe zone for any victims to be brought out by the tactical team. Research has shown that it is far more effective, for the initial police responders to enter the building and engage the shooter, and for body armor equipped EMS providers to enter behind those police officers and with some police protection of their own, to start treatment of the injured immediately.

The graphic below illustrates the old and new response models in layperson terms:



Shown in the right photo is the grant funded equipment comprised of protective body armor, helmets, and eye protection, along with backpacks full of trauma care supplies.

To get this grant, Fire and Rescue had to agree with NH Homeland Security and Emergency Management to complete some training benchmarks before being approved for the actual purchase of the equipment. Interestingly, the initiatives benchmarks and training targets ended up being revised several times by the State of NH Fire Academy mid-stream. After a year's delay, the training requirements solidified for the last time and Fire & Rescue delivered the training in April to all employees with the grant funded equipment now on the ambulances. This

initiative being a



collaborative between Fire & Rescue and the Police Department, was taught by instructors from both agencies with the leads being Police Officer Scott Petrin and Fire Lieutenant Sean Croteau. This initiative included an online component, a classroom training portion, a practical training portion, a new Fire & Rescue policy governing EMS in the warm zone operations, and a paradigm shift for both Police and Fire/Rescue staff. The left photo shows Cody Nason, Anthony Colarusso, and Max Brown donning the gear before participating in a practical exercise.

In this photo, the rescue task force of medical providers protected by a Police Officer on each side, are all listening to Police Instructor Scott Petrin as Scott describes the practical scenario and what is required to be accomplished.



Another big training achievement in April, was the delivery in Dover of the State of NH Fire Academy Aerial Operator Class. This class open to Dover employees needing the certification, was also open regionally to individuals from other departments as well. Students from Dover, Rochester, Portsmouth, and Newington to name a few communities, were in attendance.

The Assistant City Manager and City Planner Benton attended the American Planning Association's National Planning Conference in San Francisco, California.

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 April on the installation of the library’s air conditioning system. It is in the final testing phase now.

Assistant City Planner Piekut and the City Manager met with representatives of Eversource and Unitil about their Main Street initiative launching in early summer with the City’s support. Another effort, the Drive Change. Drive Electric. campaign earned the blessing of the Energy Commission as well as Dover Main Street. It will promote downtown Dover and specific small businesses as destinations accessible to electric vehicle drivers, due to the presence of charging stations in the parking garage.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 1, 2019**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Carrier 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, Finance Director Lynch, 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.

Gretchen Lothrop, Teacher, 16 Grandview Drive: She spoke in support of the proposed Budget.

Danielle Festa, 14 Kelley Drive, Dover Main Street Member: She spoke in support of increasing Dover Main Street's funding.

Nova Mullineaux, Dover Business Owner of Adelle's Coffehouse: She spoke in support of the proposed Budget.

Carolyn Schulten, 18 Cote Drive: She spoke in support of the proposed Budget.

Marie Niro, 5 Lucy Lane: She spoke in support of the proposed Budget.

Matthew Johnson, 26 Sunset Drive: He spoke in support of the proposed Budget.

Michelle Routhouska, 4 Mohawk Drive: She spoke in support of the proposed Budget.

Jennifer Moe, 40 Lucy Lane: She spoke in support of the proposed Budget.

Sharon Boucher, 40 New Rochester Road, Teacher: She spoke in support of the proposed Budget.

Kaitlyn Geary, 7 Oak Street, Counselor: She spoke in support of the proposed Budget.

Joseph Tenuta, 262 Long Hill Road: He spoke in support of the proposed Budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 1, 2019**
Meeting Time: **6:00 pm**

Allison Montecalvo, 209 Middle Road: She spoke in support of the proposed Budget.

David Greene, 45 Middle Road: He spoke in support of the proposed Budget.

Andrew Wallace, 297A Central Avenue, School Board Member: He spoke in support of the proposed Budget.

Carolyn Mebert, 254 Dover Point Road, School Board Member: She spoke in support of the proposed Budget.

Amanda Russell, 20 Cranbrook Lane, School Board Chairperson: She spoke in support of the proposed Budget.

Jennifer McCarthy, 18 Preble Street: She spoke in support of the proposed Budget.

Taylor Lipinski, 56 Glenwood Avenue, Student: She spoke in support of the proposed Budget.

Betsy Breen, 7 Gerry's Lane, Teacher: She spoke in support of the Dover Teachers' Union's contract.

Zachary Koehler, 91 Spruce Lane: She spoke in support of the proposed Budget.

Debra Hackett, 4 Brookmoor Road, Teacher: She spoke in support of the proposed Budget.

Micaela Demeter, 33A Piscataqua Road: She spoke in support of the proposed Budget.

William DeGrandpre, 21 Danielle Lane: He spoke against a tax cap override.

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 Shanahan.
Vote: 8/0.

Dover Teachers Union President Lisa Dillingham: She spoke in support of the proposed Budget.

Rebecca Johnson, Dover Business Owner of The Flower Room: She spoke in support of increasing Dover Main Street's funding.

Christine Kozlowski, 62 Watson Road, Teacher: She spoke in support of the proposed Budget.

Jill Sears, 74 Atkinson Street, Teacher: She spoke in support of the proposed Budget.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 1, 2019**
Meeting Time: **6:00 pm**

Susan Golder, 11 Sandra's Run: She spoke in support of the proposed Budget. Mayor Weston, seeing no one else wishing to speak, closed the Citizen's Forum.

6. GENERAL BUDGET DISCUSSION

Mayor Weston went over the starting numbers before looking at proposed changes to the budget. She said the City side of the Budget is \$561,101 under the tax cap, and the School side of the Budget is \$1,269,800 over the tax cap, which equals \$708,699 over the tax cap. She said this did not include the Dover Teacher Union contract, which brings the budget to \$1,508,699 over the tax cap and the Council's starting point.

The Council, referring to the City Manager's May 1st handout listing suggested changes to the budget, starting from the beginning. They used "keep" to accept the proposed change, and "discard" to remove it. Council consensus was noted as follows:

Section 1 – General Government

- a. Keep
- b. Keep
- c. Discard
- d. Discard
- e. Discard
- f. Discard
- g. Discard
- h. Discard
- i. Discard

Section 2 – Police

- a. Discard
- b. Keep

Section 3 – Fire Department

- a. Discard
- b. Skipped (not actually in proposed budget)

Section 4 – Community Services

Discard all items.

Section 5 - Recreation

- a. Discard
- b. Discard
- c. Discard
- d. Discard
- e. Discard
- f. Keep

Section 6 - Library

- a. Discard
- b. Keep
- c. Keep
- d. Keep (changed to \$25,000)

Section 7 - School

- a. Discard
- b. Discard
- c. Discard
- d. Discard
- e. Discard
- f. Keep
- g. Keep (reduced to \$25,000)
- h. Discard
- i. Discard

Section 8 Miscellaneous-

- a. Keep
- b. Discard
- c. Keep



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 1, 2019**
Meeting Time: **6:00 pm**

7. ADJOURNMENT

Deputy Mayor Carrier moved to adjourn to the Special Meeting; seconded by Councilor Muffett-Lipinski.

Vote: 9/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Special Meeting
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, May 1, 2019**
Meeting Time: **To follow Workshop Session**

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~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, Finance Director Lynch, and City Clerk Mistretta.

5. CITIZEN'S FORUM

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

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

6. FISCAL YEAR 2020 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM

SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Muffett-Lipinski. City Manager Joyal went over the changes to the Resolution based on the consensus of the Council during the Workshop Session.

Item #1 – in the chart change the following to both Estimated Revenue and Appropriations 1000, General Fund: \$121,700,497

Totals: \$152,322,213

Item #2, Page 2 of 5, changed the last sentence to: "General Fund Appropriations include \$41,371,778 for City Operations, \$58,177,215 for School Department operations..."

Item #26, Page 4 of 5, increased \$75,000 to \$100,000.

Deputy Mayor Carrier moved to make the amendments listed above to the Resolution; seconded by Councilor Gasses.

Roll Call Vote: 9/0.

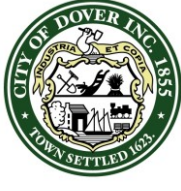
Deputy Mayor Carrier moved to adopt the Resolution as amended; seconded by Councilor Ciotti.

Roll Call Vote: 9/0.

7. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourn; seconded by Councilor Keane.

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, May 8, 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, May 8, 2019	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Chambers										
Meeting Date:	Wednesday, May 8, 2019										
Meeting Time:	7:00pm										

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Muffett-Lipinski.

Also Present: City Manager Joyal and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the Agenda as presented; seconded by Councilor Shanahan.

Vote: 8/0.

7. PUBLIC HEARINGS

A. 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.) (CITY COUNCIL VOTE TO OCCUR ON MAY 22, 2019.)

SPONSORED BY MAYOR WESTON BY REQUEST

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

B. CHAPTER 5, BOARDS, COMMISSIONS, AND COMMITTEES: SECTION 1

SPONSORED BY MAYOR WESTON BY REQUEST

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

8. CITIZEN'S FORUM

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

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

 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, May 8, 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, May 8, 2019	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Chambers										
Meeting Date:	Wednesday, May 8, 2019										
Meeting Time:	7:00pm										

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing to the Council. He reminded the Council that Saturday, May 12, 2019, was Dover Main Street Clean Up Day. He asked Councilor Shanahan to give an overview of the Stoneyfield Farm event that was held on May 4, 2019.. Councilor Shanahan gave an overview of the event to the Council.

Councilor Thibodeaux discussed the wet Spring and the overgrowth of tall grasses. City Manager Joyal said the City does roadside mowing and trimming, and asked her to call Community Services regarding a particular area for them to complete.

Deputy Mayor Carrier asked about what to tell citizens about parking with all the construction going on. City Manager Joyal gave an overview of what the City is working on, along with the Parking Commission, to help with the parking difficulties. Councilor Ciotti said the Parking Commission was meeting May 21, 2019.

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

10. APPROVAL OF MINUTES

- A. April 24, 2019 – Workshop Session**
- B. April 24, 2019 – Regular Meeting**

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

11. MAYOR'S REPORT

Mayor Weston listed the events she attended: Ribbon cutting, Food Truck Festival at the Ice Arena, Woodman Park Stoneyfield Farms, Dover Rising Water and Climate Change mural unveiling, and the New England Patriots Lombardi Trophy.

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

 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, May 8, 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, May 8, 2019	Meeting Time:	7:00pm
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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

- 1. CHAPTER 5, BOARDS, COMMISSIONS, AND COMMITTEES: SECTION 1**
SPONSORED BY MAYOR WESTON, DEPUTY MAYOR CARRIER, AND COUNCILOR CIOTTI.

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Mayor Weston gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

B. ORDINANCES IN THE 3RD READING

C. 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.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Thibodeaux.
Roll Call Vote: 8/0.

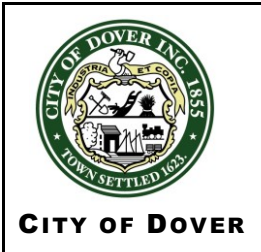
- 2. FISCAL YEAR 2020 CAPITAL IMPROVEMENTS PROGRAM (CIP)
APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE
REVOLVING FUND (CWSRF) PUMP STATION EVALUATIONS & PLANNING
LOAN (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
Roll Call Vote: 8/0.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. BLOCK PARTY – Hot Rod City**
- 2. BLOCK PARTY – Woodman Museum**
- 3. TAG – American Heritage Girls**
- 4. B19066 HOT BITUMINOUS ASPHALT LAID IN PLACE**
SPONSORED BY MAYOR WESTON BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, May 8, 2019**
Meeting Time: **7:00pm**

5. ASBESTOS ABATEMENT STATE OF NH BID AMENDMENT ONE **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 |
| 8. Downtown TIF Advisory Board | and Regional Career Technical Center |
| 9. Energy Commission | 22. Joint Building Committee |
| 10. Heritage Commission | Garrison Elementary School |
| 11. Legislative Liaison | 23. COAST |
| 12. Library Board of Trustees | 24. Dover Main Street |
| 13. McConnell Center Advisory Committee | 25. Strafford Regional Planning Commission |
| 14. Ordinance Committee | 26. Tri-City Homelessness Task Force |

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

Mayor Weston asked the Council if they had items they would like pulled for further discussion. Councilor Thibodeaux pulled Item 13.A.3.

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

Roll Call Vote: 8/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.3.; seconded by Councilor Thibodeaux.

Councilor Thibodeaux asked why the application was not filled out completely.

City Manager Joyal went over the process with the Council.

Vote: 8/0.

Deputy Mayor Carrier gave an overview of the Joint Building Committee – Dover High School and Regional CTC Report to the Council.

Deputy Mayor Carrier moved to accept the Joint Building Committee – Dover High School and Regional CTC Report; seconded by Councilor Ciotti.

Vote: 8/0.

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

Deputy Mayor Carrier moved to accept the Joint Building Committee – Garrison Elementary School Report; seconded by Councilor Ciotti.

Vote: 8/0.

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

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

Vote: 8/0.

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

Councilor Gasses gave an overview of the Strafford Regional Planning Commission Report to the Council.
Deputy Mayor Carrier moved to accept the Strafford Regional Planning Commission Report; seconded by Councilor Keane.
Vote: 8/0.

Councilor Gasses gave an overview of the Tri-City Homelessness Task Force Report to the Council.
Deputy Mayor Carrier moved to accept the Tri-City Homelessness Task Force Report; seconded by Councilor Shanahan.

B. RESOLUTIONS

1. B18007 RE-ADOPTION OF POWER PURCHASE AGREEMENT FOR DOVER HIGH SCHOOL AND CAREER TECHNICAL CENTER
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor Ciotti.
City Manager Joyal and Assistant City Manager Parker gave an overview and answered questions from the Council.
Roll Call Vote: 8/0.

2. PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND REVISION IMPACT FUND 2, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to the Public Hearing on May 22, 2019; seconded by Councilor Ciotti.
Vote: 9/0.

3. PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN THE CITY OF DOVER AND SSA SOLAR OF NH, LLC
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to the Public Hearing on May 22, 2019; seconded by Councilor Gasses.
Vote: 9/0.

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C. ORDINANCES IN 1ST READING

- CHAPTER 166, VEHICLES AND TRAFFIC: SECTIONS 41, 59, AND 21
(TO BE REFERRED TO A PUBLIC HEARING ON MAY 22, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to the Public Hearing on May 22, 2019; seconded by Councilor Thibodeaux.
Vote: 9/0.

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Gasses thanked the Planning Department, especially Dave Carpenter, for his work with the Tri-City Homelessness Task Force. She spoke about the condition of Shaw's Lane field.

City Manager Joyal said he will look into it.

Councilor Ciotti asked about the work at Week's Crossing.

City Manager Joyal said it was temporary patching to the road as they are working on the water pipes from the Willand Pond well.

Mayor Weston recognized Deb Clough for "Don't Trash Dover" Facebook page.

16. ADJOURN

Councilor Williams moved to adjourn; seconded by Councilor Thibodeaux.
Vote: 8/0.

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 12.A.1. Ordinance Number: O – 2019.05.08 – 009 Ordinance Title: Vehicles and Traffic Chapter: 166 Section: 41. Time Limits 59. Schedule L: Parking Meter Zones 21. Resident Parking Permit
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 166 Sections, 41, 59.Schedule L and 21 related to parking limits and spaces.

2. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 41. Time Limits as follows:

166-41. Time Limits. [Added on 04-22-2015 by Ord. No. 2015.04.22-011; Amended on 12-26-2016 by Ord. No. 2016.10.12-013]

No Person shall park a Vehicle in a Metered On-Street Parking Space or in a surface parking space in the Orchard Street or Belknap parking lots in excess of three (3) consecutive hours. This section shall not apply to Metered On-Street Parking Spaces on the following Public Highways:

Henry Law Avenue
River Street

3. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 59. Schedule L: Parking Meter Zones as follows:

166-59. SCHEDULE L: Parking Meter Zones. [Added on 04-22-2015 by Ord. No. 2015.04.22-012; Amended on 11.14.2018 by Ord. No. 2018.10.24-011]

METERED PARKING GARAGE	LOCATION
Orchard Street Parking Garage [Amended on 12-26-2016 by Ord. No. 2016.10.12-013]	<u>Parking spaces on levels 1 & 2</u> All public parking areas within the parking structure which is south of Orchard Street, between Chestnut Street and Central Avenue, not including the three (3) posted Police Station visitor spaces on the first floor of the parking garage unless otherwise posted



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2019.05.08 – 009**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **41. Time Limits**
59. Schedule L: Parking Meter Zones
21. Resident Parking Permit

METERED ON-STREET PARKING SPACES	LOCATION
Broadway [Added on 12-26-2016 by Ord. No. 2016.10.12-013]	Southerly side from the intersection with Central Avenue easterly to the driveway between 3 and 7 Broadway <u>intersection of St. John Street.</u>
River Street	Easterly side, from the intersection with Henry Law Avenue northerly to the intersection with Washington Street
<u>St. John Street</u>	<u>Westerly side from the intersection of Broadway southerly to the intersection with Chapel Street.</u>

4. AMENDMENT

Chapter 166 entitled “Vehicles and Traffic” is hereby amended by revising Section 166.21. Resident Parking Permit as follows:

166-21. Resident Parking Permit. [Added on 04-27-83 by Ord. No. 10-83; Repealed on 08.13.2008 by Ord. No. 2008.07.23-6; Added on 04-15-2015 by Ord. No. 2015.03.25-010; Amended on 12-09-2015 by Ord. No. 2015.10.28-023; Amended on 05-25-2016 by Ord. No. 2016.05.11-007; Amended on 12-26-2016 by Ord. No. 2016.10.12-013; Amended on 10-11-2017 by Ord. No. 2017.09.27-007; Amended on 08-22-2018 by Ord. No. 2018.08.08-008; Amended on 10-10-2018 by Ord. No. 2018.09.26-010]

Authorized residential parking areas include designated spaces in the Metered Parking Garage and City controlled parking lots that are not leased or deeded to a third party excluding the Orchard Street Parking Lot. In addition, the following streets qualify for residential permit parking: First Street (northerly side spaces not subject to third party license), Second Street (both sides, from the driveway 20 and 22 Second Street westerly to Chestnut Street), Main Street, St. John Street and School Street (angled parking spaces only).

5. TAKES EFFECT

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



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2019.05.08 – 009**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **41. Time Limits**
59. Schedule L: Parking Meter Zones
21. Resident Parking Permit

REQUIRES A PUBLIC HEARING

AUTHORIZATION

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

Approved as to Legal Legal Division
Form and Compliance:

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: May 8, 2019	Public Hearing Date: May 22, 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.		



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2019.05.08 – 009**
Ordinance Title: **Vehicles and Traffic**
Chapter: **166**
Section: **41. Time Limits**
59. Schedule L: Parking Meter Zones
21. Resident Parking Permit

ORDINANCE BACKGROUND MATERIAL:

Re: 166-41. Time Limits.

- At their April meeting, the Parking Commission voted to establish a 3-hr time limit in the Belknap parking lot (between Sonny's and Complete Labor). Several months ago, parking permits were eliminated from the Belknap lot in an effort to keep the spaces open for customers of local businesses. Unfortunately, more than half the spaces are tied up for long periods of time by employees of the adjacent buildings since there is no time limit in the lot. There is a nearby option of the parking garage for all-day parking. A letter about the Parking Commission meeting on the proposed change was sent to the businesses at 90 Washington Street, Complete Labor and LaFesta.

Re: 166-59. Schedule L: Parking Meter Zones.

- At their April meeting, the Parking Commission voted to recommend that the top three floors (175 spaces) of the parking garage be designated as Permit Parking Only, leaving the bottom two floors and the Orchard Street parking lot surface spaces (170 spaces) for non-permit use. Currently the garage is a shared space system, except between the hours of 2 am and 6 am, when floor 2, 3, 4 & 5 are limited to permit holder vehicles only. The shared parking space program will no longer work when the Orpheum Apartments start to acquire 70 permits, especially during the winter months.

Re: 166-21. Resident Parking Permit.

- In anticipation of the opening of the Mechanic Street development and the growing need for customer parking in the area, a 2-hr limit on St. John Street had been enacted at the request of the Parking Commission and authorized by the Chief of Police under City Ordinance 166-3 for a seven month evaluation period. The 2-hr limit did not meet the varied needs of the users. At their April meeting, the Parking Commission voted to include St. John Street and the section of Broadway between the metered parking area near the Central Fire Station and St. John Street be included in the metered parking program. A letter about the Parking Commission meeting on the proposed change was sent to the abutting property owners. The Mechanic Street development is expected to open in late June. This includes allowing qualified Resident Permits to be issued on St. John Street



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.05.08 – 066**

Resolution Re: Payment in Lieu of Property Tax Agreement Between the City of Dover and ReVision Impact Fund 2, LLC

WHEREAS: ReVision Impact Fund 2, LLC (“Owner”) is a New Hampshire Limited Liability Company and entered into a solar Power Purchase Agreement (“PPA”) with the City of Dover for the installation of a solar renewable generation facility on the roof of the Dover Indoor Pool and New Hampshire Children’s Museum (the “Facility”) and the purchase and sale of solar generated electric energy from the solar panel system interconnected to the Facility.

WHEREAS: RSA 72:74 provides that the owner of a renewable generation facility and the governing body of the municipality in which the facility is located may, after a duly noticed public hearing, enter into a voluntary agreement to make a payment in lieu of taxes (“PILOT”); and

WHEREAS: The City of Dover recognizes that the solar renewable generation Facility is eligible for a PILOT Agreement pursuant to RSA 72:24; and

WHEREAS: The City of Dover desires to enter into and shall require an annual PILOT from Owner to the City of Dover pursuant to RSA 72:74.

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

In accordance with RSA 72:74, the attached Payment in Lieu of Property Tax Agreement between the City of Dover and ReVision Impact Fund 2, LLC is hereby authorized.

AND, FURTHER BE IT RESOLVED;

That the City Manager is designated as the agent of the City to enter into and sign this Agreement.

REFERRED TO A PUBLIC HEARING ON MAY 22, 2019.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Karen Weston, Mayor
By Request

Approved as to Legal
Form and Compliance:

Legal Division

Recorded by:

Susan Mistretta
City Clerk

Document Created by: Legal
Document Posted on: May 16, 2019

R-2019.05.08_ Payment in Lieu of Property Tax
Agreement Between the City of Dover and ReVision
Impact Fund 2, LLC

Page 1 of 2

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 12.C.1. Resolution Number: R – 2019.05.08 – 066 Resolution Re: Payment in Lieu of Property Tax Agreement Between the City of Dover and ReVision Impact Fund 2, LLC
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DOCUMENT HISTORY:

First Reading Date: 05/08/2019	Public Hearing Date: 05/22/2019
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:

In accordance with RSA 72:74 *Persons and Property Liable to Taxation*, the governing body of a municipality may, after a duly noticed public hearing, approve a voluntary Payment in Lieu of Property Tax Agreement. The City of Dover and ReVision Impact Fund 2 are parties to a Solar Power Purchase Agreement regarding the installation of solar panels on the roof of the Dover Indoor Pool and the New Hampshire Children’s Museum. A copy of the proposed PILOT Agreement is attached to this resolution.

The Agreement provides that SSA Solar of NH, LLC will make an annual payment equivalent to the assessed value of the acreage of roof space being utilized for the Facility times the City portion of the annual tax rate.

The acreage of roof space being utilized for the Facility (11,500 sf/0.264 acres) is assessed at a value of \$163,200.00. The estimated payment in lieu of property tax would be \$1,625.47, which is based on the City portion of the tax rate of \$9.96. (\$163,200/\$1,000 x \$9.96). This amount shall be subject to a 2% annual escalator each year this Agreement is in effect.

Document Created by: Legal Document Posted on: May 16, 2019	R-2019.05.08_ Payment in Lieu of Property Tax Agreement Between the City of Dover and ReVision Impact Fund 2, LLC Page 2 of 2
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**PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN
THE CITY OF DOVER AND ReVISION IMPACT FUND 2, LLC**

This Agreement is made as of this _____ day of _____, 2019, pursuant to NH RSA 72:74 by and between ReVision Impact Fund 2, LLC, a New Hampshire Limited Liability Company, 91 W. Main Street, Liberty, Maine 04949 (“Owner”), and the City of Dover, a municipal corporation established under the laws of the State of New Hampshire, having a place of business at 288 Central Avenue, Dover, New Hampshire 03820.

RECITALS

- A. Owner entered into a Solar Power Purchase Agreement (“PPA”) with the City of Dover, 288 Central Avenue, Dover, New Hampshire, 03820.
- B. The PPA is for the installation of a solar renewable generation facility on the roof of the Dover Indoor Pool and New Hampshire Children’s Museum (the “Facility”) and the purchase and sale of solar generated electric energy from the solar panel system described in the PPA (the “System”), interconnected to the Facility.
- C. RSA 72:74 provides that the owner of a renewable generation facility and the governing body of the municipality in which the facility is located may, after a duly noticed public hearing, enter into a voluntary agreement to make a payment in lieu of taxes (“PILOT”).
- D. The City of Dover recognizes that the solar renewable generation facility that is the subject of the PPA is eligible for a PILOT pursuant to RSA 72:24.
- E. Owner and the City of Dover desire to enter into a PILOT agreement, which shall require an annual PILOT from Owner to the City of Dover pursuant to RSA 72:74.

WHEREFORE, based upon the mutual covenants and promises contained herein, and for other good and valuable consideration which the parties acknowledge, Owner and the City of Dover agree as follows:

1. *Payment in Lieu of Taxes ("PILOT").*
 - (a) Pursuant to RSA 72:74, Owner shall pay to the City of Dover, in lieu of any taxes owed pursuant to RSA 72:23, an amount based on the assessed value (\$163,200.00) of the acreage of roof space being utilized for the Facility (11,500 sf / 0.264 acres) multiplied by the municipal portion of the current tax rate (\$9.96). This amount (\$1,625.47 in FY 2019) shall be subject to a 2% annual escalator each year this Agreement is in effect. The payment shall be due from the Owner to the City of Dover on or before December 1st of each year of this Agreement, pursuant to an invoice issued by the City of Dover to the Owner.
 - (b) If the method of calculating the City of Dover's tax under RSA 72 is changed, the parties agree to enter into good faith negotiations to amend this Agreement; provided, however, that the total payment due shall not exceed the amount that would have been due under this Agreement prior to the Amendment.
2. *Term and Termination.* This PILOT Agreement is intended to be conterminous with the PPA and, pursuant to RSA 72:74, VII, shall have a term of 25 years. This PILOT Agreement terminates upon the Dover School District's ownership of the System, or the termination of the PPA. However, if Owner owns the System as of April 1st of any given year, the amount(s) due pursuant to section 1(a) herein shall be due and payable for that tax year.
3. *Binding Effect.* This Agreement constitutes the binding agreement of the City of Dover and Owner and their respective successors and assigns. This Agreement cannot be modified except by an instrument in writing agreed to by the parties.

4. *Representation of Authority.*

(a) Owner represents and warrants that this Agreement is binding upon execution of this Agreement by its duly authorized member.

(b) The City of Dover represents and warrants that this Agreement is binding upon execution by the City Manager of the City after authorizing vote of the Dover City Council, following the duly noticed required public hearing.

5. *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of New Hampshire. The parties consent to the jurisdiction of the New Hampshire Board of Tax & Land Appeals and/or Strafford County Superior Court to resolve any dispute hereunder.

6. *Entire Agreement.* This Agreement constitutes the entire agreement of the City of Dover and Owner with regard to a payment in lieu of taxes regarding the System installed on the Facility.

7. *Notice:* All notices, consents, requests, or other communications provided for or permitted to be given hereunder by a party must be in writing and will be deemed to have been properly given or served upon the personal delivery thereof, via courier delivery service, by hand, or by certified mail, return receipt requested. Such notices shall be addressed or delivered to the parties at their respective addresses shown below.

If to Owner: ReVision Impact Fund 2, LLC
 Attn: _____
 91 W. Main Street
 Liberty, ME 04949

If to the City of Dover: City of Dover
 Attn: City Manager
 288 Central Avenue
 Dover, NH 03820

Any such addresses for the giving of notices may be changed by either party by giving written notice as provided above to the other party.

Authorization for the City Manager to enter into this Agreement was given by the Dover City Council on _____, 2019.

WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

CITY OF DOVER

Witness

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

STATE OF NEW HAMPSHIRE
Strafford, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by J. Michael Joyal, Jr., City Manager for the City of Dover, New Hampshire, on behalf of the City.

Notary Public
My Commission Expires:

ReVISION IMPACT FUND 2, LLC

Witness

By: _____
Print:
Duly Authorized

STATE OF
_____, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by _____, a duly authorized manager of ReVision Impact Fund 2, LLC, a New Hampshire Limited Liability Company, on behalf of the LLC.

Notary Public
My Commission Expires:



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.05.08 – 067**

Resolution Re: Payment in Lieu of Property Tax Agreement Between the City of Dover and SSA Solar of NH, LLC

WHEREAS: SSA Solar of NH, LLC (“Owner”) is a New Hampshire Limited Liability Company and entered into a solar Power Purchase Agreement (“PPA”) with the Dover School District for the installation of a solar renewable generation facility on the roof of the Dover High School (the “Facility”) and the purchase and sale of solar generated electric energy from the solar panel system interconnected to the Facility.

WHEREAS: RSA 72:74 provides that the owner of a renewable generation facility and the governing body of the municipality in which the facility is located may, after a duly noticed public hearing, enter into a voluntary agreement to make a payment in lieu of taxes (“PILOT”); and

WHEREAS: The City of Dover recognizes that the solar renewable generation Facility is eligible for a PILOT agreement pursuant to RSA 72:24; and

WHEREAS: The City of Dover desires to enter into and shall require an annual PILOT from Owner to the City of Dover pursuant to RSA 72:74.

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

In accordance with RSA 72:74, the attached Payment in Lieu of Property Tax Agreement between the City of Dover and SSA Solar of NH, LLC is hereby authorized.

AND, FURTHER BE IT RESOLVED;

That the City Manager is designated as the agent of the City to enter into and sign this Agreement.

REFERRED TO A PUBLIC HEARING ON MAY 22, 2019

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Karen Weston, Mayor
By Request

Approved as to Legal
Form and Compliance:

Legal Division

Recorded by:

Susan Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 12.C.2.	
Resolution Number: R – 2019.05.08 – 067 Resolution Re: Payment in Lieu of Property Tax Agreement Between the City of Dover and SSA Solar of NH, LLC		

DOCUMENT HISTORY:

First Reading Date: 05/08/2019	Public Hearing Date: 05/22/2019
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:

In accordance with RSA 72:74 *Persons and Property Liable to Taxation*, the governing body of a municipality may, after a duly noticed public hearing, approve a voluntary Payment in Lieu of Property Tax Agreement. The Dover School District and SSA Solar of NH, LLC are parties to a Solar Power Purchase Agreement regarding the installation of solar panels on the new Dover High School. A copy of the proposed PILOT Agreement is attached to this resolution.

The Agreement provides that SSA Solar of NH, LLC will make an annual payment equivalent to the assessed value of the acreage of roof space being utilized for the Facility times the City portion of the annual tax rate.

The acreage of roof space being utilized for the Facility (51,474 sf/1.18 acres) is assessed at a value of \$212,702.00. The estimated payment in lieu of property tax would be \$2,119.00, which is based on the City portion of the tax rate of \$9.96. ($\$212,702 / \$1,000 \times \9.96). This amount shall be subject to a 2% annual escalator each year this Agreement is in effect.

**PAYMENT IN LIEU OF PROPERTY TAX AGREEMENT BETWEEN
THE CITY OF DOVER AND SSA SOLAR OF NH, LLC**

This Agreement is made as of this _____ day of _____, 2019, pursuant to NH RSA 72:74 by and between SSA Solar of NH, LLC a New Hampshire Limited Liability Company, c/o Sun Financial, LLC, 311 North Bayshore Drive, Safety Harbor, FL 34695 (“Owner”), and the City of Dover, a municipal corporation established under the laws of the State of New Hampshire, having a place of business at 288 Central Avenue, Dover, New Hampshire 03820.

RECITALS

- A. Owner entered into a Solar Power Purchase Agreement (“PPA”) with the Dover School District, 61 Locust Street, Suite 409, Dover, New Hampshire.
- B. The PPA is for the installation of a solar renewable generation facility on the roof of the Dover High School (the “Facility”) and the purchase and sale of solar generated electric energy from the solar panel system described in the PPA (the “System”), interconnected to the Facility.
- C. RSA 72:74 provides that the owner of a renewable generation facility and the governing body of the municipality in which the facility is located may, after a duly noticed public hearing, enter into a voluntary agreement to make a payment in lieu of taxes (“PILOT”).
- D. The City of Dover recognizes that the solar renewable generation facility that is the subject of the PPA is eligible for a PILOT pursuant to RSA 72:24.
- E. Owner and the City of Dover desire to enter into a PILOT agreement, which shall require an annual PILOT from Owner to the City of Dover pursuant to RSA 72:74.

WHEREFORE, based upon the mutual covenants and promises contained herein, and for other good and valuable consideration which the parties acknowledge, Owner and the City of Dover agree as follows:

1. *Payment in Lieu of Taxes ("PILOT").*
 - (a) Pursuant to RSA 72:74, Owner shall pay to the City of Dover, in lieu of any taxes owed pursuant to RSA 72:23, an amount based on the assessed value (\$212,702.00) of the acreage of roof space being utilized for the Facility (51,474 sf / 1.18 acres) multiplied by the municipal portion of the current tax rate (\$9.96). This amount (\$2,119.00 in FY 2019) shall be subject to a 2% annual escalator each year this Agreement is in effect. The payment shall be due from the Owner to the City of Dover on or before December 1st of each year of this Agreement, pursuant to an invoice issued by the City of Dover to the Owner.
 - (b) If the method of calculating the City of Dover's tax under RSA 72 is changed, the parties agree to enter into good faith negotiations to amend this Agreement; provided, however, that the total payment due shall not exceed the amount that would have been due under this Agreement prior to the Amendment.
2. *Term and Termination.* This PILOT Agreement is intended to be conterminous with the PPA and, pursuant to RSA 72:74, VII, shall have a term of 25 years. This PILOT Agreement terminates upon the Dover School District's ownership of the System, or the termination of the PPA. However, if Owner owns the System as of April 1st of any given year, the amount(s) due pursuant to section 1(a) herein shall be due and payable for that tax year.
3. *Binding Effect.* This Agreement constitutes the binding agreement of the City of Dover and Owner and their respective successors and assigns. This Agreement cannot be modified except by an instrument in writing agreed to by the parties.

4. *Representation of Authority.*

(a) Owner represents and warrants that this Agreement is binding upon execution of this Agreement by its duly authorized member.

(b) The City of Dover represents and warrants that this Agreement is binding upon execution by the City Manager of the City after authorizing vote of the Dover City Council, following the duly noticed required public hearing.

5. *Applicable Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of New Hampshire. The parties consent to the jurisdiction of the New Hampshire Board of Tax & Land Appeals and/or Strafford County Superior Court to resolve any dispute hereunder.

6. *Entire Agreement.* This Agreement constitutes the entire agreement of the City of Dover and Owner with regard to a payment in lieu of taxes regarding the System installed on the Facility.

7. *Notice:* All notices, consents, requests, or other communications provided for or permitted to be given hereunder by a party must be in writing and will be deemed to have been properly given or served upon the personal delivery thereof, via courier delivery service, by hand, or by certified mail, return receipt requested. Such notices shall be addressed or delivered to the parties at their respective addresses shown below.

If to Owner: SSA Solar of NH, LLC
 c/o Sun Financial, LLC
 Attn: Clay Biddinger, Manager
 311 North Bayshore Drive
 Safety Harbor, FL 34695

If to the City of Dover: City of Dover
 Attn: City Manager
 288 Central Avenue
 Dover, NH 03820

Any such addresses for the giving of notices may be changed by either party by giving written notice as provided above to the other party.

Authorization for the City Manager to enter into this Agreement was given by the Dover City Council on _____, 2019.

WITNESS WHEREOF, the parties have executed this Agreement as of the day and date first above written.

CITY OF DOVER

Witness

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

STATE OF NEW HAMPSHIRE
Strafford, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by J. Michael Joyal, Jr., City Manager for the City of Dover, New Hampshire, on behalf of the City.

Notary Public
My Commission Expires:

SSA SOLAR OF NH, LLC

Witness

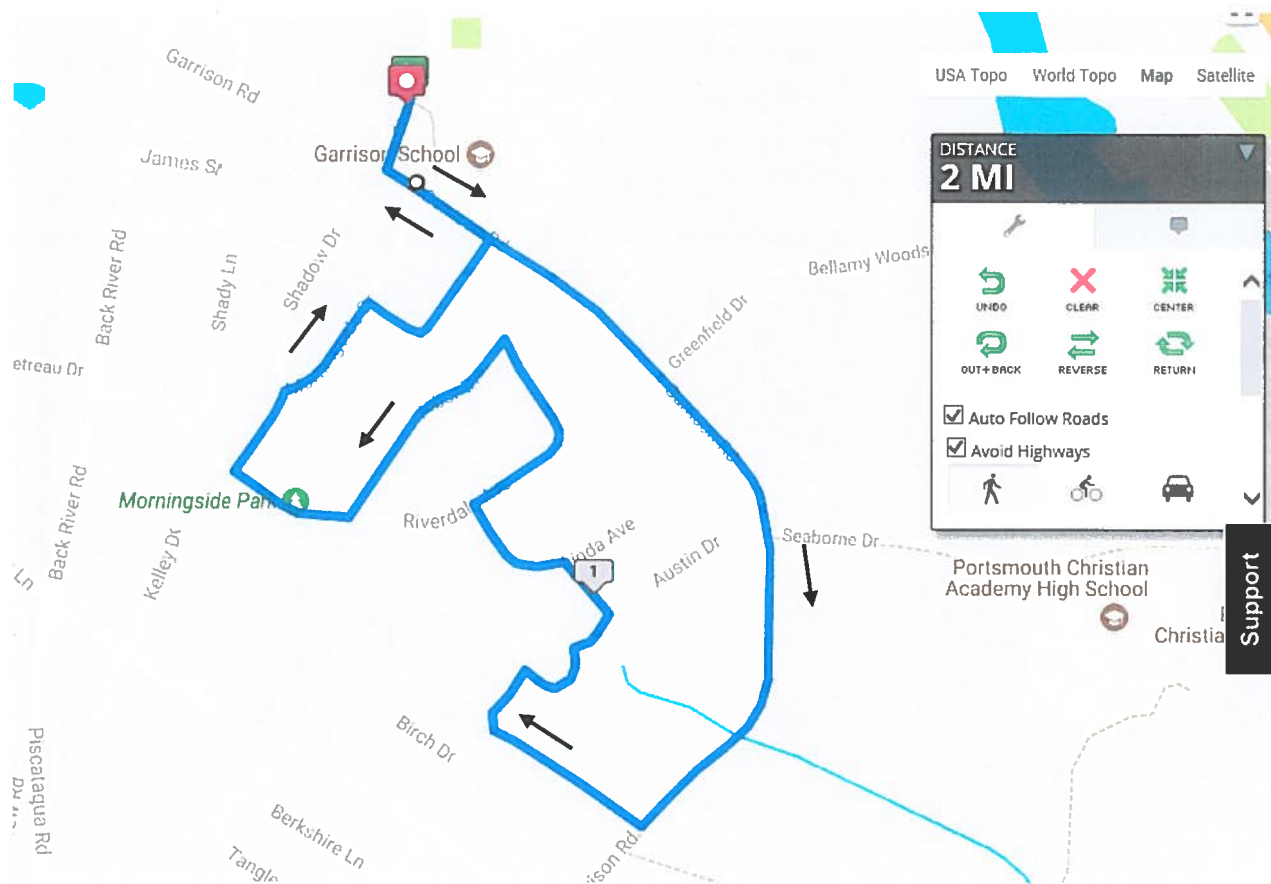
By: _____
Print:
Duly Authorized

STATE OF _____, ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by _____, a duly authorized manager of SSA Solar of NH, LLC, a New Hampshire Limited Liability Company, on behalf of the LLC.

Notary Public
My Commission Expires:

GARRISON SCHOOL 2-mile course



START on Shaws Lane at crosswalk by Garrison School rear driveway

Left on GARRISON ROAD

Right on BIRCH DRIVE

Right at HEMLOCK

Right at HEMLOCK CIRCLE

Right on AUSTIN DRIVE

Left off AUSTIN DRIVE

Left at LINDA AVE

Right on RIVERDALE

Left on ARBOR

Right on RIVERDALE

Right on MORNINGSIDE

Right at fork to stay on MORNINGSIDE

Right on MERIDIAN

Cross GARRISON at MERIDIAN (police officer)

Left on GARRISON

Right on SHAWS LANE

Right into Garrison School rear driveway to **END**



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 Little Green Cheerleading

Federal Tax ID number for Organization: 26-2543466

Check (☒) Nature of Organization:

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

Contact Person: Jennifer Donahue

Day Time Telephone: 603-969-4338

Address: 31 Westwood Circle, Dover NH 03820

Email jennifer.donahue@unh.edu

Purpose of Permit: Sports Fundraising

Date of Event 6/7-6/9; 8/3-8/5; 8/16-8/18 Specific Time: 6/7, 8/3 & 8/16 4-8pm; 6/8, 6/9, 8/4, 8/5, 8/17, 8/18 8 am - 8 pm

Location of Event: Irving Station, Shell Station, Mr. Mike's, Smiley's, Jere's, Shrus & possibly Aldi

*****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: Jennifer Donahue DATE: 4-15-19

(duly authorized)

PRINTED NAME: Jennifer Donahue

Licensing Board Approval [Signature] Date: 5/3/19



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2019.05.22 – 068**

Resolution Re: B19001 Broadway Street Railroad Culvert Construction

WHEREAS: A sealed Request for Qualifications #B19001 was issued and received for the Broadway Street Railroad Culvert Construction on August 27, 2018 at 2:00 PM. Nine firms responded and packets were evaluated by city staff and city contracted engineering firm. Seven firms met the qualification criteria and was forwarded the plans and specifications for the construction. A mandatory prebid meeting was conducted on September 26, 2018 with five of the prequalified firms attending; and

WHEREAS: Two cost proposals were received and reviewed and low bid was received from George R Cairns and Sons, Inc of Windham, NH in the amount not to exceed \$4,799,365.00, which city council approved via resolution [R-2018.12.12-154](#) ; and

WHEREAS: The city is looking at a price increase on the project due to a discrepancy with the location of the existing sewer. Now we either need to relocate the existing sewer, or move the location of the proposed drainage structures. It doesn't sound complicated, but we are talking excavations 20 feet deep, with overhead utility wires present, and bypass pumping is required. We also have to revise the sewer and drainage easements on Red's Shoe property. A final dollar amount is being negotiated but worst case scenario is the amount of \$175,000.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order revision to George R Cairns and Sons, Inc of Windham, NH of for the construction of the Broadway Street Railroad Culvert in the amount not to exceed \$175,000.00 at rates provided in conjunction with Bid B19001. 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
4020.1.300.43121.4751.03176.20	Roadways -Broadway	1,320,000.00	611,816.55

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
Acting City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2019.05.22 – 068**

Resolution Re: B19001 Broadway Street Railroad Culvert Construction

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.3.

Resolution Number: **R – 2019.05.22 – 068**

Resolution Re: B19001 Broadway Street Railroad Culvert Construction

RESOLUTION BACKGROUND MATERIAL:

Change order one:

During initial field preparation work for the Broadway Culvert installation, the contractor discovered that the location of the existing sewer line was shown incorrectly on the construction plans. There is a 15-inch diameter, asbestos-cement sewer line that runs across property of Red's Shoe Barn and subsequently passes beneath the Pan-Am Railroad. It is a critical, high-flow sewer artery that serves the general area bounded by Central Avenue, Oak Street, and Broadway.

The sewer line as discovered in the field would be in conflict with the proposed drainage structures and piping. Two alternatives were reviewed: relocation of the existing sewer; or relocation of the proposed drainage. Relocation of the existing sewer was discounted for 3 reasons: it greatly enhanced the amount of temporary sewer bypass pumping that would be required, it would require significant hazardous material abatement in removing and disposing of pipe material with asbestos content, and it was at best equivalent in cost to relocating the proposed drainage.

Relocating the drainage was the preferred option by both the contractor and design engineer. The added cost is significant as the depth of excavation is approximately 25 feet deep, and temporary bypass pumping for stormwater needs to be established. The cost to accommodate bypass pumping is significant, as the theoretical peak storm flow could be approximately 120 million gallons per day.

Bid Information:

A sealed Request for Qualifications #B19001 was issued and received for the Broadway Street Railroad Culvert Construction on August 27, 2018 at 2:00 PM

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	857	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	2019
Recommended Award to:	George R. Cairns & Sons 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.4.

Resolution Number: **R – 2019.05.22 – 069**

Resolution Re: B19031 Uniform Rental and Cleaning Services

WHEREAS: A Sealed (RFP) Request for Proposal B19031 was issued and received for Uniform Rental and Cleaning Services on May 8, 2019 at 2:00 pm. The city is required by several collective bargaining units to provide and clean uniforms. The RFP requested a locked in rate for five years with a non-appropriation of funds clause for various items of clothing, as well as shop towels and floor mats. A mandatory prebid meeting was conducted on April 24, 2019 with two firms attending; and

WHEREAS: Two bid response were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. On May 14, 2019 both firms presented their proposal and products being offered to the evaluating team made up of department heads and city staff; and

WHEREAS: The proposal providing all required information and deemed most responsive was submitted by Cintas of Manchester NH. It is the recommendation of the team to award to Cintas at unit pricing as outlined in the results page.

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 Cintas of Manchester NH for uniform rental and cleaning services at rates provided in conjunction with Bid B19031. 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	FY20 Appropriation Balance	
xxxx.1.300.xxxxx.4615.xxxxx	CS Clothing & Uniforms	29,145.00	29,145.00
6310.1.550.49200.4612.00000	CS Operating Supplies	1,980.00	1,980.00
1000.1.390.45500.4615.00000	Library Clothing and Uniforms	700.00	700.00
1000.1.390.45500.4651.00000	Library Maint Supplies Buildings	443.00	443.00
xxxx.1.350.xxxxx.4615.00000	Rec Clothing & Uniforms	15,000.00	15,000.00
xxxx.1.350.xxxxx.4651.00000	Rec Maint Supplies Buildings	38,000.00	38,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2019.05.22 – 069**

Resolution Re: B19031 Uniform Rental and Cleaning 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.4.

Resolution Number: **R – 2019.05.22 – 069**

Resolution Re: B19031 Uniform Rental and Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH is requesting pricing information and availability for a contract of Work Uniform/Rental and Cleaning Services to be used by the Community Services, Public Library & Recreation Departments. The City of Dover seeks enter into a Five (5) year contract contingent upon annual funding appropriations by the City Council. The anticipated contract period shall be from July 1, 2019 to June 30, 2024. The contract must have a non-appropriation of funds clause should the funds not budgeted for this particular purchase in future years.

Bid Information:

A Sealed (RFP) Request for Proposal B19031 was issued and received for Uniform Rental and Cleaning Services on May 8, 2019 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	36	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	For 5 years	Estimated Delivery:	As needed
Recommended Award to:	Cintas	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 List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.05.22 – 070**
Resolution Re: B19056 Professional Municipal Auditing Services

- WHEREAS: In accordance with NH RSA 41:31-c, *Town Auditors*, which provides that all municipalities shall annually conduct an audit of the accounts of any officer or agent handling the funds of the municipality; and in accordance with City Charter C6-12, *Independent Audit*; and
- WHEREAS: A Sealed Request for Proposal # B19056 was issued and received for Professional Municipal Auditing Services on May 7, 2019 at 2:30 pm. The City requested qualifications, availability and pricing structures for a term of three years beginning with fiscal year ending June 30, 2019 with the option to extend two additional one year terms; and
- WHEREAS: Two responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services being requested. The two proposals were further evaluated when the cost proposals for both were opened and added to the ranking. The proposal that scored highest and therefore being deemed most advantageous to the city was submitted by WipFli LLP of So. Portland ME at the rates outlined in the background section of this resolution.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to WipFli, LLP of South Portland ME for Professional Municipal Auditing Services at rates provided in conjunction with Bid B19056. 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	FY20 Appropriation	Balance
xxxx.1.xxx.xxxxx.4335.xxxxx.xx	Auditing Services City	37,050.00	37,050.00
xxxx.2.xxx.xxxxx.4335.xxxxx.xx	Auditing Services School	33,650.00	33,650.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.05.22 – 070**

Resolution Re: B19056 Professional Municipal Auditing 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.5.

Resolution Number: **R – 2019.05.22 – 070**

Resolution Re: B19056 Professional Municipal Auditing Services

RESOLUTION BACKGROUND MATERIAL:

The City requested qualifications, availability and pricing structures for a term of three years beginning with fiscal year ending June 30, 2019 with the option to extend two additional one year terms.

Costs	Year 1	Year 2	Year 3	Year 4	Year 5	
WipFli, LLP @ 614 hrs annually	66,000	67,320	68,600	69,900	71,300	343,120.00
Average Rate per hour	107.49	109.64	111.73	113.84	116.12	
Melanson & Heath @ 473 hrs annually	64,000	65,000	66,000	67,000	68,000	330,000.00
Average Rate per hour	135.31	137.42	139.53	141.65	143.76	

Bid Information:

A Sealed Request for Proposal # B19056 was issued and received for Professional Municipal Auditing Services on May 7, 2019 at 2:30 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	95	Number of Responses:	2
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	5 years	Estimated Delivery:	As needed
Recommended Award to:	WipFli, LLP	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

[Vendor Solicitation List and Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2019.05.22 – 071**
Resolution Re: B19062 Catch Basin Cleaning Services

WHEREAS: The Sealed Request for Bid #B19062 was solicited and received on April 25, 2019 @ 2:00pm for catch basin cleaning services of the approximately 1,472 catch basins in the South end of the city. Work to begin after July 1, 2019, and;

WHEREAS: One bid reply was received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. The bid meeting specifications was submitted by Hartigan Wastewater Services of Middlesex VT at a cost not to exceed \$80,960.00. The basins to be cleaned by this vendor will be completed using Vactor equipment and maintaining a log book as requested.

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 Hartigan Wastewater Services of Middlesex VT for catch basin cleaning services given the rates provided in conjunction with bid B19062. 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	FY20 Appropriation	Balance
1000.1.300.43155.4443.000000.00	Stormwater Rental of Equipment	70,000.00	70,000.00
1000.1.300.43155.4715.000000.00	Stormwater Streets	150,000.00	150,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R - 2019.05.22 – 071**

Resolution Re: B19062 Catch Basin Cleaning 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.6.

Resolution Number: **R - 2019.05.22 – 071**

Resolution Re: B19062 Catch Basin Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH has approximately 3,144 catch basins in its storm water drainage system. The Community Services Department is responsible for the operation and maintenance of the storm water system and oversees the contracted cleaning of the catch basins on the North side of Dover one year and the South side of Dover the following year.

The City has identified a vendor to clean the South side catch basins this summer/fall. The City will provide the selected contractor with a map of the storm water system indicating the structures that are to be cleaned. The vendor will be allowed to leave their equipment at the Dover Public Works Facility on Mast Road to help facilitate timely daily operational activities. Work is to be completed by December 31, 2019.

The Vendor will be required to maintain a Log Book (to be provided by the City, including Location Map) to document the cleaning operations. For record keeping purposes, the Log will require the following observations: date & time cleaned; depth to water; depth to dirt; and full depth of catch basin. A note will also be required to note general condition based on the following: Good; Structural Defect; or Large Debris/Needs Attention. The completed Log Book information will need to be provided to the City upon completion of the work and before final payment is made.

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:	95	Number of Responses:	1
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	NA	Contract:	Yes
Prices will hold for:	December 31, 2019	Estimated Delivery:	As needed
Recommended Award to:	Hartigan Wastewater Services	Fund:	General Fund
Other Approvals Required:	No	References Checked:	Yes. 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 list](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.05.22 – 072**
Resolution Re: B19063 Crack Sealing Services

WHEREAS: The sealed request for Bid #B19063 was solicited and received for crack sealing services on April 30, 2019 at 3:00pm. Work to begin after July 1, 2019. One bid was received and evaluated; and

WHEREAS: The sole reply received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services being submitted by Sealcoating Inc. DBA Indus of Braintree MA at the rate of \$2.67 per pound for day work and \$3.27 per pound for night work if needed in an amount not to exceed \$50,000.00. The vendor will use (NHDOT) New Hampshire Department of Transportation approved Crafcro 201 sealing product. The vendor is on the NHDOT Prequalified Contractor List and the product is on the NHDOT Qualified Product List.

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 Sealcoating Inc. DBA Indus of Braintree MA for crack sealing services at rates provided in conjunction with Bid B19063 not to exceed \$50,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing			
Account	Description	FY20 Appropriation	Balance
1000.1.300.43121.4715	General Street Improvements	1,756,541	1,756,541

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.05.22 – 072**
Resolution Re: B19063 Crack Sealing 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.7.

Resolution Number: **R – 2019.05.22 – 072**
Resolution Re: B19063 Crack Sealing Services

RESOLUTION BACKGROUND MATERIAL:

The work covered by this project consists of furnishing all labor, equipment, materials and traffic control necessary to perform all operations in connection with reshaping, cleaning and sealing of random cracks in bituminous concrete pavements, and vegetation removal and sterilization of cracks where necessary.

The vendor awarded and the product used must be on the NHDOT preapproved lists for contractors and products of which both are.

Bid Information:

The sealed request for Bid #B19063 was solicited and received for crack sealing services on April 30, 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 Mailed:	114	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	2019 construction season	Estimated Delivery:	As needed
Recommended Award to:	Sealcoating Inc, DBA Indus	Fund:	FY20 Streets
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B19063 Bid documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.05.22 – 073**

Resolution Re: Dover Pudding Hill Aquifer Change Order #6 - Emery & Garrett Groundwater Investigations LLC

WHEREAS: Emery and Garrett Groundwater Investigations LLC Inc (EGGI) was the awarded firm through [Sealed Bid B13043](#) for hydrogeological consulting services exploration and development of replacement groundwater supply; and

WHEREAS: As part of the ongoing work, EGGI was retained to provide water quality sampling assistance and overall hydrogeological consulting services related to monitoring, tracking, modeling, and projecting the potential spread of contamination within the Pudding Hill aquifer via council approved change orders one through five as outlined in background section of this resolution; and

WHEREAS: The City has received change order #6 for continued work and monitoring elated to Artificial Recharge in the Pudding Hill Aquifer and PFSA contamination in the amount of \$297,700.00. Schnitzer Industries (New England Metal Recycling) has committed to reimbursing the City for 100% of these costs; and

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

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

Upon receipt of the executed Memorandum of Understanding from Schnitzer Industries (New England Metal Recycling), the Purchasing Agent is hereby authorized to issue a Change Order to Emery and Garrett Groundwater Investigations LLC for the extended services listed in change order #6 in the amount not to exceed \$297,700.00. The City Manager, or designee, is hereby authorized to finalize and enter into an agreement with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03592.18	CS Water Pudding Hill Aquifer	914,957.00	297,700.18

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.05.22 – 073**

Resolution Re: Dover Pudding Hill Aquifer Change Order #6 - Emery & Garrett Groundwater Investigations LLC

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.05.22 – 073**
Resolution Re: Dover Pudding Hill Aquifer Change Order #6 - Emery & Garrett Groundwater Investigations LLC

RESOLUTION BACKGROUND MATERIAL:

City Council awarded a scope of work at costs totaling \$378,830 to EGGI for the development of artificial recharge basins at the Dover Pudding Hill Aquifer via resolution [R-2016.09.28-127](#). EGGI had submitted Change Order #1 for extending the Artificial Recharge Pilot Study for an additional month at a cost of \$141,500.00 which was approved via resolution [R-2017.04.12.-037](#)

In August 2017, EGGI submitted Change Order #2 for extending the Artificial Recharge Pilot Study for an additional month at a cost of \$48,850.00 which was approved via resolution [R-2017.08.09-098](#).

In December 2017, EGGI submitted Change Order #3 for Temperature and Sampling Survey of the Bellamy River, additional groundwater sampling at 15 wells, and meeting attendances at a cost of \$124,500.00. City Council approved via resolution [R-2017.12.13-176](#).

In March 2018 EGGI submitted Change Order #4 for a one year extension of the pilot testing for the Pudding Hill Aquifer at a cost of \$293,550.00 approved by City Council via resolution [R-2018.03.14-022](#)

In September 2018, EGGI submitted Change Order #5 for the continuation of the Artificial Recharge Pilot Testing and Groundwater Monitoring Programs as they relate to the PFAS contamination issues discovered in the Pudding Hill Aquifer in the amount of \$164,850 approved by council via [R-2018.09.26-129](#)

Additional work will include assistance with the State's 401 Water Quality Certificate to allow artificial recharge withdrawals from the Bellamy River and development of an Aquifer Management Plan.

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

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.05.22 – 074**

Resolution Re: (AID) Accelerated Innovation Deployment Demonstration
Project – NHDOT #42366 FHWA #X-A004(825)

WHEREAS: The Federal Highway Administration (FHWA) awarded \$811,875.00 incentive funds to the (NHDOT) New Hampshire Department of Transportation, ***contingent upon Governor and Executive Council approval***, for a project designed to showcase a number of innovative technologies and utilize a number of automated traffic signal performance measures to better manage Dover's traffic signals. NHDOT is partnering with City of Dover using the city's traffic consultant Sebago Technics to administer these funds; and

WHEREAS: The City of Dover is expected to provide \$162,375 (20%) matching funds/services, and has already secured appropriate funding through the approved Capital Improvements Program. Sebago Technics will provide technical engineering, oversight, testing and reporting associated with this project in the total amount of \$261,000.00. Sebago Technics proposed scope was reviewed and approved by City staff, NHDOT and FHWA; and

WHEREAS: Per Dover Code 3-36B Exemptions from Competitive Bidding: Competitive bidding may be waived by majority vote of the City Council. The city is seeking approval to waive sealed bid process and award to Sebago Technics.

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

Contingent upon Governor and Executive Council approval, the Purchasing Agent is hereby authorized to issue a Purchase Order to Sebago Technics of South Portland ME for technical services for (AID) Challenge in the amount of \$261,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
TBD	Accelerated Innovation Deployment Demonstration Project	811,875.00	811,875.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: Legal Division

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.05.22 – 074**
Resolution Re: (AID) Accelerated Innovation Deployment Demonstration
Project – NHDOT #42366 FHWA #X-A004(825)

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.05.22 – 074**
Resolution Re: (AID) Accelerated Innovation Deployment Demonstration
Project – NHDOT #42366 FHWA #X-A004(825)

RESOLUTION BACKGROUND MATERIAL:

Sebago Technics will provide engineering and administrative support services in connection with this grant as outlined below:

Project Management	25,000
Systems Engineering	5,000
Equipment Procurement/testing and acceptance	25,000
Data assemblage/development	30,000
Selection and set up of 4 systems	48,000
Traditional static TOD plan Development and implementation	28,000
Alternative Dynamic Peer to Peer or Adaptive Ops design	50,000
Enhanced automation	20,000
Interim and reporting	15,000
Post Project Info Exchange	15,000
TOTAL	261,000

Bid Information:

Per Dover Code 3-36B Exemptions from Competitive Bidding: Competitive bidding may be waived by majority vote of the City Council.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	NA	Number of Responses:	NA
Warranty:	NA	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Sebago Technic	Fund:	grant
Other Approvals Required:	Yes Governor and Executive Council	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive sealed bid solicitation



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2019.05.22 – 075**

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

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

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

WHEREAS: The purpose of this Fifth Amendment to the MOU is to extend the Pudding Hill Aquifer Artificial Recharge, Groundwater Testing and Monitoring Program from May 2019 to May 2020; and

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

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

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

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

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Mayor Karen Weston
By request

Approved as to Legal Division
Form and Compliance:

Recorded by:

Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2019.05.22 – 075**
Resolution Re: **Approval of Fifth Amendment to Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing Dated April 14, 2017**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

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

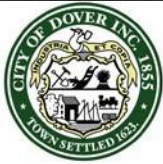
In conjunction with the treatment pilot test, additional monitoring will be undertaken that supports the use of the artificial recharge to augment the aquifer's capacity and monitor water quality benefits. The responsible party continues to support the funding of this work in addition to working with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



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

On this ____ day of _____, 2019 the CITY OF DOVER, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820 (“City”), and NEW ENGLAND METAL RECYCLING, LLC, a Limited Liability Company in the Commonwealth of Massachusetts and registered to do business in the State of New Hampshire, 69 Rover Street, Everett, Massachusetts 02149, (hereinafter “NEMR”), for consideration agree to amend their Memorandum of Understanding dated April 14, 2017 (“MOU”) as follows:

1. **Purpose:** The purpose of this Fifth Amendment to the MOU is to extend the Pudding Hill Aquifer Artificial Recharge, Groundwater Testing, and Monitoring Programs for work to be performed May 2019 to May 2020.
2. **Amendment to Memorandum of Understanding Documents:** This Fifth Amendment to the MOU shall include the letter of Emery & Garrett Groundwater Investigations, A Division of GZA, dated April 26, 2019 containing the Proposed Work Tasks for the Pudding Hill Aquifer Artificial Recharge Program, Testing, and Monitoring Continued Phase XIV, attached hereto.
3. **Responsibilities of NEMR:** NEMR shall reimburse the City for 100% of the fees and expenses charged by Emery & Garrett for the Groundwater Testing and Monitoring Programs – Phase XIV as set forth in their April 26, 2019 Proposal, up to an amount not to exceed \$297,700.00. Reimbursement payments shall be made by NEMR to the City within 30 days of



CITY OF DOVER

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

receipt of Emery & Garrett invoices forwarded by the City to NEMR. Except for the reimbursement of the fees and expenses as set forth in this MOU, NEMR assumes no responsibility or liability with respect to the study, testing or engineering services covered by this MOU.

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

CITY OF DOVER

NEW ENGLAND METAL RECYCLING, LLC

J. Michael Joyal, Jr.
City Manager

Scott B. Sloan
Vice President - Environmental



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R - 2019.05.22 – 076**

Resolution Re: Approval of Breakin' Chains Disc Golf Supplies, LLC
Lease at the Bellamy Park Building

WHEREAS: The Breakin' Chains Disc Golf Supplies, LLC seeks to enter into a three (3) year lease agreement with the City of Dover regarding the operation of a disc golf supplies business; and

WHEREAS: The location of the Leased Premises is to be at the Bellamy Park Building, Knox Marsh Road, first floor, which contains 481 square feet.

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

The City Manager is authorized to sign a lease with Breakin' Chains Disc Golf Supplies, LLC for a term of three (3) years with the option to review for an additional three (3) years.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.11. Resolution Number: R - 2019.05.22 – 076 Resolution Re: Approval of Breakin' Chains Disc Golf Supplies, LLC Lease at the Bellamy Park Building	

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 Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

The City of Dover leases space at the Bellamy Park Building. This lease concerns leasing space to a for-profit business that will engage in operating a disc golf equipment and snack sale business open to the general public.

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into by and between:

LESSOR: CITY OF DOVER, NEW HAMPSHIRE, a New Hampshire municipality ("Lessor");

and

LESSEE: BREAKIN' CHAINS DISC GOLF SUPPLIES, LLC, a New Hampshire limited liability company with a mailing address of 373 South Willow Street D 1-7, Manchester, New Hampshire 03103 ("Lessee").

IN CONSIDERATION of the payment of rent and other charges and the covenants and conditions set forth in the following Lease, Lessor and Lessee hereby agree as follows:

ARTICLE 1 - LEASED PREMISES

1.1 Lessor hereby leases to Lessee and Lessee hereby rents from Lessor the following described premises in Dover, New Hampshire:

Space consisting of approximately four hundred eighty one (481) square feet (the "Leased Premises"), on the first floor of the Bellamy Park building located at 32 Knox Marsh Road, Dover, New Hampshire.

The Leased Premises does not include either the land lying thereunder or the exterior walls or roof of the building in which the Leased Premises are located.

1.2 The Leased Premises are leased subject to all zoning regulations, restrictions, rules and ordinances, building or use restrictions and other laws and regulations now in effect or hereafter adopted by any governmental authority having jurisdiction thereof.

1.3 Lessee has right to use Common Areas pursuant to Paragraph 7 of this Agreement.

ARTICLE 2 - TERM OF LEASE

2.1 The term of this Lease ("Term") is three (3) years, commencing **June 1, 2019** and expiring at midnight on **May 31, 2022**.

2.2 Lessee shall have the option to renew this Lease for one (1) additional three (3) year term on the same terms and conditions set forth in this Lease, except for any modifications to rent pursuant to Article 3. At least ninety (90) days, but no earlier than one hundred twenty (120) days, prior to the expiration of the initial term of this Lease, the LESSEE shall notify the

LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease for an additional period and seek to continue its Lease upon such terms and conditions as the parties may then agree. If either the LESSOR or LESSEE desire to terminate this agreement a ninety (90) day written notice is required.

2.3 The Term and Lessee's obligation to pay Rent shall begin on **June 1, 2019** ("the Commencement Date").

ARTICLE 3 - RENT

Lessee shall, through the first year of this Lease, pay to Lessor rent for the Leased Premises in the amount of **Five Hundred Dollars (\$500.00) per month as the regular monthly rate* except for the months of December, January, February and March where they will pay Two Hundred and Fifty Dollars (\$250.00) per month or half of the regular monthly rate as adjusted.** The rental rate includes the cost of utilities and services including heat, electricity, water/sewer, trash removal and snow plowing services.

*In subsequent years of the Lease, the cost for operation of the building will be reviewed and may result in rent adjustments to the regular monthly rate. The new rate will take effect on the anniversary date of the Lease.

Rent shall be paid in advance on the first day of each month, and at such place as the Lessor designates in writing. **If rent is past due for more than thirty (30) days, an additional interest charge of 1 ½% per month shall be charged on the unpaid balance. All payments received shall first be applied to any accrued interest charges. The application of this interest charge shall not interfere with the Lessor's rights under the default provisions hereof**

ARTICLE 4 - USE OF PREMISES

4.1 Subject to and in accordance with all rules, regulations, laws, ordinances, statutes, and requirements of all governmental authorities, and the Fire Insurance Rating organization and Board of Fire Insurance Underwriters, and any similar bodies having jurisdiction thereof, the Leased Premises shall be occupied and used for the sole purpose of **operating a disc golf equipment and snack sales business** and for no other purpose without the Lessor's prior written consent.

4.2 Lessee shall not abandon or leave the Leased Premises vacant, and shall not permit the use or occupancy of the Leased Premises by any party other than Lessee, its agents, employees and invitees, and shall:

(a) Not display merchandise outside the Leased Premises without the permission of the Lessor nor in any way obstruct the entrances and walkways; and store all trash and refuse inappropriate containers within the Leased Premises.

(b) Load or unload all merchandise, supplies, fixtures, equipment and furniture only through designated service areas which do not interfere with the operations of use of the building.

(c) Not take any action which would create any interference with the other use of the Bellamy Park Building or any tenant or occupant in the building or with the rights and privileges of any other persons lawfully in and upon the building.

(d) Obey and observe (and compel its officers, employees, contractors, licensees, invitees, subtenants and all others doing business with it to obey and observe) all reasonable rules and regulations established by Lessor from time to time for the conduct of Lessee and/or for the welfare of the building.

(e) Not use the plumbing facilities for any purpose injurious to same or dispose of any garbage or any other foreign substance therein, nor place a load on any floor in the Leased Premises exceeding the floor load per square foot which such floor was designed to carry, nor install, operate and/or maintain in the Leased Premises any heavy equipment except in a location approved by Lessor, nor install, operate and/or maintain in the Leased Premises any electrical system therein, or any part thereof, beyond its capacity for proper and safe operation as determined by the Lessor.

(f) Keep the Leased Premises (including without limitation, exterior and interior portions of all windows, doors and all other glass) in a neat, clean and sanitary condition, free of all insects, rodents and pests.

(g) Not use the Leased Premises for any purpose or business which is noxious or unreasonably offensive because of the emission of noise, smoke, dust or odors.

ARTICLE 5 - INSTALLATIONS AND ALTERATIONS

5.1 Lessee shall, at Lessee's sole cost and expense, at all times during the Term, keep the Leased Premises equipped with all trade fixtures, equipment, furnishings, furniture, fixtures, floor coverings and exterior signs and all other equipment and personal property necessary for the first class operation of the Lessee's business in the Leased Premises. All fixtures installed by Lessee shall be new or in good condition.



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5.2 Lessee shall not make, or permit to be made, any other alterations, improvements, and/or additions of any kind or nature to the Leased Premises or any part thereof except with the prior written consent of Lessor and following submission of plans and specifications therefore. All alterations, improvements and additions to the Leased Premises shall be made in accordance with all applicable laws and shall, when made or installed, be deemed to have attached to the Leased Premises and to have become the property of Lessor and shall remain for the benefit of Lessor at the end of the Term or the earlier termination of this Lease; provided however, if before the termination of this Lease, or within 15 days thereafter, if Lessor so directs, Lessee shall promptly remove the additions, improvements, fixtures and installations which were placed in, upon or on the Leased Premises by Lessee and which are designated in the notice and shall repair any damage occasioned by such removal. In default thereof, Lessor may affect the removals and repairs at Lessee's expense.

ARTICLE 6 - INSURANCE AND INDEMNITY

6.1 Lessee, at its option, shall maintain and keep in full force fire and extended coverage insurance on its personal property in the Leased Premises.

6.2 Lessee shall provide and keep in force during the term hereof, in the name of Lessor and Lessee, as their respective interests may appear, general liability insurance against any and all claims for injuries to persons or property occurring in, upon, about or from the Leased Premises, in an amount not less than \$1,000,000 in respect to injuries to any one person, not less than \$1,000,000 in respect to any one incident, and not less than \$500,000 in respect to property damage. All insurance required to be maintained by Lessee shall name Lessor and any other entity designated by Lessor as additional insureds and shall be with an insurance company satisfactory to Lessor.

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

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



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ARTICLE 7 - COMMON AREAS

7.1 Lessor hereby grants to Lessee, during the term of this Lease, the nonexclusive right to use, in common with all others so entitled, the Common Areas outside of the building. As used in this Lease, "Common Areas" means all areas, facilities and improvements provided from time to time for the general, common or joint use on a non-exclusive basis by the Lessor and the tenants of the building, their respective agents, employees, invitees, and customers, including without limitation, all parking spaces and areas, sidewalks, driveways, curbing, retaining walls, access roads, ramps, loading docks, delivery areas, signs, landscaped and vacant exterior areas and lighting facilities, including all utilities serving the same, except as may be otherwise designated by Lessor for the exclusive use of any tenant. The Common Areas shall be subject to the exclusive control and management of Lessor and to such rules and regulations as Lessor may from time to time adopt. Lessor hereby reserves the right at any time or from time to time to: (a) change the areas, locations and arrangement of parking areas and other Common Areas; (b) enter into, modify, and terminate easements and other agreements pertaining to the maintenance and use of the parking areas and other Common Areas; (c) close any or all portions of the Common Areas to such extent and for such time as may, at the sole discretion of Lessor's counsel, be legally necessary to prevent a dedication thereof or the accrual of any rights to any person or to the public therein; (d) close temporarily, if necessary, any part of the Common Areas in order to discourage non-customer parking; and (e) make changes, additions, deletions, alterations or improvements in and to such Common Areas, provided that there shall be no unreasonable obstruction of Lessee's right of ingress to or egress from the Leased Premises except as provided above.

7.2 Lessor shall maintain the Common Areas in good repair and reasonably clear of debris.

7.3 Lessee shall cause its employees to park only in areas of the parking lot or such places as designated by Lessor for employee parking.

7.4 Lessee shall have permission to run Disc Golf Tournaments on the Bellamy Park Disc Golf Course in coordination with other Disc Golf Course users and the City of Dover Recreation Department. It is understood that such Tournaments may require closure of the Disc Golf Course with prior permission to be granted by the Dover Recreation Department.

ARTICLE 8 - MECHANIC LIENS OR CLAIMS

Lessee shall not permit to be created nor to remain undischarged any lien, encumbrance or charge arising out of any work of any contractor, mechanic, laborer or materialman which might become a lien or encumbrance upon the Leased Premises or the building or the income therefrom. If any lien or notice of intention or notice of lien on account of an alleged debt of

Lessee or any notice of contract by a party engaged by Lessee or Lessee's contractor to work in the Leased Premises or in the building, Lessee shall, within ten (10) days after notice of the filing thereof, cause the same to be discharged by payment, deposit, bond, order of a court of competent jurisdiction or otherwise.

ARTICLE 9 - DESTRUCTION AND RESTORATION

9.1 If the Leased Premises or the building is damaged or destroyed by fire or other casualty, then Lessor or Lessee, within sixty (60) days after the occurrence of such casualty, may terminate this Lease upon written notice to the other party.

9.2 If the Leased Premises or the building of which the Leased Premises constitute a part is damaged or destroyed by fire or other casualty, and if Lessor or Lessee does not elect to terminate this Lease as provided in Paragraph 9.1 above, then Lessor shall repair the damage with reasonable dispatch after notice of such casualty; provided, however, the Lessor's obligation to repair or restore shall be limited to restoring the structural portions of the Leased Premises and shall not include repairs or the restoration of any of the Lessee's fixtures, improvements or other alterations made by Lessee in or upon the Leased Premises.

9.3 If this Lease is terminated in the manner set forth in Paragraph 9.1 above, the Rent, including additional rent, shall be apportioned to the time of the casualty. If this Lease is not terminated and Lessor elects to restore or repair the Leased Premises, then the Rent payable by Lessee as provided in Paragraph 9.2 above shall be equitably abated based on the square footage in the Leased Premises which are usable, until such time as the damage to the Leased Premises has been repaired.

ARTICLE 10 - PROPERTY IN LEASED PREMISES

All leasehold improvements (other than Lessee's trade fixtures), shall when installed attach to the Leased Premises and become and remain the property of Lessor. All trade fixtures shall remain the property of the Lessee, subject at all times to any Lessor's lien for rent and other sums which may become due to Lessor under this Lease or otherwise. Lessee shall be allowed to remove all trade fixtures upon termination of this Lease, provided that the Lessee is not in default in any of the terms and provisions of this Lease.

ARTICLE 11 - ACCESS TO LEASED PREMISES

Lessee shall permit Lessor or Lessor's agents to inspect or examine the Leased Premises at any reasonable time or at any time in emergencies, and shall permit Lessor to enter and make such repairs, alterations, improvements or additions in the Leased Premises or to the building of which the Leased Premises is a part, that Lessor may deem desirable or necessary. Lessor shall

have the right to store in the Leased Premises any materials or equipment necessary for such repairs, alterations, improvements or additions without the storage being construed as an eviction of Lessee in whole or in part and the rent shall in no manner abate while the repairs, alterations, improvements or additions are being made.

ARTICLE 12 - SURRENDER OF LEASED PREMISES

12.1 Lessee shall deliver and surrender to Lessor possession of the Leased Premises upon expiration of this Lease, or its earlier termination as herein provided, broom clean and in as good condition and repair as Leased Premises are at the commencement of the Term of this Lease, ordinary wear and tear excepted.

12.2 Lessee shall remove all property and equipment of Lessee which Lessor has required in writing to be removed at the expiration or termination of this Lease. Lessee shall repair all damage to the Leased Premises caused by the removal and restore the Leased Premises to the condition in which it existed immediately before the installation of the articles so removed. Any property not removed at the expiration of the Term hereof shall be deemed to have been abandoned by Lessee and may be retained or disposed of by Lessor, as Lessor shall desire. Lessee's obligation to observe or perform this covenant shall survive the expiration or termination of this Lease.

ARTICLE 13 - UTILITIES/ REAL ESTATE TAXES

Lessee shall contract for, in its own name, and shall pay before delinquency the following utility services rendered or furnished to the Leased Premises: telephone or internet services specifically used by the Lessee. In no event shall Lessor be liable for the quality, failure or interruption of any utility services to the Leased Premises.

Lessee shall pay all properly assessed real and personal property taxes pursuant to RSA 72:23, I(b). Failure of the Lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the Lessor.

ARTICLE 14 - ASSIGNMENT

Lessee shall not, by operation or law or otherwise, assign or transfer this Lease or sublet all or any part of the Leased Premises to any other party without the prior written consent of Lessor. Any response to Lessee's request for consent shall not be unreasonably withheld or unduly delayed. In the event of any assignment: (a) Lessee shall not be discharged of its obligations under this Lease but shall remain liable therefore; and (b) the assignee shall not sublet the Leased Premises or assign this Lease without Lessor's prior written consent. Any dissolution, merger, consolidation, or other reorganization of Lessee, or his assigns, or the sale or



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other transfer of a controlling interest of Lessee or his assigns, or the sale of 51% or more, of the value of the assets of the Lessee or his assigns, shall be deemed an assignment. Should any change of ownership, whether by sale, assignment, bequest, inheritance, operation of law or otherwise take place without the prior written consent of Lessor, then Lessor shall have the option to terminate this Lease upon thirty (30) days' notice to Lessee.

ARTICLE 15 - DEFAULT BY LESSEE

15.1 Upon the happening of any one or more of the events as expressed below in (a) through (h) inclusive, the Lessor shall have any and all rights and remedies set forth in this Article 15:

(a) If Lessee fails to pay any one or more monthly installments of rent, or any other sums required to be paid hereunder, whether additional rent or otherwise, within five (5) days of notice thereof from the Lessor; provided, however, that the Lessee shall be in default of this Lease if the Lessor has to provide Lessee with notice of its failure to pay rent when due more than three (3) times in any eighteen (18) month period;

(b) If a petition in bankruptcy (including all proceedings under the Bankruptcy Act) is filed against the Lessee and the petition is not dismissed within thirty (30) days from the filing thereof, or if Lessee is adjudged a bankrupt or files a bankruptcy petition;

(c) If an assignment for the benefit of creditors is made by Lessee;

(d) If an appointment by any Court of a receiver or other Court officer of Lessee's property and the receivership is not dismissed within thirty (30) days from the appointment;

(e) If Lessee removes, attempts to remove, or permits to be removed from the Leased Premises, except in the usual course of trade, the goods, furniture, effects or other property of the Lessee;

(f) If Lessee, before the expiration of the Term, and without the prior written consent of the Lessor, vacates the Leased Premises or abandons the possession thereof, or uses the Leased Premises for purposes other than the purposes for which the premises are hereby leased;

(g) If an execution or other legal process is levied upon the goods, furniture, effects or other property of Lessee brought on the Leased Premises, or upon the interest of Lessee in this Lease, and the levy is not satisfied or dismissed within five (5) days from the levy;

(h) If Lessee violates any other terms, conditions and covenants of this Lease, and fails to commence and proceed with diligence and dispatch to remedy the same within Ten (10) days after written notice is given by Lessor to Lessee.



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15.2 In the event of any default or breach by the Lessee as specified in Article 15.1 above, the Lessor shall have the right, at the option of Lessor, to terminate this Lease on thirty (30) days prior notice to Lessee, and to thereupon re-enter and take possession of the Leased Premises with or without legal process. In the event of any such default or breach, Lessor shall have the right, at its option, from time to time, without terminating this Lease, to re-enter and re-let the Leased Premises, or any part thereof, with or without legal process, as the agent and for the account of Lessee upon such terms and conditions as Lessor may deem advisable or satisfactory, in which event the rents received on such re-letting and collection, including necessary renovations and alterations of the Leased Premises, cleaning expenses, reasonable attorneys' fees and any real estate commissions shall accrue as additional rent due Lessor.

15.3 The Lessor shall have the right to remove all or any part of the Lessee's property from the Leased Premises and any property so removed may be stored in any public warehouse or elsewhere at the cost of and for the account of Lessee, and the Lessor shall not be responsible for the care or safekeeping thereof, and the Lessee hereby waives any and all loss, destruction and/or damage or injury to Lessee's property.

15.4 Any and all rights, remedies and options given in this Lease to Lessor shall be cumulative, in addition to and without waiver of or in derogation of any right or remedy given to it under any law now or thereafter in effect.

15.5 The waiver of Lessor or any breach of any term, condition or covenant of this Lease in one instance shall not be deemed to be a waiver of such term, condition or covenant for the duration of this Lease. The consent or approval by Lessor to or of any act by Lessee requiring Lessor's consent or approval in a single instance shall not be deemed to waive or render unnecessary Lessor's consent or approval to or of any subsequent or similar act by Lessee.

ARTICLE 16 - HOLDING OVER

If Lessee remains in possession of the Leased Premises after the expiration of the Term and without the execution of a new Lease, Lessee, at the option of Lessor, shall be deemed to be occupying the leased premises as a tenant at sufferance until such time as a court of competent jurisdiction awards Lessor possession of the Leased Premises, for a monthly rental equal to the amount of rent payable during the last month of the Lease Term. Such tenancy shall be subject to all the other conditions, provisions and obligations of this Lease.

ARTICLE 17 - SIGNS

Lessee may install and maintain, at its own cost and expense, a sign(s) provided that the location, size, color, type and installation must be approved by the Lessor in writing before installation and must conform to all applicable rules, regulations, codes and directives of

governmental agencies having jurisdiction. Lessee agrees not to place any paper sign on or in any window of the Leased Premises. Lessee shall bear all costs and liabilities related to the installation, maintenance, repair, and operation of any signs allowed by the Lessor.

ARTICLE 18 - ENVIRONMENTAL COMPLIANCE

18.1 Lessee and its agents and employees shall use the Leased Premises and conduct any operations thereon in compliance with all applicable federal, state, and local environmental statutes, regulations, ordinances and any permits, approvals or judicial or administrative orders issued thereunder.

18.2 Lessee covenants that:

(a) No hazardous substances shall be generated, treated, stored or disposed of, or otherwise deposited in or located on the Premises, including without limitation, the surface and subsurface waters of the Leased Premises;

(b) No activity shall be undertaken on the Leased Premises which would cause:

(1) the Leased Premises to become a hazardous waste treatment, storage or disposal facility within the meaning of, or otherwise cause the Leased Premises to be in violation of the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. Section 6901 et seq., or any similar law or local ordinance;

(2) a release or threatened release from any source on the Leased Premises of Hazardous Substance within the meaning of, or otherwise cause the Leased Premises to be in violation of, the Comprehensive Environmental Response Compensation and Liability Act, as amended ("CERCLA"), 42 U.S.C. Section 9601 et seq., or any similar law or local ordinance or any other environmental law; or

(3) the discharge of pollutants or effluents into any water source or system, or the discharge into the air of any pollution emissions, which would be in violation of any permit Lessee may receive pursuant to the Federal Water Pollution Control Act ("FWPCA"), 33 U.S.C. Section 1251 et seq., or the Clean Air Act ("CAA"), 42 U.S.C. Section 7401 et seq., or any similar state law or local ordinance;

(c) There shall be no substance or conditions in or on the Premises which may support a claim or cause of action under RCRA, CERCLA, any other federal, state or local environmental statutes, regulations, ordinances or other environmental regulatory requirements or under any common law claim relating to environmental matters, or could result in recovery by any

governmental or private party or remedial or removal costs, natural resources damages, property damages, damages in personal injuries or other costs, expenses or damages, or could result in injunctive relief arising from any alleged injury or threat of injury to health, safety, or the environment; and

For purposes of this Lease, "Hazardous Substances" shall mean any and all hazardous or toxic substances, hazardous constituents, contaminants, wastes, pollutants or petroleum (including without limitation crude oil or any fraction thereof), including without limitation hazardous or toxic substances, pollutants and/or contaminants as such terms are defined in CERCLA or RCRA; asbestos or material containing asbestos; and PCB's, PCB articles, PCB containers.

(d) Lessee, and its agents and employees, shall be responsible for disposing of all waste in compliance with state, local and Federal laws.

(e) Lessee agrees to indemnify, hold Lessor harmless and defend Lessor from any and all claims arising out of Lessee's breach of the covenants stated in this Article.

ARTICLE 19 - NOTICES

Any notice, request, demand, approval, consent or other communication which Lessor or Lessee may be required to give to the other party shall be in writing and shall be mailed by certified mail, return receipt requested, to the other party at the address specified below, or by hand delivery if the communication is to Lessee, or to such other address as either party has designated by notice to the other:

If to Lessor: City of Dover
City Manager's Office
788 Central Avenue
Dover, NH 03820

If to Lessee: Breakin Chains Disc Golf Supplies LLC
373 S. Willow Street D 1 - 7
Manchester, NH 03103

All notices shall be deemed to have been given upon deposit in the United States Mail, postage prepaid and properly addressed as provided above or upon delivery to Lessee at the Leased Premises.

ARTICLE 20 - MISCELLANEOUS

20.1 Except as otherwise expressly provided in this Lease, this Lease shall be binding upon and shall inure to the benefit of the successors and assigns of Lessor and permitted assigns of Lessee.

20.2 This Lease contains the entire agreement between the parties. No agent, representative, or officer of Lessor has authority to make or has made any statement, agreement or representation, either oral or written, modifying, adding or changing the terms and conditions of this Lease. No modification of this Lease shall be binding unless the modification is in writing and signed by the parties. Lessee hereby further recognizes and agrees that this Lease shall have no force or validation until and unless it is returned to Lessee duly executed by Lessor.

20.3 The captions or titles used throughout this Lease are for reference and convenience only and shall in no way define, limit or describe the scope or intent of this Lease. Words or any neuter gender used in this Lease shall be held to include both the masculine and feminine gender and word in the singular number shall be held to include the plural, and vice-versa.

20.4 The submission of this Lease for examination does not constitute an offer to lease, and this Lease becomes effective only upon execution thereof by both Lessor and Lessee.

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

INTENDING TO BE LEGALLY BOUND, the duly authorized representative for the City of Dover, New Hampshire and William and Norma Bruce owners of Breakin' Chains Disc Golf Supplies, LLC have executed duplicate originals of this Lease Agreement on _____, 2019.

CITY OF DOVER, NEW HAMPSHIRE

Witness By: _____, Duly Authorized

BREAKIN CHAINS DISC GOLF SUPPLIES, LLC

Witness By: _____
William Bruce, Its Manager
Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.05.22 – 077**
Resolution Re: City Attorney Employment Agreement

- WHEREAS: Joshua M. Wyatt has been appointed as City Attorney for the City of Dover by the City Manager; and,
- WHEREAS: It is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as City Attorney; and,
- WHEREAS: Mr. Wyatt has agreed to accept employment as City Attorney of said City subject to certain terms and conditions intended to be memorialized in an Employment Agreement; and,
- WHEREAS: In accordance with the Merit Plan, the Dover City Charter and the Laws of the State of New Hampshire, compensation, benefits, and other working conditions for the employment of Mr. Wyatt may be established in the form of an Employment Agreement; and,
- WHEREAS: No additional appropriations beyond those presented in the annual budget and subsequently adopted by the City Council are necessary for funding the costs associated with such Employment Agreement;

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

The City Manager is hereby authorized to enter into the attached Employment Agreement.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

Approved as to Legal
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.05.22 – 077**
Resolution Re: City Attorney Employment Agreement

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution shall ratify the employment agreement related to the employment of Joshua M. Wyatt as City Attorney for the City of Dover. The agreement outlines wages, benefits and other conditions of employment.

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF DOVER, NH
AND
JOSHUA M. WYATT**

This Agreement made and entered into this _____ day of _____, 2019 by and between the CITY OF DOVER, a municipal corporation within the County of Strafford and the State of New Hampshire (hereinafter called the "CITY"), as party of the first part and Joshua M. Wyatt, of the City of Portsmouth, County of Rockingham, and State of New Hampshire (hereinafter called "EMPLOYEE"), as party of the second part;

WITNESETH:

WHEREAS, the City desires to employ the services of the Employee as City Attorney of the City of Dover.

WHEREAS, it is the desire of the City Manager, in accordance with the Dover City Charter and the Laws of the State of New Hampshire, to establish compensation, benefits, and other working conditions for the employment of the Employee; and

WHEREAS, it is the desire of the City Manager to ensure the commitment and full productivity of the Employee in providing service to the City as City Attorney; and

WHEREAS, it is the desire of the City Manager to provide inducement for the Employee to remain in service to the City while also ensuring a just means for the termination of employment at such time as may be required; and

WHEREAS, Employee agrees to accept employment as City Attorney of said City.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1 – DUTIES AND AUTHORITY

City hereby agrees to employ JOSHUA M. WYATT as City Attorney of said City. Employee accepts such employment and agrees to perform the functions and duties specified in the City Ordinances, and the Laws of the State of New Hampshire, and to perform such other legally permissible and proper duties, and reasonable functions as the City Manager shall from time-to-time assign.

SECTION 2 – TERM

This Agreement shall remain in full force and effect from _____ until employment is terminated by the City or Employee as provided in Section 3 of this Agreement. Solely for the purposes of merit review and benefit eligibility, Employee's anniversary date of employment with the City shall remain _____.

SECTION 3 – TERMINATION OF EMPLOYMENT AND SEVERANCE

- A. The City Manager, at any time, may terminate the employment of the Employee for cause after thirty (30) days written notice of the basis for the termination.
- B. In the event the Employee is terminated by the City Manager with cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave said amount to be paid to the Employee on or before the effective date of termination of his employment.

- C. In the event the City in any fiscal year intentionally reduces the base salary, compensation or any other financial benefit of the Employee in a percentage greater than is applied in an across the board reduction in the same fiscal year applicable to all other employees of the City, or in the event that the City refuses, following a thirty (30) day period after receipt of written notice delivered to the City Manager, to comply with any of the financial provisions benefiting the Employee set forth herein, or if the City abolishes the position of City Attorney without establishment of the position under a different title with substantially similar duties and responsibilities or similar action, the Employee may, at his option, deem himself to have been terminated without cause as of the date of such reduction or refusal to comply with the provision herein claimed to have been violated.
- D. In the event the Employee is terminated without cause, the City agrees that it shall pay to the Employee all unused, accrued vacation leave, together with a lump sum severance payment equal to one (1) month aggregate salary for each year of completed service as City Attorney, not to exceed six (6) months total, said amount to be paid to the Employee on or before the effective date of termination of his employment.
- E. In the event the Employee voluntarily resigns his position with the City, the Employee shall give the City thirty (30) days written notice in advance, unless the parties agree otherwise. Such notice of resignation shall be directed to the City Manager. If the Employee voluntarily resigns, he shall not be entitled to salary after the date of resignation or to the severance benefits specified in this Section except he shall be paid for all unused, accrued vacation leave not to exceed thirty (30) days.

SECTION 4 – SALARY

- A. The City agrees to pay the Employee for services rendered under this Agreement, an annual base salary of \$110,000, subject to applicable withholdings and deductions, payable in installments at the same time as other employees in the City are paid.
- B. Effective the first full pay period following Employee's anniversary date and each year thereafter, the City agrees the Employee shall be awarded a merit increase following completion of an evaluation of his performance as specified by Section 5 of this Agreement. Such increase is only to be applied to the Employee's base salary up to the maximum amount specified in the Class and Pay Plans attached to the City's Merit Plan. The amount of the merit increase shall be determined by the City Manager at his sole discretion, but shall not be more than 5% per annum subject to a satisfactory performance review.

SECTION 5 – PERFORMANCE EVALUATION

- A. The City Manager shall review and evaluate the Employee's performance as City Attorney at least once every year, provided, at a minimum, one performance evaluation occurs within forty-five (45) days of the Employee's anniversary date each year. Said review and evaluation shall be based on the goals and objectives developed by the City Manager and the Employee in accordance with paragraph B of this Section. Upon completing the evaluation, the City Manager shall provide the Employee with a written copy of the City Manager's remarks. There shall be an adequate opportunity for the Employee to discuss the evaluation with the City Manager.
- B. Annually during the month of July, or such other month as may be mutually agreed upon, the City Manager and the Employee shall define goals and objectives which they determine necessary for the proper operation of the City and the attainment of the City Manager's policy objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the City and the events that have occurred during the year.

SECTION 6 – HOURS OF WORK

- A. The Employee will devote full time and attention to the business of the City and will not engage in any other business during office hours, except with the approval of the City Manager.

- B. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City, and to that end the Employee will be allowed to have flexibility in scheduling his time.

SECTION 7 – PAID LEAVE AND HOLIDAYS

- A. The Employee shall accrue twenty (20) days paid vacation leave per year which shall be awarded annually on the Employee's anniversary date. To limit excessive accruals, up to thirty (30) days of accrued unused vacation leave may be carried over from year to year. Employee may opt to be paid for any portion of accrued and unused vacation leave not used during the year.
- B. The Employee will be eligible for ten (10) sick days per fiscal year prorated in the first year from the Employee's anniversary date to the end of the fiscal year. Sick days are only available to be utilized in the fiscal year awarded and shall not accrue or otherwise accumulate from year to year.
- C. The Employee shall be responsible for accurately recording leave usage which shall be verified and approved by the City Manager.
- D. The Employee is entitled to time off for the holidays currently recognized by the City on the day they are observed.

SECTION 8 – INSURANCE BENEFITS

Insurance benefits, including health, dental, life and disability insurances provided to City employees as part of its Flexible Benefits Program will be made available to the Employee and paid by the City excepting the Employee shall pay eighteen percent (18%) and the City will pay eighty-two percent (82%) of the applicable premiums for the Employee's chosen health insurance plan and, further, the City shall pay an amount up to and not exceeding the cost for two (2) person base dental coverage with Employee paying the difference for any higher cost plan and/or coverage levels. The Employee health contribution may be subject to change as applicable to other City Employees. The employee shall receive a buy back for health and/or dental insurance coverages not selected equal to fifty percent (50%) of the City's avoided costs provided Employee presents evidence of satisfactory coverage from another source.

SECTION 9 – RETIREMENT BENEFITS

- A. The Employee shall be allowed to participate in the NH Retirement System per the requirements established by State of New Hampshire Retirement System.
- B. The Employee may enroll in the City's 457 Deferred Compensation Plan.

SECTION 10 – CITY BUSINESS RELATED EXPENSES

- A. The Employee shall be reimbursed for all reasonable business-related expenses incurred in the performance of his duties.

SECTION 11 – PROFESSIONAL DEVELOPMENT

- A. The City shall pay for the Employee's individual membership dues and assessments by the New Hampshire Bar Association and the International Municipal Lawyers Association.
- B. The City agrees to purchase subscriptions, books, training materials, course tuition and other professional association memberships for the Employee dependent upon budget availability.

- C. The City agrees to pay the expenses associated with the Employee's attendance at the annual conference of the International Municipal Lawyers Association or, subject to prior approval, another related professional association.

SECTION 12 – INDEMNIFICATION/THIRD PARTY CLAIMS

- A. The City agrees to indemnify and hold harmless the Employee from any and all losses, including Employee's reasonable attorney's fees and other expenses of defense, in connection with any claim, demand, action, or suit, or judgment arising out of any act or omission of the Employee if at the time of the act or omission, the Employee was acting within the scope of his employment and without malice or bad faith.
- B. The City agrees to provide liability coverage for the Employee against third party claims through the City's public employee insurance coverage.

SECTION 13 – BONDING

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 14 – OTHER TERMS AND CONDITIONS

The City Manager may fix such other reasonable terms and conditions of employment, as he may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Merit Plan, the City Charter, or any other Federal or State law.

SECTION 15 – SEVERABILITY

If any provisions, or provision thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

SECTION 16 – MERGER

The text of this written Agreement and any amendments approved and executed by the City Manager and the Employee constitute the entire understanding between the parties with respect to the employment of JOSHUA M. WYATT as the City Attorney of the City of Dover.

SECTION 17 – NOTICES

Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City:	The City Manager City of Dover, NH 288 Central Avenue Dover, NH 03820
Employee:	JOSHUA M. WYATT, City Attorney City of Dover, NH 288 Central Avenue Dover, NH 03820

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as

of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 18 – GENERAL PROVISIONS

- A. This Agreement shall be binding upon the City and Employee, as well as their heirs, assigns, executors, personal representatives and successors in interest.
- B. This Agreement shall become effective upon execution.

IN WITNESS WHEREOF, the City of Dover has caused this Agreement to be signed and executed in its behalf by the City Manager, and the Employee has signed and executed this Agreement, all in duplicate, as of the day and year first above written.

Dated: _____

CITY OF DOVER, NEW HAMPSHIRE

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

EMPLOYEE

By: _____
JOSHUA M. WYATT

Tri-City Mayors' Joint Task Force on Homelessness

Master Plan

Adopted by:
Tri-City Mayors' Task Force on DATE
City of Dover on DATE
City of Rochester on DATE
City of Somersworth on DATE

DRAFT

Executive Summary

The purpose of the Tri-City Homeless Master Plan is to provide the Tri-City councils of Dover, Rochester, and Somersworth (and going forward, the surrounding communities of Strafford County) a starting point and road map to find resolutions to the growing and very real issue of homelessness in our community.

The Task Force was established in response to the emergency cold weather shelter in Rochester, NH in late December 2017 and early January 2018, as well as the increased demand for services and supports for the homeless population in Strafford County. The Mayors of Dover, Rochester and Somersworth jointly formed a Tri-City Task Force on Homelessness, first meeting on April 12, 2018, to work together to address the regional issues contributing to and stemming from homelessness. The goal of the commission was to recommend a plan for adoption by the Tri-City governing boards which would guide the region to address and reduce homelessness using a regional approach

Meeting monthly, the Task Force Studied varying approaches implemented in other areas of the state and the country to respond to homelessness, reviewed existing data and emergency plans, as well as learned about existing resources and gaps in the current delivery network. Meetings were attended by task force members, individuals experiencing homelessness, community members and other stakeholders. All meetings were posted on the Dover, Rochester and Somersworth city websites and were open to the public.

The Task Force understands that the issue is very complex and undefined. There are multiple factors and circumstances for which someone comes into homelessness, and the numbers are growing at an alarming rate. Data for the county shows that homelessness is growing in the region at a faster rate than NH coupled with a 1% vacancy for rentals and sky high housing market create additional challenges to reducing homelessness in the region.

The Task Force recommends seven key strategies as potential solutions to address homelessness in our region:

- Strategy #1- Create Seasonal Cold Weather Shelter
- Strategy #2- Create Affordable Housing
- Strategy #3- Increase Homeless Prevention and Rapid Rehousing Programs
- Strategy #4- Support Access to transportation
- Strategy #5- Enhance access to quality healthcare, mental health and education
- Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention
- Strategy #7- Engaging the Community to End Homelessness

Each strategy has a set of objectives, challenges to address, timeline and measurable outcomes. Although there is no one solution, we feel these strategies are the basis and a guidepost to determine next steps and layout a plan which is reasonable, yet effective.

The next steps after plan adoption will be to continue meeting as a region with smaller work groups to continue to plan for executing the strategies and deliverables. The Task Force has

resulted in agreement on the issues, the need for solutions, and the desire to work together as a Tri-City Force to effectively utilize existing agencies, businesses, and municipality resources so that we may maximize results and limit duplication of efforts and funding. This plan is the starting point.

DRAFT

TABLE OF CONTENTS

1. INTRODUCTION	P. 5
2. TASK FORCE MEMBERS.....	P. 5
3. METHODOLOGY.....	P. 6
4. WHY ARE PEOPLE HOMELESS.....	P. 6
5. COSTS TO THE COMMUNITY.....	P.19
7. STRATEGIES.....	P. 39
STRATEGY #1- Create Seasonal Cold Weather Shelter.....	P. 20
STRATEGY #2- Create Affordable Housing.....	P. 22
STRATEGY #3- Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs.....	P. 25
STRATEGY #4- Support Access to transportation.....	P. 28
STRATEGY #5- Enhance access to quality healthcare, mental health and education.....	P. 31
STRATEGY #6- Support efforts to decrease Substance Use Disorder and increase prevention.....	P. 34
STRATEGY #7- Engage the Community to End Homelessness.....	P. 37
8. CONCLUSION.....	P. 39

APPENDICES

Appendix A- Housing for Homeless People in Tri-City Region.....	P. 40
Appendix B- Listing of Agencies serving homeless.....	P. 43
Appendix C- Acronyms.....	P. 52

1. INTRODUCTION

In response to the emergency establishment of a cold weather shelter in Rochester, NH in late December 2017 and early January 2018 and increased demand for services and supports for the homeless population in Strafford County, the Mayors of Dover, Rochester and Somersworth jointly formed a Tri-City Task Force on Homelessness to work together to address the regional issues contributing to and stemming from homelessness.

The Mayors appointed representatives from social services, government, business, faith based organizations, and others to the commission. Each municipality had equal representation (four appointed members each). An additional representative was added to the Task Force on August 9, 2018 to provide direct voice to a member of the homeless community and represent the homeless perspectives on the commission. One representative from Rochester was replaced after she moved out of the region. Various social service providers, advocates, and citizens also attended meetings, contributed to the small work groups, and participated in public forums.

The original charge of the task force was to:

1. Identify and define aspects of homelessness to be addressed by regional action
2. Articulate appropriate benchmarks and metrics to measure success
3. Develop sustainable programs and proposals to achieve success by using the resources and skills of the task force's participants
4. Create and forward a Tri-City homelessness master plan to Dover, Rochester, and Somersworth City Councilors for approval

The goal of the commission was to recommend a plan for the Tri-City governing boards to adopt which would guide the region to address and/or eliminate homelessness using a regional approach.

2. TASK FORCE MEMBERS

Chairman

Jeremy Hutchinson

MAYORS

Mayor Caroline McCarley
Mayor Karen Weston
Mayor Dana Hilliard

Vice Chair

Marcia Gasses

Rochester Members

Elizabeth Atwood
Kila Downum
Rev. Eliza Tweedy
Jeremy Hutchinson

Dover Members

Phyllis Woods
Betsey Andrews Parker
Andrew Howard
Marcia Gasses

Somersworth Members

Todd Marsh
Laura Hogan
Rick Michaud
Dina Gagnon

Alternate (Dover):

Lindsey Williams

Homeless Liaison

Terra Stewart

3. METHODOLOGY

The Task Force met between April 12, 2018 and March 2019. It gathered data regarding the scope and impact of homelessness in the three cities as well as the county as a whole. It studied varying approaches implemented in other areas of the state and the country to respond to homelessness, reviewed the emergency plans from the municipalities for a declared weather emergency, and heard from area providers and various Strafford County leaders. All meetings were posted on the Dover, Rochester and Somersworth city websites and were open to the public.

In order to obtain input from across the region, the Task Force held public input sessions before and after each commission meeting. The plan was then presented to each of the three City Councils for their review and adoption.

4. WHY ARE PEOPLE HOMELESS IN THE TRI-CITY REGION?

The following data report has been reprinted with permission from the Community Action Partnership of Strafford County 2017 Community Needs Assessment. The full report can be found at www.StraffordCAP.org.

Income

Income measured by the Census Bureau incorporates all sources of income; earnings from work, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, pensioner retirement income, educational assistance, alimony, child support, etc. "Median Income" is the level at which half of incomes are above, and half are below. This is different from the "average" or "mean" income. "Per capita" measures are for all persons, regardless of their household situation.

According to the American Community Survey for 2012/16, the median income of households in Strafford County was \$63,533. An estimated 9 percent of households had incomes below \$15,000 a year and 11 percent had incomes over \$150,000 or more. By all measures, incomes in Strafford County are greater than the nation as a whole, but lower than New Hampshire overall.

The median household income level in Strafford County of \$63,533 has increased greatly over the past 5 years, closing the gap on the New Hampshire median income level of \$68,485. It is important to note that income varies significantly by town within Strafford County. The wealthiest towns of Lee, Madbury, Strafford, New Durham, Barrington, and Durham show incomes of greater than \$70,000, and the least wealthy towns of Rochester and Farmington demonstrate incomes less than \$60,000. Significant changes over the past 5 years indicate a trend of increased median income overall: specifically the towns of Dover and Somersworth with incomes now exceeding \$60,000.

On average, residents within the *Head Start / Early Head Start* target area have a lower household income compared with the state and other areas of the county. The difference in available income has far-reaching consequences. *Head Start* families have to pay for housing, meals, and other living expenses with a mere fraction of the resources the average person in Strafford County or New Hampshire does. They need to stretch each dollar as far as it can go,

and most certainly require community assistance just to acquire sufficient food, housing, and childcare. The last study of basic needs budget and livable wages in New Hampshire found basic needs family budgets ranged from two- to three-and-a-half times the federal poverty line.

Poverty

In 2012-2016, 10.1 percent of people living in Strafford County were in poverty. An estimated 10 percent of related children under 18-years old were below the poverty level, compared with 6 percent of people 65-years old and over.

How poverty is measured

The Census Bureau uses poverty ‘thresholds’ to estimate the number of families or individuals living in poverty. If a family’s or individual’s income is below the threshold, they are considered to be living in poverty. Thresholds vary based on the size of a family and the age of family members, and thresholds are the same throughout the country. There is no reflection of the differences in cost of living in different parts of the country. Thresholds are revised every year based upon changes in the Consumer Price Index. The thresholds reflect needs, but are intended for use as a statistical ‘yardstick’ rather than as a complete description of the monetary amount people need to live. Many government aid programs use a different poverty measure. For example, CAPSC’s federal programs such as Head Start, Early Head Start, Low Income Heating Energy Assistance Program (LiHEAP) and weatherization use up to 200% of the federal poverty threshold for program qualification. For example, a family of four would qualify for LiHEAP if the total household income were \$49,200 or less.

Table 1 : Poverty Thresholds in the United States, 2016

Size of Family Unit	Average Poverty Threshold
One person (unrelated individual)	\$ 12,228
Under 65 years	\$ 12,486
65 years and over	\$ 11,511
Two people	
Household under 65 years	\$ 16,151
Household 65 years and over	\$ 14,522
Three people	\$ 19,105
Four people	\$ 24,563
Five people	\$ 29,111
Six people	\$ 32,928
Seven people	\$ 37,458

Source: U.S. Census Bureau 2016

Poverty Rate

Table 14 shows the total population estimates for all persons in poverty for Strafford

County. According to the American Community Survey 5-year estimates, an average of 10.1 percent of persons in Strafford County lived in a state of poverty during the 2011 - 2016 period. The poverty rate for all persons living in Strafford County is less than the national average of 15.1 percent.

Table 2: Poverty Status by Age Group over the Past 12-Months, 2016

Geographic Area	All Ages		Under Age 5		Age 5-17	
	Number of Persons	Poverty Rate	Number of Persons	Poverty Rate	Number of Persons	Poverty Rate
Strafford County	11,878	10.1%	835	13.1%	1,768	10.0%
United States	46,932,225	15.1%	4,614,933	23.6%	10,720,850	20.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates.

Table 3: Poverty Rate 2012 - 2016

Geographic Area	Poverty Rate for All Persons		
	Total Population	In Poverty	Poverty Rate
Strafford County	117,181	11,875	10.1%
New Hampshire	1,285,437	109,690	8.5%
United States	310,629,645	46,932,225	15.1%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates.

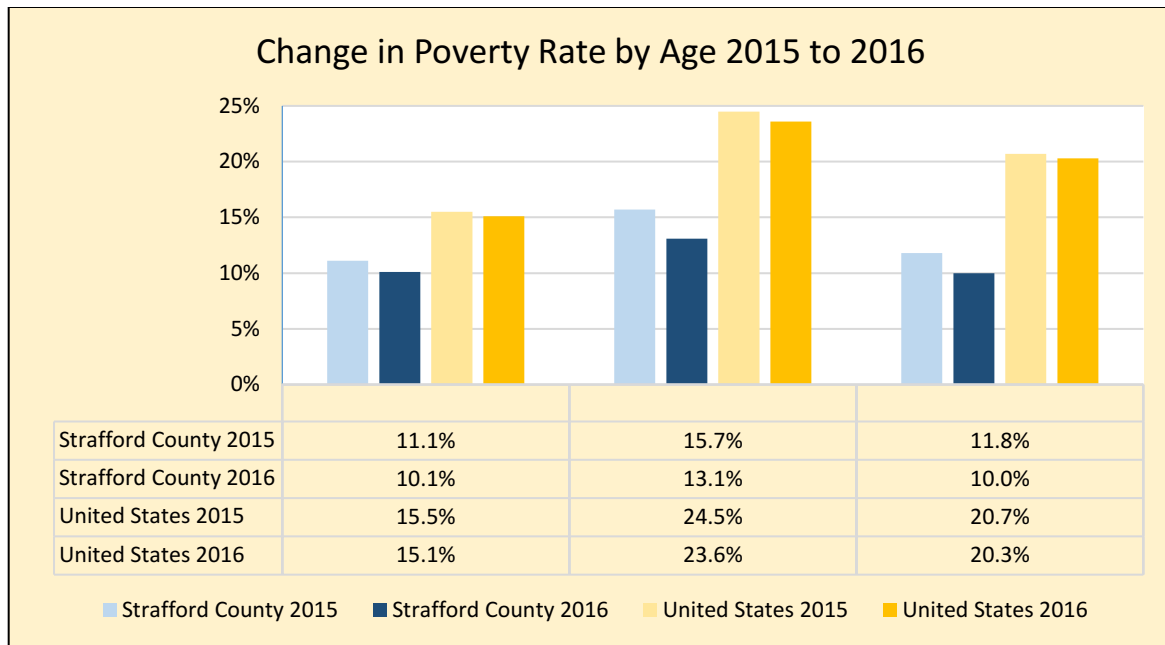
Poverty Rate Change, 2012 - 2016

Poverty rate change in Strafford County from 2012 to 2016 is shown in Table 16. According to the U.S. Census, the poverty rate for area decreased by 1.1%, compared to a national decrease of only 0.2%.

Table 4: Change in Poverty Rate 2012-2016

Geographic Area	Persons in Poverty, 2012	Poverty Rate, 2012	Persons in Poverty, 2016	Poverty Rate, 2016	Change in Poverty Rate, 2012 - 2016
Strafford County	12,986	11.2%	11,875	10.1%	-1.1%
United States	44,852,527	14.9%	46,932,225	15.1%	-.02%

Source: U.S. Census Bureau, 2012-2016 and 2008-2012 American Community Survey 5-Year Estimates.



Source:

U.S. Census Bureau, 2012-2016 and 2011-2015 American Community Survey 5-Year Estimates.

Households in Poverty:

Table 17 shows the number and percentage of households in poverty in Stafford County. In 2016, it is estimated that there were 4,958 households, or 10.4 percent, living in poverty within Stafford County.

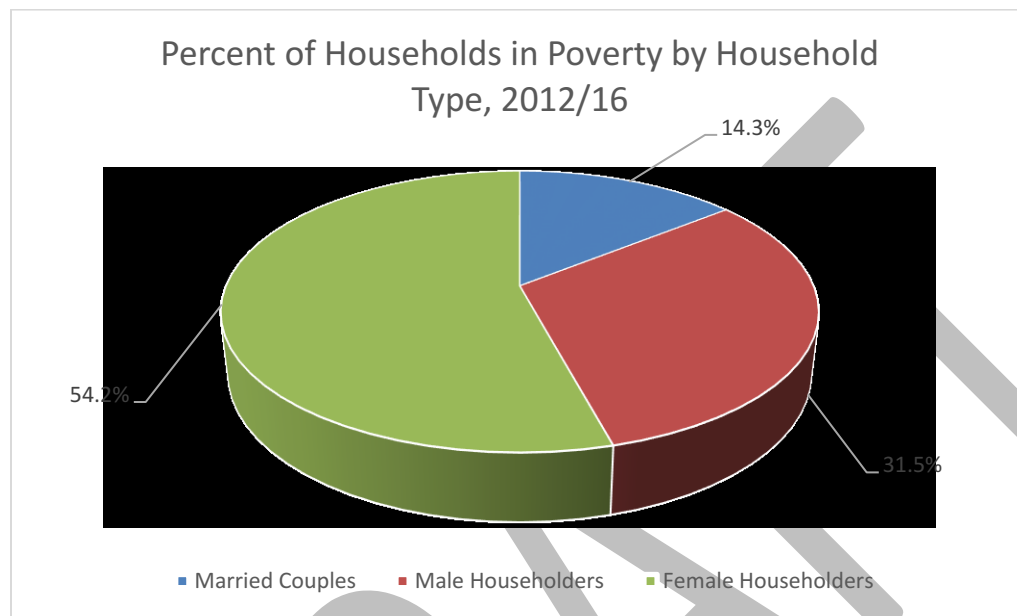
Table 5 Households in Poverty, 2012/16

Geographic Area	Total Households	Households in Poverty	% Households in Poverty
Stafford County	47,779	4,958	10.4%
New Hampshire	521,373	44,054	8.4%
United States	117,716,237	16,652,240	14.1%

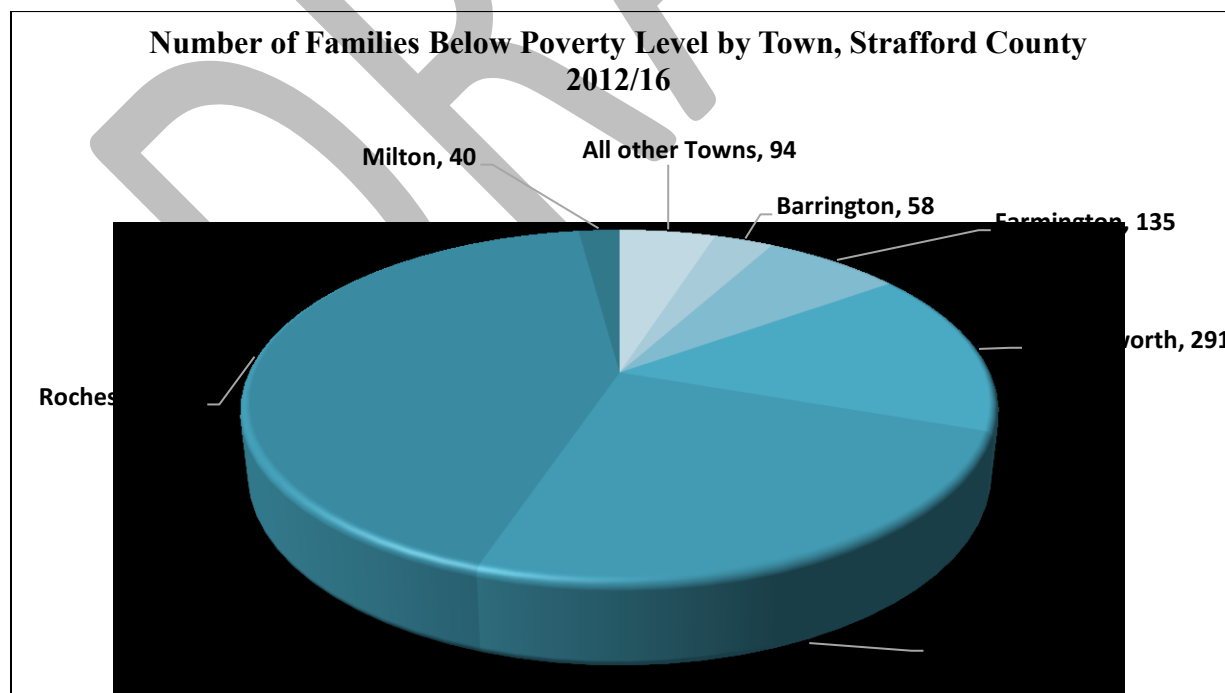
Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.

Household Poverty Rate by Household Type:

The graphs below demonstrate the percentage of households in poverty by household type in Strafford County. Of the households in poverty, female-headed households represented 54.2 percent of all households in poverty compared to 31.5 and 14.3 percent of households headed by males and married couples respectively.



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.

Child (0-4) Poverty Rate (ACS):

Table 18 shows the population and poverty estimates for children under five years of age for the county. According to the American Community Survey 5-Year data, an average of 13.1 percent of children under five years of age lived in a state of poverty in Strafford County during 2016. The poverty rate for children under five years of age living in Strafford County is less than half the national average of 23.6 percent.

Table 6: Child (0-4) Poverty Rate, 2012/16

Geographic Area	Children, Ages 0 - 4 years		
	Total Population	In Poverty	Poverty Rate
Strafford County	6,350		13.1%
New Hampshire	63,727	8,333	13.1%
United States	19,554,400	4,614,933	23.6%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.

Child (5-17) Poverty Rate (ACS):

Table 19 shows the population and poverty estimates for children aged five to seventeen for the county. According to the American Community Survey 5-year data, an average of 10 percent of children aged five to seventeen lived in a state of poverty during the 2016 calendar year. The poverty rate for children age five to seventeen living in Strafford County is less than half the national average of 20.3 percent.

Table 7 Child (5-17) Poverty Rate, 2012/16

Geographic Area	Children, Ages 5 - 17 years		
	Total Population	In Poverty	Poverty Rate
Strafford County	17,752	1,768	10.0%
New Hampshire	198,713	20,496	10.3%
United States	52,901,696	10,720,850	20.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Child (0-17) Poverty Rate (ACS):

Table 20 shows the population and poverty estimates for children in Strafford County. According to the American Community Survey 5 year data, an average of 10.8 percent of children lived in a state of poverty during the 2016 calendar year. The poverty rate for children living in Strafford County is less than the national average of 21.2 percent.

Table 8 Child (0-17) Poverty Rate, 2012/16

Geographic Area	Children, Ages 0 - 17 years		
	Total Population	In Poverty	Poverty Rate
Strafford County	24,102	2,603	10.8%
New Hampshire	262,440	28,829	11.0%
United States	72,456,096	15,335,783	21.2%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Seniors in Poverty

Poverty rates for seniors (persons age 65 and over) are shown in Table 22. According to American Community Survey estimates, there were 970 seniors, or 5.8 percent, living in poverty within Strafford County.

Table 9: Seniors in Poverty, 2012/16

Geographic Area	Seniors	Seniors in Poverty	Senior Poverty Rate
Strafford County	16,641	970	5.8%
New Hampshire	202,174	11,352	5.6%
United States	44,874,586	4,195,427	9.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Employment

According to New Hampshire's Labor Market Report, 2017ⁱ, "the unemployment rate has been below 3.0 percent for an extended period of time (18-months). This has raised concerns among businesses regarding where they will find additional workers. The low unemployment rate is a reversal of the labor market trend from a couple of years ago, where there were many unemployed persons and few openings available".

Current Unemployment

In November 2017, there were an estimated 1,600 unemployed residents in Strafford County, or 2.2% of the workforce. We know from our direct work in the adult dislocated worker program and workplace success, that adults are staying unemployed longer and having a harder time finding meaningful employment with wages and benefits. Several manufacturing companies have moved into the county, bringing jobs and opportunities for the region.

Housing and Homelessness

Strafford County residents have lower home-ownership rates than other New Hampshire Counties and pay a higher percentage of their income in rent. They are more likely to have moved in the past year, and depend more heavily on the higher-cost home heating sources of oil and electricity.

These factors are frequently cited by service providers as causes of family homelessness. Housing and homelessness were identified by service providers as one of the county's greatest concerns, and the numbers of people experiencing homelessness, as shown below, consistently exceed the available shelter space in the region.

There is a significantly higher percentage of mobile homes in Strafford County than the rest of the state as well. Nearly 20% of the housing units in Rochester and Farmington are mobile homes, while only 0.2% of Rollinsford's and 0.2% of Durham's housing units are mobile homes. There is also a higher concentration of low-income residents in mobile home parks.

Homeowners and Housing Types

In 2012-2016, Strafford County had approximately 47,800 occupied housing units, of which 65 percent were owner occupied. An estimated 13.5 percent of households (owner and renter occupied) had moved in since 2015.

Table 10 Selected Housing Data, 2012/16

Geographic Area	% of Housing Units		
	Owner - Occupied	2+ units/structure	Mobile Homes
Strafford County	68.4%	30.6%	9.8%
New Hampshire	74.0%	25.3%	5.8%
United States	65.1%	26.1%	6.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Vacancy Rates

The U.S. Postal Service provided information quarterly to the U.S. Department of Housing and Urban Development on addresses identified as vacant in the previous quarter. Residential and business vacancy rates for Strafford County in the third quarter of 2016 are reported in Table 33. In the third quarter of 2016, a total of 619 residential addresses were identified as vacant in Strafford County, a vacancy rate of less than 1 percent. 323 business addresses were also reported as vacant, a rate of 6.4 percent.

Table 11 USPS Address Vacancies, 3d Quarter, 2016

Geographic Area	Residential Addresses	Vacant Residential Addresses	Residential Vacancy Rate	Business Addresses	Vacant Business Addresses	Business Vacancy Rate
Strafford County	71,235	619	0.9%	5,065	323	6.4%
New Hampshire	637,702	6,430	1.0%	71,286	3,283	4.6%
United States	146,832,025	3,825,190	2.6%	13,835,679	1,232,945	8.9%

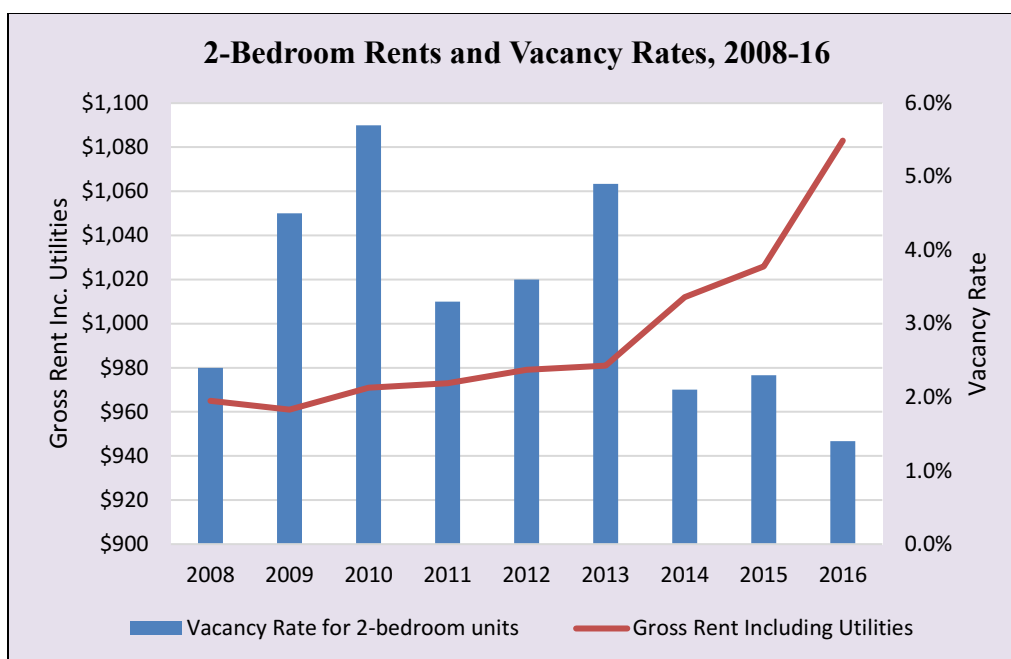
Source: U.S. Department of Housing and Urban Development Aggregated USPS Administrative Data on Address Vacancies, Third Quarter, 2016.

Housing Affordability

An estimated 34 percent of homeowners with mortgages, 21 percent of owners without mortgages, and 49 percent of renters in Strafford County spent 30 percent or more of household income on housing. The median monthly housing costs for mortgaged homeowners was \$1,816 and \$1,083 for a 2-bedroom apartment.

The New Hampshire Housing Finance Authority (NHHFA)ⁱⁱ considers “Affordable Gross Rent” to be 30% of a household’s income. Based upon the median income of renting households in Strafford County, the ideal affordable median gross rent would be \$871. Unfortunately, for low-income households, most rental units are priced well above that level especially in the surrounding areas of Dover. Rents in Strafford County are at an all-time high, increasing 5.5 percent from 2015 alone with vacancy rates at an all-time low of 1.4 percent. By NHHFA’s calculations, less than 3% of the housing units in the county are priced below an affordable rent compared to 14% in other parts of New Hampshire.

The following graph demonstrates the climbing gross rent and decreased availability of 2-bedroom units in Strafford County.



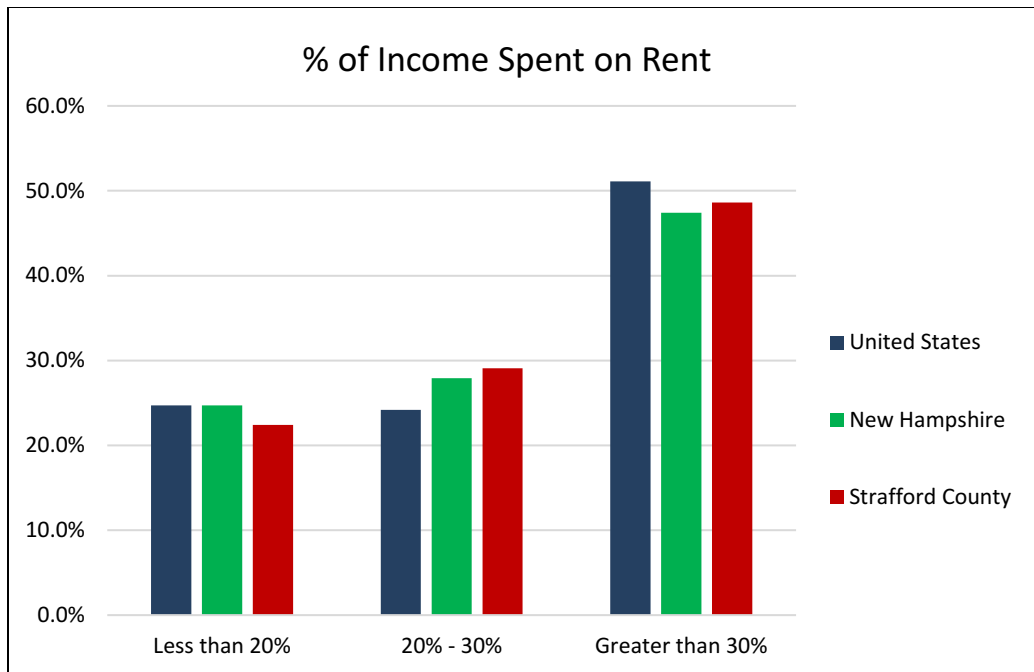
Source: NH Housing Finance Authority Rental Cost Survey 2016

In Strafford County, between 2012 and 2016 there was an 8.5 percent increase in median household income (\$58,538 to \$63,533). During the same period, Strafford County saw a 10.6 percent increase in median rent for a 2-bedroom unit (\$979 to \$1,083 per month). As Table 34 below demonstrates, the gap between affordable gross rent and the median gross rent for a 2-bedroom unit in Strafford County is significant, with only 3 percent below the affordable rent range.

Table 12 Rental Affordability for Median Household Incomes, 2016

Geographic Area	Median Income of Renter Households (est.)	Affordable Gross Rent based on Median Income	Median 2 BR Gross Rent	% of 2 BR Apartments priced Below Affordable Rent
Strafford County	\$ 34,857	\$ 871	\$ 1,083	3.0%
New Hampshire	\$ 37,949	\$ 949	\$ 1,157	14.0%

Source: NH Housing Finance Authority, Rental Cost Survey 2016



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Public / Subsidized Housing

Stafford County has multiple housing assistance programs for individuals meeting income eligibility requirements. Dover, Rochester, and Somersworth each have a Housing Authority program that operates Section 8 Housing Choice Vouchers and affordable housing and public housing programs within Stafford County (NH Housing Finance Authority, 2018). There are significant waiting lists for these programs (one to three years). In addition, multiple property management companies manage affordable housing units within the towns of Dover, Farmington, Rollinsford, Rochester and Somersworth.

Table 13: Total HUD-Assisted Housing Units, 2016

Demographic Area	Total Housing Units (2010)	Total HUD-Assisted Housing Units	HUD-Assisted Units, Rate per 10,000 Housing Units
Stafford County, NH	51,697	2,722	526.53
New Hampshire	614,754	21,355	347.37
United States	133,341,676	5,005,789	375.41

HUD-Assisted Units, Rate per 10,000 Housing Units



■ Stafford County, NH (526.53)
■ New Hampshire (347.37)
■ United States (375.41)

Source: US Department of Housing and Urban Development, 2016. Source geography: County

Homelessness

According to the 2017 State of Homelessness in New Hampshire reportⁱⁱⁱ, the reported number of overall homeless individuals increased by 66.7% between 2016 and 2017. Strafford County saw a 28% increase in the number of adults in shelters from 2016 to 2017 but a 20% decrease in children in shelters.

Table 14: Strafford County Residents Served by Regional Homeless Shelters, 2017

Shelter	Adults	Children
My Friend's Place, Dover	111	26
Homeless Center, Rochester	73	59
Cross Roads House, Portsmouth	156	34
Total	340	119

Source: Shelter reporting

For purposes of the federal Point-in-Time Count, The NH Coalition to End Homelessness defines people experiencing homelessness in one of two distinct categories: those who are living in temporary shelters, such as emergency shelters or transitional housing, and those who are living unsheltered, such as in a tent, a car, or somewhere else not meant for human habitation. People experiencing unsheltered homelessness often have higher mortality rates due to exposure to hazardous environments and less access to preventative healthcare.

Table 15: Point-In-Time Count of Homeless Persons in Strafford County, Jan. 25, 2017

	Individuals	Families	Family Members
Sheltered	36	12	36
Unsheltered	30	4	8
Doubled Up	21	8	17
Total	87	24	61

Source: New Hampshire Department of Health and Human Services, Bureau of Homeless and Housing Services, 2017

Table 16: Students Identified as Homeless in Selected School Districts, SY 2016/2017

District	# Homeless	% of Total
Barrington	30	7.26%
Cocheco Arts and Technology	0	0.00%
Dover	108	26.15%
Farmington	44	10.65%
Milton	16	3.87%
Rochester	158	38.26%
Rollinsford	0	0.00%
Seacoast Charter	0	0
Somersworth	57	13.80%
Strafford	0	0.00%
<i>Total</i>	<i>413</i>	<i>100.00%</i>

Source: New Hampshire Department of Education

Reporting of this data has historically been by type of homeless (doubling up, hotel/motel, shelter, etc.) but the data is not available from the NH Department of Education for the most recent year as of this publication due to the size of the data pool. The low numbers could lead to identification of students, therefore numbers are reported here in total to protect identifies.

5. COSTS TO THE COMMUNITY

The direct and indirect financial costs of sheltered and unsheltered homeless to the Tri-City Region is both measurable and immeasurable, including, but not limited to social services, police, fire, schools, health care, economic development and the local economy.

Maximizing homeless prevention, minimizing duration of homelessness and providing appropriate shelter options when it occurs is cost effective, as targeted investment funding will largely be offset by longer term savings.

“When people have a place to live, they become better parents, better workers, better citizens” – Matthew Desmond, *Evicted*, 2016.

Avoided costs example – “A program that ran from 2005 to 2008 in the South Bronx provided more than 1,300 families with legal assistance and prevented eviction in 86 percent of cases. It cost around \$450,000, but saved New York City more than \$700,000 in estimated shelter costs alone.” (from p 304-305 in *Evicted* by Matthew Desmond, 2016).

For context, in 2008, “federal expenditures for direct housing assistance totaled less than \$40.2 billion, but homeowner tax benefits exceeded \$171 billion.” (from p 312 in *Evicted* by Matthew Desmond, 2016).

6. STRATEGIES

The Tri-City Mayors’ Task Force on Homelessness has developed seven strategies to help the region begin the implementation process to eliminate homelessness. The following strategies outline the actions recommended, the timeline, the issues addressed, collaboration, and possible funding.

Strategy #1- Create Seasonal Cold Weather Shelter

Strategy #2- Create Affordable Housing

Strategy #3- Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs

Strategy #4- Support Access to transportation

Strategy #5- Enhance access to quality healthcare, mental health and education

Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention

Strategy #7- Engage the Community to End Homelessness

Strategy #1 – Create Seasonal Cold Weather Shelter

Narrative: Temporary seasonal winter shelters are a starting point to transition the homeless to permanent shelters with additional resources, transitional housing, and then finally to permanent housing. Emergency shelters provide individuals, families, and youth with a safe place to stay in the winter months, allow social service agencies time to connect individuals with services, meet municipality’s legal obligations and create long term strategies for permanent housing placement.			
Recommended Actions	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Clarify the definition of a “warming center” verses shelter	Immediate	• Lack of a unified definition •	• Formal and consistent communication to area agencies, government leaders, media
2. Communicate strategy to opening warming centers	Immediate	• Each municipality may have different strategy	• Formal and consistent communication to area agencies, government leaders, media
3. Determine the climate/weather/conditions required to open warming centers and temporary emergency winter shelters	Immediate	• Not a consistent threshold or agreement across municipalities	• Agreement by the three municipalities on the climate/weather/conditions to open
4. Fund seasonal winter shelters	FY 20 budget adoption	• Limited funding • Multiple requests from various agencies, including existing shelters • Resource reallocation • Site control/zoning • funding • experienced operator	• Allocation/reallocation of funding to seasonal winter shelter • Sufficient additional bed capacity available during the winter for shelter • Identify and reduce barriers to zoning.

<i>Strategy #1 cont'd</i>		community support/volunteers	
		• limited space • Not enough time to make operational until winter 2019 • Additional funding without reducing funding to existing moderate and lower barrier shelters.	
<i>Challenges being addressed</i>			
• Limited bed space at established shelters			
• Need for safe, cold weather shelter with low barrier for entry			
• Creating a diversion from sleeping in the street, City-owned land, and other places not meant for human habitation			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Municipal EMD, Inspection Services, Planning boards and city councils		Municipal	
Social service agencies		County	
Faith based		Foundation	
		Donations	
		Grants	
		Faith Communities	
		Business Community	

Strategy #2- Create Affordable Housing for all

Narrative: Increase the availability and accessibility of affordable, safe/stable housing through a combination of land use policy changes, subsidies for permanent and transitional housing development and other approaches.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Commit to review barriers and opportunities in zoning and planning	Summer/Fall 2019	- Existing ordinances - Community perception - Legal restrictions/requirements - Green space vs housing space	- Density review - Parking review - Multi-use
2. Conduct Regional Planning	Summer/Fall 2019	- Single municipal approach vs a collaborative communication Tri-City Regional approach - Need to engage planning, welfare and conservation - Securing joint municipal funding for agreed housing initiatives	- Ongoing agenda item on municipal agenda - Engage Strafford Regional Planning Commission - Engage workforce housing coalition - Survey community perceptions and invite input - Annual Joint board meetings of board related to land-use - Consideration of access to green space (health) and hazard resilience (safety) in design of affordable housing
3. Make investments in Affordable Housing	Ongoing		- Engage landlords and developers - Coordinate funding for a coordinated system - Partner with Homes for All to adapt and implement possible property tax credit program designed to incentivize landlords to keep units under market rate, accept tenants holding

<i>Strategy #2 cont'd</i>			Housing Choice Vouchers, and/or work with local shelters to move those experiencing homelessness into permanent housing
4. Identify opportunities for mixed income/affordable housing	Ongoing	- Private developers need incentives to include affordable housing - NIMBY (“Not in my backyard”) concerns from public	- Density bonuses for including affordable units in multi-unit housing developments - Incentives for including affordable units in multi-unit housing developments - Explore affordable unit percentage requirements for multi-unit housing developments
<i>Challenges being addressed:</i>			
Lack of affordable housing contributes to homelessness across all walks of life and reduces ability to escape poverty and homelessness.			
Lack of affordable housing limits options for an aging population, resulting in eviction or foreclosure for some and also prevents younger populations from staying in New Hampshire or moving here, further limiting economic growth.			
Affordable housing is both a solution to existing homelessness and a form of prevention to avoid those at risk of losing their housing.			
In addition, we need to be prepared for the future, thinking about climate change and hazard resilience. We need to be sure that we're not looking to build affordable housing in marginal lands that are going to be at most risk for extreme events in the future. We also need to be looking at where existing housing is and whether or not our lowest income communities are already vulnerable in their current states.			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Workforce Housing Coalition		HUD/other federal grants	
SRPC		State and/or local CDBG funds	
Coastal Risks and Hazards Commission		Municipal funds	
Planning Boards		Private foundation funds (may require non-profit partner as applicant)	
NH Department of Health and Human Services, Bureau of Elderly and Adult Services and the NH State Plan on Aging Planning Committee		Faith Communities	
Community Development staff		Business Community	
The Housing Partnership			

<i>Strategy #2 Cont'd</i>	
Community Action Partnership of Strafford County	
Homeless Coalition of the Greater Seacoast	
NH Listens / Rochester Listens	

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Strategy #3- Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs

Narrative: Helping households maintain their housing is less costly and more effective than helping households obtain housing after they become homeless. Reducing homelessness requires effective strategies to decrease the number of families and individuals who lose their housing and become homeless.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Prevent evictions by expanding short-term rental assistance for person(s) on a fixed income	Immediate	Funding	Reduced number of evictions
2. Endorse and promote landlord education for eviction prevention	Immediate and Ongoing	- Assists landlords with identifying red flags earlier - Provides landlords with information on available resources	- Earlier interventions to reduce evictions - Landlords feel supported, empowered and confident - Nonprofit outreach to landlords and clients - Reduced stigma/biases regarding housing assistance
3. Support a centralized navigation to assistance eviction prevention system for both landlords and at risk tenants	Ongoing	Providing landlords and at-risk tenants a clear way to access supports and services to prevent evictions	- Access to centralized system - Reduced number of evictions
4. Expand long-term case managed rental subsidy programs for individuals on a	Immediate and Ongoing	- Finding willing landlords - Tight housing market/low vacancy	- Reduced evictions - Increased landlord participation

Strategy #3 cont'd path to gainful employment		• Clients with no referrals/bad referrals	
5. Expand an array of homeless prevention services.		• Funding • Individual and family circumstances	• Reduced number of people in shelters • Reduced evictions • Expand the residential utility assistance and security deposit programs to cover individuals and families that fall into the gap for services.
6. Promote criminal record “clearing clinic” and expungements to reduce barriers for housing		• Costs to clear records • Finding affordable attorneys • Funding or pro bono	• Number of records cleared • Number of housing obtained • Number jobs obtained
7. Financial record clearing		• Costs to clear records • Finding affordable legal representation • Funding or pro bono	• Number of records cleared • Number of housing obtained • Number jobs obtained
8. Review of Regulations involved in eviction proceedings		• Municipal code challenges • State Codes • School Procedures	• Reduced evictions
9. Increased awareness of and access to legal aid for low-income families		• Costs to increase awareness • Affordable legal representation	• Reduced evictions
10. Expand Weatherization of and energy efficiency programs affordable housing		• Costs of weatherization • CDBG Funding availability	• Utility cost saving • Reduced displacement due to housing condition • Reduced energy costs

Strategy #3 cont'd to decrease energy costs			
11. Support local welfare, including local access, case management and flexible decision making to reduce eviction and homelessness	Immediate	• Municipal officials understanding of local welfare laws, including humanitarian purpose • Potential initial increased costs	• Reduced evictions • Maximum self sufficiency • Local and operation hours accessibility.
Challenges being addressed			
• Stabilize households prior to them becoming homeless			
• Promote individuals in becoming self-sufficient			
• Reduce evictions for those unable to sustain a rent increase			
• Landlords do not have information on resources available to assist tenants who might be in challenging situations (e.g. starting to get behind in rent) Educational resources might help with warning signs, red flags where landlord might encourage tenant to contact social services (i.e. one month rent is easier to support than dealing with three months back rent and/or eviction).			
Possible Collaborating Entities		Possible Funding Sources	
Workforce Housing Coalition		NH Legal Assistance	
Developers		Federal Funding	
New Hampshire Legal Assistance (Housing Justice Program)		NH Housing Finance	
Seacoast Landlord Association		Faith Communities	
Gift of Warmth		Business Community	
Local Welfare			

Strategy #4 – Support Access to transportation

Narrative: Providing transportation services to the homeless population, and to those at risk of becoming homeless, is critical for access to healthcare, supportive services and employment.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Create database of current providers of transportation to the homeless population and those at risk of homelessness to identify and resolve gaps and overlap in service	Fall 2019	- Identifying all potential providers and their types & times of service - Funding to develop and maintain database - Identifying gaps in service (time & type) that “need” to be filled - Funding to pay for services that will cover the gaps - Identifying all potential vehicles and their availability for use - Liability of use	- Completed database of providers - Identification of gaps and overlap - Expanded coverage for identified gaps - Elimination of redundant services - Complete database of available fleet - Complete database of user infrastructure such as bus stops, sidewalks, etc.
2. Connect the homeless to available programs such (e.g. Medicaid, VA, Shelters, etc.) for access to qualifying transportation services	Immediate and Ongoing	- Identifying eligible users - Gathering and processing required info to achieve user eligibility - Identifying programs that provide transport service specific/certain populations	Increased number of individuals connected to federal and state programs that can offer transportation services to those individuals.
3. Communicate available resources and database of available transportation to the	July 2019	- Identifying all potential providers and their types & times of service - Funding to develop and maintain database	- Completed database of providers - Identification of gaps and overlap - Expanded coverage for identified gaps

<i>Strategy #4 cont'd</i> homeless population and those at risk of homelessness		- Identifying gaps in service (time & type) that need to be filled - Funding to pay for services that will cover the gaps <i>Advertising....</i>	Elimination of redundant services
4. Identify impediments (liability, funding, etc.) to the development of transportation services to the homeless and develop solutions	Fall 2019	- Gathering all relevant info from providers re restrictions/limitations of service - Limitations of existing funding	Reduced impact from identified impediments
5. Identify funding mechanisms that can support ongoing, and increased, service to homeless.	Fall 2019	- Time to research funding mechanisms - Ability/time to seek/prepare requests for funding	- Database of existing funding sources - Identification of potential funding sources and opportunities to leverage funds
6. Identify and modify land use practices that result in impediments to transportation to the homeless.	Ongoing	Time to identify and evaluate local, county and state actions for their potential hindrance	- Municipal actions (infrastructure, zoning, etc.) support reduction of identified impediments. - Increase in engagement by private sector regarding support of transportation to homeless population.
<i>Challenges being addressed</i>			
Costs of services			
Financial support			
Coordination of services			
Land use practices, both public and private, that hinder access to transportation			
Availability of transportation 24/7/365			
Reaching homeless population to determine eligibility for services			
Governmental and private sector actions that fail to promote access to transportation services			

<i>Strategy #4 cont'd</i>	
<i>Possible Collaborating Entities</i>	<i>Possible Funding Sources</i>
COAST	Federal Programs
Municipalities	State Programs
County	Municipal Funding
Strafford Regional Planning Commission	CDBG (Community Development Block Grant)
VA	Alliance for Community Transportation (?)
DHHS/CTS	Private Donations
NHDOT	Healthcare Providers
Homeless Shelters	Faith Communities

Strategy #5- Enhance access to quality healthcare, mental health and education

Narrative: Collaborate with community agencies to improve the health and safety of the homeless.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Participate in Community Care Team (CCT) meetings to coordinate services among providers	ongoing	• Resource allocation of staff time	• Increased number of participants at CCT • Reduced homelessness
2. Connect the homeless to Medicare/Medicaid, Social Security, Disability benefits, Affordable Care Act	Ongoing	• Access to paperwork required for program certification • Transportation to appointments • Access to computers/printers/copiers	• Number individuals connected to services • Reduced homelessness
3. Work with social service providers to reduce barriers to healthcare, mental health and education services, including but not limited to re-zoning for service delivery, reduced rent/free space in unused municipal buildings, etc.	Immediate and Ongoing	• Zoning requirements differ in each city • Services to be provided • Support from elected officials, community and business leaders	• Increase number of providers offering community-based services in partner locations • Reduced homelessness
4. Assist homeless with access to vital records, including providing a fee waiver for verified financial hardship housing situations	Immediate and ongoing	• Access to computers/printers/copiers • Resource of time to help clients with accessing records • Wait time on phone with state and federal agencies • Loss of municipal revenue	• Number agencies and welfare offering access to internet, copiers, etc. • Eliminating fees for vital record for homeless and low-income residents • Shortened length of homelessness

<i>Strategy #5 Cont'd</i>		• Clients must connect with a approved provider to verify hardship and need for fee waiver • Transportation to municipal offices/DMV • IT infrastructure at each city • Each municipality may not have capacity to implement • Budget	• Homeless prevention • Clients can access records offsite
5. Increase numbers of case managers at social service agencies	July 2020	• Workforce shortage • Funding does not allow for case management • Not enough funding/need to braid funding for positions	• Increased case managers in Tri-City area • Maximum self-sufficiency • Homeless prevention • Shortened length of homelessness
6. Increase access to affordable and quality food resources for health benefits	Immediate and Ongoing	• Cost of fresh food • Storage and preparation options • Ability to heat/cook fresh food • Food deserts, etc • Transportation •	• Development and Support of partnership with Seacoast Eat Local, food pantries, UNH Cooperative Extension and other related organization • Decreased Hunger
7. Increase awareness of options available for public school lunch programs (all three cities are experiencing high rates of unpaid lunch balances and lower than past sign-ups for free/reduced lunch)	Fall 2019	• Awareness of sign ups • Confusion over forms • Stigma of sign up	• Education and Access to free and reduced lunches (reduction in unpaid expenses, initial increase, then hopefully decrease in free/reduced sign ups). • To better identify and enroll families eligible for free/reduced lunch programs
8. Assist homeless community members and advocates with safe camp maintenance	Immediate and Ongoing	• Stigma • Zoning ordinances • Sharps containers	• Agencies/advocates permitted to use waste facilities for disposal • Medical waste disposal secured

<i>Strategy #5 Cont'd</i>		• Access to camps • Where to place garbage	• Agencies/Advocates not penalized for helping homeless camp sites • Reduced risk of injury at camp sites
<i>Challenges being addressed</i>			
• Educate and inform all individuals and families of services			
• Increase access to services in the community where people reside to eliminate transportation barriers			
• Increased collaboration among agencies at CCT			
• Eliminate barrier of cost for vital records			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Wentworth Douglas Hospital		Municipal funding- CIP for infrastructure improvements	
Frisbie Memorial Hospital		Federal grants	
Greater Seacoast Community Health Center (formally Avis Goodwin and Families First)		Department of Education	
Community Partners		Faith Communities	
Seacoast Mental Health		Business Community	
NH Department of Health and Human Services District Offices			
UNH Cooperative Extension			
Seacoast Eat Local			
New Hampshire Women's Foundation			

Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention

Narrative: Recognizing the substantial impact the increase in substance abuse has which leads many to homelessness, we encourage efforts to address remedies to assist those individuals.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Develop respite and recovery housing	Immediate and Ongoing	• Lack of access to respite care • Overcome capital funding needs to create short term respite care • Code enforcement and zoning barriers • Workforce Shortage	• Increasing percentage of individuals with Substance Use Disorder and mental health issues with access to respite care • Longer sustained recovery rates • Reduced hospitalization and reduced incarceration rates
2. Create LEAD (Law Enforcement Assisted Diversion) programs in each community	July 2020	• Personnel Resources • Funding • Policies and Procedures • Stigma	• Decrease number of individuals arrested • Increase number of individuals diverted to treatment • Reducing cost of SUD (Substance Use Disorder) to municipalities
3. Reduce barriers that limit development/ placement of substance use services/recovery	Immediate and Ongoing	• Define data so they are consistent across municipalities • Data to be collected • Define how this data will be used • Stigma	• Increase treatment, recovery housing and respite recovery center beds by a minimum of 25 • Increase homeless transitional housing beds by a minimum of 100 • Increase agencies providing day out services for recovery

4. Enhance recovery-friendly workplace initiatives	Immediate and Ongoing	• Lack of job training programs for trades • Lack of use of current vocational schools • Ban the box • Reduce stigma • employer education/knowledge • Increase employee Education	• Increase in employed individuals struggling SUD • Increase in training programs • Increase workplace cultures with reduced stigma • The three Municipalities lead by example and become Recovery Friendly Workplaces • Recovery Friendly Workplace designation (partnership with local Chambers of Commerce)
5. Partner with “The Doorway” at Wentworth-Douglass as the regional hub for single point of entry into SUD treatment system	Immediate and Ongoing	• Development of increased partnerships (i.e. spokes) • Who is and what are the Spokes?	• Increased access to recovery and healthcare services • Increased communication between service providers • Development of increased partnerships (i.e. spokes)
6. Support access to affordable health care	Immediate and Ongoing	• Transportation • Cost of insurance/ medication • Qualified providers in the network	• More individuals accessing medical care in non-Emergency Room settings • More individuals accessing mental health care and treatment • Reduced costs to hospitals and municipalities • Municipalities and business leaders provide SUD and mental health coverage as a benefit
7. Assist with funding “spoke” services that will ultimately serve those entering the HUB	Immediate and Ongoing	• Funding • Lack of effective co-occurring disorders services	

<i>Strategy #6 Cont'd</i>	
<i>Challenges being addressed</i>	
The lack of transitional or respite housing means that individuals are coming out of detox and out of incarceration without proper supports to maintain recovery and get themselves into a stable situation	
There are not sufficient SUD treatment providers; we need to promote area provider services- use the Pro Business Model for SUD	
Cost of municipal expenses needs to be visible so that it becomes clear that providing housing and recovery services is a net decrease in expenditures for municipalities in the longer-term.	
<i>Possible Collaborating Entities</i>	<i>Possible Funding Sources</i>
Municipalities	CSBG/CDBG
Police Departments	
Chambers of Commerce (recovery friendly workplaces, “ban the box”, etc)	DEA
	City Budget Line Item
	Faith Communities
	Business Communities

Strategy #7- Engaging the Community to End Homelessness

Narrative: Individuals within the communities can become more engaged and help (year round, not just holidays). Things like mentorship, job opportunities, Big Brother/Big Sister, etc, CAP “Grow an extra row” program, volunteering, donating items, helping with camp clean-ups, etc. A strategy like this can also help to break down the walls of “us” and “them” and help communities prepare to understand why ordinance changes might be needed, etc.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Appointment of a small board to continue meeting quarterly to review progress jointly with city planners (or whoever is appointed lead for this role in each city) – see Manchester plan for model of how steering committee set up (others too).	Immediate and Ongoing	Continuing involvement community volunteers	An ongoing and engaged task force that informs municipalities on progress, and promotes continued accountability
2. Community outreach campaigns (i/e through NH Listens, etc) – around homelessness/	Immediate and Ongoing	- Coordinating an outreach campaign - Identifying leadership to carry it out	- An engaged citizenry - Information on services promoted in the community - Education about SUD widely available - Reduction in NIMBY

affordable housing, etc			
<i>Strategy #7 Cont'd</i>			
3. Create and support mechanisms for community education and input on the Master Plan	Immediate and Ongoing	• Time • Resources • Childcare for meetings • ADA Compliance • Identifying leadership • Transportation	• Forum conducted (public input for plan) • Listening sessions / community engagement forums through NH Listens, etc to begin to reduce the stigma
<i>Challenges being addressed</i>			
Reducing NIMBY (“Not in my backyard”) Generates support for municipal involvement/funding at the tax payer level Creates a stronger sense of community			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Workforce Housing Coalition of the Greater Seacoast		United Way	
Housing For All		NH Charitable Foundation	
Local Planning Departments		Municipalities	
Local Media		Leveraged Support from Partners	
		Faith Communities	
		Business Communities/Private Sector	

6. CONCLUSION

The plan outlined represents over 1,000 hours of work to develop strategies, objectives, timelines and measurable outcomes to address the issue of homelessness in the Tri- City region. Although there is no one solution, we feel these strategies are the basis and a guide post to determine next steps and layout a plan that is reasonable yet effective. The next steps after plan adoption will be to continue meeting as a region with smaller work groups to continue to plan for executing the strategies and deliverables. The Task Force has resulted in agreement on the issues, the need for solutions, and the desire to work together as a Tri-City Force to effectively utilize existing agencies, businesses, and municipality resources so that we may maximize results and limit duplication of efforts and funding. This plan is the starting point.

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Appendix A

Housing for Homeless People in Tri-City Region (*please see agency websites for updated information*)

Emergency Shelter

Organization	Program	Beds	Type
Cross Roads House	Provides emergency shelter and permanent supportive housing for single men, single women, and families.	96 beds	SM, SF, M, F, C
My Friend's Place	Provides emergency shelter and transitional housing for single women and families.	18 beds	SF, M, C
Homeless Center for Strafford County	Provides emergency shelter and transitional housing for single women and families.	20 beds	SF, M, C

Transitional Housing

Organization	Program	Beds	Type
My Friend's Place	Provides four units of transitional housing, located in the City of Dover.	4 units	SF, F, M, C
New Generation	Provides transitional housing program for pregnant and parenting homeless women and their infants.	9 beds	SF, F, C
Lydia's House of Hope	Provides a 12-month, faith-based transitional housing program for homeless single women and homeless families.	25 beds	SF, F, M, C
Hope on Haven Hill	Provides a substance use treatment facility serving pregnant and newly parenting women who are in	8 beds	SF, C

	substance use recovery.		
Families in Transition	Provides residential-style transitional housing for individuals and families experiencing homelessness.	6 beds	SF, SM, F, M, C

Permanent Supportive Housing

Organization	Program	Beds	Type
Cross Roads House/Concord Coalition to End Homelessness	Provides long-term rental assistance and supportive services to at least 28 chronically homeless individuals, usually with substance use disorders and mental illness, in scattered-site apartments in Eastern Rockingham, Strafford, and Merrimack Counties.	28	S, M, F
Families in Transition/New Horizons	Provides 8 units of SRO PSH housing, serving 8 homeless single women, and provides supportive services in the form of a Housing Advocate. At least three of these women must be chronically homeless. This facility is located in Dover.	8 beds	S, F
Home at Last (Families in Transition/New Horizons)	Provides 12 units of housing for 12 chronically homeless individuals and provides supportive services in the form of a Housing Advocate. Its	12 beds	S, M, F

	geography includes Carroll, Belknap, Merrimack, Hillsborough, Strafford, and Rockingham Counties. The majority of participants reside in Greater Concord or the Portsmouth-Rochester HMFA.		
Community Partners	Tideview Condos provides permanent supportive housing for persons with disabilities. The project leases three apartment units and serves six chronically homeless individuals.	6 beds	S, M, F

S= single individuals

M=males

F=females

C=households with children

*There are additional beds for other populations such as domestic violence victims and persons living with HIV/AIDS.

Appendix B

Listing of Agencies serving homeless *(please see agency websites for updated information)*

HOUSING – HOMELESS AND TRANSITIONAL SHELTERS AND PROGRAMS

GREATER SEACOAST COORDINATED ACCESS & HOMELESS PREVENTION:
Homeless prevention and diversion services as well as shelter referrals to individuals and families in Strafford and Eastern Rockingham counties and Kittery and Eliot, ME.
Phone: (603) 435-2500 ext. 8143

My Friends Place *(24 Hrs/7Days)*
368 Washington Street
Dover, NH 03820
Phone: (603) 749-3017

Homeless Shelter for Strafford County 9 Islington Drive (Seasonal)
PO Box 7306
Rochester, NH 03839
Phone: (603) 823-8842

Crossroads House *(24 Hrs/7Days)*
600 Lafayette Street
Portsmouth, NH 03801
Phone: (603) 436-2218

New Generation-Pregnant Women & Mothers of Infants *(24 Hrs/7Days)*
568 Portsmouth Avenue
PO Box 676
Greenland, NH 03840
Phone: (603) 436-4989

Lydia's House of Hope Transitional Housing Program
21 Grand Street
Somersworth, NH 03878
Phone: (603) 692-3100

Hope on Haven Hill Recovery Center for Pregnant Women
326 Rochester Hill Road
Rochester, NH 03867
(603) 948-1230

Seacoast Family Promise
6 Emery Lane
PO Box 233
Stratham, NH 03885
Phone: (603)658-8448
www.seacoastfamilypromise.org

SOS Recovery Community Center
63 South Main Street
Rochester, NH 03867
Phone: (603) 841-2351 ext. 1

SOS Recovery Community Center
4 Broadway
Dover, NH 03820
Phone: (603) 841-2350 ext. 2

The Doorway
789 Central Avenue
Dover, NH 03820

EMPLOYMENT

SOCIAL SECURITY ADMINISTRATION

80 Daniel Street – Federal Building, PO Box 209 Portsmouth, NH 03801
Phone: 1-800-772-1213 / Fax: (603) 433-5933
www.ssa.gov

Responsible for providing monthly Social Security benefits to retired or disabled workers or their survivors. Provides monthly cash benefits to people in need who are 65 or older, blind, or disabled under Supplemental Security Income Program. Hospital and Medical Insurance/Medicare Program.

SOUP KITCHENS, PANTRIES & CLOTHING

Did you know you can apply for food stamps even if you are homeless?

Call 603-332-9120, Visit DHHS, 150 Wakefield St., Rochester, and Apply online at:
<https://nheasy.nh.gov>

SALVATION ARMY WORSHIP & COMMUNITY CENTER: Emergency food, pastoral counseling, character building program, Wish Upon a Star Christmas program, children's program, food baskets, clothing, emergency clothing, toys and Coats for Kids.

10 Olde Farm Lane
PO Box 1029
Rochester, NH 03867
Phone: (603) 332-2623 / Fax: (603) 332-1872

COMMUNITY MEALS

Dover Friendly Kitchen: A Shared Community Meal St. Thomas Episcopal Church Tues and Thurs 5-6pm (Corner of Locust and Hale) **Phone:** (603) 743-4988

Rochester First United Methodist Church: 34 South Main St. Tues, Thurs & Sun 5-6pm
Phone: (603) 332-4170

Salvation Army Soup Kitchen in Rochester: 10 Old Farm Lane. Mon, Wed & Fri 12-1pm
Phone: (603) 332-2623

Table of Plenty: 37 School Street. Berwick United Methodist Church Wed 5-6pm **Phone:** (207) 698-1065

Farmington Community Meals: (FREE) 51 Main St Farmington Rec in Town Hall. Wed 5- 7pm
Mustard Seed Café: First Congregational Church of Farmington. Community Sunday Dinner on first and third Sunday 3-5pm. The public is invited - donations are welcome

Community Action Partnership of Strafford County: Summer Meals Program, free breakfast and lunch to children ages 0-18 (summer only). For locations and times: **Phone:** (603) 435-2500 x2339
www.straftfordcap.org

Bethany Methodist Church 24 Main St. E. Rochester Free luncheon on specific Sat. Call for schedule. **Phone:** (603) 332-3618

FOOD PANTRIES

Barrington

Community Food Pantry: 105 Ramsdell Lane (Residents only) Thurs 6-7:30 pm **Phone:** (603) 664-0233

Dover

Food Pantry at First Parish Church: One Silver Street Tues 3-5, Thurs 9-11. Proof of residency needed. ID or utility bill. **Phone:** (603) 742-5664

Food Pantry at St. Joseph's Church: 150 Central Ave. Tue & Wed 9-12, Sat 10:30-12
Phone: (603) 742-4837

CAP Outreach and Food Pantry: 61 Locust St. 2nd floor McConnell Center. Mon, Tues, Wed, Fri 9-3pm **Phone:** (603) 460-4237 – *a program of Community Action Partnership of Strafford County*

St. Thomas Episcopal Church: 5 Hale Street Soup kitchen Tues & Thurs 5-6pm **Phone:** (603) 742-3155

Durham

Cornucopia Food Pantry: 15 Mill Road Tues 4-5:30, Fri 12-1 Call for more information: Mon-Fri 1-5 **Phone:** (603) 862-1165

St. Thomas Moore Food Pantry: 6 Madbury Road Thurs 4-6pm **Phone:** (603) 868-2666

Farmington

Interfaith Food Pantry: First Congregational Church Last Sat of month 9:30-10:30am **Phone:** (603) 755-4816

CAP Outreach Office and Food Pantry 527 Main St. Mon, Wed, Fri 8:30-12:00pm **Phone:** (603) 460-4313— *a program of Community Action Partnership of Strafford County*

Grace Place Food Pantry: 9 Mechanic St. Call ahead. Thurs 9:30-11:30am **Phone:** (603) 833-7541

Lee

Wilkinson Food Pantry in Congregational Church: 17 Mast Road (Lee, Madbury, Durham, Nottingham and Newmarket residents only) 1st & 3rd Monday of the month 6- 7pm **Phone:** (603) 659-2861

New Durham

Food Pantry 5 Main Street Sat 9-10am Residents only **Phone:** (603) 817-0372

Rochester

E. Rochester Bethany Methodist Church: Food Pantry 24 Main Street. Mon 12-2pm
Phone: (603) 332-3618

Salvation Army Food Pantry: 10 Olde Farm Lane Mon, Wed, Fri 9-2pm (Rochester, E. Rochester, Gonic, and Barrington residents only) **Phone:** (603) 332-2623

Gerry's Emergency Food Pantry: Rochester ID Needed 150 Wakefield St, Mon.& Fri 1- 3:15, Wed 10-3:15 (Roch, E. Roch, Gonic & Farm. only) **Phone:** (603) 330-3468

Joseph's Storehouse at Journey Baptist Church: 124 Milton Rd, 3rd Sat. of the month 9- 12pm. Call first to see what verification is needed. **Phone:** (603) 509-0591

Rollinsford

Seeds of Faith Food Pantry: One Front Street #160 Monday 10-12pm, Every 1st and 3rd Thursday from 6-7pm. **Phone:** (603) 692-2907

Somersworth

The Community Food Pantry: 176 West High Street First Parish Church Mon 10-12pm, Wed 6-8pm, and Thurs 3-5pm **Phone:** (603) 692-2907

Christian Believers Fellowship: 32 Chapel Lane (off Indigo Hill Road) - every 4th Saturday of each month between 11-12pm **Phone:** (603) 692-9320

Strafford

Food Pantry: 30 Strafford Rd. in the Christian Center of the Third Baptist Church in Center Strafford. Thurs 8-10am Residents only. **Phone:** (603) 664-7750

END 68 HOURS OF HUNGER: Parents of children can contact their school's guidance counselor to see if their school is participating and request a backpack of food to take home over weekends or holiday breaks. <http://end68hoursofhunger.org>

NH FOOD BANK: SNAP/Food stamp application assistance and advocacy.
Phone: (603) 669-9725x224

STRAFFORD NUTRITION / MEALS ON WHEELS: Provides meals and companionship; congregate meals in specific locations, Meals-On-Wheels delivered to the homebound. Nutrition, services to participants in meals program available.

9 Bartlett Avenue Somersworth, NH

Phone: (603) 692-4211 Fax: (603) 692-2877 www.straftfordmealsonwheels.org

CLOTHING

Name/Address

Comments

BARRINGTON/DOVER

The Village Barn

611 Franklin Pierce Hwy
Barrington
(603) 664-5512

What's New? Second Hand

Shop

93 Franklin Pierce Hwy,
Barrington
(603) 793-7639

www.whatsnewsecondhandstore.com

CERV

Route 108 Dover
(603) 516-2378

Call First

First Parish Church Thrift Store
1 Silver Street Dover

DURHAM

Echo Thrift Store
Community Church of
Durham
17 Main St.
(603) 868-1230

Entrance is in the back of
the church

FARMINGTON

Blessed Bargains
400 Main Street
(603) 755-4876

NEWINGTON

Donated building
ReStore (Habitat for Humanity)
29 Fox Run Rd
(603) 750-3200
manager@restore.org

Materials, home
improvement supplies,
overstock, discontinued,
new, or used offered at
bargain prices

Savers Thrift Store
2064 Woodbury Ave
(603) 427-0814

Many 50% off sales around
holidays.
Shopping card provides
early access to some sales.

PORTSMOUTH

Operation Blessing
600 Lafayette Rd, Portsmouth
(603) 403-8561

SOMERSWORTH

Goodwill
450 High Street
(603) 343-5560

Empire Beauty School
362 High Street
(603) 692-1515

Discount haircuts and
washes. Call for
appointment.

ROCHESTER

Annie's Book Stop
51 Columbus Avenue
(603) 332-9605

New and pre-owned books
at discounted prices

**Community Clothing
Shop Rochester**
Community Center 150
Wakefield Street
(603) 994-3199

Free shopping available to
those who qualify.
Speak with shop volunteers
for information.

Salvation Army Family Shop
28 Signal Street
(603) 332-2698

Trinity Anglican Church
108 Rochester Road (Route 108)
(603) 332-1376

HOUSING AUTHORITIES & OTHER HOUSING

ROCHESTER HOUSING AUTHORITY
Wellsweep Acres Rochester, NH 03867
Phone: (603) 332-4126, **Fax:** (603) 332-0039

SOMERSWORTH HOUSING AUTHORITY
9 Bartlett Avenue Somersworth, NH 03878
Phone: (603) 692-2864, **Fax:** (603) 692-2877

DOVER HOUSING AUTHORITY
62 Whittier Street, Dover, NH 03820
Phone: (603) 742-5804 / **Fax:** (603) 742-6911

2-1-1 NH Telephone Information and Referral - 2-1-1 is a telephone number that connects callers, at no cost, to information about critical health and human services available in their community. 2-1-1 NH is an initiative led by United Ways of New Hampshire, in partnership with Public Service of New Hampshire (PSNH), and the State of New Hampshire. Residents in New Hampshire can contact 2-1-1 NH toll-free by dialing **2-1-1** in state or **1-866-444-4211** from out of state.

TRANSPORTATION

THE COMMUNITY RIDES: The goal is to expand affordable and efficient community transportation service in the region. Their website and/or community transportation directory is intended to be a source for transportation options as well as information concerning human service and transportation coordination in the region.

COAST Call Center, 1 (855) SENH-BUS, OR (603) 743-5777, Option 2
callcenter@communityrides.org, www.communityrides.org

C & J: Provides scheduled motor coach transportation to downtown Boston, Logan Airport and links to other destinations.

185 Grafton Drive
Portsmouth, NH 03801
Phone: (603) 430-1100 www.ridecj.com

COAST – COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION: Provides scheduled transportation throughout Strafford County and into Portsmouth.

42 Sumner Dr.
Dover NH 03820
Phone: (603) 743-5777, Fax: (603) 743-5786
Email: info@coastbust.org www.coastbus.org

FRANK'S TAXI

350 Route 108, Somersworth, NH
Phone: (603) 335-7433 www.frankstaxicab.com

FREE CHARITY CARS: Assistance with getting a car. www.freecharitycars.org

GOOD NEWS GARAGE: Assistance with getting a car so you can get to your job. Must meet specific requirements to receive a vehicle.

Phone: 1-877-400-6065
www.goodnewsgarage.org

LILAC CITY TAXI:

65 Estes Rd, Rochester, NH 03839, **Phone:** (603) 335-4600

SENIOR TRANSPORTATION (age 60 and up): -A Program of Community Action Partnership of Strafford County Provides door-to-door, low-cost, wheelchair-accessible transportation to grocery stores and shops to anyone age 60 and over.

Phone: (603) 817-8207,
www.straffordcap.org/programs/senior-transportation

SUNSHINE TAXI, INC.

Dover, NH 03820, Rochester, NH 03867
Phone: (603) 742-5000 OR (603) 332-5100

WHEELS ON WHEELS – WHEELCHAIR TRANSPORTATION SERVICE: Provides transportation to and from doctor's appointments, hospital discharges, rehabilitation therapy, nursing home transfers and admits, and all other types of medical appointments. NH Medicaid is approved for all medical appointments.

14A Madison Avenue

Rochester, NH 03867

Phone: (603) 335-3862

WELFARE OFFICES

Under New Hampshire Revised Statutes Annotated (RSA) 165, "Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there. For the purposes of this chapter the term "residence" shall have the same definition as in RSA 21:6-a." Each town has a welfare office which provides emergency financial assistance for critical needs such as food, rent, utilities, and medication

. Town	Address	Phone Number
Barrington	333 Calef Highway	(603) 664-0155
Dover	McConnell Ctr., 61 Locust St.	(603) 516-6500
Durham	Town Hall, 8 Newmarket Road	(603) 868-8043
Farmington	365 Main Street	(603) 755-3100
Gonic/Rochester/East Rochester	City Hall, 31 Wakefield Street	(603) 332-3505
Lee	Town Hall, 7 Mast Rd.	(603) 659-4528
Madbury		(603) 742-5131
Middleton	182 King's Highway	(603) 473-5230
Milton/Milton Mills	424 White Mountain Highway	(603) 652-4501 ext. 9
New Durham	4 Main Street	(603) 859-2091
Rollinsford	667 Main Street	(603) 742-2510
Somersworth	City Hall, One Government Way	(603)

Appendix C

Acronyms Contained in the Master Plan Document:

ADA	Americans with Disabilities Act
CAP	Community Action Partnership
CCT	Critical Care Transfer
CIP	Capital Improvement Plan
CDBG	Community Development Block Grant
CERV	Christian Emergency Response Volunteers
COAST	Cooperative Alliance for Seacoast Transportation
CSBG	Community Services Block Grant
CTS	Community Transportation System
DEA	Drug Enforcement Agency
DHHS	Department of Health and Human Services
DMV	Department of Motor Vehicles
EMD	Emergency Medical Director
IT	Information Technology
LEAD	Law Enforcement Assisted Diversion
NHDOT	New Hampshire Department of Transportation
NIMBY	“Not In My Backyard”
SRPC	Strafford Regional Planning Commission
SUD	Substance Use Disorder
VA	Veteran’s Administration

Other Commonly Used/Relevant Acronyms:

AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
CoC	Continuum of Care approach to assistance to the homeless Continuum of Care Federal program stressing permanent solutions to homelessness Con Plan Consolidated Plan
CPD	Community Planning and Development (HUD Office of) Data Warehouse Information system storing program and operational data
ESG	Emergency Solutions Grant (new with Hearth) Emergency Shelter Grant (previous program name)
FMR	Fair Market Rent
HIC	Housing Inventory Count
HMIS	Homeless Management Information System
HOPWA	Housing Opportunities for Persons with AIDS
HRE	Homelessness Resource Exchange
HPRP	Homeless Prevention and Rapid Re-Housing Program
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development

IDIS	Integrated Disbursement and Information System
NOFA	Notice of Funding Availability
OMB	Office of Management and Budget
PIT	Point in Time
PBRA	Project Based Rental Assistance
PRN	Pro Rata Need
RHSP	Rural Housing Stability Program
S+C	Shelter Plus Care
SHP	Supportive Housing Program
SRA	Sponsor-Based Rental Assistance
SRO	Single Room Occupancy
SSO	Supportive Services Only
Super	NOFA HUD's consolidated approach to issuance of Notices of Funding Availability
TBRA or TRA	Tenant Based Rental Assistance
TH	Transitional Housing

ⁱ <https://www.nhes.nh.gov/elmi/documents/2017-economic-analysis-final.pdf>

ⁱⁱ http://www.nhhfa.org/assets/pdf/data-planning/rentalsurvey/RentSurvey_2017.pdf

ⁱⁱⁱ <https://www.scribd.com/document/367248603/2017-State-of-Homelessness-in-New-Hampshire>

^{iv} https://www.hudexchange.info/resources/documents/CommonHUDTermsandAcronyms_Handout.pdf



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.05.22 – 078**
Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

WHEREAS: The NH legislature during their 2018 session enacted SB503 and SB341. These two pieces of legislation authorize municipalities to increase the Optional Standard Veterans' Property Tax Credit (SB503) and Tax Credit for Service-Connected Total Disability (SB341); and

WHEREAS: The City Council desires to recognize veterans' for their service and provide continued tax relief to veterans through a tax credit; and

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

The City of Dover adopts the provisions of RSA 72:28 *Standard and Optional Veterans' Tax Credit*. In accordance with RSA 72:28 the Optional Veterans' Tax Credit will be phased in over a 3-year period and the annual tax credit will be as follows:

April 1, 2019 (Tax Year 2019) – Tax Credit of \$580.00
April 1, 2020 (Tax Year 2020) – Tax Credit of \$660.00
April 1, 2021 (Tax Year 2021) – Tax Credit of \$750.00

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

The City of Dover adopts the provisions of RSA 72:35 *Tax Credit for Service-Connected Total Disability*. In accordance with RSA 72:35 the Service Connected Total Disability Tax Credit will be phased in over a 3-year period and the annual tax credit will be as follows:

April 1, 2019 (Tax Year 2019) – Tax Credit of \$2,650.00
April 1, 2020 (Tax Year 2020) – Tax Credit of \$3,300.00
April 1, 2021 (Tax Year 2021) – Tax Credit of \$4,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Deborah Thibodeaux
Councilor Ward 3

Approved as to Legal
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.05.22 – 078**
Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

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.1.

Resolution Number: **R – 2019.05.22 – 078**
Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

RESOLUTION BACKGROUND MATERIAL:

In the 2018 session of the NH legislature they amended RSA 72:28 Standard and Optional Veterans' Tax Credit. The legislative change allows NH municipalities that already have the Standard and Optional Veterans' Tax Credit in effect, the authority to increase the Optional Veterans' Tax Credit from an upper limit of \$500.00 to an upper limit of \$750.00.

The Optional Veterans' Tax Credit increase to be enacted in the City of Dover is proposed to be phased in over a 3-year period. The annual tax credit would be as follows:

April 1, 2019 (Tax Year 2019) – Tax Credit of \$580.00, this represents an \$80.00 increase
April 1, 2020 (Tax Year 2020) – Tax Credit of \$660.00, this represents an \$80.00 increase
April 1, 2021 (Tax Year 2021) – Tax Credit of \$750.00, this represents a \$90.00 increase

In the 2018 session of the NH legislature they amended RSA 72:35 Tax Credit for Service-Connected Total Disability. The legislative change allows NH municipalities that already have this Veteran Tax Credit in effect, the authority to increase the Tax Credit from an upper limit of \$2,000.00 to an upper limit of \$4,000.00.

The Tax Credit for Service-Connected Total Disability increase to be enacted in the City of Dover is proposed to be phased in over a 3-year period. The annual tax credit would be as follows:

April 1, 2019 (Tax Year 2019) – Tax Credit of \$2,650.00, this represents a \$650.00 increase
April 1, 2020 (Tax Year 2020) – Tax Credit of \$3,300.00, this represents a \$650.00 increase
April 1, 2021 (Tax Year 2021) – Tax Credit of \$4,000.00, this represents a \$700.00 increase

The table below provides the net change from year to year estimated tax impact for Tax Year 2019 through Tax Year 2021 for the proposed increases to the Optional Veterans' Tax Credit:

	Proposed				Tax Impact
	Increase for			Estimated	Average
Tax Year	Veterans'	Veterans'	Tax Levy	Tax Rate	Residential
	Tax Credit	Tax Credits	Impact	Impact	Home
2019	\$80.00	1,003	\$80,240.00	\$0.02	\$5.73
2020	\$80.00	1,003	\$80,240.00	\$0.02	\$5.73
2021	\$90.00	1,003	\$90,270.00	\$0.03	\$8.60

The 3 year cumulative Tax Rate Impact is \$0.07 and for an average residential home valued at \$286,680, the 3 year cumulative tax impact is \$20.06.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.05.22 – 078**
Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

The table below provides the net change from year to year estimated tax impact for Tax Year 2019 through Tax Year 2021 for the proposed increases to the Service-Connected Total Disability Tax Credit:

	Proposed				Tax Impact
	Increase for	Disability		Estimated	Average
Tax Year	Disability	Veterans'	Tax Levy	Tax Rate	Residential
	Tax Credit	Tax Credits	Impact	Impact	Home
2019	\$650.00	52	\$33,800.00	\$0.01	\$2.87
2020	\$650.00	52	\$33,800.00	\$0.01	\$2.87
2021	\$700.00	52	\$36,400.00	\$0.01	\$2.87

The 3 year cumulative Tax Rate Impact is \$0.03 and for an average residential home valued at \$286,680, the 3 year cumulative tax impact is \$8.61.

All applications for credits must be made to the Tax Assessment office in City hall by April 15th of each tax year preceding the setting of the tax rate.

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:28

72:28 Standard and Optional Veterans' Tax Credit. –

- I. The standard veterans' tax credit shall be \$50.
- II. The optional veterans' tax credit, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$51 up to \$750. The optional veterans' tax credit shall replace the standard veterans' tax credit in its entirety and shall not be in addition thereto.
- III. Either the standard veterans' tax credit or the optional veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property. However, the surviving spouse of a resident who suffered a service-connected death may have the amount subtracted from the property tax on any real property in the same municipality where the surviving spouse

R-2019.05.22 Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service Connected Total

Document Created by: Finance Department
Document Posted on: May 16, 2019

Disability.doc
Page 4 of 6



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.05.22 – 078**
Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

is a resident.

IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:

- (a) Every resident of this state who served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this subparagraph;
- (b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and
- (c) The surviving spouse of any resident who suffered a service-connected death.

V. Service in a qualifying war or armed conflict shall be as follows:

- (a) "World War I" between April 6, 1917 and November 11, 1918, extended to April 1, 1920 for service in Russia; provided that military or naval service on or after November 12, 1918 and before July 2, 1921, where there was prior service between April 6, 1917 and November 11, 1918 shall be considered as World War I service;
- (b) "World War II" between December 7, 1941 and December 31, 1946;
- (c) "Korean Conflict" between June 25, 1950 and January 31, 1955;
- (d) "Vietnam Conflict" between December 22, 1961 and May 7, 1975;
- (e) "Vietnam Conflict" between July 1, 1958 and December 22, 1961, if the resident earned the Vietnam service medal or the armed forces expeditionary medal;
- (f) "Persian Gulf War" between August 2, 1990 and the date thereafter prescribed by Presidential proclamation or by law; and
- (g) Any other war or armed conflict that has occurred since May 8, 1975, and in which the resident earned an armed forces expeditionary medal or theater of operations service medal.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.05.22 – 078**
Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:35

72:35 Tax Credit for Service-Connected Total Disability. –

I. Any person who has been honorably discharged or an officer honorably separated from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury, or the surviving spouse of such a person, shall receive a standard yearly tax credit in the amount of \$700 of property taxes on the person's residential property.

[Paragraph I-a effective until January 1, 2019; see also paragraph I-a set out below.]

I-a. The optional tax credit for service-connected total disability, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$701 up to \$2,000. The optional tax credit for service-connected total disability shall replace the standard tax credit in its entirety and shall not be in addition thereto.

[Paragraph I-a effective January 1, 2019; see also paragraph I-a set out above.]

I-a. The optional tax credit for service-connected total disability, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$701 up to \$4,000. The optional tax credit for service-connected total disability shall replace the standard tax credit in its entirety and shall not be in addition thereto.

I-b. Either the standard tax credit for service-connected total disability or the optional tax credit for service-connected total disability shall be subtracted each year from the property tax on the person's residential property.

II. The standard or optional tax credit under this section may be applied only to property which is occupied as the principal place of abode by the disabled person or the surviving spouse. The tax credit may be applied to any land or buildings appurtenant to the residence or to manufactured

R-2019.05.22 Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service Connected Total

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Disability.doc

Page 6 of 6



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2019.05.22 – 078**

Resolution Re: Adopt Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service-Connected Total
Disability

housing if that is the principal place of abode.

III. (a) Any person applying for the standard or optional tax credit under this section shall furnish to the assessors or selectmen certification from the United States Department of Veterans' Affairs that the applicant is rated totally and permanently disabled from service connection. The assessors or selectmen shall accept such certification as conclusive on the question of disability unless they have specific contrary evidence and the applicant, or the applicant's representative, has had a reasonable opportunity to review and rebut that evidence. The applicant shall also be afforded a reasonable opportunity to submit additional evidence on the question of disability.

(b) Any decision to deny an application shall identify the evidence upon which the decision relied and shall be made within the time period provided by law.

(c) Any tax credit shall be divided evenly among the number of tax payments required annually by the town or city so that a portion of the tax credit shall apply to each tax payment to be made.

R-2019.05.22 Increase of Optional Standard Veterans' Property
Tax Credit and Tax Credit for Service Connected Total

Document Created by: Finance Department
Document Posted on: May 16, 2019

Disability.doc
Page 7 of 7



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.05.22 – 079**

Resolution Re: FY19 Transfer of Appropriation – General Fund

- WHEREAS: The City Council adopted the FY19 Budget on May 2, 2018; and
- WHEREAS: Some non-school departments have incurred expenditures not originally anticipated as part of the budget; and
- WHEREAS: Unspent appropriations exist within some non-school department accounts; and
- WHEREAS: A transfer of appropriations is necessary to cover the expenditures not originally anticipated in the department budgets;

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

Pursuant to C6-8 of the City Charter, the City Manager is authorized to transfer unspent FY19 appropriations as deemed necessary between non-school departments within the General Fund to cover these unanticipated expenditures

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2019.05.22 – 079**

Resolution Re: FY19 Transfer of Appropriation – General Fund

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 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 – 2019.05.22 – 079**

Resolution Re: **FY19 Transfer of Appropriation – General Fund**

RESOLUTION BACKGROUND MATERIAL:

There are certain departments and divisions within the General Fund that are anticipated to exceed the appropriations and others that will have remaining appropriations. This resolution allows the City Manager to move appropriations between departments in order to cover needed unanticipated expenditures.

The following areas have, or are projected to have, a need for appropriations:

<u>Department</u>	<u>Projected Shortfall</u>
Operating Transfers – Transfer to Special Revenue Funds	<u>\$ 68,521</u>
City Departments Total:	<u>\$ 68,521</u>

The above area has a need for appropriations based on current actual expenditures, as well as, estimates of expenditures for the remaining portion of the fiscal year. This area has been identified because there is currently a need for appropriations and the list is not intended to indicate the only areas that may need appropriations at fiscal year-end.

This resolution does not increase appropriations.

The Operating Transfers function has an estimated shortfall of \$68,521 due to increased Transfer to Special Revenue Funds. As part of the City's Operating Budget amounts are budgeted for transfer to the Other Post-Employment Benefits (OPEB) Special Revenue Fund to fund retirees' medical insurance premium costs. In FY2019 there were seven (7) full-time employees, eligible for retiree medical insurance OPEB, who retired during the year. When the FY2019 budget was developed and adopted, at that time it was unknown that these employees would actually retire during this year. The cost of the medical insurance premiums are more than planned for in the budget, therefore additional funds are need for the operating transfer.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2019.05.22 – 080**
Resolution Re: **FY19 Transfer Additional Funds to School Capital Reserve Funds**

WHEREAS: The Dover City Council established school capital reserve funds for Athletics, Curriculum and School Facilities; and

WHEREAS: The Dover School Board has identified that the District will be incurring future expenditures for capital outlay and improvement projects; and

WHEREAS: The Dover School Board approved a resolution on May 13, 2019 (copy attached to this resolution) requesting the Dover City Council approve the transfer of additional funds into the School Curriculum Capital Reserve;

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

The amount of Fifty Thousand Dollars (\$50,000.00) is appropriated for transfer into the following School Capital Reserve Funds from the Dover School District's FY2019 General Fund adopted appropriations.

Account	Description	Adopted Budget	Budget Amendment	Revised Budget
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Athletics Capital Reserve	\$20,000.00	\$10,000.00	\$30,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Curriculum Capital Reserve	\$45,000.00	\$20,000.00	\$65,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to Facilities Capital Reserve	\$50,000.00	\$20,000.00	\$70,000.00
		\$115,000.00	\$50,000.00	\$165,000.00
1000.2.620.01210.4110.00000.00.000.123.100	Salaries Resource Room DMS	\$786,531.00	(\$10,000.00)	\$776,531.00
1000.2.610.01100.4640.00000.00.000.000.600	Books Text (Replacement) DW EL	\$11,800.00	(\$10,000.00)	\$1,800.00
1000.2.620.01210.4211.00000.00.000.123.100	Medical Insurance Resource Room DMS	\$188,348.00	(\$10,000.00)	\$178,348.00
1000.2.630.01210.4110.00000.00.000.140.100	Salaries SPED Aides DHS	\$744,849.00	(\$10,000.00)	\$734,849.00
1000.2.600.02843.4734.00000.00.025.000.700	New/Additional Desktop Tech Equip.	\$95,636.00	(\$10,000.00)	\$85,636.00
		\$1,827,164.00	(\$50,000.00)	\$1,777,164.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

Approved as to Legal
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2019.05.22 – 080**
Resolution Re: **FY19 Transfer Additional Funds to School Capital Reserve Funds**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-8 Transfers, the School Department's School Board approved a resolution on May 13, 2019 identifying that up to \$50,000.00 of the department's General Fund available appropriations be transferred into the School Capital Reserve Funds.

In accordance with NH RSA Chapter 34 *Capital Reserve Funds for Cities*, the City Council must approve any transfer into a city capital reserve fund.

This resolution does not increase any appropriations.

A copy of the adopted School Board resolution is attached to this City Council resolution.

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS

WHEREAS: The Dover City Council established capital reserve funds titled Athletic, Curriculum and School Facilities Capital Reserve funds; and

WHEREAS: The Dover School Board has recognized an amount up to fifty thousand (\$50,000) dollars in unencumbered funds within the 2018-2019 Dover City Council adopted budget appropriation available for transfer into capital reserves; and

WHEREAS: If necessary, the Superintendent, or designee, must be able to rescind or reduce the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2019; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

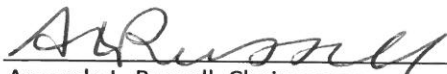
The City Council transfer an amount up to \$50,000 into the School Department Capital Reserve accounts and to appropriate those funds from General Fund-Education as noted below:

Account Number	Account Description	Budget Adjustment
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	\$10,000
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	\$20,000
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	\$20,000
		\$50,000
1000.2.620.01210.4110.00000.00.000.123.100	SALARIES RESOURCE ROOM DMS	(\$10,000)
1000.2.610.01100.4640.00000.00.000.000.600	BOOKS TEXT (REPLACEMENT)DW EL	(\$10,000)
1000.2.620.01210.4211.00000.00.000.123.100	MEDICAL INS RESOURCE ROOM DMS	(\$10,000)
1000.2.630.01210.4110.00000.00.000.140.100	SALARIES SPED AIDES DHS	(\$10,000)
1000.2.600.02843.4734.00000.00.025.000.700	NEW/ADDT DESKTOP TECH EQUIP	(\$10,000)
		(\$50,000)

AND BE IT FURTHER RESOLVED THAT:

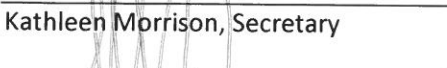
The Dover School Board gives authority to the Superintendent, or designee, the authority to rescind or reduce, if necessary, the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2019.

SUBMITTED BY:


Amanda L. Russell, Chairperson


Keith Holt, Vice Chairperson


Kathleen Morrison, Secretary

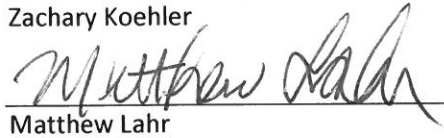

Andrew Wallace


Carolyn Mebert

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL ATHLETIC, CURRICULUM AND FACILITIES CAPITAL RESERVE FUNDS

Zachary Koehler

A handwritten signature in cursive script, appearing to read "Matthew Lahr", is written over a horizontal line.

Matthew Lahr

Liz Bratter
16 St John St
Dover, NH 03820
(Property Owner)

May 10, 2019
City of Dover
Dover City Council
288 Central Ave
Dover, NH 03820
(Cannot Attend due to out of state Graduation)

RE: May 22, 2019 Meeting
Broadway/Chapel/St John Street Parking Program

Dear Mayor Weston and City Councilors,

It is my understanding that you will be voting on converting the FREE residential parking on St John's Street to 3 hour metered parking. I have done a LOT of reading and research on parking. This is a reasonable solution to the parking problems **created by the city's reduced parking policy for developments. Be aware parking problems will soon be exacerbated as Dover grows and allows more reduced parking.**

It is sad that residents pay for these policies, literally! I am in support of the metered parking. HOWEVER, in light of the new revenue the city's parking division will be gaining I would suggest **the maximum cost for the residential parking permits be no more than \$5.00 a month per resident**, with a maximum annual cost of \$60.00.

When a parking permit costs the average employee two hours pay a month, it's a real deterrent to living downtown. Employees who live downtown will walk to work *except* if it costs them money to park their car all day while they are gone. Downtown parking permits for residents who live downtown should encourage one stop parking. The city wants them to walk to work, shopping or go out to eat and leave the other spaces open for guests and tourist. **If it costs the same to park at home as it does in front of where someone works or anywhere else in town, why walk??**

This reduced residential parking rate should be true for ALL residential parking programs where the city's reduced parking policy impacts neighborhoods. These policies end up punishing neighborhoods to have meters put up in front of their homes, ask for permits just to be able to find a place to park close to their homes but the cost does not encourage leaving their cars home, which is usually the goal of any parking program!

There is no such thing as "free parking" as Shoup, the leading expert on parking has repeatedly shared. However, as cities grow they need to enforce realistic options and not assume people will walk, bike or use public transportation, especially in the cold or bad weather! If the city grants a parking reduction be sure the developer BUYS a minimum of one year of parking permits at a municipal lot, for every space they are NOT providing on site. The permits should be provided directly to the new residents in the new development. Buying parking permits from the city is a LOT cheaper than building and maintaining spaces. Should the developer ask for a reduction in parking and state their new residents will use public transportation; the developer should buy a one year bus pass for each parking space they don't build. This could be the City of Dover's policy, for every space reduced some kind of transportation or parking permits should be purchased and provided to the development's residents or employees. This would pay for parking garages and encourage new residents to the city to use other forms of transportation and park in pre-paid municipal lots as opposed to neighborhoods. Thank you for your careful consideration of this matter!

Respectfully,
Liz Bratter