CITY OF DOVER

CITY COUNCIL - AGENDA

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

1. **CALL TO ORDER**

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **ROLL CALL ATTENDANCE**

5. **PROCLAMATIONS/AWARDS**

6. **APPROVAL OF AGENDA**

7. **PUBLIC HEARINGS**

   A. **CHAPTER 166. SECTION 37 VEHICLES AND TRAFFIC - HOURS OF OPERATION AND RATES**
   SPONSORED BY MAYOR WESTON BY REQUEST

   B **AMENDMENT OF FY2020 FEE SCHEDULE TO AMEND PARKING METER FEE STRUCTURE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
   SPONSORED BY MAYOR WESTON BY REQUEST

8. **CITIZEN'S FORUM**

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

9. **CITY MANAGER'S REPORT**

10. **APPROVAL OF MINUTES**

    A. **July 10, 2019 – Workshop Session**
    B. **July 10, 2019 – Regular Meeting**

11. **MAYOR'S REPORT**

12. **UNFINISHED BUSINESS**

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

       1. **CHAPTER 166. SECTION 37 VEHICLES AND TRAFFIC - HOURS OF OPERATION AND RATES**
       SPONSORED BY MAYOR WESTON BY REQUEST

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

C. RESOLUTIONS

1. **AMENDMENT OF FY2020 FEE SCHEDULE TO AMEND PARKING METER FEE STRUCTURE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
   SPONSORED BY MAYOR WESTON BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Greater Dover Chamber of Commerce – Shark in the Park**
2. **ROAD RACE – Greater Dover Chamber of Commerce – Apple Harvest Day**
3. **RAFFLE – Saint Mary Academy**

4. **B18045 CONSULTANT FOR ARCHITECTURAL AND URBAN DESIGN GUIDELINES**
   SPONSORED BY MAYOR WESTON BY REQUEST

5. **B19070 DESIGN BUILD OF FACILITIES, GROUNDS AND CEMETERY BUILDING**
   SPONSORED BY MAYOR WESTON BY REQUEST

6. **B19085 VARNEY BROOK PUMP STATION**
   SPONSORED BY MAYOR WESTON BY REQUEST

7. **PURCHASE OF LIBRARY BOOKS AND VIDEOS**
   SPONSORED BY MAYOR WESTON BY REQUEST

8. **VARIOUS SENIOR CENTER TRIPS**
   SPONSORED BY MAYOR WESTON BY REQUEST

9. **CHANGING OF WARDS 1, 2 AND 3 POLLING FACILITIES**
   SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

B. RESOLUTIONS

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from Xfinity, dated July 11, 2019.

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN

City Manager's Report

Members of the Dover Police Department, escorted by a cruiser, run past the police department on Chestnut Street while participating in the Law Enforcement Torch Run. *(Story in Section 3.)*

July 24, 2019

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

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

Joshua Wyatt
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 Community Service program tracked three active participants during the month of June. A total of 8 community service hours were completed during the month. None of the participants finished his/her assigned hours.

The Diversion Committee did NOT meet in June 2019, due to scheduling conflicts.

The following is the case breakdown:

- (1) cases in active Diversion Contracts
- (0) successful completions and releases
- (0) new cases heard
- (1) new cases pending for intake meetings (July10, 2019)
- (0) cases sent back to Detectives for "failure to comply"

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

In June 2019, SIU detectives responded for a robbery at a pharmacy where patrol officers had detained an individual fleeing the scene. As a result of the investigation, a Somersworth man was arrested on a felony level count of Robbery.

In June 2019 SIU detectives concluded a lengthy drug investigation that included undercover operations. As a result, a man and a woman from Dover were arrested on felony level charges of selling illegal drugs.

Also in June 2019, SIU detectives investigated after numerous items, including a firearm, were stolen from vehicles on the north side of Dover. As a result of the investigation, a Rochester man was arrested on a felony level theft charge.

In addition, SIU detectives investigated two unattended deaths in June 2019.

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

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During June, two of these investigations were on-going.

Animal Control – June

Total animal calls for service:	95
Handled by Officers/Dispatch:	69
Handled by Animal Control Officer:	26

Breakdown of Animal Calls:
Founds Animals: 12
Loose Animals: 19
Animal Bites: 07
Welfare Checks: 36
Struck Animals: 02
Misc/Other: 19

The ACO received 48 voicemail messages and followed up on 8 reports originally handled by officers.

During the month, a bird nest was found on the ground that contained an egg and a hatchling. The European Starling nest had fallen out of an exhaust vent and could not be put back. The ACO was able to transfer the egg and hatchling to a wildlife center where it can be raised and released.

Starling hatchling

A dog named Sam that had been missing since October 2018 was successfully trapped by Granite State Dog Recovery (GSDR) on June 16th. Sam was taken to the emergency vet clinic after his capture for examination and treatment. Over 100 ticks were pulled off of Sam and he tested positive for heart worm and other tick borne diseases.

It was learned that Sam, along with some other dogs, had lived freely on a large piece of property in Tennessee. The land owners fed the dogs and provided shelter but unfortunately the property was foreclosed on and all the dogs were trapped and brought to a local shelter. Sam and his sibling were transferred to New England and they were adopted separately. He then ran away.

Sam has a long road to recovery and needs to be in a kennel with no chances of escaping. He is currently at an animal shelter in Claremont, NH where they have successfully worked with feral dogs in the past.

Sam

DISPATCH COMMUNICATIONS

RADIO TRANSMISSIONS

14,649

PHONE CALLS

7,992

911 CALLS RECEIVED

420

LOBBY CUSTOMERS

302

POLICE ALARMS RECEIVED

75

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

19

FIRE & MEDICAL ALARMS

64

OTHER ALARMS

2

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 June:

Seacoast Grower's Association Farmer's Market at Henry Law, June 2, 9, 16, 23

American Cancer Society Relay for Life team Road Toll fundraiser, June 15

Paintworks / Hot Rod City open house event, Oak Street, June 8

Somersworth food truck festival, June 8

Garrison Elementary 2 mile road race, June 9

Children's Museum Duck Derby and Food Truck festival, June 29

Dover Community Services personnel worked closely with contract crews for Pan Am Railways to install an underground conduit sleeve in conjunction with the replacement of the tracks at the Chestnut Street rail grade crossing. The Traffic Bureau was responsible for devising and mobilizing a traffic detour plan to facilitate the complete closure of Chestnut Street from June 25-28 while the railroad tracks were replaced.

Chestnut Street railroad crossing repair.

The 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. Also, on June 11th, as members of the Strafford

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

On June 2nd, Officer Brown and K9 Barco responded to Route 202 in Rochester NH to assist the Rochester Police Department and Maine State Police with a search for two wanted suspects. The two suspects had been involved in two pursuits and had stolen two vehicles. Upon arrival, one suspect was flushed to the perimeter and taken into custody. After an extensive search, the second suspect was located on North Main Street and taken into custody.

On June 15th, Officer Brown and K9 Barco responded to Cleary Cleaners on Third Street for what was initially reported as a robbery with suspects chasing the victim. It was determined to be a robbery and all parties were located on scene. K9 Barco was not deployed.

On June 17th, Officer Brown and K9 Barco responded to Beckwith Field for a report of a suicidal female who had reportedly taken medication and fled on foot. While they Officer Brown and K9 Barco were on the way, other officers located her.

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

On June 3, Officer Collis attended the Rotary Recovery with Hope and Dignity Forum at WDH. This was an event hosted by the Rotary Club to try to help ease the stigma that is associated with drug addiction in order to make access to recovery easier and more successful. It was attended by numerous prominent members of the Dover community. During the event, one of the presenters said that they as a parent had never been told about the dangers of prescription medications in reference to their children. After the event, Officer Collis began developing a presentation for parents about prescription opioids in the home.

On June 18, Officer Collis organized and hosted a meeting between several of the homeless assistance program groups to work on streamlining the referral system to make sure those in need would get to the help best suited for them. After the meeting, Officer Collis and Officer Dunne updated the Homeless Resource guide to reflect changes and practices for 2019.

Officer Collis also had numerous positive interactions with local business owners, residents, and the homeless population throughout the month. He also made numerous checks of areas where there have been increased issues, including the Dover Transportation Center and Henry Law Park.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of June, Dover police officers encountered 58 separate homeless individuals.

Mounted Patrol: June

63 public assists

18 parking assists

31 community action/homeless assists

The downtown parking system experienced another positive month in June compared to the prior April. The average daily meter usage was up 3.8% for the month and is up 4.2% for the fiscal year.

The Parking Bureau has installed "Compact Cars Only"signs and added a stripes to the front of the parking spaces that are on the corners in the parking garage to keep vehicles from extending out into the travel lane and creating a conflict with vehicles coming around the corner.

Example of vehicle forcing other vehicles out of their travel lane on the turns in the garage.

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

New "boxed in" spaces on the corners.

During the month of June, the Dover Police Department responded to 1,716 calls for service throughout the City. In addition, officers made a total of 827 traffic stops. Officers also initiated 126 non-enforcement related contacts with the community. The total number of incidents handled by the police department for June 2019 was 2,669.

Patrol officers conducted checks of the Community Trail, the Dover 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 also 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.

POLICE RESPONSE TO CALLS BY PRIORITY: JUNE

Priority 1: Immediate = 173 Responses
Crimes in progress; injury accidents; alarms

Priority 2: Rapid = 133 Responses
Crimes/incidents not in progress but require quick response to preserve evidence, locate witnesses or provide for public safety.

Priority 3: Timely = 653 Responses
Disturbances, noise violations, welfare checks, motor vehicle disturbances, minor collisions

Priority 4: As Officers are Available = 757 Responses
Non-criminal, crimes reported well after committed; message delivery; tow request, littering, fingerprints; assistance, abandoned vehicles

Priority 5: Motor Vehicle Stops = 953 Responses

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of June 2019, the Dover Police Department responded to twenty-two (22) emergency incidents and arrived on scene in less than six minutes to 55% of those calls (22 calls, 10 in six minutes or more).

Dover Public Library	April 2019	May 2019	June 2019	June 2018
New Patrons Registered	125	140	179	118
Patron Hold Requests	1,571	1,616	1,474	1,418
Museum Passes Borrowed	123	82	87	99
Number of Programs Offered	66	79	76	55
Individuals Attending Programs	1,809	1,549	3,348	2,159
Passports Executed	37	33	18	31
Meetings Held at Library	162	149	138	133
Number of Library Visitors	16,485	13,185	21,071	14,624
Library Circulation	25,744	22,795	24,448	23,721

Inspection Services also was very busy in June with a total count for inspections conducted and permits issued at 727.

JUNE:

Inspections - Life Safety	65	Inspections - Plumbing/Mechanical	186	Inspections - Woodstove/Fireplace	0
Inspections - Business	12	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	74	Inspections - Health	65	Permits Issued - Building	33
Inspections - Building	118	Inspections - School / Daycare	11	Permits Issued - Certificate of Occupancy	10
Inspections - Electrical	154	Inspections - Oil Burner	00	TOTAL	727

Facility	Number of Individuals	% of Individuals
Wentworth Douglass Hospital (NH)	200	52.91
Non Transports/Sign Offs/Refusal of Care	129	34.13
Dover Emergency Room (NH)	40	10.58
Frisbie Memorial Hospital (NH)	05	1.32
Portsmouth Regional Hospital (NH)	04	1.06
Total:	378	100%

Since May was the first full moth that the new Portsmouth Hospital Dover Emergency Department has been open, above are the ambulance transport statistics showing roughly 11% so far going to the Dover ED and formally went to WDH. June figures are pending and will be included in next month's report.

June saw Fire & Rescue responding to 518 calls for service which is an average of 17 per 24-hour period. 15 of the calls for service were for fires, 301 were for medical emergencies, 23 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 66 were either false or good intent in nature, with the remaining 113 being for non-emergent requests.

One call of interest with Dover Fire & Rescue was a kitchen fire at 55 New Rochester Rd. Although the fire was contained to the area of the stovetop, there was a significant amount of smoke related damage to the apartment. Fortunately, functioning smoke detectors alerted residents to the issue inside the apartment, and the fire department was called. The occupant returned home prior to FD arrival, and upon attempting to enter the apartment, allowed a significant amount of smoke to enter the hallway of the apartment building, further complicating the evacuation effort. The tenant was eventually transported to Wentworth Douglass Hospital for evaluation related to smoke inhalation.

On Venture Drive, Community Services was called out to relieve a problematic sewer backup. Upon opening the manhole cover and commencing their operations, they encountered a strong solvent based smell coming from the open manhole area. DFR was called, and subsequent metering indicating a high level of solvent/flammable based vapors within the sewer line. Operations were stopped, and the surrounding area was monitored. DES was notified, while crews entered a nearby commercial building to investigate. Crews determined that a cleaning process over the previous week had allowed a solvent based cleaner, not normally used as part of their operations, to enter the sewer system. Coincidentally, a sewer blockage caused the solvent to backup and collect in the area of the manhole cover. Under DES guidance, DFR crews opened subsequent covers to allow the area sewer system to be ventilated with fresh air. Subsequent readings showed levels back to 0.

A third call, although not immediately hazardous, demonstrated the challenges in code interpretation that our line officers are sometimes faced with when making decisions affecting private residents. A neighbor in a community condominium complex called DFR with a concern of a neighbor burning a wood appliance on her deck (attached to other condominium units). On arrival, the (probationary) Lieutenant found the resident employing the use of a wood fired cooking grille on her back deck. The neighbor insisted she had “permission” from Inspection Services to use the grille in such a way, and the Lieutenant found himself trying to balance what he believed was a clear violation of State of NH open burning laws, with a resident who felt she was within her rights to do so. The appliance

was one that no one had really seen before (a grille carries one set of rules, a wood burning appliance carries another.) Through some careful diplomacy, the officer convinced the resident to let the wood fire burn down for the night, and that we would clarify the rules for her the following day. He was confident the appliance could not be used at all on the deck, and knew it was more a question of if it needed to be 25' from the building/deck entirely. The resident agreed, and the following day, after some investigation into a new type of appliance that the State of NH Forest Ranger was also not familiar with, it was determined to fall within the guidelines of the 25' separation requirement. The resident was informed of the appropriate RSA, and the condominium Association was informed as well. It was a good example of where some careful interactions by a junior officer helped lead to a safe immediate

outcome, and the opportunity for more thorough follow up and citizen education during business hours the next day.

Members of DFR Command Staff and Inspection Services met with Community Services and members of NH DES to discuss the current status of the Sawyer Mill Dam removal project. After removal of the lower dam, and subsequent dredging/removal of river sediments in the area of the supporting piers for the adjacent mill building, concern was raised as to the stability of these piers given future water exposure. In short, the removal of the encasing sediment exposed the structure of the piers to degradation associated with water passage. NHDES outlined their research and the involvement of an associated engineering firm (hired by Sawyer Mill Associates) to ensure the stability of the piers. Rock covering had been brought in to protect the support structures from future degradation, and a plan is in place for similar protections to both the building and the upriver bridge structures when Phase II of the project (upper dam removal and associated sediment removal) begins in the coming

months.

Command Staff and the City of Dover Health Inspector investigated a report of multiple dead fish along the shoreline of Willand Pond. In cooperation with the City of Somersworth Health Inspector Tim Metivier, and a DES inspector, testing was done that afternoon. Elevated levels of Cyanobacteria were identified, and the pond was posted to alert residents of the hazards associated with the elevated bacteria levels. After 9 days, the levels returned to safe thresholds and the postings were removed.

The Housing Standards Board met twice in June to address ongoing issues of hoarding, trash collection, attraction of rodents and general building condition at a private residence on Preble St. The HSB consists of representatives from DFR Command Staff, the Health Inspector and the Director of Planning Initiatives.

Through careful guidance and a defined plan for follow up, the resident was encouraged to take the steps necessary to come in line with the requirements of Chapter 119 of the City Code, and to ensure continued future adherence to those requirements. This will help to create greater harmony among the adjoining neighbors, and limit the opportunity for rodent infestation in a congested part outlying the City's downtown area.

During the month of June, the Utilities Division experienced a major water break at the Chestnut Street railroad tracks. A City of Dover contractor was installing sleeves under the railroad tracks for the city. Due to a mismark of the water main, the contractor hit the 12" Asbestos Cement water main causing major destruction of the entire road. Administrative staff received calls from as far as Hubbard Road and Lucy Lane due to the pressure drop.

There was a water main break on West Knox Marsh Road at Littleworth Road. The 45 degree bend needed to be replaced on the 16" Asbestos Cement water main. A water main break occurred on Kirkland Street at Academy Street. It was discovered that a previous repair of the 4" Cast Iron water main was leaking. Staff was able to repair the leak. A water break occurred on Old Dover Point Road at Dover Point Road. During the installation of a new gas main, the contractor hit the 8" Cast Iron water main. This caused numerous residents, on the South end of the city, to have low pressure and loss of water.

A water leak was discovered in front of 10-12 East Watson Road at the end of June. This was scheduled to be repaired after the July 4th holiday. A water leak was discovered at 32 Toftree Lane, 37 Sunset Drive and 13 Applevale Drive. These were all on the property owner's side.

A sewer backup occurred at 150 Venture Drive. This was the sewer main to the previous Foster's Daily Democrat building. Crews discovered that there were printer cleaning solvents in the sewer line as well as paper towels which caused the backup. The sewer backup caused the sewer to overflow into the woods for, approximately, one week. This was reported to the USEPA and NHDES.

A City of Dover contractor root treated, approximately, 10,000 lineal feet of sanitary sewer pipe.

During the month of June, administrative staff fielded 13 service calls requesting pothole repairs.

Several deceased animals were picked up along the roadways, as observed or reported, throughout the month. Brush cutting and brush chipping operations are ongoing. In preparation of paving, staff trimmed the trees and brush on Mount Vernon Street.

Crews raised the elevation of the roadway on Lowell Avenue. The road was sloped enough to make it a safety issue for the plow trucks in the winter.

A City of Dover contractor has been working on paving projects, with the following areas having been completed: Court Street, Mast Road and Mount Vernon Street. A separate contractor repaired cracked pavement on Arch Street, Bellamy Road, Shaw's Lane, Spruce Lane and Whittier Street by saw cutting and repaving.

City crews continued to work in the pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees mixed gravels and screened sand so that it would be ready and available as needed. Street sweeping, brush cutting and brush chipping operations are ongoing.

Due to a collapsed drain line, a City of Dover contractor repaired the drainage on Belknap Street from St. Thomas Street to Folsom Street. Approximately, 300 ft of drain line was replaced. Additionally, two catch basins and four drainage manholes were installed.

Crews repaired the drain line on Cote Street. The drain line had collapsed.

Crews installed a catch basin on Locke Street in preparation of paving.

The Facilities, Grounds and Cemeteries handled 91 service calls and 145 work orders in June.

Pine Hill Cemetery, employees attended 5 full burials and 2 ash burials. One disinterment of ashes was conducted. Five markers were set one was reset at the request of the family.

Forty-two work orders pertaining to buildings were addressed. Installation of the HVAC installation at the Library wrapped up. Customers in a wider area will be cooler this year than years past. Four specific HVAC complaints were addressed by Facilities & Grounds. The changing of air filters and other HVAC maintenance was ongoing at all facilities, conducted by both Facilities & Grounds employees and Siemens HVAC specialists.

Artwork and other large pictures were removed from the Library walls, to be rehung after the painting was completed. Speakers in the City Hall auditorium were replaced and wiring run for the new PA system.

Forty-seven work orders were generated pertaining to facilities and grounds issues. The soccer field at Shaw's Lane was lined for games and some maintenance was completed on the plumbing in the concession stand bathroom. A

leak on the irrigation system was discovered and the zone shut off until after the play-offs, when repairs would be made.

Preparations for the 4th of July celebration were undertaken including the painting of the Rotary Pavilion stage and railings, pressure washing of the seating areas, painting over or removal of graffiti in and around the Children's Museum, stairwell and Lower Henry Law Park. Additional outlets were added to the Overlook Stage for this years' events. The Overlook Stage was painted, as were the picnic tables and pavilions. Rotary Park was prepped for the Mini-Maker Faire & Food Festival. The power supply was checked and turned on for use, then shut off after the event.

Graffiti is a huge issue and the picnic tables were all painted before they were put out in the spring. Covering or removing graffiti is time consuming and expensive. The stairwell between the Children's museum and the indoor pool was painted three times in three days, trying to keep it cleaned up before the 4th. Graffiti was also covered in the Silver Street tunnel on the Community Trail, the Garrison Hill Tower graffiti was addressed for the second time this year.

Weed steaming of the curb line continued on the sunny days. This is labor intensive, slow process but we are determined to make this work. A meeting was held to review experience so far and suggestions made to improve the efficiency of the process going forward. Mulch was distributed to Morningside Park after the areas around the swings and slide were dug out to accommodate the playground mulch. Repairs were made to equipment as necessary.

Ten traffic light complaints were investigated with a variety of complaints and one red lens was changed. Electric Light Company worked on cables from the Central Fire Station to the cabinet on Central Ave by Holy Rosary Credit Union. The Opticom for letting the fire trucks out and connections to the railroad gate crossings are critical for the Fire Department. These cables were cut during the replacement of telephone poles in this area. School zone lights were shut off for the summer break.

Two street light issues were reported. The City continues to work with Eversource to resolve other outstanding issues. Eight signs were and posts were replaced and three faded signs were replaced, as well. Fourteen work orders regarding trees were addressed. Two trees were removed, several limbs were picked up or pruned and two trees fell that were not on City property or in the right-of-way.

Governor Chris Sununu has directed flags on all public buildings and grounds in the State of New Hampshire to fly at half-staff on June 24, 2019 until sunset, in honor of the seven members of the Marine Corps veterans, Jarhead Motor Cycle Club, who were victims of the motor vehicle collision in Randolph, New Hampshire on June 21st .

2. Product & Process Outcomes

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

On June 20th, Dover Youth to Youth held its annual awards banquet. All Youth to Youth members and their families were invited to the Dover Elks Lodge for dinner, student performances, the presentation of scholarships, and the annual student performance awards.

Over 50 Youth to Youth members and their families attended their annual awards banquet at the Dover Lodge of Elks on June 20th.

Police Chief Bill Breault presenting one of 7 scholarships from the Dover Police Charities to graduating Youth to Youth seniors during the banquet. Each student had been involved in Youth to Youth from 5-7 years.

The Dover Teen Center calendar for June of 2019 consisted of educational and social programming for its youth participants. For the month, the Teen Center hosted a total of 513 participants on 19 days of programming, which yielded an average of 27 participants per day.

These numbers include the entire first week of the Summer Zone Program, where there is a trip and drop-in days that are typically 9:30 am-5:00 pm and average between 12-20 participants, thus resulting in the lower daily average.

Some program highlights for the month included, but were not limited to the following:

- TC Snack Special – "Hot Dogs" (6/3)
- TC Academic Challenge "Boost Day" (6/4)
- TC Skills Challenge – "Ring-Toss" (6/10)
- TC Snack Special – "Taco Tuesday" (6/11)
- TC Special Program – "Community Buck$ and Academic Challenge Raffle" (6/12)
- TC Special Event – "School's Out BBQ" (6/18)
- TC Sports Trip! – "NH Fisher Cats Baseball Night Game" (6/19)
- TC Friday Flix – "Captain Marvel" (6/21)
- TC Sports Trip – "Portland Sea Dogs Night Baseball Game w/ Fireworks" (6/21)
- TC Summer Zone Trip – "Ellacoya State Park" (6/24)
- TC Summer Zone Trip – "BarnZ's Movie Trip" (6/25)
- TC Summer Zone Sports Trip – "Portland Sea Dogs Night Baseball Game" (6/28)
- TC Summer Zone Trip – "Alton Bay" (6/28)

There were 8 new registrations during the month of June.

Teen Center participants showing off the foul balls that they collected during the June 19 Fisher Cats game.

Musician Kimberly Townsend presents her music with the story behind it during a recent Teen Center "Arts in Action" event.

Sergeant Tarmey continued his management of a student intern at the Dover Police Department. The intern will be completing 12 hours per week at the department under the guidance of Sergeant Tarmey.

Sergeant Tarmey continued to work with Officer Collis on several aspects regarding the homeless population. Specifically, Officer Collis was assigned to update a guide containing the resources for the homeless. The new guide will be disseminated in the month of July. Officer Dunne assisted in this effort after completing the year at Dover Middle School.

On June 27, 2019, Sergeant Tarmey helped facilitate and teach an active shooter training for SOS Recovery Community Organization at their facility on Broadway. Along with Officers Plummer and Collis, Sergeant Tarmey instructed the group on steps they could take to try to remain safe in the event of a violent incident at SOS.

On June 12, 2019, DMS participated in a fundraiser for the American Heart Association which entailed having the entire school learn a dance to be performed at an assembly. Officer Dunne participated in the assembly and showcased her dancing skills along with a number of students and staff members.

On June 13, 2019, Officer Dunne participated in the 7th grade career fair. Officer Dunne answered questions about being a police officer and various career paths officers can take.

On June 14, 2019, Officer Dunne worked at the DMS 8th grade semi-formal dance. She ensured the safety of all students and staff attending.

Officer Dunne is coordinating with Big Brothers Big Sisters of NH to start a mentoring program with Dover Police Department officers. She has been in communication with interested officers and BBBS staff and has set up a date for officers to learn more about the program.

On June 14, 2019, Officer Dunne and Officer Collis worked together to plan and promote a DPD sponsored cook out for DMS students at

the Jenny Thompson Pool. Officer Dunne promoted the event within the school, while Officer Collis worked to obtain food donations. On the day of the event, roughly 70 students arrived to enjoy food, games, and meet a number of officers, detectives and command staff.

Throughout the month of June, 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 completed the spring session of Girls on the Run with a 5K in Portsmouth. She will resume her role as coach this fall.

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 in June.

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

During the month of June, Officer Plummer conducted training with Officer Cooper who will be taking over the position of Dover Housing Liaison Officer in July. Officer Cooper had the opportunity to meet all the DHA employees and get to know how the Dover Police Department assists Dover Housing Authority in creating a better community to live in.

During the mouth of June, Officer Plummer, with the assistance of the Special Investigations Unit, conducted an investigation into the sale of a controlled drug by one of the DHA residents. This investigation ended with the seizure of a quantity of heroin, meth, marijuana, and cocaine. This investigation was started due to information provided by other DHA residents.

During the month of June, Officer Plummer met with DHA staff about an elderly resident who was having frequent contact with the Dover Police Department and the Dover Fire and Rescue Department. The purpose of the meeting was to try to assess and then meet this resident's needs. Ultimately a plan of care was put into place with the hope that the resident would not need to contact public safety agencies for routine needs.

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 June, the officers assigned to the mounted unit worked closely with Community Action to assist our transient population. The mounted unit assisted in facilitating several individual's transition into recovery programs through The Doorway.

At the beginning of June the Dover Mounted Patrol Volunteers held the second annual Yard Sale/Fundraiser. The Volunteers collected donated items for the month prior and the day was a huge success, raising over $1000 for the care of CJ & Rasa.

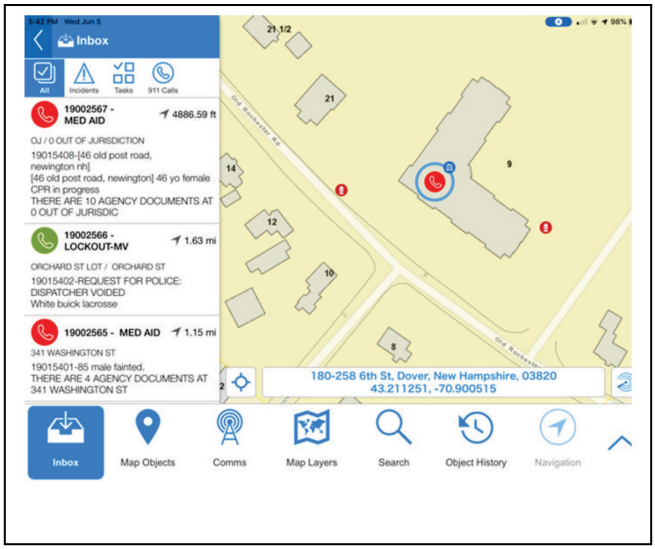
On June 14, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. This date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during evening commuting hours under a grant which provides federal funding to reimburse the agency's personnel costs. Targeted violations included moving violations – including speeding - tending toward aggressive driving behavior or distracted driving. Targeted locations on that date were upper Sixth Street, Tolend and Old Rochester Roads.

Dover Police performed a total of 24 personnel-hours of impaired driving enforcement patrols – funded with a grant from the NH Office of Highway Safety – during the month of June. The agency made a total of 8 DWI arrests in the month.

Sgt. Speidel performed 9 child passenger seat inspections during the month of June. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

In the month of June, Command Staff participated in Beta testing of an upgraded Public Eye application. As mentioned in previous monthly reports, Dover Fire has been using the Public Eye application to increasingly add to its emergency preparation and call location/notification awareness level. As a proactive user of the Public Eye application, Dover Fire & Rescue has come to be a resource that the Public Eye tech support team relies on for feedback and new ideas, and as a source of input on the functionality of the system. Public Eye asked if we would be willing to Beta test their new version, which essentially consisted of a list of improvements that met the needs as outlined from Dover Fire input (and other fire departments) over the last couple of years. The app will be pushed out to all users in the month of July.

The picture below shows the call location of one incident (10 Hotel Dr). The small blue icon in the center of the building indicates there is pre-plan information available for that structure. Nearby hydrants are shown in red. Information cards are to the left, indicating 3 other calls going on at the same time. Each call can be selected, displayed on the map, and additional information is available to responders for that call. The new app allows for much simpler navigation of the map and associated information, which has been a feature advocated by Dover Fire in many meetings with Public Eye technical support staff.



Command Staff and Inspection Services Building Official Jim Maxfield met with E911 representative Kenny Lynn Dempsey to accept the mapping and data files that are a result of E911's mapping efforts within the City of Dover over the last 2 years. These maps, along with the inter-agency agreement to maintain the local address database in conjunction with E911's PSAP (Public Safety Answering Point) database, will ensure accurate call locations when a citizen or visitor to our community has a need to access the E911 system.

Division Chief Dale Spainhower and Assistant Chief Michael McShane accepted a thank you message from the Dover Elks Lodge for helping to provide that organization with an AED at their facility. The AED was donated by the Seacoast Chief's Fire Officer organization with training provided by D/C Spainhower and FF/Paramedic Brian Jacques. The Elks serves as the location for the SCCFO annual seminar training program, with National Speakers presenting training, leadership and enhancement seminars to Fire Service members from around New England. Having a local organization provide the facility for this level of training is a major advantage for Dover Fire & Rescue, where the ease of attendance always results in a very high rate of attendance from DFR membership.

Dover Fire & Rescue helped to earn the City of Dover recognition as a "New Hampshire HeartSafe Community". By earning this designation, DFR has helped to ensure that the City of Dover has an adequate number of AED's distributed throughout the City, that CPR/AED training is available for members of our community, and by promoting appropriate CPR/AED response by community officials. The New Hampshire Department of Safety, Division of Emergency Medical Services joined with members of Dover Fire and Rescue to recognize the City's designation as a NH HeartSafe Community.

DFR's Division Chief of EMS, Dale Spainhower, brought several manufacturer's reps in to demonstrate the various video laryngoscopes available to the EMS community. Having been a purchasing priority of the department for over a year, these devices will now be a reality for our front line ambulances. The video laryngoscopes will aid the ability of a Paramedic to insert an endotracheal tube more successfully to assist a patient who has stopped breathing. The video screen provides a clear view of the insertion point. After testing several devices from various manufacturers, DFR Paramedics chose the Storz brand as the majority favorite, primarily due to the quality of the device, and the ability of the laryngoscope to store pictures and videos internally to the device, providing follow up training and incident critiques with much greater ease than some of the other devices tested.

These devices will be ordered in the month of July.

Video Laryngoscopes

After the purchase of a Conex storage trailer last month, the Department mechanic utilized the space for storage of many items related to vehicle maintenance requirements, freeing up critical space in the South End station that was previously occupied by vehicle maintenance items such as tires, parts storage, bulk oil, etc. This will allow for better use of the station interior space, to include the ability to keep a reserve ambulance or Utility vehicle in a spot previously used for storage.

Registrations are ongoing for summer programs offered through the Recreation Department, including tennis, theater and summer camps. Playground camp registrations are full and the program began on June 24th. The program will continue for 7 weeks, and includes activities at the playgrounds, transportation to the Jenny Thompson Pool, and weekly field trips. Fun on Stage is a theater and music camp that was held June 24th to 28th at the City Hall Auditorium. The program filled quickly but the instructor was able to add some from the waitlist. Music Theater will begin on July 8th for the older kids. Coach Romps began Recreation's first Summer Dover Basketball Academy at Dover Middle School, offering two sessions, grades 1-4 and grades 5-8. Adult fitness classes continued with Interval Toning switching to an early morning summer session on Tuesdays & Thursdays at 7:30am.

The Jenny Thompson Pool opened to the public on June 17th and has been very busy with camps such as Berwick Academy, St. Mary's, Tri-Star, Kittery Recreation, Eliot Recreation, Somersworth Youth Connection as well as the City of Dover summer camps. The Indoor Pool started sessions of swim lessons on June 24th, Swim lessons are 95% full. Swim teams such as Seacoast Swimming, Oyster River, Atlantis Swim and Solo Aquatics have been taking advantage of both facilities and practicing on a regular basis. The Jenny Thompson Outdoor Pool has between 150 and 300 rec swimmers per day with an additional 20-30 coming to swim laps. The Indoor Pool has 75 lap swimmers as well per day. Hydrofitness has continued for the summer and regularly has about 10-15 participants. During the month of June the Jenny Thompson pool hosted two weekend long swim meets that were all well attended and ran very smoothly. There were 2 birthday parties held here.

The Dover Arena had no ice for the month but staff was busy however with regular maintenance of the facility; cleaning, painting, etc. Camp Kool started the last week of June and every week is full. Roller derby continued practices Sundays and Tuesdays. Summer programs have all filled up and will begin the second week of July. The Holt Arena ice went back in the last week of June. The month of July at the arena means summer hockey and skating programs. The first skating day of the season is July 5 and programs start shortly after that date. Welcome back COED League, over 45 League, Youth Intro, Adult Intro, Learn to Skate and Chix with Stix. Several weeklong hockey camps will also be here throughout July and August. Rock Night will make its return on Saturday July 13.

In addition to all ongoing activities, the Senior Center members continue to use all fitness areas at Dover Recreation. Senior exercise and yoga classes are held Monday through Thursday mornings. Pickleball is offered Tuesday and Friday mornings. This month members traveled all over, from local plays to Boston to even a group in Iceland! Program attendance: Dr. Dan Seminar: 10, Diabetes Management Seminar: 18, Celebrating 65 Medicare

Info: 12, Nature of NH (UNH Outreach): 25, Mystery Lunch: 30

The Paddlesports dock has been very heavily used by Great Bay Rowing Club and the general public. The kayak launch ramp that is part of the dock is available for anyone to use.

76 June public library programs were attended by 3,348 people. These included:

8 story times 198; 3 Craft sessions 628; Steve Corning performance 115; Paws to Read 7; Toddler Yoga 16; 2 Knitting groups 14; Friends program 23; SRP kickoff party 200; Children's Summer Reading program 500; Teen Summer Reading program 115; Adult Summer Reading program 238; 3D prints 31; Alien Crash Site 50; Rockets 62; Audio book group 4; Slime 70; Maker Faire 400; Ask a Middle Schooler 30; Memory Lab scanner 1 use; Memory Lab VHS 3 uses; Memory Lab cassette 1 use; Cricut 1 use; 2 movies 9; 4 Lego Saturdays 43; Game Night 15; 6 Technology classes 34; 4 Book groups 36; Discussion group 9; Woodstock author program 17; Dungeons & Dragons 16; Spiritual breakfast 5; Brendan DuBois 11; Teen Advisory Board 4; 5 Escape Rooms 48; 4 Adult yoga sessions 22; Death Café 12; Pizza & Pages 10; Creativity Corner 8; 5 Little Free Library visits, adding 318 books; 6 Book-A-Librarian appointments; 1 Exam proctored; 2 Langdon Place visits 14; and Passports 18.

Volunteers brought books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents. Another volunteer made five deliveries to the Little Free Libraries, depositing 318 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.

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."

On June 3, 2019 Vicki Hebert and four Youth to Youth students presented to the Wentworth-Douglass Board of Directors about the work they are supporting through their grant to the Dover Police Department. The presentation, also attended by Chief Breault and Captain Terlemezian, was a success and will certainly help the board members to visualize all of the things made possible by their support of the Dover Coalition for Youth and Dover Youth to Youth with their annual grant.

Dover Youth to Youth members presenting to the Wentworth-Douglass Hospital Board of Directors.

On June 27th the Dover Coalition for Youth was invited to participate in a round table discussion with Director Jim Carroll of the White House Office of National Drug Control Policy (ONDCP). Dover was one of 5 NH Coalitions recognized and invited to participate highlighting the successes of grantees and the Drug Free Communities program.

Vicki Hebert, fourth from the right, poses for a photo with ONDCP Director Jim Carrol (center) and the other panel members.

The annual Granite Youth Film Festival took place on June 2nd and 3rd at Epping O'Neil Cinema. The festival featured 12 videos made by the students highlighting substance misuse topics. Dover Youth to Youth students produced one of the films.

Dover Youth to Youth students at the premier of their marijuana themed video production "FACTS" at the O'Neil Cinema in Epping.

Dover Youth to Youth students pose with the Tennessee youth leaders the Dover students were training at a prevention conference in Murfreesboro, TN in June.

As a result of the program's resources, training materials and experienced student trainers, Dover Youth to Youth has had a big influence on youth empowerment programs throughout the US. Over the past year, Dover's model of youth empowerment has been adopted by North Carolina, the Tennessee Department of Health Tobacco Prevention Program, and the Washington State Marijuana Prevention and Education Program. All 3 states have been providing interested communities with copies of Dover Youth to Youth's resource toolkit and have engaged members of Dover's program in training. In June, a team of 10 Dover students was brought to Tennessee by that state to provide 3 days of training at their TN STRONG Youth Summit. The Dover students provided intense advocacy training to older youth leaders for 2 days and then provided a day of presentations and workshops for the 300-student general conference.

Also in June, four Dover Y2Y students presented two workshops at the Kentucky Youth Summit in Bowling Green, KY and four other students traveled to Seattle to present a day of training to 32 adults from that area that will be working with youth groups like Dover's.

On June 7th Dover Y2Y staff assisted the Portsmouth Middle School Y2Y program in providing the Sam Skunk Rx Safety lesson to 1st graders at the Dondero and Little Harbor schools.

On June 14th, Sergeant Tarmey assisted with the Dover Police Department and Dover Middle School end of the year BBQ. The event was designed to help celebrate the end of the year for the students, as well as creating an environment where the parents and students could interact with police officers in a relaxed setting. The police department received donations from local businesses for food and supplies to make the event a success.

Dover Middle School students enjoy a day with police officers at Guppey Park.

June 1st was Maple Suites Retirement Home's first annual "Prom". Residents were encouraged to dress up and invite family and friends for an evening of socializing and dancing. Officers Caproni and Murch were invited to attend this wonderful evening. The officers were greeted with open arms and requested to sit at various tables to dine. There was a "photo booth" that the officers participated in as well as dancing to some classic songs. Both officers and residents had a wonderful time.

The mounted unit was able to attend the Special Olympics in Durham this year. The officers and horses were in Boulder Field as runners from all areas of the state arrived. The athletes were very excited to have an opportunity to visit with the horses and were excited to share the stories of winning medals in their respective events. The day was full of excitement for everyone. The officers of the mounted unit historically knows many of the athletes from meeting in the downtown throughout the year. It's a great pleasure to be part of this day.

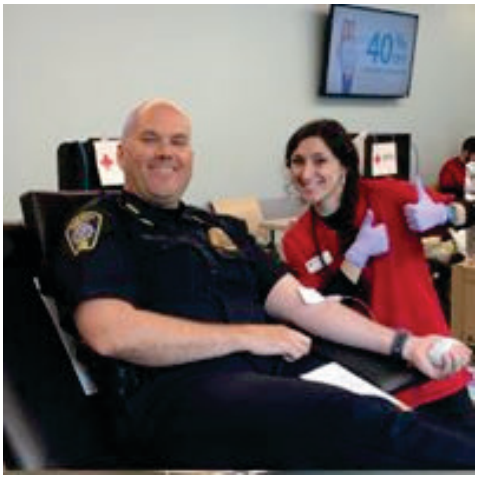
The 7th Annual Maker Fair and Food Truck event was held during June in Henry Law Park. This event is for "makers' to share their hobbies, experiments or projects and to enjoy food while learning about these. There are usually large numbers of people in the area and usually the officers and horses add another piece to the event and draw a crowd. This event also included the Duck Derby, where rubber ducks are launched off the Washington Street Bridge. Additionally the Ukulele group SNHUG held a festival in lower Henty Law on the same day.

Sgt. Speidel worked with Cocheco Valley Humane Society staff and volunteers in coordinating its second 5K run event in conjunction with its annual "Tails to Trails Walk" fundraiser at Henry Law Park on June 2. Sgt. Speidel handled the police department's operational planning, 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.

Sergeant Speidel coordinated the traffic control particulars for the 10th annual Avis Goodwin Father's Day 5K Road Race at Margaritas on June 16. The Traffic Bureau coordinated the deployment of directional signs, barricades and cones to facilitate road closures and traffic diversions, scheduling and assignment of police personnel, and worked closely with event organizers on other logistical matters. This event is part of the Dover Race Series.

On June 5, the Dover Police Department hosted a blood drive for the American Red Cross. In total, 46 units of blood were collected and many members of the Dover Police

Department, including Chief Breault, donated blood.



Chief Breault donating blood.

On June 23, 2019, Det. Burt gave a presentation on Crime Scene Investigations to the New Hampshire Cadet Academy in Concord, New Hampshire.

On June 7, Dover Police Department employees, family members and friends participated in Dover's leg of the New Hampshire Special Olympics Law Enforcement Torch Run. These volunteers relayed the "Flame of Hope" over a distance of five miles between the jurisdictional boundaries of Somersworth and Madbury. The Law Enforcement Torch Run is one of the largest Special Olympics fundraising events in New Hampshire. Every branch of state, municipal, county and federal law enforcement has participated in the Torch Run, raising more than one million dollars in its history. In a series of 18 "legs" members of the law enforcement community run relays that cover more than 850 miles of NH roads. The runners carry the torch to the opening ceremonies of the Special Olympics Summer Games at the University of New Hampshire. See front cover for photo.

Members of the Dover Police Department, including some friends and family, pose after running the Dover leg of the 2019 Law Enforcement Torch Run to Benefit Special Olympics.

On June 28, 2019, Captain Terlemezian, Captain Gould, Detective Mask, Officer Pike, and Vicki Hebert attended a mental health and suicide prevention forum and workshop at Wentworth-Douglass Hospital. The Dover School Department and Community Partners hosted the forum to discuss mental health and suicide concerns in our community and among youth.

Media Services provided end-to-end production of live and recorded events in June, producing content for Channels 22 and 95, and online viewing. This included special programming to highlight development under way in Dover, part of the ongoing Destination Dover series; and highlights from the Stonyfield grant donation and organic turf celebration at Woodman Park.

In June, Media Services recorded the annual Fire Safety Festival, held at public and private elementary schools throughout the city. Work is under way to edit and package the show for distribution on air, online, and as physical media at next year's show.

As part of the Fire Safety Festival, Media Services is in the process of building an online library of all previous shows, which will be available at the city's website.

In June, Media Services produced a PSA about the city's creative approach to curbing weeds on city streets and sidewalks. The video explains how the city modified a Bobcat and steam equipment to tackle weed growth using only eco-friendly steam. The video and topic generated significant media and public interest and engagement.

Media Services produced videos and related media in June to help promote Greater Dover Chamber of Commerce and Dover Main Street events, including Main Street's Dover Art Walk 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 22 newsletters in June, including the weekly editions of Dover Download 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 42 press releases and numerous updates to the website and social media in June.

In June, DNTV-22 televised live, rebroadcast and made available online 18 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.

Six library employees staffed a booth at the Children's Museum of NH's Maker Faire on June 29.

The library has 4,295 subscribers to its two monthly e-newsletters.

Library staff posted 143 items to its various social media platforms in June. Total social media platform followers = 11,506

The library has 3,562 Facebook followers, 1,178 Pinterest followers, 1,455 Instagram followers, and 1,016 Twitter followers.

The library blog was viewed 112 times in June.

The Systems and Technology librarian taught six free technology classes to 34 attendees.

4. Financial & Benchmark Outcomes

"MAINTAIN AND STRENGTHEN FINANCIAL STABILITY OF MUNICIPALITY TO INCLUDE REPORTING ON ANY FINANCIAL CONCERNS AND ADDRESSING THEM AS THEY MAY ARISE DURING THE COURSE OF THE FISCAL YEA

PURCHASE ORDERS – OVER $5,000

DAC	PO Date	PO #	Vendor Name	Amount
Community Services	06/19/2019	201910351	UNIVAR USA, INC.	$5,069.33
Fire and Rescue	06/25/2019	201910453	CITIZENS BANK-CREDIT CARD	$5,174.93
Community Services	06/11/2019	201910100	FISHER AUTO PARTS	$5,372.65
Police	06/26/2019	201910533	STATE OF NH-DOT	$5,419.47
Fire and Rescue	06/30/2019	201910632	ELLIOT HOSPITAL	$5,455.00
Info Technology	06/11/2019	201910161	ACCESS AV	$5,579.00
Community Services	06/04/2019	201909908	MADBURY NH, TOWN OF-TAX COLLECTOR	$5,882.00
Fire and Rescue	06/17/2019	201910240	QUICK MED CLAIMS, LLC.	$5,996.49
Executive	06/30/2019	201910635	SHEEHAN, PHINNEY, BASS & GREEN	$6,218.44
Info Technology	06/11/2019	201910099	DELL MARKETING L.P.	$6,280.19
Public Library	06/05/2019	201909993	D.M. BURNS SECURITY, INC	$6,610.00
Executive	06/30/2019	201910636	SHEEHAN, PHINNEY, BASS & GREEN	$7,000.00
Community Services	06/30/2019	201910651	BROX INDUSTRIES, INC.	$7,097.07
Community Services	06/12/2019	201910184	WAYNE CHALOUXS CUSTOM	$7,253.40
Executive	06/25/2019	201910440	WYSKIEL, BOC, TILLINGHAST & BOLDUC, P.A.	$8,006.25
Community Services	06/18/2019	201910272	BROX INDUSTRIES, INC.	$8,877.10
Community Services	06/05/2019	201909991	BROX INDUSTRIES, INC.	$9,019.46
Police	06/26/2019	201910528	MOTOROLA, INC.	$9,225.50
Executive	06/19/2019	201910372	SHEEHAN, PHINNEY, BASS & GREEN	$11,287.93
Community Services	06/04/2019	201909911	D. AND C. CONSTRUCTION	$15,500.00
Community Services	06/30/2019	201910654	TRI-STATE SEALCOATING & PAVING	$19,140.00
Recreation	06/30/2019	201910637	MACKINNON & SONS EXCAVATING	$24,980.00
Community Services	06/18/2019	201910276	TRI-STATE SEALCOATING & PAVING	$33,538.00
Community Services	06/26/2019	201910535	SUR CONSTRUCTION, INC.	$35,000.00
Police	06/27/2019	201910555	RIDGELINE OUTFITTERS, LLC.	$36,275.70
Community Services	06/27/2019	201910585	ROBERT H. IRWIN MOTORS, INC.	$38,045.00
Community Services	06/27/2019	201910570	MAHER CORPORATION	$39,986.52
Info Technology	06/04/2019	201909907	2 WAY COMMUNICATIONS SERVICE,	$42,711.50
Executive	06/05/2019	201909992	CCMSI	$52,402.10
Community Services	06/30/2019	201910634	WASTEZERO, INC.	$100,000.00
Community Services	06/30/2019	201910715	WRIGHT-PIERCE	$376,500.00
Community Services	06/30/2019	201910699	APEX CONSTRUCTION, INC.	$732,100.00
Community Services	06/30/2019	201910697	SEVERINO TRUCKING CO., INC	$3,571,235.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B19088	06/04/2019	Household Hazardous Waste Collection
Finance	B19082	06/14/2019	Stationery, Envelopes & Other
Fire	B19074	06/04/2019	Medical Supplies
Police	B19086	6/04/2019	Night Vision Monoculars

At the Film Festival Kennebunk Savings Bank presented United Way and Granite Youth Alliance a check through their spotlight fund. The bank is providing GYA with $7,500 and Dover Youth to Youth with $2,500 to support youth empowerment efforts in the region.

Support check from Kennebunk Savings Banks being presented during the Granite Youth Film Fest

Passport application processing fees provide a continuing source of revenue for the library. At $35 per application, the library received $630 in passport revenue during June.

The Friends of the Library have donated $1300 for Summer Reading Programs costs.

The Rotary Club of Dover has voted to donate an additional $50,000 to the Library for furnishings for the lower level of the Children's Room.

COMMUNITY SERVICES DEPARTMENT PROJECTS:

Asset Management Grants: **January:** City successfully obtained 3 separate grants of $30,000 each totaling $90,000. Target will be to develop detailed Asset Management plans for all pump stations and begin process of condition assessments of buried pipes per National Association of Sewer Service Companies (NASSCO) standards. **February:** Staff submitted an application and received NHDES approval of an asset management project with a total of $90,000 debt forgiveness. Staff are also in the process of securing another $75,000 of NHDES debt forgiveness SRF planning funds. Staff is working with consultant Wright Pierce to develop finalize full scope of the project. The City of Dover's sewer collection system is comprised of 115 miles of sanitary sewer and 25 pumping stations. The City will use these funds to develop and implement a Wastewater Asset Management Program. The coal of this program is to enhance the City's Capital Improvement Plan, identify further areas for improvement, and quantify system assets. This will ultimately reduce costs by forecasting and targeting funds for necessary repairs, upgrades and inspections to maintain sustainable, cost effective, and compliant operations. Work on this project is anticipated to begin spring 2019. **March:** The NHDES has approved several Asset Management projects for both our sewer and stormwater system through the State Revolving Fund loan program with principal forgiveness. The proposals for the sewer asset management, totaling $165,000 of work with full principal forgiveness, will be presented to the City Council for approval in April. **April:** No update. **May:** The City Council authorized borrowing the funds in May. Staff will recommend awarding the contracted work to Wright Pierce Engineering at the June City Council meeting. **June:** Contracts were signed with the engineering firm of Wright-Pierce. A kick-off meeting was planned for mid-July, work is projected through remainder of 2019

Wastewater Treatment Plant Blower & Generator: **January:** Generator has been ordered, but currently reviewing shop drawings for installation and wiring. The new blower has been ordered and is on site. A contractor was awarded installation work. Apex Construction is currently working at the wastewater plant to install the 2 new inclined screw presses that were donated by Huber. Apex will be able to transition over to blower and generator installation following completion of screw presses. Work expected to extend into May/June. **February:** Staff is working with the city's Inspection Division to obtain approval to install a door to meet the breaker set back code. **March:** NO CHANGE - work has been delayed slightly as WWTP staff are working to install the 2 new inclined screw presses. **April:** No update. **May:** Blower and screw presses have been installed. Work only remains for installation of new generator. Work will likely extend into July. **June:** Contractor was approved for installation of new generator. New screw presses have been installed and have been going through testing. Work remains ongoing.

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. **May:** City Staff are trying to wrap up completion of new well pump installation, which includes all new electrical feeds, controls, and SCADA programming. **June**: New well pump has been installed.

City staff had to order weather-proof utility shed structure to house all electrical equipment and controls. Goal is to target operation by end of July.

OTHER CIP ITEMS NOT REPORTED ON – PROJECTS PENDING START:

- → McConnell Center Trim – Repairs & Painting
- → Police Cruiser Replacement Program
- → Pump Station Equipment Replacement
- → Pump Station Upgrade – River Street Force Main
- → Sewer Main Replacement
- → Utility Heavy Equipment
- → Utility Light Equipment
- → Water Main Replacement

OTHER CIP ITEMS NOT REPORTED ON – PROJECTS PENDING COMPLETION:

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

Capital Improvement Project

Amanda Howard Park Improvements

Project Description: This neighborhood park, serving the residents of Elmwood Avenue, Fairview Avenue, Atlantic Avenue and Cross Street is will be updated to create a more user friendly experience while still honoring the memory of Amanda Howard.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: Recreation Department **Project Coordinators: Gary Bannon, Recreation Director**	
June – October 2018	The Recreation Director is preparing to hold a neighborhood meeting in the next couple of weeks with the residents in this area to start the project planning process. The Director is planning for notices to go out by early next week of the meeting which is planned to be on Thursday July 12th at 6:00 pm in the park. The Amanda Howard Park project has officially kicked off with the first neighborhood meeting held on July 12th at the park. Over 20 people were in attendance and a lot of good ideas and visons for the park were shared with City staff. The options of what can be done are going to be determined this fall so a plan and budget can be developed and implemented in the coming year. 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

CIP – Central Falls Dam Repairs

May 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 was completed this month and redesign of the park is underway with that parcel included. The additional property will allow the park to accommodate more park features.
June 2019	Tree pruning and removal of some trees was undertaken this month.

Capital Improvement Project

Bridge Improvements

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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director**	
January 2019	The engineering firm of GM2Inc completed an inspection of the Chestnut Street Bridge in late November 2018. The bridge is in fair condition, but recommendations include replacement of decking membrane, with new pavement overlay and replacement of sidewalks. Cost estimates are being developed in anticipation of a larger CIP Project.
February 2019	No update.
March 2019	No update.
April 2019	No update.
May 2019	The engineering firm of GM2Inc completed an inspection of the Chestnut Street Bridge in late November 2018. The bridge is in fair condition, but recommendations include replacement of decking membrane, with new pavement overlay and replacement of sidewalks. Cost estimate is over $500K so this will be a separate CIP project in the future, since recommendations are not urgent, nor related to structural integrity.
June 2019	Design consultant is continuing work on final plans and specifications. Funding needs to be secured via a new CIP request.

Capital Improvement Project

Building Access Control & CCTV Systems

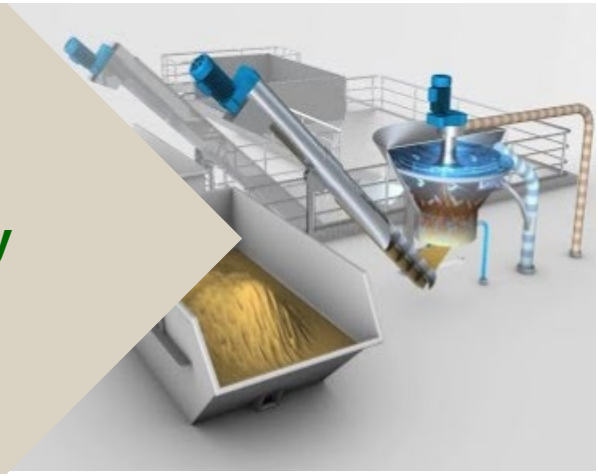
Project Description: To install electronic keycard and CCTV systems in all larger municipal facilities. To standardize on keycard and CCTV systems. This extends Access Control and Security Systems technology currently employed at the Dover Police Station.
Year/Building to be improved: FY 20 Mast Road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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → Proposed CIP document agreed upon and finalized → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Executive Department; Information Technology Division**
Project Coordinators:	**Annie Dove, Information Technology Director**
January 2019	The Information Technology Director has been drafting up an RFP for the City Hall building. It is in the final review stages before being placed out to bid.
February 2019	RFP nearly drafted. With Brian Bortz's new role, he will have a quick look over as well before sending it out to bid.
March 2019	The final draft of the RFP documentation has been submitted to the Purchasing Agent to review and anticipate it soon going out to bid. The proposed schedule has completing the selection process in time for the May 22nd council meeting for the council to review, and then awarding the bid by May 30th. We'll have a better idea of the completion time frame for the project as we receive back some of the proposals.
April 2019	No update.
May 2019	No update.
June 2019	The RFP was released and we have received the responses. We have narrowed it down to the final 2 proposals and will be making a decision to award shortly.

Capital Improvement Project

Catch Basin Spoils Facility



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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director**	
January 2019	A Preliminary Design Report was submitted to City staff for review in early February. Staff are compiling review comments in anticipation of engineering firm finalizing plans. Target to release for bidding is March/April 2019.
February 2019	No update.
March 2019	Staff provided comments for minor revisions to the Preliminary Design Report. Engineers are working on the SRF paperwork, including approval of the specified grit washing equipment. Bid release will likely get pushed back to August or September.
April 2019	No update.
May 2019	The NHDES provided comments on the submitted Preliminary Design Report in early May. Comments are being incorporated into the final design. The anticipated bid release will be late summer, or possibly September. Project is SRF funded with total project cost estimate of $3.5 million.
June 2019	Final design is ongoing. Anticipated bidding September timeframe.

Capital Improvement Project

Central Falls Dam Repairs

Project Description: This project will repair the 40 year old retaining wall adjacent to the Central Falls Dam and the fish ladder located off Central Avenue in the downtown.

Dept submits project for consideration to Asst City Manager	Asst City Manager compiles projects	City Manager, Finance Director & Asst City Manager Review	City Manager finalizes Proposed CIP	Proposed CIP presented to Planning Board - endorses to City Council	City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department

Project Coordinators: John Storer, Community Services Director

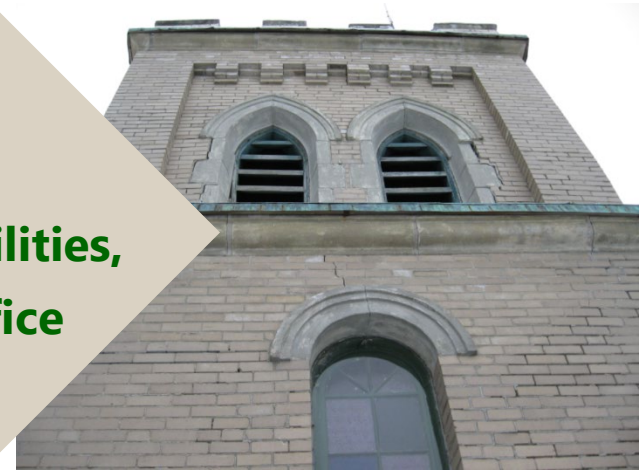
April – July 2018	The City issued a Request for Qualifications for a consultant specializing in retaining walls and related geotechnical experience. The firm of Tighe & Bond was recommended based on their recent experience with other granite block retaining walls. A Scope of Work was subsequently developed for an initial investigation stage. In the interim, a chain link fence was installed around the top of the retaining wall, specifically where a large sink-hole or depression has started adjacent to the retaining wall. This was installed as a safety precaution until a detailed analysis can get underway. Test pits, geotechnical probes and surveying work have all been completed. Test pits found the remnants of 2 abandoned hydropower penstocks. One was a large brick archway (approximately 12 feet wide x 4 feet tall), the other was smaller and made of wood. The consultant, Tighe & Bond, expects to present their preliminary assessment and recommendations sometime during the week of July 9. Tighe & Bond has been working with the Division of Historic Resources, Department of Environmental Services, and the Army Corps of Engineers to identify pertinent permitting. Barricades have been put up within the abutting mill parking lot, to prevent vehicles from parking near the top of the retaining wall. This impacts about 15 parking spaces. Engineers have completed an initial assessment and provided a preliminary repair suggestion. A meeting was held the week of July 9 to meet with abutters and permitting agencies. A new structural retaining wall is suggested to be installed immediately behind the existing granite wall. The engineers believe the existing wall was only a building foundation and not designed as a structural retaining wall to withstand the lateral earth pressure from the abutting ground. There are numerous permitting concerns that have to first be addressed with the Department of Environmental Services, Army Corps of Engineers, Division of Historic Resources, and Fish & Game before any final design work can commence. Cost estimates will be refined based on requirements of the permitting parties. Fire Chief Eric Hagman completed an initial letter of intent to pursue potential grant funding through the Department of Homeland Security's Hazard Mitigation Program. Final design work is ongoing in consultation with the NH Division of Historical Resources and the Army Corps of Engineers. A new structural retaining wall is suggested to be installed immediately behind the existing granite wall. The engineers believe the existing wall was only a building foundation and not designed as a structural retaining wall to withstand the lateral earth pressure from the abutting ground. The City has issued correspondence to the hydropower operator that per the Lease Agreement they have a liability for necessary repairs. The engineers were waiting for an onsite review with the Division of Historical Resources to determine what type of rehabilitation/reconstruction would be required. Intent is to begin construction work later this fall. Work will be dependent on permitting approval.

CIP – Central Falls Dam Repairs

August – December 2018	Final design work has been completed. Final permits/permissions are pending with the NH Department of Environmental Services, the Army Corps of Engineers, and the Division of Historical Resources. The City and its consultant have been exerting steady pressure on these entities to ensure reviews are expedited. The current projected schedule has solicitation of construction cost proposals back to the City by mid-October, with a goal to bring a recommendation and contract award to the City Council at their October 24 meeting. Intent remains to begin construction late fall or into early winter. Final design work and all permitting has been completed. The project is expected to be released for bidding the week of October 15. Intent remains to begin construction late fall or into early winter. The City Attorney continues to research liability and cost participation obligations of the hydropower company that leases the City property. Project was released for bidding mid-October. A pre-bid meeting was scheduled for November 6, and bids are due November 20. The intent is to bring a recommendation to the City Council at their November 28'th meeting to make an award to the lowest responsible bidder. The goal remains to have the wall removed this winter, with final repairs wrapping up spring of 2019.
January 2019	Removal of the wall got underway in January, but work had to be paused to allow for relocation of unexpected telephone/communications cable. City had to work with private property owner to secure new easement for Consolidated Communications to install new line. Project timeline now adjusted to have wall removal completed by end of February, preparation for new wall in March, with final construction of new wall extending potentially into May.
February 2019	The contractor is in the process of removing the overburden. The next step will be forming up the concrete footing. New wall construction is expected in April.
March 2019	Removal of the wall began in January. Half of the concrete footings have been poured, with final construction of new wall extending potentially into July.
April 2019	No update.
May 2019	Reconstruction of the wall proceeded through late April and into early May. Concrete footings for the new wall were poured and the placement of the individual blocks began. But the contractor noticed a problem with the shape of the pre-cast concrete blocks. There apparently was a problem with the formwork used for the castings. It led to a slightly misshapen block that would not sit perfectly flat. Construction remained stalled until the block manufacturer could correct the issue. The revised scheduled projects completion of the wall by late July. Site restoration of the parking lot and landscaping for the new park will extend through late August into possibly early September.
June 2019	Contractor recommenced with installation of concrete block retaining wall. Progress had been delayed due to problems with the casting forms for the blocks. Wall completion is projected for the end of July.

Capital Improvement Project

Chapel Restoration - Facilities, Grounds & Cemetery Office



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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & Sharon Sirois, Superintendent of Facilities & Grounds**
January 2019	New FY 2020 Project. Staff had kick-off meeting in January. Expect to release RFP/RFQ for design-build services in March. Confirming programming needs of new facility. City Staff plan to handle site clearing, utilities, and landscaping. Goal is to have new building shell up by December 2019.
February 2019	No update.
March 2019	RFP/RFQ for design-build services is being finalized. Plan is to schedule a neighborhood informational meeting as soon as a consultant has been selected. Objective will be to review site impacts.
April 2019	No update.
May 2019	An RFQ was issued in late May to solicit architectural/design services for a design-build approach for a new facility. The Cemetery Master Plan recommended a new 12,000 square foot facility. The RFQ responses are due mid-June. Goal is to break ground late summer or early fall.
June 2019	Qualification packages were received from seven (7) firms; the selection committee short listed three (3) firms with presentations / interviews scheduled for mid July. Award recommendation to be available mid July with anticipation of design process to immediately follow. Anticipate breaking ground late summer or early fall.

Capital Improvement Project

Drainage System Improvements

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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: **Community Services Department** **Project Coordinators:** **John Storer, Community Services Director**	
January 2019	Survey work is ongoing for emergency repairs between Grove and Mt Vernon Streets. Existing drainage line runs beneath a garage on private property. Need to layout and confirm new easements. Work on Belknap and St Thomas will likely get underway in May by in-house City crews. An amount of $25,000 is being projected for a possible match towards a $100,000 planning grant for the drainage basin downstream of the Broadway culvert crossing beneath the railroad tracks.
February 2019	NHDES has selected the City as a recipient of a state revolving loan with $75,000 of debt forgiveness to further develop our Stormwater Asset Management Program. This is a one-time loan for this NHDES Asset Management Program. The city is in the process of finalizing scope and approvals with NHDES. It is anticipated that this project will be completed in the 2019 summer season.
March 2019	The city has hired VHB, Inc to conduct survey and easement work between Grove and Mount Vernon St.
April 2019	No update.
May 2019	In house staff, with support of hired subcontractors completed urgent drainage work on both Belknap Street and Locust Street. The section of Belknap was repaved. Locust will likely be repaved upon completion of the 104 Washington Street Project. Survey work has been completed for the cross-country drain line between Mount Vernon Street and Grove Street. Easements still need to be executed. An emerging drainage problem just occurred on Cocheco Street near the intersection with Portland Avenue. Improvement options are currently being evaluated.
June 2019	Belknap Street and Locust Street drainage is complete. Deputy Director is working with the City Attorney to resolve a couple of required easements for work on Mount Vernon and Grove Streets. Two additional emergency drainage problems also arose. A large sink hole was addressed in the gravel parking lot at Maglaras Marina, and a storm drain internally collapsed along Cocheco Street. Work for that repair will be ongoing.

Capital Improvement Project

General Sidewalk Replacement

Project Description: Annual management program for sidewalk replacements.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP. → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director**	
January 2019	Priorities are being identified for calendar 2019. A stand-alone sidewalk is slated for Spruce Lane. Funding is being held for 3rd Street and an extension along Central Avenue out by Planet Fitness. Work was slated for Portland Avenue, but is contingent on CDBG funding.
February 2019	Planning Staff and CDBG Coordinator has secured HUD funding for sidewalk improvements on Portland Avenue, from the crosswalk at the Arena down to Granite Street. CS staff has made necessary drainage improvements to accommodate new sidewalk and curbing. Lyman Construction is anticipated to complete the work in early summer. Other sidewalk funds are being reserved to provide assistance with two public/private partnerships. The Unitil natural gas company made a contribution to the City for excavation damage along the Central Avenue sidewalks north of town near Planet Fitness. The goal is to replace a portion of this area. Another partnership is along 3rd Street. The developer is required as part of their ongoing project to install brick sidewalks. The City will contribute financial to ensure all of Third Street is addressed, from Central Avenue back to Chestnut Street. Other sidewalk work involves addressing identified "spot" priorities on the 35 miles of sidewalks that are plowed during winter snow removal operations. A Condition Assessment has been performed on this section of the City's overall 70 miles of sidewalk.
March 2019	Priorities are being identified for calendar 2019. A stand-alone sidewalk is slated for Spruce Lane. Funding is being held for 3rd Street and an extension along Central Avenue out by Planet Fitness. Work on Portland Avenue in the area of the crosswalk at the Ice Arena and along the southern side of the street will begin in April.
April 2019	No update.
May 2019	The City intends to focus on spot repairs and smaller sections of sidewalk improvements. A new sidewalk bid will be issued to reflect that type of work. Funding is being held for improvements on Third Street in front of the Holy Rosary Credit Union. City staff met with the developers of the Third Street project and plan to have that contractor complete the work. The city also plans to repair sidewalk on Central Avenue between Planet Fitness and Walgreens.
June 2019	Engineering staff have drafted an RFP for various sidewalk repairs. Due to workload demands, bid will probably be released later this summer for work to occur in fall.

Capital Improvement Project

General Street Improvements

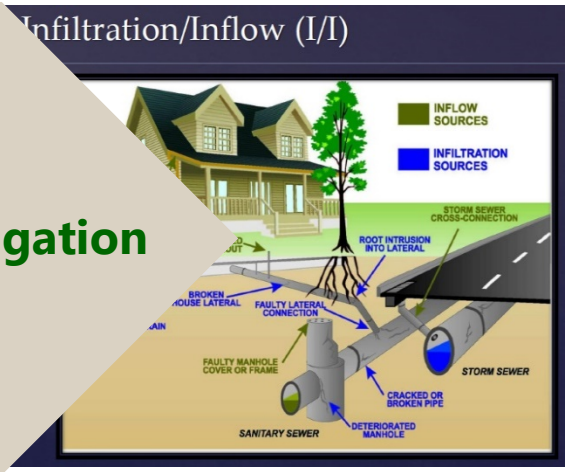
Project Description: Annual road paving based on Road Surface Management Program.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP. → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director**	
January 2019	Engineering staff are finalizing a draft lift of streets for the annual Pavement Maintenance Program. Final list will be depending on level of funding. Last year's program was about $1.6 million.
February 2019	Engineering Staff has finalized a draft list of streets for the annual Pavement Maintenance Program, with plan to go out for bids in March.
March 2019	The paving list has been published online and the bid is due out in early April. (List also attached)
April 2019	No update.
May 2019	Annual Paving Program bids were received in late April. Three bids were received and a contract for $1.48 million was subsequently issued to the low bidder, Continental Paving. Work was slated to begin in mid-June with Mast Road and Court Street the initial priorities.
June 2019	Paving program is ongoing. High priorities like Mast Road and Court Street have already been addressed. City personnel are working in advance of paving crews to raise catch basins and sewer manhole covers.

Capital Improvement Project

Inflow & Infiltration Mitigation



Project Description: During periods of heavy rainfall and snow melt, clean water enters the sewer distribution system and occasionally causes surcharging of the system resulting in the bypass of untreated sewerage to the Bellamy and Cochecho Rivers. This storm water is known as Inflow and Infiltration and must be reduced. It enters the systems through leaking manholes, pipes, roof leaders, basement drains and catch basins discharging to the sewer system.

Dept submits project for consideration to Asst City Manager	Asst City Manager compiles projects	City Manager, Finance Director & Asst City Manager Review	City Manager finalizes Proposed CIP	Proposed CIP presented to Planning Board - endorses to City Council	City Council adopts 2020 - 2025 CIP

Responsible Department: **Community Services Department**

Project Coordinators: **John Storer, Community Services Director**

Feb – October 2018

City Council has approved a contract extension for Wright-Pierce. All of the TV work has been completed in the downtown area. Preliminary report shows that the 30" pipe is in good shape. We are awaiting the final report from Wright Pierce.

Multiple flow meters were installed with the sanitary sewer system to identify sources of inflow or infiltration (I/I) where storm water is entering the system. Based on the results of the flow monitoring, video inspections were conducted on the interior of the sewer pipes to identify specific locations of I/I. The City has received a preliminary report from Wright-Pierce with recommendations to grout and seal the sewer lines in the downtown area.

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

Wright Piece has moved three of the flow meters located in the downtown area, to try to capture some of the high flow areas. Unfortunately, there has been no significant rain to find the sources. If a lack of rain continues then the next step will be to conduct a smoke test to find the high flow areas.

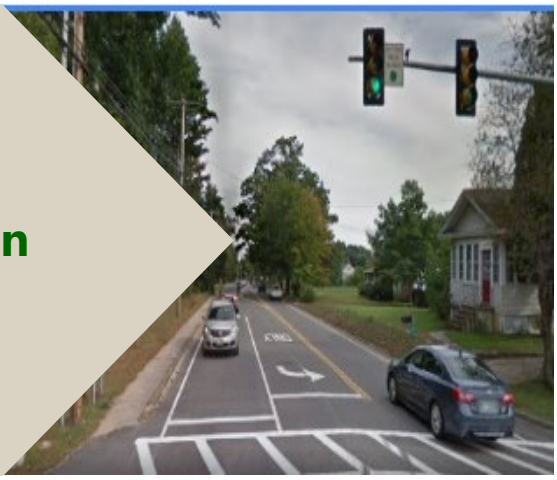
Smoke testing completed just recently. Although a detailed report is pending, the efforts were clearly successful in finding some high-volume direct connections, such as a catch basin and some roof drains on flat roofs. Once a final report is issued Community Services will immediately follow up with repair work on any issues within the public right of way. It looks like there will be several issues that extend onto private property and will require plumbing or drainage piping upgrades. The City will have to engage and educate the property owners.

Smoke testing was completed in the downtown area. Wright Pierce will present their findings in August. Based on field observations, there were several direct connections, such as roof gutters and a catch basin that were preliminarily identified. These should be relatively easy to address in order to eliminate stormwater contributions to the sanitary system.

An initial round of smoke testing was conducted in August to identify areas where stormwater connections were cross-tied into the sanitary sewer. Staff met with the engineering consultant, Wright Pierce, to review their initial findings. A drone flyover was being scheduled for early September to identify all flat roofs in downtown area where drain hubs might be tied to the sanitary sewer system.

	I/I investigation work is much like detective work, you aren't quite sure where the data will lead you. After smoke testing the downtown area, it was apparent that several drain manholes needed to be repaired/sealed. A contract amendment was headed to the September 12 City Council Meeting for additional manhole inspections and grouting sewer mains within the downtown area as well as a design for the Eliot Park area. Staff was also requesting an expansion of the downtown smoke testing work to extend into the Summer/Elm/Belknap area where a separate CIP is pending for the reconstruction of the street, including underlying utilities. The design phase is 90% complete. Staff has reviewed the received plans. They expect to receive 100% specifications and plans, for bidding, in November. Staff is waiting on a final report from the consultants. Community Services requested additional work scopes to complete improvements to areas along Stark Avenue and Elliot Park, as well as multiple spot repairs on problem areas within the downtown.
January 2019	Final report was issued and remediation work remains ongoing. Dye testing is slated for this coming spring for flat roofs in the downtown area. Design drawings are in progress for improvements in Eliot Park neighborhood. Staff have identified a few catch basins that need to be connected to storm system.
February 2019	Final report was issued and remediation work remains ongoing. Dye testing is slated for this coming spring for flat roofs in the downtown area. Design drawings are in progress for improvements in Eliot Park neighborhood. Staff have identified a few catch basins that need to be connected to storm system. Grouting and manhole sealing specs/drawings are expected to be received mid-April.
March 2019	Final report was issued and remediation work remains ongoing. Dye testing is slated for this coming summer for flat roofs in the downtown area. Design drawings are in progress for improvements in Eliot Park neighborhood. Staff have identified a few catch basins that need to be connected to storm system.
April 2019	No update.
May 2019	Design drawings are wrapping up for some pipeline improvements. Staff met with NHDOT to obtain an easement crossing agreement to install a new sleeve under the Spaulding Turnpike from Eliot Circle to Mill Street. Wright Pierce is working on the documentation.
June 2019	Met with NHDOT to obtain an easement crossing agreement to install a new sleeve under the Spaulding Turnpike from Eliot Circle to Mill Street. Wright Pierce is working on the documentation.

Capital Improvement Project



Intersection Reconstruction
Sixth & Venture

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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & David White, City Engineer**
February – June 2018	Engineering will move forward with hiring a consultant to design a wider entrance on Venture Drive. This will involve relocation poles and underground electrical services. A request for proposal is being advertised and the response is due back on March 2 to hire the consultant for design services. The goal is to modify the intersection geometry to better accommodate turning traffic by large trucks. Site lines will also be improved. A request for proposal for design services has been received and Sebago Technics will be awarded the bid on the next council agenda. The goal is to modify the intersection geometry to better accommodate turning traffic by large trucks. Site lines will also be improved.
July - December 2018	A design kickoff meeting was held with Sebago and the survey will start in August. A design kickoff meeting was held with selected engineering firm, Sebago Technics, and preliminary plans have been prepared. The intent is to make minor adjustments to accommodate turning movements for large trucks both into and out of Venture Drive. Work should be going out to bid over the winter with construction anticipated summer of 2019. Design effort remains on-going. Expectation is to release for bids in January 2019.
January 2019	Design is at approximately 90% complete. Hope to go to bid by end of March. City staff is working to secure one easement to accommodate slight widening of roadway.
February 2019	No updates.
March 2019	Design is at approximately 90% complete. Hope to go to bid by end of May. City Staff working to secure one easement to accommodate slight widening of roadway.
April 2019	No update.
May 2019	Design is at approximately 90% complete. Hope to go to bid by end of July. City Staff working to secure one easement to accommodate slight widening of roadway.
June 2019	City Engineer has not been able to finalize necessary easement. Landowner tentatively agreed to compensation in exchange for easement. Survey work is underway to prepare metes & bounds for required easement.

Capital Improvement Project

Park Infrastructure Replacement & Maintenance

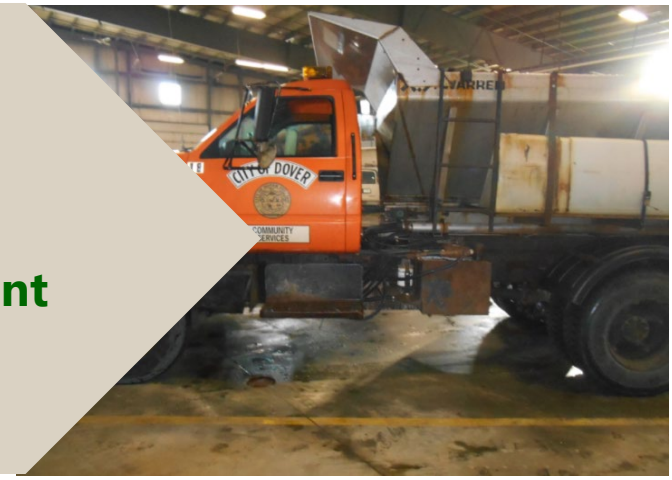
Project Description: Park projects include replacing signage, increasing/replacing benches and other amenities as well as replacing and maintaining playground equipment before a complete rehabilitation is required at a greater price.

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 Guppey 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 Guppey Park Softball Field Area Renovation Project is underway. Tritech Survey of Dover has been on site this month for both the Wetlands and topographic surveys and will plan to compete 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.
May 2019	The Paddlesports dock was installed for the season early in April and has been very heavily used by Great Bay Rowing Club and UNH Crew through the month of May. The kayak launch ramp that is part of the dock is available for anyone to use. A survey of Guppey Park Softball field area was completed this month. This will allow us to start the design work on changes to that area for improved drainage. The current Skatepark will need to be moved in the coming year and the first steps in getting the site designed will be part of the Guppey Park Softball Field Project.
June 2019	No update.

Capital Improvement Project

Public Works Heavy Equipment Replacement



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

Dept submits project for consideration to Asst City Manager	Asst City Manager compiles projects	City Manager, Finance Director & Asst City Manager Review	City Manager finalizes Proposed CIP	Proposed CIP presented to Planning Board - endorses to City Council	City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director**	
January 2019	Went to bid and ordered 1 new plow truck with sander with funding from FY 2019. Also ordered another plow truck and sander with pending FY 2020 funding. Included procurement of multi-purposed sidewalk tractor to carry steam treatment for weeds, which machine can also be equipped with sidewalk plow and sander.
February 2019	No update.
March 2019	No update.
April 2019	No update.
May 2019	Awaiting delivery of two new 6-wheel plow trucks (one per FY19 budget and other per FY20 budget). Chasis have been manufactured and will be sent for upfitting for plow equipment and sanders. Expected delivery is late August or early September.
June 2019	Bidding complete and order placed. Staff waiting on arrival of two new plow trucks.

Capital Improvement Project

MASTER PLAN

Pump Station Master Plan

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

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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: **Community Services Department** **Project Coordinators:** **John Storer, Community Services Director**	
January 2019	This is new project for FY2020. City funding includes a $50K match for SRF planning assistance of $75K. Will develop a 20-year Master Plan for 22 pump stations.
February – May 2019	No update.
June 2019	No status change. This is linked to Asset Management Grants secured via the State SRF Program. Since the City received $165,000 in grant assistance, much of the grant effort should cover what had been proposed for a Pump Station Master Plan.

Capital Improvement Project

Pump Station Upgrade – Cochecho

Project Description: This project will design and upgrade the Cochecho Pump Station which was building in 1977. Upgrade to include Gorman Rupp equipment, replacement of force main, rebuild of the retaining wall along Portland Avenue, and add sidewalks to the station.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director, Gretchen Young, Asst. City Engineer**
April – June 2018	The City pulled old records, plans and pumping records in preparation of developing a Request for Proposal (RFP) for engineering design services. Community Services solicited RFP's for design services. Five were received on June 14, 2018. Engineering staff are currently reviewing the proposals. An application was submitted to the Department of Environmental Services for possible construction funding via the Clean Water Revolving Loan Fund. It is expected survey and design will proceed through fall and into the winter, with bids and construction lined up for spring 2019.
July - December 2018	The project has been ranked 39th on the draft 2018 Clean Water SRF Project Priority List. We do not anticipate funding through the SRF program. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019. A kick-off meeting was held with Dubois & King, the engineering consultant selected for this project. The project has been ranked 39th on the draft 2018 Clean Water SRF Project Priority List. We do not anticipate funding through the SRF program. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019. Engineers from Dubois & King, the engineering consultant visited the site to establish pump design criteria. Engineers also visited other pump stations throughout the City of Dover to learn about successes and issues to ensure this station meets staff needs. Survey of the area was completed. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019. Design effort is on-going. Subsurface probes, soil samples and overall site assessment was completed in October. Goal is to proceed to bidding by January 2019. The NH DES reached out and mentioned there could be a possibility to qualify for SRF funding, as several communities with higher-rated projects have elected not to proceed. Staff will continue to explore options with both DES and the City Finance Office.
January 2019	A 90% set of plans has been submitted for City review. Staff is focusing on SCADA components and programming. The goal is to release for bidding by end of March 2019.
February 2019	Engineers from Dubois & King, the engineering consultant continue to finalize construction plans and specifications for the reconstruction of the pump station. The project remains on schedule with bids and construction lined up for spring 2019.
March 2019	Consulting Engineers are working on final edits with plans to bid project in April.
April 2019	No update.
May 2019	The project was issued for bidding. A mandatory Pre-Bid meeting was held on May 16th with bids received on May 30th. The project received six qualified contractor bids, staff will be recommending awarding the contract to Apex Construction at the June City Council meeting.

CIP – Pump Station Upgrade - Cochecho

June 2019	Apex Construction was awarded the construction contract at the June City Council meeting. A project kick-off meeting is scheduled for July.

Capital Improvement Project

Pump Station Upgrade
River Street

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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director**
January 2019	Four new VFD's have been ordered. Bid is pending for labor to install and complete upgrades. A pre-bid meeting is pending February 26 for labor & install
February 2019	One bid was received. It is currently being reviewed by Wright Pierce for approval.
March 2019	Ewing Electric has been hired by the city to install the VFD's which are expected to arrive mid-April. Installation will follow soon after.
April 2019	No update.
May 2019	Project is nearing completion. Three of the four VFD's have been installed, wired, tested and are now operational. The fourth one is currently being worked on. Construction had to be phased to keep one pump operational for both the low and high capacity pumps.
June 2019	All four VFD's have been installed and are operational. Punch List items are currently being worked on.

Capital Improvement Project

Pump Station Upgrade – Varney Brook

Project Description: This project will design and upgrade the Cochecho Pump Station which was building in 1977. Upgrade to include Gorman Rupp equipment, replacement of force main, rebuild of the retaining wall along Portland Avenue, and add sidewalks to the station.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director, Gretchen Young, Asst. City Engineer**
April – June 2018	The City pulled old records, plans and pumping records in preparation of developing a Request for Proposal (RFP) for engineering design services. Community Services solicited RFP's for design services. Five were received on June 14, 2018. Engineering staff are currently reviewing the proposals. An application was submitted to the Department of Environmental Services for possible construction funding via the Clean Water Revolving Loan Fund. It is expected survey and design will proceed through fall and into the winter, with bids and construction lined up for spring 2019.
July - December 2018	The project has been ranked 39th on the draft 2018 Clean Water SRF Project Priority List. We do not anticipate funding through the SRF program. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019. A kick-off meeting was held with Dubois & King, the engineering consultant selected for this project. The project has been ranked 39th on the draft 2018 Clean Water SRF Project Priority List. We do not anticipate funding through the SRF program. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019. Engineers from Dubois & King, the engineering consultant visited the site to establish pump design criteria. Engineers also visited other pump stations throughout the City of Dover to learn about successes and issues to ensure this station meets staff needs. Survey of the area was completed. The project remains on schedule with survey and design proceeding through fall and into the winter, with bids and construction lined up for spring 2019. Design effort is on-going. Subsurface probes, soil samples and overall site assessment was completed in October. Goal is to proceed to bidding by January 2019. The NH DES reached out and mentioned there could be a possibility to qualify for SRF funding, as several communities with higher-rated projects have elected not to proceed. Staff will continue to explore options with both DES and the City Finance Office.
January 2019	A 70% set of plans have been submitted for City review. Waiting on DES approval of plans and Wetland Permit. City is working toward approval of sole source letter for Cat generator to standardize on parts and maintenance. Goal is to go out to bid by June 2019
February 2019	The 90% plans have been submitted to NHDES for their approval. The city's Conservation Committee approved the Wetlands Permit. The city is currently waiting on DES approval of plans and the Wetland Permit.
March 2019	A 90% set of plans have been submitted for City review. Waiting on DES approval of plans and Wetland Permit. City is working toward approval of sole source letter for Cat generator to standardize on parts and maintenance. Goal is to go out to bid by June 2019.
April 2019	No update.

CIP – Pump Station Upgrade – Varney Brook

May 2019	Project was released for bidding in late May. A Pre-Bid meeting has been scheduled for mid June. Project is SRF funded with total estimate of $3.5 million.
June 2019	A Pre-Bid meeting was held and the bid date was set for July 10th. Several general contractors were in attendance.

Capital Improvement Project

Sewer Jet Truck Replacement

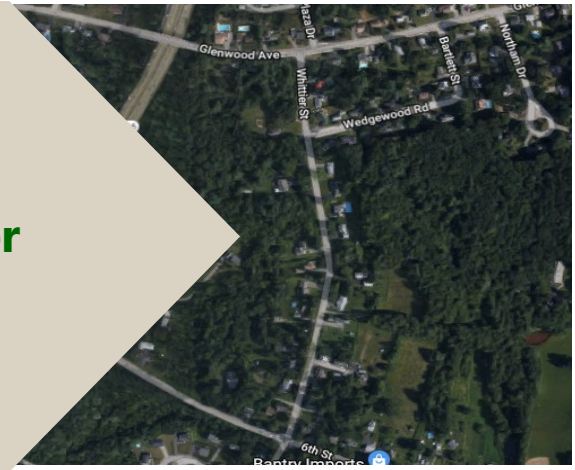
Project Description: Replacement of 2001 Vactor Jet truck. Replacement cost is $375,000 split between two funding sources.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: **Community Services Department** **Project Coordinators:** **John Storer, Community Services Director**	
January 2019	This is new funding for FY2020. The Fleet Manager is finalizing a specification package in anticipation of releasing RFP by the end of February.
February 2019	No update.
March 2019	Bids were solicited in March. Goal is to order new unit by April
April 2019	No update.
May 2019	Bids were opened in early April and a vehicle has been ordered. Delivery is projected for late September. Truck has to be manufactured to meet City specifications. Price of vehicle was $429,231.
June 2019	No update.

Capital Improvement Project

Sidewalk – Upper Whittier Street



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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → Proposed CIP document agreed upon and finalized → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2026 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & David White, City Engineer**
February – June 2018	Survey/design work will be initiated this winter. The goal is to be ready for bidding by spring 2018. A request for proposal has advertised and the response will be opened on April 9th for design services. TEC has been awarded the contract to design the sidewalk improvements. TEC has started to survey the area. TEC has completed the survey and a neighborhood meeting will be set up to receive input.
July - December 2018	The engineering firm TEC has completed a site survey and a neighborhood meeting occurred on August 2 to present the survey and options to the residents. Design work is currently being finalized. TEC is moving forward with final design plans that will be presented at another neighborhood meeting. Goal is to go out to bid this winter, for a spring 2019 start. Design effort is wrapping up. Goal remains to go to bid this winter with construction scheduled to start spring 2019.
January 2019	Finalizing design, plans currently at about 90% complete. The goal is to release for bidding by March. Engineering consultants are concerned with cost estimates, so City staff are exploring if CDBG funding assistance might be available to help fund.
February 2019	The City Engineer is reviewing the final plans and specifications.
March 2019	Finalizing design, plans currently at about 90%. Goal is to release for bidding by April. Engineering consultants concerned with cost estimates, so City Staff are exploring if surplus funds remain from the Whittier Street bridge replacement project.
April 2019	No update.
May 2019	Plans are complete and specifications are being finalized. Goal is to release for bidding by June.
June 2019	Bidding had been targeted for March, but has been significantly delayed. City Engineer had to finish final review comments. Expectation is to finally release for bids in late July.

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.
May 2019	Community Services project planning occurred on this project with a meeting scheduled min-June, and hopefully work in July.
June 2019	Command Staff met with Community Services Superintendent Bill Boulanger and Assistant City Engineer Gretchen Young to do a walk-through of the South End Station site, for the upcoming ramp/parking lot excavation and repaving project. Identifying the scope of the project, the group also worked to ensure all associated needs would be addressed while the opportunity was there related to the excavation/repaving.

Capital Improvement Project

Spruce Lane Sidewalk

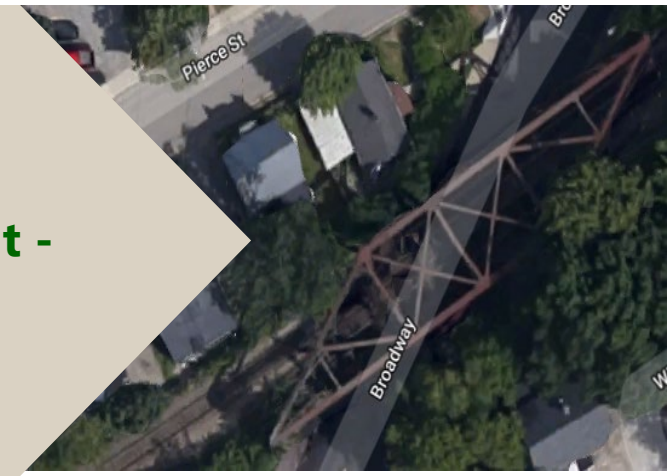
Project Description: Construction of a sidewalk on Spruce Lane; 3,400 feet from Mast Road to Back River Road.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP. → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director**	
January 2019	All permits complete, tree approvals resolved, waiting on contractor's schedule - will plan neighborhood meeting once schedule is finalized. Hope to begin construction sometime May or June.
February 2019	No update.
March 2019	No update.
April 2019	No update.
May 2019	City staff walked the project with Lyman Construction and have scheduled a neighborhood meeting for June 18th. Construction work will follow the neighborhood meeting. Work is expected to extend into mid to late September.
June 2019	City staff and Lyman Construction held a neighborhood meeting on June 18th. Construction work, including tree removal, began at the end of June and will continue into July and August.

Capital Improvement Project

Storm Drain Replacement - Broadway RR Culvert



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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & David White, City Engineer**
February – June 2018	The City has reached an agreement with Red's for an easement. The City has acquired the easement from the railroad. The city is pursuing the final easements and moving forward with the wetlands permitting. The City has reached an agreement with Red's Shoe Barn for an easement. The City has also acquired an easement from the railroad. The City is pursuing three final easements with individual land owners. Wetlands permitting is ongoing. The goal is to be out to bid late summer, as the desired time frame for installing a new culvert under the railroad will be late fall/early winter. The City has acquired all necessary easements and is advertising for qualifications from contractors. Anticipated bid for construction is in August. Wetlands permitting is ongoing. The desired time frame for installing a new culvert under the railroad will be late fall/early winter.
July - December 2018	The City is currently soliciting qualifications packets from contractors and specialty pipe-boring contractors. This will ensure only pre-approved, qualified contractors are able to submit formal price proposals for completing the work. The City completed a pre-qualification process to ensure it has fully qualified contractors for what will be a rather non-traditional project installing a 84-inch diameter drain pipe beneath an active railroad line. Five general contractors and three specialty pipe-boring contractors were approved to submit cost proposals back to the City. The current schedule is to receive proposals on October 16, with a review and contract recommendation projected to go to the City Council on October 24. The Director of Community Services has met with the owner of Red's Shoe Barn, as construction will have a significant impact on their property. The desired time frame for installing a new culvert under the railroad will be late fall/winter. The City has short listed contractors and has asked for cost proposals. The desired time frame for installing a new culvert under the railroad will be late fall/winter. Bids came in much higher than expected. In order to proceed, the proposed CIP needed to be modified to secure sufficient funds. Topic was headed to City Council for November discussions.
January 2019	Contracts have been executed and Preconstruction Meeting occurred in early January. Contractor and City Staff met with representative of Red's Shoe Barn to review potential timing and construction impacts. Engineering shop drawings and submittals have begun. Contractor is likely to begin mobilizing in March. Project duration is expected to go one full year, with new culvert beneath the railroad line by fall 2019.
February 2019	Engineering Shop Drawings and Submittals have begun. Contractor has submitted a schedule and will likely begin mobilizing in March. Project duration expected to go one full year, with new culvert beneath the railroad line by Fall 2019.

CIP – Storm Drain Replacement - Broadway RR Culvert

March 2019	Contracts have been executed and Preconstruction Meeting occurred in early January. Contractor and City Staff met with representative of Red's Shoe Barn to review potential timing and construction impacts. Engineering Shop Drawings and Submittals have begun. Contractor likely to begin mobilizing in May. Project duration expected to go one full year, with new culvert beneath the railroad line by Fall 2019.
April 2019	No update.
May 2019	During initial site investigations, the Contractor noticed the existing sewer line location was incorrect. Design had to be modified to adjust to actual sewer location. Easements needed to be modified to reflect actual sewer location and altered to reflect modifications to the new drainage. Contractor will mobilize full crew in June. Project duration expected to go one full year, with new culvert beneath the railroad line by Fall 2019.
June 2019	Easements were resolved to accommodate relocation of proposed drainage. City Engineer is still working to resolve change order for relocation of facilities. Contractor has started installing sheet piling to secure the excavation for the jacking pit that will be in the parking lot of Red's Shoe Barn. Excavation work remains ongoing with the jacking pit.

Capital Improvement Project

Street Reconstruction – Elm, Summer & Belknap

Project Description: This project will include the design for drainage, sidewalks and street reconstruction. The design of this project will take into account elements, as outlined in the City's Complete Streets/Traffic Calming policy. Furthermore, this project will design the replacement of an existing four and six inch cast iron pipe to eight inch ductile iron, which was installed in the late 1800's and should be replaced before road reconstruction.

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & Gretchen Young, Assistant City Engineer**
February – June 2018	Community Services staff developed and issued a request for proposals for consulting firms to assist the city with the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. Overall project to include: **Road –** reconstruction of roadway to include sidewalks and improved roadway bed. Drainage improvements will be incorporated. **Water-** reconstruction of water line throughout the project area. Community Services staff developed and issued a request for proposals for consulting firms to assist the city with the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. Community Services staff chose Wright-Pierce as the consultant for the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. The contract will be go to the City Council for approval in June. Staff had a kick-off meeting with Wright-Pierce, the consultant for the design for the reconstruction of Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. Survey of the neighborhood will begin in July.
July - December 2018	Doucet Survey completed a survey of the project area including Belknap Street from Silver Street to Fisher Street, Elm Street, Summer Street and, Hamilton Street. The geotechnical engineering firm conducted subsurface investigations of the existing soils to determine presence of clays or ledge in the project area. In August, Wright Pierce, the design consultant, will work on compiling the collected information and preparing initial site plans for review. It is the expected the project will go out to bid early spring 2019, with construction expected to start early in the 2019 season. Wright Pierce, the design consultant, has worked on compiling the collected survey information and has been preparing initial site plans for review. Sewer pipeline investigations are scheduled for the beginning of September, which will include video inspection of the internal condition, along with smoke testing to investigate any potential cross-connections with the storm water system. It is the expected the project will go out to bid early spring 2019, with construction expected to start early in the 2019 season. Wright Pierce, the design consultant, has worked on compiling the collected information including sewer investigation throughout the neighborhood. A neighborhood meeting has been scheduled for October 22nd at 6:00 pm at the community services building. A neighborhood meeting was held in October. A surprise take-away was that residents were not all requesting new brick sidewalks. Some actually preferred to keep the existing concrete walkways. The

	design consultants are reviewing all the feedback from the meeting and are working to finalize design. It is expected another neighborhood meeting will be held before construction is expected to begin spring 2019.
January 2019	A second neighborhood meeting was held in January. Plans have been submitted for 70% review. City staff working on final edits. Goal is to target bid date by end of March. Staff working with property owners to complete Tree Waivers.
February 2019	Wright Pierce, the design consultant, continue to work on the design for the neighborhood reconstruction project. Two neighborhood meetings have been held with many residents in attendance. Project plans and specifications are nearing completion, and we anticipate bidding the project in February with construction expected to start early in the 2019 season.
March 2019	Consulting Engineers are working on final edits with plans to bid project in April. Staff working with property owners to complete Tree Waivers and coordinate any private utility improvement projects.
April 2019	No update.
May 2019	The project was issued for bidding. A mandatory Pre-Bid meeting was held on May 8th with bids received on May 22nd. The project received three qualified contractor bids, staff will be recommending awarding the contract to Severino Construction at the June City Council meeting.
June 2019	Contracts were executed with Severino Construction and a Project Kick-off Meeting was planned for all neighborhood residents early July. Based on schedule discussions with the contractor, only Belknap Street is proposed to be reconstructed this year. Remainder will tackled in 2020. This will limit scope of disruption.

Capital Improvement Project

Street Reconstruction – Roberts Road

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

Dept submits project for consideration to Asst City Manager → Asst City Manager compiles projects → City Manager, Finance Director & Asst City Manager Review → City Manager finalizes Proposed CIP → Proposed CIP presented to Planning Board - endorses to City Council → City Council adopts 2020 - 2025 CIP

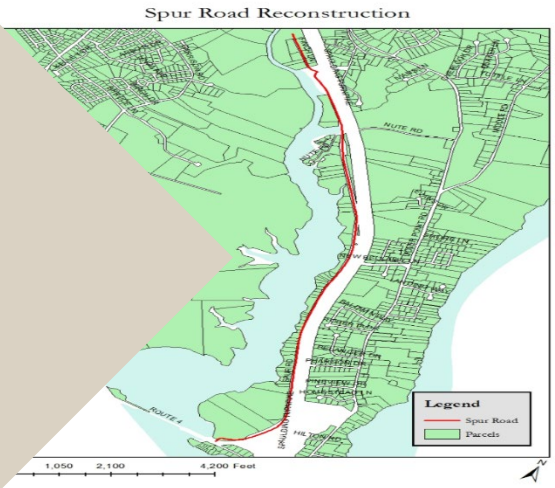
Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & Gretchen Young, Assistant City Engineer**
February – June 2018	The Conservation Commission and the Planning Board reviewed and endorsed/approved a Wetland Permit Application and Conditional Use Application. The Wetland Permit has been submitted to the NHDES for approval. The project also received a NHDES Shoreland Protection Permit for work adjacent to the Piscataqua River. Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in February. The overall project will include the reconstruction of roadway to include an improved roadway bed and standardized pavement width. Drainage improvements will be incorporated. Holden Engineering is finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in March. Holden Engineering is working to obtain NHDES Wetland Permits and necessary drainage easements prior to finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in April. Holden Engineering has obtained NHDES Wetland Permits and is working on securing necessary drainage easements prior to finalizing design and bid specifications. Staff anticipate putting the project out for construction bids in May. Holden Engineering is has obtained finalized design and bid specifications. The project was put out for bid and a pre bid meeting with contractors was held. Staff also worked with property owners to secure necessary easements for proposed drainage improvements. The overall project will include the reconstruction of roadway to include an improved roadway bed and standardized pavement width. Drainage improvements will be incorporated. Northeast Earth Mechanics, a New Hampshire based construction company, was awarded the contract for this project. Construction is scheduled to begin in early August, a neighborhood meeting is scheduled for July 9th.
July - December 2018	Northeast Earth Mechanics, a New Hampshire based construction company, was awarded the contract for this project. A neighborhood meeting was held on July 9th, work is anticipated to begin in early August. Northeast Earth Mechanics, began work on this project in the beginning of August. They focused primarily on the construction of the stormwater outfall to the Piscataqua River. Overall project to include: The drainage work will be completed this fall, along with a majority of the street reconstruction work. It is expected that final curbing will be installed in spring 2019, along with a final pavement overlay. The street will be paved with a structural binder course pavement for the winter. Northeast Earth Mechanics, continued work on the drainage system, primarily the construction of the stormwater outfall to the Piscataqua River, through the month of September. Crews also began upgrades to the existing drainage system in the roadway.

CIP – Street Reconstruction – Roberts Road

	Construction is wrapping up for the season, with base binder paving scheduled to get placed in November. The contractor had hoped to get granite curbing installed this year, but might have to return in the spring to complete the curbing, along with the final finish coat of paving.
January 2019	Work was substantially complete in fall 2018. Final work remaining includes adjustment of drainage structures in early spring, followed by final pavement overlay.
February 2019	Northeast Earth Mechanics have stopped work for the winter season and will come back to topcoat the pavement and do finishing work in the spring.
March 2019	Work was substantially complete in fall 2018. Final work remaining includes adjustment of drainage structures in early spring, followed by final pavement overlay. It is expected that Northeast Earth Mechanics will return to complete the work in mid April.
April 2019	No update.
May 2019	Final paving on the roadway was completed at the end of the month. Driveway work will be completed in early June.
June 2019	Driveway repairs were completed in June and project is complete. Monitoring area for any punch list or warranty items that might need to be addressed.

Capital Improvement Project

Street Reconstruction - Spur Road



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

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

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Responsible Department: Community Services Department **Project Coordinators: John Storer, Community Services Director; Dave White, City Engineer**	
February – June 2018	Underwood has been awarded the contract to design the project. Underwood has been awarded the contract to design the project and is starting the survey. Survey work is expected to occur through the summer. The goal will be to host a neighborhood meeting by this fall to starting soliciting feedback from residents. The City will be reaching out to NH DES to see if there is any financial assistance available to provide public sewer to the remaining residence that have private septic systems. Underwood has been awarded the contract to design the project and is starting the survey. Survey work is expected to occur through the summer. The goal will be to host a neighborhood meeting by this fall to starting soliciting feedback from residents. The City will be reaching out to NH DES to see if there is any financial assistance available to provide public sewer to the remaining residence that have private septic systems. The survey has been completed and a neighborhood meeting is set to occur July 19th.
July – December 2018	The survey has been completed and a neighborhood meeting was held on July 19th. . The design is progressing. Work will be ongoing with the NH DOT to discuss joint stormwater impacts, as well as right-of-way limits. The design is progressing. The design consultants are preparing cost estimates for various width configurations of the roadway. The intent is to complete design late fall or over the winter to be ready for construction summer of 2019. The final design is progressing. Final street width is still being considered. Goal is to go out to bid this winter, for a spring 2019 start. Design work remains ongoing with a goal to head to construction by spring 2019. Early engineering estimates indicate more funding is required to reconstruct the road and complete drainage improvements. The proposed 2020 CIP includes a request for additional funding in order to complete the work.
January 2019	A set of 60% plans have been submitted for City staff review. A $17,000 wetlands permit has been submitted to NH DES and are awaiting their review and approval. Have ongoing television inspection work of segments of sewer that cross beneath Spaulding Turnpike. Hope to release for bidding late March or early April.
February 2019	A neighborhood meeting has been scheduled for March 21, 2019 to present the plans. NHDES is reviewing the wetlands permit.

March 2019	A set of 70% plans have been submitted for City Staff review. A wetlands permit has been submitted to NH DES, and awaiting their review and approval. Have ongoing television inspection work of segments of sewer that cross beneath Spaulding Turnpike. Hope to release for bidding late April.
April 2019	No update.
May 2019	A set of 90% plans have been submitted for City Staff review. Engineering is working on acquiring easements from some lot owners. Hope to release for bidding in June.
June 2019	Bidding had been targeted for March/April, but got delayed due to NH DES Wetlands Permit issues. City Engineer still needs to finalize easements. Deputy Director conducted design review and couple of drainage modifications were required. City Engineer finally finished review and project is projected to be released for bidding late July.

Capital Improvement Project

Traffic Signal Coordination
Central Avenue

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

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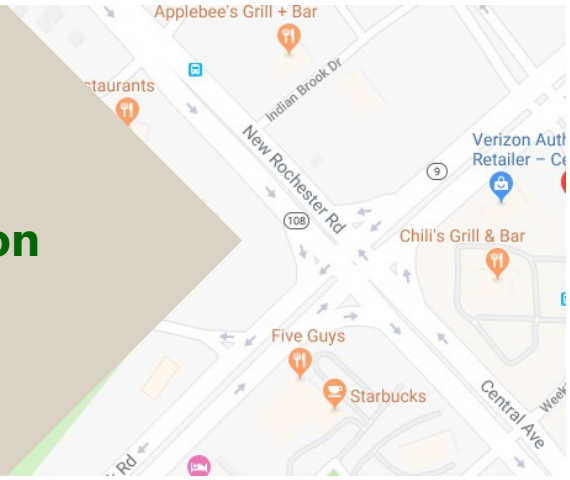
Responsible Department: **Community Services Department** **Project Coordinators:** **John Storer, Community Services Director**	
January 2019	Finally received acknowledgement of award from NH DOT to begin. Staff drafted RFQ to solicit and secure engineering assistance. RFQ is being sent to NH DOT for review & authorization.
February 2019	No update.
March 2019	No update.
April 2019	No update.
May 2019	The City Manager has signed the grant documents. Sebago Technics has provided a Scope of Work to the State of NH and Federal Highway for their approval.
June 2019	Still awaiting on final approval from NHDOT/FHWA.

Capital Improvement Project



Traffic Signal Coordination
Week's Crossing

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

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Responsible Department: **Community Services Department** **Project Coordinators:** **John Storer, Community Services Director**	
January 2019	Waiting for State on approval process, grant award has to be approved by Governor & Council. Hope to begin design sometime in April.
February 2019	The City of Dover has received funding through the NHDOT Congestion Mitigation Air Quality program to upgrade the signalized intersections in the area of Weeks Crossing. This project will occur along Central Avenue and New Rochester Road at 4 intersections from Week's Lane to Long hill Road and will include the installation of a camera system to monitor traffic flow. The City of Dover will also be assisting the City of Somersworth to continue similar improvements along High Street, such that signals may be timed and coordinate through the entire corridor.
March 2019	The city has received approval from the State of NH to work as our own onsite consultant and engineer.
April 2019	No update.
May 2019	City Staff are working through the LPA process with the NHDOT to progress project.
June 2019	No update.

Capital Improvement Project

Transportation Center Repairs

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

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Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & Sharon Sirois, Superintendent of Facilities & Grounds**
January 2019	This is new project for FY2020. Goal will be to develop RFP for roofing replacement/repairs this summer.
February 2019	No update.
March 2019	A draft RFP has been prepared, with intent to release for bids in April.
April 2019	No update.
May 2019	RFP has been finalized and is awaiting issuance.
June 2019	RFP has been prepared with issuance scheduled for early July; with bid response due by end of July. Scheduled completion for roof replacement to be no later than November 2019.

Capital Improvement Project

Water Main Replacement - Main & Washington

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

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Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & Bill Boulanger, Deputy Community Services Director**
February – June 2018	Underwood Engineers has been hired to complete the design of the new water main. They are currently surveying portions of lower Washington Street and Main Street. Underwood Engineers has hired a contractor to survey portions of lower Washington Street and Main Street. Design will occur through summer and into fall. Construction would be expected to commence spring of 2019. Roads would be completely repaved following completion of water main work. Underwood has met with the Mill owners in the lower part of Washington to inquire about their needs for connection sizing for this project. Sixty percent plans will be submitted soon, construction still scheduled for 2019 The design phase is still ongoing. A letter was sent to all the property owners, which will be affected by the project, to make sure they meet with the Underwood Engineering for current and any future connections. Staff reviewed a 60% plan, made corrections and returned to Underwood.
July - December 2018	The design phase is 90% complete. A letter was sent to all the property owners, which will be affected by the project, to make sure they meet with the Underwood Engineering for current and any future connections. A neighborhood meeting will help prior to finalizing the design plans. The design phase is 90% complete. Staff is reviewing the 90% plans and specifications with expectation to go out to bid late fall or early winter. An amount of $1.1 was budgeted for the replacement of an 1880's vintage 8-inch diameter water main. New mains will be installed along Main Street from Broadway down to Washington Street, and along Washington Street from Main Street to Lower Square. The design phase is 90% complete. Staff has reviewed the received plans. They expect to receive 100% specifications and plans, for bidding, in November. Design has been completed. Work is going out to bid in November. Construction is slated through summer of 2019, with proposed complete in August.
January 2019	Bids were received late December. Initial budget was estimated at $1.1 million but bids came back over $1.7 million. Staff recommend delaying one year due to other significant projects that will disrupt the downtown (Central Falls Wall Replacement & Broadway Culvert Crossing). Goal will be revisit plans to see if design changes can help reduce costs via amount of temporary water mains needed for emergency fire suppression. Will also have to identify potential supplemental funding via possible reprogramming of any water-related surpluses.
February 2019	No update.
March 2019	No update.
April 2019	No update.

CIP – Water Main Replacement – Main & Washington

May 2019	Staff have submitted for consideration of SRF funding and will consider modifying scope of work to reduce project costs.
June 2019	No update.

Capital Improvement Project

Water Meter Replacement

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

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

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Responsible Department: **Community Services Department** **Project Coordinators:** **John Storer, Community Services Director**	
January 2019	Work remains ongoing with in-house staff. Have 2 crews dedicated to meter change outs.
February 2019	No update.
March 2019	No update.
April 2019	No update.
May 2019	Work remains ongoing with in-house staff. Have 2 crews dedicated to meter changeouts. Staff has received bids for relocating the Gateway antennas to be placed on the city cell towers. As of the end of March the total meter count was at 9,738 with the following breakdown: Orions 2,404 (intermediate technology); MMI/Trace (old/non-supported units) 3,293; and 4,041 Galaxy (newest technology).
June 2019	Work remains ongoing with in-house staff. Have 2 crews dedicated to meter changeouts. Staff has hired a contractor to relocate and install the four Gateway antennas.

Capital Improvement Project

Water Systems Facilities Upgrade

…ver Water Phase II Front View Willand Pond

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

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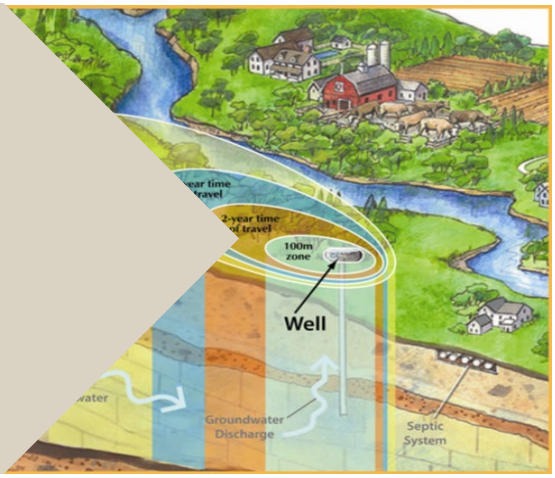
Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director & Bill Boulanger, Deputy Community Services Director**
February – June 2018	Campbell Well House: Two outstanding items remain. During the power outage simulation, the generator unit was not able to handle to electrical load. CAT has since worked out the issue. One final test will be conducted in June. Lowell Ave: During the fire inspection, it was discovered that more emergency lighting is required at the Lowell Water Treatment Plant. Underwood Engineering is in the process of generating a change order for the requirement. New meter, and Drive building to replace Smith and Cummings sites, as well as new submersible pump for Cummings Well, Plans and Spec are complete Develop new wells at Willand Pond and build common building similar to Smith and Cummings for metering and drives, under design not 30% yet, survey and borings underway Somersworth Interconnect- Both city councils are working on the Interconnect agreement between Dover and Somersworth Raw water line from Willand Pond to Smith and Cumming Staff has met with Underwood Engineering and completed review of specs and drawings for the pipeline work from Willand Pond to Smith & Cummings Well. A decision was made to wait on the bid process until the other six items have been designed. Garrison hill tank rehab – under design, not 30% yet Isinglass River recharge pump relocation Under design not 30% yet, relocating recharge station out of the flood plain Review of River quality Isinglass and Bellamy. The State of New Hampshire is requiring water quality reports for both rivers due to the city wants to use both rivers for recharge. Campbell Well House: All issues have been resolved.
July - December 2018	Somersworth Interconnect- Plans are wrapping up and should be out to bid late-2018. Rest remains unchanged. A portion of the proposed Phase 2 Water System Improvements will going out to bid in November. Contracts were released for bidding for the Willand Pond Wells Facility and the corresponding Raw Water Transmission Main that needs to deliver water from the facility down to the Smith & Cummings Wells, where it will eventually be directed to the Lowell Avenue Treatment Plant.
January 2019	Multiple projects are included as part of the Phase 2 Water System Improvements. Contracts have been signed for the Willand Pond Pump Station and Somersworth Interconnection Facility ($3.52 million) and the corresponding Raw Water Transmission Main to connect to the Lowell Avenue Treatment Plant ($2.43 million). A Preconstruction Meeting and a Neighborhood Informational Meeting are scheduled for February 20. Contractors expect to mobilize and begin submittals and shop drawings very soon thereafter. Bids for separate recharge facilities for both the Isinglass and Bellamy Rivers will likely be ready for bidding

	by mid-summer 2019. Still waiting for 401 Water Quality Certifications from NH DES. Garrison Hill Tank Renovation will likely go to bid fall 2019, for anticipated construction over the following winter.
February 2019	Multiple projects are included as part of the Phase 2 Water System Improvements. Contracts have been signed for the Willand Pond Pump Station and Somersworth Interconnection Facility ($3.52 million) and the corresponding Raw Water Transmission Main to connect to the Lowell Avenue Treatment Plant ($2.43 million). A Preconstruction meeting was held to sign contracts. A neighborhood meeting was held with an attendance of one New Rochester Road resident. Contractors expect to mobilize and begin submittals and shop drawings very soon thereafter. Bids for separate recharge facilities for both the Isinglas and Bellamy Rivers will likely be ready for bidding by mid-summer 2019. Still waiting for 401 Water Quality Certifications from NH DES. Garrison Hill Tank Renovation will likely go to bid fall 2019, for anticipated construction over the following winter.
March 2019	Multiple projects are included as part of the Phase 2 Water System Improvements. Contracts have been signed for the Willand Pond Pump Station and Somersworth Interconnection Facility ($3.52 million) and the corresponding Raw Water Transmission Main to connect to the Lowell Avenue Treatment Plant ($2.43 million). Northeast Earth Mechanics are the responsible contractors for the raw transmission line. Work has begun at Smith Well and heading towards Willand Pond. Sherborne is the contractor for the cross connection and well construction at Willand Pond. The foundation is in place and pipe work has begun. The city and Underwood Engineers, as well as the contractors, have been meeting twice monthly to discuss the project.
April 2019	No update
May 2019	Northeast Earth Mechanics are the responsible contractors for the raw transmission line. Work has begun at Smith Well and heading towards Willand Pond. Sherborne is the contractor for the cross connection and well construction at Willand Pond. The foundation is in place and pipe work has begun. The city and Underwood Engineers, as well as the contractors, have been meeting twice monthly to discuss the project. For weekly updates, please view the CS Current Projects page.
June 2019	Work remains ongoing. Water line work was completed along Route 108, with contractor still working to remove some sections of concrete subbase to ensure road does not have differential settlement due to trench work. Paving restoration was slated for mid-July. Pump Station work progresses well. The cross-country water line has been installed and connected to the Somersworth system.

Capital Improvement Project

Wellhead Protection



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

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Responsible Department:	**Community Services Department**
Project Coordinators:	**John Storer, Community Services Director**
January 2019	A proposal for a comprehensive City-wide water quality & aquifer monitoring program will be headed for City Council approval either late February or early March. Due to contamination issues at Pudding Hill Aquifer, sampling has been expanded to all aquifers to develop detailed baseline of water quality.
February 2019	No update.
March 2019	The City-wide water quality monitoring was approved and work will occur throughout the year. Monitoring slated for 10 production wells and 13 monitoring wells.
April 2019	No update.
May 2019	No update.
June 2019	Sampling program remains ongoing.

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 – **July 2019**

Employee Name	Division	Years of Service
Mayer-Gottlob, Karin M	Library	27
Joyal, J Michael Jr	Executive	26
Collopy, Mark	Police	21
Gould, Brad J	Police	20
Harrington, Janine M	Police	20
Gebers, Daniel W	Police	19
Powers, Patti l	Police	18
Comeau, Craig T	Fire	16
Gingras, Brenda L	Recreation	16
Wentworth, Matthew	Executive	16
Jalbert, Rebecca F	Fire	15
Anderson, Jon E	Fire	14
Carney, Matthew S	Fire	14
Jacques, Brian D	Fire	14
McShane, Michael R	Fire	14
Fenton, D Michael	Police	13
Lynch, Daniel R	Finance	12
Estee, Brian	Police	11
Khalsa, Dev Atma S	Police	11
Cicchese, Michael	Police	10
Schrempf, Derick W	Fire	9
Adams, Matthew	Fire	6
Dunker, Susan E	Library	5
Benton, Donna P	Planning	4
Murphy, Connie M	Finance	4
Piekut, Elena C	Planning	4
Sukduang, Nicole K	Fire	4
Brown, Maxwell	Fire	3
Chase, Ryan S	Fire	3
Moore, Nicole K	Police	3
Storer, John B	Community Services	2
Roy, Ross J	Community Services	1
Willett, Emilia S	Library	1

JUNE SEPARATIONS: 04

1 Fire Department
3 Recreation Department

JUNE NEW HIRES: 10

1 Community Services Department
1 Executive
8 Recreation

On June 5, 2019, the police department conducted oral board interviews for prospective dispatchers.

On June 18, 20, and 21, the police department conducted oral board interviews for prospective police officers.

On June 4, 2019, Captain Brad Gould and Communication Supervisor Lyndsay Salantri attended the NH Emergency Preparedness Conference held in Manchester, NH. This conference is an annual event that brings together emergency responders from across the state to explore a wide spectrum of emergency management topics using an all hazards approach.

On June 4, 2019, Sergeant Matt Travaglini attended Administering Physical Fitness Testing held at NH Police Standards & Training. This course is designed to train officers who will be given the responsibility to carry out the ongoing three-year testing regimen required for officers hired after January 1, 2001. Topics include rules and requirements necessary for the testing program, pre-testing medical clearances, liability issues, and proper administration of the tests.

From June 10-21, 2019, Officer Bryon Lynch attended Police Motorcycle Operator Training held in Jackson, New Jersey. The two week class is designed for police motorcycle officers who wish to hone their skills and enhance safety on the road. Students spend the majority of the course riding with practical exercises and riding instruction supplemented with classroom instruction and demonstrations of tactical techniques.

On June 12, 2019, Dispatcher Rich Shepherd attended Dispatcher Refresher course held in Concord, NH. The 6 hour class was for seasoned dispatchers to brush up on skills and learn what new skills are available.

On June 13, 2019, Sergeant Mark Collopy and Officer Scott Petrin attended Firearms Recertification held at NH Police Standards & Training. This one day course is required every second calendar year to maintain firearms instructor certification.

"Company level" training continued among the 4 shifts, in an effort to maintain a stable group of qualified operators of the various pieces of high-tech apparatus in use with Fire and Rescue. Company Level training is typically initiated by the company officers on a particular shift, as they work to manage the needs of their personnel and balance call volume, community service activities, department-wide training, training of new probationary firefighters and other needs, with that of the needs of their shift as a whole. This month continued to see training focused on the new Forestry (put into service earlier this Spring) as well as Ladder 3 training, where many of the younger engine operators turn to focus their

advancing skills on the more technical and involved needs of the 100' aerial apparatus.

In the month of June, members of B Shift worked together with Command Staff to develop an apparatus training program that has differed from methods of the past. Previously, training would occur in a linear fashion, with members working on one piece of apparatus at a time, and then moving onto the next one, and so on. This would prove to be very time-laborious, in that numerous skills would be repeated on each apparatus as they worked through them one at a time, and the calendar would have to be scheduled such that the shift officers could check each member off on the individual pieces of apparatus that they had been working on. The younger members of B Shift, recognizing the challenges of this system in the dynamically scheduled environment we work in, came up with a different program of training/vehicle check off and presented it to their officers. They proposed to train on a group of vehicles as a whole, with a final check off occurring on a single day, with the assistance of Command Staff manning individual stations where they would demonstrate the various required skills across each of the engines (instead of the previous method of demonstrating *all* the skills on each engine one at a time). At each station, an officer would quiz the testing firefighter on various aspects of that individual apparatus, and then have them demonstrate a particular practical skill. At the next station, another officer would do the same with a different piece of apparatus, and demonstrate a different skill. The firefighters had to be fully versed on all of the engines and all of the skills in order to be prepared for the full day of testing.

At the end of the day, 5 members of B Shift accomplished a total of 12 vehicle checkoffs in total. Under the previous method, this would have taken many months to accomplish, and the knowledge of one vehicle would have suffered as the member moved on to learn their next vehicle.

Enabling our younger members to feel empowered in a manner as to which they can propose and successfully deliver a training program such as this, is the earmark of a successful organization that is enabling it's younger members to see themselves as tomorrow's leaders.

Also in June, new Probationary Lieutenant Brendan Driscoll successfully completed his Fire Officer training at the NH Fire Academy, while Lieutenant Matt Adams and FF's Jared Bouchard and Anthony Colarusso successfully obtained their Hazardous Materials Technician certification. Division Chief Dale Spainhower attended a "3 State Weekend" at the National Fire Academy in Emmitsburgh, MD. These weekends are a unique opportunity for members from specific stated to attend classes at the NFA, where normally they would be competing for acceptance with students from across the country, making the acceptance rate difficult to overcome at times. Dale spent his weekend attending a class on Community Risk Reduction.

FF/Paramedic Cody Nason, along with FF/P Rob Nelson and his daughter rode almost 250 miles from the Canadian Border at Beecher's Falls VT to Portsmouth, NH in 3 days, raising almost $2,000 for the MDA.

And finally, Dover Fire & Rescue bid farewell to retiring Chief Eric Hagman, good luck Eric and

thanks for all you did for our Department and our City!

William Boulanger, CS Deputy Director, attended the New Hampshire Public Works Association Annual Meeting. This meeting was held in Manchester, NH.

Dave White, City Engineer, attended the 2019 NH Emergency Preparedness Conference. This conference was held in Manchester, NH.

Michael Barham, Truck Driver, and Ross Roy, Truck Driver, attended the Culvert and Maintainer Certification Training course sponsored by the University of New Hampshire Technology Transfer Center. This course took place in Concord, NH.

Michael Barham, Truck Driver, and Ross Roy, Truck Driver, attended the Hard Road to Travel course sponsored by the University of New Hampshire Technology Transfer Center. This course took place in Concord, NH.

A staff member attended a webinar on: "Yoga & Meditation at the Library"; Two staff members attended the "Mental Health, Suicide Prevention, and Our Community" conference at Wentworth Douglass Hospital.

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."

Fire & Rescue Command Staff met with Community Services Superintendent Bill Boulanger and Assistant City Engineer Gretchen Young to do a walk-through of the South End Station site, for the upcoming ramp/parking lot excavation and repaving project. Identifying the scope of the project, the group also worked to ensure all associated needs would be addressed while the opportunity was there related to the excavation/repaving. Some beneficial opportunities identified as a timely connection to this project are:

- Replacement of the aging water service line into the station. Recognizing the plan for possible expansion of the station in the current CIP, the existing water line is not capable of supporting the upgraded sprinkler system that would be associated with any building expansion.
- Relocate the existing domestic and sprinkler supply valving and associated plumbing from its current location, which it is in close proximity to the station's electrical panels, to a more code compliant location in a separate part of the station.
- Removal of a 1,000 lb propane storage tank. Given the ongoing changeover of the building's heating system (funded by the current year's CIP), to more energy efficient natural gas burning appliances, the substantial propane storage tank will no longer be needed. A single, smaller tank could be used to provide the backup fuel supply for the station generator, creating more usable space at the rear of the building.
- Provide conduit from the street to the building for future expansion of the City's fiber optic network to better serve the needs of the station.

Work began on the Central Station boiler replacement project. The single 1980's era boiler was removed, and two fuel efficient natural gas boilers were installed. The (2) much smaller units will work in tandem, providing minimal work effort on each unit individually, and offering the ability to maintain heat functions should one of the units suffer a mechanical issue during operation. During the course of the project, previous code violations related to electrical wiring and functions in the 120+ year old basement of Central Station were corrected, thus helping to ensure the continued safe operation of services out of that building in the years to come.

The next batch of Dover City Directories and Dover High School Yearbooks were sent to Advantage Preservation, in Cedar Rapids Iowa, for digitization and database access.

The interior of the library was completely painted in June.

The library's new air conditioning is now fully functional and is greatly enjoyed by patrons.

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: Workshop Session
Meeting Location: Council Chambers, City Hall
Meeting Date: **Wednesday, July 10, 2019**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Shanahan, and Councilor Thibodeaux. Councilor Muffett-Lipinski arrived at 6:30 pm.
Absent: Councilor Keane and Councilor Williams.
Also Present: City Manager Joyal, City Attorney Wyatt, 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.

James Boos, 3 Hayes Lane, Recreation Advisory Board Vice-Chairperson: He spoke in favor of the plans for the Skate Park Relocation.

Matthew Johnson, 26 Sunset Drive: He spoke in favor of the plans for the Skate Park Relocation.

Martin Coyle, 22 Grove Street: He spoke in favor of the plans for the Skate Park Relocation.

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

6. TOPIC OF DISCUSSION

A. GUPPEY PARK RENOVATION

Recreation Director Bannon gave an overview of the Guppey Park Renovation.

B. SKATE PARK RELOCATION

Recreation Director Bannon and Mr. Boos gave an overview of the Guppey Park Renovation.

7. ADJOURNMENT

Councilor Muffett-Lipinski moved to adjourned to the Regular Meeting; seconded by Councilor Ciotti. Vote: 7/0.

CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, July 10, 2019**
Meeting Time: **7:00pm**

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 Muffett-Lipinski, Councilor Shanahan, and Councilor Thibodeaux.
Absent: Councilor Keane and Councilor Williams.
Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

Mayor Weston spoke about an award from the Strafford Regional Planning Commission to the Tri-City Homelessness Coalition. She presented the award to Councilor Gasses.

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to approve the Agenda; seconded by Councilor Thibodeaux. Vote: 7/0.

7. PUBLIC HEARINGS

A. CHAPTER 5 – BOARDS, COMMISSIONS AND COMMITTEES: SECTION 13 DOVER ARTS COMMISSION

SPONSORED BY COUNCILOR SHANAHAN

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

B. TREE CUTTING AND STONEWALL RELOCATION ON SCENIC ROAD (OLD GARRISON ROAD); BUILDING PERMIT FOR CLASS VI ROAD

SPONSORED BY MAYOR WESTON BY REQUEST

Douglas LaRosa, Gambit Engineering: He represented the White Family 1995 Trust. He spoke in favor of this Resolution.

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

8. CITIZEN'S FORUM

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

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing, and highlighted a few areas.
Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Thibodeaux.
Vote: 7/0.

10. APPROVAL OF MINUTES

A. June 26, 2019 – Workshop Session
B. June 26, 2019 – Regular Meeting

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

11. MAYOR'S REPORT

Mayor Weston listed the events she attended as Mayor. Several ribbon cuttings, UPS safe driving awards, Mental Health Suicide Prevention meeting hosting by Wentworth-Douglass Hospital and Dover High School, and the Small Business Development meeting hosted by Senator Shaheen.
She asked the Councilors to contact her if they wished to serve on the Master Plan Recreation Chapter.
Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Shanahan.
Vote: 7/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 5 – BOARDS, COMMISSIONS AND COMMITTEES: SECTION 13 DOVER ARTS COMMISSION
SPONSORED BY COUNCILOR SHANAHAN

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

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **TREE CUTTING AND STONEWALL RELOCATION ON SCENIC ROAD (OLD GARRISON ROAD); BUILDING PERMIT FOR CLASS VI ROAD**
   SPONSORED BY MAYOR WESTON BY REQUEST

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

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Florence Street**

2. **B19071 CITY HALL SECURITY SYSTEM**
   SPONSORED BY MAYOR WESTON BY REQUEST

3. **B19088 HOUSEHOLD HAZARDOUS WASTE CLEAN UP DAY MXI ENVIRONMENTAL SERVICES LLC**
   SPONSORED BY MAYOR WESTON BY REQUEST

4. **ON CALL ENVIRONMENTAL CONSULTING SERVICES WITH RANSOM ENVIRONMENTAL INC. FOR COCHECO STREET**
   SPONSORED BY MAYOR WESTON BY REQUEST

5. **PURCHASE OF WATER METERS STILES COMPANY**
   SPONSORED BY MAYOR WESTON BY REQUEST

6. **APPROVAL OF LICENSE AGREEMENT BETWEEN THE COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION AND CITY OF DOVER**
   SPONSORED BY MAYOR WESTON BY REQUEST

7. **APPROVAL OF LICENSE AGREEMENT BETWEEN CSBB INVESTMENTS, LLC AND CITY OF DOVER**
   SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

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

Deputy Mayor Carrier moved for the adoption of the Consent Calendar; seconded by Councilor Shanahan.
Mayor Weston asked the Council if they had items they would like pulled for further discussion.
Councilor Ciotti pulled Item 13.A.3.
Councilor Thibodeaux pulled Item 13.A.7.
Councilor Weston pulled Item 13.A.4.
Mayor Weston asked for a roll call vote on the remaining items on the Consent Calendar.
Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.3.; seconded by Councilor Ciotti.
Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.4.; seconded by Councilor Shanahan.
Roll Call Vote: 7/0.

Deputy Mayor Carrier moved for the adoption of Item 13.A.7.; seconded by Councilor Thibodeaux.
Roll Call Vote: 7/0.

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 Thibodeaux.
Vote: 7/0.

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 Report; seconded by Councilor Thibodeaux.
Vote: 7/0.

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

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 Gasses.
Vote: 7/0.

B. RESOLUTIONS

1. AMEND FISCAL YEAR 2020 FEE SCHEDULE PARKING FEES (TO BE REFERRED TO A PUBLIC HEARING ON JULY 24, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on July 24, 2019; seconded by Councilor Thibodeaux.
Vote: 7/0.

C. ORDINANCES IN 1ST READING

1. CHAPTER 166. SECTION 37 VEHICLES AND TRAFFIC - HOURS OF OPERATION AND RATES (TO BE REFERRED TO A PUBLIC HEARING ON JULY 24, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST

Deputy Mayor Carrier moved to refer to a Public Hearing on July 24, 2019; seconded by Councilor Shanahan.
Vote: 7/0.

14. COUNCIL CORRESPONDENCE

A. Letter from Xfinity, dated June 24, 2019.

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

15. COUNCIL MATTERS OF INTEREST

Councilor Shanahan discussed the meeting on Saturday to talk about concerns regarding Downtown Infill.

Councilor Thibodeaux talked about her Coffee with a Councilor every 1st and 3rd Saturday at The Roost.

Assistant City Manager Parker addressed Councilor Gasses concerns regarding the ballfield construction.

Deputy Mayor Carrier recognized Dover's 4th of July events.

16. ADJOURN

Councilor Thibodeaux moved to adjourn; seconded by Councilor Ciotti.
Vote: 7/0.

CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number:	**O – 2019.07.10 – 011**
Ordinance Title:	Vehicles and Traffic
Chapter:	166
Section:	37. Hours of Operation and Rates

The City of Dover Ordains:

1. **PURPOSE**
   The purpose of this ordinance is to amend Chapter 166, Section 37 to change the hours of operation on metered parking.

2. **AMENDMENT**
   Chapter 166 entitled "Vehicles and Traffic" is hereby amended by revising Section 37. Hours of Operation and Rates as follows:

166-37. Hours of Operation and Rates. **[Amended on 01-13-88 by Ord. No. 34-87; Amended 04-12-2017 by Ord. No. 2017.03.22-004; Amended 11-08-2017 by Ord. No. 2017.10.25-010; Amended 02-14-2018 by Ord. No. 2018.01.10-001; Amended 10-10-2018 by Ord. No. 2018.09.26-010]**

A. Paid parking shall be required daily between the hours of 9:00 a.m. and 8~~7~~:00 p.m., except on ~~Saturdays,~~ Sundays ~~and state holidays~~ with the exception of:

~~1. The Henry Law Recreation Parking Lot, where paid parking from a Parking Meter shall be required daily between the hours of 9:00 a.m. and 5:00 p.m. except on Saturdays, Sundays and state holidays;and~~

1~~2~~. The Orchard Street Parking Garage where paid parking ~~shall be required daily between the hours of 9:00 a.m. and 7:00 p.m., except on Saturdays, Sundays and legal holidays and where paid parking~~ shall also be required daily in designated metered spaces between the hours of 2:00 a.m. and 6:00 a.m.

2~~3~~. ~~The Friday after Thanksgiving.~~The following holidays: January 1; the third Monday in January, known as Martin Luther King, Jr. Civil Rights Day; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day or, on a date to coincide with the federal observance if it is held on a different day; July 4; the first Monday in September, known as Labor Day; the second Monday in October, known as Columbus Day; November 11, known as Veterans Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day. When one of the listed holidays falls on a Sunday, the Monday after shall be observed as a holiday.

B. Parking Meter rates shall be set forth in the annual Fee Schedule adopted by the City Council.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Name Councilor
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

DOCUMENT HISTORY:

First Reading Date:	07/10/2019	Public Hearing Date:	07/24/2019
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

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

CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number:	**O – 2019.07.10 – 011**
Ordinance Title:	Vehicles and Traffic
Chapter:	166
Section:	37. Hours of Operation and Rates

ORDINANCE BACKGROUND MATERIAL:

At their May meeting, the Parking Commission recommended these changes to address concerns about downtown residents and employees taking up on-street parking spaces. The addition of numerous residential units in the coming months will also require adjustments to the parking system to balance the varied needs of downtown residents, customers/visitors and employees.

1. Increase the hours of operation to 8:00 p.m. from the current 7:00 p.m.
2. Add Saturdays to the metered parking days.
3. Move to a Progressive Meter Pricing Structure.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.07.10 – 118**
Resolution Re: **Amendment of FY2020 Fee Schedule to Amend Parking Meter Fee Structure**

WHEREAS: The City Council adopted the FY2020 City of Dover Fee Schedule on March 27, 2019, and;

WHEREAS: The City regulates Parking meter fees, and;

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

That the City Council authorizes changes to the Police Department section of the approved FY2020 Fee Schedule - Parking Meter Rates, to reflect amending the fee, as follows:

PARKING METER RATES:	**CURRENT FEE**	**PROPOSED FEE**
Parking Garage: 2 am to 6 am	$3 Flat Fee	$1/hr
Delete: 15 Minutes On-Street Meters and Indoor Pool Lot	$0.25	
Add: On-Street and Indoor Pool Lot		Up to 2 hrs. - $1/hr 3rd & 4th hrs. - $2/hr 5th hr & up - $3/hr

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND 2/3 MAJORITY VOTE OF COUNCIL

AUTHORIZATION

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

Approved as to Legal Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Sue Mistretta, City Clerk

Sponsored by: Mayor Karen Weston, By request

Document Created by: Police-Parking
Document Posted on: June 27, 2019

CITY OF DOVER - RESOLUTION

CITY OF DOVER

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.07.10 – 118**

Resolution Re: **Amendment of FY2020 Fee Schedule to Amend Parking Meter Fee Structure**

DOCUMENT HISTORY:

First Reading Date:	07/10/2019	Public Hearing Date:	07/24/2019
Approved Date:		Effective Date:	

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

At their May meeting, the parking commission voted to recommend that the overnight rate in the parking garage go from a flat fee to an hour fee to allow those arriving later in the morning to only pay a prorated meter fee.

At their May meeting, the Parking Commission recommended a series of changes to amend the Parking Management System to include a progressive pricing structure to incentivize the use of the parking lots and garage to create turnover parking in on-street locations.

Document Created by: Police-Parking
Document Posted on: June 27, 2019

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: Greater Dover chamber of commerce

Federal Tax ID number for Organization: 02-0127246

Check (√) Nature of Organization:

Religious___, Educational___, Charitable___, Civic___, Sports___, Veterans___, Fraternal or Political___, Other X

(Describe) _____

Contact Person: Morgan Faustino **Day Time Telephone:** (603) 742-2218

Address: 550 Central Avenue **Email** events@dovernh.org

Purpose of Permit: Shark in the Park (reschedule)

Date of Event: 6/28/19 **Specific Time:** 6pm to 9pm (2pm to 10pm set up/breakdown)

Location of Event: Upper Henry Law Park, Rotary Arts Pavilion

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***********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): See attached

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: _____ **DATE:** 7/17/19

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval _____ **Date:** 7/17/19

PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

Check(√) the type of application:

PARADE** √, **ROAD TOLL***_____,

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

Organization Name: Greater Dover Chamber of Commerce

Federal Tax ID number for Organization: _____

Check(√) Nature of Organization:

Religious___, Educational___, Charitable___, Civic___, Sports___, Veterans___, Fraternal or Political___, Other___

Name/Description of Event (if applicable): Apple Harvest Day 5K

Contact Person: Morgan Faustino **Day Time Telephone:** (603) 742-2218

Address: 550 Central Avenue **Email** events@dovernh.org

Date of Event: Saturday October 5, 2019 **Specific Time:** 9:30am

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

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: _____ **DATE:** 7/11/19

(duly authorized)

PRINTED NAME: Morgan Faustino

Licensing Board Approval _____ **Date:** 7/17/19

http://www.dover.nh.gov/Assets/government/city-operations/1form/finance/city-clerk-tax-collection/Application%20parade.pdf

Apple Harvest Day 5K
Dover, New Hampshire

USATF Certificate NH19003BK
Effective April 12, 2019 to December 31, 2029

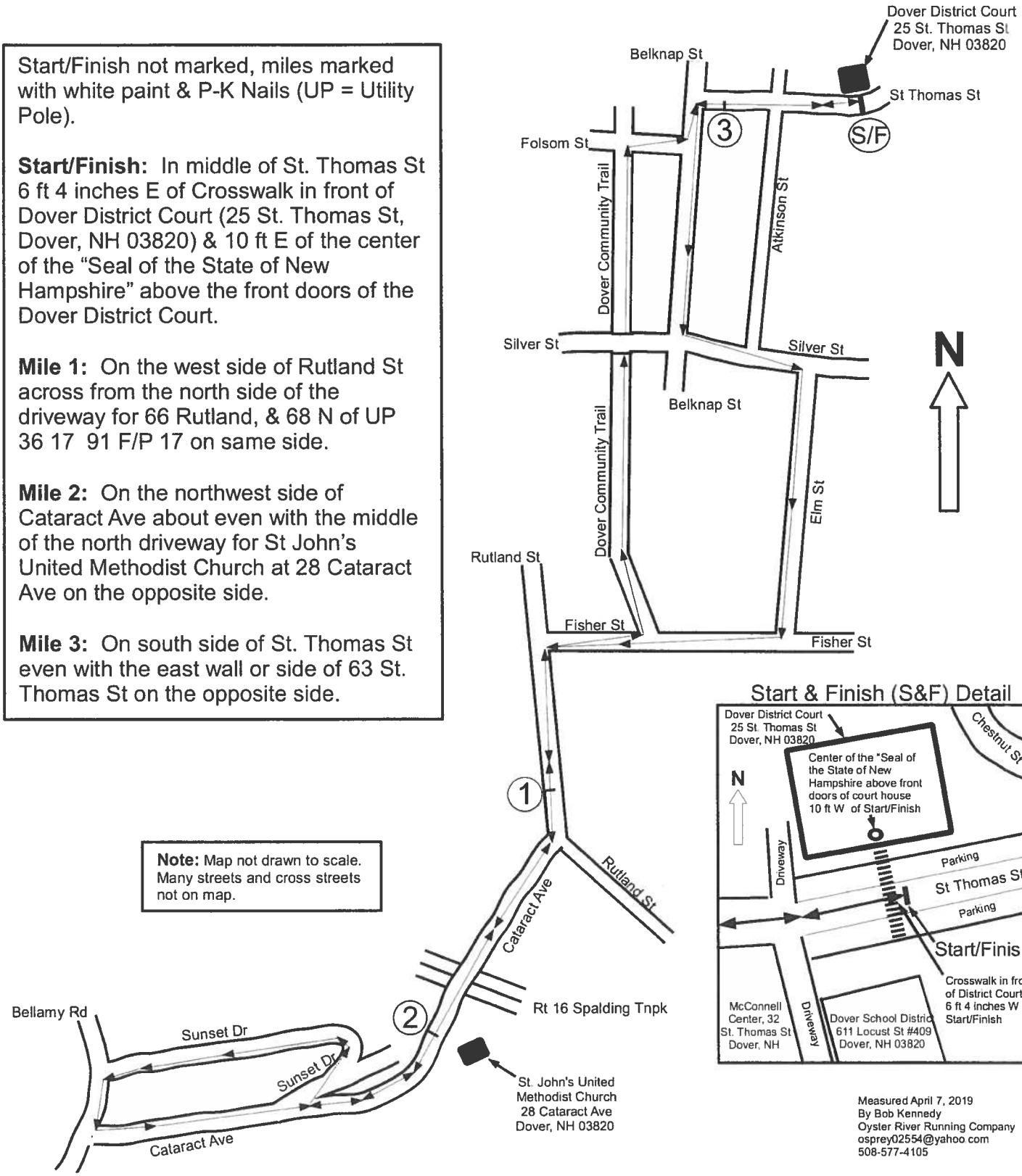
Start/Finish not marked, miles marked with white paint & P-K Nails (UP = Utility Pole).

Start/Finish: In middle of St. Thomas St 6 ft 4 inches E of Crosswalk in front of Dover District Court (25 St. Thomas St, Dover, NH 03820) & 10 ft E of the center of the "Seal of the State of New Hampshire" above the front doors of the Dover District Court.

Mile 1: On the west side of Rutland St across from the north side of the driveway for 66 Rutland, & 68 N of UP 36 17 91 F/P 17 on same side.

Mile 2: On the northwest side of Cataract Ave about even with the middle of the north driveway for St John's United Methodist Church at 28 Cataract Ave on the opposite side.

Mile 3: On south side of St. Thomas St even with the east wall or side of 63 St. Thomas St on the opposite side.



Start & Finish (S&F) Detail

Measured April 7, 2019
By Bob Kennedy
Oyster River Running Company
osprey02554@yahoo com
508-577-4105

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: Saint Mary Academy

Federal Tax ID number for Organization: _____

Check (√) Nature of Organization:

Religious___, Educational √ **, Charitable___, Civic___, Sports___, Veterans___, Fraternal or Political___, Other__**

(Describe) PreK - 8th Grade Catholic School

Contact Person: Beth Evans **Day Time Telephone:** 860-930-1478

Address: 33 222 Central Ave Dover **Email** bevans@stmaryacademy.org

Purpose of Permit: Calendar Raffle Sales

Date of Event: Sept 3 - Sept. 30 **Specific Time:** _____

Location of Event: 222 Central Ave Dover

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

Prize (s) To Be Awarded: Daily Cash Prizes

Cost of Ticket: $5.00 **Date of Drawing:** Oct. 4, 2019

Place of Drawing: Saint Mary Academy

*** 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: _____ **DATE:** 7/16/19

(duly authorized)

PRINTED NAME: Beth Evans

Licensing Board Approval _____ **Date:** 7/17/19

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2019.07.24 – 119**
Resolution Re: B18045 Consulting Services for Architectural and Urban Design Guidelines for Central Business District-Resilience Planning & Design LLC

WHEREAS: A Sealed Request for Bid B18045 was issued and received for Consulting Services for Architectural and Urban Design Guidelines for Central Business District-Resilience Planning & Design LLC on April 9, 2018 at 2:30 pm; and

WHEREAS: Four bid responses was received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services. Interviews were conducted April 19, 2018 for the top three candidates and staff selected Resilience Planning & Design LLC as the proposal deemed most advantageous to the city in the amount of $24,980.00; and

WHEREAS: The city has received an additional scope of services in the amount of $1,000.00 thereby exceeding threshold of $25,000 and requiring council approval. It is the recommendation to award change order in the amount not to exceed $1,000.00 for total project of $25,980.00

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

The Purchasing Agent is hereby authorized to issue a Change Order to Resilience Planning & Design LLC of Plymouth NH for additional services at rates provided in conjunction with Bid B19085. 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
2110.1.180.41910.4339.02515.18	Consulting Services	20,115.00	1,134.00

AUTHORIZATION

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

Sponsored by: Mayor Karen Weston, By Request

Approved as to Legal Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2019.07.24 – 119**

Resolution Re: B18045 Consulting Services for Architectural and Urban Design Guidelines for Central Business District-Resilience Planning & Design 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.4.

Resolution Number: **R – 2019.07.24 – 119**
Resolution Re: B18045 Consulting Services for Architectural and Urban Design Guidelines for Central Business District-Resilience Planning & Design LLC

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, New Hampshire requested proposals from qualified consulting firms to lead a community conversation and assist City staff in the preparation of Architectural & Urban Design Guidelines for its Central Business District. The Guidelines will be incorporated into the Land Use permitting process and will be applicable to all development/redevelopment projects occurring in the Central Business District zone, which is governed by Context Sensitive Development based zoning.

Change order one was received in the amount of $1,000 for additional services.

Bid Information:
A Sealed Request for Bid B18045 was issued and received for Consulting Services for Architectural and Urban Design Guidelines for Central Business District-Resilience Planning & Design LLC on April 9, 2018 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:	730	**Number of Responses:**	4
Warranty:	Per manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	2019-2019	**Estimated Delivery:**	As needed
Recommended Award to:	Resilience Planning & Design LLC	**Fund:**	grant
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.5.

Resolution Number: **R – 2019.07.24 – 120**
Resolution Re: B19070 Design Build of the Facilities Grounds and Cemetery Building with Careno Construction Company LLC

WHEREAS: A Sealed Request for Qualifications B19070 was issued and received for qualified firms to submit packets for design build services for a new Facilities, Ground and Cemetery building on June 20, 2019 at 2:00 pm; and

WHEREAS: Seven firms responded and packets were reviewed for necessary qualifications, experience, skills, project understanding, and ability to comply with proposed scope of services being requested. City staff shortlisted three firms to visit the site and draft concept plans and estimates of costs to be opened on July 11, 2019 after interviews were conducted with the three firms; and

WHEREAS: The evaluation team has selected Careno Construction Company LLC as the proposal deemed most advantageous to the City and is requesting award of the CIP budget of $1,800,000.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Careno Construction Company LLC of Portsmouth NH for design build services for the Facilities, Ground and Cemetery building at rates provided in conjunction with Bid B19070. 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
4020.1.300.41951.4725.01105.20	CS Building ImprovementsFY20 CIP	1,800,000.00	1,800,000.00

AUTHORIZATION

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

Sponsored by: Mayor Karen Weston, By Request

Approved as to Legal Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.07.24 – 120**
Resolution Re: B19070 Design Build of the Facilities Grounds and Cemetery Building with Careno Construction Company 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.5.

Resolution Number: **R – 2019.07.24 – 120**
Resolution Re: B19070 Design Build of the Facilities Grounds and Cemetery Building with Careno Construction Company LLC

RESOLUTION BACKGROUND MATERIAL:

The City of Dover intends to construct an approximately 12,000 square foot office & garage for its Facilities, Grounds & Cemeteries Division (FGC). The size and features of the proposed building were based on the recommendations from a Master Plan developed in February 2018 for the FGC. An amount of $1.8 million was included in the FY2020 Capital Improvements Program for the new proposed building. Currently, the FGC has administrative personnel based in the Chapel of Pine Hill Cemetery. Support staff are based out of a separate maintenance facility located off South Pine Street. Neither facility adequately serves the needs of FGC; the City intends to renovate the Chapel once FGC personnel have been relocated to a new facility.

Bid Information:
A Sealed Request for Qualifications B19070 was issued and received for qualified firms to submit packets for design build services for the Facilities, Ground and Cemetery building on June 20, 2019 at 2:00 pm. Interviews were conducted with the 3 highest ranked firms on July 11, 2019.

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:	332	**Number of Responses:**	7
Warranty:	Per manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	Yes	**Contract:**	Yes
Prices will hold for:	Spring 2020	**Estimated Delivery:**	As needed
Recommended Award to:	Careno Construction Company LLC	**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 List

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

CITY OF DOVER

Resolution Number: **R – 2019.07.24 – 121**
Resolution Re: B19085 Varney Brook Pump Station Upgrades with T-Buck Construction Inc

WHEREAS: A Sealed Request for Bid B19085 was issued and received for the Varney Brook Pump Station Upgrades on July 9, 2019 at 2:00 pm. A mandatory prebid meeting was conducted on June 19, 2019; and

WHEREAS: Two bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with the proposed scope of services with low bid being submitted by T-Buck Construction Inc in the amount of $2,518,499.00, for the Base Bid and recommended Alternate A, which included an allowance to standardize on Caterpillar generator.

WHEREAS: It is the recommendation to award project to T-Buck Construction Inc in the amount not to exceed $2,518,499.

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 T-Buck Construction Inc Turner ME for the Varney Brook Pump Station Upgrades at rates provided in conjunction with Bid B19085. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5320.1.300.43250.4757.04542.16	Varney Brook Pump Station Upgrades	916,714.00	341,537.87
5320.1.300.43250.4741.04542.19	Varney Brook Pump Station Upgrades	2,000,000.00	2,000,000.00
5320.1.300.43250.4741.04572.10	Sewer Machinery & Equipment	195,557.25	195,557.25
5320.1.300.43250.4757.04573.07	Sewer Machinery & Equipment	545,693.00	164,763.53

AUTHORIZATION

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

Sponsored by: Mayor Karen Weston, By Request

Approved as to Legal Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2019.07.24 – 121**

Resolution Re: B19085 Varney Brook Pump Station Upgrades with T-Buck Construction Inc

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 – 2019.07.24 – 121**
Resolution Re: B19085 Varney Brook Pump Station Upgrades with T-Buck Construction Inc

RESOLUTION BACKGROUND MATERIAL:
The Varney Brook Pump Station was originally constructed in 1979. The existing station has reached the end of its anticipated lifespan and is due for upgrades for increased reliability and energy efficiency. It currently has three constant-speed pumps that send high flow rates to the wastewater treatment facility (WWTF). The proposed upgrades will include the installation of new energy efficient pumps equipped with variable frequency drives that will allow the pump station output to match the influent flowrates. This will eliminate flow fluctuations at the WWTF.

The existing influent grinding system creates maintenance issues and reduces the lifespan of the pumps. A new mechanical influent screening and grit removal system will be installed. Additional improvements will include upgrades to the electrical, instrumentation, and HVAC systems. A new generator will be installed for onsite, emergency backup power.

This contract is to be funded in part by the State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Loan Fund (CWSRF) program.

Bid Information:
Sealed Request for Bid B19085 was issued and received for the Varney Brook Pump Station Upgrades on July 9, 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:	1058	**Number of Responses:**	2
Warranty:	Per manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	Until completed	**Estimated Delivery:**	As needed
Recommended Award to:	T-Buck Construction Inc	**Fund:**	Various
Other Approvals Required:	Yes NHDES	**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.7.

Resolution Number: **R – 2019.07.24 – 122**
Resolution Re: Books & Media Purchases

WHEREAS: The City of Dover NH Public Library is a member of the New Hampshire State Library's Book Purchasing Co-Op; and

WHEREAS: The State Library has identified Baker and Taylor, Inc as the book wholesaler most advantageous in terms of services and pricing for various children's and adult books, CDs and DVDs; and

WHEREAS: The City can take advantage of the substantial savings realized by using Baker and Taylor, Inc., as their book jobber.

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

Per 3-37B, Exceptions to Competitive Bidding, of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing through the state of New Hampshire or at state bid prices.

The Purchasing Agent is hereby authorized to issue a purchase order to Baker and Taylor, Inc., of Philadelphia, PA in the amount of $80,000.00 for continued book, CD and DVD purchases. The amount of this authorization shall be limited so as to not exceed available funding.

Financing

Account	Description	Appropriation	Balance
1000.1.390.45500.4748.00000	Library Books and Publications	107,915	107,600

AUTHORIZATION

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

Approved as to Legal Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

Sponsored by: Mayor Karen Weston, By Request

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.07.24 – 122**
Resolution Re: Books & Media Purchases

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 – 2019.07.24 – 122**
Resolution Re: Books & Media Purchases

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has continued to use a book jobber, originally identified a number of years ago by the NH State Library, to provide various types and large quantities of books and other medial materials as needed. The City of Dover receives the same pricing schedule as other members of this Co-Op organization.

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

Purchasing Information:

Type:	Purchase Order	**Advertised:**	NA
Invitations Mailed:	NA	**Number of Responses:**	NA
Warranty:	Per manufacturer	**Terms:**	Net 30, FOB Dover
Work Bonded:	No	**Contract:**	Yes
Prices will hold for:	As contracted	**Estimated Delivery:**	As needed
Recommended Award to:	Baker and Taylor, Inc.	**Fund:**	Library books and Publications
Other Approvals Required:	State of NH	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for Council Approval:**	Purchase to exceed the $25,000 amount requiring Council approval

CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.8.

Bid Number: **R -2019.07.24 – 123**
Bid Description: Various Senior Center Trips

WHEREAS: The Senior Center Travel Supervisor has a schedule of possible trips for the remainder of calendar year 2019 through the beginning of 2020. A list and estimated costs are outlined in the background section of this resolution. The Senior Center Travel Supervisor obtains pricing information for these trips as scheduled; and

WHEREAS: In order to maximize the size of the group as well as to address any last minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs; and

WHEREAS: Revenue is collected and deposited into the special revenue account for the Senior Center and expensed out as needed for various trips. Since the costs are paid for by the traveler, they wish to pick the tour companies they will use.

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

Per 3-36.B. The sealed competitive bid procedure may be waived by a majority vote of the City Council.

The Purchasing Agent is hereby authorized to issue purchase orders for travel services at rates obtained by the Senior Center Travel Supervisor. The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance
3410.1.350.45126.4443.00000	McConnell Senior Travel Programs	145,000	145,000

AUTHORIZATION

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

Sponsored by: Mayor Karen Weston, By Request

Approved as to Legal Form and Compliance: Joshua Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

CITY OF DOVER

CITY OF DOVER – RESOLUTION

Agenda Item#: 13.A.8.

Bid Number: **R -2019.07.24 – 123**
Bid Description: Various Senior Center Trips

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.

Bid Number: **R -2019.07.24 – 123**
Bid Description: Various Senior Center Trips

BACKGROUND MATERIAL:
This is a blanket resolution for the Senior Center trips using various travel agencies as needed. The Senior Center travel supervisor obtains pricing information for trips the Dover Senior Center wishes to take that are run annually and have a consistent group of travelers and a set of travel and accommodation expectations that the travelers strive to meet.

In order to maximize the size of the group as well as to address any last minute cancellations, the travel agents keep the registration open as long as the tour company allows. Sometimes the end date of the registration period and determination of a final price falls after the deadline for the next City Council meeting agenda so the City is not always able to get the resolution to the Council before the trip departs.

Coach Company
Quarterly Mohegan Sun/Foxwoods (~$1,129/quarter)
Quarterly trips to Boston area attractions (~$1,000/quarter)

Fox Tours:
July 18th: Majestic Maine Cruise (~$10K – 2 buses)
August 14th: Gloucester Lobster Cruise (~$10K – 2 buses)
September 18 – 20th: Downeast Maine/Bar Harbor (~$12-$15k depending on traveler numbers)
October 5th: Blue Man Group (~$5k)
October 17th: Lake Winnipesaukee Cruise (~$5k)
December 8th: Christmas Spectacular/Reagle Players (~$5K)
December 31st: New Year's at Noon (~$5K)
2020 day trips are not out and confirmed yet – will be at least one additional overnight as well in 2020

Best of Times Travel
TBD – 2 possible 2020 day trips, including St. Patrick's Day trip in March – approx. ($3-$4K each)

Yankee Tours:
Mt Washington Hotel and Resort – Dec 3-5, 2019 (~$6k depending on traveler numbers)
Daytona – Feb 2020 (Between $20K & $40K depending on traveler numbers)

Purchasing Information:

Type:	Purchase order	**Advertised:**	no
Invitations Mailed:	N/A	**Number of Responses:**	na
Warranty:	na	**Terms:**	Net 30,
Work Bonded:	No	**Contract:**	No
Prices will hold for	Until Trip date	**Estimated Delivery:**	2018-2019
Recommended Award to:	Various	**Fund:**	3410
Other Approvals Required:	No	**References Checked:**	Satisfactory
Previously Worked for City:	Yes	**Reason for City Manager Approval:**	Waive sealed bidding procedure

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

CITY OF DOVER

Resolution Number: **R – 2019.07.24 – 124**
Resolution Re: Changing of Wards 1, 2 and 3 Polling Facilities

WHEREAS: The current Wards 2 and 3 polling facilities are no longer suitable for polling locations and have been deemed by the Attorney General's Office to have insufficient parking and not to be easily accessible to all persons as required by RSA 658:9-a, and

WHEREAS: The City Clerk has further concluded that the current Ward 1 polling facility is not easily accessible;

WHEREAS: The Horne Street School has offered the use of their facility at 78 Horne Street as the location for the Ward 1 polling facility; and

WHEREAS: The Woodman Park School has offered the use of their facility at 11 Towle Avenue as the location for the Ward 2 polling facility; and

WHEREAS: The School Board has approved the Wards 1 and 2 polling location changes for elections at Ward 1 to be held at Horne Street School and Ward 2 to be held at Woodman Park School.

WHEREAS: The St. Ann's Rehabilitative Center has offered the use of their dining facility at 195 Dover Point Road as the location for the Ward 3 polling facility; and

WHEREAS: The City Clerk has toured the facilities proposed for each new polling location discussed above and has deemed them to be accessible to the public as required by law.

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

The Horne Street School, 78 Horne Street, is designated as the Ward 1 polling place for elections.

AND, FURTHER BE IT RESOLVED;

The Woodman Park School, 11 Towle Avenue is designated as the Ward 2 polling place for elections.

AND, FURTHER BE IT RESOLVED;

St. Ann's Rehabilitative Center is designated as the Ward 3 polling place for elections.

AND, FURTHER BE IT RESOLVED;

Public notice shall be given to effect the foregoing changes in polling places.

CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.07.24 – 124**
Resolution Re: Changing of Wards 1, 2 and 3 Polling Facilities

AUTHORIZATION

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

Sponsored by: Mayor Karen Weston, By request of the Attorney General's Office

Approved as to Legal Form: Joshua M. Wyatt, City Attorney

Recorded by: Susan Mistretta, City Clerk

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date: N/A
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

Due to findings of the Attorney General's Office (see attached letter) of insufficiencies and parking and accessibility to the public during voting hours, an alternative site for voting in Wards 1, 2 and 3 are being proposed by way of this resolution.

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL

JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

December 28, 2018

Karen Weston, Mayor
Dennis Ciotti, City Councilor, Ward 2
Deborah Thibodeaux, City Councilor Ward 3
288 Central Avenue
Dover, NH 03820

Re: Polling Location Traffic at Dover Wards 2 and 3

Dear Mayor Weston and Councilors:

In accordance with RSA 7:6-c, the Attorney General is charged with enforcing New Hampshire's election laws. During the General Election held on November 6, 2018, polling place inspectors from our office and the Department of State visited 98% of New Hampshire's polling places, inspecting 302 out of 309 total locations.

At your polling places in Ward 2 and 3, our inspector observed a high volume of traffic entering and exiting the polling places. The inspector noted that vehicles were waiting a significant amount of time just to enter the parking lot.

Part1, Article 11 of the New Hampshire Constitution provides that "polling places shall be easily accessible to all persons[.]" Traffic delays such as those observed and experienced during this election hinder voters' access to the polls and show that your polling place is not "easily accessible to all persons." Recurring traffic delays of this nature are a good indicator that the City needs to establish additional polling places for State General Elections or that the polling place is no longer suitable for the City Ward. *See* RSA 658:10.

As Attorney Blenkinsop has already relayed to me, the City is aware of this issue and has already initiated steps to correct it. Our office is ready to assist you in any way we can. I look forward to speaking to the City on this matter on January 9, 2019.

We are requesting the City of Dover initiate a corrective action plan to address this issue prior to the next Presidential Primary Election, which is set to occur in January or February of 2020. The corrective action plan should be conveyed to our office prior to March 1, 2019. I look forward to working with you on this matter.

Sincerely,

Matthew T. Broadhead
Assistant Attorney General
Election Law Unit
(603) 271-3650
matthew.broadhead@doj.nh.gov

cc: Elizabeth Fischer, Ward 2 Moderator
Gary Gilmore, Ward 3 Moderator
Susan Mistretta, Town Clerk
Michael Joyal, City Manager
William Breault, Police Chief
Anthony I. Blenkinsop, City Attorney

July 11, 2019

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

Re: Municipal Emergency Reporting Procedure Reminder

Dear Members of the Council:

In our effort to better assist our municipal customers, we are writing once again to provide you with the emergency reporting procedures for certain outside plant and service problems.

In the event that any municipal building experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please follow the steps detailed below:

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES
(Please note the XOC telephone number listed below IS NOT for public dissemination)

- **STEP 1** **Dial:** **1-877-359-1821** (24/7 – XOC)
- **STEP 2** **Select:** **Option # 4 - Greater Boston** or Western NE regions
- **STEP 3** **Select:** **Option # 4** - Commercial Accounts, Municipalities, Utilities, Police & Fire
- **STEP 4** **Reason for call:**
  Option # 1 - Down Wires (will be prompted to enter zip code)
  Option # 2 - Pole or all other Municipal Issues
- **STEP 5** **Speak with Rep. and obtain job reference #**

The above steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. ***Once again, please note this telephone # IS NOT for public dissemination.***

Please do not hesitate to contact me at 603-224-1871, ext. 202 should you have questions.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs