



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, December 11, 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. REPROGRAM PORTION OF FISCAL YEAR 2017 CIP APPROPRIATION FOR PARK IMPROVEMENTS AMANDA HOWARD (PARK IMPROVEMENTS RESERVE) TO SKATE PARK PROJECT.

(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 11, 2019.)

SPONSORED BY MAYOR WESTON BY REQUEST

B. FISCAL YEAR 2020 CIP APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR INNOVATIVE ILLICIT DISCHARGE AND ELIMINATION STORMWATER DRY WEATHER TESTING

(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)

(CITY COUNCIL VOTE TO OCCUR ON JANUARY 8, 2020)

SPONSORED BY MAYOR WESTON BY REQUEST

8. CITIZEN'S FORUM

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

9. CITY MANAGER'S REPORT

A. OCTOBER 2019 REPORT

B. DECEMBER 11, 2019

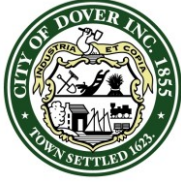
10. APPROVAL OF MINUTES

A. November 13, 2019 – Regular Meeting

B. December 4, 2019 – Non-Public Session

C. December 4, 2019 - Workshop

11. MAYOR'S REPORT

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12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. **ADOPTION OF FISCAL YEAR 2021 – 2026 CAPITAL IMPROVEMENTS PROGRAM (CIP)**
SPONSORED BY MAYOR WESTON BY REQUEST
2. **APPROPRIATION FOR FY2021 CAPITAL IMPROVEMENTS PROGRAM (CIP) – NON-DEBT FINANCED PROJECTS (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
3. **APPROPRIATION FOR FY2021 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND AUTHORIZATION FOR BONDING (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **REPROGRAM UNEXPENDED BOND PROCEEDS FROM SIDEWALK – UPPER WHITTIER STREET PROJECT TO CHAPEL RESTORATION/FACILITIES & GROUND OFFICE PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **TO RESCIND CAPITAL IMPROVEMENTS PROGRAM (CIP) PROJECTS AUTHORIZED TO BE BONDED UNISSUED SMALL BALANCES. (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **REPROGRAM PORTION OF FISCAL YEAR 2017 CAPITAL IMPROVEMENTS PROGRAM (CIP) APPROPRIATION FOR PARK IMPROVEMENTS AMANDA HOWARD (PARK IMPROVEMENTS RESERVE) TO SKATE PARK PROJECT. (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)**
SPONSORED BY MAYOR WESTON BY REQUEST

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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – New Hampshire Soap Box Derby Inc.**
2. **ROAD RACE – Dover Main Street**
3. **B12049 ADDITIONAL DESIGN AND CONSTRUCTION SERVICES FOR SILVER STREET WAYFINDING & VISITORS INFORMATION SYSTEM**
SPONSORED BY MAYOR WESTON BY REQUEST
4. **B17024 EXCAVATION OF WATERFRONT PARCEL ON RIVER STREET AMENDMENT THREE**
SPONSORED BY MAYOR WESTON BY REQUEST
5. **B18039 ENGINEERING SERVICES FOR SPUR ROAD RECONSTRUCTION ADDITIONAL SCOPE OF WORK**
SPONSORED BY MAYOR WESTON BY REQUEST
6. **DOVER 400 WEBSITE DEVELOPMENT AND MAINTENANCE SERVICES**
SPONSORED BY MAYOR WESTON BY REQUEST
7. **DOVER PUDDING HILL AQUIFER CHANGE ORDER #3 UNDERWOOD ENGINEERS, INC**
SPONSORED BY MAYOR WESTON BY REQUEST
8. **APPROVAL OF SIXTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING DEVELOPMENT OF REPLACEMENT WELL AT THE DOVER PUDDING HILL AQUIFER ARTIFICIAL RECHARGE PILOT TESTING DATED APRIL 14, 2017**
SPONSORED BY MAYOR WESTON BY REQUEST
9. **PURCHASE AND ACCEPTANCE OF CONSERVATION EASEMENT FROM JENNIFER MORIN (TOLEND ROAD)**
SPONSORED BY MAYOR WESTON BY REQUEST
10. **APPROVAL OF LICENSE AND MAINTENANCE AGREEMENT WITH HELLENIC REALTY PARTNERS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
11. **APPROVAL OF LICENSE AGREEMENT WITH FIRST STREET AT GARRISON, LLC AND RIPARIA-ONE HUNDRED FIRST STREET, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST



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- 12. APPROVAL OF WINTER ROAD MAINTENANCE AGREEMENT WITH VARNEY BROOK LANDS, LLC**
SPONSORED BY MAYOR WESTON BY REQUEST
- 13. CANVASS OF VOTES—NOVEMBER 5, 2019**
SPONSORED BY MAYOR WESTON BY REQUEST
- 14. SETTING VOTING HOURS FOR THE FEBRUARY 11, 2019 PRESIDENTIAL PRIMARY**
SPONSORED BY MAYOR WESTON BY REQUEST
- 15. CHANGING OF WARD 3 POLLING FACILITY**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|---|--|
| 1. School Board | 16. Pool Advisory Committee |
| 2. Planning Board | 17. Recreation Advisory Board |
| 3. 400th Anniversary Committee | 18. Solid Waste Advisory Commission |
| 4. Appointments Committee | 19. Transportation Advisory Commission |
| 5. Arena Commission | 20. Waterfront TIF Advisory Board |
| 6. Arts Commission | 21. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 7. Conservation Commission | 22. Joint Building Committee Garrison Elementary School |
| 8. Downtown TIF Advisory Board | 23. COAST |
| 9. Energy Commission | 24. Cocheco Waterfront Development Advisory Committee |
| 10. Heritage Commission | 25. Dover Main Street |
| 11. Legislative Liaison | 26. Strafford Regional Planning Commission |
| 12. Library Board of Trustees | 27. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |
| 15. Parking Commission | |

B. RESOLUTIONS

- 1. APPROVAL AND CONSENT TO REFUGEE RESETTLEMENT IN THE CITY OF DOVER, NEW HAMPSHIRE**
SPONSORED BY MAYOR WESTON

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

- A. Letter from Comcast dated November 19, 2019.**

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R – 2019.11.13 – 184**
Resolution Re: **FY2020 CIP Appropriation and Authorization for
CWSRF Loan for Innovative illicit Discharge and
Elimination Stormwater Dry Weather Testing**

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

WHEREAS: This work directly addresses requirements for IDDE dry weather testing as required by the MS4 permit for the City of Dover; and the loan is eligible for principal forgiveness for stormwater planning work; and

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

Item #	Description	Appropriation	Life/Yrs	Department	Fund
1	Innovative Illicit Discharge & Elimination Stormwater Testing	\$75,000	5	Comm Serv - PW	General
	Total	<u>\$75,000</u>			

AND FURTHER BE IT RESOLVED THAT:

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

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

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DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

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Resolution Re: **FY2020 CIP Appropriation and Authorization for
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RESOLUTION BACKGROUND MATERIAL:

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

This resolution makes an appropriation for the Innovative Illicit Discharge and Elimination Stormwater Dry Weather Testing.

This project proposes to help fulfil conditions associated with section 2.3.4.6. Written Illicit Discharge Detection and Elimination Program of the NH MS4 permit. In particular there is a need to fulfill components related to section 2.3.4.6.c. Program Procedures - where electronic and hardcopy procedures will be developed in accordance with the requirements and timelines of the permit. Due to the fact that indicator bacteria species are difficult to screen and accurately relate to illicit sanitary sewer connections, the project team will develop alternative sampling procedures for fecal indicator bacteria (FIB) and pollutants of concern in accordance with the procedures in 40 CFR §136. This alternative process is something that UNI-I has been pioneering by using 16S ribosomal RNA, which is the standard gene used to reconstruct phylogenies for bacterial communities. It can be used to characterize the diversity and phylogenic composition of environmental samples (Shokralla et al. 2012). To find possible human fecal contamination a list of sequences associated with human waste is used to match sequences found in the sample (Newton et al. 2015). Studies of the microbiomes of sewage systems have found that about 10% - 15% of the sequences are associated with human waste, while an additional 80% are associated with the microbiome of the physical system itself, (the pipes, pumps etc.). The 10% to 15% human waste signal is generally similar globally, though factors like obesity rates and temperature may have an effect on the relative abundance of different bacterial species at any location (Tan et al. 2015). These methods have been recently used in a first of its kind study with Geosyntec and UNHSC for the Boston Water and Sewer Commission to compare conventional IDDE parameters with state of the science DNA markers to determine their reliability for indicating human waste in a major urban MS4. The result is new data specific to New England on the reliability of field test kits and FIB for indicating human waste, such as for dry and wet weather outfall screening and prioritization. Findings from this study suggest that field test kits may not be reliable indicators of human waste at outfalls, while the genetic methods outlined were effective at identifying human waste in dry weather outfall discharges.

In addition, UNHSC has been developing real-time alternative methods to screen for stormwater pollutants of concern. These pollutants address primary water quality impairments such as phosphorus, nitrogen, sediment, dissolved oxygen and dissolved oxygen saturation using optical sensors.

Optical sensors have the ability to measure water quality parameters at a high frequency as light absorbance can be measured almost instantaneously in the field or in the lab. The recent development of field-rugged ultraviolet-visual (UV-Vis) spectrometers has extended researchers' ability to make long-term continuous measurements of multiple water quality parameters in many environments and together with specific conductivity and temperature measurements can meet most of the sampling requirements of the permit.

R-2019.11.13 CIP2020 Appropriation and Authorization for CWSRF
Loan for Innovative Illicit Discharge and Elimination Stormwater

Document Created by: Finance Department
Document Posted on: December 5, 2019

Dry Weather Testing.doc
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The results of this project will lead to an outfall and interconnection screening and sampling procedure to be included in the IDDE program of the City of Dover but will be transferable and shared with other MS4 municipalities throughout the state.

This work directly addresses requirements for IDDE dry weather testing as required by the MS4. Note that although the work will be focused in the city of Dover, all findings and procedures will be shared with all New Hampshire MS4 communities. Therefore making compliance easier for all communities.

Debt Authorization versus Debt Retirement

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

Description	City
Pending Authorization	75,000
Prior FY2020 CIP Authorization	7,710,000
FY2020 Principal Retirement	4,163,390
Net Change	3,621,610

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the City Council adopted financial policy debt limit of the City's General Fund. The City's Financial Policy debt limit for the City Department's General Fund is 65% of the State determined Equalized Value for Debt Limit. The statutory debt limit for the City portion of the General Fund is 3% of the State determined Equalized Value for Debt Limit.

Description	City		Description	City
Debt Outstanding	36,875,299		Debt Outstanding	36,875,299
Authorized - Unissued	20,254,414		Authorized - Unissued	20,254,414
Total Issued & Unissued	57,129,713		Total Issued & Unissued	57,129,713
This Authorization	75,000		This Authorization	75,000
Grand Total	57,204,713		Grand Total	57,204,713
Legal Debt Limit	104,171,072		Policy Debt Limit	67,711,197
Unused Capacity	46,966,359		Unused Capacity	10,506,484
Percent Unused	45.09%		Percent Unused	15.52%

R-2019.11.13 CIP2020 Appropriation and Authorization for CWSRF
Loan for Innovative Illicit Discharge and Elimination Stormwater

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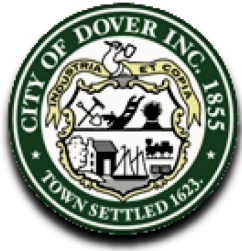
Budgetary and Rate Impacts

The \$75,000 CWSRF loan is expected to be paid back over a 5-year period. Principal repayments would be \$15,000 per year and this amount would be offset by \$15,000 annual amount of principal forgiveness resulting in no annual impact to the City's General Fund budget for principal repayment. The interest that would accrue on outstanding principal balances over the 5 year period is estimated to be a total of \$4,500 impact to the City's General Fund budget over that 5 year period, approximately \$900 annual impact. The combined impact of principal and interest repayment for the CWSRF loan would be less than a \$0.01 impact on the annual tax rate.

R-2019.11.13 CIP2020 Appropriation and Authorization for CWSRF
Loan for Innovative Illicit Discharge and Elimination Stormwater

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CITY MANAGER'S REPORT



December 11, 2019

Reporting on: October 2019

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

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

Section 2: Product & Process Outcomes

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

Section 3: Leadership & Governance Outcomes

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

Section 4: Financial & Benchmark Outcomes

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

Section 5: Workforce-Focused Outcomes

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

COMMON ABBREVIATIONS

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

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



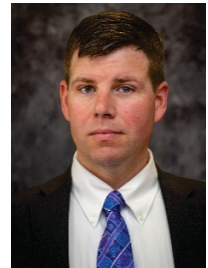
Gary Bannon
Recreation Director



Daniel Barufaldi
Economic
Development
Director



Cathleen Beaudoin
Public Library
Director



Joshua Wyatt
City Attorney



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information
Technology
Director



Paul Haas
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.”

Animal Control – October

Total animal calls for service:	64
Handled by Officers/Dispatch:	42
Handled by Animal Control Officer:	22

Breakdown of Animal Calls:

Found/Loose Animals: 39

Animal Bites: 03

Welfare Checks: 07

Misc/Other: 15

The Animal Control Officer (ACO) received 51 voicemail messages and followed up on six reports originally handled by officers.

Two of the calls the ACO handled this week involved elderly pets that wandered from home. Both Teddy and Fencer were reunited with their families.



Teddy



Fencer

DISPATCH COMMUNICATIONS

RADIO TRANSMISSIONS

15,158

PHONE CALLS

7,967

911 CALLS RECEIVED

4195

LOBBY CUSTOMERS

307

POLICE ALARMS RECEIVED

98

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

12

FIRE & MEDICAL ALARMS

66

OTHER ALARMS

0

Mounted Patrol: October

31 public assists

16 parking assists

33 community action/homeless assists

INSPECTIONS & PERMITS:

Inspection Services also was very busy again in October with a total count for 817 inspections conducted, including permits issued at 99. Here is the Inspection Services activity breakdown for October:

Inspections - Life Safety	112	Inspections - Plumbing/Mechanical	184	Inspections - Woodstove/Fireplace	0
Inspections - Business	19	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	86	Inspections - Health	37	Permits Issued - Building	68
Inspections - Building	227	Inspections - School / Daycare	20	Permits Issued - Certificate of Occupancy	31
Inspections - Electrical	129	Inspections - Oil Burner	03	TOTAL	916

During the month of October, Community Services administrative staff fielded 6 service calls requesting pothole repairs.

City crews continue working in the pit located behind the Public Works Department, prepping materials for upcoming road projects. Employees continue to mix gravels and screen sand so that it will be ready and available as needed. Several deceased animals were picked up along the roadways, as observed or reported, throughout the month. Street sweeping operations are ongoing as needed.

A City of Dover contractor is still working on paving projects, with the following areas having been completed: Arch Street, Rutland Street, East Watson Street, South Watson Lane, Gilman Street, Ridge Street and Hall Street.

Crews had to break apart a beaver dam to prevent flooding of a Crosby Road parking lot.

This is a common occurrence since the beaver's hut is on private property located upstream.

The block structures that hold the frame of various catch basins and sewer manholes had crumbled and needed to be replaced. Crews repaired catch basins on Hemlock Street, Whittier Street and Rogers Street. Crews replaced a catch basin on Union Street and Niles Street.

Catch basin cleaning has been completed. The contractor hired by the City of Dover cleaned approximately 1,491 catch basins. As part of this annual project, one-half of the basins within the city are cleaned one year and the other half the next, on a rotating basis.

The Facilities, Grounds and Cemeteries Division handled 106 service calls and 248 work orders in October. Pine Hill Cemetery employees attended 3 full burial and 7 ash burials. One

marker was set and 12 foundation holes were dug for cement to be poured, then the monuments were set in place.

Apple Harvest Day was the big event for October and Facilities & Grounds employees worked with Public Works to ensure the downtown area looked great for the event. String trimming of the weeds growing in the curb lines was ongoing from September into October.

Sixty-four work orders pertaining to buildings were addressed this month by Facilities and Grounds. An additional thirty-four work orders pertaining to HVAC systems maintenance were generated.

At City Hall, the circulator pump on boiler #2 was replaced and heating systems were turned on at the municipal buildings. The overhead entrance door to the Public Works warm storage area needed maintenance with the operator/motor being replaced as the existing was 18 years old and parts couldn't be found to repair the system. Sixty hours were spent closing and preparing the Jenny Thompson Outdoor Pool for the winter. The Christmas lights around the edge of the Transportation Center roof were removed, as that building will undergo a roof replacement in the near future.

The Electrical Supervisor is busy, completing the wiring for the Shaw's Lane Athletic Fields well and working with the Utilities Division and SCADA Technician on various projects. He has also been trying to remedy issues with street lights that aren't operating properly, but is waiting on the LED supplier for replacement parts.

Sixty-one work orders were generated pertaining to facilities and grounds issues. Employees worked with volunteers on clean-up of the Community Trail, the Silver Street tunnel was painted with a graphic design of green waves by the volunteers and a log locomotive flower planter was created. Graffiti was removed or covered in several other locations, one of those being the Transportation Station. Thirteen hours were spent on repainting picnic tables again so they were presentable for Apple Harvest Day. They are put out on Third Street and in Henry Law Park, then all were collected and moved to storage for the winter.

Signage and lighting under the Chestnut Street bridge has been installed in hopes of discouraging loitering or vagrancy in that space. Three décor lights were repaired and two more were damaged by motor vehicle accidents.

Adopt A spot volunteers have been busy and seven signs were installed, recognizing the efforts of new participants in this program. The planting areas in front of City Hall received some new shrubs and flowering bushes as the beginning of restoring the landscape there.

Facilities & Grounds responded to 19 complaints or issues regarding trees, several of which were on private property. Northern Tree Services continues working on Enhanced Tree Trimming along the route that is part of the backbone of their grid in the urban area.

The outdoor pool closed and the preparations for winterization of the pool systems began. The water was shut off, the pool grates were pulled.

Five traffic signal complaints were investigated with one being a green ball that needed to be changed. The cameras at various intersections had the lenses cleaned, hoping to reduce issues from solar glare or dirt. The mast arm and signal heads at Chestnut Street and Washington were changed as off-site improvements from the renovation of the old Robbins Auto site. The signal at NB Exit 7 and Central Avenue was taken down in an accident and repaired by the Electric Light Company.

Thirty sign work orders were attended to, six of them for parking and sixteen regulatory traffic control sign issues were addressed. Three posts were installed and signs replaced on them, several STOP signs due to vandalism and two streets signs due to motor vehicle accidents. Historical markers placed throughout the downtown area were removed for winter storage.

On October 15th, City flags were lowered in honor of Doris Grady, Dover resident, teacher and School Board member who was a lifetime advocate for students and their educations. Flags were raised after services on October 28th, 2019.

The American flags were lowered on October 17 in remembrance of Maryland's 7th District Representative, Elijah Eugene Cummings, American politician and civil rights advocate from 1996 until his death this year.

The Utilities Division has been busy replacing water curb boxes around the city. Due to the water meter replacement program, some meters were unable to be changed out as a result of a bad inside stop and a bad curb box at the street. Staff will have to return to these

locations to replace the meter once the curb box/stop has been replaced.

Crews repaired a water break on Angle Street. This was on the 4" cast iron water main. There was a water main break in front of 27 Horne Street. As a result of all of the new water gates crews installed this past summer, the only residents to experience a loss of water during the repair were residents on Horne Street from Hough Street to Ash Street.

Staff conducted three fire flow tests for development within the city.

The process of winterizing all of the fire hydrants has begun. Crews will complete two rounds to make sure the hydrants are completely dry. This process will take approximately one month to complete.

The City recently received the new sewer jet. Once staff had received onsite training, the unit was immediately put to use. The jet truck could not have come at a better time since there was a sewer backup on Mount Vernon Street and at 531 Central Avenue.

October saw Fire & Rescue responding to 537 calls for service, an average of over 17 calls per 24-hour period. 13 of the calls for service were for fires, 309 were for medical emergencies, 49 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 60 were either false or good intent in nature, with the remaining being for non-emergent requests.

In the early morning of October 17, during a windstorm that was partially responsible for a total of 46 emergency calls over a 24 hour timeframe, crews responded to a report of a tree down at the rear of the



office park at 42 Dover Point Rd. The first arriving arrival crews found that a major gas leak had resulted from the fallen tree and called for a full response of all on-duty personnel, and the covering chief officer. Recognizing the hazard of the adjacent occupied condominiums and the large volume of gas flowing from the leak, the responding crews shut down Dover Point Road, set up a traffic perimeter and began evacuating the condominiums. Due to the inclement weather, civilians were initially sheltered in Dover Fire ambulances and fire apparatus, while the Dover Recreation bus was retrieved from the McConnell Center by Dover Police. Unitil worked to locate the gas shutoff while fire crews and police officers continued to monitor the area, divert traffic and provide for the displaced residents. Over 20 residents were evacuated, until Unitil secured the gas line and buildings were monitored and cleared of gas. During the event, recalled personnel continued to respond to various calls throughout the City, including a major truck fire near the tollbooths of the Spaulding Turnpike.

This call was an example of how proper emergency planning and the combined cooperation of Fire, Police and Recreation Department resources provided for the safe mitigation of a hazardous situation, including

consideration and care of a number of Dover residents temporarily displaced by the incident.



Severed gas line circled in red above.



Above, Unitil crews locate the most appropriate location to shut off the gas leak, occurring over 100' away at the rear of the Office Park shown in the background.

On October 9, crews responded to a building under construction, immediately adjacent to the Dover Stand-Alone ED. They found a partial collapse of the roof trusses, with



an individual who had fallen about 15 feet. Other workers reported that a load of plywood had been set on top of the unsecured horizontal trusses, and several of them collapsed over, causing a domino-effect of the neighboring trusses. The worker, standing atop the trusses, came down with the collapse and landed on the ground below. He was transported to the adjacent ED with injuries associated to the fall. OSHA was notified, and a subsequent workplace investigation occurred the following day.

This incident highlighted the hazard that firefighters face on a regular basis when operating in buildings with truss construction. Due to the nature of any truss design, where each element is reliant on the strength of the surrounding trusses, should any element fail (be it from stress, weather, fire or other cause), in many cases the entire support structure can suddenly fail at the same time.

On the night of October 23rd, crews responded to a reported fire on the 3rd floor of 177-179 Central Ave. Arriving crews found heavy smoke emanating from all upper floor windows and the surrounding eaves. Crews very quickly executed a difficult hose stretch to the 3rd floor and extinguished the fire in the living room. The damage was confined to the 3rd floor apartment, with no smoke damage and minimal

water damage to the apartments below. Mutual aid from surrounding communities assisted at the fire and covered the City while Dover crews worked at the scene.



Fire on the 3rd floor of 177-179 Central Ave.

On Wednesday October 9th, a single crew from the North End fire station responded into Rochester to assist them at an early morning fire in that community (picture below). The mutual aid system is a critical component of communities relying on each other to provide needed manpower at difficult events, and continuing to cover calls in surrounding communities during a major event in any town.



October library circulation totaled 22,796 items. (11,068 adult + 8,032 childrens print items; plus 3,696 items downloaded including 2,576 audiobooks & eBooks, 1,008 Hoopla streaming

music, movies, and books, and 112 eMagazines).

135 new library patrons registered; total active cardholders 14,544. 11 of these new patrons were non-resident Dover workers or students (now 768 in that category).

Library museum passes were borrowed 88 times.

1,479 people attended, or registered for, 71 free programs at the library during October.

The library executed 24 U.S. passports in October.

The library circulation desks filled 1,580 patron hold requests.

32 new patrons registered for downloadable audiobooks/ eBooks (total = 4,962) and 23 registered for Hoopla (total = 1,413).

Internet and PC uses by the public totaled 1,523 on library workstations, plus another 6,725 via Wi-Fi, plus 73 Chromebook loans.

The library website saw 7,387 users in 14,915 sessions. There were 40,231 page views.

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

17,410 people visited the library during October, an average of 600 per day (open 29 days).

The library's 3D printer fulfilled 16 customer requests for printed objects.

A new bookdrop, made solely to collect returned media items, was installed mid-month in the portico outside the Children's Room. Previously, patrons had to return such items inside the building.

Two large-scale Saturday programs were very successful: Indie Author Day on October 12 and Harry Potter Day on October 19.

The Library Director led 4 downtown historic walking tours for Woodman Park and Garrison School third graders.

During the month of October, the Dover Police Department responded to 1,669 calls for service throughout the City. In addition, officers made a total of 732 traffic stops.

Officers also initiated 146 non-enforcement related contacts with the community. The total number of incidents handled by the police department for October 2019 was 2,547.

Below is the summary of Emergency Medical calls provided by Fire & Rescue, including the number of "no transports" and what facilities patients were transported to when there was a transport.

Ambulance Transportations	May Individuals	June Individuals	July Individuals	August Individuals	September Individuals	October Individuals
Wentworth Douglass Hospital	200	179	204	183	220	189
Portsmouth Regional Dover ER	40	35	32	34	25	42
Frisbie Memorial Hospital	5	5	3	0	1	1
Portsmouth Regional Hospital	4	4	6	10	3	4
Shriners Boston	0	0	1	0	0	0
Boston Children's Hospital-MA	0	0	0	1	0	1
Mass General Hospital	0	0	0	1	0	3
Brigham and Womens Hospital-MA	0	0	0	0	1	0
Maine Medical-ME	0	0	0	0	0	1
Non Transports/Sign Offs/Refusal of Care	129	78	60	72	82	65
Totals:	378	301	306	301	332	306

During the month of October 2019, 15 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit (SIU). 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 October 2019, SIU detectives and Crime Scene Unit officers investigated a jewelry store robbery that took place in Dover. The case remains under investigation, but significant progress has been made.

In October 2019, SIU detectives and Crime Scene Unit officers working in conjunction with patrol officers investigated a string of thefts and burglaries. The investigation led to the arrest of a Dover man on multiple felony charges.

Also in October, SIU detectives assisted the United States Marshal's Service with the arrest of a Dover man. This individual is a sex

offender who has repeatedly failed to comply with registration requirements and had outstanding warrants for his arrest.

In addition, SIU detectives investigated three unattended deaths in October 2019.

Throughout the month of October, Sergeant Tarmey continued to work with city officials to discuss incidents of vandalism under the Chestnut Street Bridge and Joe Parks Garden. Previously several solutions were explored in terms of what the city could do to curtail future acts of vandalism in the area. City of Dover Community Service Department was able to purchase new lighting and install new signage near the bridge. Installation of the lights has yet to be completed, but should be done soon.

Sergeant Tarmey (as well as several other DPD administrators) met with representatives of the Dover School District to finalize plans for a CRASE (Civilian Response to Active Shooter Event) training to be held on November 5th. Sergeant Tarmey will be organizing and

planning the presentation with the assistance of several other DPD officers. Of note, the same training will be conducted at St. Thomas High School on November 8th.

The department has received several other requests for active shooter training in the past month. Those presentations will be planned and organized by Sergeant Tarmey going forward.

This month, Officer Collis continued to maintain strong ties with the Dover Public Library. He visited with patrons and staff numerous times throughout the month. He also attended their staff meeting and discussed options for the continuing drug issues in the library. He also continued to visit other areas of concern including the train lot, Henry Law Park, and the Longhill Road Dog Park.

Officer Collis also continued to monitor calls for service involving the homeless population. In the month of October, Dover Police officers encountered 71 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program. Officer Collis also began working with DHA Officer Cooper on planning for the holiday movie night that will be hosted in December in DHA.

Parking Manager Bill Simons assisted a representative of the Town of Peterborough by reviewing the installation process for electric vehicle charging stations Dover experienced in the parking garage.

Parking Manager Bill Simons assisted the owners of the Citizens Bank property to deal with unauthorized vehicles using their parking

lot and challenges they will experience when the Orpheum apartments open this winter.

Parking Manager Bill Simons worked with members of Dover Main Street and other merchants to determine the best way to sign the meters in support of Dover's Shop Small Weekend, November 28th -30th. By using small signs above the screens on the meter, it will allow volunteers and staff to be able to put the signs out before the holiday and take them down without rushing around on a busy holiday week. Below is the sign used for Apple Harvest Day.



Parking Manager Bill Simons assisted a resident of Ham Street with concerns she had about access for a specialized van to pick her up at her home. The landlord was contacted to review the Americans with Disabilities Act requirements for private parking lots.

Parking Manager Bill Simons has been reaching out to the managers of the four residential developments that will be open in time for the coming winter to ensure their tenants and their guests are aware of the requirements of the storm related winter parking bans.

Parking Manager Bill Simons is working with Community Services and contracted snow plowing providers to coordinate the plowing and sanding of the garage roof. This year, the garage has experienced a much higher use of the upper floors. The addition of the Orpheum Apartments will require constant monitoring of the garage capacity.

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.

On Saturday, October 5th, the majority of the police department was assigned to work the 35th annual Apple Harvest Day. Despite the attendance of nearly 60,000 people, the event went seamlessly.



The view down Central Ave on Apple Harvest Day

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

Sergeant Speidel and Officer Collis also assisted with traffic control for the annual Garrison Elementary School Harvest Parade and with the Horne Street Elementary School Harvest Parade during the week of October 28.

Sergeant Speidel coordinated all traffic control and police security measures for the Greater Dover Chamber of Commerce's annual Apple Harvest Day festival on October 5. Sergeant Speidel worked closely with Chamber staff and committee members and handled various public safety related festival and 5K race logistics. This year's festival included a new 5K course with a start/finish area near the McConnell Center. Sergeant Speidel assisted with the advance deployment of barricades and signs to facilitate temporary parking restrictions, traffic diversions, and safe traffic flow, and the assignment of police officers to key intersections to manage the heavy flow of traffic. Organizers estimated a near-record turnout for this year's festival.

The agency speed monitoring and awareness radar trailer was deployed by the Traffic Bureau in various locations during the month of October. These included Rutland Street, Durham Road, Piscataqua Road, Middle Road and Portland Avenue.

On October 3 and 10, Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities for various site plans pending application to the Dover Planning Board. These included informal reviews of commercial projects on Central Avenue and Third Street, preliminary review of a commercial property expansion on Central Avenue,

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

Sergeant Speidel coordinated the traffic control particulars for the first annual Dover Middle School Pumpkin Dash 5K on October 26. This event involved a new course which replaced the Trick or Trot 5K, and is still one of the Dover Race Series events. Sergeant Speidel worked closely with event organizers to come up with a course route connected to the Dover Middle School. Dover Police worked with staff and volunteers to provide traffic control, facilitate event parking, and mitigate the traffic impacts from this event with pre-planned detours and lane shifts at key intersections.



On October 17, a Nor'easter windstorm brought substantial damage to the region, with downed trees and wires resulting in power outages. This photo was taken of Oak Street near Ela Street, where several large trees came down resulting in the closure of the road for several days.

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 October:

SGA Farmer's Market at Henry Law, October 6 and 13

Dover High School marching band show, October 19

Saint Thomas and Chestnut Street road work, October 11-12

River and Washington Street utility work, October 15-19

Howloween dog parade event at Cochecho Courtyard, October 19

Grove Street neighborhood block party, October 30

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. Additionally, on October 22nd, as members of the Strafford County Regional Tactical Operations Unit, Officer Brown and K9 Barco participated in one of the monthly trainings. The focus of the training was room clearing and target identification.

On October 5th, Officer Brown and K9 Barco were requested by the Durham Police Department with assistance in locating an intoxicated male in the woods. Officer Brown was cancelled while en-route.

On October 6th, as members of the Strafford County Tactical Regional Operation Unit (SCRTOU) Officer Brown and K9 Barco responded to Rochester NH at the Partridge Green Apartments for an armed barricaded subject. Officer Brown and K9 Barco were utilized as a member of the arrest team, the subject ultimately surrendered peacefully after negotiations and was taken into custody by the arrest team.

On October 7th, Officer Brown and K9 Barco responded to Adelle Drive for a report of shots fired. A male suspect fired a handgun at a parked vehicle and fled the area on foot. K9 Barco conducted a short track however the suspect was not located.

On October 9th, Officer Brown and K9 Barco responded to 1 Abbey Lane for a report of a stolen motor vehicle, the occupants had fled on foot when patrol located the vehicle. A track was located and led to the area of St. John Methodist church on Cataract Avenue.

On October 13th, Officer Brown and K9 Barco responded to Rollinsford to assist with an attempted burglary. The male suspect fled into the nearby woods. A track was located and K9 Barco tracked to the area of Stockdale Circle. Patrol later identified a second burglary and have since taken the suspects into custody.

The following is a general description of the Police Priority Response System.

PRIORITY 1: IMMEDIATE RESPONSE: Crimes "in progress"; injury accidents; alarms.

PRIORITY 2: RAPID RESPONSE: Crimes or incidents that are not "in-progress" but require quick response to preserve evidence, locate witnesses or provide for public safety; to include suspicious activity and domestic disturbances.

PRIORITY 3: TIMELY RESPONSE: Disturbances; noise violations; welfare checks; motor vehicle disturbances; minor collisions.

PRIORITY 4: AS OFFICERS BECOME AVAILABLE: Non-criminal related activity; crimes reported well after they have been committed; message delivery; tow request; littering; fingerprints; assistance; abandoned vehicles.

PRIORITY 5: MOTOR VEHICLE STOPS.

Number of Calls:

Priority 1:	190
Priority 2:	130
Priority 3:	582
Priority 4:	767
Priority 5:	878

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month

of October 2019, the Dover Police Department responded to twenty-seven emergency incidents and arrived on scene in less than six minutes to 82% of those calls (27 calls, 5 in six minutes or more).

2. Product & Process Outcomes

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

In addition to all ongoing activities, the Senior Center members continue to use fitness areas at Dover Recreation. Rec offers Chair Yoga, Cardio, and Flexibility classes. Pickleball is offered Tuesday and Friday mornings. Members visited the Blue Men in Boston, enjoyed the foliage on Lake Winnepesaukee aboard the Mt. Washington and got in the Halloween spirit with the play "Deadly Murder." The Center also hosted a talk by UNH Extension on New Hampshire bats and white-nose syndrome. Mystery Lunch: 20



Blue Man Group



Pickle Ball Group

Sign-ups are ongoing for many basketball leagues, from kindergarten programs through the 50+ Men's League. Many youth basketball programs open registration to non-residents that attend a

Dover school on November 1st. Those that signed up before October 31st saved \$10 per child on basketball registrations. The 18+ Men's basketball league began scrimmages on October 21st. The league is currently full with 8 teams and league games have begun. Interval Strength classes wrapped up the first session, with a second session planned in November. Badminton players continued to play on Wednesday and Friday nights. When basketball men's leagues begin, badminton will just play on Friday nights for the winter.

Seacoast Swimming continues to practice during the afternoon hours and are hard at work preparing for their upcoming meets. Great Bay Masters are practicing at the Indoor Pool with as many as 25 swimmers per practice. Mighty Seals commenced their season with practice beginning on October 20th, will be preparing throughout the winter for a spring swim meet that will take place in April and practices will continue through May. Apple Harvest Day took place October 6th drawing thousands to downtown Dover. The pool was closed for the event due to limited parking and access. Aquatics is still very short-handed leaving many hours for one manager to cover. A few interviews were held in late October bringing two more guards to the staff starting in November. Interviews have also commenced for the Aquatics Facility Manager with hopes to bring a new manager to the Indoor Pool in November as well. Masters: about 25 swimmers per practice, Adult Lap Swim: 60-80 depending on the day, Rec Swim: 5-15 per day, Birthday Parties: 0

October at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop. The fall/winter programs are in full swing with COED League games every Sunday and Monday night and the Over 45 League plays every Monday night. Learn to Skate's fall session is full with 12 skaters. Rock

Night continues to gain numbers every Saturday night. Chix with Stix on Sunday nights also continues to be a popular program for the beginner and intermediate skaters. The month of November means the start of high school hockey season. Winter program flyers are out and on the website. The Bay State Girls Hockey Tournament in February is filling up with registrations from teams all over New England. Adult and Youth Stick Practice: 382, Birthday Parties: 0

71 October programs were attended by 1,479 people at the Dover Public Library. These included:

12 story times 289; 2 Craft sessions 365; 2 Knitting group meetings 15; 3D prints 16; 4 movies 24; Pizza & Pages 5; Creativity Corner 7; Game Night 11; 2 Lego Saturdays 26; 4 Technology classes 25; 5 Book groups 32; 6 Little Free Library visits, adding 314 books; 4 historical walking tours for 3rd graders 60; 1 Family Place workshop 18; 2 Escape Rooms 10; Trick or Treat 42; Pumpkin decorating 5; Slime 15; Head Start visit 32; WPS Field trip 10; Friends program 32; Piper Bartlett 6; Paranormal program; Indie Author Day 30; 4 Book binding classes 39; TAB 6; Memory Lab/ Maker tools uses 7; Yoga for kids 15; 5 Book-A-Librarian appointments, 2 Langdon Place visits 14; Dungeons & Dragons sessions 4; and Passports 24.



Harry Potter Day at the Dover Public Library



Harry Potter Day at the Dover Public Library

The Dover Coalition for Youth is working with the Strafford County Public Health Network to plan the Strafford County Addiction Summit: *Building Trauma Informed Communities*. The day long training will be held at Wentworth-Douglass Hospital on Wednesday November 20th and aims to educate and provide individuals living and working across the community with the knowledge, skills and tools to address challenges such as “adverse childhood experiences” by utilizing trauma informed care principles in their everyday lives and work. By hearing concrete examples, learning about funding opportunities, and listening to experts across various fields, the summit will focus on the importance of attendees’ roles in creating resilient communities that are built on a foundation of trauma-informed care.

The Dover Coalition continues to work closely with the DFC funded coalitions in the region. The coalitions regularly meet to coordinate activities. They are currently looks at ways to partner and support regional efforts. Vicki Harris and Dana Mitchell met with the new Coalition Coordinator in Somersworth on October 29th and discussed a variety of challenges they currently face as they just started year 5 of their Drug Free Communities grant. With the School Department not interested in applying for a second round of funding the Coalition is struggling to build membership and

meet grant deliverables. Vicki and Dana helped them develop a plan to approach the Somersworth Police Department to take on the fiscal management of the Coalition in applying for a second round of funding and strategies to increase engagement to present a strong application for continued funding.

The Dover Teen Center calendar for October of 2019 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 698 participants on 22 days of programming, which yielded an average of approximately 32 participants per day.

Some program highlights for the month of October 2019 included, but were not limited to the following:

- TC Snack Special – “Hot Dogs” (10/1)
- TC Friday Flix – “Spiderman: Far From Home” (10/4)
- TC Tournament – “Extreme JENGA” (10/10)
- TC Teacher Workshop Day Chill-Zone (10/11)
- TC Snack Special – “Tacos” (10/17)
- TC Classic Program – “Bingo Madness” (10/18)
- TC Sports Challenge – “Hoops Hot-Shot” (10/24)

*** HALLO-WEEK PROGRAMS ***

- TC Annual Trip – “Canobie Lake Park’s Screeemfest” (10/26)
- TC Halloween Week Event – “Scary Movie Monday” (10/28)
- TC Halloween Week Event – “Pumpkin Carving” (10/29)
- TC Halloween Week Event – “Dover Trick-or-Treat Night” (10/30)
- McConnell Center Annual Event – “Toddler Trick-or-Treat @ MC” (10/31)
- TC Annual Event – “Halloween Costume Party w/ Y2Y” (10/31)

There were 14 new registrations received in October 2019 at the teen center.

The Community Service program tracked six active participants during the month of October. A total of 6 community service hours were completed during the month. None of the participants finished his/her assigned hours.

In October, the Diversion Program had two successful completions and releases.

October 10, 2019, Officer Dunne spoke to a 7th grade classroom about homelessness and the Dover homeless population. The classroom is spearheading a fundraising effort to supply homeless individuals with warm clothing for the winter.

October 25, 2019, Officer Dunne attending the school dance at DMS. While on scene she maintained a presence and ensured the night was fun for all. No issues arose during the dance.

October 23, 2019, Officer Dunne and Det. Gaudreault held a social media/cell phone safety presentation for parents of elementary school parents. The event was hosted by Horne Street School and open to all parents of elementary school students. The presentation focused on cell phone safety for children, as well as information about social media and how it is often used by young people.

Officer Dunne continued to teach the DARE curriculum to six 5th grade classrooms, as well as prepare material for the PACT program. Officer Dunne is working on a new presentation about e-cigarettes to present at PACT.

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. Officer Dunne also volunteers as a coach with

Girls on the Run, a running club for girls in 6-8th grade designed to build self-esteem and self-awareness, while encourage physical fitness. The season lasts 10 weeks and culminates with a 5k road race in Concord, NH.

Advisory started for the 2019-2020 school year in October. Officer Dunne is paired with another staff member who leads a group discussion several mornings a week. Officer Dunne is with a group of 6th graders.

As an additional duty, Officer Dunne contacts individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction services. She contacted 2 such individuals this month.

Officer Pike worked in conjunction with the school's administrative staff and parking attendants to ensure that all vehicles were properly registered with the school and parking requirements were being followed by the students and staff members.

Officer Pike spoke to a student about her Driver's Education class. The student had multiple questions about vehicles and how they operate as well as some MV laws and how they would relate to her certification test.

Another student visits Officer Pike on a regular basis and talks about being bored with nothing to do. Officer Pike routinely speaks to the student about her likes, dislikes, homework, family, and other such things.

Officer Pike assists the school's administration with coverage in the Town Square during the lunch block.

During these lunches, Officer Pike assists with decorum and cleanliness of the Town Square. There were several times when Officer Pike noted students throwing food and trash across a table.

Officer Pike addressed the issue and does so on a regular basis.

Officer Pike continuously meets with school officials to assist with school investigations with the goal of determining if criminal activity occurred, or to offer assistance as needed. Most of this activity is usually centered on potential bullying matters, classroom disturbances or inappropriate use of social media.

Officer Pike continues to assist the school in any way possible when asked. One of the most consistent requests Officer Pike handles for the DHS Administration is to review specific footage on the school's surveillance system. This is a request that Officer Pike receives on a daily basis. These requests range from suspicious activity to locating a student that is not in a place that he/she is supposed to be. One such incident occurred when a student was missing for two blocks in the middle of the day. Officer Pike tracked the student from his last known location to a learning common space on the second floor.

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

Officer Pike continues to be available for school events outside of the regularly scheduled school times.

Officer Pike continues to be a volunteer assistant with the school's ice hockey team and is currently involved in the team's off ice training program.

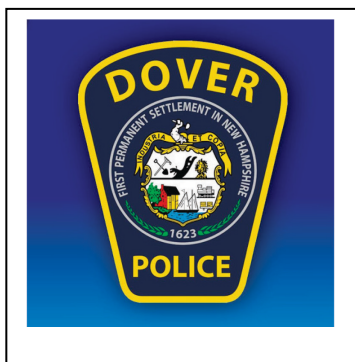
On October 21, Dover officers participated in the Operation Safe Commute statewide coordinated enforcement initiative. The date was selected by the NH Office of Highway Safety. Extra traffic patrols were performed during evening commuting hours under the Dover Police Department "Sustained Traffic Enforcement Program" (STEP) 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 included Watson Road, Tolend Road, French Cross Road and Indian Brook Drive.

In October, the Dover Police Department officially unveiled the newly designed shoulder patch. The story of how the patch was redesigned appeared on our Facebook page. The post appears below.

In 1623, William and Edward Hilton settled Cochecho Plantation on what is now known as Dover Point, making Dover the first permanent settlement in New Hampshire and arguably the seventh settlement in the country. As Dover approaches its quartercentenary (or 400th anniversary), the Dover Police Department chose to honor the city's heritage by redesigning the shoulder patch worn by city police.

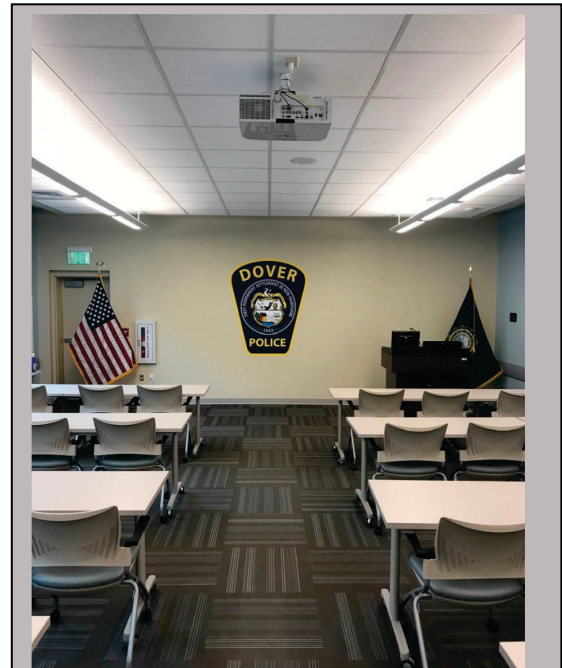
Sergeant Alex Mitrushi viewed patch designs from police and fire departments across the country. Sergeant Mitrushi created 48 different designs, solicited feedback from officers and local Dover historians before narrowing the designs down to three options. Chief William Breault asked the entire police department to vote on the three choices. Ultimately, this patch was chosen.



The former patch included a minimalist version of the city seal and lacked the words "New Hampshire." The new shoulder patch includes a more detailed version of the city seal, which represents the agricultural and manufacturing history of Dover. The words, "First Permanent Settlement in New Hampshire, 1623" were included to recognize the historical significance of

the Garrison City. The words "Dover" and "Police" are also more prominent than the previous patch.

The newly designed shoulder patch is now displayed on the wall on the wall of the Emergency Operations Center/Training Room and in one of the long hallways inside in the Dover Police Department.



The patch on the wall of the Emergency Operations Center/Training Room.

Assistant City Planner Piekut addressed enforcement concerns regarding wetland protection district violation, unpermitted home businesses, group homes, trash, motor vehicle junkyards, a lot line adjustment plan violation, illegal signage, and continued to assist customers with zoning inquiries and determinations.

The Assistant City Manager reviewed requested information regarding the Planning Board's role in permitting private roads and how the Board notices potential buyers of lots built on private roads. A letter was drafted and circulated to the

resident requesting the information as well as other staff involved with private roadways.

The Assistant City Manager and Community Development Planner processed a request for funds under the Dover Economic Loan Program. This loan will fund equipment purchase and operating costs for a Dover business looking to expand its operations and retain additional employees.

City Planner Benton and the Assistant City Manager are working with a potential tenant for the Transportation Center. The City Council voted on October 23rd to allow staff to finalize the lease and have the City Manager sign.

In October, Planning staff participated in reviewing the proposals received from qualified firms to transition to electronic permitting and permit review. This software would be utilized by Planning, Inspections, Engineering and Finance to track permits received, and ensure proper invoicing. IT, and Inspections are the leads on this project.

Planning and Community Services staff worked with the owner of a parcel on Littleworth Road to review drainage easements and infrastructure maintenance that needs to occur on the parcel.

The Assistant City Manager renewed the City's System for Awards Management (SAM) registration. This federal requirement is in place to ensure the City has the proper credentials to receive federal grants. The registration is critical to the continued participation in the Community Development Block Grant program.

The Assistant City Manager recruited a new member of the Downtown TIF Advisory Board as one member retired after closing her downtown business. A majority of members of the Board must own or operate a business in the downtown, and live in Dover. The Board meets next in February.

Community Development Planner Carpenter worked with My Friend's Place to prepare an RFQ for the proposed Kitchen expansion project.

The Community Trail Advisory Committee visited the Transportation Advisory Committee on September 23rd to discuss options at the Washington Street trail crossing. Staff met on October 16th to draft a plan of improvements and potential costs to submit to see if it could be funded through CDBG program.

City Planner Bird and the Open Lands Committee prepared for the booth at Apple Harvest Day and staffed the booth on October 5th. Staff also conducted easement monitoring visits with OLC volunteers on October 23rd on two conserved properties. Staff walked a parcel under consideration for the purchase of a conservation easement with Truslow Resource Consulting on October 30th to gather information for the preparation of a baseline documentation report.

City Planner Benton helped staff from Northeast Color at the Community Trail during their volunteer day on October 4th. The City is very appreciative of the efforts Northeast Color did on the trail especially the log train planter and Silver Street tunnel mural.

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 October 5th, Dover Fire was integrated throughout the community during the Apple Harvest Day gathering. Operational changes were made to accommodate the influx of visitors to the downtown area, restricted accesses to the commercial district and increased target hazards. Additional personnel were detailed to EMS/fire/hazard response in the downtown area. Staffing was also increased to provide city-wide coverage as part of the event operations plan. Dover Fire also added additional personnel who were detailed to fire prevention & public education functions. This detail provided an interactive experience for families and children to experience a tour of fire apparatus. Opportunities were also created for families and children to participate in fire & life safety lessons in conjunction with the Fire Safety Trailer. Members from Firefighters Local 1312 and Fire Officers Local 2909 volunteered to participate in cooking hamburgers and hotdogs for the public throughout the event.

On October 24th, Dover Fire hosted its portion of the Chamber of Commerce 2019 Citizen's Leadership Academy. Command staff, the on-duty shift, and off-duty volunteers from Firefighters Local 1312 and Fire Officers Local 2909 presented a discussion to define the structure and function of the various services provided by the Fire and Rescue service, as well as Inspection Services. This year's presentation was interrupted by an "all-call" emergency tone for a structure fire on Columbus Avenue. The

planned presentation format was altered to allow the Leadership Academy participants to monitor the progression of the call over the dispatch radio, and to witness firsthand some of the response technology used by Fire and Rescue, as the call details were displayed on the large presentation screen via an iPad tablet (which is also carried in each of the responding apparatus). After about 15 minutes spent taking advantage of this unexpected learning opportunity, the class resumed its planned schedule. The Academy attendees were shown some of the latest medical diagnostic tools and interventions on our front line ambulances, and were provided the opportunity to try on firefighter protective clothing, including air pack and breathing mask. Several willing attendees took the opportunity to navigate a portion of DF&R's in-house training "maze", where they donned the masks of their air packs and crawled through the structural maze in a vision-obscured haze of training smoke.





Dover Fire & Rescue celebrated Fire Prevention Month by providing education and entertainment to over 300 pre-school aged children through a combination of station tours and on-site school visits. In addition to meeting the firefighters, asking questions and becoming familiar with basic gear and equipment, early lessons of stop drop and roll, 911 and other fire safety tips are introduced during these tours and site visits.



Dover Fire & Rescue celebrated Fire Prevention Month by providing education and entertainment to over 300 pre-school aged children.

Asst. City Engineer, Gretchen Young, presented in the Southern New England EPA Stormwater Innovations Webinar. She shared a number of the City of Dover's stormwater success stories and lessons learned.

Through our shared Dovertnet Library System, DPL borrowed 141 titles from the schools and lent 205 items to the schools.

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 164 volumes to other libraries and borrowed 92 from other libraries for our patrons.

The Library Director presented at the October 31 session of the Citizens Leadership Academy.

The library has 4,423 subscribers to its two monthly e-newsletters.

Library staff posted 112 items to its various social media platforms in October. Total social media platform followers is at 11,910.

The library has 3,736 Facebook followers, 1,179 Pinterest followers, 1,556 Instagram followers, and 1,016 Twitter followers. The library blog was viewed 141 times in October.

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.

On Saturday October 5th the Dover Coalition for Youth and the Dover Crimeline participated in Apple Harvest Day. A variety of information was shared with the community including distributing over 150 drug disposal bags.



Lieutenant Scott Pettingill and Chief Breault stop by the Dover Crimeline Booth and chat with Dover Crimeline Board member Stewart Anderson during Apple Harvest Day.



The Dover Coalition for Youth and Dover Crimeline Booths at Apple Harvest Day.

The Dover Police Department participated in the Drug Take Back event with the DEA on Saturday October 26th. The event resulted in dozens of community members disposing of medications and vaping materials. Seven boxes totaling over 170lbs. were collected.



Lieutenant Brant Dolleman stands near the collection boxes during the recent Drug Take Back Day.

On October 7th three members of Youth to Youth provided a one-hour webinar on Youth Empowerment Concepts and Practices for prevention workers in North Carolina. The training was requested and sponsored by the

agency responsible substance misuse training for the State of North Carolina. They in turn, advertised the availability of the training statewide. On October 14th, three students presented the same training webinar to a national audience as part of Youth to Youth's series of 4 webinars provided to the prevention community throughout the US. Twenty-five locations tuned in for this webinar.

On October 31st, four members of Youth to Youth presented in Portsmouth at the SAM (Smart Approaches to Marijuana) Conference about the involvement of youth in marijuana issues. The well attended event had an audience of prevention professionals and other concerned adults.



Dover Youth to Youth students (left) present to SAM Conference in Portsmouth.

Dover Youth to Youth conducted its Zombie demonstration to support Drug Take Back Day. More than 30 Youth to Youth students participated in the event 3 days before the Take Back. Y2Y students dressed as Zombies and raised awareness of Take Back Day by displaying signs and posters, handing out palm cards, shouting chants, holding a press conference, and going into downtown stores and requesting permission to leave stacks of notices with info on the event.



Dover Youth to Youth conducted a Zombie press conference and demonstration in front of City Hall a few days before Drug Take Back Day.

On October 2nd, Sergeant Tarmey, Officer Collis and Officer Cooper assisted Woodman Park School with their annual "Walk to School" Event. The event consists of children and parents meeting at designated locations near the school and walking together to the recess area at Woodman Park. DPD officers assist in making the walk safe by stopping traffic at crosswalks and monitoring traffic on the streets along the walk route. Once at Woodman Park the families and staff have a small "celebration". The participating officers joined in that as well.

On October 4th, Detective Sergeant Nadeau and Sergeant Tarmey met with administration at Portsmouth Christian Academy to talk about school safety concerns and possible training for staff in the future by the department.

On October 15th, Sergeant Tarmey assisted POP Officer Collis with a tour of the PD by Dover High School Special Education students and staff.

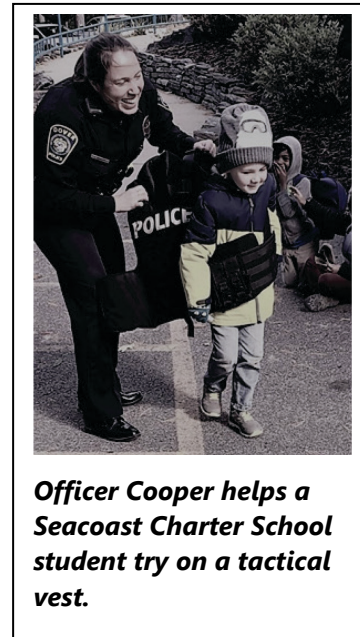
Officer Collis also continued to visit the schools. He visited recesses and also attended the Garrison School Harvest Festival Parade. This month Officer Collis also started mentoring a student at the Woodman Park School as part of the Bigs with Badges program through Big Brothers Big Sisters. Through this, Officer Collis and his "Little Brother," met once a week and spent the afternoon doing different activities together at the school. Officer Collis also visited two daycare centers during the month and gave students safety talks and tours of a cruiser. Officer Collis and Sergeant Tarmey also patrolled numerous neighborhoods during Dover's trick or treat evening and spoke with numerous children and their families.

On October 3rd, Officer Cooper participated in the National Walk to School Day. Officer Cooper accompanied students and family members who walked to Woodman Park School. Many families joined the annual event, which was covered by Foster's.

On October 3rd, Chief Breault and Officer Cooper met with residents at Waldron Towers. On October 16th, Chief Breault and Officer Cooper met with residents at Central towers. The events, "Coffee with Cops," presented an informal opportunity for residents to ask questions and voice concerns. The events were well received and several residents relayed that they enjoyed the opportunity to talk with the police in a casual setting.



On October 18th, Officers Cooper and Collis went to Seacoast Charter School to meet with children; aged five to six years old. The children were able to ask questions, sit in the cruiser, and even try on some gear.



On October 9th, Officers Cooper and Collis went to Happy Helpers Preschool Educational Center to meet with children; aged approximately three to four years old.

On 10/29/2019, Officer Cooper went to Concord to interview for DARE school. After attending the December school, she will begin

teaching the fifth grade Dover Middle School students in the New Year.

On 10/31/2019, Officer Cooper attended a Halloween luncheon at Waldron Towers. The luncheon was for the residents of Waldron Towers and St. John's and some residents wore costumes.

The Mounted Unit was busy with events throughout the month of October on top of daily patrol. The mounted officers stage in the area of the TD bank Parking lot. This way the horses are easily accessible to the public and also are available if a need arose. The officers handed out hundreds of trading cards to visitors.

The first annual Dog Halloween Parade was held in the downtown this year. There were several hundred dogs dressed in costumes and paraded around the sidewalks of the downtown area. The Mounted Unit was asked by the coordinator to make an appearance during the event.

One of the largest events in the downtown every year is the DOWNTOWN TRICK OR TREAT. The streets were lined with kids and families from all over in costumes visiting the business downtown to get their candy. The event filled downtown with mostly happy visitors and the day went along without any issues despite the large crowd. There were even two children dressed up as Officer Murch on CJ and Officer Caproni on Rasa! What an honor for the officers.



Officers Joe Caproni and Michelle Murch pose with a couple of aspiring mounted police officers during Trick or Treat in downtown Dover.

Also during the month, Officers Murch and Caproni brought the horses to the Living Innovations Halloween Party. Many of the individuals dressed up in various costumes. Everyone really seemed to enjoy visiting with the horses and officers. Officer Cooper also stopped by the festivities.



Officers Murch and Caproni with clients of Living Innovations during a recent appearance.

Officers from the Traffic Bureau and Community Response and Engagement Unit participated in Woodman Park Elementary School's annual celebration of International Walk to School Day on October 3. The police joined students, parents, and school staff in "walking school bus" parades that began at a number of predetermined locations to converge at the school with a rally to start the school day.

On October 23, Sergeant Speidel met with students from the Dover Middle School who are participating in the First Lego League Robotics and Innovation contest. The student groups are tasked with finding a problem in a public space or in the community and creating a model to improve it. One of the teams has chosen crosswalks and is working to develop a prototype to make them safer for pedestrians and cars. Sergeant Speidel answered questions from the group and provided feedback on their invention model.

On October 17th, Chief Breault hosted members of the Dover Citizen's Leadership Academy at the police department. This included a presentation by the Chief as well as a question and answer session. The participants then took a tour of the building guided by the Chief as well as Captains Terlemezian and Gould.

On October 4, 2019, Sergeant Nadeau met with staff at Portsmouth Christian Academy to discuss safety concerns and planning.

On October 23, 2019, Det. Gaudreault presented a mobile digital safety class for parents at the Horne Street Elementary School.

Lieutenant Brant Dolleman poses for a pic with a possible future recruit that stopped by the police department during the downtown Dover trick or treat event on October 26, 2019.



The Department of Planning and Community Development continued to update its blog, Facebook page and Twitter feed to communicate with the public.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail.

The Steering Committee for the update to the Recreation Chapter of the Master Plan met on October 16th. They also had a booth at the October 4th art walk and October 5th Apple Harvest Day as well as October 26 Trick or Treat to get public feedback. Two surveys are also available online for the public to take on public art and recreation.

City Planner Bird met with the Dover Middle School Robotic Team on October 21st to discuss

community gardens and answer student's questions about planning.

The Assistant City Manager assisted the Woodman Institute Museum in a strategic planning exercise on October 10th. The group is looking to develop a long term strategic plan and the daylong session focused on goal setting, and determining the organizations mission, vision and values.

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	10/09/2019	202003428	FASTENAL COMPANY	\$5,000.00
Community Services	10/24/2019	202003998	CRAMER FABRICS, INC.	\$5,000.00
Community Services	10/23/2019	202003912	LANDSCAPE FORMS, INC.	\$5,215.00
Community Services	10/03/2019	202003234	DF RICHARD, INC.	\$5,234.46
Community Services	10/09/2019	202003429	FISHER AUTO PARTS	\$6,024.89
Community Services	10/15/2019	202003568	MACKINNON & SONS EXCAVATING, LLC	\$6,307.50
Community Services	10/10/2019	202003521	JORDAN EQUIPMENT CO.	\$6,371.30
Community Services	10/07/2019	202003321	MICK CONSTRUCTION, INC.	\$17,325.00
Community Services	10/30/2019	202004196	CINTAS CORPORATION #2	\$22,100.38
Community Services	10/29/2019	202004134	RANSOM ENVIRONMENTAL CONSULT.	\$24,695.00
Community Services	10/03/2019	202003233	DF RICHARD, INC.	\$26,595.80
Community Services	10/16/2019	202003670	TRI-STATE SEALCOATING & PAVING, INC.	\$27,788.00
Community Services	10/31/2019	202004248	BROX INDUSTRIES, INC.	\$30,895.00
Community Services	10/10/2019	202003523	JWC ENVIRONMENTAL, INC.	\$33,316.17
Community Services	10/15/2019	202003569	WEATHERGUARD INDUSTRIES	\$42,000.00
Executive	10/30/2019	202004139	SHEEHAN, PHINNEY, BASS & GREEN	\$9,021.10
Executive	10/07/2019	202003323	SHEEHAN, PHINNEY, BASS & GREEN	\$16,084.92
Fire and Rescue	10/30/2019	202004138	NEW ENGLAND EMS INSTITUTE D/B/A	\$5,455.00
Fire and Rescue	10/09/2019	202003467	QUICK MED CLAIMS, LLC.	\$5,585.31
Fire and Rescue	10/15/2019	202003581	BROX INDUSTRIES, INC.	\$6,069.66
Info Technology	10/30/2019	202004190	DELL MARKETING L.P.	\$20,943.44
Info Technology	10/28/2019	202004025	DELL MARKETING L.P.	\$25,996.00
Planning	10/15/2019	202003582	COMMUNITY PARTNERS	\$5,350.00
Planning	10/15/2019	202003580	AIDS RESPONSE OF SEACOAST	\$6,350.00
Planning	10/15/2019	202003584	HOMELESS CENTER FOR STRAFFORD CTY	\$6,350.00
Planning	10/15/2019	202003583	CROSS ROADS HOUSE, INC.	\$7,650.00
Planning	10/15/2019	202003585	MY FRIENDS PLACE-CDBG	\$10,350.00
Police	10/16/2019	202003675	GLACIER COMPUTER, LLC.	\$8,049.60
Police	10/28/2019	202004030	LINEAR SYSTEMS	\$24,820.00
Recreation	10/07/2019	202003318	DF RICHARD, INC.	\$6,930.00
Recreation	10/15/2019	202003600	LANG DOOR & HARDWARE, INC.	\$7,090.00
Recreation	10/24/2019	202003985	NORRIS INC	\$9,388.00
Recreation	10/29/2019	202004059	CITY OF DOVER-WATER~SEWER DEPT.	\$11,868.02

BIDS

Department	Bid #	Bid Date	Description
Community Services	B20024	10/17/2019	Curbside Collection Services
	B20012	10/17/2019	Disposal Fees of Solid Waste and Recyclables
Finance	G20B-001	10/31/2019	Sale of Surplus Property
Planning	B20015	10/01/2019	Forest Management Plan Preparation
Police	Q20-011	10/09/2019	Manual Snow Removal

The sale of Dover Fire's (surplus) Ambulance 5 was completed to Wentworth Douglass Hospital (WDH). The revenues from this sale will help to offset future vehicle purchases for the Department, while providing WDH, a Fire & Rescue partner in the delivery of prehospital care to the residents of Dover, with a mobile training aid for the benefit of all agencies serving the WDH catchment area.

The on-going CIP project to excavate, refurbish and repave the parking and ramp area of the South End fire station was mostly completed by the end of October. Just a few small details remain before this long awaited project is fully completed. The benefits of this infrastructure enhancement project include increased vehicle parking and storage ability, easier access in and out of the station for emergency response, an improved apparatus training area (including the addition of an onsite fire hydrant), a new higher-capacity water line installed to better serve the current and future needs of the station, safer location of the station dumpster, complete transition from propane to natural gas, and the addition of handicapped parking access for station visitors.



In October, Fire & Rescue received a "QA/QI" (Quality Assurance/Quality Improvement) grant in the amount of \$37,500 from Wentworth Douglass Hospital. This grant, received annually from WDH, allows Fire & Rescue to provide Paramedic education to its members, hire industry leading instructors for our monthly EMS training calendar, and purchase training equipment to allow our Paramedics and Advanced EMT's the opportunity to improve their skills for better service delivery in the field. By continuing support of Dover Fire's Pre-Hospital Emergency Medical Service delivery program, Wentworth Douglass Hospital is helping to ensure the long term success and continued academic growth of our skilled care providers.

Fire & Rescue Administrative Staff have been working together with Police and Informational Technology staff to specify the requirements for a replacement Computer Assisted Dispatching and Records Management program. The ongoing product demonstrations by interested vendors continued in the month of October.

Fire and Rescue joined other City Departments in presenting the FY21 Capital Improvements program to the Planning Board and interested City Council members. This year's CIP rollout included a video presentation, explaining the process each Department goes through to analyze and determine which needs would be best met through the Capital Improvements planning guidelines. In FY21, Fire & Rescue is requesting the funding of its ongoing vehicle replacement program, with this year's purchase involving the replacement of a front line ambulance.

In anticipation of City Council acceptance of the CIP program, staff began preparation for the specification and bidding of the new ambulance. With a typical year-long build schedule from the point of ordering a new vehicle, Fire and Rescue would like to be ready to move forward upon approval from the City Council.

Though the ambulance committee has not yet finalized their prospective bid specifications for our next ambulance, it will most likely be similar to our last two purchases. Through the support of the City Council, Fire & Rescue has been afforded the ability to purchase higher quality vehicles than we have done in the past. These ambulances have proven to have had much less out of service time due to maintenance issues, as well as providing for improved compartment layouts and room to perform regular treatment skills in a safer and more appropriate working environment.

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$840 in passport revenue during October.

The Library has received donations (to-date) of \$4,460 in memory of former Library Director Don Mullen.

The Friends of the Library's annual booksale had made \$6,468 by the end of the month. The sale continues until November 10.

The Assistant City Manager presented the City Manager's proposed Capital Improvements Program project list for FY21-26. This six year program contains the City's infrastructure and equipment needs, and ties them to a financial plan for implementation. The presentation was made to the City Council and Planning Board on October 16th. The Planning Board then reviewed the information on October 22nd. Staff made some adjustments based upon initial feedback from the Council and Planning Board, prior to the public hearings in November by both groups.

The Assistant City Manager attended the October 21st meeting of the Joint Fiscal Committee to answer questions about the proposed Capital Improvements Program. The main topic of the meeting was the School requests in the 6 year program.

Waterfront/Shoreland Stabilization/Site Preparation: Planning and Community Development staff continued to assist the Cochecho Waterfront Development Advisory Committee in its pursuit of developing the City's River Street parcel. City Planner Bird organized and attended a CWDAC Site Plan Sub-committee meeting on October 9th to review phase 1 site plans. Staff met with the City Manager on October 28th to discuss the waterfront project status. Staff organized and held a conference call on October 30th with the City's consultants to discuss the Remedial Action Plan. City's consultants completed the NH Department of Environmental Services Wetlands Permit Application and submitted same to DES offices in Concord on October 30th.

Community Trail: Work on the third phase of the Community Trail continues as Planning and Community Development staff Planning Department finalized and recorded the four necessary easements for Phase III. The consultant began the shoreland permitting process with NHDES and the City will soon be able to go out to bid for construction. This is all part of the \$320,000 federal grant to design, engineer, and construct improvements to the Community Trail south of Fisher Street and north of Fourth Street.

Phase IV: Planning Staff continue to negotiate with an engineering firm and the Council approved the award of bid. City Planner Benton forwarded the agreement and materials for NHDOT's review. The next step would be to begin the Engineering Study. NHDOT asked for resubmittal so the consultant is working on gathering the information and working with NHDES on the shoreland permitting.

Wayfinding: City Planner Benton met with the Purchasing Agent, Assistant City Manager and consultant about redesigning and implementing the wayfinding bid for a city wide project rather than Silver Street as a pilot. The consultant is redoing the scope and fees for City staff to review in October. The goal would be to go out to bid in the winter for installation in the Spring or early summer 2020. Staff and the consultant remain in negotiations on a revised scope of work.

Planning and Community Development staff worked with Strafford Regional Planning Commission staff to review Dover's needs within the State's Transportation Improvements Plan. These projects are also reflected in the City's Capital Improvement's Program. Projects include streetscape and pedestrian improvements on Chestnut Street, congestion mitigation on Durham Road and soundwalls on Keating and Birchwood.

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 – November 2019

Employee Name	Division	Years of Service
White, Dave W	Community Services	31
Brown, Troy T	Fire	21
Tsouramanis, Jean M	Executive	19
Petrin, Scott M	Police	18
Seawards, Robert E	Community Services	18
Trefethen, Krista S	Recreation	17
Mitchell, Dana C	Police	16
Wingren, Diana L	Police	16
Mandigo, Alan R	Community Services	15
Mason, Elizabeth N	Fire	15
Myers, Jennifer J	Fire	15
Roberts, James F	Recreation	14
Mistretta, Susan M	Finance	13
Lavoie, Jason A	Community Services	7
Lockhardt, Aimee K	Library	7
Openo, Mai N	Library	4
Worden, Clarence W Jr	Fire	4
Sullivan, Kevin M	Community Services	3
McNeil, Michael C	WWTP	2
Muirhead, Kevin R	Community Services	2
Baig, Mushtaq Ahmed	Community Services	1
Grace, Richard W	Community Services	1
Meyer, Robert A	Police	1

Employee Anniversaries – December 2019

Employee Name	Division	Years of Service
Simons, William C	Police	33
Breault, William M	Police	21
Burt, Timothy J	Police	21
Dolleman, Brant M	Police	21
Lawson, Lisa M	Police	19
Truax, Dean C	Community Services	19
Caproni, Joseph A	Police	17
Ferullo, Michael W	Fire	17
Spainhower, Dale S	Fire	16
Nadeau, Michael P	Community Services	15
Steneri, Denise M	Finance	13
Gray, Marilyn C	Library	8
Kilday, Michael J	Fire	5
Blonigen, Rachel	Finance	4
Corcoran, David J	Fire	4
Anderson, David R	Police	2
Cummings, Jacob R	Community Services	1
Houde, Dale J	WWTP	1

OCTOBER SEPARATIONS: 03

- 1 Fire Department
- 2 Recreation Department

OCTOBER NEW HIRES: 12

- 2 Community Services Department
- 1 Fire Department
- 1 Public Library
- 1 Police Department
- 7 Recreation Department

On October 18, City Planner Benton attended the PlanNH conference in Concord.

Stacey Hager, Administrative Assistant, attended the Starting New Employees Off Right with Onboarding course sponsored by the University of New Hampshire. This course was held at the Pease Tradeport.

William Boulanger, CS Deputy Director, and Mike Nadeau, Pump Station Operator II, attended the Asset Management Strategic Communications Workshop sponsored by the New Hampshire Department of Environmental Services. This workshop was held in Pembroke, NH.

William Boulanger, CS Deputy Director, Joe Boucher, Public Works Superintendent, Kevin Sullivan, Maintenance Mechanic II, and Kevin Muirhead, Maintenance Mechanic II, attended the Confined Space course sponsored by Primex. This course was held in Concord, NH.

Dave White, City Engineer, attended the Coastal Traffic Technology Seminar sponsored by Coastal Traffic Inc. This seminar was held in Portsmouth, NH.

William Boulanger, CS Deputy Director, Joe Boucher, Public Works Supervisor, and Raymond Vermette, WWTP Supervisor, attended the Drinking Water Expo sponsored by the New Hampshire Water Works Association. The exposition was held in Concord, NH.

Allan Johnstone, Pump Station Operator II, attended the Phosphorus Removal from Wastewater course sponsored by the New Hampshire Water Pollution Control Association. This course was held in Franklin, NH.

In the month of October all members of the fire department were trained on the new ZOLL X Series Cardiac Monitor/Defibrillators with telemetry. Telemetry gives our members the ability to transmit live cardiac rhythms from a patient's living room (or anywhere) to the Emergency Room. This allows the ER Physician to be better prepared for a patient's arrival, in addition to allowing him or her the ability to provide informed treatment guidance to our members in the field should it be deemed necessary. This has been a few years in the making. Ultimately, Zoll provided documentation and pricing showing the National Purchasing Partners documentation, which would ultimately meet City purchasing requirements. By participating with the National Purchasing Partners LLC (NPP) group purchasing consortium, the City of Dover and

Fire & Rescue saved an estimated twenty thousand dollars during this purchase via the local distributor located in Chelmsford, MA, than would have been available without participating in the consortium. Fire & Rescue placed the order at the direction of the City Purchasing Agent – for 3 new X-Series manual monitor/defibrillators, 4 refurbished/like new X-Series manual monitor/defibrillators, and 10 Zoll AED (automated external defibrillators).



Fire & Rescue staff being trained on the new Zoll defibrillators.

In the month of October, 2019, Firefighter/Paramedic Rob Downs successfully completed the National Fire Academy's Fire Investigation Program, and Division Chief Craig Chabot successfully completed the New Hampshire Fire Academy Fire Investigation Program. These are mirror programs consisting of 100+ course and contact hours based on NFPA 1033: Standard for Professional Qualifications for Fire Investigator, and leads to a State of New Hampshire and Pro Board certification. This course targets Fire Investigators with a desire to learn more about determining the origin and the cause of the fire. Students attending this

course encounter intense training and practical skills application.

Below is a mockup of a room, constructed on the campus of the National Fire Academy, to demonstrate characteristics and burn patterns on a variety of live fire scenarios:



Left, furniture shown "post burn" in one of the burn room mockups.

A burn prop being demonstrated at the New Hampshire Fire Academy:



A table set up below to show various household appliances and the patterns they reveal when their internal elements generate enough heat to become the source of a fire. This type of knowledge allows a fire investigator to examine appliances in a fire environment, and determine if damage done to them was the result of exposure *to* elements of fire, or if they were potentially *the cause* of the fire itself:



On October 31st, an Assessment Center was held to fill the Assistant Chief of Operations position for Fire Command Staff. A panel of three fire and police Administrative level officers from partnering agencies interviewed three Dover Fire internal candidates for the position. An announcement is anticipated in the month of November as to who will be selected to fill this position.

Shift officers continued to train their personnel on the familiarity and operation of Dover Fire and Rescue's emergency response fleet of vehicles. In addition to a regular schedule of medical training, as well as scheduled training on a variety of specialized equipment and skills, vehicle training is a core competency of Fire & Rescue members. It allows flexibility in our ability to operate our fleet and provide qualified, trained operators at each of our three stations. In the month of October, FF/AEMT Quinn Duffy successfully completed his training on Engine 5, and FF/AEMT T.J. Staiti successfully completed training on Ladder 3.

Dover Fire is proud to announce, On October 21, 2019 Brandon Cunningham joined the ranks as probationary firefighter. FF Cunningham holds an Associate's degree in Fire Science, NR AEMT, FFII among other fire service certifications.

Dover Fire is recognized throughout the state for having a stringent process to establish a list of eligible candidates for hire. Although designing, organizing and administering the Firefighter Candidate Eligibility Assessment process is complex and labor intensive, it is reflective of the department's commitment to assuring we select the right candidate to represent the department and the city. Two days of interviews were conducted by an oral board panel consisting of a chief officer, a representative from the Firefighter's union, Local 1312 and a representative from the Fire Officer's union, Local 2909. Both Union

members volunteered two days of their time to interview 17 candidates. Following the interviews, 9 candidates were selected to move forward in the process to participate in the *Assessment Center*. The *Assessment Center* is a full day event where the candidates perform job functions in six different stations where they are assessed for competency in job-related knowledge, skills and abilities. The individual stations within the Assessment Center are: Fire Ground Skills, Ladders, Tools, Written Communications, Emergency Medical Services, and Public Speaking. The labor intensive nature of administering the Assessment Center is well worth its value. The entire on-duty crew helps to facilitate the needs of the day and off-duty personnel volunteer their time to proctor the assessment stations. Overall, approx. 25 off-duty personnel are involved in the process resulting in over 180 hours of volunteered time.

October 22nd Division Chief Spainhower, Firefighter/Paramedic Thunstrom and Firefighter/Paramedic Nason participated in a multiple-casualty incident drill for Portsmouth Regional Hospital. This Drill tested the Portsmouth Regional Hospital, Seabrook Emergency Room and Dover Emergency Rooms' ability to handle multiple patients in a normal day of operation. Division Chief Spainhower was the Incident Commander at the mock drill. The drill was a building collapse at the Great Bay Community College at Portsmouth Campus. 43 "patients" were transported, divided between the three different emergency rooms. Firefighter/Paramedic Thunstrom and Firefighter/Paramedic Nason transported 6 patients in a City of Dover Fire & Rescue ambulance to the Dover Emergency Room.

Several Members of the department attended an Aggressive Command Seminar in Concord, NH. Incident command systems are often overdone or underdone. Cumbersome command practices that allow the building to burn down while command is "setup" are just

as frustrating and problematic as the lack of any strong direction and organization. By avoiding impractical command practices that slow or hamper putting the fire out, we are able to initiate a strong command that organizes the incident and aggressively deploys crews to solve the problem at hand. Incident commanders must identify and utilize best practices to maximize the capabilities of their firefighting forces.

In an effort to increase administrative efficiency as well as organization, Allen Arbeau from the city's IT department scheduled a two part instructional session on the use of Microsoft Outlook. The sessions focused on; email organization, flagging and task allocation as well as email archiving. With each passing day, electronic information transfer increases making it vitally important to use the tools we have as effectively and efficiently as possible.

The 2019 Salt Shaker Awards were announced on Tuesday, September 10, at the 6th annual NH Salt Symposium. These awards recognize people in the snow and ice management business for their contributions to salt reduction and to the industry in general. Robert Sherwood of Bob Sherwood Landscape Company LLC in Dover received the Salt-n-Peppa Award for the salt professional exemplifying the best blending of participants in a salt reduction stew. Alizabeth Ricard, of Piedmont Excavation & Septic LLC in Epsom was honored with the Salt of the Earth Award, for the salt professional who best exemplifies a workingman's approach to salt reduction. **Bill Boulanger of the Dover Department of Public Works** received the Shaken, Not Stirred Award, for the James Bond of the salt profession, exemplifying a fearless, confident approach to salt reduction. The 6th Annual New Hampshire Salt Symposium was held September 10 at the Grappone Center in Concord, NH. Sponsored by the New Hampshire Department of Environmental Services, the University of New Hampshire Technology

Transfer Center and the Snow and Ice Management Association, this daylong conference presents expert speakers in salt reduction practices, winter maintenance research, marketing, insurance and liability, liquid uses, interactive discussion sessions, and the awards presentation.



L-R: NHDES Commissioner Bob Scott, Bob Sherwood, Bill Boulanger, Alizabeth Richard, NHDES Watershed Bureau Admin. Ted Diers

Staff members attended the 3-day New England Library Association's annual conference in Mystic, CT, the Children's Librarians of NH conference in Plymouth, and a hospital-led meeting on the topic of "Mental Health, Suicide Prevention & our Community."

Staff also watched a webinar on "Librarian Evolution: Libraries Thrive When We Change".

Sergeant Tarmey organized and instructed the Departments "skill builder" training on Oct 29th and November 1st. The training consisted of 40mm familiarization, Taser re-cert, introduction to breaching doors, advanced building search techniques and patrol rifle skill building. The training was very well received by all who participated.

On October 8, 2019, the Dover Police Department welcomed our newest dispatcher, Libby Earl-Moreno. Libby is from North Berwick, Maine, and is a graduate from Noble High School. Libby is currently attending York County Community College and is pursuing a degree in Criminal Justice.



On October 3, 2019, Officers Brynn Dunne and Adam Gaudreault attended Internet Crimes Against Children (ICAC) training in Epping, NH. The training included NH ICAC case trends and applications, 7th and 8th Grade Internet Safety, and how to triage ICAC related cases in schools.

On October 3, 2019, Sergeant Mark Nadeau, Detectives Mask, Courter, & Harnish attended Project Safe Neighborhoods. The training included Characteristics of Armed Offenders, Federal Firearms Laws, Drafting Search Warrant Affidavits, and Identification of Firearms/E-Trace/NIBIN.

From October 7-11, 2019, Officer Molly Martuscello attended Crime Scene Processing. The course is designed as an introduction or refresher for patrol officers and detectives. Topics covered included crime scene security & documentation, photography, evidence collection, latent & footwear impression evidence, along with blood stain evidence.

On October 8, 2019, Officers Mike Volpe, Killian Kondrup, and Derek O'Neil attended Courtroom Preparation & Testimony. This class focused on developing courtroom testimony skills in officer officers. The training included DWI testimony, proper documentation & report writing, issue

spotting, administrative hearing testimony and case studies.

On October 23, 2019, Officers Nate Goard and Molly Martuscello attended Landlords, Tenants and Police Response. This training covered the eviction process, the various types of tenancies that require an eviction process versus those that do not, and the law and process of tenants getting belongings back after a tenant vacates or is evicted.

On October 24, 2019, Detective Andrew Courter attended Terrorism Indicators & Suspicious Activity Reporting. The training examined terrorism pre-attack indicators including criminal acts with a nexus to terrorism. Also outlined was the Nationwide Suspicious Activity Reporting Initiate (NSI), and efforts by the US Department of Homeland Security, FBI, and state and local police agencies to gather, document, assess, and share suspicious activities reports in an effort to interdict terrorist incidents.

On October 30th, officers participated in a "skill builder" training session at the Rollinsford firing range. This including training on the 40 mm less lethal munitions system, Taser and AR-15 rifle. The training also involved door breaching and room clearing.

On October 21-24, 2019, Detective Adam Gaudreault attended a training entitled "Advanced Digital Forensic Analysis."

On October 23, Officer Collis and Officer Cooper attended the Elder Abuse and Exploitation Class held at the Strafford County Sheriff's Department. This class covered different types of elder abuse, as well as response and different types of resources available to police departments.

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.”

The Library’s retrofit project to replace all fluorescent and incandescent bulbs with LEDs has mostly been substantially completed. The new lights will measure 4,000 on the Kelvin scale. There are just a few remaining fixtures to convert.

The Assistant City Manager reviewed changes necessary to a request for proposal for solar panel projects on the Wastewater Treatment Facility, Transportation Center and new Facilities and Grounds building.

City Manager's Report

December 11, 2019

Reporting on November 2019



Legal Department

Joshua Wyatt, City Attorney

The Office of General Legal Counsel provides legal support to the City Council, City Manager, city staff and volunteers on boards, commissions and committees of the City of Dover to assist efforts in providing services to our constituents and/or customers. In addition, legal support is also provided to the Dover School Board and Superintendent of Schools.

	For Month	FY20	FY19	FY18
Legal Matters/Questions Handled	32	217	342	456
Document Creation & Review Including Contracts	11	77	269	259
Right to Know Requests Processed	09	22	41	94
Resolutions	02	28	53	67
Ordinances	00	03	18	10

Customer Focused Outcomes: Right to Know Requests

Pursuant to RSA 91-A, the following Right to Know requests were received this month:

- Oakland, CA – Emails sent by elected officials to Kamala Harris & Tom Steyer
- Milford, CT – Postage equipment lease (duplicate request)
- Charlestown, MA – All bid responses to B20012 Disposal Fees of Solid Waste and Recyclables
- Rochester, NH – Copies of RFP responses to B20012
- Dover, NH – Fertilizer and pesticide treatment labels
- Rochester, NH – Bid response from Casella Waste to B20024 curbside collection MSW
- Somerville, MA – Any documents/emails regarding notice of removal sent
- Dover, NH – Dover field charts
- Dover, NH – 493 Middle Road

Product & Process Outcomes: Assistance to City Departments

City Council	Attention to resolutions and ordinances; General Code Recodification tasks;
Community Services	Assistance with easements and deeds; Compliance and enforcement; water/sewer issues; Assistance with land exchange and conveyancing;
Executive	Assistance with compliance questions; Policy drafting; assistance with other matters;
Fire & Rescue	Compliance inquiries; Review HIPPA matters; Drafting release for use with members of the public riding on vehicles; Respond to subpoenas of City employees;
Finance	Prepare and review various contracts, track and file City claims with Primex; address bankruptcy notices and issues;
Planning	Assistance with various agreements, easements, licenses, resolutions; Compliance assistance and research; Assistance with possible enforcement actions; Assistance with lot line restoration requests; Assistance with development agreements;
Police	Assistance with cost reimbursement and other questions; Assistance with Right to Know questions and practices; Assistance with equipment purchase considerations;
Public Library	No legal assistance needed.
Public Welfare	No legal assistance needed.
Recreation	Assistance with certain leases;
School	Assistance with contract issues and compliance questions; Assistance with Dover High School CTC matters;
Committees	No legal assistance needed.

Financial Outcomes: Litigation

Ventas Realty Limited Partnership v. City:

(2014 tax year) Bench Trial held June 2018. Ruling in favor of City received. Plaintiff filed Motion for Reconsideration, denied by Strafford County Superior Court. Case appealed to NH Supreme Court. Brief filed by Appellant. Oral argument was held in October 2019. The case is awaiting a final appeals decision.

(2015 tax year) City filed Answer to Petition for Abatement with Certified Record; City filed Case Structuring and ADR Order. Case stayed pending resolution of 2014 case.

(2016 tax year) City served with complaint. Case stayed pending resolution of 2014 case.

(2017 tax year) Complaint filed with Court on August 28, 2018 and served on City September 24, 2018.

(2018 tax year) Complaint filed with Court and served on the City September 10, 2019.

Opioid Epidemic Litigation: Retained services of Robbins Geller of Boca Raton, Florida for fraudulent marketing practices of pharmaceutical manufacturers. Suit filed in USCD in Concord.

McQuade Realty, Inc v. JAD Investments LLC & City: City Attorney filed an Answer and Appearance. File sent to outside counsel.

Little Tree Education, LLC et al v. City: Received Summons and Complaint on 4/15/19. File sent to outside counsel. Attended hearing on merits in July 2019. Order affirming ZBA received in September 2019. Motion to reconsider denied. An appeal has been filed with the New Hampshire Supreme Court (File sent to outside counsel, though the City Attorney will be entering an appearance and taking the lead on the appeal).

Mary Hebbard v. City of Dover, John & Karen Brough and Ryan Colbath: Served on City on 4.17.2019. File sent to outside counsel. Attended injunction hearing in July 2019.

Mary & Rick Hebbard v. City: Complaint filed in October 2019 concerning drainage in the Tanglewood subdivision.

Molleo v. City: Appeal of tax exemption denial to the NH Board of Tax and Land Appeals. Scheduled for hearing on the merits in December 2019. The appellant recently withdrew this appeal.

The use of outside counsel to handle specialty matters continues and consists of environmental matters and labor negotiations. There are a small number of attorneys hired on a variety of smaller matters.

Dover Business & Industrial Development Authority

by Daniel Barufaldi

Leadership & Governance Outcomes:

Summary:

Most business activity in the region showed signs of abatement of the October slowing trend in November. The automotive sector reported sales declines as did the manufacturing sector to a lesser degree. Recent restaurant activity was reported as softening in the previous month has rebounded. Several downtown retailers reported slightly declining sales due to parking problems or development limited access to their places of business as well as the "Amazon Effect". Staffing firms also reported a decline in revenue due primarily to a lack of qualified candidates. Commercial real estate activity, including multifamily/ mixed use projects continued to be strong regionally and locally. Residential real estate markets saw some decreases in closed single family home sales. The Dover unemployment rate dropped slightly to 2.0%. Planned modest wage increases are gaining momentum with prices increasing slightly to moderately in most sectors (3.0-3.5 %). Most contacts expect continued modest improvement consistent with recent results going forward. Recent stock market volatility due to trade war fears and political uncertainties are being experienced when combined with strong fundamentals. Most recently the US economy was growing at a record pace (GDP growth at 2.6% over Q3, but declining to 2% over the course of 2019) with tariff and trade policy concerns. Mortgage interest rates most recently are falling within narrow ranges. The recent Fed quarter point rate reduction is not expected to materially affect mortgage rates further. Downtown bars and restaurants are experiencing increased competition and rising lease costs. The most marketing savvy establishments are experiencing some sales growth aided by the multiple marketing events cosponsored and implemented by DBIDA, Dover Main Street, the Chamber of Commerce and the Dover Retail Committee. Retailers reported that despite the flat sales so far, they continue to be helped by the First Fridays Art Walk events, the Dover Arts Festival and other recently planned Holiday sales events with the cooperation of virtually all merchants, City wide. Service providers are generally faring better than product retailers.

Selected Business Services:

Demand for consulting and advertising is up moderately over last year at this time. Software and IT services providers are experiencing increased activity as walk-in convenient care centers and stand-alone ER's are being added. Some consolidation is now being experienced in the institutional healthcare sector. Wentworth Douglas Hospital's merger with Mass General and possibly Exeter is part of an overall consolidation trend in institutional healthcare. This is expanding the range of medical specialties available to the Dover market. WDH has opened a medical practice facility at the Pease Development Authority and has another urgent care center planned on a Dover Point Rd. site. Portsmouth Regional Hospital has opened a stand-alone ER building at Exit 7 in Dover. Wages, while up significantly in critical skill areas, remain just above inflation on average, as do prices. To attract highly skilled workers in growing industries these firms are expanding their social media and technological attraction efforts. Increased health insurance costs remain a concern with the uncertainty of the future reform of the Affordable Care Act and the challenge of being able to increase

pricing to cover the increased cost. Experienced wait staff is at a premium. Overall the sector is optimistic and expecting single digit growth over the next two quarters and beyond.

Local walk-in healthcare centers are hiring strongly as these in- demand skill sets become available.

Predictions for 2019 revenue growth in the services sector are in the 4% range.

Office and Administrative Support, Food Preparation and Related Serving, and Healthcare Practitioners and Technical occupations in Dover all exceed the national average while Computer and Mathematical occupations are the fastest growing in Dover having grown by 475 jobs year over year.

Commercial Real Estate:

Non-residential commercial real estate sales activity continued with modest sustained growth locally, and with flat activity in the Portland markets and declines in Connecticut. Boston and Rhode Island markets rebounded somewhat in this period.. Demand locally has remained positive with several local commercial developments, mixed use infill, multifamily and assisted living investment projects coming to fruition. New build costs for needed 20,000 SF – 30,000 SF manufacturing/ assembly/ warehouse/ office spaces at Enterprise Park are causing sticker shock for several prospects and delaying project initiation with two breakthrough projects beginning to buck the trend this coming month. Accelerator units of 1,200 – 2,500 SF are sorely needed to house small post startup companies to get underway and to grow in Dover. The Orpheum co-worker space will help alleviate this problem to a small degree. Office leasing continued to improve slightly this month. Land sales continue to have momentum locally. Investment demand for commercial real estate remains strong, especially for industrial space. Leasing fundamentals maintained a moderate pace of improvement in recent weeks, consistent with slow employment growth. A significant amount of speculative office construction as part of mixed use building is now being done. Some recent mixed use developments that were experiencing difficulty in filling the commercial component while booking the residential component immediately have now filled their commercial space. The lending environment remains highly favorable to borrowers, with historically low, and now decreasing, interest rates but with somewhat tighter lending standards. Abundant investment capital continues to flow into commercial lease properties across the Seacoast, sourced from private equity firms, pension funds, foreign investors, REITS and high net worth individuals. Leverage ratios are on the rise among some investors, but remain low in absolute terms. Local multi-family and mixed use construction remains at a very healthy pace with local inventory in this category rising rapidly. The outlook remains optimistic across the region so far in this sector. Forecasts call for more uncertainty in fundamentals moving forward. Fiscal policy and uncertainty around the business and employment effects of the Healthcare Bill and Medicaid status are producing uncertainty at both the state and federal levels and this is mentioned by some as a down side risk to employment growth that leasing and construction activity depend on. Some major capital spending projects are underway and some about to be announced. The Fosters building at 333 Central Ave. project is currently going forward with additional new construction observed. The Robbins building downtown sold to Cathartes who is now well along in the process of building all of the above ground stories for a full block mixed use development. Occupancy is scheduled for January, 2020.

See Local Major Development Projects Section below.

Residential Real Estate:

Residential real estate markets recently contributing strong performance on the Seacoast, have now begun to soften somewhat. Home buyer confidence still appears to be there for higher priced homes which seems counter intuitive. Completed sales of single family homes increased year-over-year in Q1 and Q2 but Q3 and Q4 unit sales in 2017 declined slightly and 2018 unit sales declined slightly due to lack of inventory but dollar sales were up due to the increase in prices. Single family home sales were off 20% in October/November, 2019. Rising prices are convincing sellers to put homes on the market but interest rates have now declined once again removing some of the "buy now" pressure in the market. Median selling prices continue to rise locally and are up 9.7% year-over-year 2017-2018. Condo sales though somewhat mixed regionally, are up slightly locally as well, as are condo pricing and pending sales. Median sale prices in NH and in Dover increased again in the period for single family homes to the \$387,000 range. Pending sales suggest the markets for high-end single family houses and condos will continue, though somewhat abated, throughout 2019 with a probable more significant pause in growth late in 2020 or early 2021.

Manufacturing & Related Services:

Most local manufacturers supplying domestic markets are now reporting mixed results with 25% reporting moderate market weakness. One point-of-purchase systems supplier is experiencing sales increases significant enough to require some out sourcing of production but may move to consolidate operations at their Massachusetts HQ. Local manufacturing has grown 400 jobs this year. Exporters to both Europe and China are concerned with the UK exit from the EU and most world economies are not doing as well and that softens support for the US economy. The Chinese economy has slowed with China's GDP still growing, but at a very reduced rate and their investment in infrastructure and equipment, often purchased here, is down significantly. Some concern exists that the new administration's "America First" policies and import tariffs will negatively affect exports significantly and that has begun. While the tax reform law is expected to make exporting US companies more competitive internationally, it is not compensating fully for the negative tariff sanctions on exports to China. The negative tariff situation VS, China is estimated at only 5.5 % in adverse costs so far, but depending on the outcome of pending trade talks with China, 25% tariffs on over \$400 million in Chinese goods sales in the US are about to go into effect with another 10% tariff on Chinese consumer goods just announced. Currently, local manufacturers are experiencing slowing export sales. It is hoped that the recently rejoined trade talks with China will produce a deal acceptable to both countries. Other uncertainties surrounding the federal administration change are evident in local manufacturers, including a relaxation of the regulatory constraints on businesses that will reduce costs. It is expected that the relaxation of coal power plant emissions by the EPA will add capacity and reduce some costs at peak use periods for local electrical energy. Local manufacturers are still slightly uncertain about the tax reform package but are encouraged by the most recent amended tax reform law passed. Pickup truck, SUV and auto sales have declined again in November. Locally we are seeing some confidence in long term future auto sales expressed in two large dealership expansion and upgrade investments on Dover Point Road. Dealership auto inventories on site are growing. Manufacturing firms reporting on inventory levels are citing higher levels. Most contacts in the manufacturing sector indicate that both staffing levels and wage growth are now headed up at a very modest pace. Capital investment is up locally except for some new builds being deferred due to building costs exceeding the value of the completed building at present. Foreign investment in the

US is growing rapidly due to the uncertainties rampant in the Chinese, Brazilian, Venezuelan and European economies and the pro-business messages from the new administration. Locally, Safran and Albany International businesses are now seeing an uptick and are hiring again when qualified workers can be found. Some major capital spending projects are underway and some about to be announced. A number of other commercial projects are currently underway or about to be underway during the short time left in the building season. Outlook for the balance of the year remains positive. Very few existing manufacturing buildings in the 20,000-30,000 SF range have become available locally. The Silver Square development is now stalled with Phase II progress on this \$50 million dollar development.

Price pressures remain moderate. Regional manufacturers are now governed by caution and uncertainty.

Labor demand has been strong in IT and software. Nursing, electronics, engineering, quality assurance tech and legal skills. Most firms in the field have begun to hire with wages beginning to move upward. Qualified workers in many tech skills areas are not available locally and a lack of a comprehensive worker training program locally is beginning to be detrimental to acquiring relocation candidate companies, especially when the local cost of higher property taxes, new buildings, electricity and water is folded into the mix. New initiatives with the Greater Dover Chamber of Commerce Education Committee, Dover high School CTC, Great Bay Community College, Somersworth High School CTC and UNH for BIZEDConnect are underway with the new DBIDA Board member assignments. Recent reductions in the NH BPT and EPT are being maintained by the Governor's veto. The FY2019 property tax increase with an over the tax cap budget from the School District is causing concern at several local businesses when combined with high electric energy costs and water processing costs. Some expect demand for commercial real estate to slow in early 2020.

Retail & Tourism:

Retailers contacted for this period report year-over-year store sales flat or up slightly. The uncertainty about the effect of the tax reform law on household income and the issues of the effect on healthcare coverage and cost have faded to some degree. The recent gasoline price volatility (now in a lower price cycle), has had a discernible positive effect on hotel and restaurant sales so far. A significant increase in military spending is having a very positive effect on the number of shipyard and Air Force workers electing to get better value for their Fed per diem allowance by staying in Dover hotels and having dinner in Dover instead of Portsmouth. On-line shopping has exacerbated erratic monthly sales results for brick and mortar retail product stores. Many regional malls are being repurposed to other uses, including residential development. Many retailers are making infrastructure investments to participate more fully in on-line sales with on-site drive through pick up points. The decline in the large shopping malls may begin to help our small retailers in Dover with people looking for unique products and personal customer service. Bus tours to Dover are fully booked for 2019. Pricing that has remained steady up to now, is beginning to be affected by wage rate increases for experienced retail clerks and wait staff and is beginning to force prices to rise or margins to decline at local restaurants.

Employment and Wages:

Local labor market pressure sustained in November, coming out of a flat third quarter. Dover's current unemployment rate is 2.0 %. Salary increases for highly skilled employees are increasingly frequent as retention and attraction efforts multiply to sustain production.

Lack of STEM skills and drug test failures by prospective employees are real limits to the potential hiring pool.

Wages for wait staff and experienced retail workers have begun to move upward. 2018 wage gains averaged 3.5% and something in the 4. 0% range is expected in 2019.

Restaurants are expressing concern about labor shortages.

In the higher skill set categories; engineers, paramedics, physician's assistants and nurses are in short supply and are commanding top salaries and temporary living subsidies for those traveling to the region to work.

Local Major Development Projects:

- First Street Development Phase 2 is underway
- Third Street Development is nearing completion.
- Silver Square Development: Phase 1 completion, Phase 2 underway.
- 49,000 SF at 27 Production Drive has been sold.
- Cathartes Project (nearing completion).
- Well over \$100,000,000 in Dover development underway.
- Enterprise Park Developments suffering from "sticker shock" for new builds. Two projects expected to begin in 2019.
- Fosters Building sold for \$1.5 million / Kostas Brothers (renovation in process).
- The Old courthouse Building on First and 2nd may now be renovated for a mixed use facility. Currently again on the market.
- 6 Grove St. Project is underway but paused.
- The Fosters building on Venture drive is up for sale.
- Bradley Commons Phase 2.

Parking Division

Meter Activity

	October 2019	October 2018	October 2017
Meter Transactions	50,460	40,529	36,786
Income from Meters - Total	\$93,509	\$54,624	\$46,899
Income from Meters – Parking Garage	\$10,221	-	-
Meter Days	25	22	21
Average Meter Transactions Per Day	2,018	1,842	1,752

	Fiscal YTD 2020	Fiscal Year 2019	Fiscal Year 2018
Meter Transactions	185,662	466,721	449,144
Income from Meters - Total	\$314,322	\$648,806	\$593,031
Meter Days	93	249	250
Average Meter Transactions Per Day	1,996	1,874	1,797

Electric Vehicle Charging Stations

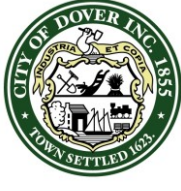
Month	Number of Times Charging Stations Used	Amount Added to Parking Activity Fund
April 2019	17	\$47.00
May 2019	24	\$73.00
June 2019	20	\$55.00
July 2019	31	\$88.00
August 2019	18	\$44.00
September 2019	38	\$188.00
October 2019	32	\$140.00

COAST

Ridership Activity

Month	Route 1	Route 2	Route 33 (FasTrans)
September 2018	4,503	13,291	1,086
October 2018	5,618	16,595	1,245
November 2018	5,193	15,055	1,107
December 2018	5,049	14,655	899
January 2019	5,221	14,432	1,067
February 2019	4,796	13,479	1,103
March 2019	5,336	15,429	1,161
April 2019	5,704	16,278	1,243
May 2019	6,349	17,047	1,350
June 2019	5,461	15,617	1,143
July 2019	6,021	16,014	1,175
August 2019	6,891	17,042	1,231
September 2019	6,144	15,852	960
October 2019	6,490	17,249	1,160

J. MICHAEL JOYAL, JR.
CITY MANAGER

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

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Muffett-Lipinski led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Weston, Deputy Mayor Carrier, Councilor Ciotti, Councilor Gasses, Councilor Muffett-Lipinski, Councilor Shanahan, Councilor Thibodeaux, and Councilor Williams. Councilor Keane arrived at 8:05 pm.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Carrier moved to add Item #13.A.8. Purchase of 2020 Model Year Vehicles – State of NH Bid. He pulled the Pudding Hill Aquifer Resolutions; Items #13.A.3. and 13.A.4. Mayor Weston said the items were being pulled to allow the Council to have a workshop on the topic.

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

Vote: 8/0.

7. PUBLIC HEARINGS

A. CHAPTER 166 – VEHICLES & TRAFFIC, SECTION 56 – SCHEDULE I SPONSORED BY MAYOR WESTON BY REQUEST

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

B. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR SKATE PARK AND PARK STREET PARK (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) SPONSORED BY MAYOR WESTON BY REQUEST

James Boos, 3 Hayes Lane: He spoke in favor of the Resolution.

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



CITY OF DOVER

CITY COUNCIL - MINUTES

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

**C. ADOPTION OF FISCAL YEAR 2021 – 2026 CAPITAL IMPROVEMENTS PROGRAM (CIP) (CITY COUNCIL VOTE TO OCCUR ON DECEMBER 11, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**D. APPROPRIATION FOR FY2021 CAPITAL IMPROVEMENTS PROGRAM (CIP) –
NON-DEBT FINANCED PROJECTS
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON DECEMBER 11, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**E. APPROPRIATION FOR FY2021 CAPITAL IMPROVEMENTS PROGRAM (CIP) AND
AUTHORIZATION FOR BONDING
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON DECEMBER 11, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**F. REPROGRAM UNEXPENDED BOND PROCEEDS FROM SIDEWALK – UPPER
WHITTIER STREET PROJECT TO CHAPEL RESTORATION/FACILITIES & GROUND
OFFICE PROJECT
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON DECEMBER 11, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

**G. TO RESCIND CIP PROJECTS AUTHORIZED TO BE BONDED UNISSUED SMALL
BALANCES.
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(CITY COUNCIL VOTE TO OCCUR ON DECEMBER 11, 2019)
SPONSORED BY MAYOR WESTON BY REQUEST**

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

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8. CITIZEN'S FORUM

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

Raymond Bardwell, 199 Spur Road: He thanked the candidates for running to fill the seats on the Council. He urged the Council to speak fiscally responsible. He spoke about his disappointed with the sound wall between Route 16 and Spur Road, and the need for a decibel law in the State. He said the new roundabout is working well as it is and didn't approve of the idea of making it two lanes. He spoke about his discussions with the State regarding the toll both being moved to Newington. He thanked Deputy Community Services Director Boulanger for conducting a neighborhood meeting regarding the reconstruction of Spur Road.

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

9. CITY MANAGER'S REPORT

City Manager Joyal submitted his report in writing. He discussed the turnout and results of the Municipal Election. He said he will be appointing Steve Bird to the Coastal Resilience and Economic Development Committee, and a second appointment will be recommended by the Heritage Commission. He discussed the COAST ridership report and the corrections that will be updated for the next report.

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

Vote: 8/0.

10. APPROVAL OF MINUTES

A. October 23, 2019 – Regular Meeting

Deputy Mayor Carrier moved to approve the Minutes; seconded by Councilor Shanahan.

Vote: 8/0.

11. MAYOR'S REPORT

Mayor Weston listed the events she attending: Downtown Trick or Treat, Dysautonomia disease awareness meeting at Wentworth-Douglass Hospital, Government Affairs meeting, Dover's Leadership Academy graduation, two Veterans Day Ceremonies and City Hall and Maple Suites.

Deputy Mayor Carrier moved to accept the Mayor's Report; seconded by Councilor Muffett-Lipinski.

Vote: 8/0.

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

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

1. CHAPTER 166 – VEHICLES & TRAFFIC, SECTION 56 – SCHEDULE I SPONSORED BY MAYOR WESTON BY REQUEST

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

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

1. APPROPRIATION OF RECREATION FACILITIES CAPITAL RESERVE FUNDS FOR SKATE PARK AND PARK STREET PARK (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) SPONSORED BY MAYOR WESTON BY REQUEST

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

13. NEW BUSINESS

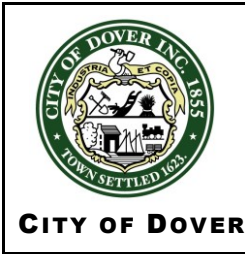
A. CONSENT CALENDAR

1. RAFFLE – Great Bay Figure Skating Club
2. CAMPBELL WELL CLEANING DESIGN SERVICES WRIGHT-PIERCE
ADDITIONAL SCOPE
SPONSORED BY MAYOR WESTON BY REQUEST
3. DOVER PUDDING HILL AQUIFER CHANGE ORDER #3 UNDERWOOD
ENGINEERS, INC
SPONSORED BY MAYOR WESTON BY REQUEST

Pulled from agenda.

4. APPROVAL OF SIXTH AMENDMENT TO MEMORANDUM OF UNDERSTANDING
DEVELOPMENT OF REPLACEMENT WELL AT THE DOVER PUDDING HILL
AQUIFER ARTIFICIAL RECHARGE PILOT TESTING DATED APRIL 14, 2017
SPONSORED BY MAYOR WESTON BY REQUEST

Pulled from agenda.



CITY COUNCIL - MINUTES

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

- 5. B19001 BROADWAY STREET RAILROAD CULVERT CONSTRUCTION CHANGE ORDER TWO**
SPONSORED BY MAYOR WESTON BY REQUEST
- 6. PHASE II INFILTRATION AND INFLOW STUDY - AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE AMENDMENT SEVEN**
SPONSORED BY MAYOR WESTON BY REQUEST
- 7. APPROVAL OF MEMORANDUM OF AGREEMENT REGARDING PARKING SPACES BETWEEN ONE FIRST DOVER, LLC AND CITY OF DOVER**
SPONSORED BY MAYOR WESTON BY REQUEST
- 8. PURCHASE OF 2020 MODEL YEAR VEHICLES - STATE OF NH BID**
SPONSORED BY MAYOR WESTON BY REQUEST

COMMITTEE REPORTS

- | | |
|--|---|
| 1. School Board | 16. Pool Advisory Committee |
| 2. Planning Board | 17. Recreation Advisory Board |
| 3. 400th Anniversary Committee | 18. Solid Waste Advisory Commission |
| 4. Appointments Committee | 19. Transportation Advisory Commission |
| 5. Arena Commission | 20. Waterfront TIF Advisory Board |
| 6. Arts Commission | 21. Joint Building Committee – Dover High School and Regional Career Technical Center |
| 7. Conservation Commission | 22. Joint Building Committee Garrison Elementary School |
| 8. Downtown TIF Advisory Board | 23. COAST |
| 9. Energy Commission | 24. Cocheco Waterfront Development Advisory Committee |
| 10. Heritage Commission | 25. Dover Main Street |
| 11. Legislative Liaison | 26. Strafford Regional Planning Commission |
| 12. Library Board of Trustees | 27. Tri-City Homelessness Task Force |
| 13. McConnell Center Advisory Committee | |
| 14. Ordinance Committee | |
| 15. Parking Commission | |

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

No items were pulled for further discussion.

Roll Call Vote: 8/0.

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

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

Vote: 8/0.

Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council.

Deputy Mayor Carrier moved to accept the Library Board of Trustees Report; seconded by Councilor Williams.

Vote: 8/0.

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

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

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

Mayor Weston spoke about the new Christmas ornaments fundraiser for the Dover 400th Anniversary Committee.

Deputy Mayor Carrier spoke about the \$50,000 grant the Dover High School received for the tennis courts.

B. RESOLUTIONS

1. **REPROGRAM PORTION OF FISCAL YEAR 2017 CIP APPROPRIATION FOR PARK IMPROVEMENTS AMANDA HOWARD (PARK IMPROVEMENTS RESERVE) TO SKATE PARK PROJECT.
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 11, 2019.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on December 11, 2019; seconded by Councilor Shanahan.
Vote: 8/0.

2. **FISCAL YEAR 2020 CIP APPROPRIATION AND AUTHORIZATION FOR CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN FOR INNOVATIVE ILLICIT DISCHARGE AND ELIMINATION STORMWATER DRY WEATHER TESTING.
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON DECEMBER 11, 2019, WITH CITY COUNCIL VOTE TO OCCUR ON JANUARY 8, 2020.)
SPONSORED BY MAYOR WESTON BY REQUEST**

Deputy Mayor Carrier moved to refer to a public hearing on December 11, 2019; seconded by Councilor Muffett-Lipinski.
Vote: 8/0.

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

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

Deputy Mayor Carrier moved to place on file a letter from Donna Benton, City Planner, dated November 13, 2019 regarding the Planning Board's approval of the Capital Improvements Program (CIP); seconded by Councilor Ciotti.

Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Muffett-Lipinski congratulated the Girls' Varsity Volleyball and Cheerleading teams for both participating in the State's finals. She said it's been set that June 10, 2020 will be the Dover High School graduation date. She volunteers at several food exchange and soup kitchens and has noticed a huge increase in attendees. She said the Strafford County Public Health Network will be holding an addiction summit on November 20, 2019 at Wentworth-Douglass Hospital.

Mayor Weston discussed the upcoming Council meetings. She said the Downtown Holiday will be December 7th, 2:00 to 7:00 pm. The Christmas Tree lighting will be December 6, 2019. Food Drives are up and running.

Councilor Thibodeaux said she will be holding her Coffee with a Councilor at The Roost this Saturday.

Councilor Williams said she attended the Seacoast Housing Summit. She thanked Community Services for installing sidewalks on Spruce Lane.

Deputy Mayor Carrier spoke about the Festival of Trees and Silent Auction events.

16. ADJOURN

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

Vote: 8/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Meeting Type:</td><td>Public Meeting to Enter Non-Public Session</td></tr> <tr> <td>Meeting Location:</td><td>City Manager's Office, City Hall</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, December 4, 2019</td></tr> <tr> <td>Meeting Time:</td><td>6:00 pm</td></tr> </table>	Meeting Type:	Public Meeting to Enter Non-Public Session	Meeting Location:	City Manager's Office, City Hall	Meeting Date:	Wednesday, December 4, 2019	Meeting Time:	6:00 pm
Meeting Type:	Public Meeting to Enter Non-Public Session								
Meeting Location:	City Manager's Office, City Hall								
Meeting Date:	Wednesday, December 4, 2019								
Meeting Time:	6:00 pm								

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

Absent: Councilor Ciotti and Councilor Keane.

Also Present: City Manager Joyal.

Public portion of meeting was convened at 6pm

Motion made to enter non-public session in accordance with RSA 91-A:3 II (a) (The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.) by Councilor Muffett-Lipinski and seconded by Councilor Shanahan. Roll call vote unanimous.

Upon entering the non-public meeting, Mayor Weston explained the purpose was to complete the annual performance evaluation of the City Manager. She noted that the City Manager had previously submitted a summary of the expected outcomes that had been established by the City Council.

The City Manager provided an overview of the achievements realized over the course of the past year and the longer term efforts that have been ongoing and will continue. The Mayor and Councilors provided feedback regarding the City Manager's performance and support of areas for continuing efforts. In general, the City Manager's overall performance and ongoing efforts were commended.

In lieu of an additional compensation adjustment as may be voted by the City Council based upon the performance evaluation, the City Manager requested only that the current employment agreement be updated to clarify travel reimbursement and reflect current dates and compensation amounts.

A motion was made by Councilor Thibodeaux and seconded by Councilor Shanahan to authorize the Mayor to update the City Manager's employment agreement as requested. Unanimous.

A motion to return to public session was made by Councilor Gasses and seconded by Councilor Thibodeaux. Unanimous.

Upon entering public session, a motion was made to adjourn by Councilor Muffett-Lipinski and seconded by Councilor Williams. Unanimous.

Meeting adjourned at 7:00 pm



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, 2nd Floor Conference Room**
Meeting Date: **Wednesday, December 4, 2019**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Keane led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Ciotti.

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.

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

6. DISCUSSIONS

A. PUDDING HILL AQUIFER UPDATE

Community Services Director Storer introduced the presenters present tonight and gave an overview of the discussion to the Council.

James Emery of Emery & Garrett Groundwater Investigations, and Keith Pratt of Underwood Engineers gave a PowerPoint presentation to the Council regarding the Pudding Hill Aquifer.

B. WASTEWATER TREATMENT PLANT (WWTP) PERMITTING UPDATE

Dean Peschel of Peschel Consulting LLC, gave a PowerPoint presentation to the Council regarding the Wastewater Treatment Plant permitting process.

C. GENERAL CAPITAL IMPROVEMENTS PROGRAM (CIP) DISCUSSION

City Manager Joyal gave an overview of the process and the three resolutions to be addressed on December 11, 2019.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, 2nd Floor Conference Room**
Meeting Date: **Wednesday, December 4, 2019**
Meeting Time: **7:00 pm**

7. ADJOURNMENT

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

PowerPoint presentation has been archived with these minutes.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.10.23 – 169**

Resolution Re: Adoption of FY2021-FY2026 Capital Improvements Plan

WHEREAS: The Capital Improvements Program (CIP) serves as the City's long range planning document for the purchase or construction of capital assets; and

WHEREAS: The CIP anticipates the scheduling and financing over the course of the next six years of individual capital related projects with an estimated annual aggregate cost of \$25,000 or more and useful life of three years or greater; and that

WHEREAS: The CIP is updated annually following review by the Planning Board and adoption by the City Council;

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

The Proposed Capital Improvements Program for Fiscal Year 2021-2026 reflected in the attached document is hereby adopted.

NOTE: This resolution requires a duly advertised public hearing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2019.10.23 – 169**

Resolution Re: Adoption of FY2021-FY2026 Capital Improvements Plan

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution establishes the attached FY2021 through FY2026 Capital Improvements Program.

This resolution only recognizes and adopts a financial and operational planning document for the City's infrastructure and capital assets over the course of the next six years and does NOT authorize or appropriate funding for projects or authorize bonding.

The FY2021 – FY2026 CIP projects and their anticipated schedule for funding are reflected in the attached document.

Capital Improvements Program - FY2021-2026

Amended 22-Oct-19

All Projects								
BOLD = New Project			* = Multi Category Project					
UNDERLINED = Change in Schedule			ITALIC = \$ Change					
PROJECT DESCRIPTION	2021	2022	2023	Fiscal Year 2024	2025	2026	Total	Finance Method
GENERAL GOVERNMENT								
Transfer to Capital Reserve - Infrastructure & Equip	900,000	925,000	950,000	975,000	1,000,000	1,025,000	5,775,000	OB
Transfer to Capital Reserve - Cemetery	125,000	125,000	125,000	125,000	125,000	125,000	750,000	OB
CAMA Software Replacement & Implementaion	33,000	33,000	34,000				100,000	OB
<i>City Hall Boiler Replacement</i>	300,000						300,000	RF
Cemetery Improvements		250,000		250,000			500,000	RF
City Hall Structural/Safety Improvements		500,000		250,000			750,000	RF
Indoor Pool Solar Panel Purchase					150,000		150,000	RF
Public Works Facility Repairs						250,000	250,000	RF
TOTAL GENERAL GOVT.	1,358,000	1,833,000	1,109,000	1,600,000	1,275,000	1,400,000	8,575,000	
POLICE								
<i>Police Cruiser Replacement Program</i>	144,000	144,000	144,000	144,000	144,000	144,000	864,000	RF
<i>Public Safety Comm Infrastructure Upgrades</i>	123,418	100,000	100,000	100,000	100,000	100,000	623,418	OB
Records Management/CAD Software Upgrade	590,000						590,000	RF
TOTAL POLICE	857,418	244,000	244,000	244,000	244,000	244,000	2,077,418	
FIRE & RESCUE								
Ambulance Replacement	245,000		245,000		245,000		735,000	RF
Command/Staff Vehicle Replacement		49,000			49,000		98,000	RF
Pumper Replacement		635,000					635,000	RF
Station Capacity Improvements		475,000			660,000		1,135,000	DF
Front Line Vehicle Corosion Repair			90,000				90,000	RF
Protective Gear				174,000			174,000	RF
Northend Station Traffic Light					85,000		85,000	RF
SCBA Gear						195,000	195,000	RF
TOTAL FIRE & RESCUE	245,000	1,159,000	335,000	174,000	1,039,000	195,000	3,147,000	
COMMUNITY SERVICES - PUBLIC WORKS								
PW Heavy Equipment	350,000	400,000	450,000	500,000	550,000	600,000	2,850,000	RF
General Streets Improvements	2,164,803	2,251,395	2,341,451	2,435,109	2,532,513	2,633,814	14,359,085	OB
General Sidewalk Improvements	116,985	121,665	126,531	131,592	136,856	142,330	775,959	OB
<i>Bridge Improvements</i>	140,000	160,000	180,000	200,000	200,000	200,000	1,080,000	OB
<i>Drainage System Improvements</i>	175,000	200,000	250,000	300,000	350,000	400,000	1,675,000	OB
Traffic Signal Upgrades/Traffic Calming	90,000	90,000	90,000	90,000	90,000	90,000	540,000	OB
Central Ave Drainage Work*	150,000	550,000	400,000				1,100,000	DF
Congestion Mitigation Route 108	250,000		900,000	350,000			1,500,000	DF
Downtown Traffic Efficiency Improvements	300,000	100,000	1,000,000				1,400,000	DF
<i>Street Reconstruction - Oak/Ham/Ela</i>	900,000	1,400,000					2,300,000	DF
Bridge Replacement - Oak Street		250,000			5,000,000		5,250,000	DF/GF
<i>Street Reconstruction - Court/Union/Middle</i>		200,000		2,600,000	1,700,000		4,500,000	DF
Street Reconstruction Fifth/Grove Streets*		100,000	750,000	250,000			1,100,000	DF
Street Reconstruction - Piscataqua/Back River*		700,000	200,000	100,000			1,000,000	DF
Bridge Replacement - County Farm				250,000			250,000	DF
Soundwalls - Renaud/Keating					400,000		400,000	RF
Street Reconstruction - Sunset Drive					200,000	1,000,000	1,200,000	DF
Street Reconstruction - Atlantic Avenue						1,500,000	1,500,000	DF
Street Reconstruction - Horne Street*						250,000	250,000	DF
TOTAL COMM SERV - PW	4,636,788	6,523,060	6,687,982	7,206,701	11,159,369	6,816,144	43,030,044	
CULTURE & RECREATION								
Transfer to Capital Reserve - Park/Playground Imprv.	112,500	112,500	112,500	112,500	112,500	112,500	675,000	OB
Park Infrastructure Replace/Maintenance	75,000	75,000	75,000	75,000	75,000	75,000	450,000	RF
Arena - Sprinkler System	75,000						75,000	RF
Jenny Thompson Pool Water Heating System	50,000						50,000	RF
Jenny Thompson Renovations	12,000	488,000					500,000	DF
Park Improvements - Garrison Hill Park		250,000					250,000	RF
<i>Indoor Pool Solarium</i>				400,000			400,000	RF
<i>Arena - Foster Rink Air Conditioning</i>						75,000	75,000	RF
TOTAL CULTURE & RECREATION	324,500	925,500	187,500	587,500	187,500	262,500	2,475,000	
PUBLIC LIBRARY								
Library Books and Collections	118,387	121,822	125,360	129,004	132,757	136,632	763,962	OB
Library Renovations and Upgrades			500,000	295,093	961,837		1,756,930	DF
TOTAL PUBLIC LIBRARY	118,387	121,822	625,360	424,097	1,094,594	136,632	2,520,892	
TOTAL CITY DEPARTMENTS	7,540,093	10,806,382	9,188,842	10,236,298	14,999,463	9,054,276	61,825,354	

Capital Improvements Program - FY2021-2026

Amended 22-Oct-19

All Projects								
BOLD = New Project			* = Multi Category Project					
UNDERLINED = Change in Schedule			ITALIC = \$ Change					
PROJECT DESCRIPTION	2021	2022	2023	Fiscal Year 2024	2025	2026	Total	Finance Method
EDUCATION								
Transfer to Capital Reserve - Curriculum	350,000	150,000	150,000	150,000	150,000	150,000	1,100,000	OB
Transfer to Capital Reserve - Facilities	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
Transfer to Capital Reserve - Info. Technology	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
Transfer to Capital Reserve - Athletics	20,000	20,000	20,000	20,000	20,000	20,000	120,000	OB
Curriculum Replacement and Upgrade	300,000	100,000	100,000	100,000	100,000	100,000	800,000	RF
Facilities/School Maintenance and Repairs	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Furniture Replacement	25,000	25,000	25,000	25,000	25,000	25,000	150,000	OB
Information Technology Replacement and Upgrade	152,000	158,000	164,000	171,000	178,000	185,000	1,008,000	OB
DHS Bleachers	350,000						350,000	RF
DMS Locker Relocation	40,000	42,000	44,000				126,000	OB
Facilities Space Needs Study	50,000						50,000	OB
Garrison Elementary School Roof	240,000						240,000	RF
Garrison Elementary School Renovations			300,000	5,928,000			6,228,000	DF
<i>Middle School AC/Dehumidification</i>			546,000				546,000	DF
<i>Middle School Roof Replacement</i>			560,000				560,000	DF
DHS Solar Panel Purchase						600,000	600,000	RF
DHS Turf Field & Track Replacement						2,000,000	2,000,000	DF
TOTAL EDUCATION	1,927,000	895,000	2,309,000	6,794,000	873,000	3,480,000	16,278,000	
TOTAL GENERAL FUND	9,467,093	11,701,382	11,497,842	17,030,298	15,872,463	12,534,276	78,103,354	
SPECIAL REVENUE FUNDS								
Building Access Control and CCTV Systems	75,000	105,000	50,000	100,000			330,000	OB
Conservation Funding	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000	OB
DoverNet Client System Replacement	54,000	54,000	54,000	54,000	54,000	54,000	324,000	OB
SAU Athletic Improvements	30,000	30,000	30,000	30,000	30,000	30,000	180,000	OB
SAU Cafeteria Maintenance/Repair/Upgrade	40,000	40,000	40,000	40,000	40,000	40,000	240,000	OB
SAU Light Vehicle Replacement	50,000	50,000	50,000	50,000	50,000	50,000	300,000	OB
McConnell Center Trim Repairs/Painting	120,000						120,000	OB
Parking Facility - Downtown			8,100,000				8,100,000	DF
McConnell Center Boiler & Pump Replacement				4,500	250,000		254,500	DF
McConnell Center Rubber Roof				6,500	275,000		281,500	DF
McConnell Center Gym AC					10,000	260,000	270,000	DF
TOTAL SPECIAL REVENUE FUNDS	619,000	529,000	8,574,000	535,000	959,000	684,000	11,900,000	
TIF DISTRICT FUNDS								
Street/Utility Extension - Waterfront Parcel	2,400,000						2,400,000	DF
Park Improvements - Maglaras Park		1,000,000					1,000,000	DF
<i>Street Reconstruction Henry Law Ave</i>			1,300,000				1,300,000	DF
TOTAL TIF DISTRICT FUNDS	2,400,000	1,000,000	1,300,000	0	0	0	4,700,000	
COMMUNITY SERVICES - WATER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Water Exploration	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Water Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Water Main Replacement - City Wide	150,000	156,000	162,240	168,730	175,479	182,497	994,946	RF
Water Meter Replacement	175,000	175,000	175,000	175,000	175,000	175,000	1,050,000	OB
Water Treatment Plant & Well Equipment	75,000	78,000	81,120	84,365	87,739	91,249	497,473	RF
Wellhead Protection	100,000	100,000	100,000	100,000	100,000	100,000	600,000	RF
Water Main Replacement - Central Avenue - Lower*	100,000		1,000,000				1,100,000	DF
Water Main Replacement - Central Avenue - Upper*	75,000		750,000				825,000	DF
Water Main Replacement - Littleworth Road	100,000		1,000,000				1,100,000	DF
<i>Water Main Replacement - Washington/Main Street*</i>	1,400,000						1,400,000	DF
Water Treatment Plant - Pudding Hill	300,000						300,000	GF
Water Main Replacement - Court Street Area*		75,000			750,000		825,000	DF
Water Main Replacement - Fifth/Grove Streets*		125,000		875,000			1,000,000	DF
Water Main Replacement - Piscataqua/Drew Roads*		250,000		1,500,000			1,750,000	DF
Water Main Replacement - Urban Core*		1,900,000					1,900,000	DF
<i>Portsmouth Emergency Interconnect</i>			1,000,000				1,000,000	GF
Water Main Replacement - Durham Road						850,000	850,000	DF
Water Main Replacement - Horne Street*						100,000	100,000	DF
TOTAL WATER FUND	3,130,000	3,514,000	4,923,360	3,558,095	1,943,218	2,153,746	19,222,419	
COMMUNITY SERVICES - SEWER FUND								
Transfer to Capital Reserve	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	OB
Inflow/Infiltration Study/Mitigation	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000	RF
Pump Station Equipment Replace-Maint.	75,000	78,000	81,120	84,365	87,739	91,249	497,473	OB
Sewer Heavy Equipment Replacement	40,000	40,000	40,000	40,000	40,000	40,000	240,000	RF
Sewer Light Vehicle Replacement*	15,000	15,000	15,000	15,000	15,000	15,000	90,000	OB
Sewer Main Replacements - City Wide	150,000	156,000	162,240	168,730	175,479	182,497	994,946	RF
Sewer Inspection Camera	150,000						150,000	OB
Sewer Main Extension - Durham Road*	100,000		1,000,000				1,100,000	DF
Sewer Main Replacement - South Central Ave.	50,000		500,000				550,000	DF
Pump Station Upgrade - Piscataqua				150,000			150,000	RF
Sewer Main Replacement - Horne Street*						100,000	100,000	DF
TOTAL SEWER FUND	1,380,000	1,089,000	2,598,360	1,258,095	1,118,218	1,228,746	8,672,419	
TOTAL OTHER FUNDS	7,529,000	6,132,000	17,395,720	5,351,190	4,020,436	4,066,492	44,494,838	
TOTAL ALL PROJECTS	16,996,093	17,833,382	28,893,562	22,381,488	19,892,899	16,600,768	122,598,192	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.10.23 – 170**
Resolution Re: **Appropriation For FY2021 Capital Improvements
Program – Non-Debt Financed Projects**

WHEREAS: The City Council desires to make public improvements as listed in the Capital Improvements Program for Year 1 and to finance these improvements with transfers from Reserve Trust Funds and appropriation of existing funds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL, THAT:
The following capital outlays are appropriated as part of the FY2021 Capital Improvements Program for the purposes so designated and the Finance Director is authorized to transfer the funds from the respective Reserve Funds in the amounts listed.

Item	Description	Appropriation	Funding	Fund
1	City Hall Boiler Replacement	\$300,000	General Fund Capital Reserve	Trust
2	Police Cruiser Replacement Program	144,000	General Fund Capital Reserve	Trust
3	Records Management/CAD Software Upgrade	276,000	General Fund Capital Reserve	Trust
4	Ambulance Replacement	245,000	General Fund Capital Reserve	Trust
5	Public Works Heavy Equipment	350,000	General Fund Capital Reserve	Trust
6	Park Infrastructure Replace/Maintenance	50,000	Park Improvements Capital Reserve	Trust
7	Jenny Thompson Pool Water Heating System	50,000	Park Improvements Capital Reserve	Trust
8	Arena - Sprinkler System	75,000	Arena Improvements Capital Reserve	Trust
9	Records Management/CAD Software Upgrade	285,000	Police Facilities Capital Reserve	Trust
10	Records Management/CAD Software Upgrade	29,000	Fire & Rescue Facilities Capital Reserve	Trust
11	Park Infrastructure Replace/Maintenance	25,000	Recreation Facilities Capital Reserve	Trust
12	School Facilities Maintenance and Repairs	100,000	School Facilities Capital Reserve	Trust
13	Dover High School Bleachers	350,000	School Facilities Capital Reserve	Trust
14	Garrison Elementary School Roof	240,000	School Facilities Capital Reserve	Trust
15	Curriculum Replacement and Upgrade	300,000	School Curriculum Reserve	Trust
16	Water Exploration	100,000	Water Fund Capital Reserve	Trust
17	Water Heavy Equipment Replacement	40,000	Water Fund Capital Reserve	Trust
18	Water Main Replacement - City Wide	150,000	Water Fund Capital Reserve	Trust
19	Wellhead Protection	100,000	Water Fund Capital Reserve	Trust
20	Water Treatment Plant & Well Equipment	75,000	Water Fund Capital Reserve	Trust
21	Inflow/Infiltration Study/Mitigation	300,000	Sewer Fund Capital Reserve	Trust
22	Sewer Heavy Equipment Replacement	40,000	Sewer Fund Capital Reserve	Trust
23	Sewer Main Replacement - City Wide	\$150,000	Sewer Fund Capital Reserve	Trust
	Total	\$3,774,000		

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.10.23 – 170**
Resolution Re: **Appropriation For FY2021 Capital Improvements
Program – Non-Debt Financed Projects**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2019.10.23 – 170**
Resolution Re: **Appropriation For FY2021 Capital Improvements
Program – Non-Debt Financed Projects**

RESOLUTION BACKGROUND MATERIAL:

This resolution appropriates capital reserve funds to finance a portion of the FY2021 Capital Improvements Program. In addition, it authorizes the transfer of Capital Reserve Fund moneys.

The following table reflects the amount to be appropriated from the various funds and their projected balances as of 6/30/2020:

Description	Proposed Appropriation	Balance 6/30/2020	Notes
Capital Reserve Funds CIP			
General Fund Capital Reserve	\$1,315,000	\$1,126,548	(1)
Parks Improvements Capital Reserve	\$100,000	\$57,721	(2)
Arena Improvements Capital Reserve	\$75,000	\$80,683	
Police Facilities Capital Reserve	285,000	242,944	(3)
Fire & Rescue Facilities Capital Reserve	29,000	33,569	
Recreation Facilities Capital Reserve	25,000	408,551	
School Facilities Capital Reserve	690,000	752,079	
School Curriculum Reserve	300,000	139,443	(4)
Water Fund Capital Reserve	465,000	2,117,995	
Sewer Fund Capital Reserve	490,000	207,631	(5)
Total	3,774,000		

1. The General Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$900,000 into the reserve is proposed in the CIP FY 2021-2026 to be budgeted during FY2021 as part of the City's General Fund Operating Budget.
2. The Park Improvements Capital Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$112,500 into the reserve is proposed in the CIP FY 2021-2026 to be budgeted during FY2021 as part of the City's General Fund Operating Budget.
3. The Police Facilities Capital Reserve will have sufficient funds for the appropriations as Impact Fees to be collected during FY2021 are expected to provide necessary funds.
4. The School Curriculum Reserve will have sufficient funds for the appropriations as a transfer from the General Fund of \$350,000 into the reserve is proposed in the CIP FY2021-2026 to be budgeted during FY2021 as part of the School's General Fund Operating Budget.
5. The Sewer Fund Capital Reserve will have sufficient funds for the appropriations as a transfer from the Sewer Fund of \$500,000 into the capital reserve is proposed in the CIP FY2021-2026 to be budgeted during FY2021 as part of the City's Sewer Fund Operating Budget.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.10.23 – 171**
Resolution Re: **Appropriation For FY2021 Capital Improvements Program and Authorization for Bonding**

WHEREAS: The City Council desires to make public improvements and to finance these improvements with the sale of general obligation bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The following capital projects are appropriated, with estimated useful lives in excess of the length indicated, as part of the FY2021 Capital Improvements Program:

Item #	Description	Proposed Appropriations	Life/Yrs	Department	Fund
1	Central Avenue Drainage Work	\$ 1,100,000	20	Comm Serv - PW	General
2	Congestion Mitigation Route 108	1,500,000	20	Comm Serv - PW	General
3	Downtown Traffic Efficiency Improvements	1,400,000	20	Comm Serv - PW	General
4	Street Reconstruction - Oak/Ham/Ela	2,300,000	20	Comm Serv - PW	General
5	Jenny Thompson Renovations	500,000	20	Recreation	General
6	Street/Utility Extension - Waterfront Parcel	2,400,000	20	TIF - Waterfront	TIF
7	Water Main Replacement - Central Avenue - Lower	1,100,000	15	CS - Water	Water
8	Water Main Replacement - Central Avenue - Upper	825,000	15	CS - Water	Water
9	Water Main Replacement - Littleworth Road	1,100,000	15	CS - Water	Water
10	Water Main Replacement - Washington/Main Street	1,400,000	15	CS - Water	Water
11	Sewer Main Extension - Durham Road	1,100,000	15	CS - Sewer	Sewer
12	Sewer Main Replacement - South Central Avenue	550,000	15	CS - Sewer	Sewer
		15,275,000			

AND FURTHER BE IT RESOLVED THAT:

To meet the appropriations of this resolution there is authorized, under and pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the issuance and sale of general obligation bonds of the City of Dover in a principal amount equal to the total of the appropriations. The full faith and credit of the City is hereby pledged for the principal and interest on said bonds. The bonds are to be signed by the City Manager and countersigned by the City Treasurer, with the Finance Director and City Treasurer having the discretion of fixing the dates, maturities, denominations, place of payment, interest rate or rates and form, and to provide for the sale of the bonds.

AND FURTHER BE IT RESOLVED THAT:

Pursuant to the City Charter and the New Hampshire Municipal Finance Act and any other enabling authority, the City of Dover is hereby authorized to participate in the NH Clean Water State Revolving Fund (CWSRF) Program for financing eligible Sewer Fund projects provided CWSRF funding is available; and the City of Dover is hereby authorized to participate in the NH Drinking Water State Revolving Fund (DWSRF) Program for financing the Water Fund projects provided DWSRF funding is available. The City Manager, Finance Director and Treasurer are authorized, on behalf of the City of Dover, to file for participation in the NH CWSRF and DWSRF Programs and obtain loans through the programs for eligible identified projects.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.10.23 – 171**
Resolution Re: **Appropriation For FY2021 Capital Improvements
Program and Authorization for Bonding**

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.10.23 – 171**
Resolution Re: **Appropriation For FY2021 Capital Improvements Program and Authorization for Bonding**

RESOLUTION BACKGROUND MATERIAL:

This resolution makes appropriations for the projects of the FY2021 Capital Improvements Program financed by debt and authorizes the sale of bonds and/or participation in the CWSRF or DWSRF.

This resolution makes appropriations for projects that are scheduled to be completed over multiple years. The Finance Department requests from all departments with projects to submit cash flow requirements for projects. These cash flow projections are completed to determine the amount by project for the coming bond issuance. Those projects that are not financed or are only partially financed remain as authorized unissued debt and bonded (financed) when the cash need arises.

Debt Authorization versus Debt Retirement

The following table compares the tentative authorization amount to the amount of debt being retired: The Net Sewer reflects the amount retired by user fees (total debt retirement less State aid for principal).

Description	City	School	Water	Sewer	Waterfront TIF	Total
FY2021 Authorization	6,800,000	0	4,425,000	1,650,000	2,400,000	15,275,000
FY2021 Retirement	4,529,911	3,140,333	1,202,410	1,531,413	122,542	10,526,609
Net Change	2,270,089	(3,140,333)	3,222,590	118,587	2,277,458	4,748,391

Legal Debt Limits

The following table summarizes the amount of debt outstanding & authorized-unissued, as of June 30, 2019 and this authorization, against the legal debt limits.

Description	City	School	Water	DBIDA-IP	DBIDA-IB	Exempt	Total
Debt Outstanding	46,657,516	90,945,369	15,545,136	0	0	34,956,992	188,105,013
Authorized - Unissued	9,336,414	545,000	23,028,000	0	0	8,398,409	41,307,823
Total Issued & Unissued	55,993,930	91,490,369	38,573,136	0	0	43,355,401	229,412,836
This Authorization	6,800,000	0	4,425,000	0	0	4,050,000	15,275,000
Grand Total	62,793,930	91,490,369	42,998,136	0	0	47,405,401	244,687,836
Legal Debt Limit	115,937,478	270,520,782	386,458,260	4,000,000	NA	NA	
Unused Capacity	53,143,548	179,030,413	343,460,124	4,000,000			
Percent Unused	45.8%	66.2%	88.9%	100.0%			

Notes: Legal debt limits are based on a percent of equalized assessed value. City 3%, School 7%, Water 10%.

DBIDA limits are set by special legislation.

IP = Industrial Park projects

IB = Industrial Building projects

Exempt includes Sewer, Special Revenue Funds, TIF District, and Tolend Road Landfill debt.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.10.23 – 171**

Resolution Re: **Appropriation For FY2021 Capital Improvements
Program and Authorization for Bonding**

Multi-Year Projects Proposed Bonding Schedule

The following table summarizes the bonding schedule for the proposed debt authorizations. This table shows that for multi-year projects the issuance of bonds will be done based on cash flow requirements per the projects' proposed segments as presented in the Capital Improvements Program.

			Proposed				
Item #	Description		Appropriations	FY2021	FY2022	FY2023	FY2024
1	Central Avenue Drainage Work		1,100,000	150,000	550,000	400,000	
2	Congestion Mitigation Route 108		1,500,000	250,000		900,000	350,000
3	Downtown Traffic Efficiency Improvements		1,400,000	300,000	100,000	1,000,000	
4	Street Reconstruction - Oak/Ham/Ela		2,300,000	900,000	1,400,000		
5	Jenny Thompson Renovations		500,000	12,000	488,000		
6	Street/Utility Extension - Waterfront Parcel		2,400,000	2,400,000			
7	Water Main Replacement - Central Avenue - Lower		1,100,000	100,000		1,000,000	
8	Water Main Replacement - Central Avenue - Upper		825,000	75,000		750,000	
9	Water Main Replacement - Littleworth Road		1,100,000	100,000		1,000,000	
10	Water Main Replacement - Washington/Main Street		1,400,000	1,400,000			
11	Sewer Main Extension - Durham Road		1,100,000	100,000		1,000,000	
12	Sewer Main Replacement - South Central Avenue		550,000	50,000		500,000	
		Total	15,275,000	5,837,000	2,538,000	6,550,000	350,000

Financial Policy Considerations

The proposed debt authorizations contained in this resolution will result in the following City Council adopted Financial Policies not being adhered to:

- A. Water Fund debt shall not exceed 5% of the State of NH legal limit.
- B. Water Fund debt service for any given fiscal year shall not exceed 40% of the total appropriations for the fund.

Water Fund debt will exceed the 5% policy limit in FY2021 and continue through FY2026 as a result of the funding appropriated for Water System Facilities Upgrade in the FY2017 CIP and FY2018 CIP. The Water Fund debt service as a percentage of budget is projected to exceed the 40% policy level in FY2022 and continue through FY2026. This is the result of the funding appropriated for Water System Facilities Upgrade in FY2017 and FY2018 CIPs, as well as the \$4,425,000 proposed for debt financing in this resolution.

Rate Impacts

The following tables summarize the change from year to year on the Property Tax Rate and the Utility Rates, net of existing debt service and aid, related to the projects proposed to be bonded in FY2021. The top table reflects the impact of the new CIP projects only; the second set reflects the combined impact of the new CIP projects and anticipated debt related to prior year authorizations. The rate changes have been adjusted for any amendments to projects from the proposed CIP.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2018.10.23 – 171**
 Resolution Re: **Appropriation For FY2021 Capital Improvements Program and Authorization for Bonding**

CIP Only					CIP Only				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2021	2022	2023			2021	2022	2023
City		0.07	0.17	0.27	Water		0.25	0.53	0.83
School		0.00	0.01	0.08	Sewer		0.02	0.06	0.22
Total Change		0.07	0.18	0.35	Total Change		0.27	0.59	1.05
Est Tax Rate		25.50	25.68	26.03	Est Utility Rate		14.72	15.31	16.36
% Change City		0.74%	1.79%	2.82%	% Change Water		4.63%	9.38%	14.00%
% Change School		0.00%	0.09%	0.70%	% Change Sewer		0.22%	0.66%	2.41%
% Change Total		0.28%	0.71%	1.37%	% Change Total		1.87%	4.01%	6.98%
Including Prior Year Authorizations					Including Prior Year Authorizations				
Net Change in Property Tax Rates					Net Change in Utility Rates				
		2021	2022	2023			2021	2022	2023
City		0.10	0.12	0.00	Water		0.45	1.57	(0.13)
School		0.05	(0.07)	0.03	Sewer		0.20	0.28	(0.03)
Total Change		0.15	0.05	0.03	Total Change		0.65	1.85	(0.16)
Est Tax Rate		25.58	25.63	25.66	Est Utility Rate		15.10	16.95	16.79
% Change City		1.06%	1.26%	0.00%	% Change Water		8.33%	26.84%	-1.87%
% Change School		0.44%	-0.61%	0.26%	% Change Sewer		2.21%	3.03%	-0.32%
% Change Total		0.59%	0.20%	0.12%	% Change Total		4.50%	12.25%	-0.98%
Rate per \$1,000 of Assessed Value					Rate per 100 Cubic Feet of Water Consumption				

The table below reflects the net change from year to year, and the total change after 3 years, for an average single family home for taxes and user fees, based on the FY19 estimated assessed value at \$322,183 with 75 HCF of average water usage.

Impact to Average Single Family Home				
				Change
				After
Description	Yr1	Yr2	Yr3	3 Years
CIP Only				
Property Tax	23	58	113	193
Water Fees	19	40	62	121
Sewer Fees	2	5	17	23
Total Avg SFH Impact	43	102	192	337
Including PY Authorizations				
Property Tax	32	39	-	71
Water Fees	34	118	(10)	142
Sewer Fees	15	21	(2)	34
Total Avg SFH Impact	81	177	(12)	246



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2019.10.23 – 172**
Resolution Re: Reprogram Unexpended Bond Proceeds from Sidewalk
Upper Whittier Street project to Chapel
Restoration/Facilities & Grounds Office Project

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Debt Financing authorization for certain CIP projects; and

WHEREAS: There is \$225,734 of unexpended bond proceeds from the Sidewalk Upper Whittier Street project, where the determination has been made that the project will be deferred until a future year as available funding is substantially less than needed to complete the project; and

WHEREAS: The City has identified the immediate need for additional funding for the Chapel Restoration/Facilities & Grounds Office project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$225,734 of unexpended bond proceeds is hereby reprogrammed from the Sidewalk Upper Whittier Street to Chapel Restoration/Facilities & Grounds Office project as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4018.1.300.43124.4715.03124.18	Sidewalk Upper Whittier Street	225,734.00	(225,734.00)	0.00
4018.1.300.41951.4725.01105.18	Chapel Restore/Facilities & Grounds Office	0.00	225,734.00	225,734.00
4020.1.300.41951.4725.01105.20	Chapel Restore/Facilities & Grounds Office	2,280,500.00	0.00	2,280,500.00
	Total Available Funding	2,506,234.00	0.00	2,506,234.00

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

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.4.

Resolution Number: **R – 2019.10.23 – 172**
Resolution Re: Reprogram Unexpended Bond Proceeds from Sidewalk
Upper Whittier Street project to Chapel
Restoration/Facilities & Grounds Office Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Sidewalk – Upper Whittier Street project. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified project. This resolution reprograms funding from the Sidewalk – Upper Whittier Street project to Chapel Restoration/Facilities & Grounds Office project.

On November 9, 2016 the Dover City Council approved the FY2018 Capital Improvements Program (CIP) authorization for bonding of \$275,000 for the Sidewalk – Upper Whittier Street project. This project went out to bid and bid results were more than twice the project budget. The City administration is recommending deferring this project until a later year and include a new project request and dollar amount in a future CIP. Thereby, the existing funding for the Upper Whittier Street Sidewalk could be reprogrammed to an active project that needs additional funding.

The Facilities & Grounds Office project is in underway. This project was approved by the City Council on December 12, 2018 as part of the FY2020 CIP. The company preparing preliminary designs has developed an initial cost estimate for the project. The project costs are estimated higher than the available budget for the project. Therefore, City administration is recommending reprogramming the funds from Sidewalk – Upper Whittier Street to the Facilities & Grounds Office project.

Document Created by: Finance Department
Document Posted on: December 5, 2019

R-2019.10.23 Reprogram Unexpended Bond Proceeds
from Sidewalk Upper Whittier Street project to Chapel
Restoration and Facilities & Ground Office Project.doc
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2019.10.23 – 173**
Resolution Re: Rescind CIP Projects Authorized to be Bonded Unissued
Small Balances

WHEREAS: There are existing minor balances of authorizations for bonding in the FY14, FY16, and FY18 Capital Improvements Programs (CIPs) that remain unissued; and

WHEREAS: The issuance of general obligation bonds are typically in increments of \$5,000.00; and

WHEREAS: There will be no future opportunity to issue bonds for the minor balances of these authorizations for bonding; and

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

The following CIP authorizations for bonding are hereby rescinded:

	CIP	Date	Amount	Amount	Amount	Year
Project Name	Fiscal Year	Authorized	Authorized	Bonded	To Rescind	Bonded
New Police Facility	2014	12/12/2012	\$8,702,479	\$8,700,000	\$2,479	2014
Sidewalk - Mast Rd/Spruce Lane	2014	12/12/2012	\$149,525	\$149,500	\$25	2019
WWTP - Facility Upgrade	2014	12/12/2012	\$8,937,236	\$8,937,165	\$71	2017/2019
Total FY2014 CIP Authorization for Bonding to be Rescinded:					\$2,575	
Stormwater Imprv. Keating & Birchwood	2016	11/12/2014	\$1,000,000	\$999,965	\$35	2019
Sewer Improv. Keating & Birchwood	2016	11/12/2014	\$1,050,000	\$1,049,927	\$73	2019
Total FY2016 CIP Authorization for Bonding to be Rescinded:					\$108	
Public Safety Communication Upgrade	2018	1/25/2017	\$1,334,490	\$1,334,000	\$490	2017
Total FY2018 CIP Authorization for Bonding to be Rescinded:					\$490	

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2019.10.23 – 173**
Resolution Re: Rescind CIP Projects Authorized to be Bonded Unissued
Small Balances

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2019.10.23 – 173**
Resolution Re: Rescind CIP Projects Authorized to be Bonded Unissued
Small Balances

RESOLUTION BACKGROUND MATERIAL:

As part of the FY2014 CIP authorization for bonding, the City council approved bonding \$8,702,479 for the New Police Facility. In June 2014 the city issued general obligation bonds. In that bond issue was \$8,700,000 under the authorization for the New Police Facility. In order to keep the overall bond sale based upon increments of \$5,000.00 there was \$2,479 from the New Police Facility authorization that was not bonded. This remaining authorization needs to be rescinded to remove it from the city's ledger of unissued long term debt authorizations.

As part of the FY2014 CIP authorization for bonding, the City council approved bonding \$149,525 for the Sidewalks – Mast Rd/Spruce Lane. In June 2019 the city issued general obligation bonds. In that bond issue was \$149,500 under the authorization for the Sidewalk Mast Rd/Spruce Lane. In order to keep the overall bond sale based upon increments of \$5,000.00 there was \$25 from the Sidewalk Mast Rd/Spruce Lane authorization that was not bonded. This remaining authorization needs to be rescinded to remove it from the city's ledger of unissued long term debt authorizations.

As part of the FY2014 CIP authorization for bonding, the City council approved bonding \$8,937,236 for the WWTP – Facility Upgrade. In April 2017 the city finalized a loan with NH Department of Environmental Services through the Clean Water State Revolving Loan program. This resulted in \$598,071 remaining as unissued debt authorization. In June 2019 the city issued general obligation bonds. In that bond issue was \$598,000 under the authorization for the WWTP – Facility Upgrade. In order to keep the overall bond sale based upon increments of \$5,000.00 there was \$71 from the WWTP – Facility Upgrade authorization that was not bonded. This remaining authorization needs to be rescinded to remove it from the city's ledger of unissued long term debt authorizations.

As part of the FY2016 CIP authorization for bonding, the City council approved bonding \$1,000,000 for the Stormwater Improvements on Keating/Birchwood. In March 2019 the city finalized a loan with NH Department of Environmental Services through the Clean Water State Revolving Loan program. This resulted in \$175,435 remaining as unissued debt authorization. In June 2019 the city issued general obligation bonds. In that bond issue was \$175,400 under the authorization for the Keating/Birchwood project. In order to keep the overall bond sale based upon increments of \$5,000.00 there was \$35 from the Keating/Birchwood authorization that was not bonded. This remaining authorization needs to be rescinded to remove it from the city's ledger of unissued long term debt authorizations.

As part of the FY2016 CIP authorization for bonding, the City council approved bonding \$1,050,000 for the Sewer Improvements on Keating/Birchwood. In March 2019 the city finalized a loan with NH Department of Environmental Services through the Clean Water State Revolving Loan program. This resulted in \$316,573 remaining as unissued debt authorization. In June 2019 the city issued general obligation bonds. In that bond issue was \$316,500 under the authorization for the Keating/Birchwood project. In order to keep the overall bond sale based upon increments of \$5,000.00 there was \$73 from the Keating/Birchwood authorization that was not bonded. This remaining authorization needs to be rescinded to remove it from the city's ledger of unissued long term debt authorizations.

As part of the FY2018 CIP authorization for bonding, the City council approved bonding \$1,334,490 for the Public Safety Communications Upgrade. In November 2017 the city issued general obligation bonds. In that bond issue was \$1,334,000 under the authorization for the Public Safety Communications Upgrade. In order



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.5.

Resolution Number: **R – 2019.10.23 – 173**
Resolution Re: Rescind CIP Projects Authorized to be Bonded Unissued
Small Balances

to keep the overall bond sale based upon increments of \$5,000.00 there was \$490 from the Public Safety Communications Upgrade authorization that was not bonded. This remaining authorization needs to be rescinded to remove it from the city's ledger of unissued long term debt authorizations.

This resolution does not increase or decrease any appropriations for these CIP projects or any Operating Budget funds. Whereas, these small balances represent expenditures that need to be financed in order to have project expenditures equal to project revenues, there will be operating budget transfers from the following City funds:

\$3,029.00 from the City's General Fund operating budget to finance the \$2,479 (Police Facility), \$25 (Sidewalk Mast Rd/Spruce Lane), \$35 (Stormwater Keating/Birchwood), and \$490 (Public Safety Communication Upgrade).

\$144.00 from the City's Sewer Fund operating budget to finance the \$71 (WWTP Facility Upgrade) and \$73 (Sewer Keating/Birchwood).



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2019.11.13 – 183**

Resolution Re: Reprogram Portion of FY2017 CIP Appropriation for Park Improvements Amanda Howard (Park Improvements Reserve) to Skate Park Project

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Non-Debt Financing authorization for certain CIP projects; and

WHEREAS: The City Council appropriated \$112,500.00 for Park Improvements Amanda Howard as part of the FY2017 CIP Non-Debt financed projects resolution on December 9, 2015, said improvements to be fund through the Park Improvements Capital Reserve; and

WHEREAS: The City has identified that \$100,000.00 of CDBG funds are eligible for Park Improvements at Amanda Howard Park, thereby resulting in \$100,000.00 of previously authorized appropriations being available for reprogramming to another CIP project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$100,000.00 (One Hundred Thousand Dollars) of unexpended appropriations is hereby reprogrammed from the Park Improvements Amanda Howard to Skate Park project, said appropriation to be funded through use of the Park Improvements Capital Reserve as follows:

		Available	Reprogram	Adjusted
Project Number	Project Description	Balance	Adjustment	Balance
4017.1.350.45220.4710.05231.17	Park Improvements Amanda Howard	108,830.00	(100,000.00)	8,830.00
4017.1.350.45220.4715.05318.17	Skate Park Improvements	0.00	100,000.00	100,000.00
	Total Available Funding	108,830.00	0.00	108,830.00

NOTE: This resolution reprograms available capital improvement program non-debt financed appropriations and therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Sue Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2019.11.13 – 183**
Resolution Re: Reprogram Portion of FY2017 CIP Appropriation for Park Improvements Amanda Howard (Park Improvements Reserve) to Skate Park Project

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.6.

Resolution Number: **R – 2019.11.13 – 183**
Resolution Re: Reprogram Portion of FY2017 CIP Appropriation for Park Improvements Amanda Howard (Park Improvements Reserve) to Skate Park Project

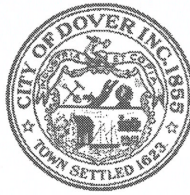
RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Park Improvements Amanda Howard project. This resolution does not authorize an increase in the use of Park Improvements Capital Reserve funds. This resolution reprograms funding from the Park Improvements Amanda Howard project to Skate Park Improvements project.

On December 9, 2015 the Dover City Council approved the FY2017 Capital Improvements Program (CIP) authorization for non-debt financed projects, which included an appropriation of \$112,500.00 for Park Improvements Amanda Howard to be financed with a transfer from the Park Improvements Capital Reserve.

The Park Improvements project for Amanda Howard Park and Guppy Park Improvements project are overlapping projects. Initial discussions by City administration identified the use of \$100,000.00 of CDBG funds to go towards the relocation of the Skate Park to be at Guppy Park. In confirming eligible use of CDBG funds for the Skate Park it was determined that CDBG funds are restricted to certain types of park improvements and the Skate Park stand-alone funding was not likely to get approved through the Federal review of the proposal and CDBG guidelines. The City administration looked to identify eligible alternatives for using the CDBG funds that would result in other available funding for the Skate Park.

The Amanda Howard Park improvements project was determined to be a more compatible use of the \$100,000.00 of CDBG funds. This results in \$100,000.00 of appropriations for the Amanda Howard CIP project to be available for reprogramming to the Skate Park.



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

Check (✓) the type of application:

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

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

Organization Name: New Hampshire Soap Box Derby Inc.

Federal Tax ID number for Organization: 02-0374130

Check (✓) Nature of Organization:

Religious____, Educational____, Charitable____, Civic____, Sports ✓, Veterans____, Fraternal or Political____, Other____
(Describe) Grassity powered car race for children ages 7 to 20.

Contact Person: Richard Behan Day Time Telephone: 603 953 3086

Address: 118 Grove Street Dover NH 03820 Email rabehan54@hotmail.com

Purpose of Permit: conduct 77th annual soap box derby state championship race

Date of Event: June 7, 2020 Specific Time: 8:00 AM to 4:00 PM

Location of Event: Broadway Oak Street intersection to 50 feet beyond Florence Street

*****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): Broadway (Oak to Hill Streets)

Police Department Block Party Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

SIGNATURE OF APPLICANT: Richard Behan DATE: 11/5/2019

(duly authorized)

PRINTED NAME: Richard Behan

Licensing Board Approval [Signature] Date: 11/22/19



COI required

MES

PERMIT APPLICATION
CITY OF DOVER, NEW HAMPSHIRE

ROAD RACE

Check(✓) the type of application:

PARADE** ☒ , ROAD TOLL*** ☐

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

Organization Name: DOVER MAIN STREETFederal Tax ID number for Organization: 020509406

Check(✓) Nature of Organization:

Religious ☐ , Educational ☐ , Charitable ☒ , Civic ☒ , Sports ☐ , Veterans ☐ , Fraternal or Political ☐ , Other ☐Name/Description of Event (if applicable): RUN B4 YOU CRAWL 5K RACE + PUB CRAWLContact Person: STEPHEN PIPER Day Time Telephone: 603 312-0342Address: 100 MAIN ST, SUITE 145 DOVER Email: STEVE.PIPER@DOVERMAINSTREET.ORGDate of Event: SATURDAY, MARCH 14, 2014 Specific Time: 9 AM - 10:30 (RACE); 11:00 AM - 3 PM (CRAWL)Location of Event (if parade, attach course description or map): DOVER TRANSPORTATION CENTER
(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: 10/31/19

(duly authorized)

PRINTED NAME: Erin Telice

Licensing Board Approval _____

Date: 11/22/19

1/2015



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2019.12.11 – 186**
Resolution Re: B12049 Additional Design and Construction Services for Silver Street Wayfinding & Visitors Information System

WHEREAS: Sealed bids # B12049 were requested and received for a Silver St. Reconstruction Consulting Services on March 15, 2012 at 2:00 PM EST.; and

WHEREAS: A pre-bid meeting was held on February 23, 2012 with 23 vendors attending. Eight proposals were received and evaluated. A short list of the three top candidates was issued and their cost proposals opened. Interviews were conducted and council awarded Underwood Engineers (UE) of Portsmouth NH via [R-2012.05.09-58 13B3](#) ; and

WHEREAS: Underwood Engineers had retained Gamble Design LLC as their team member for design and installation of informational signage for the Silver Street corridor. In August 2018 the City received the scope of work and costs from Gamble Design LLC for Phase III through VII for wayfinding services to include design development, construction documents and oversight in the amount of \$30,000. Due to the nature of the scope of work, city staff proposed the change of the prime consultant (UE) to the team member, Gamble Design LLC which was approved by council via Resolution [R-2018.08.22-110](#)

WHEREAS: The City has received an amendment one to the agreement in the amount of \$51,935.00 which includes \$6,600.00 from the original cost for a net change order totaling \$45,335.00 for an expanded scope of services to include the urban core.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Revision to Gamble Design LLC of Portsmouth NH for design and construction services for the Silver St wayfinding Phase III through VII in the amount of \$45,335.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
4020.1.300.43122.4744.03113.20	CS Fixtures	440,000	440,000

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.3.

Resolution Number: **R – 2019.12.11 – 186**
Resolution Re: B12049 Additional Design and Construction Services for
Silver Street Wayfinding & Visitors Information System

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2019.12.11 – 186**
Resolution Re: B12049 Additional Design and Construction Services for Silver Street Wayfinding & Visitors Information System

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals via sealed Bid B12049 for consulting services for the reconstruction of approximately 4,000 feet of Silver Street from Central Avenue to Exit 8. The Sub-Consultant provided Phase I & II for informational signage and free standing Community Event /information kiosk along Silver Street and primary and secondary gateway signs. City staff sought to continue the wayfinding services directly with Gamble Design LLC in the amount of \$30,000.00 for Silver Street as a pilot project for the rest of the City wayfinding which is part of the Capital Improvements Program. After going out to bid twice, staff decided to request that Council vote to change the contract to allow for design and fabrication for the wider City core instead of just the Silver Street pilot.

Phase	Scope	Cost	Expenses
III	Expanded Program & Design	17,125	285
IV	Preliminary Documentation for Bid Package	8,595	175
V	Bidder Pricing Review	1,025	95
VI a	Final Documentation & Digital Production	12,500	725
VI b	Fabrication Coordination	3,290	445
VII	Installation review	700	375
		49,485	2,450
	Total not to exceed	45,335.00	

Award Information:

A purchase order revision will be issued to Gamble Design LLC to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	154	Number of Responses:	8
Warranty:	na	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	no
Prices will hold for:	Until complete	Estimated Delivery:	As needed
Recommended Award to:	Gamble Design, 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

[B12049 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2019.12.11 – 187**

Resolution Re: B17024 Excavation of Waterfront Parcel on River St
Amendment Three

WHEREAS: A Sealed (RFQ) Request for Qualifications #B17024 was issued and received requesting firms to submit their qualifications for the development of the waterfront site at River Street on December 15, 2016 at 2:00 pm; and

WHEREAS: Four firms replied and the qualifications were evaluated by the RFQ review sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. Interviews of all four firms were conducted on January 9, 2017 and the recommendation was to enter into negotiations with Severino Trucking for cost and scope of work which was approved via council resolution [R-2017.03.22-023](#); and

WHEREAS: The City has received Amendment #1 which was approved by council via resolution [R-2018.11.14-146](#) and detailed in back ground section and Amendment #2 extended timeline to 6.30.2020. The City received Amendment #3 to expand the bluff excavation so that additional blasting and bluff removal could be accomplished in order to make the site ready for redevelopment. This added work is estimated with cost in the amount not to exceed \$228,277.00.

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

Authorization for Purchasing Agent to issue a purchase order revision is contingent upon appropriation being adopted as part of FY2021 CIP Authorization for bonding. Once adopted, the Purchasing Agent is hereby authorized to issue an amendment to the existing purchase order to Severino Trucking of Candia NH for additional land development services for waterfront parcel at rates provided in amendment one and in conjunction with RFQ B17024. 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
4018.1.180.41910.4715.02513.18	Cochecho Waterfront	500,000	79,936
4020.1.180.41910.4715.02513.20	Cochecho Waterfront (anticipated)	2,400,000	FY21CIP

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2019.12.11 – 187**
Resolution Re: B17024 Excavation of Waterfront Parcel on River St
Amendment Three

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 – 2019.12.11 – 187**
Resolution Re: B17024 Excavation of Waterfront Parcel on River St
Amendment Three

RESOLUTION BACKGROUND MATERIAL:

Four firms replied and the qualifications were evaluated by the RFQ review sub-committee of the Cochecho Waterfront Development Advisory Committee (CWDAC) and City personnel. Interviews of all four firms were conducted on January 9, 2017 and the recommendation was to enter into negotiations with Severino Trucking for cost and scope of work. The evaluating team negotiated a scope of work and cost in the amount of \$749,178.00 for the base bid and an add alternate of \$112,882.00 for placing the spoils near the dredge cell for a total cost of \$862,060.00.

The City received Amendment #1 to expand the bluff excavation so that additional blasting and bluff removal could be accomplished. This added work would produce 17,500 cubic yards of blast rock that will be left on site for the City to use on future projects with cost in the amount not to exceed \$250,000.00. Vendor has also offered pricing for processing and stockpiling the material of crushed stone and stone dust with a cost of \$175,000.00 for a total amendment of the contract in the amount of \$425,000.00.

Amendment #2 was an additional timeline to the project through June 30, 2020 and Amendment #3 is for additional bluff removal in order to make the site ready for redevelopment. This added work is estimated with cost in the amount not to exceed \$228,277.00.

Bid Information:

A Sealed (RFQ) Request for Qualifications #B17024 was issued and received requesting firms to submit their qualifications for the development of the waterfront site at River Street on December 15, 2016 at 2:00 pm

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	315	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until completion	Estimated Delivery:	As needed
Recommended Award to:	Severino Trucking	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

[B17024 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.12.11 - 188**

Resolution Re: B18039 Engineering Services for Spur Road Reconstruction
Additional Scope of Work

WHEREAS: A Sealed Request for Bid B18039 was issued and received for professional design consulting services for Spur Road Reconstruction on January 30, 2018 at 2:30 pm. A prebid meeting was conducted on January 10, 2018 with fourteen firms attending; and

WHEREAS: The City received eight bid replies and evaluations were conducted. A short list of top candidates was created and cost proposals were opened. It was the recommendation of the evaluating team to award this project to Underwood Engineers Inc at the bid rates submitted in the amount of \$284,300.00 which was approved via resolution [R-2018.02.28-013](#). Since the award the city has approved two amendments totaling \$16,100.00; and

WHEREAS: Underwood Engineers, Inc has submitted a cost and scope of work for amendment three to provide construction phase engineering services in the amount of \$200,000.00 and listed in the background section of this resolution.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Revision to Underwood Engineers Inc of Portsmouth NH for construction engineering services for Spur Rd at rates provided in the amount of \$200,000.00 and in conjunction with Bid B18039. 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
5300.1.300.43320.4757.03562.17	Water Spur Rd	1,915,953.00	791,178.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2019.12.11 - 188**

Resolution Re: B18039 Engineering Services for Spur Road Reconstruction
Additional Scope of Work

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 – 2019.12.11 - 188**
Resolution Re: B18039 Engineering Services for Spur Road Reconstruction
Additional Scope of Work

RESOLUTION BACKGROUND MATERIAL:

The City of Dover received proposals for consulting services for the design of Spur Road Reconstruction Project. This area consists of approximately 13,200 LF of roadway with associated drainage and water main components. The Consultant will provide engineering services for the design, specifications, and bid documents and clarifications for this project.

The project entails roadway reconstruction with cement injection, approximately 3,800 LF of new 12 inch water main installation, replacement of a turnpike water main crossing and drainage inspections and possible improvements.

Original Bid - Design Services \$284,300.00

Amendment One - Survey, design and bid assistance \$13,000.00

Amendment Two - Recordable Easement Plan \$3,100

Amendment Three - Construction Services, drawings, soils, permitting, monitoring and reporting \$200,000.00

Bid Information:

A Sealed Request for Bid B18039 was issued and received for Spur Road Reconstruction on January 30, 2018 at 2:30 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	338	Number of Responses:	8
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:	Underwood Engineers Inc	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2019.12.11 – 189**

Resolution Re: **Dover 400 Website Development and Maintenance Services**

- WHEREAS: This past fall members of the Dover 400th Anniversary Committee sought pricing for the website and logo development and maintenance services; and
- WHEREAS: Five firms were contacted with thee no responses, one unable to quote due to a timeline that was too aggressive for them and one response with an offer in the amount of \$750.00 for the website development and \$150.00 per month for maintenance; and
- WHEREAS: City council may waive the bidding process per 3-36 B “The competitive bid procedure may be waived by a majority vote of the city council”.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Dayne Prothero DBA DaynePro Design of North Easton MA for the Dover 400th website development and maintenance services consistent with the authorization herein. The City Manager, or designee, is hereby authorized to further negotiate and execute the related contracts 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
7200.1.00000.2049.09199.00.00	Held for Benefit 400th Anniversary	68,319.73	68,319.73

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston

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

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2019.12.11 – 189**

Resolution Re: Dover 400 Website Development and Maintenance Services

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2019.12.11 – 189**

Resolution Re: Dover 400 Website Development and Maintenance Services

RESOLUTION BACKGROUND MATERIAL:

Per Committee, vendor solicited are:

Vendor 1: Danielle Festa Keefe at dgraphics.co. No response

Vendor 2: Brown & Co graphic design, contacted at hello@browndesign.com. No response, multiple inquiries

Vendor 3: Portsmouth Web Design: message left at 603-319-4913

Vendor 4: Brainstorm: contacted at hello@wearebrainstorm.com. Met with Briana and Jason multiple times; they are interested in working with us but the timeline we have right now is too aggressive for them at the present.

Vendor 5: DaynePro Designs. This is our preferred vendor (dayne@daynepro.com) and has the most reasonable costs:

- Website/Logo Design and Launch: \$750

- Monthly maintenance: \$150, paid annually

- The committee will assume responsibility for obtaining a hosting service and registering a domain name.

Bid Information:

City council may waive the bidding process per 3-36 B “The competitive bid procedure may be waived by a majority vote of the city council”.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.12.11 – 190**

Resolution Re: Dover Pudding Hill Aquifer Change Order #3 Underwood Engineers, Inc

WHEREAS: Underwood Engineers (UE) was the awarded firm through Sealed Bid B14074 for professional engineering services water system facilities upgrade and has performed various services as outlined in the background section of this resolution; and

WHEREAS: UE has submitted a c/o 3 for the final design phase, surveying, subsurface investigation and bid assistance totaling \$603,000.00

WHEREAS: Schnitzer Industries (New England Metal Recycling) has committed to reimbursing the City for 100% of these costs; and

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

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

Upon receipt of the executed Memorandum of Understanding from Schnitzer Industries (New England Metal Recycling) the Purchasing Agent is hereby authorized to issue a Change Order #3 to Underwood Engineers for professional engineering services in the amount not to exceed \$603,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4757.03592.18	Pudding Hill Aquifer Remediation	1,131,058.09	603,000.18

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2019.12.11 – 190**

Resolution Re: Dover Pudding Hill Aquifer Change Order #3 Underwood Engineers, 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.7.

Resolution Number: **R – 2019.12.11 – 190**

Resolution Re: Dover Pudding Hill Aquifer Change Order #3 Underwood Engineers, Inc

RESOLUTION BACKGROUND MATERIAL:

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

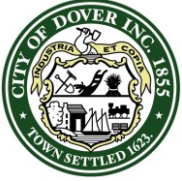
In September 2016 the City received a scope of work and estimated costs in the amount of \$16,800 for preliminary design services for an artificial recharge basin in the Pudding Hill Aquifer from Underwood Engineers, which City Council subsequently approved via resolution [R-2016.09.28-127](#). In April 2017 the city received change order #1 for additional pilot testing work and temporary perfluorinated compound (PFAS) treatments in the amount of \$22,100 approved by City Council via resolution [R-2017.04.12-037](#). In September 2018 the City has received Change order #2 for additional professional engineering services to conduct actual pilot-testing of recommended treatment technologies to potentially remove contaminants within the Pudding Hill Aquifer to levels acceptable for drinking water purposes, and to develop additional recommendations relating to the production wells in the aquifer prior to advancing infrastructure improvements in the amount of \$234,500 approved by City Council via Resolution [R-2018.09.26-125](#)

History of scope and costs:

Agreement: preliminary design Including evaluation, preliminary design & conceptual drawings, meetings, opinion of cost.	\$16,800
C/O 1 Preliminary Design and Temp PFSA Treatment	\$22,100
C/O 2 Study Phase prior to advancing infrastructure improvements	\$234,500
C/O 3 Final Design/Bidding Phase	\$603,000
Total Cost to date Underwood Engineers	\$876,400

Purchasing Information:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2019.12.11 – 191**
Resolution Re: **Approval of Sixth Amendment to Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing Dated April 14, 2017**

- WHEREAS: The City of Dover and New England Metal Recycling, LLC (NEMR) entered into a Memorandum of Understanding (MOU) dated April 14, 2017 regarding the Pudding Hill Aquifer Artificial Recharge Pilot Testing; and
- WHEREAS: The MOU has been amended five previous times to add/extend the scope of work; and
- WHEREAS: The purpose of this Sixth Amendment to the MOU is to complete the design of a water treatment system to treat water in the Pudding Hill aquifer; and
- WHEREAS: Pursuant to this Sixth Amendment, Underwood Engineers will perform work as outlined in the Scope of Services, Final Design Phase dated November 1, 2019 attached as Exhibit A; and
- WHEREAS: NEMR shall reimburse the City of Dover 100% of the fees and expenses charged by Underwood Engineers for the Scope of Services, Water Facilities Final Design Phase..

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

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

AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.8.	
Resolution Number: R – 2019.12.11 – 191 Resolution Re: Approval of Sixth Amendment to Memorandum of Understanding Development of Replacement Well at the Dover Pudding Hill Aquifer Artificial Recharge Pilot Testing Dated April 14, 2017		

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

See attached “Exhibit A, Scope of Services” (tables and data attachments omitted).

The City has remained committed to keeping the Pudding Hill Aquifer viable as a public drinking water supply source. The aquifer has a volumetric capacity sufficient to meet over 40% of the City’s current daily demands.

In order to reliably and effectively insure the long-term utility of the drinking water supply in the Pudding Hill Aquifer, pilot-testing work had previously been conducted to provide the basis for future design and construction of a facility to ensure that available treatment technology would be successful in removing contaminants. Several treatment technologies were evaluated by Underwood Engineers and also peer-reviewed by faculty at the University of New Hampshire to validate their effectiveness to remove the contaminants of concern.

Following up on the treatment pilot test work, additional water quality monitoring is ongoing, and now design work is proposed for a new treatment facility. The design work will incorporate upgrades to the existing wells within the aquifer to ensure they can deliver water to the new treatment facility. Design work will also take into consideration the use of the artificial recharge to augment the aquifer’s capacity and improve overall raw water quality. The City will ensure the responsible party continues to support the funding of this work in addition to working with NHDES to develop a plan to clean up the source of the contamination emanating from their property.

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

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

1. **Purpose:** The purpose of this Sixth Amendment to the MOU is to complete the design of a water treatment system to treat water in the Pudding Hill aquifer.
2. **Amendment to Memorandum of Understanding Documents:** This Sixth Amendment to the MOU shall include the scope of work prepared by Underwood Engineers November 1, 2019 Exhibit “A” Scope of Services, Final Design Phase, attached hereto.
3. **Responsibilities of NEMR:** NEMR shall reimburse the City for 100% of the fees and expenses charged by Underwood Engineers for the Scope of Services, Water Facilities Final Design Phase – up to an amount not to exceed \$603,000.00. Reimbursement payments shall be made by NEMR to the City within 30 days of receipt of Underwood Engineers invoices forwarded by the City to NEMR. Except for the reimbursement of the fees and expenses as set forth in this MOU, NEMR assumes no responsibility or liability with respect to the study, testing or engineering services covered by this MOU.

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

CITY OF DOVER

NEW ENGLAND METAL RECYCLING, LLC

J. Michael Joyal, Jr.
City Manager

Scott B. Sloan
Vice President - Environmental

EXHIBIT “A”

SCOPE OF SERVICES

FINAL DESIGN PHASE

Pudding Hill Area Water Treatment Facilities

Engineering Services

City of Dover, New Hampshire

November 1, 2019

Project Background

Three water supply wells for the City of Dover are located in the Pudding Hill aquifer: the Griffin Well, the Ireland Well, and DPH-1 Well. The Pudding Hill aquifer has a permitted production volume of 780 gpm (1.12 MGD), representing approximately 23% of the City’s current total water supply capacity of 4.8 MGD.

The Griffin well was taken offline in December 2015 due to contamination with per- and polyfluoralkyl (PFAS) above New Hampshire Ambient Groundwater Quality Standards (AGQS). Other contaminants detected in the aquifer include iron, manganese, 1,4 Dioxane and MtBE. The Ireland well was taken offline line in June 2018 after monitoring indicated rising levels of PFAS. The City has generally limited the operation of Well DPH-1 to intermittent periods to meet summer seasonal maximum demands.

The contamination is being monitored in the production wells and monitoring wells by the City’s hydrogeologist Emery & Garrett Groundwater Investigations (EGGI), a division of GZA GeoEnvironmental (GZA). Based on studies by EGGI, the source of contamination is understood to be the New England Metals Recycling (NEMR) facility in Madbury, NH. Formerly called Madbury Metals, the site is now owned by Schnitzer Steel Industries, Inc.

Per the request of the City to evaluate treatment of the contaminants, Underwood Engineers (UE) prepared a report titled *Pudding Hill Aquifer Master Plan Update 2018* (Draft July 2018). A pilot study of proposed treatment processes was completed in December 2018 for the Griffin and Ireland wells. UE is currently preparing a preliminary design (30%) for treatment improvements that is expected to be completed later this year in 2019.

NEMR’s consultant Sanborn, Head & Associates (SHA) submitted a Remedial Action Plan to NHDES to address the groundwater contamination. The RAP recommended monitored natural attenuation (MNA) and wellhead treatment for the City’s production wells. On behalf of the City, EGGI/GZA noted support for the proposed remedial approach based on coordinated use of the production wells and Artificial Recharge (letter dated September 10, 2019). The City desires the capability to treat water from each of the three production wells.

Basis of Design

The final design of treatment facilities for the Pudding Hill Aquifer will include the following treatment processes based on the Masterplan Update, pilot study report and preliminary design efforts to date:

- Iron and manganese treatment: GreensandPlus filtration. Removal of iron and manganese is necessary prior to PFAS and 1,4 Dioxane treatment to protect the efficiency and life span of equipment.
- PFAS removal: Granular activated carbon or ion exchange resin. Final selection will be based on feasibility, performance and cost effectiveness. See note below regarding RO.
- 1,4 Dioxane and MtBE: Advanced oxidation using ultraviolet (UV) light and hydrogen peroxide.
- Finished water chemical feeds including fluoridation, disinfection, pH adjustment and corrosion control consistent with other treatment facilities recently upgraded in Dover (Phase 1 improvements).

Note, the Masterplan Update in 2018 considered alternate treatment with reverse osmosis (RO) treatment to be not feasible for reasons including the typically high percentage waste stream and the high capital cost. The pending 30% design report will briefly review recent RO technologies that manufacturers report to have reduced waste streams to confirm whether RO should be considered for final design.

The treatment facility will be based on the design influent concentrations and groundwater withdrawal rates recommended by EGGI/GZA per their letter dated October 11, 2019. The design influent concentrations include PFAS, 1,4 dioxane and MtBE (Attachment A). Treatment goals are indicated in Attachment A based on current water quality standards including new standards set by NHDES in July 2019 for four (4) PFAS compounds. Iron and manganese treatment will be based on the highest levels seen in the production wells and additional data from EGGI/GZA anticipated under separate cover. The design treatment rates are:

- 800 gpm design average flow (based on the 24 hour sustainable aquifer yield)
- 1,000 gpm design peak flow (based on operation of up to 2 wells at 500 gpm each simultaneously).

The major aspects of the design are summarized as follows:

- New treatment building approximately 9,300 SF located near Well DPH-1 on City property, or similar location on City property consistent with long term plan for the aquifer, to be confirmed during preliminary design. Anticipated construction includes foundation with spread footings and frost walls, CMU walls with insulation and split face block veneer similar to other recently built facilities in Dover. Roof will be flat or truss gable. The process areas will require up to 22 feet of vertical clear space based on GAC vessels.
- Reinforced concrete basins below grade, and below a portion of the building, including two backwash/recycle basins, finished water clear well, and pipe gallery, with floor

hatches and safety hoists for personnel access. The basins will serve backwashing needs for both the GreensandPlus and GAC/resin media.

- Pretreatment chemical feed systems including hypochlorite for oxidation and sodium hydroxide for pH adjustment.
- Iron and manganese treatment system including three (3) vertical filter vessels 11 ft in diameter, including media, control valves, filter control panel, and blower.
- Backwash pumps sized to backwash GreensandPlus media on a routine basis or GAC/resin media upon installation of new media.
- PFAS treatment system consisting of two (2) lead-lag trains of pressure vessels containing GAC (10 ft diameter) or resin media (8 ft diameter), with interconnecting piping and valves.
- Advanced oxidation system using dual UV reactors, including control panels, hydraulic cleaning system, UV transmittance monitor, and peroxide feed system.
- Post clear well finished water chemical feed systems, including fluoridation, zinc orthophosphate for corrosion control, sodium hydroxide for pH adjustment, and hypochlorite for disinfection.
- Finished water pumps to supply treated water to the distribution system.
- Chemical feed for dechlorination (required only for resin media)
- GAC polishing filter, to quench residual hydrogen peroxide. Note, this unit may not be required if it is confirmed feasible to place the advanced oxidation step ahead of GAC treatment.
- Electrical power systems, including emergency generator.
- Main control panel, incorporated into Dover's existing SCADA system.
- Instrumentation for process control, including flowrate, pressure, level and online analyzers for pH, fluoride and chlorine.
- Piping improvements to connect existing wells to new treatment plant and distribution system.
- Sitework improvements including driveway, drainage, and utilities.
- Wastewater connection to existing City sewer system, including pumping equipment if required.
- New well pumps for Griffin, Ireland and DPH-1 wells, if necessary, to overcome headlosses in new treatment systems.
- Demolition of existing well house at Ireland Well. Existing chemical feed systems and controls will be replaced by new systems at the proposed treatment plant, as flow will need to be conveyed to the new treatment units.

Underwood Engineers will provide the following additional professional engineering services:

SCOPE OF WORK

Task 1 – Final Design

- Prepare final plans and details of the proposed improvements at an appropriate scale. Contract drawings will be prepared using AutoCAD. Anticipated Drawings include:
 - General notes and legend.

- o Civil/Site plans and details.
 - o Architectural details and elevations.
 - o Structural plans, cross sections and details.
 - o Process/Mechanical plans, cross sections and details.
 - o Heating, Ventilation, and Plumbing plans and details.
 - o Electrical plans and details.
 - o Instrumentation and Controls plans and details.
- Prepare technical specifications in Construction Specification Institute (CSI) format.
- Prepare bidding documents, including contractual conditions and instructions to bidders, suitable for approval by NHDES Drinking Water SRF funding source.
- Prepare updated opinion of construction cost.
- Attend a total of four design status meetings. These will include a kick-off meeting and progress meetings at 60%, 90% and 99%.
- Attend one meeting with NHDES to review the proposed design for approval.
- Attend one meeting with NEMR to review proposed design.
- Attend one public information meeting and assist presentation of proposed improvements.
- An allowance is included to provide hydrogeologic assistance services using Emery and Garret Groundwater Investigations (EGGI/GZA) as a subconsultant. EGGI/GZA will provide Technical Assistance and attend selected meetings to support this work.
- An allowance is included for UE to subcontract with a 3rd party to review the 30% design and to provide technical assistance for final design work. UE will use UNH (Dr. Jim Malley) to provide the peer review services.
- Underwood Engineers will assist the City in preparing applications for the following permits anticipated for this project:
 - o NHDES Drinking Water and Groundwater Bureau design review.
 - o Sewer connection application and industrial user permit, if necessary.
 - o Local approvals including Planning Board and/or Code Enforcement.
 - o Based on preliminary work, the following permits are not anticipated:
 - Shoreland Protection Permit
 - Wetlands Permit
 - Groundwater Discharge Permit
- The Contractor will be required to obtain the following permits. Underwood Engineers will include these requirements in the construction contract documents.
 - o Storm Water Pollution Prevention Plan and Notice of Intent as required under the NPDES General Construction Permit.
 - o Building permit as required.
 - o Notification of asbestos abatement and demolition work, based on surveys previously completed at the Griffin and Ireland facilities, if applicable.
- Summary of Deliverables.
 - o Two (2) paper copies and an electronic copy of the final Construction Drawings and Project Manual (technical specifications and bidding documents).
 - o Updated Opinion of Probable Cost.

- o Updated bidding and construction schedule.
- An allowance is included for the following specialty services:
 - o Thrust restraint/pipe support evaluation
 - o Hydrogeological assistance

Task 2 – Survey

- Provide topographic survey to supplement existing surveys and record drawings at the project areas (DPH-1 Well and Ireland Well). Survey will be at 1" = 10' scale (or other scale if appropriate) with a contour interval of 2 feet in the project area.
- Establish ground control including benchmarks at each project area, using the City's standard datums.
- Locate existing boundaries within 300' of the site based on visible evidence and/or tax maps only.

Task 3 – Subsurface Investigations

- Assess subsurface soil and groundwater conditions at the treatment plant site by completing borings and probes (1 day of field work).
- Evaluation will consider foundation type(s), settlement and control, allowable soil bearing pressure, foundation depth, temporary shoring/sheeting, groundwater control, and use of on-site materials.
- Prepare a geotechnical report regarding construction and dewatering techniques, to be included in the bidding documents.

Task - Bidding

Engineering services will be provided to bid and award one major construction contract.

Bidding Services:

- Provide copy of the Advertisement for Bid to the City and construction advertising agencies.
- Attend pre-bid meeting and prepare meeting notes.
- Respond to technical questions from bidders, if requested by the City.
- Prepare and issue addenda, if necessary.
- Attend the bid opening and prepare a Bid Tabulation.
- Review bids for errors, accuracy and completeness; check bidder references and qualifications, review Bonds, Insurance Certificates, and federal provision compliance forms if applicable.
- Provide a recommendation to the City regarding Contract Award.
- Prepare correspondence to the NHDES to request authorization to award, including bid results, updated project opinion of cost, and selected contractor.

Contract Award Services:

- Prepare six (6) copies of the Contract Documents, including Notice of Award, Contract Agreement and Notice to Proceed for execution by the City and Contractor.

- Attend one (1) Pre-Construction meeting with Contractor, funding partners, and City representatives and prepare meeting summary.

Client Responsibilities

- Information requested:
 - Access to existing wells and treatment facilities.
 - Water quality sampling and analysis.
 - Mark out existing buried water lines prior to drilling and survey work.
 - Reports and findings by EGGI/GZA and others as they come available.
- City's SCADA integrator to provide information on existing system and review proposed improvements.

We understand the following bidding services will be performed by the City:

- Post advertisement in newspapers.
- Distribute sets of Contract Documents electronically to prospective bidders and track distribution.
- Print copies of Contract Documents for distribution.

Work Not Included

- Improvements or demolition of other existing water facilities including Griffin Water Treatment Plant
- Improvements to existing wastewater pumping station on Stonewall Drive.
- Distribution of printed copies of contract documents to bidders
- Construction phase engineering, including pre-qualification of contractors
- Permit application fees
- Alteration of Terrain permit
- Access road improvements beyond 100 feet from structures
- Water sampling and analysis - City to provide
- Asbestos abatement
- Seismic design/ground improvements to prevent liquefaction.
- Design for LEED certification
- Piloting
- Negotiations or meetings with other parties or legal assistance, other than noted above
- Public information assistance, other than noted above.

Engineering Fees

<i>Task</i>	<i>Amount</i>
<i>Task 1 – Final Design</i>	\$512,000
<i>Task 1a Peer Review Allowance</i>	\$10,000
<i>Task 1b Hydrogeological Services Allowance</i>	\$30,000
<i>Task 2 – Survey</i>	\$9,500
<i>Task 3 – Subsurface Investigations</i>	\$15,500
<i>Task 4 – Bidding</i>	\$26,000
<i>Total</i>	\$603,000

Budgets

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

Schedule

The above work is expected to have a duration of up to 12 months. The following schedule assumes an authorization to proceed by December 2019.

Preliminary Design Report (in progress)	December 2019
Begin Final Design	Winter 2019/2020
60% Design	Summer 2020
Submit Final Design for Approval	Fall 2020
Bidding	Winter 2020/2021

Pudding Hill Aquifer						
Design Raw Water Quality and Treatment Goals - Revised October 2019						
Analyte	MCL (Note 4)	FOR DESIGN Griffin Well Maximum Concentration Detected (Note 3)	FOR DESIGN Ireland and DPH-1 Wells Concentration Detected (Note 3)	Maximum Concentration Griffin Well	Maximum Concentration Ireland Well	Maximum Concentration DPH-1 Well
PFAS (ppt) (NoteA)						
PFBA	-	49.05	57.7	11.5	14.8	8.97
PFPeA	-	99	104	21.6	28.4	7.2
PFBS	-	73.5	54.5	7.08	13.8	ND
PFHxA	-	147	189	26.6	42.7	6.63
PFHpA	-	143	104.8	14.7	23.4	ND
PFHxS	18	315	174	24.7	50.7	4.66
PFOA	12	850	522	84	106	4.42
PFNA	11	49.9	13.3	ND	ND	ND
PFOS	15	720	641	217	173	ND
PFDA	-	n/a	0.9	ND	ND	ND
MeFOSAA	-	n/a	n/a	ND	ND	ND
EtFOSAA	-	n/a	n/a	ND	ND	ND
PFUnA	-	n/a	n/a	ND	ND	ND
PFDoA	-	n/a	n/a	ND	ND	ND
PFTiDA	-	n/a	n/a	ND	ND	ND
PFTeDA	-	n/a	n/a	ND	ND	ND
PFAS (PPT) (Note 1B)						
4:2 FTS	-	n/a	n/a	ND	ND	-
PFPeS	-	n/a	n/a	ND	ND	-
6:2 FTS	-	n/a	n/a	ND	ND	-
PFOSA	-	n/a	n/a	ND	ND	-
PFHpS	-	n/a	n/a	ND	ND	-
8:2 FTS	-	n/a	n/a	ND	ND	-
PFDS	-	n/a	n/a	ND	ND	-
PFNS	-	n/a	n/a	ND	ND	-
MnBE (ppb) (Note 5)						
	13	12	12	(Note 5) 1.6	(Note 5) 1.9	(Note 5) ND
1,4 Dioxane (ppb)	0.32	4.1	4.1	(Note 8) 0.59	(Note 7) 1.2	(Note 6) 0.34
Fe (mg/L)	0.3	(Note 12) 0.40	(Note 12) 0.40	(Note 2) 0.40	0.19	(Note 11) 0.315
Mn (mg/L)	0.05	(Note 12) 0.30	(Note 12) 0.30	(Note 2) 0.30	(Note 10) 0.238	(Note 11) 0.059

Notes:

- 1A. 16 PFAS compounds historically tested by EGGI/GZA
- 1B. 8 additional (24 total) PFAS compounds tested by UE in Dec 2018 pilot study for Griffin and Ireland wells. All ND. No results for DPH-1 well.
2. Blueleaf Pilot report Revised dated April 9, 2019. Sample data December 2018 (Lab Analysis)
3. Based on highest detected level in the monitoring wells respective to each well per EGGI/GZA letter dated October 11, 2019
4. MCL's for PFAS per NHDDES July 2019
5. Highest historical MnBE levels in production wells for samples by EGGI 2017 - 2019
6. EGGI sample from 11/14/2018
7. EGGI sample from 7/26/2018
8. EGGI sample from 10/31/2018
9. **Bold** = Exceeds MCL or SMCL
10. EGGI sample 8/16/2018
11. EGGI sample 9/5/2017
12. Highest production well for Fe and Mn noted. Higher levels of Fe and Mn have been observed in monitoring wells in the aquifer.

shading indicates the four NH regulated PFAS compounds



Via Email

October 11, 2019

Thomas G. Page, P.E.
Underwood Engineers, Inc.
25 Vaughan Mall
Portsmouth, New Hampshire 03801

Re: Treatment Design
Influent Contaminant Concentrations and Withdrawal Rate
Production Wells
Dover Pudding Hill Aquifer
Dover, New Hampshire

Dear Tom:

Emery & Garrett Groundwater Investigations (EGGI), a Division of GZA GeoEnvironmental, Inc. (GZA), prepared this letter report in response to Underwood Engineers, Inc.'s (Underwood) request for information regarding potential flow rates and water quality related to the City of Dover's (the City's) Production Wells in the Pudding Hill Aquifer (Ireland Well, Well DPH#1, and Griffin Well). We understand that the information summarized in this letter report will be used by Underwood in the selection of design flow rate and influent contaminant concentrations for long-term treatment of groundwater withdrawn from the City's Production Wells within the Pudding Hill Aquifer (Aquifer). This letter report reflects Underwood's comments¹ regarding EGGI's August 2, 2019 letter² regarding this subject and supersedes the information included in our August 2, 2019 letter.

The remainder of this letter report summarizes our review and evaluation of data and our recommendations regarding the requested treatment design criteria. EGGI's work and this letter report are subject to the attached **Limitations**.

DATA REVIEW

Groundwater contaminant concentration data for contaminants associated with the New England Metals Recycling (NEMR) site, selected Production Well flow data, and summaries of Aquifer hydrogeology were reviewed by EGGI to develop estimates of potential Production Well contaminant influent concentrations under long-term groundwater withdrawal conditions. Concentration data available to EGGI for NEMR contaminants including certain per- and poly-fluoroalkyl substance (PFAS), 1,4-dioxane, and Methyl-*tertiary*-butyl ether (MtBE) concentration data were included in the evaluation summarized herein. Selected chlorinated volatile organic compound (cVOC) data were also reviewed.

¹ As provided in email correspondence from Thomas G. Page to James M. Wieck dated September 4, 2019.

² Letter by EGGI titled "Treatment Design, Influent Concentration and Withdrawal Rate, Dover Ireland Well and Well DPH#1, Dover Pudding Hill Aquifer, Dover, New Hampshire."

Relative to the Ireland Well and Well DPH#1, EGGI reviewed PFAS, 1,4-dioxane, and MtBE concentration data for Monitoring Wells and Production Wells sampled by EGGI within the Aquifer through July 22, 2019, selected Aquifer water level data collected by EGGI, and Production Well withdrawal rate data provided by the City. These data were used to evaluate contaminant concentration trends indicative of the potential influent concentrations of 16 PFAS, 1,4-dioxane, and MtBE in groundwater that may be withdrawn from the Ireland Well under sustained groundwater withdrawal conditions. PFAS, 1,4-dioxane, and MtBE concentration data collected by EGGI are summarized in attached **Table 1**. Monitoring Well and Production Well locations within the area monitored by EGGI are depicted on attached **Figure 1**.

Relative to the Griffin Well, EGGI reviewed PFAS, 1,4-dioxane, and MtBE concentration data for wells sampled by Sanborn Head Associates (SHA) on the NEMR site through November 14, 2018, 1,4-dioxane, and MtBE concentration data for the Griffin Well for samples collected by GZA from July 2011 through December 2014, and the results of historical numerical simulation of groundwater flow within the Aquifer by EGGI. PFAS concentration data for samples collected for the NEMR site are presented in Table 3³ of the April 8, 2019 Remedial Action Plan⁴ (RAP) for the NEMR site as prepared by SHA. 1,4-dioxane and MtBE concentration data for the NEMR site are presented in Table 1⁵ of SHA's RAP for the NEMR site along with cVOC data. Copies of Table 1 and Table 3 from the SHA RAP are attached to this letter report. 1,4-dioxane, and MtBE concentration data for the Griffin Well for samples collected by GZA are summarized in the attached copy of GZA's Table 1⁶ from GZA's January 20, 2015 letter report⁷.

Limited recent PFAS concentration data for samples collected from the Griffin Well were also reviewed including:

- PFAS data for a sample collected on March 24, 2014;
- PFAS data for a sample collected by EGGI on October 31, 2018; and
- PFAS data for four samples collected by UEL associated with pilot testing of treatment technologies during November 2018.

EGGI also reviewed cVOC concentration data collected since 2016 which are included in Table 1 of SHA's RAP for the NEMR site relative to potential influent concentrations. In general, reported concentrations of cVOCs for recent samples collected from monitoring locations on the NEMR site are below the New Hampshire Ambient Groundwater Quality Standards⁸ (NH AGQS), with the following exceptions.

³ Table by SHA titled "Table 3, Summary of Per- and Polyfluoroalkyl Substances (PFAS) Analytical Results – VOCs, New England Metal Recycling, LLC, Madbury, New Hampshire, NHDES Site #198705022."

⁴ Report by SHA titled "Remedial Action Plan, New England Metal Recycling, LLC, Madbury, 290 Knoxmarsh Road, Madbury, NH 03823, NHDES Site #: 198705022, Project Type: GMP, Project Number: 0008795."

⁵ Table by SHA titled "Table 1, Summary of Analytical Results – VOCs, New England Metal Recycling, LLC, Madbury, New Hampshire, NHDES Site #198705022."

⁶ Table by GZA titled "Table 1 - Summary of Detected VOCs City of Dover Griffin Well Madbury, New Hampshire."

⁷ Letter report by GZA titled "Data Transmittal – December 2014 Water Quality Monitoring, City of Dover Griffin Well (Site), Madbury, New Hampshire, NHDES Site No. 198401044, Project No. 15936."

⁸ As defined in State of New Hampshire Code of Administrative Rules Env-Or 603.03 (Ambient Groundwater Quality Standards [AGQS]) (c) Table 600-1.

VOC	NH AGQS (ug/L)	Maximum Recently Detected Concentration (ug/L)	Monitoring Location
Tetrachloroethene (PCE)	5	61	RDW-2D
		12	RDW-3D
		42	RDW-5
		160	RDW-6
Trichloroethene (TCE)	5	41	RDW-6

Note: ug/L indicates microgram per liter.

The monitoring locations from which groundwater samples with concentrations of VOCs exceeding NH AGQS were collected are proximate to the location of residual buried automobile shredder residue (ASR) on the NEMR site and, based on the results of VOC monitoring on the NEMR site summarized in Table 1 of SHA's RAP, would likely attenuate to below NH AGQS prior to reaching any of the Production Wells in the Aquifer. However, EGGI recommends that the treatment methods selected be capable of removal of the low levels of cVOCs summarized in Table 1 of SHA's RAP. A copy of **Figure 1**⁹ of SHA's RAP depicting Monitoring Well locations on the NEMR site is attached to this letter report.

The PFAS monitored by EGGI and SHA vary, but include PFAS for which Maximum Concentration Levels (MCLs) have been established by the New Hampshire Department of Environmental Services (NHDES) and/or have recently been proposed by NHDES including Perfluorooctanoic acid (PFOA) and perfluoro-octane-sulfonate (PFOS), Perfluorononanoic Acid (PFNA), and Perfluorohexanesulfonic Acid (PFHxS).

DATA EVALUATION AND RECOMMENDATIONS

Ireland Well and Well DPH#1

To evaluate potential contaminant concentrations in groundwater withdrawn from the Ireland Well and Well DPH#1, the evaluation of data focused on the area west and southwest of the Ireland Well and northwest of Well DPH #1 (*i.e.*, in the area of transport of contaminants from the NEMR site toward the Ireland Well).

The sum of PFOA and PFOS concentrations are plotted over time for selected locations on **Plate 1**. The PFOA/PFOS concentration trends for the monitoring locations west and southwest of the Ireland Well vary over time with the concentrations at certain locations that are influenced by: 1) groundwater withdrawals from the Production Wells; 2) artificial recharge; and 3) infiltration of precipitation. The interaction of these variables over time is complex and introduces uncertainty into the interpretation of the contaminant concentration trends relative to estimating contaminant concentrations under long-term withdrawal conditions. However, based on our evaluation of the data, sustained withdrawal of groundwater from both the Ireland Well and Well DPH #1 results in the capture of PFAS contaminated groundwater originating from the NEMR site. Under non-pumping conditions, PFAS are present at much lower concentrations proximate to the Ireland Well. PFOA and PFOS have been detected in samples of groundwater collected from the Ireland Well with concentrations up to 106 nanograms per liter (ng/L) and 173 ng/L, respectively. The maximum sum of the concentrations of the 16 PFAS monitored by EGGI in any one sample collected from the Ireland Well is 452 ng/L.

⁹ Figure titled "Figure 1, Exploration Location Plan with Cross Section Locations."

PFAS concentration trends, based on sampling data for certain Monitoring Wells located near and to the west-southwest of the Ireland Well (DPH-B5, DPH-MW1-17, EX4, and DPH-B7), suggest concentrations of PFAS have increased in response to sustained groundwater withdrawals from the Ireland Well and DPH#1. The trends also suggest PFAS concentrations decreased following the discontinuation of the continuous pumping of the Wells during early 2018 and increased use of Artificial Recharge during the summer of 2018. Due to the complexity of the stresses that control the concentration of PFAS within the Aquifer (*i.e.*, combinations and timing of withdrawal, Artificial Recharge, infiltration of precipitation, and groundwater surface water interactions) and the lagged response to the mechanisms due to transport, further data collection and evaluation are needed to fully predict long-term PFAS concentrations in groundwater withdrawn from the Production Wells.

Estimated Influent Concentrations

In consideration of the current observations and uncertainty related to the complexity of the stresses on the Aquifer, EGGI recommends using the maximum detected concentrations of 1,4-dioxane, MtBE, and individual PFAS detected in groundwater samples collected to the west-southwest of the Ireland Well to represent the anticipated maximum influent to the treatment system in the design process. This recommendation considers the observed increase in contaminant concentrations in groundwater samples collected from the Ireland Well during early 2018 and potential for capture of groundwater from areas further to the west-southwest of the Ireland Well under sustained withdrawal conditions¹⁰.

Attached **Table 2** provides a summary of the maximum detected concentrations of individual PFAS, 1,4-dioxane, and MtBE detected in groundwater samples collected to the west-southwest of the Ireland Well proposed for use in the design of the treatment for the Ireland Well and Well DPH#1. Use of the maximum detected contaminant concentrations is considered to be a conservative protective measure since the concentrations selected for treatment design are based on the maximum detected concentrations in the plume that exist approximately 2,850 feet from the Ireland well, and assume that these concentrations are representative of the groundwater flowing toward the well. Additionally, this approach does not consider dilution due to withdrawal induced flow from the Bellamy River or substantial dilution due to the use of Artificial Recharge.

Concentration data from Monitoring Wells located on the NEMR site were not included in the evaluation for the Ireland Well and Well DPH#1 given the proximity to the source(s) of PFAS which limits the effects of dilution.

Griffin Well

To evaluate potential contaminant concentrations in groundwater withdrawn from the Griffin Well, the evaluation of data focused on the concentrations of PFAS and chlorinated VOCs detected in samples collected on the NEMR site, and the concentrations of 1,4-dioxane and MtBE, and limited PFAS detected in historic and recent samples collected from the Griffin Well. The selection of the NEMR site data for use in the evaluation is based on the results of historical numerical simulation of groundwater flow by EGGI suggesting that withdrawal of groundwater from the Griffin Well can capture groundwater from beneath portions of the ASR landfill and areas of buried ASR on the NEMR site, and limited PFAS concentration data for samples collected from the Griffin Well.

¹⁰ Considers the combined effect of withdrawal from Ireland Well and Well DPH#1.

PFAS Data

Available PFAS data for the Griffin Well includes results of the analysis of one sample for a suite of three PFAS (PFOA, PFOS, and PFHpA¹¹) under groundwater withdrawal conditions during March 2014 (attached SDWARS¹² data); the analysis of one sample collected by EGGI on October 31, 2018 under static conditions, summarized in EGGI's attached **Table 1**; and the results of analysis of four groundwater samples collected by Underwood under withdrawal conditions during recent treatment pilot testing during November 2018. Results of the analysis of these samples include the following.

- The results of the sample collected during March 2014 under withdrawal conditions indicate the presence of PFOA (67 ng/L), PFOS (120 ng/L), and PFHpA (15 ng/L).
- The results of the analysis of the sample collected from the Griffin Well by EGGI on October 31, 2018 under non-pumping conditions indicates the presence of PFAS, with a combined PFOA (84.0 ng/L) and PFOS (217 ng/L) concentration of 301 ng/L and sum of each of the detected PFAS of 407.2 ng/L.
- Sampling and analysis for PFAS during the pilot test included four samples collected over an approximately 2-day period under groundwater withdrawal conditions. Over the sampling period PFAS concentrations were relatively stable with no apparent increasing or decreasing trends in concentration. PFOA concentrations ranged¹³ from 43.7 ng/L to 48.5 ng/L and PFOS concentrations ranged from 130 ng/L to 148 ng/L. Total PFAS concentrations ranged from 260.4 ng/L to 283.9 ng/L.

1,4-Dioxane and MtBE Data

The results of the analyses of samples collected from the Griffin Well by GZA for analysis of 1,4-dioxane and MtBE from July 2011 through December 2014 indicate concentrations of 1,4-dioxane ranging from 430 ng/L to 790 ng/L with an arithmetic average¹⁴ of 570 ng/L, and concentrations of MtBE ranging from 1,000 ng/L to 2,500 ng/L with an arithmetic average of 1,530 ng/L. The detected concentrations of 1,4-dioxane and MtBE in the October 31, 2018 sample (collected to support the Pilot testing program) are 590 ng/L and 1,600 ng/L, respectively. The recently detected concentrations of 1,4-dioxane and MtBE are within the historic range of concentrations detected in the samples collected by GZA. Collectively, the 1,4-dioxane and MtBE concentration data indicate relatively stable concentration trends. However, the recent data were collected following a period without withdrawal of groundwater from the Griffin Well.

¹¹ Perfluoroheptanoic Acid.

¹² Indicates Safe Drinking Water Accession and Review System.

¹³ Does not include concentration reported for a duplicate sample.

¹⁴ Based on the results of 40 samples collected on a roughly monthly frequency. Table by GZA titled "Table 1 - Summary of Detected VOCs City of Dover Griffin Well Madbury, New Hampshire" from letter report by GZA titled "Data Transmittal – December 2014, Water Quality Monitoring, City of Dover Griffin Well (Site), Madbury, New Hampshire, NHDES Site No. 198401044, Project No. 15936."

Estimated Influent Concentrations

In consideration of the limited PFAS concentration data under long-term withdrawal conditions and uncertainty related to the complexity of the stresses on the Aquifer, EGGI recommends using half of the maximum detected concentrations of individual PFAS detected in groundwater samples collected within the potential capture zone of the Griffin Well to represent the potential PFAS concentrations within influent to the treatment system in the design process, if the Griffin Well is to be included in treatment. This recommendation considers the potential for capture of groundwater from sources that are on the NEMR site. This recommendation also considers that groundwater flow to the Griffin Well is anticipated to be consistent with radial flow to a well and contaminant transport only from the west and northwest.

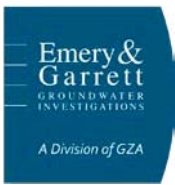
Use of half of the maximum detected PFAS concentrations summarized in **Table 2** is also considered to be a conservative protective measure for groundwater withdrawal from the Griffin Well since the concentrations selected for treatment design are based on the maximum detected concentrations in the plume that exist beneath the NEMR site immediately downgradient of the source area, and assume that these concentrations are representative of half of the groundwater flowing toward the well. Based on the results of 1,4-dioxane and MtBE concentration monitoring under withdrawal conditions (2011 -2014), EGGI recommends that the levels for maximum proposed treatment for 1,4 Dioxane and MtBE of the Griffin well be no more than those levels being considered for the Ireland Well.

The attached **Table 2** provides a summary of the maximum concentrations of individual PFAS detected in groundwater samples collected from the NEMR site, as presented by SHA, and proposed concentrations of PFAS for use in the design of the PFAS treatment for the Production Wells assuming the use of the Griffin Well and/or Ireland Well. Proposed 1,4-dioxane and MtBE concentrations for use in the design of the PFAS treatment for the Production Wells are also included in **Table 2**.

EGGI recommends that the treatment methods selected be capable of removal of the low levels of VOCs summarized in **Table 1** of SHA's RAP.

Anticipated Withdrawal Rate

The Large Groundwater Withdrawal Permit for Well DPH #1 allows withdrawals of up to 720,000 gallons over any 24-hour period from Well DPH#1 (daily average withdrawal rate of 500 gallons per minute [gpm]) or a total of 1,123,300 gallons over any 24-hour period from the combined pumping of Well DPH #1 and the Ireland Well (daily average of 780 gpm). The combined capacities of Well DPH#1 and the Ireland Well are based on the capacity of the Aquifer. Therefore, any combination of the Production Wells, including the Griffin Well, should not exceed the recommended volume within any 24-hour period. Within a 24-hour period short-term withdrawal rates may exceed the daily average rate as long as the 24-hour volume is within the permitted amount. Consequently, EGGI recommends the PFAS treatment system design be capable of treating flow rates of up to 1,000 gpm.



The contaminant concentrations recommended for use in the design of treatment are intended to be conservative and reflect the complexity of contaminant transport within the Aquifer. We would be pleased to discuss alternative approaches to estimation of influent concentration, should the recommended concentrations result in impracticable treatment system requirements.

We trust that the information included herein is useful and meets your current needs. Should you have any questions, please do not hesitate to contact Mr. James M. Wieck at 603-232-8732.

Very truly yours,

EMERY & GARRETT GROUNDWATER INVESTIGATIONS, A DIVISION OF GZA GEOENVIRONMENTAL, INC.

James M. Wieck, P.G.
Senior Project Manager

John A. Brooks, Ph.D., P.G.
Senior Consultant

James M. Emery, P.G.
Principal/District Office Manager/Sr. Hydrogeologist

Cc: Dean Peschel

JMW/JB/JE:

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Attachments: Limitations
Tables
Figures
Plate



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.12.11 – 192**
Resolution Re: **Purchase and Acceptance of Conservation Easement
from Jennifer Morin (Tolend Rd)**

- WHEREAS: RSA 36-A:4, I authorizes the Conservation Commission to acquire in the name of the City, by purchase, the fee simple or lesser interest in land within the boundaries of the municipality, subject to the approval of the City Council; and
- WHEREAS: Jennifer Morin is the owner of a 20.415 acre parcel of real estate located at Tolend Road, identified as Tax Map C, Lot 48 (“the Morin Property”); and
- WHEREAS: The Morin Property has significant conservation value; and
- WHEREAS: Subject to the approval of the Dover City Council, the City of Dover has a purchase and sales agreement dated September 23, 2019 for the purchase of a conservation easement on the Morin Property; and
- WHEREAS: Pursuant to the purchase and sales agreement, the conservation easement area would encumber the entire parcel of 20.415 acres, more or less; and
- WHEREAS: Pursuant to the purchase and sales agreement, the purchase price for the conservation easement is \$150,000; and
- WHEREAS: At a meeting on November 12, 2019, the Dover Conservation Commission held a public hearing and unanimously approved the purchase of the conservation easement over the Morin Property.

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

- A. That the purchase and sales agreement between the City and Jennifer Morin regarding the purchase of conservation easement over the Morin Property is approved; and
- B. That consistent with the purchase and sales agreement, the City Manager or designee shall negotiate, finalize, execute, and take necessary steps to record with the Strafford County Registry of Deeds a conservation easement acceptable to all parties; and
- C. That the City Manager and the Conservation Commission are authorized to expend \$150,000 from the Conservation Fund to purchase the conservation easement over the Morin Property, and the Purchasing Agent is hereby authorized to issue a Purchase Order consistent with the authorization herein, and
- D. The Conservation Commission is also authorized to expend additional funds from the Conservation Fund to pay for items such as recording fees, easement monitoring fees, surveys, title research, title policy and legal work to accomplish the acquisition of the conservation easement on the property. The total amount of these fees shall not exceed \$15,000.
- E. That the Dover City Manager is authorized to sign any and all closing documents pertaining to the above-described transfer, and



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.12.11 – 192**
Resolution Re: **Purchase and Acceptance of Conservation Easement
from Jennifer Morin (Tolend Rd)**

- F. The amount of the authorization contained herein shall be limited so as not to exceed available funding.

Financing

Account	Description	Available Balance	Amount to be Expended
3290.1.180.46100.4710.00000.00.000.000.700	Land	\$1,103,276.24	\$165,000

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 M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.12.11 – 192**
Resolution Re: **Purchase and Acceptance of Conservation Easement
from Jennifer Morin (Tolend Rd)**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2019.12.11 – 192**
Resolution Re: **Purchase and Acceptance of Conservation Easement
from Jennifer Morin (Tolend Rd)**

RESOLUTION BACKGROUND MATERIAL:

See the following accompanying documents:

- Purchase and Sales Agreement dated September 23, 2019;
- Draft Conservation Easement Plan prepared by Tritech Engineering Corporation dated October 28, 2019;
- Abutter letter dated October 31, 2019;
- 2019 Aerial Map.

The City entered into a purchase and sale agreement on September 23, 2019 to purchase a conservation easement on a 20.415 acre parcel located on Tolend Road between 35 Tolend Road and 379 Tolend Road (see aerial photograph attached). The parcel is owned by Jennifer Morin and is known as Map C, Lot 48 on the Dover tax maps. The City has an agreement to purchase a conservation easement on the property for the cost of \$150,000 from the Conservation Fund. This expenditure would have no impact on taxpayers. The Conservation Fund is funded primarily by the Land Use Penalty Tax paid by landowner's that develop land that had been in the Current Use Program.

The Dover Conservation Commission held a public hearing on November 12, 2019 (see abutter letter and map attached) in accordance with RSA 36-A:5 and voted unanimously to authorize the expenditure of \$150,000, plus closing costs from the Conservation Fund. The Open Lands Committee supports the expenditure and recommends that the City Council approve the purchase. As of October 31, 2019, the Conservation Fund had a balance of \$1,207,224.16.

As part of the due diligence process, the Open Lands Committee and the Conservation Commission had a Baseline Documentation Report prepared for the property. The report was performed by Truslow Resource Consulting, LLC in November of 2019 and contains a detailed description of the natural resource attributes of the parcel and includes various maps and photographs.

The purchase price is supported by a May 2, 2019 appraisal performed by Peter Knight, Certified General Real Estate Appraiser, of The Stanhope Group, LLC. This appraiser was hired by the City to prepare the appraisal to meet the 2018-2019 Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal determined the value of the development rights to be \$150,000.

PURCHASE AND SALES AGREEMENT

Conservation Easement

THIS AGREEMENT is made this 23rd day of September 2019, between the SELLER, Jennifer L. Morin, a single person, of Dover, County of Strafford, State of New Hampshire (hereinafter "SELLER"), and the BUYER, City of Dover, County of Strafford, State of New Hampshire (hereinafter "BUYER").

WITNESSETH:

That the SELLER agrees to sell and convey and the BUYER agrees to buy a conservation easement on certain real estate located in Dover, New Hampshire, located on Tolend Road, known as or described as 20.415 acres more or less of Dover parcel Map C, Lot 48-1 and a portion of the same property conveyed to SELLER by Fiduciary Deed recorded with the Strafford County Registry of Deeds Book 4480, Page 355, which is also referred to as the "Remaining Land" in a Minor Subdivision Plan, 371 Tolend Road, Dover, New Hampshire, Strafford County as prepared for Jennifer Morin, by Trittech Engineering Corporation, recorded at the Strafford County Registry of Deeds, Plan number 117-093 on January 4, 2019, and generally shown in attached, Appendix A, which property will be described further by metes and bounds following the survey contemplated below (hereinafter referred to as "the Property").

SELLING PRICE: One Hundred Fifty Thousand Dollars (\$150,000.00) to be paid by BUYER to SELLER.

SURVEY: Within 90 days of the execution of this Agreement by all parties, the SELLER, at her expense, will commission and engage a licensed land surveyor to complete a survey of the Property, an easement plan, and a metes and bounds description of the Property.

DEED: The conservation easement shall be conveyed, free and clear of all encumbrances, by a Conservation Easement Deed containing certain perpetual, permanent, and assignable conservation restrictions running with the land, to be negotiated between the SELLER and the BUYER in good faith. This Agreement is contingent upon the parties successfully negotiating a mutually acceptable Conservation Easement Deed. Not limiting the generality of the foregoing, the conservation easement deed shall: (i) provide the SELLER a right to combine the Property with adjacent property owned by SELLER thereby creating one larger tract, provided same complies with all applicable law, (ii) allow the SELLER to install up to two (2) residential drinking water wells on the Property provided same with complies with all applicable law, and (iii) address all other terms and conditions of the deed and encumbrances on the Property, which will be consistent with the provisions and intent of RSA 477:45-47 and will be negotiated between the SELLER and BUYER in good faith prior to closing.

TRANSFER OF TITLE: Transfer and payment shall occur as soon as reasonably possible after City Council approval and availability of the necessary funds from the Conservation Fund, but before the Lapse Date set forth herein. Should the Dover City Council not approve this

transaction and the transfer not occur by the Lapse Date then this Agreement may be rescinded and withdrawn by either the SELLER or the BUYER without consequence **or recourse**.

HOMESTEAD/MARITAL STATUS: SELLER represents and warrants that the Property is not her homestead and that she is not married.

ENCROACHMENTS/ENCUMBRANCES: SELLER represents and warrants that at closing the Property is or will be free of any encroachments or prior encumbrances other than (i) the current use notice recorded at Book 1066, Page 410 and (ii) the provisions of this Agreement. SELLER further represents and warrants specifically that any undischarged mortgages, including but not limited the Mortgage granted to and by Holy Rosary Regional Credit Union recorded at Book 4480, Page 0358 of the Strafford County Registry of Deeds.

REALTOR: The BUYER and SELLER each covenant and represent that no real estate agent brought about this sale and no commission is owed.

TITLE: The BUYER's obligation to perform is contingent upon satisfactory examination of title within 90 days following the execution of this Agreement by all parties. The BUYER's obligation to perform is also contingent upon insurability of the Property's title. "Examination of title" includes but is not necessarily limited to review of the source of title, any covenants of record, easements of record, or any other encumbrance or title defect that may exist. If BUYER desires and undertakes an examination of title, BUYER shall pay the cost thereof. If upon examination of title it is found that the title is not marketable pursuant to the title standards of the New Hampshire Bar Association and SELLER is unable to cure same within the timeframe discussed below, then this Agreement upon written notice to the SELLER may be rescinded and withdrawn at the option of the BUYER with no consequence or recourse.

Objections to title shall be furnished to SELLER within 90 days from the date hereof, or the same which may be existing on the date of this Agreement shall be deemed waived.

SELLER will have thirty (30) days after receiving any objections to title to use reasonable efforts to cure such defects, and, should this thirty-day period extend beyond the Lapse Date, the parties will cooperate in good faith to amend this agreement and extend the Lapse Date in order to accommodate the 30-day period to cure any title objections. In using reasonable efforts hereunder SELLER shall not be obligated (but may at its option) to expend in excess of Five Thousand Dollars (\$5,000.00).

OTHER CONTINGENCIES: The BUYER's obligation to perform is also contingent upon a satisfactory survey of the Property, which shall be completed by a licensed land surveyor as discussed above. The BUYER's obligation to perform is contingent upon a satisfactory environmental site assessment, if BUYER chooses to undertake same. BUYER may, but is not required to, undertake an environmental site assessment. In the event of any environmental or other concerns problems discovered by the BUYER during the survey and/or any environmental site assessment, the BUYER may, at its option, rescind and withdraw from this Agreement with no consequence or recourse. SELLER hereby acknowledges that BUYER has the right of access to

the Property for purposes of the survey and environmental site assessment, during the terms of this Agreement.

After each access to the Property, the BUYER shall restore the Property to the condition prior to the BUYER'S activities. The BUYER agrees to indemnify, and hold the SELLER harmless from and against any and all loss, liability, damage or expense arising, or alleged arisen, from any negligence of the Buyer or its agents with respect to such tests or actions by the BUYER, including, without limitation, injury (including death) to persons and damage to the Property.

CLOSING COSTS: The BUYER agrees to pay for costs associated with preparing a baseline documentation report, conducting a title examination, title insurance and recording fees. The SELLER agrees to pay for costs associated with preparing a recordable surveyed easement plan and other surveying costs.

TRANSFER TAXES: The parties agree that no Real Estate Transfer Taxes ("RETT") are due as a result of the conservation easement for the Property due to the exemption set forth in RSA 78- B:2, I.

LAPSE: This Agreement shall expire and lapse by its terms at 11:59 p.m. on December 31, 2019 ("Lapse Date"), unless fully performed or extended via a written instrument signed by both parties. Time is of the essence in the observance of all deadlines set forth within this Agreement.

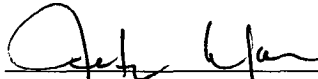
MISCELLANEOUS: This Agreement is a fully integrated expression of the parties' contact and contains all promises exchanged between the parties. This Agreement supersedes any prior verbal or written representation, statement, or agreement not contained herein. This Agreement has been entered into in New Hampshire and shall be interpreted under New Hampshire law. Both parties affirm that they have had the opportunity to review this Agreement with legal counsel prior to signing. This Agreement may only be amended via a written instrument signed by both parties, This Agreement shall be binding upon the heirs, executors, administrators and assigns of both parties.

9/6/2019

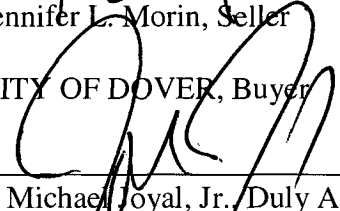
Date

9/23/19

Date



Jennifer L. Morin, Seller

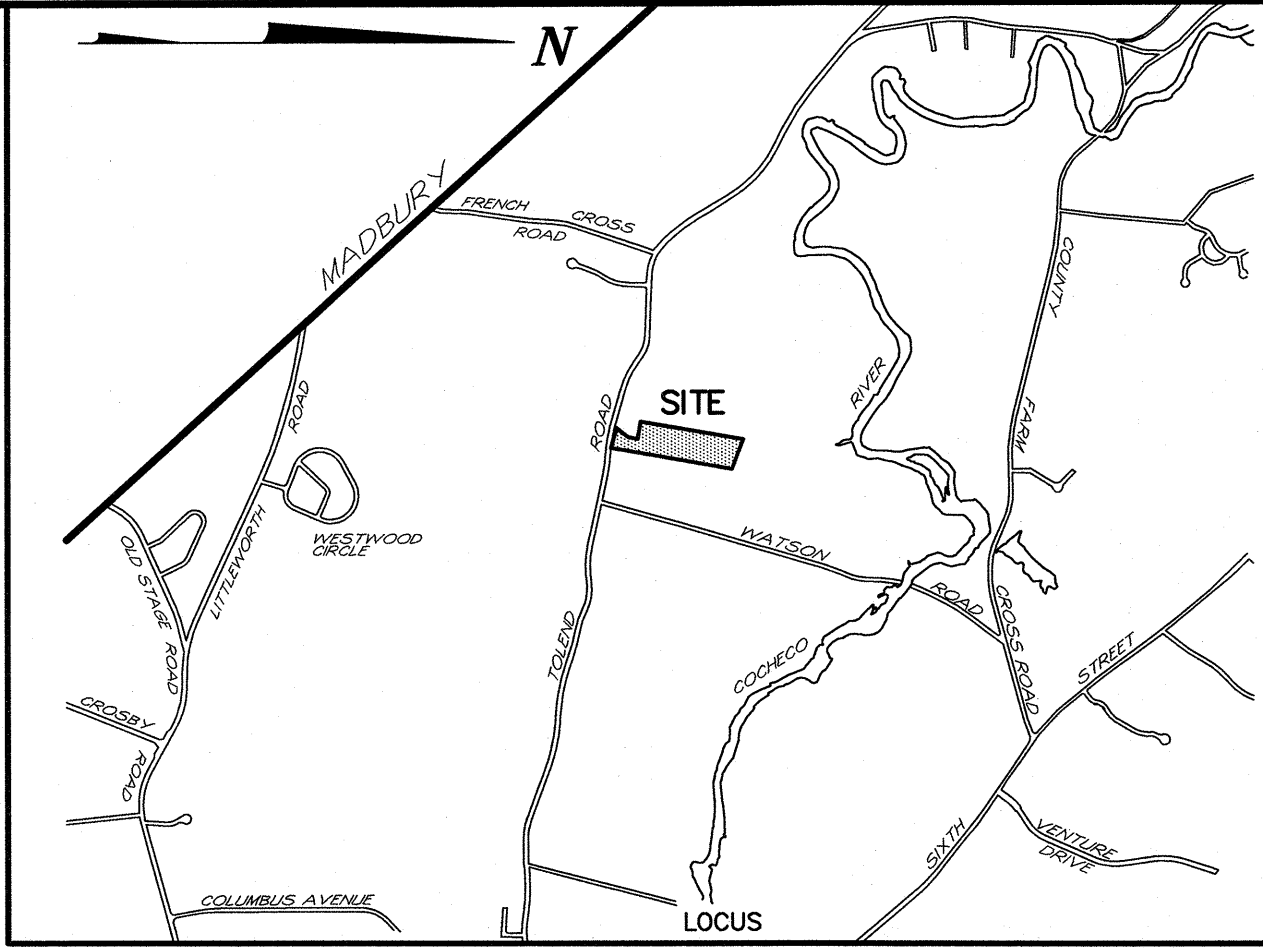
CITY OF DOVER, Buyer


J. Michael Joyal, Jr., Duly Authorized
City Manager

NOTES

- 1.) INTENT: TO SHOW THE CONSERVATION EASEMENT FOR DOVER TAX MAP C LOT 48.
- 2.) CURRENT OWNER OF RECORD: JENNIFER L. MORIN
335 TOLEND ROAD
DOVER, N.H.
- 3.) SUBJECT PARCEL IS LOCATED IN THE CITY OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.
- 4.) TOTAL LOT AREA: 889,259 SQ.FT. - 20.415 ACRES
- 5.) TAX MAP C LOT 48
- 6.) PROJECT DEED REFERENCE: BOOK 4480 PAGE 355
- 7.) ZONING: R-40
MIN. LOT SIZE: 40,000 SQ.FT.
MIN. FRONTAGE: 150 FT.
MIN. SETBACKS:
FRONT: 50 FT
SIDE: 25 FT
REAR: 15 FT
- MAXIMUM/MINIMUM LOT COVERAGE 10 %
MAXIMUM/MINIMUM BUILDING HEIGHT 35 FEET
- 8.) THIS PROPERTY FALLS WITHIN THE FOLLOWING ZONING OVERLAY DISTRICTS: WETLANDS
- 9.) THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 38,000, AND WAS ACCOMPLISHED USING A LEICA 703 TOTAL STATION, DURING THE MONTH OF JUNE, 2012.
- 10.) IN THE MONTH OF MAY, 2012 MICHAEL MARIANO, STATE OF NEW HAMPSHIRE CERTIFIED SOIL SCIENTIST, NH CERTIFIED WETLAND SCIENTIST, CONDUCTED AN ON-SITE WETLANDS DELINEATION OF THE SUBJECT PARCEL. WETLANDS WERE IDENTIFIED BASED ON THE CITY OF DOVER ZONING ORDINANCE (170-27.1) AND ON STATE & FEDERAL CRITERIA OUTLINED IN THE "CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL" (DEPT. OF THE ARMY, 1987) ON THIS SITE. WETLANDS BASED ON LOCAL CRITERIA SHARE THE SAME BOUNDARIES WITH THOSE BASED ON STATE AND FEDERAL CRITERIA. NO VERY POORLY DRAINED SOILS WERE FOUND.

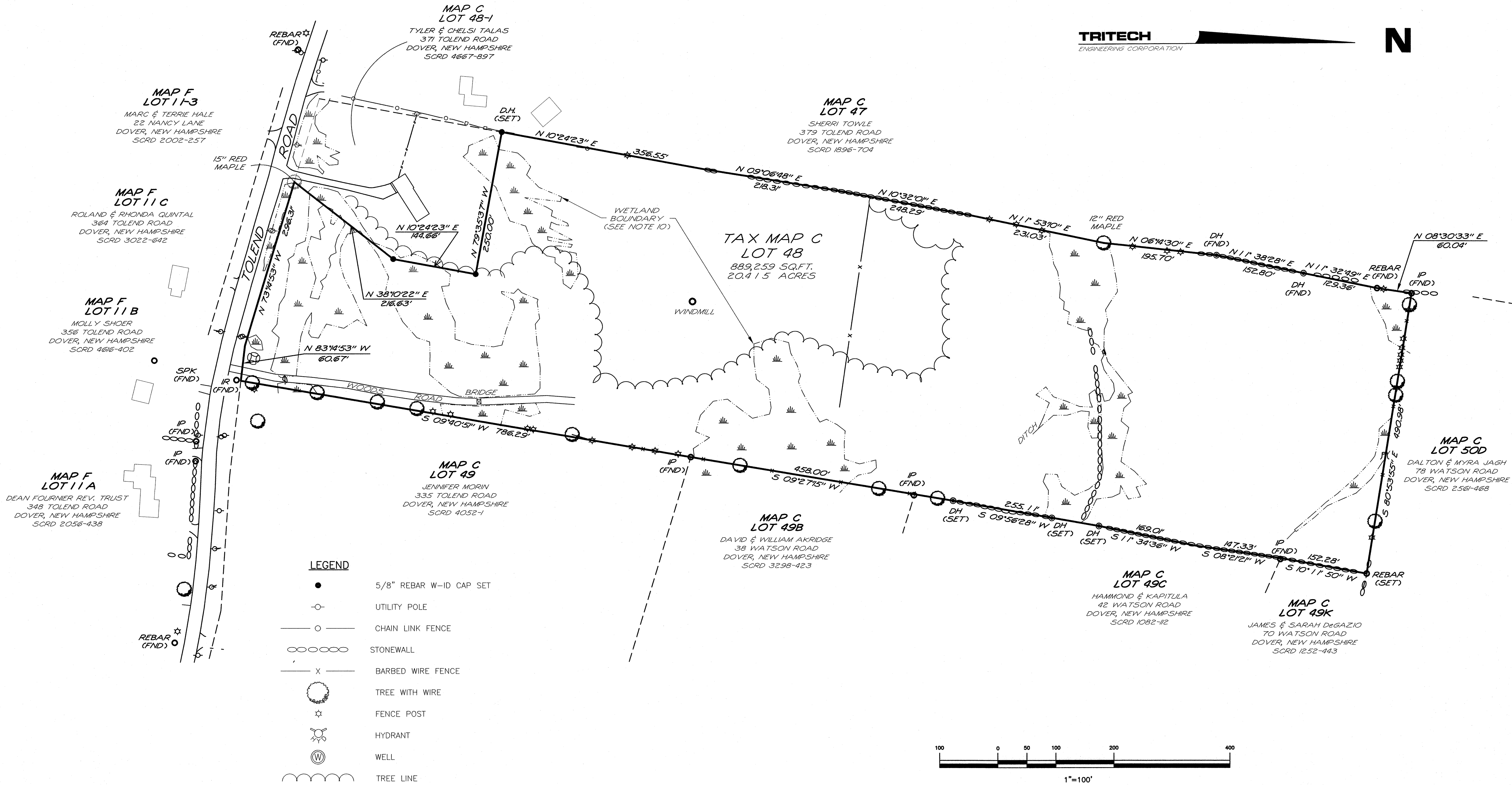
- 11.) PROJECT PLAN REFERENCE:
ROBERT MORIN
DOVER, NEW HAMPSHIRE
WALTER ZWEARCAN
JULY 1972
HAROLD STEVENS
DOVER, NEW HAMPSHIRE
WALTER ZWEARCAN
JULY 1972
SUBDIVISION OF LAND
FOR KENNETH MORIN
IN DOVER, N.H.
BRUCE L. POHOPEK
SEPT. 25, 1978 SCRD #18A-101
- MINOR SUBDIVISION PLAN
JENNIFER MORIN
371 TOLEND ROAD
DOVER, NEW HAMPSHIRE
STRAFFORD COUNTY
TRITECH ENGINEERING CORPORATION
OCTOBER 23, 2018 SCRD #117-93
REVISED BOUNDARY PLAN
MICHAEL ROSHOLT AND
OWEN R. BRYSON
DOVER, N.H.
FREDERICK E. DREW ASSOCIATES
OCT 1989 SCRD #37A-116
CONSERVATION EASEMENT PLAN
PREPARED FOR
SHERRI TOWLE
TOLEND ROAD
DOVER, N.H. 03820
POHOPEK LAND SURVEYORS
NOVEMBER 20, 2003 SCRD #73-96
- 12.) BASIS OF BEARING: DOVER GIS SYSTEM WAS USED TO DETERMINE LOCATION, DIRECTION AND DATUM. ELEVATIONS DEPICTED ARE BASED ON INFORMATION OBTAINED FROM THE CITY ENGINEER'S OFFICE AND WAS DERIVED FROM COORDINATES FOR CONTROL POINTS 199 & 200. THESE COORDINATES HAVE NOT BEEN ADJUSTED TO 1983 DATUM.
- 13.) SUBJECT PARCEL IS NOT WITHIN A FEDERALLY DESIGNATED SPECIAL FLOOD HAZARD ZONE (FLOOD HAZARD ZONE A - PANEL 0330E, MAP No. 33017C0310E, DATE: 9-30-2015).



(NOT TO SCALE)

TRITECH
ENGINEERING CORPORATION

N



REVISIONS
DATE: DESCRIPTION:

CONSERVATION EASEMENT PLAN

JENNIFER L. MORIN

TOLEND ROAD
DOVER, NEW HAMPSHIRE

OCTOBER 28, 2019 JOB No. 18138
SCALE: 1" = 100'

SHEET No.

CE-1

TRITECH
ENGINEERING CORPORATION

786 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03860
TELEPHONE 603 742 8107
FAX 603 742 8830



**CITY OF DOVER, NEW HAMPSHIRE
CONSERVATION COMMISSION
288 Central Avenue
Dover, NH 03820**

Date: October 31, 2019

To: Property Owners Abutting the Jennifer Morin Property between 335 & 371 Tolend Road

From: Bill Hunt, Conservation Commission Chair

RE: Invitation to Attend November 12, 2019 Public Hearing

The Dover Conservation Commission will hold a **Public Hearing at 5:30 PM on Tuesday, November 12, 2019, in the First Floor Conference Room in Dover City Hall at 288 Central Avenue**, for the purpose of receiving public input on a proposal to utilize the Dover Conservation Fund to purchase a conservation easement totaling approximately 20.4 acres. The vacant parcel is located between 335 and 371 Tolend Road and is owned by Jennifer Morin. The parcel is known as Map C, Lot 48 on the Dover tax maps. As an abutter to this property, you are invited to attend the public hearing.

The City has a purchase and sales agreement to purchase a conservation easement on this entire property for the cost of \$150,000. If the Conservation Commission approves the expenditure, the funding request will be sent to the Dover City Council for approval.

The property to be conserved has a high ecological and habitat value and undisturbed forest areas that are frequented by a diversity of wildlife. In the 2015 Wildlife Action plan prepared by the NH Fish and Game Department, this area was identified as being among the highest ranked wildlife habitat in the region. The proposed conservation easement abuts and is directly east of the 17 acre Towle conservation easement that was conserved in 2003.

For additional information, please contact Steve Bird, City Planner at 516-6008 or via e-mail at s.bird@dover.nh.gov.

Attachment – Map of Morin property and neighboring parcels

Morin Parcel - Tolend Road

**Property Information**

Property ID C0048-00000
Location TOLEND RD
Owner MORIN
Land Use 101

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/3/2019
Data updated Daily

Morin Parcel - Tolend Road



Property Information
Property ID C0048-000000
Location 371 TOLEND RD
Owner MORIN JENNIFER
Land Use 130



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/18/2019
Data updated Daily



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2019.12.11 – 193**

Resolution Re: **Approval of License and Maintenance Agreement with Hellenic Realty Partners, LLC**

WHEREAS: The City of Dover is the owner of certain public rights of way known as Henry Law Avenue and Williams Street (collectively hereinafter “ROW”); and

WHEREAS: Hellenic Realty Partners, LLC (“Hellenic”) is the owner of a certain lot or parcel of land off Central Avenue, Henry Law Avenue and Williams Street in the City of Dover designated by the City of Dover as Tax Assessors Map 2, Lot 19 (“Hellenic’s Parcel”); and

WHEREAS: Hellenic has inadvertently constructed a sidewalk that, in two areas, slightly encroaches on the City’s ROW, visually depicted as “Easement Area A” and “Easement Area B” on a License Sketch 333 Central Avenue, Dover, Strafford County, New Hampshire dated November 26, 2019; and

WHEREAS: Hellenic has requested a nonexclusive, temporary license from the City for the two aforementioned encroachments inadvertently constructed on small portions of the ROW.

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

That the City Manager is authorized to negotiate terms acceptable to all parties and finalize, execute, and sign a nonexclusive Temporary License Agreement with Hellenic Realty Partners, LLC for two aforementioned areas of encroachment upon Henry Law Avenue and Williams Street.

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 M. Wyatt
City Attorney

Recorded by:

Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2019.12.11 – 193**
Resolution Re: **Approval of License and Maintenance Agreement with Hellenic Realty Partners, 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.		

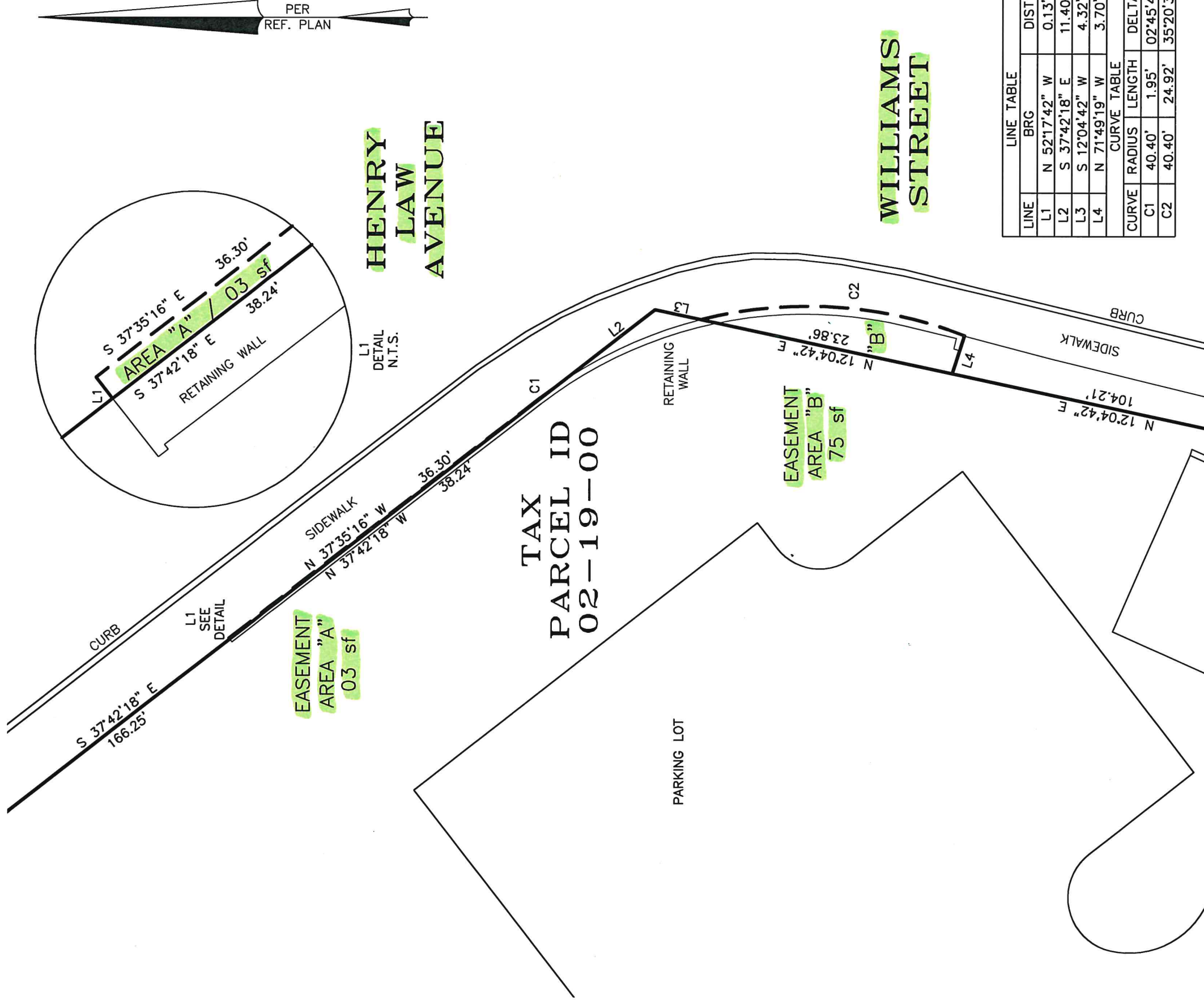
RESOLUTION BACKGROUND MATERIAL:

See accompanying License Sketch 333 Central Avenue, Dover, Strafford County, New Hampshire dated November 26, 2019.

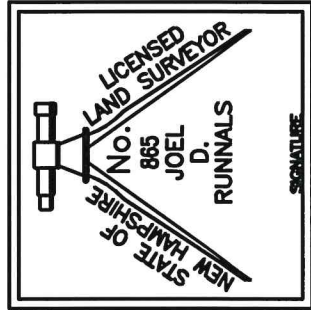
LICENSE SKETCH
333 CENTRAL AVENUE, DOVER,
STAFFORD COUNTY, NEW HAMPSHIRE

OWNER OF RECORD:
TAX PARCEL ID 02-19-0-0
HELLENIC REALTY PARTNERS, LLC
263 CENTRAL AVENUE, DOVER, NH
SCRD BOOK 4523, PAGE 235

SCALE: 1" = 10' DATE: NOVEMBER 2019



LINE TABLE			
LINE	BRG		DIST
L1	N 52°17'42"	W	0.13'
L2	S 37°42'18"	E	11.40'
L3	S 12°04'42"	W	4.32'
L4	N 71°49'19"	W	3.70'
CURVE TABLE			
CURVE	RADIUS	LENGTH	DELTA
C1	40.40'	1.95'	02°45'47"
C2	40.40'	24.92'	35°20'32"



I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.
I HEREBY CERTIFY THAT THIS PLAN, PREPARED UNDER MY DIRECTION, IS THE RESULT OF A SURVEY MADE ON THE GROUND AS PER RECORD DESCRIPTIONS AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

REFERENCE PLAN:
REVISED SITE PLAN
PREPARED FOR HELLENIC REALTY PARTNERS, LLC
TAX MAP 2, LOT 19, 333 CENTRAL AVE., DOVER, NH
BY MJS ENGINEERING, P.C.
DATED 01-03-18 REV. 07-08-19

JOEL D. RUNNALS, LLS 865 11-26-19 DATE



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2019.12.11 – 194**
Resolution Re: **Approval of License Agreement with First Street at Garrison, LLC and Riparia-One Hundred First Street LLC**

- WHEREAS: The City of Dover is the owner of a certain right of way known as First Street; and
- WHEREAS: First Street at Garrison, LLC and Riparia-One Hundred First Street, LLC (“Licensees”) are developers of a certain now-subdivided parcel of land off First Street known as Tax Map 6, Lot 3 and Lot 3-1 (“the Abutting Parcels”); and
- WHEREAS: Licensees acquired the Abutting Parcels by a development agreement with the City; and
- WHEREAS: On July 14, 2014, the Licensees and City signed a License Agreement granting the Licensees a license for a portion of the southerly and northerly sides of a portion of First Street in order to park motor vehicles and pass and re-pass, which areas were identified as “License Area ‘A’” and “License Area ‘B’” in the License Agreement; and
- WHEREAS: In order to facilitate the ongoing development, the Licensees have now requested to terminate License Area B and replace same with a new License Area C, on the same or similar terms; and
- WHEREAS: License Area B and proposed License Area C are each depicted on an accompanying plan entitled “Use License Plan prepared for Riparia – One Hundred First Street, LLC adjacent to Tax Map 6, Lot No. 3, First Street, City of Dover, County of Strafford, State of New Hampshire”; dated: April 25, 2019; scale: 1”=20’; prepared by: McEneaney Survey Associates, Inc.; and
- WHEREAS: The parties would negotiate and sign either a new License Agreement, or an Amended and Restated License Agreement, terminating License Area B and adding License Area C.

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

That the City Manager is authorized to negotiate terms acceptable to all parties and finalize, execute, and sign a License Agreement, or Amended and Restated License Agreement, with the Licensees for the replacement of License Area B with License Area C on the City’s real estate known as First Street.

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 M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.11. Resolution Number: R – 2019.12.11 – 194 Resolution Re: Approval of License Agreement with First Street at Garrison, LLC and Riparia-One Hundred First Street LLC	

DOCUMENT HISTORY:

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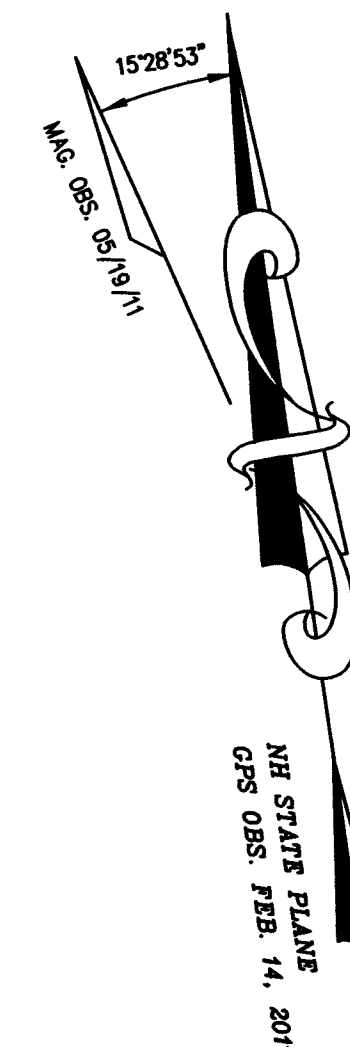
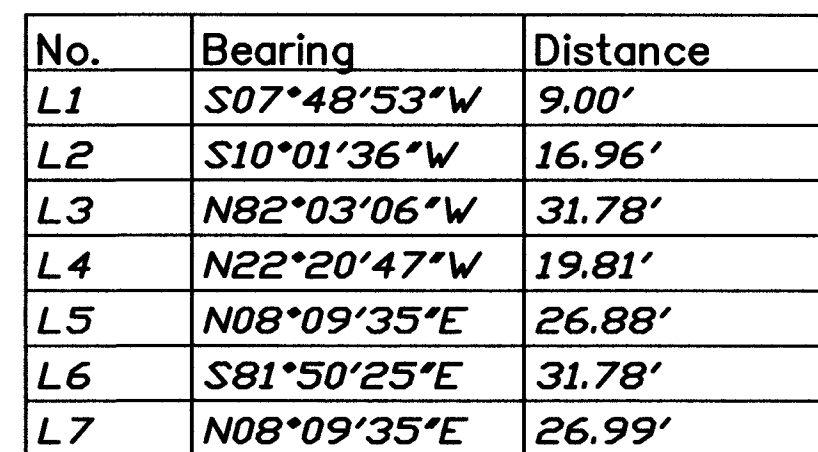
DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See the following accompanying documents:

- License Agreement dated July 17, 2014;
- Use License Plan prepared for Riparia – One Hundred First Street, LLC adjacent to Tax Map 6, Lot No. 3, First Street, City of Dover, County of Strafford, State of New Hampshire"; dated: April 25, 2019; scale: 1"=20'; prepared by: McEneaney Survey Associates, Inc.;

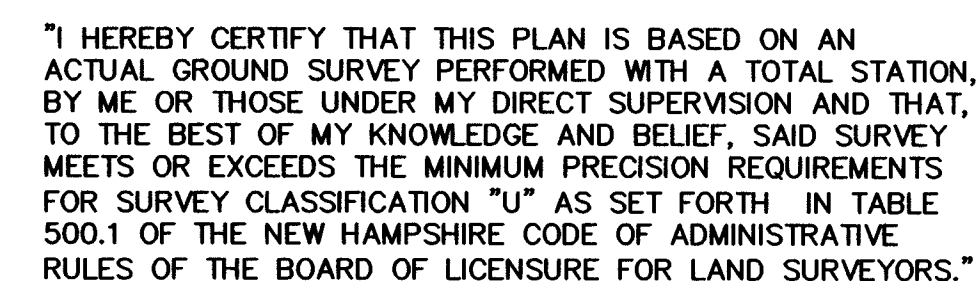


- 1.) DISPOSITION PLAN OF LAND - THE CITY OF DOVER - PARCEL M/1/1, PARCEL P/1/1 - DOWNTOWN DOVER NO. 1 URBAN RENEWAL PROJECT, DOVER, NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: APRIL 29, 1977; BY: METCALF & EDDY, INC. RECORDED S.C.R.D. PLAN 19-43.
- 2.) DISPOSITION PLAN OF LAND - PARCEL C/1/1 - DOWNTOWN DOVER NO. 1 URBAN RENEWAL PROJECT, DOVER, NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JULY 19, 1977; BY: METCALF & EDDY, INC. RECORDED S.C.R.D. PLAN 18-53.
- 3.) MINOR SUBDIVISION OF LAND PREPARED FOR THE CITY OF DOVER, NH, TAX MAP 6, LOT NO. 3, FIRST STREET, CITY OF DOVER, COUNTY OF DOVER, STATE OF NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JANUARY 6, 2014; BY THIS OFFICE. RECORDED S.C.R.D. PLAN 107-62.
- 4.) EASEMENT AND LICENSE PLAN PREPARED FOR FIRST STREET AT GARRISON, LLC, TAX MAP 6, LOT NO. 3, FIRST STREET & CHESTNUT STREET, CITY OF DOVER, COUNTY OF STAFFORD, STATE OF NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JANUARY 2, 2014, REVISED THROUGH 5/1/14; BY THIS OFFICE. RECORDED S.C.R.D. PLAN 107-63.

- 1.) OWNER OF RECORD:
RIPARIA - ONE HUNDRED FIRST STREET, LLC
466 CENTRAL AVENUE, SUITE 12
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOL. 4228, PAGE 704
S.C.R.D. VOL. 4228, PAGE 710 (LICENSE)
- 2.)

6 / 3

 - DENOTES TAX MAP AND PARCEL NUMBER.
- 3.) ZONING DISTRICT: CENTRAL BUSINESS DISTRICT (CBD)
"GENERAL"
- 4.) THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED USE
LICENSE AREA "C" WHICH IS INTENDED TO REPLACE USE
LICENSE AREA "B" AS DESCRIBED IN S.C.R.D. VOL. 4228,
PAGE 710 AND SHOWN ON REFERENCE PLAN #4.
- 5.) BASIS OF BEARINGS IS NH STATE PLANE GRID FROM GPS
OBSERVATION TAKEN ON FEBRUARY 14, 2011.
VERTICAL DATUM IS NAVD88.



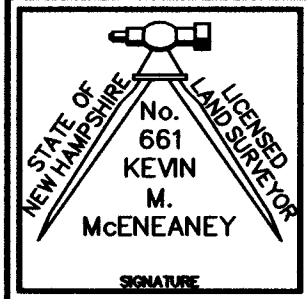
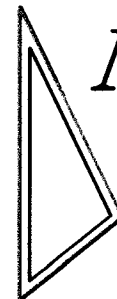
"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN." (RSA 676:18)

DATE: / KEVIN M. McENEANEY LLS # 661

NO.	DATE	DESCRIPTION	BY	CHK	
REVISIONS					
19-1924		LICENSE	18-08	46	
PROJECT NO		TYPE	FIELDBOOK & PAGES		

LEGEND

S.F. - SQUARE FEET
Ac. - ACRE
± - MORE OR LESS
(TYP.) - TYPICAL
Ø - DIAMETER
R.O.W. - RIGHT OF WAY
S.C.R.D. - STRAFFORD COUNTY
REGISTRY OF DEEDS
CURB CUT - ACCESS WAY TO PARCEL
WITH FLUSH CURBING

USE LICENSE PLAN PREPARED FOR RIPARIA – ONE HUNDRED FIRST STREET, LLC ADJACENT TO TAX MAP 6, LOT No. 3 FIRST STREET CITY of DOVER COUNTY of STRAFFORD STATE of NEW HAMPSHIRE	
DRAWN BY: <u>RJM</u>	FILE: <u>W10 CP\1924\19-1924 LICENSE C</u>
SCALE: <u>1" = 20'</u>	DATE: <u>APRIL 25, 2019</u>
	
	 <i>M^cEneaney</i> <i>S</i>urvey <i>A</i>ssociates, inc. P.O. Box 681 – 24 CHESTNUT STREET DOVER, NH 03820 (603) 742-0911
SURVEYING — PLANNING — CONSULTING	

Return To:

LICENSE AGREEMENT

This LICENSE AGREEMENT ("**LICENSE**"), is made as of the 17 day of July, 2014 by and between the **CITY OF DOVER, NEW HAMPSHIRE**, a New Hampshire municipal corporation having offices at 288 Central Avenue, Dover, New Hampshire 03820 ("**City**"), and **FIRST STREET AT GARRISON, LLC** ("**First Street**") and **RIPARIA-ONE HUNDRED FIRST STREET, LLC** ("**Riparia**"), both with an address of 466 Central Avenue, Suite 12, Dover, New Hampshire 03820 (First Street and Riparia are sometimes collectively referred to as the "Licensees").

RECITALS

A. The City is the owner of a certain right of way in the City of Dover, County of Strafford, State of New Hampshire (the "**City Parcel**"), being more particularly shown as "First Street" on a certain plan entitled "Easement and License Plan prepared for First Street at Garrison, LLC , Tax Map 6, Lot No. 3, First Street and Chestnut Street, City of Dover, County of Strafford, State of New Hampshire "; dated: January 2, 2014, revised through May 1, 2014; scale: 1"=20'; prepared by: McEneaney Survey Associates, Inc. , which Plan is attached hereto as Schedule A and made a part hereof.

B. Licensees are the developers of a certain lot or parcel of land off of First Street in the City of Dover, County of Strafford and State of New Hampshire, depicted on the Plan, and being further designated by the City of Dover as Tax Map 6, Lot 3 (the "Parent Parcel"), which was subdivided into two parcels, to-wit, Tax Map 6, Lot 3-1 (Lot 1) and Tax Map 6, Lot 3 (Lot 2), as shown on a certain plan entitled "Minor Subdivision of Land Prepared for the City of Dover, NH, Tax Map 6, Lot No. 3, First Street, City of Dover, County of Strafford, State of New Hampshire "; dated: January 6, 2014, scale: 1"=20'; prepared by: McEneaney Survey Associates, Inc., and recorded in the Strafford County Registry of Deeds as Plan 107-062 (the "Subdivision Plan"), which plan is attached hereto as Schedule B and made a part hereof.

C. First Street acquired Tax Map 6, Lot 3-1 (Lot 1), as shown on the Subdivision Plan (the "First Street Parcel"), and Riparia acquired Tax Map 6, Lot 3 (Lot 2), as shown on the Subdivision Plan (the "Riparia Parcel"), from the City pursuant to the terms of a Revised and Restated Land Development Agreement, approved by the Dover City Council on January 22, 2014, as amended.

D. On February 25, 2014, the Planning Board for the City of Dover, New Hampshire approved a Site Plan prepared by McEneaney Survey Associates for the development of a mixed-use building (the "Project") on the Riparia Parcel. Development shall occur on the First Street Parcel in the future, subject to the Revised and Restated Land Development Agreement.

E. Licensees request a license upon, over, and across a portion of the southerly and northerly sides of the City Parcel for the benefit of the Riparia Parcel and the First Street Parcel, in order to park motor vehicles and pass and re-pass, and the City agrees to issue such license pursuant to the terms and conditions as more fully set forth in this License.

LICENSE

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

1. License.

License Area "A". The City hereby grants to Licensees, and Licensees accept from the City, an exclusive license over the Southerly Side of the City Parcel, as depicted on the Plan, to park motor vehicles over that portion of the City Parcel ("Southerly Parking Area, Area A") and which Area A runs along the Southerly side of The First Street right of way and is more particularly described as follows:

Beginning at a point on the southerly sideline of First Street, said point being S 81° 50' 25" E a distance of 115.00 feet from a N.H.H.D. bound located on the southerly sideline of First Street at the intersection of Chestnut Street; thence turning and running along said First Street for the following eight courses:

N 08° 09' 35" E a distance of 9.00 feet to a point;
 thence S 81° 50' 25" E a distance of 408.80 feet to a point;
 thence N 08° 09' 35" E a distance of 15.80 feet to a point;
 thence S 81° 46' 00" E a distance of 136.00 feet to a point;
 thence S 08° 09' 35" W a distance of 16.50 feet to a point;
 thence N 81° 46' 00" W a distance of 129.80 feet to a point;
 thence S 08° 09' 35" W a distance of 8.29 feet to a point;
 thence N 81° 50' 25" W a distance of 415.00 feet to the point of beginning.

Said License to be known (southerly parking area) as "Area A" containing 5,975 square feet, more or less.

License Area "B". The City hereby grants to Licensees, and Licensees accept from the City, an exclusive license over the northerly side of the City Parcel, as depicted on the Plan, to park motor vehicles over that portion of the City Parcel; said License Area to be known as the "Northerly Parking Area, Area B" is located on the northerly side of First Street, and is more particularly described as follows:

Beginning at a point at the southeasterly corner of the said "Northerly Parking Area Area "B", said point being located the following four courses from a N.H.H.D. bound on the southerly side of First Street at the intersection of Chestnut Street;

S 81° 50' 25" E a distance of 115.00 feet to a point;
 thence turning and running N 08°09'35" E a distance of 9.00 feet to point;
 thence turning and running S 81° 50' 25" E, a distance of 178.87 feet to a point;
 thence turning and running N 08° 09' 35" E a distance of 18.50 feet to the point of beginning;
 thence turning and running N 81° 50' 25" W a distance of 41.00 feet to a point;
 thence turning and running N 08° 09' 35" E a distance of 16.50 feet to a point on the northerly sideline of First Street;
 thence turning and running along the northerly sideline of said First Street S 81° 50' 25" E a distance of 41.00 feet to a point;
 thence turning and running S 08° 09' 35" W a distance of 16.50 feet to the point of beginning.

Said License to be known (northerly parking area) as, "Northerly Parking Area 'Area B'" containing 677 s.f., more or less.

The rights granted with this License permit the use of the Parking Areas for (i) the parking of lawfully registered motor vehicles by those using or occupying the Riparia Parcel and the First Street Parcel, consistent with this License and subject to the applicable ordinances, regulations and laws governing the parking of motor vehicles on the City's public ways, including parking of motor vehicles on the surface of First Street within the Parking Areas, as well as the related rights to drive, walk, and/or stand upon and across the Parking Areas, and (ii) to plant vegetation; (iii) introduce and maintain wiring and lighting; (iv) introduce and maintain drainage; (v) introduce and maintain irrigation piping, (vi) introduce and maintain heating matrix and/or mats; and (vii) place curbing, brick, cobble, asphalt, or other paving surface in and upon the Parking Areas. The rights do not extend to the air rights above said Parking Areas with the exception of those needed for the parking of motor vehicles. The rights also do not extend to any below-ground areas, utilities, wires, pipes, lines or other services, but for drainage, wiring, matting or matrix necessary to keep the surface free from snow and ice, wiring necessary for the electrification of lighting, and irrigation piping necessary to provide water to vegetation beds. The City maintains the right to access said below ground areas and/or utilities through the Parking Areas, as necessary. In the event that the City requires access to those utilities, it shall repair and replace the land surface and any heating matrix, mat, irrigation or electrical wiring to its prior condition, at its cost. The City also retains any and all rights with respect to the use of the surface of First Street within the Parking Areas, provided that in the exercise of such rights, the City does not materially interfere with the rights granted pursuant to this License. The City shall not further convey any use or rights to the Parking Areas that are materially inconsistent with the Licensees' rights in this License Agreement.

The two parking areas created by this License are referred to collectively as the "Parking Areas." Furthermore, the Licensees shall be granted a license and be permitted to lay and maintain utility wires under First Street in between the Parking Areas as is necessary to operate subsurface heating material in the Parking Areas and lay and maintain wiring under First Street so as to electrify any lanterns that may be placed upon the Northerly side of First Street together with irrigation piping necessary to irrigate traffic peninsulas and traffic islands located on the Northerly side of First Street and lay and maintain drainage. The Licensees shall cooperate with the City regarding scheduling any necessary installation and maintenance under First Street and shall be responsible for repairing and replacing First Street to the condition it existed to prior to said installation and/or maintenance.

2. **Termination.** The City may terminate this License, in whole or in part, upon six (6) months written notice to the Licensees. Provided that such termination is not caused by an uncured material default by Licensees of their duties and obligations under this License, the City shall be required to provide the Licensees with reasonably comparable free motor vehicle parking for the equivalent number of parking spots for which the License is terminated, within 50 feet from any point on the Parent Parcel. The City acknowledges that to provide reasonably comparable free motor vehicle parking may (but not necessarily shall) require the exercise of its eminent domain authority, the construction of additional parking facilities or structures, or other accommodations not readily apparent to the parties given the current uses and layout of properties around the Parent Parcel. Upon termination, in whole or in part, of the License, the City shall, at its sole cost and expense, repair and restore the Parking Areas and any improvements related to the Parking Areas on private property, affected by such termination, utilizing red Boston paver bricks and/or granite cobble stones or as otherwise reasonably determined by Licensees, to create a proper curb line delineating the First Street right of way from the adjacent private property on the Parent Parcel. To the extent feasible and practical, the City will include parallel parking spaces for use by the Licensees and the general public within the Parking Areas affected by such termination.

3. **Maintenance.** Licensees shall maintain and keep the Parking Areas in a good state of repair, and shall repair any damage, which endangers public safety, as a result of Licensees' exercise of its rights hereunder. The City shall maintain and keep First Street in keeping with the maintenance plan and policy for all public roadways. The City shall have the right, but not the obligation, to provide written notice to the Licensees requiring that it address any condition which endangers public safety. Licensees shall be responsible for all snow and ice removal/treatment in the Parking Areas and shall be responsible for the maintenance of all improvements in the Parking Areas in a manner consistent with the City's maintenance of other similarly-situated streets and parking spaces. The City shall be responsible for the clearing of snow and ice on First Street up to and along the Parking Areas, but not within the Parking Areas. Snow and ice from the Parking Areas shall not be stored or plowed into First Street and snow and ice from First Street shall not be plowed into the Parking Areas. Should snow and ice from First Street be accidentally plowed into either of the Parking Areas, the snow and/or ice will be removed from those areas within sixty (60) minutes from time of transfer. The City shall have the right, but not the obligation, to repave the Parking Areas and re-stripe the spaces within the Parking Areas, consistent with the present parking space layout, if and when the adjoining sections of First Street are repaved by the City, in its sole discretion.

4. **Indemnification.** Licensees shall, jointly and severally, indemnify the City against claims and demands for damages to person or property, costs, expenses (including reasonable attorneys' fees and costs), arising from Licensees' exercise of its rights and the performance of its duties and obligations hereunder, except if caused by the negligence or misconduct of the City, its agents, contractors, subcontractors and/or employees. Notwithstanding any provision contained in this License to the contrary, no member, manager, officer, or employee of the Licensees shall have any personal liability hereunder.

5. **Transferability and Assignment.** The Licensees shall be permitted to transfer or assign their rights under this License to their respective members or officers, or to any other owners, employees, agents, tenants, guests, or invitees who come to own, lease or otherwise legally occupy any portion of the First Parcel or the Riparia Parcel, including any subsequent subdivision or condominiumization of the First Street Parcel or the Riparia Parcel. Notwithstanding any assignment or transfer, Licensees shall remain jointly and severally liable for the performance of Licensees' obligations and for notice purposes under this License.

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

If to Licensees, at: First Street at Garrison, LLC
466 Central Avenue
Suite 12
Dover, NH 03820

and

Riparia-One Hundred First Street, LLC
466 Central Avenue
Suite 12
Dover, NH 03820

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

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

8. **Sign Restrictions; Other Improvements.** The Licensees shall be able to place signs in the Parking Areas to denote its rights and interests in the Parking Areas and/or to prohibit the parking of other motor vehicles in the Parking Areas. The City shall have no obligation to enforce any parking prohibitions or restrictions. Any and all such signs and sign locations are subject to the advance written approval of the City of Dover through its City Manager or

designee. The Licensees shall refrain from the use of Electronic Message Centers, electronic reader boards, electronic changeable copy signs or similar electronic technology for any/all signage on City property. The Licensees shall likewise obtain advance written approval from the City for any other improvements to, in or placed upon the Parking Areas. Upon termination, in whole or in part, of this License, the City shall, at its sole cost and expense, remove any and all applicable signage and any other improvements from the Parking Areas or portions thereof subject to termination.

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

10. Default. In the event that the Licensees have defaulted on their duties and obligations under this License, the City shall provide written notice to the Licensees by certified mail, return receipt requested, at the time that the City becomes aware of an event of default. If the Licensees have not cured the default within sixty (60) days of the date of such notice, the City shall issue a second written notice to Licensees by certified mail, return receipt requested. In the event that Licensees have still not cured the default within one hundred eighty (180) days of the second notice, the City shall have any and all rights and remedies available under this License, at law or in equity, including but not limited to termination of all or a portion of the License as well as reimbursement of any and all fees and costs, including reasonable attorney's fees, for the successful prosecution or enforcement of any such rights. The City may extend the cure period for such default in the event that the Licensees have undertaken such cure, but despite reasonable diligence, have been unable to complete the cure.

11. Other Matters. The Parking Areas subject to this License are provided to the Licensees in "as is", "where is" and with all faults as to their physical condition. This License is subject to any and all matters of record pertaining to the Parking Areas. This License was authorized by the Dover City Council pursuant to a Resolution approving the Revised and Restated Land Development Agreement, dated January 22, 2014.

12. Obligations Joint and Several. The Licensees acknowledge that they are jointly and severally liable for all duties and obligations imposed under this License.

[SIGNATURES TO FOLLOW]

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

Susan D. Gendron By: *J. Michael Joyal, Jr.*
Witness CITY OF DOVER, NEW HAMPSHIRE
J. Michael Joyal, Jr., City Manager
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this, the 17th of July, 2014, before me, the undersigned Officer, personally appeared J. Michael Joyal, Jr., who acknowledged himself to be the City Manager of the City of Dover, and that he, as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act of the City of Dover.

Susan D. Gendron
Notary Public
My Commission Expires: _____



LICENSEES:

FIRST STREET AT GARRISON, LLC
A N.H. limited liability company, its Manager

Den a R
Witness

By: [Signature]
David K. Bamford, Manager
Duly Authorized

Den a R
Witness

By: [Signature]
Kevin McEneaney, Manager
Duly Authorized

RIPARIA-ONE HUNDRED FIRST STREET, LLC
A N.H. limited liability company, its Manager

Den a R
Witness

By: [Signature]
David K. Bamford, Manager
Duly Authorized

Den a R
Witness

By: [Signature]
Kevin McEneaney, Manager
Duly Authorized

STATE OF NH
COUNTY OF Rock

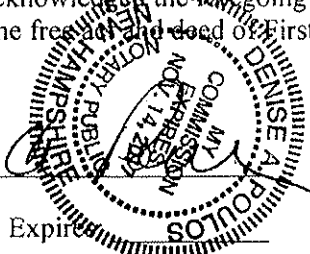
On this, the 17 of _____, 2014, before me, the undersigned Officer, personally appeared David K. Bamford who acknowledge himself to be a Manager of First Street at Garrison, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacity as the free act and deed of First Street at Garrison, LLC.

[Signature]
Notary Public
My Commission Expires 11/14/17

STATE OF NH
COUNTY OF Rock

On this, the 17 of July, 2014, before me, the undersigned Officer, personally appeared Kevin McEneaney, who acknowledge himself to be a Manager of First Street at Garrison, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacity as the free act and deed of First Street at Garrison, LLC.

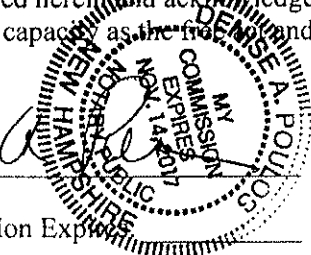

Notary Public
My Commission Expires NOV 14 2017



STATE OF NH
COUNTY OF Rock

On this, the _____ of _____, 2014, before me, the undersigned Officer, personally appeared David K. Bamford who acknowledge himself to be a Manager of Riparia-One Hundred First Street, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacity as the free act and deed of Riparia-One Hundred First Street, LLC.

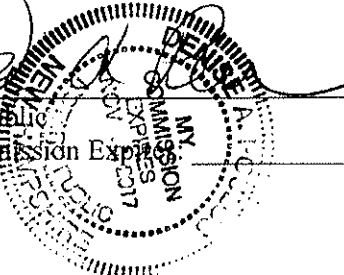

Notary Public
My Commission Expires NOV 14 2017



STATE OF NH
COUNTY OF Rock

On this, the 17 of July, 2014, before me, the undersigned Officer, personally appeared Kevin McEneaney who acknowledge himself to be a Manager of Riparia-One Hundred First Street, LLC, a New Hampshire limited liability company and executed the foregoing instrument for the purposes contained herein and acknowledged the foregoing instrument to be his free act and deed in his said capacity as the free act and deed of Riparia-One Hundred First Street, LLC.


Notary Public
My Commission Expires NOV 14 2017



SCHEDULE A

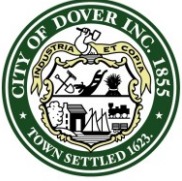
EASEMENT AND LICENSE PLAN

Plan entitled "Easement and License Plan prepared for First Street at Garrison, LLC, Tax Map 6, Lot No. 3, First Street & Chestnut Street, City of Dover, County of Strafford, State of New Hampshire"; dated: January 2, 2014, and revised through May 1, 2014; scale: 1"=20'; by: McEneaney Survey Associates, Inc.; recorded at Strafford County Registry of Deeds as Plan # 107-063.

SCHEDULE B

SUBDIVISION PLAN

Plan entitled "Minor Subdivision of Land prepared for the City of Dover, NH Tax Map 6, Lot No. 3, First Street, City of Dover, County of Strafford, State of New Hampshire"; dated: January 6, 2014; scale: 1"=20'; by: McEneaney Survey Associates, Inc.; recorded at the Strafford County Registry of Deeds as Plan #107-062.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2019.12.11 – 195**
Resolution Re: **Approval of Winter Road Maintenance Agreement
with Varney Brook Lands, LLC**

- WHEREAS: Varney Brook Lands, LLC is the owner of a portion of a right-of-way in the City of Dover known as Pointe Place, as well as a related street parking area; and
- WHEREAS: The City owns and maintains the western end of Pointe Place and performs winter maintenance of that area; and
- WHEREAS: The City owns Thornwood Lane on the eastern end of Pointe Plane and performs winter maintenance of that road; and
- WHEREAS: Given the winter maintenance the City currently performs on the western end of Pointe Place and on Thornwood Lane to the east, the City benefits from the ability to continue its winter maintenance through the privately owned portion of Pointe Place; and
- WHEREAS: The City of Dover and Varney Brook Lands, LLC entered into a Winter Road Maintenance Agreement for the remainder of last winter (2018/2019);
- WHEREAS: The City of Dover and Varney Brook Lands, LLC now desire to enter into a similar agreement for the remainder of the 2019/2020 season concerning the City's winter maintenance for the portion of Pointe Place owned by Varney Brook Lands, LLC between the City owned portion of Pointe Place and Thornwood Lane as well as the related street parking area.

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

The City Manager is authorized to negotiate and sign a Winter Road Maintenance Agreement between the City of Dover and Varney Brook Lands, LLC.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Karen Weston By Request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.12.	
Resolution Number: R – 2019.12.11 – 195 Resolution Re: Approval of Winter Road Maintenance Agreement with Varney Brook Lands, LLC		

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

See draft Winter Road Maintenance Agreement between the City of Dover and Varney Brook Lands, LLC.

The ability to plow and treat all of Pointe Place will eliminate the need to attempt to turn plow trucks around in the middle of the road during storms.

**WINTER ROAD MAINTENANCE AGREEMENT BETWEEN THE CITY OF
DOVER AND VARNEY BROOK LANDS, LLC**

This **Winter Road Maintenance Agreement** is entered into this ____ day of ____, 2019 between the **City of Dover**, a municipal corporation with a principal place of business at 288 Central Avenue, Dover, New Hampshire 03820 (the "City") and Varney Brook Lands, LLC, with a principal place of business c/o Summit Land Development, 340 Central Avenue, Suite 202, Dover, New Hampshire 03820 ("Varney Brook").

Whereas, Varney Brook is the owner of a portion of a right-of-way in the City of Dover known as Pointe Place, shown on a 2 sheet "Plan of Pointe Place Right of Way, Prepared for Varney Brook Lands, LLC and The City of Dover, Over a Portion of Tax Map K, Lot No. 19" dated December 31, 2018 (the "Plan"); and

Whereas, the City owns and maintains the western end of Pointe Place, as shown on the Plan, and performs winter maintenance of that area of Pointe Place; and

Whereas, the City owns Thornwood Lane on the eastern end of Pointe Place and performs winter maintenance of that road; and

Whereas, given the winter maintenance the City currently performs on the western end of Pointe Place and on Thornwood Lane to the east, the City benefits from the ability to continue its winter maintenance through the privately-owned portion of Pointe Place; and

Whereas, the City and Varney Brook desire to enter into an agreement concerning the City's winter maintenance for the portion of Pointe Place owned by Varney Brook between the City-owned portion of Pointe Place and Thornwood Lane for the remainder of the 2019/2020 winter season.

Now Therefore, the City and Varney Brook agree as follows:

1. The recitals to this Agreement set for the above are incorporated herein.
2. The City shall perform, at its cost, the plowing, sanding, and/or salting of the vehicular travel lanes of Pointe Place in between the City-owned portion of Pointe Place and Thornwood Lane as well as the street parking located on the north side of the road for the remainder of the 2019/2020 winter season (“Maintenance Work”). However, the City’s obligations to perform the Maintenance Work are contingent upon Varney Brook ensuring that no vehicles or other obstructions are located in any of the aforesaid areas. The City shall perform such work in its discretion and in accordance with its standard practices for general winter street maintenance in the City.
3. The City shall repair any damage to the privately owned vehicular travel section of the Pointe Place right of way proximately caused by the City’s negligent activities under this Agreement.
4. Reference is made to Section 6.02 of the Development Agreement by and between City of Dover, New Hampshire and Varney Brook Lands, LLC, incorporated herein by reference. In addition, and provided the City performs the Maintenance Work in accordance with the City’s standard practices for general winter street maintenance in the City, to the fullest extent permitted by law Varney Brook agrees to defend (with counsel acceptable to the City), indemnify, and hold harmless the City of Dover and its employees, officials, and agents from and against any alleged claims, losses, damages or expenses (including reasonable attorneys’ fees) arising out of the death, injury, damage, or harm to any person or any property in any way arising out of or in relation to this Winter Road Maintenance Agreement. This covenant shall survive the termination of this Agreement.
5. The City shall provide Varney Brook an additional insured certificate stating limits of \$1 million.
6. Varney Brook shall provide the City with an additional insured certificate stating limits of \$1 million. The City of Dover shall be named as an additional insured on Varney Brook’s general liability insurance policy, which insurance coverage provided by

Varney Brook shall apply on a primary and noncontributory basis, and cover the City of Dover with the same scope of coverage provided to Varney Brook under the general liability policy without subjecting the City of Dover to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the City of Dover upon cancellation of the policy. Varney Brook shall also provide the City of Dover certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy.

7. This Agreement shall terminate on April 15, 2020. Varney Brook acknowledges that this Agreement neither constitutes "acceptance" of any road or way pursuant to RSA 229:1 or common law, nor in any way obligates the City to undertake any maintenance in the future.
8. This Agreement shall be interpreted under New Hampshire law.

THE CITY OF DOVER

VARNEY BROOK LANDS, LLC

J. Michael Joyal, Jr.
City Manager
Duly Authorized

Charles P. (Chad) Kageleiry
Member/Manager
Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2019.12.11 – 196**

Resolution Re: **Canvass of Votes-November 5, 2019**

WHEREAS: In accordance with City Charter Section 2-11, The Board of the Supervisors of the Elections met in session to canvass the votes cast at the Municipal Election on November 5, 2019 and have declared and certified the results.

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

That a recap of votes cast in all wards of the City of Dover is shown in the attached Canvass of the Votes for the Municipal election held on November 5, 2019.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R – 2019.12.11 – 196**
Resolution Re: **Canvass of Votes-November 5, 2019**

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

RESOLUTION BACKGROUND MATERIAL:

See attached.

CITY OF DOVER, NH
CANVASS OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2019

MAYOR	1	2	3	4	5	6	Totals
Bob Carrier	435	441	601	452	407	466	2802
Karen Weston	284	364	431	314	276	306	1975
At-Large Councilor							
Mark Brave	250	301	431	279	255	292	1808
John O'Connor	417	387	542	428	352	410	2536
Lindsey Williams	405	496	556	471	400	381	2709
At- Large School Board							
Kathleen Morrison	418	377	525	381	354	412	2467
Marsha Pelletier	215	309	369	299	232	221	1645
	1	2	3	4	5	6	Totals
Keno Question #1 - Yes	388	397	472	410	339	379	2385
Keno Question #1 - No	317	399	533	339	324	356	2268
Sports Book Question #2 - Yes	339	346	398	339	283	348	2053
Sports Book Question #2 - No	359	437	594	402	375	380	2547

WARD	CITY COUNCIL	TOTAL VOTES		WARD	CITY COUNCIL	TOTAL VOTES
1	Michele Muffett-Lipinski	584		4	Joshua Manley	613
2	Timothy Casey	259		5	Dennis Shanahan	556
2	Dennis Ciotti	467				
3	Deborah Thibodeaux	812		6	Thomas Clancy	307
				6	Fergus Cullen	432

WARD	SCHOOL BOARD	TOTAL VOTES		WARD	SCHOOL BOARD	TOTAL VOTES
1	Keith Holt	562		4	Zachary Koehler	612
2	Rachel Burdin	635		5	Jessica Rozzo	538
3	Carolyn Mebert	781		6	Amanda Russell	572

CITY OF DOVER, NH
CANVASS OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2019
WARD OFFICIALS

WARD ONE (1)	CANDIDATE	TOTAL
MODERATOR	Jacqueline Valley	566
SELECTMAN	Steven Lafargue	526
WARD CLERK		
SUPERVISOR OF THE CHECKLIST	Ellen Leighton	579
WARD TWO (2)	CANDIDATE	TOTAL
MODERATOR	Elizabeth Fischer	625
SELECTMAN	Mary Ann Cooper	619
WARD CLERK	Marlene Rae Taylor	627
SUPERVISOR OF THE CHECKLIST	Nancy J. Champagne	631
WARD THREE (3)	CANDIDATE	TOTAL
MODERATOR	Dorothy Wagner	773
SELECTMAN	Sandra Jean Fenerty	619
	George Dailey	657
WARD CLERK	Kathleen Dailey	802
SUPERVISOR OF THE CHECKLIST	Gary Gilmore	13

CITY OF DOVER, NH
CANVASS OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2019
WARD OFFICIALS

WARD Four (4)	CANDIDATE	TOTAL
MODERATOR	Kate Hill	622
SELECTMAN	Colin Frost	528
	Thomas Southworth	506
WARD CLERK	Colleen DeGrandpre	601
SUPERVISOR OF THE CHECKLIST	Pamela Giguere	629
WARD Five (5)	CANDIDATE	TOTAL
MODERATOR	Aaron Wesley	530
SELECTMAN	Nancy Boyle	541
WARD CLERK	Catherine Cheney	532
SUPERVISOR OF THE CHECKLIST	Kenneth Stanley	3
WARD SIX (6)	CANDIDATE	TOTAL
MODERATOR	Betsey Andrews Parker	585
SELECTMAN		
WARD CLERK		
SUPERVISOR OF THE CHECKLIST	Joanne Maden	292
	Phyllis Woods	348

**CITY OF DOVER, NH
CANVASS OF VOTES
MUNICIPAL ELECTION
NOVEMBER 5, 2019**

A recap of votes cast in all wards of the City of Dover as declared by all six (6) Ward Moderators of the City of Dover is shown below for the Municipal Election held on November 5, 2019.

TOTAL NUMBER OF REGISTERED VOTERS PER WARD

	Current	New Registrations	Total Voters
Ward One (1):	3081	61	3142
Ward Two (2):	3128	59	3187
Ward Three (3):	4044	45	4089
Ward Four (4):	3572	15	3587
Ward Five (5):	2949	31	2980
Ward Six (6):	<u>2768</u>	<u>13</u>	<u>2781</u>
TOTAL	19542	224	19766

TOTAL VOTES CAST

<u>Ward</u>	<u>REGULAR</u>	<u>ABSENTEE</u>	<u>TOTALS</u>
1	713	22	735
2	790	34	824
3	984	61	1045
4	756	20	776
5	664	29	693
6	<u>762</u>	<u>22</u>	<u>784</u>
TOTALS:	4669	188	4857

Turnout Percentage

Ward 1: 23%

Ward 2: 26%

Ward 3: 26%

Ward 4: 22%

Ward 5: 23%

Ward 6: 28%

TOTAL VOTER TURNOUT: = 25%



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2019.12.11 – 197**

Resolution Re: Setting Voting Hours for the February 11, 2020 Presidential Primary

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover; and

WHEREAS: The New Hampshire Presidential Primary will be held on February 11, 2020.

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

The voting hours at all Wards in the City of Dover shall be from 8:00 a.m. to 7:00 p.m. for the Presidential Primary to be held on February 11, 2020.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.14.

Resolution Number: **R – 2019.12.11 – 197**
Resolution Re: Setting Voting Hours for the February 11, 2020 Presidential Primary

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

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

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:

RSA 659:4 requires that the City Council determine polling hours in state elections no later than 30 days prior to a state election.

The Moderators and Supervisors of the Checklist have been contacted in regards to the hours proposed in this resolution and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2019.12.11 – 198**

Resolution Re: Changing of Ward 3 Polling Facility

WHEREAS: The City Clerk has concluded that the current Ward 3 needs a new polling facility;

WHEREAS: The Parish of the Assumption has offered the use of their facility at 150 Central Avenue as the location for the Ward 3 polling facility; and

WHEREAS: The City Clerk has toured the facility proposed for the 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 Parish of the Assumption, 150 Central Avenue, 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.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Karen Weston
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.15.

Resolution Number: **R – 2019.12.11 – 198**
Resolution Re: Changing of Ward 3 Polling Facility

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote: 07/24/2019	YES	NO
Mayor Karen Weston		
Deputy Mayor Robert Carrier, At Large		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Matthew Keane, Ward 6		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See letter from Parish of the Assumption dated November 25, 2019.



Parish of the Assumption

Rev. Agapit H. Jean, Jr., Pastor

150 Central Avenue • Dover, NH 03820

Phone: 603-742-4837 • Fax: 603-749-6779

Email address: ajeau@rcbm.org

25 November 2019

City of Dover – City Clerk's Office
Susan Mistretta, City Clerk
288 Central Avenue
Dover, NH 03820

Re: Ward 3 Polling Place – St. Joseph Hall

Dear Susan,

Please know that I am pleased to offer the use of St. Joseph Hall as the polling place for the citizens of Ward 3. I was pleased to meet with you, the Ward Moderator and Sargent Marn Speidel to review the possibilities of the set-up and flow for the voters.

Once again, I extend my invitation to you as the City Clerk with sincere appreciation for your guidance and assistance as we offer to serve the citizens of Dover.

Yours in Christ,

Rev. Agapit H. Jean, Jr.

Rev. Agapit H. Jean, Jr.
Pastor



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Substitution

Resolution Number: **R – 2019.12.11 – 199**

Resolution Re: **Approval and Consent to Refugee Resettlement in the City of Dover, New Hampshire**

WHEREAS: On September 26, 2019, President Donald J. Trump issued an Executive Order on Enhancing State and Local Involvement in Refugee Resettlement, Executive Order 13888 (“Executive Order”), which provides, among other things, that refugee resettlement be done in cooperation and consultation with State and local governments;

WHEREAS: The aforesaid Executive Order directs the Secretary of State and Secretary of Health and Human Services to develop a process where States and localities provide written consent to refugee resettlement within their respective geographic areas;

WHEREAS: By letter dated November 25, 2019, Governor Christopher T. Sununu provided written consent to initial refugee resettlement in New Hampshire;

WHEREAS: The U.S. has a longstanding national policy of allowing refugees of special humanitarian concern entrance and resettlement into our country, reflecting our nations core values and tradition of being a safe haven for the oppressed.

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

The City of Dover approves of and authorizes the City Manager to provide written consent for refugee resettlement in the City of Dover, New Hampshire consistent with the letter and request of Governor Sununu.

NOW, FURTHER BE IT RESOLVED:

The City of Dover calls upon our federal and state governments to fully support refugees in becoming productive, self-sufficient citizens and integrated members of our nation and local community by providing federal funding needed for the related local and/or regional programs and services and to do so in a manner that does not unduly burden an individual community by diverting scarce local property tax dollars inequitably in achieving such a significant national policy objective.

AUTHORIZATION

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

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.B.1. Substitution Resolution Number: R – 2019.12.11 – 199 Resolution Re: Approval and Consent to Refugee Resettlement in the City of Dover, New Hampshire	

DOCUMENT HISTORY:

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

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

RESOLUTION BACKGROUND MATERIAL:

See attached Executive Order on Enhancing State and Local Involvement in Refugee Resettlement, Executive Order 13888.

See attached letter from Governor Christopher T. Sununu dated November 25, 2019.



STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

CHRISTOPHER T. SUNUNU
Governor

November 25, 2019

Secretary Michael R. Pompeo
U.S. Department of State
2201 C Street NW
Washington DC, 20520

Dear Secretary Pompeo:

This letter is in reference to Executive Order 13888, "*On Enhancing State and Local Involvement in Resettlement.*"

As Governor of the State of New Hampshire, I consent to initial refugee resettlement in New Hampshire as per the terms of the Executive Order.

Sincerely,

A handwritten signature in blue ink that reads "Clitch T. Sununu".

Christopher T. Sununu
Governor

CC:
Principal Deputy Assistant Secretary Carol T. O'Connell
Bureau of Population, Refugees, and Migration
U.S. Department of State

Presidential Documents

Executive Order 13888 of September 26, 2019

Enhancing State and Local Involvement in Refugee Resettlement

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered as follows:

Section 1. Purpose. In resettling refugees into American communities, it is the policy of the United States to cooperate and consult with State and local governments, to take into account the preferences of State governments, and to provide a pathway for refugees to become self-sufficient. These policies support each other. Close cooperation with State and local governments ensures that refugees are resettled in communities that are eager and equipped to support their successful integration into American society and the labor force.

The Federal Government consults with State and local governments not only to identify the best environments for refugees, but also to be respectful of those communities that may not be able to accommodate refugee resettlement. State and local governments are best positioned to know the resources and capacities they may or may not have available to devote to sustainable resettlement, which maximizes the likelihood refugees placed in the area will become self-sufficient and free from long-term dependence on public assistance. Some States and localities, however, have viewed existing consultation as insufficient, and there is a need for closer coordination and a more clearly defined role for State and local governments in the refugee resettlement process. My Administration seeks to enhance these consultations.

Section 6(d) of Executive Order 13780 of March 6, 2017 (Protecting the Nation from Foreign Terrorist Entry into the United States), directed the Secretary of State to determine the extent to which, consistent with applicable law, State and local jurisdictions could have greater involvement in the process of determining the placement or resettlement of refugees in their jurisdictions, and to devise a proposal to promote such involvement.

I have consulted with the Secretary of State and determined that, with limited exceptions, the Federal Government, as an exercise of its broad discretion concerning refugee placement accorded to it by the Constitution and the Immigration and Nationality Act, should resettle refugees only in those jurisdictions in which both the State and local governments have consented to receive refugees under the Department of State's Reception and Placement Program (Program).

Sec. 2. Consent of States and Localities to the Placement of Refugees. (a) Within 90 days of the date of this order, the Secretary of State and the Secretary of Health and Human Services shall develop and implement a process to determine whether the State and locality both consent, in writing, to the resettlement of refugees within the State and locality, before refugees are resettled within that State and locality under the Program. The Secretary of State shall publicly release any written consents of States and localities to resettlement of refugees.

(b) Within 90 days of the date of this order, the Secretary of State and the Secretary of Health and Human Services shall develop and implement a process by which, consistent with 8 U.S.C. 1522(a)(2)(D), the State and the locality's consent to the resettlement of refugees under the Program

is taken into account to the maximum extent consistent with law. In particular, that process shall provide that, if either a State or locality has not provided consent to receive refugees under the Program, then refugees should not be resettled within that State or locality unless the Secretary of State concludes, following consultation with the Secretary of Health and Human Services and the Secretary of Homeland Security, that failing to resettle refugees within that State or locality would be inconsistent with the policies and strategies established under 8 U.S.C. 1522(a)(2)(B) and (C) or other applicable law. If the Secretary of State intends to provide for the resettlement of refugees in a State or locality that has not provided consent, then the Secretary shall notify the President of such decision, along with the reasons for the decision, before proceeding.

(c) Subsection (b) of this section shall not apply to the resettlement of a refugee's spouse or child following to join that refugee pursuant to 8 U.S.C. 1157(c)(2)(A).

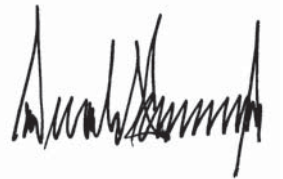
Sec. 3. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.



THE WHITE HOUSE,
September 26, 2019.



November 19, 2019

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

RE: Important Information—Price Changes

Dear Members of the Council:

At Comcast, we're committed to delivering the entertainment and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. As we continue to invest in our network, products, and services, the cost of doing business rises. Programming fees - the cost associated with carrying the programming our customers demand, especially broadcast television and sports programming - continue to rise each year and are one of our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2019, prices for certain services and fees will be increasing. Please see the enclosed Customer Notices for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We work hard to bring our customers great value every day and exciting new developments, including:

- Xfinity Stream app included with Xfinity TV has the most free shows and movies
- Apps like Netflix, Pandora, Amazon, and YouTube integrated on our X1 platform and easily accessed using our Voice Remote
- 163,000+ shows and movies on Xfinity On Demand
- Enhanced control of in-home WiFi with Xfinity xFi
- Advanced security with the Xfinity Wireless Gateway
- The fastest Internet speeds in the country
- 19 million Xfinity WiFi hotspots nationwide

Also, effective December 20, 2019, AnyRoom DVR Service will no longer be available for new subscriptions. If you currently have AnyRoom DVR Service you will continue to receive this service until you make a change or you receive further notice.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs

Attachment: Customer Notices

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

To our viewers, streamers, gamers, and online shoppers,

At Xfinity, we love keeping you connected to what matters most. We're proud to deliver exciting experiences you won't find anywhere else.

We want to let you know about some improvements we've made to your services, and also to tell you the cost of some of our services will be increasing. Nobody likes price increases, including us, but they happen periodically for a few reasons. Network programming fees—the amount networks charge us to put their channels on our cable system—go up every year, and they are among our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing.

We continue to invest in our products and services. These investments lead to big improvements year after year, including:

- Powerful in-home WiFi and a more reliable network with more capacity
- The fastest Internet speeds in the country
- Exciting new technology you depend on, and the integration of the apps you use every day
- Thousands of shows and movies available to watch on any screen, for our TV and Internet customers alike

You deserve the best, so we won't compromise on the experiences we create for you. As always, we sincerely thank you for being an Xfinity customer.

Your Xfinity Team

If you have a promotional offer with your services right now or you are on a minimum term agreement for your services, the prices for those specific services will not be affected during the applicable period. However, equipment charges, charges for additional features, taxes, and other fees, including the Broadcast TV Fee and Regional Sports Network Fee, are subject to change and could affect the overall amount you pay during the applicable period. When your promotional offer or contract term ends, your price for those services will reflect our new package prices.

Experience the benefits of Xfinity

Xfinity Internet:

The fastest Internet speeds in the country, including offering 1 Gigabit download speeds, available to 90% of our customers

19 million Xfinity WiFi hotspots nationwide

Xfinity TV:

Xfinity Stream app included with Xfinity TV has the most free shows and movies

Stream apps like Netflix, Pandora, Prime Video, and YouTube on X1 with the Voice Remote

163,000+ shows and movies on Xfinity On Demand

More details on these price changes are enclosed. For additional information, go to xfinity.com/pricechanges. For details on Xfinity features included with your service, see my.xfinity.com.

Brentwood, Antrim, Auburn, Bedford, Boscawen, Bow, Candia, Canterbury, Chichester, Deering, Derry, Dover, Durham, East Kingston, Epping, Epsom, Fremont, Greenland, Hampton, Hampton Falls, Henniker, Hillsborough, Hooksett, Hopkinton, Kensington, Lee, Loudon, Madbury, New Castle, Newfields, Newington, Newmarket, North Hampton, Northfield (service availability limited to certain areas), Nottingham, Portsmouth, Raymond, Rochester, Rollinsford, Rye & South Hampton, NH

87732000 (1100, 1220, 1230, 1240, 1250, 1270, 1280, 1300, 1310, 1330, 1340, 1350, 1360, 1390, 1400, 1410, 1420, 1440, 1450, 1460, 1470, 1480, 1490, 1510, 1520, 1530, 1540, 1560, 1570, 1590, 1640, 1670, 1680, 1690, 1700, 1810, 1830, 1840, 1850, 3200)

P024AJ19

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

QUAD PLAY PACKAGES	Current	New
with Xfinity Home Security add	\$39.95	\$30.00
with Xfinity Home Security Plus add	\$49.95	\$40.00

XFINITY® TV	Current	New
Broadcast TV Fee	\$10.00	\$14.95
Franchise Costs		
Bedford	\$.30	\$.31
Epping	\$.15	\$.16
Fremont	\$.00	\$.11
Regional Sports Fee	\$8.25	\$8.75
Starz®	\$12.00	\$8.99
TV Box Limited Basic	\$2.50	\$4.60
HD TV Box Limited Basic	\$2.50	\$4.60
TV Box	\$2.50	\$4.60
Remote	\$.18	\$.40
Service to Additional TV - with CableCARD	\$7.27	\$4.95
Customer-Owned Video Equipment Credit	\$2.50	\$5.00

XFINITY® Internet	Current	New
Performance - Xfinity Internet Service Only	\$74.95	\$77.95
Performance - with Xfinity TV or Voice Service	\$61.95	\$64.95
Performance Pro - Xfinity Internet Service Only	\$89.95	\$92.95
Performance Pro - with Xfinity TV or Voice Service	\$76.95	\$79.95
Blast! - Xfinity Internet Service Only	\$94.95	\$97.95
Blast! - with Xfinity TV or Voice Service	\$81.95	\$84.95
Extreme Pro - Xfinity Internet Service Only	\$99.95	\$102.95
Extreme Pro - with Xfinity TV or Voice Service	\$86.95	\$89.95
Gigabit - Xfinity Internet Service Only	\$104.95	\$107.95
Gigabit - with Xfinity TV or Voice Service	\$91.95	\$94.95
Modem Rental	\$13.00	\$14.00
Gigabit Pro Speed Upgrade	\$238.00	\$235.00

Brentwood, Antrim, Auburn, Bedford, Boscawen, Bow, Candia, Canterbury, Chichester, Deering, Derry, Dover, Durham, East Kingston, Epping, Epsom, Fremont, Greenland, Hampton, Hampton Falls, Henniker, Hillsborough, Hooksett, Hopkinton, Kensington, Lee, Loudon, Madbury, New Castle, Newfields, Newington, Newmarket, North Hampton, Northfield (service availability limited to certain areas), Nottingham, Portsmouth, Raymond, Rochester, Rollinsford, Rye & South Hampton, NH

In addition to the price changes listed in the enclosed general **Important Information Regarding Xfinity Services and Pricing**, customers receiving the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text:

“PRICING UPDATE: In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2019, the price of [package or service name from below] will increase/decrease from \$XX.XX to \$XX.XX per month. Prices exclude taxes and fees.”

XFINITY® TV	Current	New
Curiosity Stream OnDemand Subscription	\$5.99	\$2.99
SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS		
Stream TV w/ HBO	\$10.00	\$15.00
Basic Latino TV	\$25.27	\$28.27
MultiLatino Ultra Package	\$76.22	\$79.72
Performance Extra Double Play		
Durham	\$77.99	\$94.69
Londonderry	\$77.99	\$97.11
Performance Internet + Limited Basic		
Pelham	\$87.94	\$90.94
Dover, Durham, Epping, Hooksett, Raymond, Somersworth	\$91.69	\$94.69
Lebanon	\$93.44	\$96.44
Londonderry	\$94.11	\$97.11
Economy Plus Latino Double Play	\$109.22	\$112.22
Starter XF Double Play	\$129.22	\$132.22
Starter Latino Double Play	\$129.22	\$132.22
Starter Double Play w/ Performance Pro Internet	\$144.22	\$147.22
Starter Double Play w/ Blast! Internet	\$149.22	\$152.22
Economy XF Triple Play	\$156.85	\$159.85
Preferred Double Play w/ Blast! Internet		
Durham, Epping, Pelham	\$156.85	\$170.17
Premier Sports Double Play w/ Performance Internet	\$189.17	\$192.17
Premier Double Play w/ Blast! Internet	\$212.17	\$217.17