



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 26, 2020**
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**
- 8. CITIZEN'S FORUM**

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

- 9. CITY MANAGER'S REPORT**
- 10. APPROVAL OF MINUTES**
 - A. February 12, 2020 – Workshop Session**
- 11. MAYOR'S REPORT**
- 12. UNFINISHED BUSINESS**

- A. ORDINANCES IN THE 2nd READING**
- B. ORDINANCES IN THE 3RD READING**
- C. RESOLUTIONS**

- 1. B20024 CURBSIDE COLLECTION SERVICES-MUNICIPAL SOLID WASTE AND RECYCLING & B20012 DISPOSAL
(PREVIOUSLY TABLED; NOW BEING BROUGHT FORWARD)
SPONSORED BY MAYOR CARRIER BY REQUEST**

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - AGENDA</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, February 26, 2020</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	CITY COUNCIL - AGENDA		Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, February 26, 2020	Meeting Time:	7:00pm
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13. NEW BUSINESS

A. CONSENT CALENDAR

1. **BLOCK PARTY – Continuum Arts Collective**
2. **BLOCK PARTY – Seacoast Growers Association**
3. **ROAD RACE – Cochecho Challenge – First Parish Church**
4. **ROAD TOLL – American Cancer Society – March 7, 2020**
5. **ROAD TOLL – American Cancer Society – March 29, 2020**

6. **B19014 SIX WHEEL DUMP TRUCKS WITH EQUIPMENT**
SPONSORED BY MAYOR CARRIER BY REQUEST

7. **APPROVAL OF LEASE AGREEMENT WITH COMMUNITY PARTNERS
STRAFFORD COUNTY FOUNDATION**
SPONSORED BY MAYOR CARRIER BY REQUEST

8. **APPROVAL OF LEASE AGREEMENT WITH REACH FOR THE TOP THERAPY
SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST

9. **APPROVAL OF LEASE AGREEMENT WITH UNITY OF THE SEACOAST**
SPONSORED BY MAYOR CARRIER BY REQUEST

10. **APPROVAL OF UTILITY EASEMENT - 169 SPUR ROAD**
SPONSORED BY MAYOR CARRIER BY REQUEST

11. **APPROVAL OF UTILITY EASEMENT – 175 SPUR ROAD**
SPONSORED BY MAYOR CARRIER BY REQUEST

12. **APPROVAL OF REVISION TO PHASED-IN AMOUNT OF ALL VETERANS' TAX
CREDIT**
SPONSORED BY MAYOR CARRIER BY REQUEST



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COMMITTEE REPORTS

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

B. RESOLUTIONS

- 1. REPROGRAM UNEXPENDED BOND PROCEEDS FROM THE COCHECO DAM RETAINING WALL PROJECT TO CHAPEL RESTORATION/FACILITIES & GROUNDS OFFICE PROJECT AND ISSUE CHANGE ORDER ONE TO CARENO CONSTRUCTION (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 11, 2020, WITH VOTE TO OCCUR ON MARCH 25, 2020)**
SPONSORED BY MAYOR CARRIER BY REQUEST

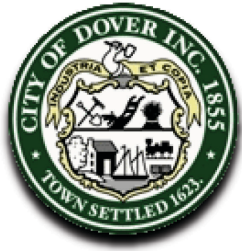
C. ORDINANCES IN 1ST READING

- 1. CHAPTER 9, SECTIONS 1-15 – BOARDS, COMMISSIONS AND COMMITTEES (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 11, 2020)**
SPONSORED BY MAYOR CARRIER BY REQUEST

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



Dover Fire & Rescue Truck 1 operating at a mutual aid fire in the City of Somersworth. January 2020

February 26, 2020

Reporting on: January 2020

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



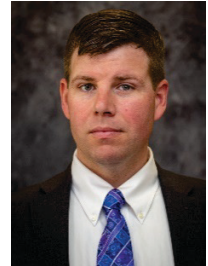
Gary Bannon
Recreation Director



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 – January

Total animal calls for service:	38
Handled by Officers/Dispatch:	26
Handled by Animal Control Officer:	12

Breakdown of Animal Calls:

Found/Loose Animals: 15

Animal Bites: 05

Welfare Checks: 05

Misc/Other: 13

The ACO received 25 voicemail messages and followed up on 5 reports originally handled by officers.

One of those calls involved a puppy found running loose on Dover Point Road. The ACO made multiple attempts to locate the owner, but the animal went unclaimed and was subsequently put up for adoption at the Pope Memorial Humane Society.



Unclaimed puppy found wandering on Dover Point Road.

Library circulation in January totaled 22,641 items. (11,028 adult + 7,606 children's print items; plus 4,007 items downloaded including 2,830 audiobooks & eBooks, 1,084 Hoopla streaming music, movies, and books, and 93 eMagazines).

158 new library patrons registered in January. The total active cardholders is now 14,567. 19 of these new patrons were non-resident Dover workers or students (now 802 in that category).

Library museum passes were borrowed 71 times.

INSPECTIONS & PERMITS:

Inspection Services also was very busy again in January with a total count for 795 inspections conducted and permits issued at 58. Here is the Inspection Services activity breakdown for January:

Inspections - Life Safety	122	Inspections - Plumbing/Mechanical	192	Inspections - Woodstove/Fireplace	00
Inspections - Business	12	Inspections - Blasting	00	Permits Issued - Blasting	00
Inspections - Sprinkler/Alarm	23	Inspections - Health	53	Permits Issued - Building	52
Inspections - Building	224	Inspections - School / Daycare	17	Permits Issued - Certificate of Occupancy	06
Inspections - Electrical	152	Inspections - Oil Burner	00		853

During the month of January, 8 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

In January 2020, SIU detectives and Crime Scene Unit officers continued to investigate a jewelry store robbery that took place in Dover in October 2019. The case remains under investigation, but significant progress has been made.

During January 2020 SIU detectives participated in "Granite Shield" operations over three days in Dover, Rochester, and Somersworth. These operations led to 23 arrests for various illegal narcotics charges.

In addition, SIU detectives followed up on a Dover Police Department Patrol Division investigation that led to a Maine man being charged with Possession with the Intent to

Distribute. Fifteen pounds of marijuana and \$23,000.00 in cash were seized as a result of this investigation.

SIU detectives also assisted the Drug Enforcement Administration with an operation in Dover, which led to three Dover men arrested on federal narcotics charges.

A lengthy SIU investigation led to the arrest of a Rochester man for wiretapping, a misdemeanor offense.

SIU detectives and CSU officers investigated three unattended deaths in Dover during January 2020. One of these deaths was a suicide.

On January 17, 2020, Detective Timothy Burt and Crime Scene Unit Officer Scott Petrin conducted joint training with the New Hampshire State Police Forensic Laboratory regarding footwear evidence.

During the month, SIU detectives conducted two background investigations on a potential police employees.

On January 6th, several CRASE instructors completed the final "walkthrough" portion of the training evolution at Dover Middle School. During the training, instructors were assigned to different areas of the building to discuss the Avoid, Deny, Defend tactics that would apply to each part of the school. Similar training events will be held at the elementary schools in the coming months.

On January 10th, Sergeant Tarmey and Officer Collis investigated several incidents involving a subject suffering from mental health related issues. The subject had engaged in behavior that generated several emergency police responses to his residence over the course of several days. Based on the investigation, it was deemed that the subject was a danger himself and/or others. Sergeant Tarmey and Officer Collis worked closely with Community Partners to facilitate a Prayer and Complaint for Emergency Involuntary Admission being drafted. The purpose the action is to have the subject be evaluated by mental health professionals. After the completion of the applicable paperwork by Community Partners, officers were able to peacefully take the subject into custody and transfer him to Wentworth Douglass Hospital for further evaluation.

On January 14th, Sergeant Tarmey and Officer Collis met with faculty at Garrison Women's Health to conduct a "Safety Talk" as well as an abbreviated CRASE training. Garrison Women's Health requests this type of training annually.

On January 15th and 21st Sergeant Tarmey participated in two all day presentations by prospective records management system (RMS) vendors. The "hands on" training was designed to give the RMS selection committee a chance to use the respective products as they would during normal working conditions.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of December, Dover Police Officers encountered 81 separate homeless individuals. He also continued to maintain and update a log of all arrests for the LEAD program, as well as a log of individuals who were contacted using the Dover PD lobby to warm up. During the month of January, there were 23 instances during which 16 separate individuals used the lobby to warm up. In each of those 23 situations, the people were contacted and offered assistance and resources.

During the month, Officers Caproni and Murch made hundreds of positive community contacts throughout their patrol area which covers the entire downtown business district from New York Street to Silver Street and all the way from the Community Trail to Cocheco Street. These police contacts give the officers and the public sense of being part of the community together. Officer Caproni and Murch can assess the community's needs and concerns and helps to develop trust between the community and the police. This is especially important with the children. The officers are told daily by people they meet how much they appreciate seeing the horses around and that is not only from children or horse lovers.

Much of the month of January was focused around integrating Benny, the new horse, into the daily routine and his mounted duties. The

unit spends time daily working on training before heading out on routine patrol. It takes several months typically of daily training onsite before utilizing a horse in the public areas of the downtown. The horses are never taken out in the public until a certain level of trust is developed. Benny has exceeded all expectations and headed downtown earlier than many previous horses in training. He has already stolen the hearts of the community members and he really seems to love his new job. Rasa is due to be retired to her previous owner in Pennsylvania in the upcoming months.

Winter is upon us and the mounted unit receives numerous donations for the homeless population. The officers make daily checkups on the homeless and distribute the goods they are given. This includes everything from clothing to hats and scarves, blankets, and food. The officers take this opportunity to assess any other needs that those living outside might have. The officers assist in finding services for needy individuals and advise them of the warming shelters and health care services.

Mounted Patrol: January

30 public assists

16 parking assists

15 community action/homeless assists

During the month of January, the Dover Police Department responded to 1,559 calls for service throughout the city. In addition, officers made a total of 1,162 traffic stops. Officers also initiated 209 non-enforcement related contacts with the community. The total number of

incidents handled by the police department for January 2020 was 2,930.

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

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.

Priority 1: 177

Priority 2: 91

Priority 3: 529

Priority 4: 762

Priority 5: 1,371

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of January 2020, the Dover Police Department responded to sixteen emergency incidents and arrived on scene in less than six minutes to 82% of those calls (16 calls, 3 in six minutes or more).

DISPATCH COMMUNICATIONS January

RADIO TRANSMISSIONS

13,988

PHONE CALLS

8,420

911 CALLS RECEIVED

421

LOBBY CUSTOMERS

352

POLICE ALARMS RECEIVED

106

POLICE ALARMS CANCELLED PRIOR TO ARRIVAL

106

FIRE & MEDICAL ALARMS

69

OTHER ALARMS

3

Due to the water meter replacement program, the Utilities Division has been busy replacing curb boxes around the city. As staff has been steadily replacing water meters, a few times they've discovered that the meter is unable to be changed out due to either a bad inside stop or a bad curb box. As they've made repairs, the meter division has been able to return to install a new meter at these locations.

When not assisting with snow plow operations, the Utilities Division has been clearing the lot for the new Facilities and Grounds site on Court Street. In order to keep the cost down, the CS Department is assisting on all of the site work, pictures shown below.



Crews assisted a City of Dover contractor with a TV inspection of the box culvert, from the railroad tracks to Cocheco Street. The contractor was only able to get from the railroad tracks to the base of Chapel Street. The box culvert is over 100 years old and exposed on the top.

During the month of January, the Highway Division was kept busy with winter storm operations. Due to low temperatures and equipment failure, brine was unable to be applied prior to six winter events. However, approximately 530 gallons was able to be applied during the snow storms utilizing the newer trucks equipped with brine saddle tanks. All City streets and parking lots were plowed

and snow was removed as needed. Sidewalks in the downtown and along school routes were cleared after each storm. Spot sanding/salting was performed on icy roadways and sidewalks (and straight sand on all dirt roads) after varying temperatures resulted in slippery conditions.

The residential sand/salt pile, located at the beginning of Piscataqua Road was restocked. Several of the bins in the downtown were refilled. Employees continued to mix sand and salt for upcoming storms.

When not responding to storm-related events, crews were busy washing and cleaning out the vehicles. Equipment was also removed from the storage bay so the building could be thoroughly cleaned. Crews made a few trips to Massachusetts to obtain hot top as the local plants are currently closed for the season.

Mailboxes damaged by plows were either repaired or replaced as needed. Temporary boxes were provided in some cases in order for residents to receive their mail. Permanent boxes will be installed in the spring and any lawn damaged will be repaired at that time as well.

Approximately 1,200 tons of salt and 800 tons of sand was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed.

The Facilities, Grounds and Cemeteries handled 82 service calls and 152 work orders in January. There were no burials in Pine Hill Cemetery, this month. Employees set one marker.

Thirty-five work orders pertaining to buildings were addressed in January by Facilities and Grounds. The usual elevator inspections and fire extinguisher inspections were completed. NORRIS continued following up on any quoted repairs required after the annual fire protection system inspections. Five requests to move items were processed. Eight keys were issued.

Facilities & Grounds continue addressing a laundry list of detail items requiring attention at City Hall, after the relocation of offices. Shelving being installed, bulletin boards being moved, fixture holes been repaired and repainted, etc.

The City Hall auditorium was set up on January 6th for the inauguration of new City council members. Presidential candidate Andrew Yang held a town meeting style event in the auditorium on January 11th.

New locks are going to be installed on the bathroom doors of the Library. The locks have come in and are going to be installed shortly. On the 65-degree day, the snow on the flat roof of the Library melted and there was a small puncture found in the rubber membrane that was allowing water to come in through the roof in a steady stream. It was patched and the leak was stopped.

The electrical supervisor continues to wait for parts to come in for streetlight maintenance, trying to remedy issues with street lights that aren't operating properly.

Thirty work orders were generated pertaining to facilities and grounds issues. The Christmas tree was removed from the Rotary plaza and the flag pole was re-installed. Facilities &

Grounds responded to four complaints or issues regarding trees. One tree fell during a weather event and three other concerns were addressed.

More "NO PARKING THIS SIDE during snow events" signs were posted on a few streets in the City. Snow removal equipment cannot pass through narrow streets and when vehicles are in the way, and emergency vehicles would not be able to pass either. Nine other sign work included replacing 3 sign posts and changing signs out or cleaning graffiti from signs that had been struck by motor vehicles or vandalized.

Eleven traffic signal complaints were investigated and repairs are ongoing. Some areas need an upgrade in equipment, a process that is ongoing throughout Dover. Two ped buttons were repaired.

Polling places were evaluated to make sure all accessibility issues were addressed. Wheelchair accessible ramps will be installed at St Josephs and St Johns churches temporarily until more permanent solutions can be investigated. Old drapes were removed from the McConnell Center as they are not fire retardant. Lighting units were replaced in multiple locations in City buildings.

1,564 people attended, or registered for, 83 free programs at the library during January.

The library executed 87 U.S. passports in January.

The circulation desks at the library filled 1,563 patron hold requests.

52 new patrons registered for downloadable audiobooks/ eBooks (total = 5,087) and 28 registered for Hoopla (total = 1,477).

Internet and PC uses by the public totaled 1,321 on library workstations, plus another 5,936 via Wi-Fi, and 66 Chromebook loans.

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

15,516 people visited the library during January, an average of 535 per day (open 29 days).

The library's 3D printer fulfilled 6 customer requests for printed objects.

Bathroom locks were installed to help secure the restrooms and improve patrons' safety.

The library's new Maker Tools debuted on January 15. Patrons can now borrow these crafting and creative tools for home use for a three-week loan period.

January saw Fire & Rescue responding to 539 calls for service, an average of over 17 calls per 24-hour period. 9 of the calls for service were for fires, 337 were for medical emergencies, 18 were for other hazardous situations requiring emergent intervention (natural gas leak or energized power line down, for example), 88 were either false or good intent in nature, with the remaining being for non-emergent requests.

In addition to the number of emergency and other assistance calls handled by the shift in the

course of the month, the Chief Officers provide Command Coverage, 24/7 throughout the year. This Command Coverage ensures that a Chief Officer will be available to assume responsibilities "outside the building" during a fire or other major emergency, while emergency crews are committed inside the building. The Command responsibilities include maintaining accountability of all personnel on scene, maintaining situational awareness of the development of the situation from an exterior vantage point, managing on scene and additional resources as needed to mitigate the emergency, and providing for an overall

additional layer of safety and awareness. During "regular" working hours, there is always a Chief Officer(s) available to respond with the duty shift to emergencies that typically warrant this additional layer of supervision. In addition to calls during the regular part of the weekday, at least one Chief Officer is always available to respond from home or within the City at the time the alarm is received.

In the month of January, in addition to regular weekday calls, a Chief Officer was summoned to respond with the duty shift to an additional 14 calls on nights and/or weekends.

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	December 2019 Individuals	January 2020 Individuals
Wentworth Douglass Hospital	197	213
Portsmouth Regional Dover ER	46	36
Frisbie Memorial Hospital	1	2
Portsmouth Regional Hospital	7	4
Shriners Boston	0	0
Boston Children's Hospital-MA	0	0
Mass General Hospital	1	0
Brigham and Womens Hospital-MA	0	0
Maine Medical-ME	0	1
Catholic Medical Center-NH	0	1
Non Transports/Sign Offs/Refusal of Care	72	82
Totals:	324	339

SNOW MANAGEMENT SUMMARY REPORT

Date	Condition	Accum.	Total O/T	Total O/T	Contractor	Salt Ton	Salt Cost	Salt/Sand	Salt/Sand	Sand-	Sand Cost	Salt Brine	Brine Cost	Total Storm
		Inches	hrs	Cost	Cost			Mix Yard	Cost	Yard Only				Cost
11/21/2019	Icy Roads	0.00	27.63	\$908.87	\$140.00	39.50	\$1,980.93	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$3,029.80
11/24/2019	Ice, sleet, rain	0.00	30.12	\$1,103.17	\$0.00	35.50	\$1,780.33	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$2,883.50
11/25/2019	Icy Roads	0.00	7.38	\$269.49	\$0.00	11.50	\$576.73	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$846.22
12/1-12/3/19	Snow	12.00	679.10	\$23,076.04	\$27,442.50	432.25	\$21,677.34	242.00	\$6,110.50	0.00	\$0.00	2,460.00	\$196.80	\$78,503.18
12/6/2016	Snow	1.50	31.52	\$912.80	\$740.00	33.50	\$1,680.03	8.00	\$202.00	1.00	\$16.70	10,350.00	\$828.00	\$4,379.53
12/11/2019	Snow	1.50	49.20	\$1,558.66	\$70.00	90.50	\$4,538.58	16.00	\$404.00	6.00	\$100.20	1,930.00	\$154.40	\$6,825.84
12/17/2019	Snow	4.00	404.85	\$13,635.49	\$10,699.25	402.50	\$20,185.38	95.00	\$2,398.75	12.00	\$200.40	4,030.00	\$322.40	\$47,441.67
12/27/2019	Icy Roads	0.00	48.53	\$1,645.44	\$280.00	90.00	\$4,513.50	51.00	\$1,287.75	0.00	\$0.00	0.00	\$0.00	\$7,726.69
12/30-12/31/19	Snow	8.00	678.00	\$23,221.87	\$16,717.50	184.00	\$9,227.60	80.00	\$2,020.00	0.00	\$0.00	0.00	\$0.00	\$51,186.97
1/1/2020	Icy Roads	0.00	107.40	\$3,431.19	\$4,215.00	29.50	\$1,479.43	80.00	\$2,020.00	0.00	\$0.00	0.00	\$0.00	\$11,145.62
1/5/2020	Snow	1.00	55.83	\$1,760.62	\$140.00	72.75	\$3,648.41	19.00	\$479.75	3.00	\$50.10	0.00	\$0.00	\$6,078.88
1/8-1/9/20	Snow	1.50	79.37	\$2,458.75	\$3,240.00	113.25	\$5,679.49	56.50	\$1,426.63	3.00	\$50.10	0.00	\$0.00	\$12,854.96
1/13/2020	Icy Roads	0.00	40.52	\$1,276.80	\$178.36	67.00	\$3,360.05	9.00	\$227.25	3.00	\$50.10	0.00	\$0.00	\$5,092.56
1/16/2020	Snow	3.00	45.55	\$1,469.92	\$4,035.09	196.00	\$9,829.40	39.00	\$984.75	3.00	\$50.10	174.00	\$13.92	\$16,383.18
1/18/2020	Snow	6.00	407.62	\$14,053.47	\$6,335.86	187.00	\$9,378.05	59.50	\$1,502.38	0.00	\$0.00	330.00	\$26.40	\$31,296.16
2/6-2/7/2020	Snow	3.00	238.80	\$7,831.07	\$2,317.50	236.00	\$11,835.40	574.00	\$14,493.50	9.00	\$150.30	6,300.00	\$504.00	\$37,131.77
2/10/2020	Icy Roads	0.00	38.58	\$1,297.15	\$0.00	112.00	\$5,616.80	12.00	\$303.00	6.00	\$100.20	0.00	\$0.00	\$7,317.15
12/5/2019	Downtown Removal	0.00	144.89	\$5,099.20	\$3,272.50	0.00	\$0.00	10.00	\$252.50	0.00	\$0.00	0.00	\$0.00	\$8,624.20
1/3/2020	Downtown Removal	0.00	32.17	\$1,185.65	\$0.00	4.00	\$200.60	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$1,386.25
1/7/2020	Downtown Removal	0.00	55.83	\$1,760.62	\$2,045.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$3,805.62
1/20/2020	Downtown Removal	0.00	84.42	\$2,689.00	\$1,198.36	9.00	\$451.35	87.00	\$2,196.75	3.00	\$50.10	0.00	\$0.00	\$6,585.56
1/23/2020	Downtown Removal	0.00	138.52	\$4,657.37	\$1,365.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$6,022.37
Through February 2020		41.50	3,425.83	\$115,302.64	\$84,431.93	2,345.75	\$117,639.36	1,438.00	\$36,309.50	49.00	\$818.30	25,574.00	\$2,045.92	\$356,547.65
Through February 2019		43.50	3,769.87	\$121,137.29	\$38,383.50	3,261.25	\$163,551.69	2,598.50	\$65,612.13	125.50	\$2,127.23	32,975.00	\$2,638.00	\$393,449.83
Through February 2018		54.75	4,820.70	\$150,506.71	\$35,355.50	3,073.25	\$163,343.24	2,741.50	\$65,631.51	100.50	\$1,582.88	9,430.00	\$1,594.80	\$418,014.63
Through February 2017		61.50	5,157.52	\$162,064.13	\$20,634.30	3,084.25	\$167,721.52	3,070.00			\$39,142.50	22,080.00	\$1,766.40	\$391,328.85
Through February 2016		33.25	3,295.10	\$104,808.60	\$25,638.00	1,541.00	\$83,799.58	1,877.50			\$23,938.13	4,800.00	\$384.00	\$238,568.31

2019-2020 Parking Bans: 9

- 1 Ban
- 2 Bans

As of 2.18.2020

Total Permits Issued: January 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-098	VERTICAL REALITY PROPERTI	15	ABBAY SAWYER MEMORIAL DRIVE	REPAIR & INSTALL 2 ANTENNAS & ASSOC. MOUN	C	28	32LE	35000	375
19-274	ARC CAFÉ USA 001 LLC	47	CENTRAL AVENUE	INT. RENOV. DUE TO WATER DAMAGE	C	17	76	39000	415
19-333	29 LITTLEWORTH ROAD, LLC	29	LITTLEWORTH ROAD	CONST. AN OFFICE/WAREHOUSE STRUC	C	G	600	430000	4100
19-452	HYNES	282	CENTRAL AVENUE	PERFORM INTERIOR CEILING IMPROVE	C	9	11402	6750	95
19-571	RECON REALTY LLC	80	INDUSTRIAL PARK DRIVE	CONST. A TWO STORY, MIXED USE OC	C	G	G3A0	3327300	33270
20-006	BRAD GRAY	55	MAIN STREET	REPLACEMENT OF RUBBER ROOF	C	3	1500	12000	145
19-370	HELLENIC REATLY PARTNERS	333	CENTRAL AVENUE	PHASE 2, RENO. OF EXSTNG BLDG. CON	C/R	2	19	2160000	21625
18-243	DONAHUE	16	OLD STAGE ROAD	CONST. A REAR DECK	R	G	36660	8000	105
18-286	SANTOS	417	MIDDLE ROAD	REPLACE EXISTING DECK	R	M	6205	1000	35
18-477	HO	250	LOCUST STREET	REPAIR / REPLACE FRONT STAIRWAY &	R	K	8800	1500	45
19-248	TAMMINIDI	38	WATERLOO CIRCLE	CREATE A BEDROOM FOR ADU	R	M	7660	5000	150
19-340	HAZELTINE	124	VARNEY ROAD	CONST. A STORAGE SHED	R	A	3600	5000	75
19-402	LUNDY POINT LLC	10	LUNDY POINT DRIVE	CONST A *TDR* SFD W/2 CAR ATT. GRA	R	G	35E9	225000	2275
19-409	TDAC & COMPANY, LLC	17	BEAUMONT DRIVE	INT. RENOV., ADD A TWO CAR ATT. GA	R	M	619	150000	1525
19-417	EDHIE	3B	HALL STREET	PERFORM INT. RENOV. OF BATHRM	R	37	1302	10975	135
19-438	V PAOLINI CONSTRUCTION LL	12	COTTAGE PARK DRIVE	*TDR* DWLLNG UNIT ABOVE GRGE	R	M	600	47500	500
19-478	CARTER	3	LEXINGTON STREET	CNVERT CRRAGE HSE TO A DETCHD S	R	10	10125	50374	529
19-512	WAYPOINT	61 63	PARK STREET	DEMO DETACHED GARAGE	R	27	12200	2500	275
19-529	FESTA	14	KELLEY DRIVE	INSTALL A REAR DORMER IN EXISTING	R	O	12000	52000	545
19-540	GARRISON CONDO'S	56	DURHAM ROAD	UNIT 23, RENO. AFTER FIRE & WATER D	R	I	9B	45000	475
19-542	PODOLAC	45	GLEN HILL ROAD	CONST. A SFD W/2 CAR ATT. GARGE W/	R	C	21M	250000	2525
19-548	FEDORCHAK	18	WELLINGTON AVENUE	INSTALL A PATIO DOOR & CONSTRUCT	R	D	10G0	9000	115

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-550	GRAYSON DAVID, LLC	51	SANDPIPER DRIVE	PERFORM INT. DEMOLITION ONLY	R	C	2B8	12000	145
19-552	PUERRO	66	HORNE STREET	REMOVE & INSTALL WINDOWS & FREN	R	36	29C0	2000	45
19-553	STELLER	12	BRIARWOOD LANE	INSTALL A ROOF MOUNTED PV SOLAR	R	K	18A8	26548	290
19-554	BURKE	14	STOCKLAN CIRCLE	INSTALL A ROOF MOUNTED SOLAR AR	R	G	24J11	21404	239
19-555	DICKINSON, JEREMIAH	1	HULL AVENUE	INSTALL A ROOF MOUNTED SOLAR PA	R	35	4600	21184	235
19-556	STAGGER	27	FOSTERS DRIVE	CONVERT UNFSHED BMENT INTO HABI	R	L	89B2	112450	1155
19-567	DAVID GRAYSON, LLC	51	SANDPIPER DRIVE	PERFORM INT. IMPRVEMENTS FROM W	R	C	2B8	100000	1025
19-568	HAFLINGER	167	MOUNT VERNON STREET	INSTALL A BATHROOM	R	29	3200	10000	125
19-569	FRANKENFIELD	18	QUAIL DRIVE	CONST. A REAR ADDITION	R	A	4990	45000	475
19-570	REED	262	GULF ROAD	INT. RENO. AFTER FIRE, NEW KITCHEN,	R	N	8A5	330000	3325
19-572	SHACAR	98	THREE RIVERS FARM ROAD	INSTALL GROUND MOUNT SOLAR PANE	R	N	330	32400	349
19-573	KENISTON	11	HULL AVENUE	INT. RENOV. AND REPLACE WINDOWS	R	35	5100	76315	788
19-575	GARRISON CONDO ASSOCIATI	56	DURHAM ROAD	UNIT 38, RENO. AFTER FIRE AND WTR D	R	I	9-B	45000	475
19-579	ROYER-MCCARRON	66B	PISCATAQUA ROAD	CREATE A BEDRM IN LOWER LEVEL	R	J	19H0	9000	115
19-582	BOOS	41	APPLEVALE DRIVE	REPLACEMENT OF 11 WINDOWS	R	K-1	N-1	26249	288
19-583	WOLFORD	8	SHADY LANE	INSTALL A PATIO DOOR	R	178	G-0	3716	63
19-584	LITTLEFIELD	4A	SMITH WELL ROAD	RENO. TO CREATE AN ADU	R	38	32	8000	105
19-587	KENISTON	11	HULL AVENUE	INT. ALT. & RENOV. OF A KITCHEN	R	35	5100	9600	121
19-588	DUREAU	23	ATLANTIC AVENUE	INSTALL A SLIDING DOOR, CONST. A DE	R	25	66B	2800	55
19-589	GAUDETTE	9	CEDARBROOK DRIVE	REPAIR ROOF FROM STORM DAMAGE	R	32	6300	7175	96
19-595	LEIGHTON	3	SOUTH WATSON LANE	CONST. A SFD W/2 CAR GARAGE W/UNF	R	17	88	180000	1825
19-597	DEMERS	4	MARTIN LANE	PERFORM INTERIOR ALTERATIONS	R	20	310	70000	95
19-598	44 MAPLE STREET, LLC	44	MAPLE STREET	INSTALL FOUNDTN, MUTLI-FAMILY DW	R	30	1900	30000	325
19-599	SCHINTZIUS	16	APPLEVALE DRIVE	CONST. A BRZEWY, INSTALL AN WINDO	R	K	1540	27000	295
19-602	LEBLANC	177	CENTRAL AVENUE	INT. REPAIRS & RENO. AFTER FIRE	R	19	3100	125000	1275

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-604	WILTON	15	PARTRIDGE LANE	RENOVATE A KITCHEN	R	I	36L0	22000	245
20-009	ARGALL	6	RIVERDALE AVENUE	INSTALL REPLACEMENT FRONT DOOR	R	I	74F0	3500	60
20-010	FURMAN	10	PACIFIC DRIVE	CREATE A MEDIA PROJECTION ROOM	I R	E	5020	20560	240
20-011	MAGNUSSON	144	COUNTY FARM CROSS ROAD	INSTALL INT. DRAINS IN BASEMENT	R	B	15A0	10000	125
20-037	MILLIHEN	21	EVANS DRIVE	CONST. PORTABLE/TEMP. RAMP	R	L	83G0	6400	89

Total Permits Issued: 52

Total Construction Value: \$8,268,200.00

Total Fees Collected: \$83,422.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	2	Change of Use	1
Commercial Renovations	3	Commercial	0
Convert 1 to 2 Fmly Dwlg	0	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	1
Multi-Family Dwelling Units	0	Industrial	2
Industrial	1	Renovations	1
Industrial Renovations	0	Manufactured Dwlg	1
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	4	Single Family Dwellings	1
Renovations Dwelling Unit	38	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	2		
		Total	6

NAME	STREET NAME		Total Units	Units Built**	Units Under	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
Mixed Use														
STF	10 Strawberry Drive	A	12	12	0	6/26/2018	4/10/2018	Site	P18-11	40	43	6/26/2023	H	0.4
Hellenic Realty	333 Central Avenue	A	18	18	0		3/27/2018	Site	P18-04	2	19		H	0.5
Rivers Mark	200 First Street	A	32	32	0	4/9/2019	3/12/2018	Site	P18-25	6	3-1.9	4/9/2024	H	1.0
Fourth Street Depot	10 Fourth Street	A	20	20	0	9/25/2019	7/23/2019	Site	P19-03	6	54D	9/25/2024	H	0.6
STF	260 Locust Street	A	12	12	0	2/27/2019	8/28/2018	Site	P18-30	15	67	2/27/2024	W	0.4
Saltv Sea	52 Old Rochester Rd	A	15	0	15	1/9/2018	12/12/2017	Site	P17-74	40	25	1/9/2023	H	0.5
Cathartes	Washington Street	A	130	130	0	1/9/2018	12/12/2017	Site	P17-66	2	4	1/9/2023	H	3.9
Changing Places/Robbins	Mechanic Street	C	15	15	0	11/14/2017	4/25/2017	Site	P17-11	24	98	11/17/2022	H	0.5
Carnegie Hill	Third Street	A	20	20	0	9/12/2017	4/25/2017	Site	P17-02	6	54A	9/12/2022	H	0.6
Third/Grove	Grove Street	A	38	38	0	9/11/2018	5/8/2018	Site	P16-31C	31	14	9/11/2023	H	1.1
Old Courthouse	First Street	A	71	0	71	N/A	5/28/2019	Site		6	20	5/23/2022	H	2.1
Pointe Place	Pointe Place	A	119	119	0	10/8/2019	9/25/2018	Site	P18-37	K	19-4	10/18/2024	G	3.6
Little Bay Marina	421 Dover Point Road	A	25	0	25		5/28/2019	Site	P19-05	8	9.10.11.		G	0.8
Bradley Commons	Central Ave	A	49	49	0	2/10/2015	9/23/2014	Site	P14-34	27	2/3	2/10/2020	H	1.5
Total: Mixed Use			576	465	111									10.1
Multi-Family:														
Clay Hill	Henry Law Avenue	C	10	0	10	12/4/2015	7/28/2015	Site	P15-17	22	3	12/4/2021	W	1.1
44 Maple Ave LLC	44 Maple	A	12	0	12	9/19/2019	4/9/2019	Site	P18-58	30	19	9/19/2024	H	4.2
Marker 44	87 Portland Ave	A	32	32	0	6/11/2019	11/13/2018	Site	P-18034	24	114	6/11/2024	H	11.2
Sojourn Property Management LLC	66 Third		10	0	10		1/28/2020	Site	P19-61	31	7 & 8			
Princeton Properties	Plaza Drive	A	24	24	0	11/5/2019	6/25/2019	Site	P-18034	D	79-1	11/5/2024	H	8.4
Total: Multi-family			88	56	32									1.1
Subdivisions:														
RV Paolini Construction, LLC	56-58 Dover Point Road	M	7	0	7	6/18/2019	12/11/2018	Site	P18-45	M	6	6/18/2024	G	2.5
TDAC	99 Sixth Street	H	4	3	1	6/26/2018	6/12/2018	Site	P18-07	35	57	6/26/2023	H	1.4
Singh	County Farm Cross Road	H	4	1	3	3/14/2018	10/24/2017	3/15/2018	P17-58	B	6G	3/14/2023	H	1.4
Coughlin	Piscataqua Road	H	3	3	0	12/12/2017	7/25/2017	12/14/2017	P17-42	I	94-A/B	12/12/2022	G	1.1
Quantum	Littleworth Road	H	6	0	6	8/2/2017	6/13/2017	8/3/2017	P17-34	H	29A	8/2/2022	W	2.1
Whitney Scott	Topaz Drive	H	9	3	6	1/9/2018	6/13/2017	3/6/2018	P17-18	G	9	1/9/2023	W	3.2
Sophie Lane	County Farm Road	H	3	3	0	6/27/2017	5/9/2017	6/28/2017	P17-32	E	32	6/27/2022	H	1.1
Ayer	Eagan Drive	H	17	2	15	11/17/2017	4/11/2017	1/10/2018	P16-25	N	18	11/17/2022	G	6.0
Indian Ridge	Emerald Ln	H	49	48	1	8/25/2015	6/23/2015	12/4/2015	P14-58	F	15	8/25/2020	W	17.2
Child's Subdivision	Childs Dr	H	19	18	1	4/9/2013	3/28/2013	3/29/2013	P12-20	N	8A-1	3/28/2018	H	6.7
Arch St	Fresian Drive	H	11	0	11	7/30/2013	10/23/2012	8/1/2013	P12-28	11	16	7/30/2018	W	3.9
Hidden Valley Drive	Hidden Valley Dr	H	10	8	2	7/30/2009	3/24/2009	8/4/2009	P09-03	I	94C	7/30/2013	G	3.5
Harbor Hills	Shore Ln	H	16	15	1	8/10/2010	3/23/2010	8/11/2010	P07-39	L	89G	8/10/2014	G	5.6
Paddocks/Tidewater Farms	Saddle Trail Dr	H	9	5	4	2/21/2008	10/23/2007	2/21/2008	P07-43	N	8	2/21/2012	H	3.2
Picnic Rock	Back River Rd	H	21	20	1	10/31/2007	7/10/2007	11/6/2007	P07-32	16	20	10/31/2011	G	7.4
StoneCroft	Carriage Hill Ln	H	11	10	1	8/9/2005	5/24/2005	8/9/2005	P05-18	A	16	8/9/2009	H	3.9
Havenwood Farm at Alden	Boxwood/Wildewood	H	32	28	4	6/6/2005	5/10/2005	6/7/2005	P04-42	B	21	6/6/2009	H	11.2
Weeden	Garrison Rd	H	4	3	1	9/28/2004	6/22/2004	10/4/2004	P04-25	I	1P	9/24/2008	G	1.4
Lundy Pointe LLC	32 Old Stage	H	10	3	7	7/23/2019	4/9/2019		P19-20	G	35E	7/23/2024	G	3.5

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
A:Apt, H:House, C:Condo

NAME	STREET NAME		Total Units	Units Built**	Units Left	DATE OF PB SIGNATURE	DATE OF PB APPROVAL	SCRD DATE	PLANNING FILE #	MAP	LOT	EXPIRATION DATE	SCHOOL	Students**
TDAK	Beaumont (146 Dover Pt)	H	11	6	5	1/8/2019	8/28/2018		P18-14	M	61	1/8/2024	G	3.9
Total: Subdivisions			256	179	77									3.5
Elderly:														
Arbor Woods	Cielo Dr	H	72	64	8	2/20/2007	1/9/2007	2/20/2007	P06-25	H	4	2/20/2011	W	
Total: Elderly			72	64	8									
TOTAL APPROVED UNITS			932	700	232									15

* Built or permit issued and unit under construction

** Students are estimated based upon Impact Fee multipliers. THERE IS NO GUARANTEE TO THESE NUMBERS
A:Apt, H:House, C:Condo

2. Product & Process Outcomes

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

City Planner Benton continued to monitor proposed changes to COASTs operations and bus routes and attended the listening session on December 3rd. New bus routes are proposed to begin summer 2020.

The Assistant City Manager reviewed requested information regarding the Planning Board's role in permitting private roads and how the Board notifies potential buyers of lots built on private roads. While no private roads have been proposed or applications processed recently, staff have developed policy changes and information changes for the next time an application is provided for the Planning Board's review.

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

City Planner Benton oversaw the renovations at the Transportation Center to host Bubby's Delicatessen. The Transportation Center closed on December 26th for interior renovations and Bubby's Deli is set to open in March 2020.

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. Interviews were conducted over the late fall months. In January two final interviews were conducted to select a preferred vendor. This vendor will be brought to the Council for award of bid on February 12th. It is anticipated that if awarded, the remainder of 2020 will be used to migrate the organization to this new software and educate the public, and stakeholders on the operational efficiency and improved public outreach that will be made available for development projects.

Planning and Community Development staff worked to develop zoning amendments to update the code to be consistent with the recommendations of General Code. The draft written amendments were reviewed with the Ordinance Committee and with General Code, on January 27th. They will be presented to the Planning Board February 11th.

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.

Planning and Community Development staff continue to investigate innovative measures that can be implemented or created and implemented for improving options for affordable housing in Dover. The Planning Board created a committee to review and

update the Transfer of Development Right's ordinance and it met January 9th. Furthermore, staff met with a builder and architect who focus on constructing affordable homes to discuss barriers to lower home price. They include: lack of labor in the trades, lack of lumber and affordable raw materials, lack of financing for affordable housing, land costs and legislative barriers (density requirements etc).

Planning and Executive Department staff met to review opportunities to improve the customer experience in City Hall. The group met three times in January and reviewed signage, wall coverings, furniture and other areas the customer experiences in City Hall. In February all offices in City Hall will monitor and complete surveys about what services customers are seeking and how they ended up in the offices they are in. This data will inform improved signage and imagery going forward.

The Assistant City Manager attended the January 9 and 24th meeting of the NHDOT Cultural Resources Advisory Commission to discuss the General Sullivan Bridge. The Assistant Manager relayed the City Council approved resolution on mitigation options for the bridge and then explained them to the CRAC. A final determination of mitigation options is being designed and will be presented at a public meeting in March.

The Assistant City Manager performed a midyear (fiscal) review of the City's Master Plan. This review included updating the status of the progress on various projects and providing a list of recommendations to be reviewed and considered by Boards Commissions and Committees.

The Steering Committee for the update to the Recreation Chapter of the Master Plan met on December 18 and the consultant and staff met to go over the status of all previous recommendations. An update will be provided at the January Land Use Meet and Greet. D. Benton applied for a Bloomberg Asphalt Art Grant in collaboration with the Arts Commission and Dover Main Street.

The Assistant City Manager attended the Transportation Advisory Commission meeting on January 27. At the meeting an update on the Community Trail crossing on Washington Street, Wayfinding and other projects was completed. Additionally, the TAC endorsed adding stop signs on Essex Street and Hancock Street, after reviewing concerns raised by residents.

The Assistant City Manager attended a Strafford Regional Planning Commission summit where it looked to better understand regional transportation, housing and economic development needs. This summit held, January 10th was a good opportunity to influence the regional master planning work SRPC coordinates.

City Planner Bird met with the Forest Management Sub-committee of the Conservation Commission on January 29th to review a draft of the forest management plan for City owned parcels with the selected forester, Tim Nolin. A second draft of the plan is expected to be completed in February.

City Planner Bird met with the Conservation Commission on January 13th to review four new applications and discuss the forest management plan for City-owned property.

City Planner Bird worked with Truslow Consulting to complete the Baseline Documentation Report for the Morin conservation easement on Tolend Road and had the document signed by the owner, City Manager and Conservation Commission Chair in January.

City Planner Benton staffed the January 15 meeting for the Recreation Chapter of the Master Plan update where the steering committee began drafting proposed recommendations. The consultants will continue drafting the recommendations and chapter update and bring a rough draft to February's Steering Committee meeting.

Planning and Community Development staff attended a meeting with Community Services to kick off the traffic signal coordination project. This project looks to migrate traffic signals on Central Avenue to a coordinated system to improve traffic flow and reduce greenhouse gas emissions.

All basketball programs, for grades K-4, are now held at Garrison Elementary School and for the first time, Dover High School. The boy's grades 2-4 programs were able to utilize the main high school gym as well as the auxiliary gym for their programs. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center and continued practices during the week at all the elementary schools. The 7th & 8th grade basketball teams resumed games. Recreation's five high school boys' teams continued their schedules, playing Saturday and Sunday afternoons at the McConnell Center. The 18+ Men's Basketball league continued games on Sunday mornings and Thursday evenings at the McConnell Center. The 35+ League plays Monday nights at McConnell, and

the 50+ league plays Wednesday nights at McConnell. Badminton continues to be popular on Friday nights. New sessions of Interval Strength, began in January and added a new Dance exercise class to the schedule that was well received. Sessions run every 6 weeks for each program. Spring Sports Sign-up flyers were made and were distributed via email by the schools. Spring Sports Sign-ups will be held on Saturday, February 8th from 9am – 12pm in the McConnell Center Cafeteria. The League Presidents Meeting was held with the youth sports organizations on Thursday, January 30th.

Through the month of January, the Indoor Pool has seen its fair share of high school swimmers. Between Dover High, Oyster River, Berwick Academy, St. Thomas and Spaulding High School, swim teams see as many as 150 extra swimmers per day. Seacoast Swimming continues its normal training schedule using about 20 hours of pool time every week. Hydrofitness continues with its success. There have been a higher number of participants now that the holidays are over, averaging 15-25 participants per class. Adult Lap swimming remains the most popular time period with around 75-100 members visiting every day. Great Bay Masters continues to use the facility bringing about 100 swimmers per week. The month of January brought home many college lifeguards, giving relief to staffing shortages. Once they all return to school, the division will be in a challenging position to cover all necessary hours. Two managers will be covering opening and closing shifts 7 days a week. The pool's new Aquatics Facility Manager Erika Friedman, began January 6th and is settling into her new role. Birthday Parties: 1, Non Swim Team Lane Rental: 1

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

have programs going non-stop. High school hockey season is mid-way through. Arena is host to several games just about every night. Dover Youth Hockey is mid-season with practices and games every day and looking ahead to playoffs and tournaments. Public Skate remains to be very popular on the weekends and Rock Night remains very popular every Saturday night. The Winter COED League started early in the month, which again remains full with 112 players and a very large waitlist. The month of January means high school hockey season is nearing the end with several home playoff games at the arena. Planning for spring programs will begin. Youth hockey tournaments will also be held at the Arena. The Heyliger Tournament hosted by Dover Youth will be February 21-23 and the Bay State Girl's Tournament will be February 28-March 1. Adult and Youth Stick Practice: 399, Birthday Parties: 4

In addition to all ongoing activities, the Senior Center members continue to use fitness areas at Dover Recreation. Senior Center offers Chair Yoga, Cardio, and Flexibility classes. Pickleball is offered Tuesday and Friday mornings. Mystery Lunch attendance: 30

The Skatepark on River St. will have to be moved for the Waterfront Development Project. An RFQ was sent out to hire a design firm that will allow a concept plan and budget to be developed for work to be done at a later date in a new location at Guppy Park.

The Guppy Park Softball Field project reached a stopping point due to winter weather. The lighting and fence installation happened in November. The next phase is to install the electrical system to supply power to the lights

and field. Other work on the field itself will happen in the spring.

Staff is working on the layout of the play features at the Amanda Howard Park. The site was assessed and determination what can be done with the current crop of trees and more trees will need to be removed to accommodate design changes. Site work estimates are also being sought so a full budget for the project can be arrived at and begin to move forward with the ordering of equipment.

The United Way of the Greater Seacoast has awarded Granite Youth Alliance another year of funding. The grant includes supporting 6 existing youth advocacy teams in Rockingham County and expanding with 5 new teams in Strafford County. The funding provides support for youth empowerment teams, an annual conference, film festival and technical assistance from Dover Youth to Youth.

On January 8th students from Dover, Epping and Newmarket presented to the United Way Regional Leadership Council about the Granite Youth Alliance program. They provided an update on the status of the expansion, the work various teams are doing and upcoming events such as the film festival and annual conference.

The annual Granite Youth Alliance training conference was scheduled for January 16th but was postponed due to snow and rescheduled to February 18th. The event is expected to attract nearly 100 teens from across the state and will provide a day of training on media development and other substance misuse topics.

On January 10th a 5-person training team from Dover Youth to Youth traveled to Tacoma County Washington to provide an all-day training program to 50 adult prevention professionals there. The students presented a series of sessions on youth empowerment concepts, techniques for developing various skills, and explained how to plan and implement a variety of action projects.

On January 27-28 a different team traveled to Louisville, Kentucky and provided 2-days of training for the state's Health Department. Training was provided to all of their state's regional specialists who in turn help local coalitions implement youth empowerment. They also invited select representatives from some local communities to attend for a total of about 50 participants who were provided with intense, hands-on training in how to teach youth advocates to speak effectively, plan programs, work with the media, and administer a youth empowerment program.

Also on January 27-28 a 4-student training team traveled to Louisville, KY to provide training to 35 adult prevention professionals from throughout the state of Kentucky, including all 15 regional state prevention specialists and selected local professionals who work with youth. Dover Youth to Youth was asked to plan a 2-day training program to help make these adults experts in youth empowerment – and in turn lead Kentucky's youth empowerment effort. The attendees were provided instruction in the philosophy of the Dover model of empowerment, shown how to use our resources, and hands on opportunity to practice using coaching and instruction techniques used with youth.



Students from DoverY2Y are shown above preparing to present to a group of adult prevention staff in Louisville Kentucky.

During January, Dover Youth to Youth provided 2 national webinars. On the 7th, 4 students gave a webinar on involving youth in Policy Change and Legislation. The following week a different group of students provided a webinar on using media to counter the messages of the tobacco and nicotine industries that are often appealing to youth. This training also included techniques to counter the advertising of the e-cigarette manufacturers. In addition, Y2Y students provided a 90-minute training session at a conference in Washington using Dover's webinar technology. The Northeast Tri-County Health Conference organizers displayed the webinar onto a big screen so the adult audience of prevention professionals could see and hear the youth.

This month, the issue of banning smoking in vehicles when a child is present came back before the NH legislature. Over the past 5 years Dover Youth to Youth has proposed this law. Twice it has been voted down and last year it was tabled. In the current legislative session, Dover Representative Peter Schmidt brought it back before the House and it was assigned to be considered by the Transportation Committee. On January 21st there was a public

hearing and 3 members of Y2Y testified in favor of the bill.



Three members of Dover Youth to Youth are shown above testifying before the New Hampshire House of Representatives in favor of a bill to ban smoking cars when a child is present.

Dover Youth to Youth student members and staff continue to be a resource for youth empowerment activities in NH and throughout the US. The program's resources, training materials and experienced student trainers are helping many other communities. For example, in January, the new youth empowerment specialist from Winooski, VT traveled to Dover and shadowed our activities for 2 days. She sat in on 2 Youth to Youth meetings and a session of the PACT parent training and Freeze Action Theater.

Other examples from January include providing the Dover Y2Y Youth Empowerment Toolkit to Omni Youth Programs in Sacramento, CA and the prevention coalition in Bay City, MI.

The Dover Teen Center calendar for January of 2020 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 527 participants on 20 days of programming, which yielded an average of approximately 26 participants per day.

Some program highlights for the month of January 2020 included, but were not limited to the following:

- TC Snack Special Day – "Steve's Chili" (1/3)
- TC Tournament – "9-Ball Billiards" (1/6)
- TC Snack Special Day – "Hot Dogs" (1/8)
- TC Tournament – "Carpet Ball" (1/10)
- TC Special Program - "Arts & Crafts Fun Day" (1/13)
- TC Snack Special – "Pasta Fest" (1/16)
- TC Friday Flix Presentation – "Gemini Man" (1/17)
- TC Snack Special Day – "Pancake Mania" (1/24)
- TC Trip! – "UNH Men's B-Ball Game" (1/29)
- TC Tournament – "Ping-Pong" (1/30)

There were 6 new participants that signed up during the month.

The Community Service program tracked seven active participants during the month of January. A total of 17.5 community service hours were completed during the month. One of the participants finished his/her assigned hours.

On January 23rd, Sergeant Tarmey and Officer Collis met with a local business owner to review their Dance and Entertainment License application/renewal. The business in questions had several incidents that required emergency police responses and police investigations over the past year. As a result, a thorough evaluation of the business' standard practices and procedures was done to see what improvements could be made going forward to decrease the need for police involvement at the establishment. At the conclusion of the

evaluation, Sergeant Tarmey and Officer Collis met with the business owner in person to give him the license while also reviewing with him the recommendations the department had for the business. This process has been done several times over the past few years to assist local businesses in facilitating a safe and peaceful environment and maintaining their respective Dance and Entertainment Licenses.

Throughout the month Sergeant Tarmey, Officer Collis and the Mounted Unit continued to work closely with CAP and other outside agencies regarding the city's homeless population. When applicable, services were offered to persons in need of assistance with housing and/or welfare options.

During the month of January, Sergeant Tarmey worked closely with Woodman Park School regarding several children that have had poor/sporadic attendance records since the beginning of the school year. On several occasions the school requested that the police department go to the students' home and speak to the respective guardians about the poor attendance of the child. Woodman Park School staff reported that the department's involvement which, in some cases resulted in DCYF referrals, was having a positive impact on their ability to assist the families.

On January 6, 2020, Officer Dunne attended the CRASE follow-up training with DMS staff.

On January 16, 2020, Officer Dunne attended a Cub Scouts meeting and spoke to the Scouts about her job as a police officer.

On January 21, 2020, Officer Dunne and Officer Cooper attended the SOCC after school program at Woodman Park School. The officers read a story to kindergarten students and enjoyed an after school snack.

Later that afternoon, Officer Dunne attended a DMS PTA meeting. Officer Dunne was in attendance to speak to the PTA about hosting an event about social media for DMS parents.

Throughout the month of January, Officer Dunne met with her Little Sister at Woodman Park School. Officer Dunne is active in the Bigs in Badges program led by Big Brothers Big Sisters of NH. They spend their time playing games in the gym or creating art work in the art classroom.

Officer Dunne completed the PACT program for 5th grade parents. A total of 56 families graduated the program. Officers Cooper and Collis assisted with this month's lesson, along with members of Dover Youth to Youth.

Throughout the month of January, Officer Dunne continued to meet with her 6th grade Advisory group.

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

As an additional duty, Officer Dunne is tasked with contacting individuals in the community who recently overdosed in order to follow up on their wellbeing and refer them to addiction

services. She contacted three individuals during the month of January.

On Friday, January 3, Officer Pike presented his PowerPoint presentation to Jess Bonello's Criminal Law class. Officer Pike presented in three separate classes that day. The presentation is a breakdown of a shooting that occurred at 25 George St. in December of 2012. More specifically, the presentation covers topics including victim/witness interviews, suspect interviews, Miranda warnings, obtaining search warrants, search and seizure and adjudication through the court process.

On Friday, January 10 and Monday January 13, Officer Pike assisted Amanda Lee in her Health class in presenting on a block of Sexual Assault awareness. Officer Pike and Lee completed a PowerPoint presentation for Lee's five Health classes. The presentation centers on Lee's block of instruction. Officer Pike uses his knowledge of sexual assault investigations, sex offender registration laws and certain child pornography laws. Lee and Officer Pike present the students with various scenarios throughout the block of instruction.

Officer Pike met with Dean Stephens about assisting her with a CHINS petition for a student that has been and continues to struggle with life inside and outside of the building.

During the month of January 2020, Officer Pike participated in the readmission meeting for a student that had been suspended for a five-day period. It is not a regular occurrence for Officer Pike to be involved in these types of meetings, however; the student requested that he attend because the student identified Officer Pike as part of his in school support system.

On Friday, January 24, Officer Pike became aware of a traffic issue on Bellamy Rd., where a tire fell off a vehicle, causing a traffic delay. Officer Pike handled the subsequent traffic back up.

During the month of January 2020, Officer Pike continued directing traffic at the end of the day at Alumni Dr. and Bellamy Rd. This activity also allows for the prompt exit of school buses from DHS in conjunction of all other traffic coming and going from the school. Additionally, this traffic direction maintains an orderly traffic flow on Bellamy Rd., eliminating the possibility for motor vehicle accidents caused by traffic congestion.

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 continuously meets with school officials to assist with school investigations in determining if criminal activity occurred, or to aid 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.

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.

For the first month of 2020, Officer Collis was involved in a wide variety of activities. Officer Collis worked with the Dover Youth to Youth program and assisted them on three separate evenings with presenting skits for their PACT group.

Officer Collis also continued to work closely with the Woodman Park School. He continued his weekly visits to the school for the Big Brothers, Big Sisters program. He also read to a first grade class. Officer Collis also worked with the school by checking on families that had numerous unexcused absences and helped keep the school and DCYF track of what the families were doing to ensure the children made it to class.

This month Officer Collis also worked with the welfare office with helping several homeless subjects travel back home where they would have more opportunities and better family support systems. This included transporting the subjects to and from the Welfare office and bus stations. Officer Collis also continued to work with Community Action and the welfare office to continue to help bring assistance to those in need. Additionally, Officer Collis continued to work closely with the Public Library, both by making routine visits of the library and by having direct contact with the staff. Officer Collis also continued to take calls and complaints directly from the staff.

On January 6th, Officer Cooper assisted with additional Civilian Response to Active Shooter

Events (CRASE) training at the Dover Middle School. The session was a follow-up to the initial training held in November.

On January 16th, Officer Cooper, along with five Dover Housing Authority employees, attended a Poverty Simulation at Rivera College in Nashua. The event was to simulate the variety of challenging, but somewhat typical, circumstances of those who live in poverty. The simulation was an effort to help students understand the associated frustrations. The exercise simulated a month of poverty and the students were assigned the role of a family. Each family was given information about the unique circumstances/challenges and were tasked with finding food, shelter, and other needs while utilizing community resources. Officer Cooper, along with the housing staff, were volunteers.

On January 21st, Officer Cooper and Officer Dunne met with a kindergarten class at the Woodman Park School. They sat with them during snack time and Officer Dunne read the students a book.

In January, Officer Cooper began teaching D.A.R.E. (Drug Abuse Resistance Education) to fifth grade classes at the Dover Middle School. Officer Cooper will teach the ten week curriculum to four classes.



Officer Cooper teaches DARE to one of her fifth grade classes.

The Parking Bureau assisted Community Services with notifying residents of the changes to the winter parking regulations. Since going to a storm based Winter Parking Ban, twenty streets have been identified as needing a 24/7 parking restriction on one side to allow emergency vehicles and plow trucks to get down the road. The Parking Bureau created the below notice and once the streets were posted, the notices were left on vehicles. In addition, Community Services sent a letter to all abutters of the affected streets to notify them of the change and the upcoming parking commission meetings that would be reviewing the program.



Twelve spaces in the Third Street reopened for public use this month. Signs have been installed to direct drivers to the lot and nearby merchants have been notified. The second part of the lot will be returned to public parking once the apartment building is completed in April.



Section of the Third Street Lot that has been reopened.

Parking Manager Bill Simons assisted both the Town of Rye and Town of Durham while they evaluate moving to a handheld parking ticket program similar to what has been in use in Dover for nearly 30 years.

Parking Manager Bill Simons assisted the Planning Department with preparing the Transportation Center depot for the deli that is hoping to open in March. Bill was able to find a local contractor that would move the Dover Main Street Santa's House that was by the back door of the depot to another location in the parking lot at no cost to the city.

On January 16 and 23, Sergeant Speidel fulfilled Planning Board Technical Review Committee responsibilities for site plans pending application to the Dover Planning Board, to provide staff comment pertaining to site access, traffic, or public safety and security as applicable. These included a proposed residential subdivision off Cataract Avenue and a mixed use development off Dover Point Road.

Sergeant Speidel performed 14 child passenger seat inspections during the month of January. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sergeant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

This included seat checks performed on the evening of January 15 in partnership with Wentworth-Douglass Hospital. Sergeant Speidel partners on a monthly basis with

trained staff of the WDH Women and Children's Center to provide an evening of appointment opportunities. Expectant parents and other caregivers can book appointments for safety inspections of their child seat installation in their vehicles, generally on the third Wednesday of the month. During the cold months, monthly checks are graciously hosted by the Dover Fire and Rescue Department at the Liberty North End fire station.

On January 17, 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 morning commuting hours and the agency's personnel costs were reimbursed through a grant from the Office of Highway Safety. Targeted violations included speed and distracted driving. Targeted locations on that date included Tolend Road, Watson Road, and the downtown area.

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 January 14th and January 28th, K9 Barco and Officer Brown attended the Strafford County Regional Tactical Operations Unit (SCRTOU) trainings. The focus of the trainings was night vision equipment familiarization and tactical deployment of the K9 to aid in team movements.

There were no K9 deployments or callouts during the month.

83 library programs were attended in January by 1,564 people. These included:

21 story times 428; 2 Craft sessions 148; 2 Knitting group meetings 20; 3D prints 6; 10 movies 107; Pizza & Pages 5; Creativity Corner 6; 4 Lego Saturdays 111; 2 Technology classes 20; 6 Book groups 60; 3 Little Free Library visits, adding 172 books; Head Start visit 32; Memory Lab/ Maker tools uses 8; Yoga for kids 12; 2 Book-A-Librarian appointments, Langdon Place visit 6; 9 Dungeons & Dragons sessions 47; and Passports 87.

Library volunteers brought books to Langdon Place residents and returned items they had borrowed previously. This is a regular, every-three-week program to bring library items to shut-in residents.

On January 9th, Assistant Chief Spainhower attended the quarterly Region III EMS meeting. Stakeholder participation at these meetings are an important component in assuring EMS agencies in this region have representation at the New Hampshire Bureau of EMS Medical Control Board meetings, as well as the Coordinating Board meetings. Region III meetings are the communications conduit between state-level and region-level EMS agencies. Stakeholders consist of fire & rescue departments, private ambulance services, hospital-based ambulance service and hospitals within the region. Region III is respected state-wide for continued engagement and commitment to providing the best possible EMS delivery systems in the state.

On January 8th, Deputy Chief McShane and Assistant Chief Spainhower attended a meeting with Portsmouth Regional Hospital's executive team to discuss operational consideration and the viability of coordinating air medical transportation from the Dover Emergency Department.

On January 28th, Chief Haas and Division Chief Chabot met with Director of Informational Technology Annie Dove to discuss various software programs designed to implement and track training hours for Fire Department personnel. Division Chief Chabot has developed an Excel-based system designed to more easily track continuing Education and general training hours for personnel, a vast improvement over previous paper-based tracking methods. The ultimate goal is to research and invest in a more robust training program that is designed to assign training, track involvement and allow for interaction between the Training Officer, shift officers and all other Fire Department personnel. Division Chief Chabot will continue working with the IT Department to determine if existing programs currently owned by the City will meet the needs of Fire & Rescue.

On January 29th, Chief Haas and Division Chief of Training & Safety Craig Chabot met with NH Homeland Security Liaison Julia Chase and City Deputy Finance Director Ann Legere to work out final details related to the Department's effort to secure an EPMG (Emergency Management Performance Grant) for the purchase and installation of teleconferencing network. This network is designed to bridge the training rooms of the City's three fire stations, the City EOC (Emergency Operations Center) located within the Police Station, and remote users via mobile devices for both daily operations and large scale emergency management incidents. This final meeting

allowed the planning team to complete the steps necessary to submit a Request for Proposal to solicit vendors interested in designing and installing the system for the City. The EPMG grant will use money already designated for related projects in the City to meet a 50% match of the overall cost of the system. Cost of the system and the success of the grant application should be known in March.

Also on January 29th, Chief Haas and Assistant Chief Spainhower attended a Mental Health Workgroup meeting hosted by Community Partners. This group, meeting quarterly and consisting of members of various County interest groups and support programs (including Dover Rotary, Chamber of Commerce, the Dover Schools Superintendent, Avis Goodwin, Integrated Delivery Network, Wentworth Douglass Hospital, faith based organizations and others), is looking to bring enhanced awareness to the problems related to mental health in our community, find ways to enhance services offered, and eliminate barriers that presently prevent various groups from working together toward the common goal of helping people who suffer from mental health related issues.

All company and chief officers met for the Department's monthly Officer's Meeting on January 7th to discuss Fire Department operations. Throughout the month of January, Deputy Chief McShane met with the Captain and Lieutenants from each shift. All four company officer meetings supported the department's goal of assuring continuity of organization communication. Chief officers continue to meet for weekly staff meetings to discuss department administration and operation goals and projects.

The Safety Committee met on January 31st and discussed the items that were brought to light in the previous meeting. Some items of concern: Lighting in the Ladder 3 Bay at the South End Fire Station. At certain times of the day, it is difficult to see in the station while backing the apparatus in. A plan has been developed to test supplementary lighting at different times throughout the day in an effort to increase the visibility for apparatus drivers.



THE BOULOS
COMPANY

2020

SEACOAST NEW HAMPSHIRE
MARKET OUTLOOK

A MESSAGE FROM OUR TEAM

Welcome to The Boulos Company's 2020 Seacoast New Hampshire Market Outlook. This annual publication seeks to explain the industrial and office commercial real estate markets in New Hampshire's Seacoast Region. It not only publishes the current vacancy rates and lease rates, but also summarizes trends in the office and industrial markets and predicts the coming year's market performance. The goal is to provide clients and commercial real estate professionals with clear, concise and accurate information and serve as a benchmark as they make decisions throughout the year.

2019 was another strong year in the Seacoast commercial real estate market. Demand continues to outweigh the supply across all property types with vacancy rates for both office and industrial space at all-time lows, which is driving sale and lease prices up and continuing to force tenants and buyers to be creative and patient in their search for property.

In 2020, our clients can expect continued challenges from 2019. A lack of good-quality office and industrial space makes it difficult for growing companies to find an adequate location. While low-interest rates and demand for new commercial space remain strong, high construction costs and the tight construction labor market continue to be limiting factors impacting new

construction starts. Investment product remains in high demand which has created an ideal time for owners to consider selling at what may be the top of the market.

2019 was our most successful year for The Boulos Company's New Hampshire and Maine offices with close to half a billion dollars in sales and lease transactions. We expanded our team by hiring a new associate and are now proud to have three full-time brokerage professionals and an amazing support staff in our Portsmouth office. We're looking forward to continued growth in 2020.

We would like to sincerely thank all of our clients and the people in the Seacoast community that we had the pleasure of working with this past year. We look forward to continued success in 2020!

Sincerely,



Kent White & The Portsmouth Team



Kent White
Principal Broker, Partner



Christian Stallkamp
Senior Broker



Caitlin Burke
Associate



Katherine Gemmecke
Associate



Lisa Kurd
Office Manager

DOVER DEVELOPMENT PROJECTS

CAITLIN BURKE *Associate*



In last year's Market Outlook, we highlighted downtown Portsmouth's growth and pending new commercial developments. While there is still a lot of buzz about change and growth in Portsmouth, Dover, New Hampshire deserved the spotlight for this year's report. According to the Dover Economic Development Office, Dover is the fastest growing city in New Hampshire with more than \$100 million in commercial development underway in 2019 and 2020. For a brief overview, it is worth watching [Dover Economic Department's YouTube video summary](#).

In downtown Dover alone, there are approximately twelve mixed-use projects proposed or underway in 2020. The majority are driven by housing, with residential apartments in almost all twelve. Most notably, The Orpheum Project constructed on the old Robbins Block, which is scheduled to open in the first month of 2020, has generated a lot of buzz in the city. It is arguably Dover's first luxury living experience, offering amenities such as in-house co-working space, a fitness center, on-site dog grooming and wash stations, and covered parking for residents. These amenities one would expect in large cities, but will be the first of their kind in Dover and likely dictate the fate of some of the other 2020 pending developments.

In my opinion, Dover offers attributes that Portsmouth cannot compete with, therefore driving a lot of this growth. First and foremost, property is more affordable for development or redevelopment than Portsmouth. Dover also offers convenient, daily train access to Boston via the Amtrak Downeaster, with the train station within walking distance from the majority of downtown. Dover has also done a terrific job of promoting development and working with businesses, investors, and developers

to encourage growth and new construction. Due to these efforts, Dover is approachable and widely known and recognized as development and business-friendly.

Couple these attributes with the growing trend nationwide for people to live, work, and play within walkable urban centers, and Dover is arguably the perfect place for new commercial development. It will be interesting to watch these changes take place over the next year and provide examples for successful growth in neighboring cities.





■ APPROVED/UNDER CONSTRUCTION
■ PERMITTED/CONCEPTUAL PHASE

1 THE WATERFRONT DEVELOPMENT
 River Street | 500,000 SF
 475 Units/Mixed Use Space

2 THE ORPHEUM
 104 Washington Street | 157,393 SF
 130 Luxury Apartments & Commercial Space

3 FOSTER'S PLACE
 333 Central Avenue | 33,702 SF
 18 Units/Commercial Space

4 DOVER HEIGHTS
 1 First Street | 91,784 SF
 71 Units & Commercial/Mixed Use Space

5 RIVER'S MARK
 150 First Street | 52,720 SF
 Mixed Use Space

6 PREBLE STREET
 6 Preble Street | 7,244 SF
 Mixed Use Space

7 CHANGING PLACES, LLC
 15-21 Mechanic Street | 26,805 SF
 15 Units/Commercial Space

8 CARNEGIE HOLDINGS
 15 Third Street | 32,534 SF
 22 Units/Mixed Use Space

9 FOURTH STREET DEPOT
 10 Fourth Street | 17,200 SF
 20 Units/Mixed Use Space

10 BRADLEY COMMONS
 557 Central Avenue | 38,420 SF
 39 Units Built/10 More To Be Built

11 GROVE STREET
 6 Grove Street | 31,796
 38 Units/Mixed Use Space

POINTE PLACE *
 50 & 100 Pointe Place | 343,046 SF
 260 Units/Mixed Use Space

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*Pointe Place is not located downtown but it is a significant mixed use development off of Dover Point Road offering housing, retail and office space.

ABOUT US

Northern New England's Commercial Real Estate leader, The Boulos Company, is dedicated to serving commercial real estate owners, investors, and tenants. We provide office, industrial, retail, multi-unit and investment real estate services with New Hampshire and Maine's most comprehensive market intelligence. Services include strategic property leasing and sales advice and execution, property and facilities management, project management, investment management, valuation, appraisal, research, investment strategy, and consulting. Using a managed teamwork approach, we field a group of professionals to answer each client's specific and changing needs. Each of our team member's market knowledge is complemented by proprietary, in-house research databases and an organizational structure designed to harness the firm's collective expertise.



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UNH students will be testing a real-time alert system to prevent tall trucks from hitting the low overpass of the Broadway Railroad Bridge. Students have been working with Dover's Engineering Division who are in full support of this effort.

Truck-Bridge Collision Prevention System

TYLER ALBANO

MARSHALL HALPIN

PROBLEM:

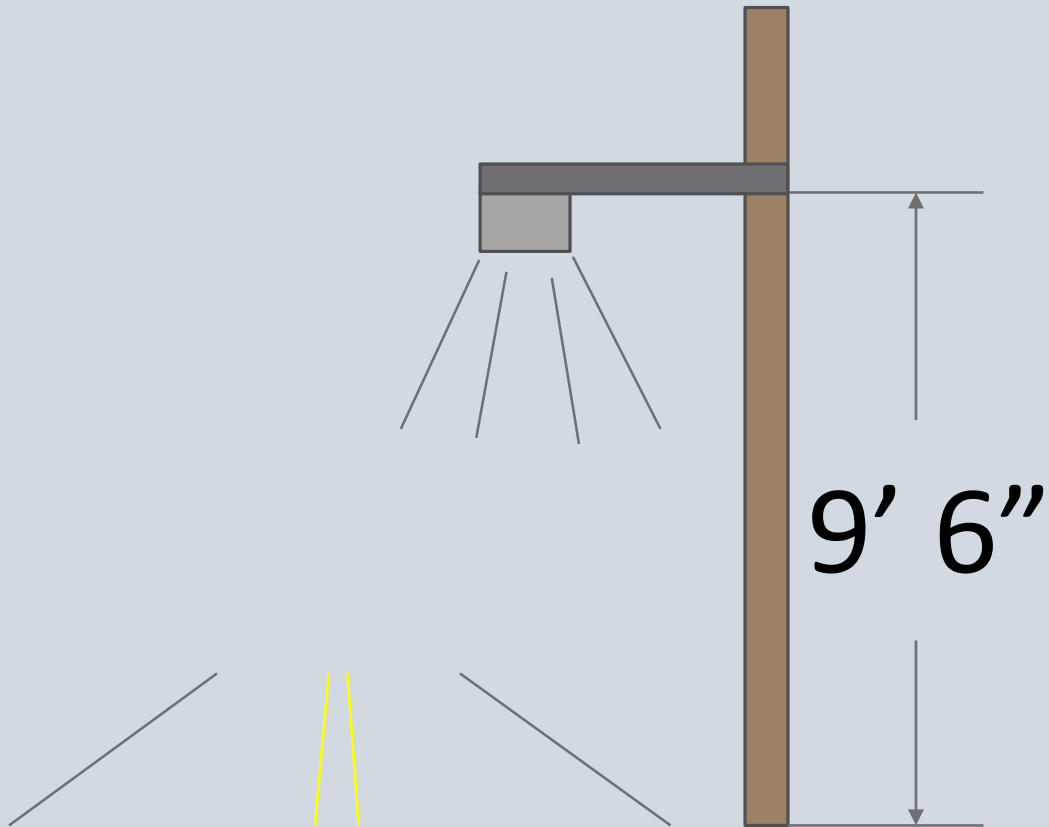
Low Clearance Bridge in Dover, NH



SOLUTION:

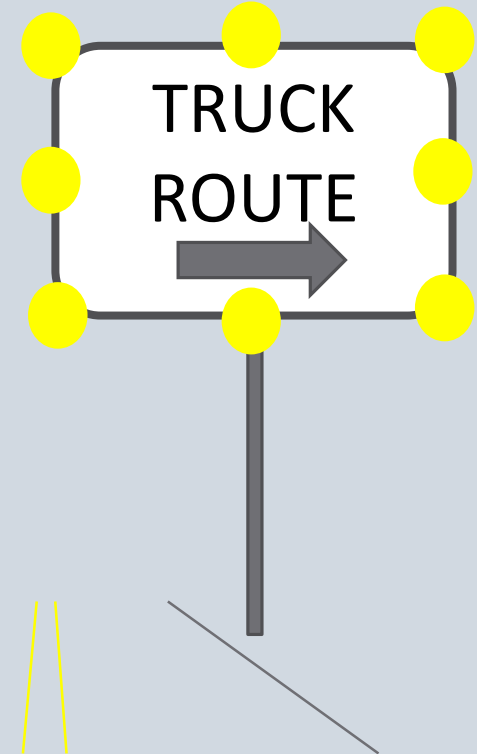
Ultrasonic Truck Height Sensor

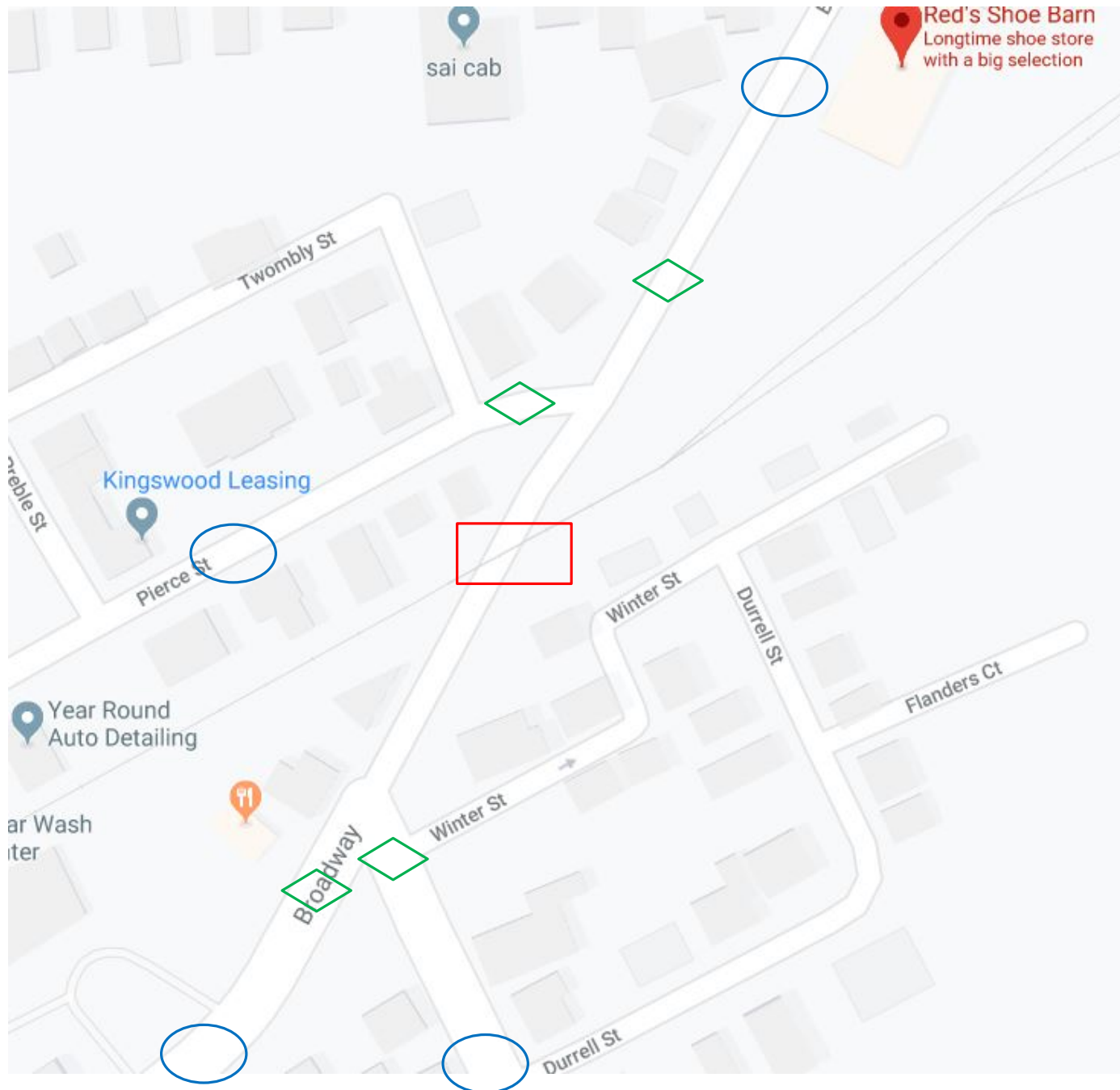
Sensor Attachment Example



Warning Signage for Re-routing

Flashing Lights
Triggered by Sensor





 = Sensor location

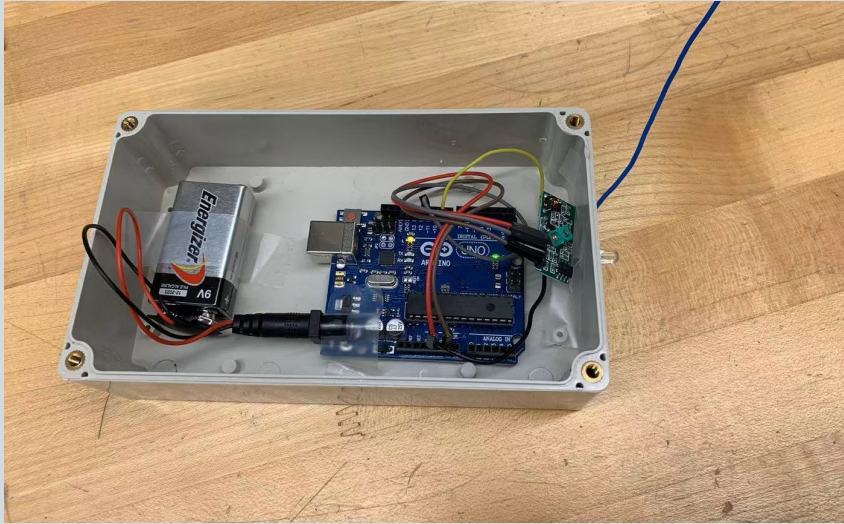
 = Bridge location

 = Warning Sign Location

GOALS/ OBJECTIVES:

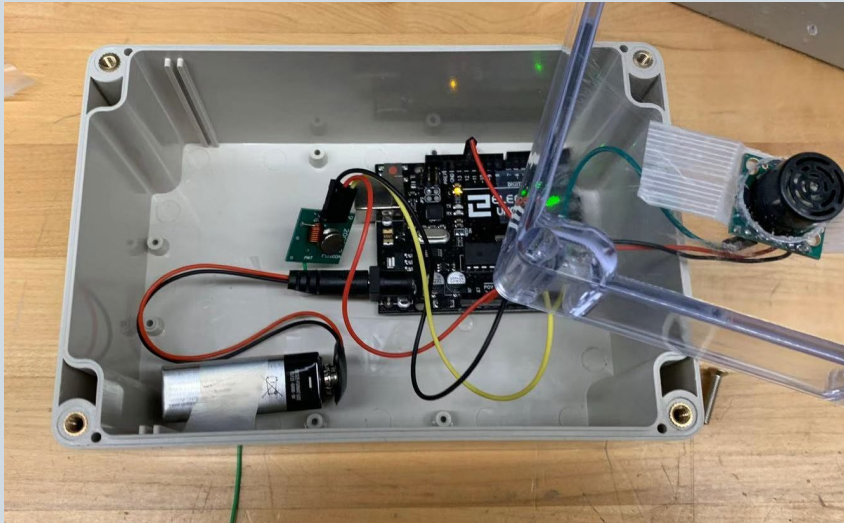
- Design and build sensor system to prevent collisions with bridge
- Test/Implement system on railroad bridge in Dover, NH

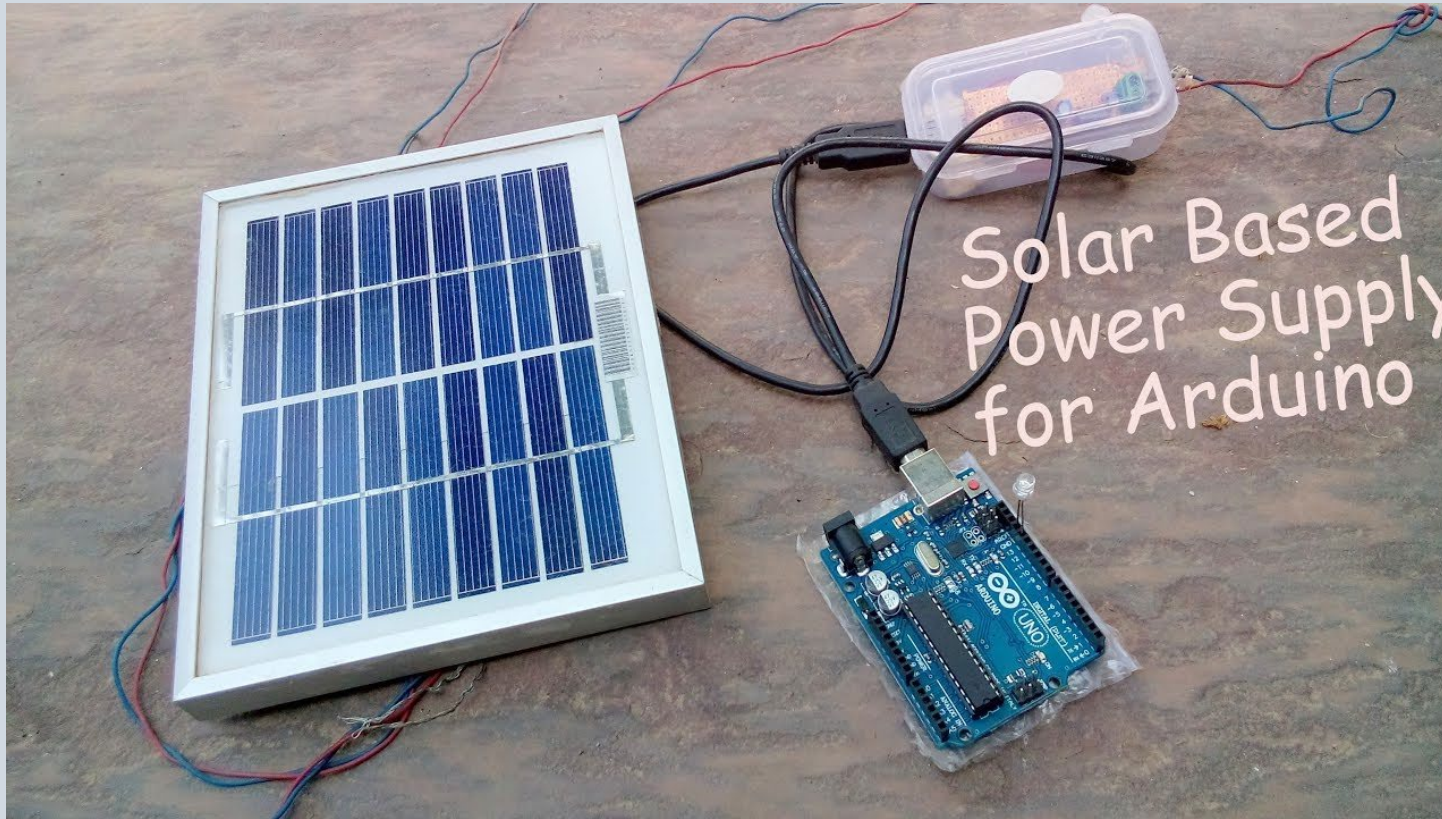




DESIGN OPTIONS:

- Type of sensor (Ultrasonic, touch probe)
- Container specifications: size, shape, how good of a seal
- Light behavior
- Number of sensors per unit





CURRENT PROJECT STATUS

- Looking into self-sustaining power
- Determining warning signage and regulations on system installation

3. Leadership & Governance Outcomes

"EFFECTIVELY CONTINUE TO COMMUNICATE WITH THE COMMUNITY AT LARGE THROUGH VARIOUS MEANS AND SUPPORT CITIZEN ENGAGEMENT IN LOCAL GOVERNANCE AND COMMUNITY FORUMS, AND PROVIDE LEADERSHIP IN THE IMPLEMENTATION OF THE CITY'S MASTER PLAN."

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

The Department of Planning and Community Development mailed 18 letters to new homeowners in the month of December. These letters note the zoning for their property and ways that new residents can get involved with the City and community.

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,027 likes and 2,142 followers).

The Planning Board hosted the annual Land Use Board Meet & Greet for 50+ volunteers of the City's various land use-related boards and commissions on January 14.

Vicki Harris participated in the Prevention Continuum of Practice focused on the utilization of Youth Risk Behavior Survey data on January 8th. Drug Free Communities Coalitions met with the Bureau of Drug and Alcohol Services following the meeting.

On January 31st Vicki participated in a webinar with the Drug Free Communities National Evaluation Team about updates made to the DFC-Me reporting system. DFC-Me is how we submit our semi-annual reports on STOP Act and it is believed that we will use the same system for CARA reporting in the near future. They are still working on the details.

On January 9th the Coalition joined the Dover School Department Community Engagement Team. The group is developing a plan to address vaping within the schools and asked the coalition to lend its expertise. The group is planning a debate on the topic: "Dover should ban vaping until we have a better understanding of the personal and public health risks". Medical and public health experts will present their case alongside harm reduction and vape shop owners as a way to inform students and the community about the complexities of the topic. The event is tentatively scheduled for April 15th.

On January 7, 9 and 15, Dover Youth to Youth assisted the parent training program conducted by the DARE Officers for parents of fifth graders. On each of those dates a different group of parents participated in Freeze Action Theater. In this activity students from Youth to Youth act out a series of 4 scenarios that each represent a type of conversation that would occur in a family setting. As the students act out

the scene, the moderator "freezes" the action and engages the parents in assessing how the parent should respond or handle the situation. The purpose is to get the parents to anticipate these situations and hopefully be better prepared for how they want to handle them.



Dover Youth to Youth students shown above speaking to parents of 5th grade DARE students at the Dover Police Department's parent training program.

Officer Collis led a tour of the Dover Police Department and answered questions for a Boy Scout wolf pack while they worked on earning their Hero Badge.

Also this month, Officer Collis assisted St. Ann's Home security, conduct an intruder drill. He also presented two Civilian Response to Active Shooter Events (CRASE) presentations, one being the DMS follow-up session and the other was to Garrison Women's Health.

Lieutenant Mark Collopy, pictured on the right, below, assists with a presentation to the Northern New England Police Accreditation Coalition about the Dover Police Department's recent reaccreditation process.



Through the shared Dovertnet Library System, the Dover Public Library borrowed 202 titles from the schools and lent 144 items to the schools.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan dept. sent 156 volumes to other libraries and borrowed 116 from other libraries for Dover's patrons.

The library has 4,488 subscribers to its two monthly e-newsletters.

Library staff posted 189 items to its various social media platforms in January. Total social media platform followers = 12,327

The library has 3,979 Facebook followers, 1,200 Pinterest followers, 1,634 Instagram followers, and 1,026 Twitter followers.

The library blog was viewed 147 times in January.

Chief Haas met with Larry Holman of St John's Methodist Church to discuss the ability to use their facility as a Warming Center in coordination with volunteers from the Integrated Delivery Network and members of their own church organization. The use of these centers, in accordance with guidance from the New Hampshire Fire Marshall's office, have allowed interested community groups to provide locations for relief from extreme cold temperatures. In working with the Fire Department to obtain approval for their use as Warming Centers, basic life safety requirements are being maintained, while providing for the short term sheltering needs of our residents without other housing options. Presently, there are three locations in Dover that are prepared to provide their services in extreme cold weather.

Throughout the month of January, Chief Haas and Deputy Chief McShane worked with county, city and non-governmental agencies to coordinate the availability of these Warming Centers to meet the needs of the sometimes unpredictable and varying temperatures in that timeframe.

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
CS	01/08/2020	202006085	FISHER AUTO PARTS 451	\$5,909.63
CS	01/08/2020	202006087	SANEL NAPA	\$6,111.87
CS	01/13/2020	202006239	NORMAN R. GAGNON CONSTRUCTION, LLC	\$8,170.00
CS	01/13/2020	202006243	S.J CANTWELL, INC.	\$9,142.50
CS	01/13/2020	202006238	XYLEM DEWATERING SOLUTIONS,	\$14,260.15
CS	01/15/2020	202006352	UNDERWOOD ENGINEERS, INC.	\$20,223.83
CS	01/08/2020	202006110	HEG,INC. / HAFFNERS	\$51,675.00
Executive	01/28/2020	202006698	DRUMMOND WOODSUM	\$5,053.60
Executive	01/27/2020	202006644	PRIMEX-P/C GROUP	\$5,914.00
Executive	01/28/2020	202006702	SHEEHAN, PHINNEY, BASS & GREEN	\$14,156.69
Planning	01/07/2020	202005987	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$15,000.00
Planning	01/07/2020	202005988	MY FRIENDS PLACE-CDBG GRANTS/SUBSIDYS	\$100,000.00
Police	01/22/2020	202006546	RIDGELINE OUTFITTERS, LLC.	\$33,000.00

BIDS

Department	Bid #	Bid Date	Description
Community Services	B20032	01/28/2020	Plumbing & Heating Services
Community Services	Q20-021	01/16/2020	Forty Yard Roll Off Container
Finance	Q20-015	01/29/2020	Tax/Water/Sewer/Motor Vehicle & Donation Envelopes
Finance	Q20-018	01/14/2020	Preprinted Invoices Stock and Blank Check Stock
Recreation	B20033	01/08/2020	Arena Concession Food & Snacks
Recreation	Q20-019	01/08/2020	Zamboni Blade Sharpening
Recreation	Q20-017	01/08/2020	Hockey Jerseys
Recreation	B20026	01/08/2020	Design and Build Custom In-Cast Concrete Skatepark

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$3,045 in passport revenue during January.

Chief Haas, Lynn Conway, Assistant Chief Spainhower and Deputy Chief McShane met with the city's finance team to discuss the ambulance billing process in an effort to assure the city is maximizing EMS revenue. The entire billing/receiving process was reviewed to identify any possible gaps in revenue collection ability. Several questions were identified, and Assistant Chief Spainhower has held calls with the billing agency for clarification. A follow up meeting with Finance is scheduled in March.

City of Dover

Arena - General Fund
Revenue & Expenditure Report
(Including Arena Debt Service attributed to the General Fund)
January 31, 2020

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,217,196	290,254	816,474	67.1	400,722	0	400,722	32.9
Expenditures	1,007,445	113,413	562,924	55.9	444,521	238,173	206,349	20.5
Debt Service								
Principal	205,000	0	0	-	205,000	0	205,000	100.0
Interest	4,751	0	0	-	4,751	0	4,751	100.0
	(0)	176,841	253,551	11	(253,551)	(238,173)	(15,378)	(188)

City of Dover

Expenditures of Major Funds

January 31, 2020

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 555,051	\$ 114,294	\$ 321,279	58.0%	\$ 233,772	\$ 132,728	\$ 101,044	18.2%
Executive	1,206,257	132,761	749,316	62.0	456,941	348,515	108,426	9.0
Finance	1,935,480	161,233	1,156,302	60.0	779,179	558,433	220,746	11.4
Planning	793,802	66,637	462,027	58.0	331,775	225,472	106,303	13.4
Misc General Government	865,586	37,672	278,091	32.0	587,495	70,065	517,429	59.8
Police	9,532,994	932,497	5,629,855	59.0	3,903,139	2,462,005	1,441,134	15.1
Fire & Rescue	9,821,524	884,155	5,844,498	60.0	3,977,026	2,126,125	1,850,900	18.8
Community Service Public Works	8,001,097	625,370	3,057,532	38.0	4,943,565	1,968,946	2,974,620	37.2
Recreation	2,361,663	206,349	1,250,100	53.0	1,111,563	462,637	648,927	27.5
Public Library	1,565,776	127,208	906,149	58.0	659,627	439,105	220,521	14.1
Public Welfare	804,876	66,795	329,433	41.0	475,443	85,113	390,330	48.5
Debt Service	12,853,698	1,332,761	5,245,546	41.0	7,608,152	19,481	7,588,671	59.0
Other Financing Sources/Uses	3,927,672	2,367,077	3,269,447	83.0	658,225	-	658,225	16.8
School	58,177,215	5,213,334	27,586,601	47.0	30,590,614	29,344,785	1,245,829	2.1
Intergovernmental	9,297,806	-	9,279,253	100.0	18,553	-	18,553	0.2
Sub-total : 1000 General Fund	\$ 121,700,497	\$ 12,268,145	\$ 65,365,429	53.7%	\$ 56,335,068	\$ 38,243,409	\$ 18,091,658	14.9%
3213 Parking Activity Fund								
Police	\$ 1,019,725	\$ 61,292	\$ 395,672	39.0%	\$ 624,053	\$ 161,011	\$ 463,041	45.4%
Sub-total : 3213 Parking Activity Fund	\$ 1,019,725	\$ 61,292	\$ 395,672	38.8%	\$ 624,053	\$ 161,011	\$ 463,041	45.4%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,155,460	\$ 84,060	\$ 577,684	50.0%	\$ 577,775	\$ 468,088	\$ 109,688	9.5%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,155,460	\$ 84,060	\$ 577,684	50.0%	\$ 577,775	\$ 468,088	\$ 109,688	9.5%
3381 McConnell Center Fund								
Recreation	\$ 933,929	\$ 43,107	\$ 279,218	30.0%	\$ 654,711	\$ 121,145	\$ 533,566	57.1%
Sub-total : 3381 McConnell Center Fund	\$ 933,929	\$ 43,107	\$ 279,218	29.9%	\$ 654,711	\$ 121,145	\$ 533,566	57.1%
3410 Recreation Special Revenue Fund								
Recreation	\$ 479,480	\$ 37,035	\$ 269,533	56.0%	\$ 209,947	\$ 49,616	\$ 160,331	33.4%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 479,480	\$ 37,035	\$ 269,533	56.2%	\$ 209,947	\$ 49,616	\$ 160,331	33.4%
5300 Water Fund								
Community Service Public Works	\$ 5,901,912	\$ 881,068	\$ 3,292,183	56.0%	\$ 2,609,729	\$ 617,482	\$ 1,992,246	33.8%
Sub-total : 5300 Water Fund	\$ 5,901,912	\$ 881,068	\$ 3,292,183	55.8%	\$ 2,609,729	\$ 617,482	\$ 1,992,246	33.8%
5320 Sewer Fund								
Community Service Public Works	\$ 8,272,046	\$ 1,135,911	\$ 4,539,074	55.0%	\$ 3,732,972	\$ 1,105,263	\$ 2,627,709	31.8%
Sub-total : 5320 Sewer Fund	\$ 8,272,046	\$ 1,135,911	\$ 4,539,074	54.9%	\$ 3,732,972	\$ 1,105,263	\$ 2,627,709	31.8%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,516,176	\$ 162,152	\$ 725,227	48.0%	\$ 790,949	\$ 272,059	\$ 518,890	34.2%
Sub-total : 6100 Dovernet Fund	\$ 1,516,176	\$ 162,152	\$ 725,227	47.8%	\$ 790,949	\$ 272,059	\$ 518,890	34.2%
Total : EXPENDITURES	\$ 140,979,225	\$ 14,672,771	\$ 75,444,022	53.5%	\$ 65,535,203	\$ 41,038,074	\$ 24,497,130	17.4%

City of Dover

Revenues of Major Funds January 31, 2020

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 91,306,437	\$ 1,955,597	\$ 47,408,071	52.0%	\$ 43,898,366	\$ -	\$ 43,898,366	(48.1)%
Licenses & Permits	6,648,284	636,394	4,121,605	62.0	2,526,679	-	2,526,679	38.0
Intergovernmental	2,329,725	132,722	2,551,050	110.0	(221,325)	-	(221,325)	(9.5)
Charges for Services	3,822,518	460,617	2,294,699	60.0	1,527,819	(35,154)	1,562,974	40.9
Miscellaneous Revenue	805,604	104,953	724,726	90.0	80,878	(1,740)	82,618	10.3
Education	16,237,275	803,859	9,804,698	60.0	6,432,577	-	6,432,577	39.6
Operating Transfers In	430,754	-	-	0.0	430,754	-	430,754	100.0
Other Financing Sources	119,900	-	-	0.0	119,900	-	119,900	100.0
Sub-total : 1000 General Fund	\$ 121,700,497	\$ 4,094,143	\$ 66,904,849	55.0%	\$ 54,795,648	\$ (36,894)	\$ 54,832,541	45.1%
3213 Parking Activity Fund								
Licenses & Permits	\$ 228,000	\$ 18,890	\$ 173,994	76.0%	54,007	\$ -	\$ 54,007	23.7%
Parking Income	610,000	63,784	570,022	93.0%	39,978	-	39,978	6.6%
Parking Fines	181,725	16,605	109,556	60.0%	72,169	-	72,169	39.7%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,019,725	\$ 99,279	\$ 853,572	84.0%	\$ 166,153	\$ -	\$ 166,153	16.3%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 11,500	\$ -	\$ 6,064	53.0%	\$ 5,436	\$ -	\$ 5,436	47.3%
Charges for Services	1,036,082	90,445	648,249	63.0%	387,833	-	387,833	37.4%
Miscellaneous Revenue	0	124	1,419	0.0	(1,419)	-	(1,419)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,047,582	\$ 90,569	\$ 655,732	63.0%	\$ 391,850	\$ -	\$ 391,850	37.4%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 753,885	\$ 60,213	\$ 406,721	54.0%	\$ 347,164	\$ -	\$ 347,164	46.1%
Operating Transfers In	180,044	17,645	138,086	77.0	41,958	-	41,958	23.3
Sub-total : 3381 McConnell Center	\$ 933,929	\$ 77,858	\$ 544,807	58.0%	\$ 389,122	\$ -	\$ 389,122	41.7%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 443,980	\$ 24,582	\$ 196,094	44.0%	\$ 247,886	\$ -	\$ 247,886	55.8%
Miscellaneous Revenue	15,500	286	1,968	0.1	\$ 13,532	-	13,532	87.3
Operating Transfers In	20,000	-	-	0.0	20,000	-	20,000	100.0
Other Financing Sources	-	-	-	0.0	0	-	0	#DIV/0!
Sub-total : 3410 Recreation Special Revenue Fund	\$ 479,480	\$ 24,868	\$ 198,061	41.0%	\$ 281,419	\$ -	\$ 281,419	58.7%
5300 Water Fund								
Intergovernmental	\$ 2,500	\$ 120,701	\$ 1,124,226	44969.0%	\$ (1,121,726)	\$ -	\$ (1,121,726)	-44869.0%
Charges for Services	5,792,263	199,128	2,976,448	0.5	\$ 2,815,815	-	2,815,815	48.6
Miscellaneous Revenue	70,500	8,376	98,368	140.0	(27,868)	-	(27,868)	(39.5)
Sub-total : 5300 Water Fund	\$ 5,865,263	\$ 328,205	\$ 4,199,042	72.0%	\$ 1,666,221	\$ -	\$ 1,666,221	28.4%
5320 Sewer Fund								
Intergovernmental	\$ 31,974	\$ -	\$ 14,529	45.0%	\$ 17,445	\$ -	\$ 17,445	54.6%
Charges for Services	7,569,359	310,225	3,997,176	53.0	3,572,183	-	3,572,183	47.2
Miscellaneous Revenue	57,000	9,523	74,123	130.0	(17,123)	-	(17,123)	(30.0)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,179,325	\$ 319,748	\$ 4,085,828	50.0%	\$ 4,093,497	\$ -	\$ 4,093,497	50.0%
6100 Dovemet Fund								
Charges for Services	\$ 1,343,994	\$ 75,312	\$ 742,698	55.0%	\$ 601,296	\$ -	\$ 601,296	44.7%
Miscellaneous Revenue	25,000	-	25,000	1.0	-	-	-	0.0
Operating Transfers In	-	-	-	0.0	0	-	0	0
Other Financing Sources	100,000	-	-	0.0	100,000	-	100,000	100.0
Sub-total : 6100 Dovemet Fund	\$ 1,468,994	\$ 75,312	\$ 767,698	52.0%	\$ 701,296	\$ -	\$ 701,296	47.7%
Total : REVENUES	\$ 140,694,795	\$ 5,109,981	\$ 78,209,590	56.0%	\$ 62,485,205	\$ (36,894)	\$ 62,522,098	44.4%

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 – February 2020

Employee Name	Division	Years of Service
McCulloch, Jamie	Finance	26
Openo, Phuong	Library	21
Anagnos, James M	Fire	20
Rabideau, Matthew T	FG	20
Nichols, Lena C	Public Welfare	17
Orringer, Scott L	Fire	16
Pike, Edward F Jr	Police	14
Ambrose, Joshua R	Fire	11
Jerard, Jason E	Police	11
Gillis, Michael P	Executive	10
Dionne, Megan R	Fire	9
Weinberger, Christina M	Library	7
Jarvis, Linda L	Recreation	6
Nason, Cody C	Fire	4
Miranda, Luis	Public Works	2

JANUARY SEPARATIONS: 0

JANUARY NEW HIRES: 04

1 Public Library
3 Recreation Department

Legal Assistant, JoAnn Rist, participated in an online Primex Education and Training Program, Accident Investigation: Preventing Injuries and Improving Safety in the Workplace.

City Attorney, Josh Wyatt, attended an NHMA seminar on Pending Legislation Affecting Municipalities.

On January 13, 2020, Officer David Anderson attended Intoxilyzer 9000 re-certification. This certification is required yearly in order to conduct breathalyzer tests.

From January 14-16, 2020, Dispatchers Libby Earl-Moreno and Lisa St. Hilaire attended three day SPOTS training. This training is mandatory for all new dispatchers within six months of hire. The training certifies operators in the use of SPOTS which is the State Police Online Telecommunications System. This system is used on a daily basis by dispatchers as they query motor vehicle and criminal history information.

On January 23, 2020, members of the Crime Scene Unit (Detective Tim Burt, Officers Paul Levin, Adam Gaudreault, Molly Martuscello, and Jenna Donais) attended training in the use of latent processing. The training consisted of fingerprint patterns, science behind fingerprints, recommended order of processing techniques for various substances, review of DPD latent processing equipment, along with practical exercises.

On January 17, members of the Dover Police Department Accident Investigation unit conducted a joint training with members of the Strafford County Regional Accident Reconstruction unit. Training topics included an overview of current and recent serious crash investigations, peer review of pending

reconstruction reports, and orientation on the Total Station scene mapping system.

On January 23, Traffic Patrol Officer Levin trained with other members of the Dover Police Department's Crime Scene investigation unit. Training topics included latent print recovery and processing techniques, and various laboratory procedures.

William Boulanger, CS Deputy Director, and Raymond Vermette, WWTF Superintendent, attended the 2020 Annual Conference sponsored by the New England Water Environment Association. This three day event was held in Boston, MA.

Michael Nadeau, Pump Station Operator II, and Gretchen Young, Assistant City Engineer attended one day of the 2020 Annual Conference sponsored by the New England Water Environment Association.

Library staff members attended Mental Health Workgroup meetings at Wentworth Douglass Hospital and Goodwin Community Health. Staff also viewed webinars on "Promoting Your Library", "Strategies for a Successful Directorship", and "Census 2020 and how libraries can help." Two staff members attended a session of the City's "Lunch & Learn" series on using the GIS system.

In the first two weeks of January, Chief Haas attended a 2 week course titled "Executive Planning" at the National Fire Academy in Emmitsburg, MD. In attendance were other Chief Officers from around the country, including Alaska, Texas, Florida, Illinois and other states. The main premise of the course covered aspects of Project Management and Strategic Planning. The additional benefits of networking and experience sharing amongst the chief officer/classmates enhanced the educational benefits of the class greatly.

The campus of the National Fire Academy in Emmitsburg, MD:



Deputy Chief McShane completed a graduate course: Mass Casualty Incident Management

This course dealt with the casualty consequences of large scale emergency, disaster, and/or destruction. Public health, emergency casualty services, mortuary, and other issues are addressed using case examples, theory, and principles that have been researched, studied, and documented in international, national, and local settings. The course covered the background and philosophy, parameters, clinical issues, special circumstances (Chemical, Biological, Radiological, Nuclear/Weapons of Mass Destruction), clinical and non-clinical issues, and recovery strategies in Mass Casualty Incident Management.

Paramedic Refresher: The National Registry of Emergency Medical Technicians is the entity that initially certifies and re-certifies our paramedics and EMT's. The NREMT regulations state that all paramedics receive a minimum of sixty continuing education hours above and beyond the emergency medical services our members provide in the field every day. Members receive these continuing education hours throughout the year but are also required to attend a paramedic refresher training program. This January our paramedics attended a twenty four hour program over three days.

Some topics covered were; Advanced Cardiac Life Support, Pediatric Advanced Life Support, diabetes management, bariatric patients, congestive heart failure, labor and delivery, just to name a few. It's extremely important that our paramedics and EMT's maintain a high level of skill and proficiency so we are providing the best service to the City of Dover.

EMS Training: Fire department members participated in monthly EMS training, the month of January's topic was managing difficult airways. This consisted of a classroom lecture with advanced techniques surrounding patients that have extremely difficult airways to maintain during cardiac arrest, trauma or any other medical condition when a patient cannot maintain their own airway or breathing. The training also provided a hands-on component with a manikin that simulated airway obstructions such as blood, vomitus and swelling due to trauma. Members rotated through the airway station to maintain proficiency with these conditions.



Probationary Firefighter/Paramedic Chris Couturier successfully completed his first year probationary program in January. Below, FF/P Couturier is shown receiving his "permanent" helmet shield with his shift Captain, Chris Jacques. The black shield replaces an orange shield that previously identified his probationary status. Chris will receive his badge at a formal swearing in ceremony with 2 other members in the coming weeks.



Left, Captain Chris Jacques and right, Firefighter/Paramedic Chris Couturier

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.”

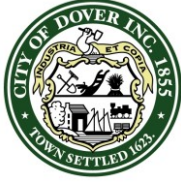
City Planner Bird met with the Open Lands Committee on January 16th to review land conservation activities. City Planner Bird met with a landowner and Anna Boudreau, OLC Chair, on January 9th to discuss the conservation easement process.

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 Planner Bird attended a Climate Adaptation Workgroup meeting at Pease on January 23rd.

Assistant City Planner Piekut attended the quarterly meeting of the Conservation Law Foundation Municipal Roundtable.

Planning and Community Development staff are coordinating the monitoring and verification reports for the energy improvements completed by Johnson Controls in 2010. In January staff collected annual electricity and natural gas usage data for use in creating the Year 7 annual report. The year begins November 1 and ends October 31.

 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, February 12, 2020</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, February 12, 2020	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Chambers										
Meeting Date:	Wednesday, February 12, 2020										
Meeting Time:	7:00pm										

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Ciotti led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Ciotti, Councilor Cullen, Councilor Manley, Councilor Muffett-Lipinski, Councilor O'Connor, Councilor Shanahan, and Councilor Thibodeaux.

Councilor Williams arrived at 7:05 pm.

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

5. PROCLAMATIONS/AWARDS

A. TEAM 7804 TIE FIGHTERS

B. DOVER SCHOOLS' RACIAL EQUITY VISION KEEPERS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti stated that they will be substituting as a whole Items 12.B.1. and 13.A.11. Deputy Mayor Ciotti moved to approve the Agenda as amended; seconded by Councilor Shanahan.

Vote: 9/0.

7. PUBLIC HEARINGS

A. ADOPTION OF THE CODE OF THE CITY OF DOVER

SPONSORED BY COUNCILORS SHANAHAN AND WILLIAMS

Councilor Shanahan gave an overview of the Ordinance to the Council.

Catherine Cheney, 9 Snow's Court: She spoke about several areas of the Ordinance.

Mayor Carrier, 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, February 12, 2020 Meeting Time: 7:00pm
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**B. FISCAL YEAR 2020 TRANSFER ADDITIONAL FUNDS TO SCHOOL FACILITIES
CAPITAL RESERVE AND SCHOOL CURRICULUM CAPITAL RESERVE
(REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Linda Merullo, 21 Sandy Lane: she asked how much money was being transferred.

Mayor Carrier said this portion of the meeting is for citizens to speak to the Council and they are not allowed to answer.

Martha Haley, 407 Sixth Street: She spoke about the Grant mentioned in the Resolution, and asked if it was a one-time grant or an annually recurring grant. She asked how it would affect the proposed School's budget.

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

8. CITIZEN'S FORUM

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

Jo Jordon, 9 Deepwood Drive: She spoke about the need for a tax cap budget.

Gerard Nielsen, 21 Hillcrest Drive : He spoke about the School's budget and asked for a tax cap budget.

Steven Easler, 4 Governor's Sawyer Lane: He spoke about the need for a tax cap budget.

Catherine Cheney, 9 Snow's Court: She spoke about Items #13.A.10. and 13.A.11.

Martha Haley, 407 Sixth Street: She spoke about the need for a tax cap budget.

Joseph Merullo, 21 Sandy Lane: He spoke about the need for a tax cap budget.

Linda Merullo, 21 Sandy Lane: She spoke about the need for a tax cap budget.

Jesse Davies 21 Oak Hill Drive: He spoke about the need for a tax cap budget.

Carolyn Woodward, 54 Grandview Drive: She spoke in favor of Item #13.B.1.

Erin Wintle, 12 Brick Road: She spoke about the need for a tax cap budget.

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

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9. CITY MANAGER'S REPORT

Assistant City Manager Parker said the City Manager submitted his written report to the Council. He highlighted a few things happening in the City: waterfront blasting resuming, U.S. census starting April 1st. He addressed questions brought up during Citizen's Forum and gave an overview of the use of impact fees and Tax Increment Financing (TIF) districts. City Clerk Mistretta gave an overview of the Presidential Primary turnout percentage. Deputy Mayor Carrier moved to accept the City Manager's Report; seconded by Councilor Williams.
Vote: 9/0.

10. APPROVAL OF MINUTES

- A. January 22, 2020 – Regular Meeting**
- B. February 5, 2020 – Workshop Session**

Deputy Mayor Ciotti moved to approve the Minutes; seconded by Councilor Shanahan.
Vote: 9/0

11. MAYOR'S REPORT

Mayor Carrier spoke about his actions since becoming Mayor. He urged citizens to contact him, the Council and staff.
Deputy Mayor Ciotti moved to accept the Mayor's Report; seconded by Councilor Shanahan.
Vote: 9/0.

12. UNFINISHED BUSINESS

- A. ORDINANCES IN THE 2nd READING**
- B. ORDINANCES IN THE 3RD READING**

1. ADOPTION OF THE CODE OF THE CITY OF DOVER

SPONSORED BY COUNCILORS SHANAHAN, WILLIAMS, AND CULLEN

Councilor Shanahan moved to make a friendly amendment – Section 1.16 "City Clerk and Section 1.17

"§ 1-16. Code to be kept up-to-date.

It shall be the duty of the City Clerk to keep up-to-date the certified copy of the Code required to be filed in the Clerk's office in accordance with Charter C3-8.0. Copies for use by the public will be made available in accordance with Charter C3-8.10 and C3-10. All changes in said Code and all ordinances adopted subsequent to the effective date of this codification which shall be adopted

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specifically as part of the Code shall, when finally adopted, be included therein by reference until such changes or new ordinances are included as supplements to said Code.

§ 1-17. Sale of Code.

Copies of the Code, or any chapter or portion of it, may be purchased from the Clerk upon the payment of a fee to be set by the City Council in accordance with Charter C3-10. The Clerk may also arrange for procedures for the periodic supplementation of the Code.

Seconded by Councilor Williams.
Roll Call Vote: 9/0,

Councilor Ciotti moved for the adoption of the amended Ordinance; seconded by Councilor Williams.
Roll Call Vote: 9/0.

C. RESOLUTIONS

- 1. FISCAL YEAR 2020 TRANSFER ADDITIONAL FUNDS TO SCHOOL FACILITIES CAPITAL RESERVE AND SCHOOL CURRICULUM CAPITAL RESERVE (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Carrier moved for its adoption; seconded by Councilor O'Connor.
Business Administrator Simmons gave an overview of the Resolution to the Council.
Finance Director Lynch gave an overview of the financing behind transferring General fund monies to the Reserve funds.
Roll Call Vote: 8/1; Passed. Councilor Cullen was opposed.

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. RAFFLE – Greater Dover Chamber of Commerce, Annual Sweepstakes**
- 2. RAFFLE – Greater Dover Chamber of Commerce, Cochecho Arts Festival**
- 3. RAFFLE – Greater Dover Chamber of Commerce, Festival of Trees**
- 4. RAFFLE – Saint Mary Academy**
- 5. ACCELERATED INNOVATION DEPLOYMENT (AID) DEMONSTRATION PROJECT**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 6. B20032 PLUMBING CONTRACTOR AS NEEDED**
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, February 12, 2020**
Meeting Time: **7:00pm**

- 7. CHAPEL STREET RAVINE STORMWATER TREATMENT PLANNING – KLEINFELDER NORTHEAST INC.**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. COCHECO STREET RETAINING WALL EVALUATION**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 9. APPROVAL OF LICENSE AND MAINTENANCE AGREEMENT BETWEEN CITY OF DOVER, NEW HAMPSHIRE AND 104 WASH STREET, LLC**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 10. AUTHORIZATION AND SUPPORT TO SEEK 100% STATE GRANT FUNDING OF EMERGENCY WATER INTERCONNECTION TO PORTSMOUTH**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 11. SUPPORT AND AUTHORIZATION FOR REQUESTING PEER REVIEW RELATED TO NPDES GENERAL PERMIT**
SPONSORED BY MAYOR CARRIER 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 Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor Muffett-Lipinski.

Mayor Carrier asked the Council if they had items they would like pulled for further discussion.

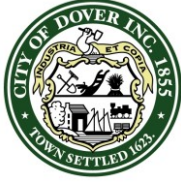
Councilor Shanahan pulled Item # 13.A.9.

Councilor Williams pulled Item 13.A.11.

Roll Call Vote: 9/0.

Deputy Mayor Ciotti moved for the adoption of Item 13.A.9.; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, February 12, 2020</td></tr> <tr> <td>Meeting Time:</td><td>7:00pm</td></tr> </table>	Meeting Type:	Regular Meeting	Meeting Location:	City Hall, Council Chambers	Meeting Date:	Wednesday, February 12, 2020	Meeting Time:	7:00pm
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Deputy Mayor Ciotti moved for the adoption of Item 13.A.11.; seconded by Councilor Williams.
 Councilor Williams gave an overview of the substituted resolution.
 Roll Call Vote: 9/0.

Deputy Mayor Ciotti gave an overview of the Appointments Committee Report to the Council and recommended the following appointments.
 Doug Glennon – Downtown TIF Advisory Board
 Virginia Kristyl – Arts Commission alternate member
 Susan Smith – change in status from alternate to regular member on the Energy Commission
 Nancy Vawter - change in status from alternate to regular member on the Arts Commission
 The Committee recommended the reappointments of the following members:
 Belinda Labourdette – Cemetery Board
 Amy Kramer-Perry – Conservation Commission
 Maurice Olivier – DBIDA
 William Baber – Energy Commission
 Otis Perry – Energy Commission
 Walter King – Energy Commission
 Michael Egan – Library Board of Trustees
 Dorothy Wagner – Library Board of Trustees
 Kristen Murphy – Open Lands Committee
 Franklin Torr – Planning Board
 Bret Carmichael – DUC
 Robert Berry - DUC
 Deputy Mayor Ciotti moved to accept the Appointments Committee Report; seconded by Councilor Shanahan.
 Vote: 9/0.

Councilor Shanahan gave an overview of the Legislative Liaison Report to the Council.
 Deputy Mayor Ciotti moved to accept the Legislative Liaison Report; seconded by Councilor Shanahan.
 Vote: 9/0.

Councilor Thibodeaux gave an overview of the Library Board of Trustees Report to the Council.
 Deputy Mayor Ciotti moved to accept the Library Board of Trustees Report; seconded by Councilor Manley.
 Vote: 9/0.

Councilor Manley gave an overview of the McConnell Center Advisory Committee to the Council.
 Deputy Mayor Ciotti moved to accept the McConnell Center Advisory Committee; seconded by Councilor Williams.
 Vote: 9/0.

 CITY OF DOVER	CITY COUNCIL - MINUTES Meeting Type: Regular Meeting Meeting Location: City Hall, Council Chambers Meeting Date: Wednesday, February 12, 2020 Meeting Time: 7:00pm
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Councilor Shanahan gave an overview of the Ordinance Committee Report to the Council.
Deputy Mayor Ciotti moved to accept the Ordinance Committee Report; seconded by Councilor Shanahan.
Vote: 9/0.

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

Councilor O'Connor gave an overview of the Pool Advisory Committee Report to the Council.
Deputy Mayor Ciotti moved to accept the Pool Advisory Committee Report; seconded by Councilor Manley.
Vote: 9/0.

Councilor O'Connor gave an overview of the Recreation Advisory Board Report to the Council.
Deputy Mayor Ciotti moved to accept the Recreation Advisory Board Report; seconded by Councilor Cullen.
Vote: 9/0.

Councilor Muffett-Lipinski gave an overview of the Solid Waste Advisory Commission Report to the Council.
Deputy Mayor Ciotti moved to accept the Solid Waste Advisory Commission Report; seconded by Councilor Muffett-Lipinski.
Vote: 9/0.

B. RESOLUTIONS

1. COLLECTIVE BARGAINING AGREEMENT – DOVER EDUCATIONAL OFFICE PERSONNEL (DEOP) SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption, seconded by Councilor Manley.
Councilor Shanahan recused himself from the proceeding.
Roll Call Vote: 8/0. Councilor Shanahan recused.

2. FORMATION OF CITY COUNCIL AND SCHOOL BOARD COLLABORATIVE COMMITTEE SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Manley.
Mayor Carrier gave an overview of the Resolution to the Council. He said passage of the resolution will appoint Councilors Muffett-Lipinski, Shanahan, and Williams to the Committee.
Roll Call Vote: 9/0.

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3. B20021 APPLICATION, PERMIT AND INSPECTIONS MANAGEMENT SOLUTION SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Muffett-Lipinski.
Assistant City Manager Parker gave an overview of the Resolution to the Council.
Roll Call Vote: 9/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

A. Letter from xfinity dated January 27, 2020.

Deputy Mayor Ciotti moved place correspondence on file; seconded by Councilor Thibodeaux.
Vote: 9/0.

15. COUNCIL MATTERS OF INTEREST

Councilor Thibodeaux will be hosting a Coffee with a Councilor at “the Roost” on Saturday.

Councilor O'Connor spoke about the End 68 Hours of Hunger event on March 7, 2020.
Councilor O'Connor moved to donate \$200.00 to the cause; seconded by Councilor Muffett-Lipinski.
Roll Call Vote: 9/0.

Councilor Cullen read a request to the Council, which has been archived with these minutes.
Deputy Mayor Ciotti said they can have the City Manager request that the School provide a tax cap budget.

Mayor Carrier listed upcoming events:

March 11th – Council Goals

February 19th – DES presentation at Pease Tradeport

February 20th – Joint meeting between the City Council Legislative Liaison

February 22nd – Coffee with the Mayor at the Police Station

Mayor Carrier talked about the Tri-City Collaboration between Dover, Somersworth, and Rochester. He asked Councilors to contact him about serving on this board.

16. ADJOURN

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R – 2020.01.08 – 007**
Resolution Re: B20024 Curbside Collection Services-Municipal Solid Waste and Recycling & B20012 Disposal

- WHEREAS: Sealed Requests for Bid B20012 – Disposal Fee of Solid Waste & Recycling was issued and received on November 6, 2019 at 11:30 am. A mandatory Prebid Meeting was conducted on October 28, 2019 with four firms attending; and
- WHEREAS: Sealed Requests for Bid B20024 - Curbside Collection Services-Municipal Solid Waste & Recycling was issued and received on November 20, 2019 at 11:00 am. A mandatory Prebid Meeting was conducted on October 28, 2019 with three firms attending; and
- WHEREAS: Three bid responses were received for B20012 and two for B20024. The intent of two bid packages was to provide the most flexibility to the City in terms of awarding a scope of work it deemed most advantageous and economically viable; and
- WHEREAS: Based on a review of necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services, including applicable transportation-related costs, it is the recommendation to award to Waste Management of New Hampshire Inc of Rochester NH.

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

The City Manager is hereby authorized to negotiate and execute a 5-year contract with Waste Management of NH Inc of Rochester NH for both Curbside Collection Services - Municipal Solid Waste & Recycling, and Disposal Fees of Solid Waste & Recycling services at rates provided in conjunction with Bids B20024 and B20012, respectively. Upon agreement of contract terms and pricing, the Purchasing Agent is hereby authorized to issue a Purchase Order for services.

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

Financing		
Account	Description	FY21 Anticipated Appropriation
3320.1.300.43230.4420.00000.00	Solid Waste Collections	765,000.00
3320.1.300.43230.4421.00000.00	Solid Waste Disposal	348,000.00
1000.1.300.43240.4420.00000.00	Recycling Collections	765,000.00
1000.1.300.43240.4421.00000.00	Recycling Disposal	409,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
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.B.1.

Resolution Number: **R – 2020.01.08 – 007**
Resolution Re: B20024 Curbside Collection Services-Municipal Solid Waste
and Recycling & B20012 Disposal

DOCUMENT HISTORY:

First Reading Date: 01/08/2020	Public Hearing Date: N/A
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R – 2020.01.08 – 007**
Resolution Re: B20024 Curbside Collection Services-Municipal Solid Waste and Recycling & B20012 Disposal

RESOLUTION BACKGROUND MATERIAL:

The City last went out to bid for municipal solid waste collections, recycling and disposal back in 2010. A subsequent 5-year contract was awarded to Pinard Waste Systems, Inc. The original contract was subsequently extended for a separate 5-year term, with an expiration date of June 30, 2020. Services included curbside collection of both solid waste and recycling, along with all related tipping fees and disposal costs.

The City solicited bids separately for curbside collection and disposal and/or processing. The intent was to lock-in and secure adequate disposal capacity for the next 5 years (July 1, 2020 through June 30, 2025). Three firms submitted bids for disposal (B20012) and two firms submitted for turn-key collection services (B20024). With transportation-related costs factored in, the lowest cost alternatives are to award both collection and disposal to Waste Management of Rochester NH.

City staff explored the costs and feasibility of adding staff and vehicles necessary to fulfill the requirements of the solid waste and recycling contracts. A presentation was made at the City's Solid Waste Advisory Commission (SWAC) at their December 12, 2019 Meeting. After extensive discussion, SWAC voted unanimously to recommend that the City stay with the current bag & tag program and award contract to Waste Management. SWAC further recommended that bag & tag prices increase as follows: 15 gallon bags - \$1.45 to \$1.80 each; 30 gallon bags - \$2.15 to \$3.00 each; and bulky tags \$5.00 to \$10.00 each.

Bid Information:

Separate sealed requests for bid were issued for disposal fees and curbside collection services. Sealed Request for Bid B20012 Disposal Fees of Solid Waste & Recycling was issued and received on November 6, 2019 at 11:30 AM. A Sealed Request for Bid B20024 was issued and received for Curbside Collection Services-Municipal Solid Waste & Recycling on November 20, 2019 at 11:00 am.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	124	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	5 years	Estimated Delivery:	7.1.2020
Recommended Award to:	Waste Management of NH Inc	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

R-2020.01.08 B20024 Curbside Collection Services-Municipal Solid Waste Recycling B20012 and Disposal.doc
Recycling & B20012 Disposal



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.B.1.

Resolution Number: **R – 2020.01.08 – 007**

Resolution Re: B20024 Curbside Collection Services-Municipal Solid Waste
and Recycling & B20012 Disposal

[B20012 Vendor Solicitation List and Bid Results](#)

[B20024 Vendor Solicitation List and Bid Results](#)



COI pending
Correspondence attached
(MES)

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

Check(☒) the type of application:

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

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

Organization Name: Continuum Arts Collective

Federal Tax ID number for Organization: 81-1474197

Check (☒) Nature of Organization:

Religious _____, Educational _____, Charitable ☒, Civic _____, Sports _____, Veterans _____, Fraternal or Political _____, Other _____
(Describe) assists underserved student artists in ME & NH by supplying them with musical instruments & art supplies, art/music lessons, and more

Contact Person: Marty England

Day Time Telephone: 207 251 9196

Address: 76 Lower Main, North Berwick, ME 03906

Email england.marty@gmail.com

Purpose of Permit: Use of Henry Law Park for the Revel in the Meadow fundraiser featuring local artisans, food, kids activities, musicians, & craft beer.

Date of Event: July 25, 2020

Specific Time: 12:30 - 8:00pm

Location of Event: Lower Henry Law Park

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

Prize (s) To Be Awarded: _____

Cost of Ticket: _____

Date of Drawing: _____

Place of Drawing: _____

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

<http://www.doj.nh.gov/charitable-trusts/faq.htm>

*******BLOCK PARTY PERMITS*******

**NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT

Block Party Location (attach map if more than one street is affected): Henry Law between Henry Law Ave & River Street

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: _____

DATE: 1/28/2020

(duly authorized)

PRINTED NAME: Martin England

Licensing Board Approval _____

Date: 2/11/2020



**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: **SEACOAST GROWERS ASSOCIATION**

Federal Tax ID number for Organization: **02-0414053**

Check (☒) Nature of Organization:

Religious __, Educational __, Charitable __, Civic __, Sports __, Veterans __, Fraternal or Political __, Other X
(Describe) **NON PROFIT**

Contact Person: **COLE GOVE**

Day Time Telephone: **207 252 0385**

Address: **PO BOX 4401 PORTSMOUTH, NH 03802** Email **MARKETMANAGER@SEACOASTGROWERS.ORG**

Purpose of Permit: **WEEKLY FARMERS' MARKET: SUNDAY MORNINGS MAY 3RD - OCTOBER 11TH**

Date of Event: **SUNDAYS FROM 5/3 - 10/11** Specific Time: **SETUP: 7 AM - 9 AM MARKET: 9 AM - 2 PM**

Location of Event:

HENRY LAW PARK: THE ROTARY ARTS PAVILION HALF SHELL & ADJACENT LAWN AREA

HENRY LAW AVE: PARKING IN THE SECTION OF HENRY LAW AVE FROM WILLIAMS STREET TO WASHINGTON 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.doi.nh.gov/charitable-trusts/faq.htm>

*****BLOCK PARTY PERMITS*****

****NOTICE TO BLOCK PARTY APPLICANTS: STREET CLOSURES, TRAFFIC DETOURS, AND/OR PARKING RESTRICTIONS MUST BE ARRANGED WITH THE POLICE DEPARTMENT**

Block Party Location (attach map if more than one street is affected): **HENRY LAW AVE & PARK**

Police Department Block Party Approval Signature: Speidel, Marn

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: TV

(duly authorized)

DATE: 12/20/2020

PRINTED NAME: **M. COLE GOVE**

Licensing Board Approval [Signature]

Date: 2/11/2020



COI required

MES

PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

ROAD RACE
(5K + 1/2 MARATHON)

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: Cochecho Challenge - First Parish Church

Federal Tax ID number for Organization: _____

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): Cochecho challenge Half Marathon + 5K

Contact Person: Lesley Hocking Day Time Telephone: 603-842-9023

Address: 218 Central Ave, Dover Email: lesleyjulia2@yahoo.com

Date of Event: Sept. 5th 2020 Specific Time: 8:15 AM

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

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

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

Police Department Parade Route Approval Signature: _____

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

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

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

Road Toll Location: _____

Police Department Road Toll Approval Signature: _____

Printed Name: _____

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

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

SIGNATURE OF APPLICANT: Lesley Hocking DATE: 1/23/20

(duly authorized)

PRINTED NAME: Lesley Hocking

Licensing Board Approval [Signature] Date: 2/11/2020

To Officer Speidel,

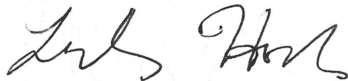
Thank you for reviewing our application for the Cochecho Challenge Half Marathon. We would like to return for our 6th annual race on September 5, 2020 at 8:15 AM. Note that the start time is fifteen minutes earlier than last year. All race course information is the same as 2019. We will plan to continue holding the start line on Silver Street concurrent with the 5K.

The 5K course, as last year, starts and finishes at the same points as the half marathon. Participants would run west on Silver Street, turn right onto Arch Street, turn right onto Washington Street, turn right onto Scenic Dr, exiting the community trail at Fisher Street, taking a right. The course takes a quick right onto Rutland Street, a left onto Clifford Ave, followed by two laps around the dirt track at Woodman Park. They continue out past the school to Silver Street where runners take a right, followed by a left onto Belknap Street, a right onto Nelson St, a left onto Locust St., and a right onto Church Street.

The half marathon course is also the same as last year. I am attaching the safety plan to this application.

We appreciate your continued support of our race, and we look forward to again partnering with the DPD to offer this great community event. In addition, we wanted to note that we are planning on hiring EMT personnel to help meet the demands of our growing race.

Thanks,

A handwritten signature in black ink, appearing to read 'Lesley Hocking', with a stylized, cursive script.

Lesley Hocking

603-842-9023 c

Lesleyjulia2@yahoo.com



Cochecho Challenge Half Marathon

Saturday, September 1, 2018, 8:30am

Safety Plan

Start & Finish at First Parish Church, 218 Central Avenue, Dover NH 03820

A representative of the Road Race Committee of the First Parish Church, Dover, NH has met and will continue to meet with the Dover Police Traffic Division. As directed by the Dover Police Department, we will also meet with the Dover Department of Public Works, and Dover Fire & Rescue Department if needed. All coordinators in key locations will have at minimum a list of all names and cell phone numbers of all key people for this event, including the Dover Police Dispatch number. Approximately 23 volunteers who will be stationed along the Race course will be given specific instructions for communication, traffic, and injury.

The course will be marked with arrows on the road, signs at each turn and course marshals at each turn. A sign will be posted on Central Avenue as well. The residents on Church Street, St. Mary's Academy on Church Street and the Greek Orthodox Church on Locust Street will be given notice of the date and time of the race and the closure of Church Street.

The race is an individual competition Half Marathon. The race will start at 8:30 a.m. on Central Avenue with a police escort leading the runners for the entire race. A Course Monitor in an officially marked vehicle will travel the length of the course several times to patrol the course and react to any issues that may arise.

The police will close Central Avenue for the start of the race until the runners have passed. The runners will turn right from Central Avenue onto Silver Street where the police will be stationed and have at least one lane closed, with the possibility of closing the entire road during the beginning of the race if

needed (final determination will be based on the actual number of runners as well as any road construction in the vicinity.) Runners will continue along Silver St. in the lane, protected by traffic cones. There will be a Police Officer at Silver and Locust Streets. Runners will make a right hand turn onto Arch St. There will be both Police Officers and volunteers at Silver and Arch Streets ensuring that runners know to cross here and take a right turn, and again a volunteer at Arch and Washington for the safety of and direction to the runners. A Police Officer will also be stationed at Washington and Fourth Street. A volunteer will be stationed at the intersection of Washington and Tolend Rd to assist the runners making their left hand turn at this intersection. Another volunteer will be stationed at the intersection of Tolend and Columbus. Runners go straight here continuing on Tolend. A water station with a number of volunteers will be situated on the right hand side of Tolend at the entrance to the "Willows" residential development (at approx. 2.75 miles on the race course). Police will control vehicle traffic and will assist at the next intersection, which is Tolend and Watson Road, as the runners continue on Tolend. A volunteer will keep runners on Tolend Road as they reach French Cross Road.

A lead Police vehicle will drive until within sight of the footbridge, then turn around and proceed to his/her next post (the cruiser cannot travel over the foot bridge). A volunteer will be stationed at the intersection of Tolend and Glen Hill Rd. to ensure that runners make the right hand turn onto Glen Hill. A volunteer will also be stationed at Covered Bridge Rd. to ensure runners stay on course as the runners make another right turn and proceed down Covered Bridge Lane and across the foot bridge that spans the Cochecho River. A second Water Station with a number of volunteers will be located before the bridge (at approx. 5.3 miles on the race course). A police officer and a volunteer will be stationed at the intersection of County Farm Rd and County Farm Cross Rd to direct runners and another lead Police cruiser will continue from this point until the end of the race course. Police will also be stationed at the intersection of County Farm Cross Rd and Sixth St where the runners will make a right-hand turn. All runners will make a right hand turn onto Sixth Street from County Farm Cross. Much of Sixth St has a paved shoulder to separate runners from vehicular traffic. Signs will be posted advising vehicles of the race in progress. Volunteers will be placed along Sixth Street at Long Hill Rd and Venture to keep runners on course. A Police Officer will be stationed at Sixth and County Farm Rd, which will also be the location of the third Water Station on the property of K9 Kaos on the right side of Sixth (at approx. mile 8.4 on the course). A volunteer will be stationed at Sixth and Indian Brook. A Police Officer will protect the runners and a volunteer will direct the runners not to cross until they see the officer as they make a left turn from Sixth onto Glenwood Ave. Another volunteer will guide runners at Glenwood and Whittier.

Glenwood Ave is a residential street and will have a volunteer at the intersection of Horne St. Runners will turn right onto Horne St. The fourth and final Water Station will be located on the right side of Horne Street on the property of the Horne Street School (at approx. mile 10.4 on the course). Police will protect the runners making their left turn from Horne St. and back onto Sixth St. A volunteer will also be located at Horne and Hough as well as Horne and Sixth Streets with another at Sixth and Grove to ensure the runners make a safe right turn onto Grove St. A volunteer will direct the runners making a right turn onto Fourth St., while a Police Officer and a volunteer will be stationed at Fourth and Washington where runners will make a left turn onto Washington St. As the runners come off of Fourth,

the Police Officer will cross them over to the right side (with the flow of traffic) of Washington Street. A volunteer will be at the intersection of Washington and Cushing St. A Police Officer and a volunteer will be stationed at the intersection of Washington and Arch St. A Police Officer and a volunteer will be stationed at the Bank of America Branch, which is on the right-hand side of Washington and across from the Post Office exit, just before Atkinson. A volunteer will instruct traffic at the Citizens Bank entrance. A volunteer will direct runners to make a right hand turn onto Atkinson with another volunteer directing runners to turn left onto Nelson St. From the end of Nelson Street, runners will cross Locust Street on a diagonal to enter Church Street. Both a Police Officer in the lead cruiser and a volunteer will be situated at this intersection to protect runners as they proceed onto Church Street. The finish line is just on Church Street prior to the exit to the church parking lot. The runners will then be directed onto the church grounds for the Food Court and other stations.

Dover Fire Department will have a rescue truck with EMTs and a fire truck stationed on or near Church Street. The Dover Fire Department will also have a second fire truck and a second rescue truck at its North Liberty Station on Sixth Street near the intersection with Glenwood Avenue, which Station is centrally located for both segments of the race course (before and after the foot bridge). In addition, there will be mutual aid available from other towns.

- Prepared by John R. Straight and Lesley Hocking, Race Co-Directors and members of the Road Race Committee of the First Parish Church, Dover, NH, on July 17, 2018.
- Reference is made to the USA Track & Field Certified Course # NH14019TY.
- Reference is also made to the "2017 Cochecho Challenge Half Marathon Dover Police Assignments". The Co-Race Directors do not anticipate any changes in the Police assignments for the 2018 event.



COI required
MES

PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE** _____, ROAD TOLL*** ✓

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

Organization Name: American cancer society
Federal Tax ID number for Organization: 13-1788491

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): Relay For Life of UNH

Contact Person: Deryn Smith Day Time Telephone: 603-479-1922

Address: 3 Speen St #250 Framingham MA Email: deryn.smith@cancer.org

Date of Event: 3/7/2020 Specific Time: 9-1

Location of Event (if parade, attach course description or map): intersection of central Ave & oak St.

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: _____

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

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

Road Toll Location: intersection of central Ave & oak St

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: Deryn Smith DATE: 2/13/2020

(duly authorized)

PRINTED NAME: Deryn Smith

Licensing Board Approval William B... Date: 2/19/2020



COI required
MES

PERMIT APPLICATION CITY OF DOVER, NEW HAMPSHIRE

Check(✓) the type of application:

PARADE** _____, ROAD TOLL*** ☒

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

Organization Name: American Cancer Society

Federal Tax ID number for Organization: 13-1788491

Check(✓) Nature of Organization:

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

Name/Description of Event (if applicable): Relay for Life of UNH

Contact Person: Deryn Smith Day Time Telephone: _____

Address: 3 Appleton St Suite 250, Framingham, MA Email: deryn.smith@cancer.org

Date of Event: 3/29/2020 Specific Time: 9-1

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

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

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

Police Department Parade Route Approval Signature: _____

Printed Name: _____ Check Here If Parade Route Is Attached: _____

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

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

Road Toll Location: Intersection of Central Ave & Oak St

Police Department Road Toll Approval Signature: _____

Printed Name: Sgt. Marn Speidel, Traffic Bureau

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

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

SIGNATURE OF APPLICANT: Deryn Smith

(duly authorized)

DATE: 2/12/2020

PRINTED NAME: Deryn Smith

Licensing Board Approval William B...

Date: 2/19/2020



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.12.12 – 024**

Resolution Re: B19014 Six Wheel Dump Truck with Equipment

WHEREAS: A Sealed Request for Bid B19014 was issued and received for two new Six Wheel Dump Trucks with Plowing and Sanding Equipment on September 25, 2018 at 2:00 pm. The request stated the city would purchase one unit now and the second **contingent** upon approval of the CIP this fall; and

WHEREAS: The City received three replies with varying rates and manufacturer's equipment. After careful evaluation by the City's fleet manager, it was recommended and approved via resolution [R-2018.10.24-142](#) to award the first unit and [R-2018.12.12-156](#) for the second unit in the amount of \$169,357.00 to low bidder Freightliner of New Hampshire; and

WHEREAS: The City is now seeking approval via this follow up resolution for award of a **two additional** unit (exactly the same) at same pricing.

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 Freightliner of New England of Londonderry, NH for two new Six Wheel Dump Trucks and Equipment at rates provided in conjunction with Bid B19014. 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
4021.1.300.43121.4743.03110.20	CS Heavy Vehicles	350,000.00	350,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
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.6.

Resolution Number: **R – 2018.12.12 – 024**

Resolution Re: B19014 Six Wheel Dump Truck with Equipment

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2018.12.12 – 024**

Resolution Re: B19014 Six Wheel Dump Truck with Equipment

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested pricing and availability of a new Six Wheel Dump Truck and equipment configured for snow removal operations. The unit specified was for a single rear axle dump truck with front plow and single wing with stainless steel dump body and stainless steel sander with liquid spray system. The City requested pricing to provide and install the equipment as specified. The City determined cost would not be the sole factor in awarding this request for bid, as functionality, operating cost and vendor proximity will be a consideration as well.

The City is now seeking approval via this follow up resolution for award of two additional units (exactly the same).

Bid Information:

A Sealed Request for Bid B19014 was issued and received for two new Six Wheel Dump Trucks with Plowing and Sanding Equipment on September 25, 2018 at 2:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	360	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until delivered	Estimated Delivery:	Fall 2020
Recommended Award to:	Freightliner of NE	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.7.

Resolution Number: **R – 2020.02.26 – 025**

Resolution Re: Approval of Lease Agreement with Community Partners of
Strafford County Foundation

WHEREAS: Community Partners of Strafford County Foundation is an existing non-profit tenant at the McConnell Center in Room 340; and

WHEREAS: The current Lease between the parties requires renewal and updating; and

WHEREAS: That Community Partners of Strafford County Foundation and the City would like to renew the Lease between the City and Unity of the Seacoast for an additional five (5) years with the option to renew for an additional two (2) five (5) year terms.

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

The City Manager is authorized to negotiate, finalize, and sign a new five-year Lease Agreement to Community Partners of Strafford County Foundation for Room 340 in the McConnell Center on terms acceptable to both parties, including an additional two (2) five (5) year terms..

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2020.02.26 – 025**

Resolution Re: Approval of Lease Agreement with Community Partners of
Strafford County Foundation

DOCUMENT HISTORY:

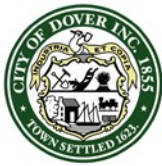
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See current draft of the Lease Agreement between the City of Dover and Community Partners of Strafford County Foundation.



CITY OF DOVER

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

LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2020, by and between **COMMUNITY PARTNERS OF STRAFFORD COUNTY FOUNDATION**, a non-profit corporation of 113 Crosby Road, Suite 1, Dover, New Hampshire 03820, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

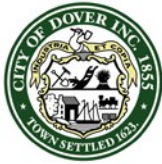
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain approximately 697 square feet and more particularly identified as room 340 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for five (5) years beginning on March 1, 2020 and ending on February 28, 2025. There shall be an option to renew for two (2) additional five (5) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 697 square feet and calculated using the following components:



CITY OF DOVER

288 CENTRAL AVENUE
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COMMUNITY PARTNERS 697 Sq. Ft

Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$4,530.50	\$377.54
Capital Reserve	\$0.40	\$278.80	\$23.23
Utilities (*)	\$7.45	\$5,192.65	\$432.72
Other as agreed	0	0	0
Total Rent Assessment	\$14.35	\$10,001.95	\$833.50

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$7.45/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
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603.516.6000

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

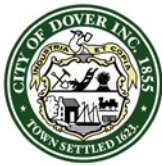
In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.



CITY OF DOVER

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8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

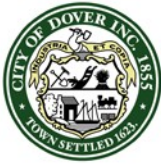
10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

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

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$_____ as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this



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Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

COMMUNITY PARTNERS OF STRAFFORD
COUNTY FOUNDATION, LESSEE [print
name and name of signator]

Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER, LESSOR
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2020.02.26 – 026**

Resolution Re: **Approval of Lease Agreement with Reach for the Top Therapy Services**

WHEREAS: Reach for the Top Therapy Services is an existing non-profit tenant at the McConnell Center in Rooms 330, 331, 332 and 333; and

WHEREAS: That Reach for the Top Therapy Services and the City would like to renew the lease between the City and Reach for the Top Therapy Services to include approximately 4,077 square feet; and

WHEREAS: That the renewal Lease between Reach for the Top Therapy Services and the City would be for two (2) years with the option to renew for an additional two (2) year term.

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

The City Manager is authorized to negotiate, finalize, and sign a new Lease Agreement to Reach for the Top Therapy for Room 328, 330, 331, 332 and 333 in the McConnell Center on terms acceptable to both parties, including an option to renew for an additional two-year term.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION	
	Agenda Item#: 13.A.8. Resolution Number: R – 2020.02.26 – 026 Resolution Re: Approval of Lease Agreement with Reach for the Top Therapy Services	

DOCUMENT HISTORY:

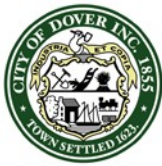
First Reading Date: Approved Date:	Public Hearing Date: Effective Date:
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DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached proposed Reach for the Top Therapy Services Lease Agreement.



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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2020, by and between **REACH FOR THE TOP THERAPY SERVICES**, a New Hampshire non-profit corporation of 61 Locust Street, Dover, New Hampshire 03820, (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, New Hampshire 03820 (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

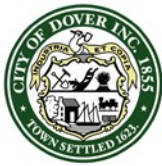
1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain approximately 4,077 square feet and more particularly identified as Rooms 328, 330, 331, 332 and 333(the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for two (2) years beginning on March 1, 2020 and ending on February 28, 2022. There shall be an option to renew for an additional two (2) year term at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 4,077 square feet and calculated using the following components:



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REACH FOR THE TOP THERAPY SERVICES 4,077 Sq Ft

Component	Rate	Annual	Subsidy	Monthly
Fixed Rent	\$6.50	\$26,500.50		\$2,208.38
Capital Reserve	\$0.40	\$1,630.80		\$135.90
Utilities (*)	\$7.45	\$30,373.65		\$2,531.14
Other as agreed	0	0		0
Total Rent Assessment	\$14.35	\$58,504.95		\$4,875.41

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$7.45/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.



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LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

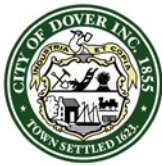
In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:

- (i) any injury to, or the death of, any person(s);
- (ii) any damage to property or to the Space;



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- (iii) any act or omission of LESSEE or its agents, officers or employees;
- (iv) violation by LESSEE of any agreement or condition of this Lease Agreement; or
- (v) violation by LESSEE of any law, ordinance or regulation affecting the Space or any part thereof or the ownership and occupancy thereof.

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not affect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

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

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$_____ as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

REACH FOR THE TOP THERAPY SERVICES

Witness
Sign and Print

Patti Rawding Anderson
Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2020.02.26 – 027**

Resolution Re: Approval of Lease Agreement with Unity of the Seacoast

WHEREAS: Unity of the Seacoast is an existing non-profit tenant at the McConnell Center in Room 317; and

WHEREAS: The current Lease between the parties requires renewal and updating; and

WHEREAS: That Unity of the Seacoast and the City would like to renew the Lease between the City and Unity of the Seacoast for an additional two (2) years with the option to renew for an additional three (3) two (2) year terms.

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

The City Manager is authorized to negotiate, finalize, and sign a new two-year Lease Agreement to Unity of the Seacoast for Room 317 in the McConnell Center on terms acceptable to both parties, including an option to renew for an additional three (3) two (2) year terms.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2020.02.26 – 027**

Resolution Re: Approval of Lease Agreement with Unity of the Seacoast

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

See attached draft Lease Agreement between the City of Dover and Unity of the Seacoast.



CITY OF DOVER

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LEASE AGREEMENT

THIS LEASE AGREEMENT made this ____ day of _____, 2020, by and between **UNITY OF THE SEACOAST**, a New Hampshire non-profit corporation of 61 Locust Street, Suite 317, Dover, New Hampshire 03820 (hereinafter referred to as “LESSEE”), and the **CITY OF DOVER**, New Hampshire, of 288 Central Avenue, Dover, County of Strafford and State of New Hampshire (hereinafter referred to as “LESSOR”).

WITNESSETH:

That IN CONSIDERATION of the mutual promises contained herein, and FOR OTHER GOOD AND VALUABLE CONSIDERATION contained herein, the parties agree as follows:

1. Description and Term.

That the LESSOR does hereby demise and lease to the LESSEE the Space within the City’s McConnell Center located at 61 Locust Street, Dover, New Hampshire, which Space is intended to contain approximately 692 square feet and more particularly identified as room 317 (the “Space”).

In conjunction with the use of the Space, LESSEE shall have the right to use parking spaces for its employees in the adjacent City Parking lot to the rear of the Public Library during LESSEE’s normal operations. Additionally, parking spaces may be available on streets adjacent to the McConnell Center. It is agreed the parking spaces will not be reserved and are available on a first come first served basis with no signage designating parking spaces to the LESSEE. The LESSOR does not guarantee the availability of parking spaces. The parking spaces may be subject to relocation within the entire parking lot at the sole discretion of the City of Dover.

The term of LESSEE’s Lease Agreement shall be for two (2) years beginning on March 1, 2020 and ending on February 28, 2022. There shall be an option to renew for three (3) additional two (2) year terms at the LESSEE’S request pursuant to Paragraph 7.

Monthly rent shall be paid the first of each month to the City of Dover. If a term commences on a day other than the 1st of a month, that month’s rent shall be prorated based on the number of days in the month. The first year’s rent charges are based upon space allocation of 692 square feet and calculated using the following components:



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UNITY OF THE SEACOAST 692 Sq ft

Component	Rate	Annual	Monthly
Fixed Rent	\$6.50	\$ 4,498.00	\$ 374.83
Capital Reserve	\$0.40	\$ 276.80	\$ 23.07
Utilities (*)	\$7.45	\$ 5,155.40	\$ 429.62
Other as agreed	0	0	0
Total Rent Assessment	\$14.35	\$ 9,930.20	\$ 827.52

(*) Operations and Maintenance costs are variable based upon actual costs as outlined in Section 2.

2. Operations and Maintenance.

The LESSEE shall be responsible for payment of all Operations and Maintenance costs associated with the Space, including utilities (electricity, water, gas, heat) and shared custodial, snow removal and associated supplies. Operations and Maintenance costs of this Lease Agreement is established at \$7.45/sf and will be paid as part of the monthly total rent invoice. Thereafter these costs shall be revised annually and prorated per square foot based upon the City's proposed operating budget for the coming fiscal year. The total square footage of leased space in the McConnell Center is 53,899 square feet. The annual revision of Operations and Maintenance costs shall occur in March and take effect the following July 1st.

3. Condition of Premises.

The LESSOR leases the Space "as is". LESSEE shall be solely responsible for all associated costs for desired original and future build-out of the Space; and plans for such build-out must be reviewed for potential approval by LESSOR. LESSEE shall be solely responsible for insuring all improvements and contents of the Space and shall name LESSOR as an additional insured.

LESSOR shall, at its own expense, maintain and keep the building in good structural order and repair including, but not limited to, all partitions, doors, windows, fixtures and equipment. In addition, LESSOR shall, at its own expense, make normal repairs and maintain performance of the leased Space, as needed, including, without limitation, the replacement of broken glass, interior repainting, the repair of floors, and the keeping of windows and doors watertight. LESSOR shall also, at its expense, maintain in good operating condition all plumbing, electrical, heating, sprinkling, air conditioning and other utility systems. All items herein mentioned shall be maintained in as good order and repair as they were at the date of the commencement of the term of this Lease Agreement, reasonable wear and damage by accident, fire or other insured against



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casualty excepted. LESSEE and LESSOR will perform a walk through to evaluate condition of the Space prior to occupancy.

LESSOR agrees to maintain the Space in condition fit for its intended use and to make all necessary repairs of which LESSOR is aware, including adequate heat and water, and a sound physical structure. Furthermore, LESSOR will maintain the grounds and remove the common area rubbish and maintain and keep reasonably free from snow and ice the parking areas, sidewalks and entrances/exits to building.

4. Access to Premises.

The LESSOR shall also have the right to enter upon the Space at all reasonable times to inspect same and to expel the LESSEE if the LESSEE shall fail to comply with or breach in any way this Lease Agreement. The LESSOR shall provide the LESSEE with reasonable notice of any inspections of or visits to the Space.

5. Unavoidable Casualty and Eminent Domain.

In the event of an unavoidable casualty, including fire, not arising as a result of the negligence or intentional conduct of the LESSEE whereby the Space or any portion of it is destroyed or damaged so as to be unfit for use or occupancy, the LESSOR specifically reserves the option of terminating this Lease Agreement. However, that in the event of total destruction or damage which is the equivalent of total destruction, this Lease Agreement shall automatically terminate.

In the event the Space shall be taken either under threat of eminent domain or by eminent domain proceedings in whole, then this Lease Agreement shall be terminated and the rent shall be pro-rated and returned to the LESSEE as of the date of such taking. A condemnation award shall belong exclusively to the LESSOR.

6. Use.

The LESSEE shall only use the Space in compliance with the City's ordinances, rules and regulations. Additionally, the Space shall be used for charitable non-profit purposes only. No residential use shall be permitted.

7. Renewal of Lease Agreement.

At least sixty (60) days but no earlier than one hundred twenty (120) days prior to the expiration of the initial term of this Lease Agreement or the expiration of an additional term, the LESSEE shall notify the LESSOR in writing of the LESSEE's intention to



CITY OF DOVER

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exercise its option to extend the term of the Lease Agreement for an additional period as set forth in Section 1 herein.

8. Subletting and Assignment.

LESSEE shall neither sublet nor assign the Space or the associated parking spaces under any circumstances without prior written consent by the LESSOR.

9. Personal Property.

In the event that at the end of the term or upon any earlier termination of this Lease Agreement including, but not limited to, termination for failure of the LESSEE to perform as required hereunder, there remains personal property of the LESSEE in the Space, the LESSOR is authorized to dispose of said property after giving written notice of its intent to do so to the LESSEE at the last known address of the LESSEE.

10. Default/Early Termination.

In the event the LESSEE fails to perform its obligations under this Lease Agreement, this Lease Agreement is defaulted, and the LESSOR is entitled to immediate occupation and possession of the Space and the associated parking spaces. If the LESSEE shall default in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed, under or by virtue of any provisions of this Lease Agreement, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default at the expense of the LESSEE. If the LESSOR makes any expenditure or incurs any obligations for payment in connection therewith including, but not limited to, attorney's fees, such sums paid or obligations incurred shall be paid to the LESSOR as additional rent. In the event that there is damage to the Space due to the LESSEE's actions or inactions, or the LESSEE fails to make any utility payments when due, the Lease Agreement may be immediately terminated at the option of the LESSOR.

Both the LESSEE and the LESSOR shall have the right to terminate this Lease Agreement for any reason upon giving at least three (3) months written notice to the other party.

11. Indemnification.

LESSEE agrees to pay, and to protect, defend (with counsel acceptable to the City), indemnify and save harmless LESSOR from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses), causes of action, allegations, suits, claims, demands or judgments of any nature whatsoever arising from:



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

12. Insurance.

Casualty and property insurance shall continue to be maintained on the subject property by the LESSOR. LESSEE shall procure and maintain in force, at its expense, during the term of this Lease Agreement, and any extensions of such term, liability and property damage insurance for the LESSEE's leased Space to be considered primary and non-contributory coverage. Said insurance to be in limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. LESSOR has no obligation for any loss to LESSEE's personal property. Proof of LESSEE's insurance shall be supplied to the LESSOR at the time of occupancy and LESSEE shall provide certificates for any renewal no later than ten (10) business days prior to the expiration of said policy. The LESSOR shall be listed as "Additional Insured" on the policy and proof of insurance certificate. The insurance coverage procured by LESSEE shall cover the LESSOR with the same scope of coverage provided to the LESSEE without subjecting the LESSOR to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the LESSOR upon cancellation of the policy.

13. Liens and Encumbrances.

LESSEE will not create or allow any lien, encumbrance or charge on the LESSEE's Space or on the McConnell Center or on the rents or income therefrom which may be superior to the LESSOR's rights hereunder.

14. Parties Bound.

This Lease Agreement and its addendums is binding upon the heirs, executors, administrators and assigns of the parties hereto and constitutes the entire agreement between the parties.

15. Notice.

All notices by either party to be given with respect to this Lease Agreement shall be in writing and shall be given by first class mail to the addresses stated above.

16. Modification of Lease Agreement.

This Lease Agreement contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the both parties.

17. Section Headings.

The section headings throughout this instrument are for convenience and reference only, and the words contained herein shall in no way be held to explain, modify or amplify, or aid in the interpretation, construction or meaning of the provisions of the Lease Agreement.

18. Severability.

Any determination that any provision of this Lease Agreement or any application thereof is invalid, illegal or unenforceable in any respect in any instance shall not effect the validity, legality or enforceability of such provision in any other instance or the validity, legality or enforceability of any other provision of this Lease Agreement.

19. Laws Governing.

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

20. Security Deposit.

Upon execution of this Lease Agreement, LESSEE deposits with LESSOR \$0.00 as security for the performance by LESSEE of the terms of this Lease Agreement to be returned to LESSEE, with interest, following the full and faithful performance by LESSEE of this Lease Agreement. In the event of damage to the Space caused by LESSEE or LESSEE's agents or visitors, LESSOR may use funds from the deposit to repair, but is not limited to this fund and LESSEE remains liable.

21. Merger.

This Lease Agreement contains all terms and conditions agreed upon by the parties hereto and no other agreements or representations, oral or otherwise, regarding the



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subject matter of this Lease Agreement shall be deemed to exist, provided, however, that any subsequent modifications or agreements affecting this Lease Agreement shall be in writing and signed by the parties hereto.

22. Taxes.

Pursuant to RSA 72:23, I, LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease by the LESSOR.

IN WITNESS WHEREOF, the parties have hereunto executed this Lease Agreement on the date set forth above.

UNITY OF THE SEACOAST

Witness
Sign and Print

Duly Authorized
Sign and Print

CITY OF DOVER
By J. Michael Joyal, Jr., City Manager

Witness
Sign and Print

Duly Authorized



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2020.02.26 – 028**

Resolution Re: **Approval of Utility Easement – 169 Spur Road**

- WHEREAS: In order to facilitate the Spur Road reconstruction project, the owner of residential property at 169 Spur Road is willing to grant the City a form, permanent utility easement for drainage purposes, as shown on the attached draft easement plan;
- WHEREAS: The owner of the property at 169 Spur Road has also agreed to grant the City a temporary construction easement in connection with the aforementioned drainage improvements;
- WHEREAS: The City likely has an existing prescriptive easement, meaning the intended conveyance in part would formally fix the boundaries of same;
- WHEREAS: The acquisition of the aforementioned easement would not involve payment of money to the affected property owner.

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

The City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept express, permanent Utility Easement from the owner of the residential property at 169 Spur Road on terms acceptable to all parties as outlined above and to take any necessary steps to record said easement at the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
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 – 2020.02.26 – 028**

Resolution Re: **Approval of Utility Easement – 169 Spur Road**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

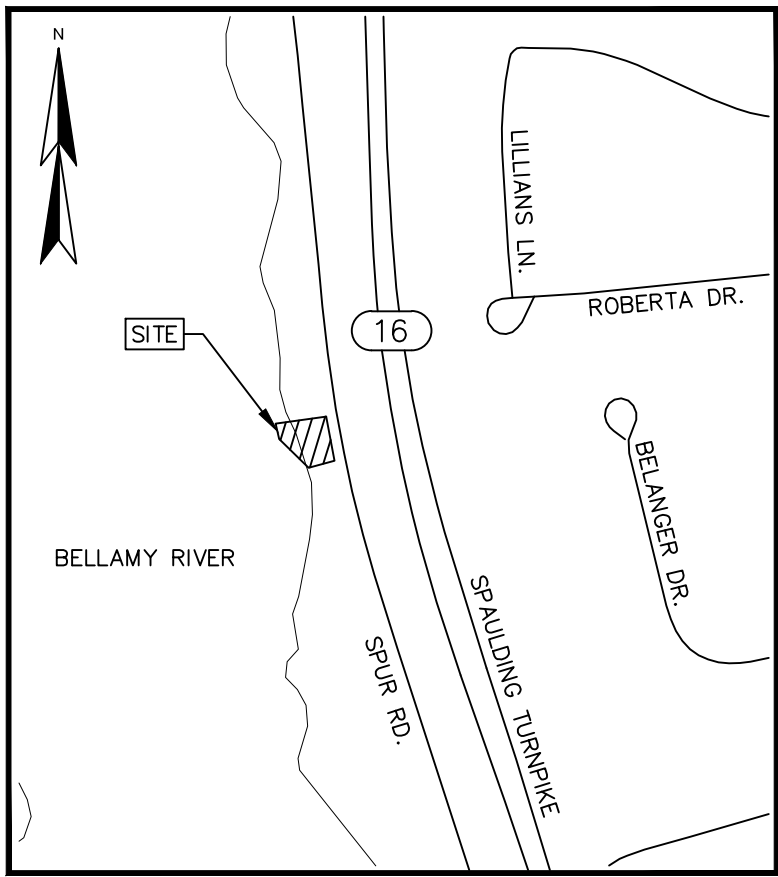
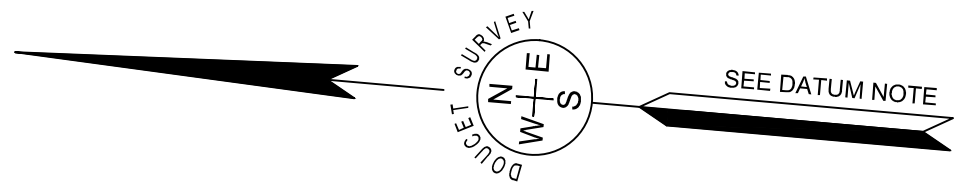
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

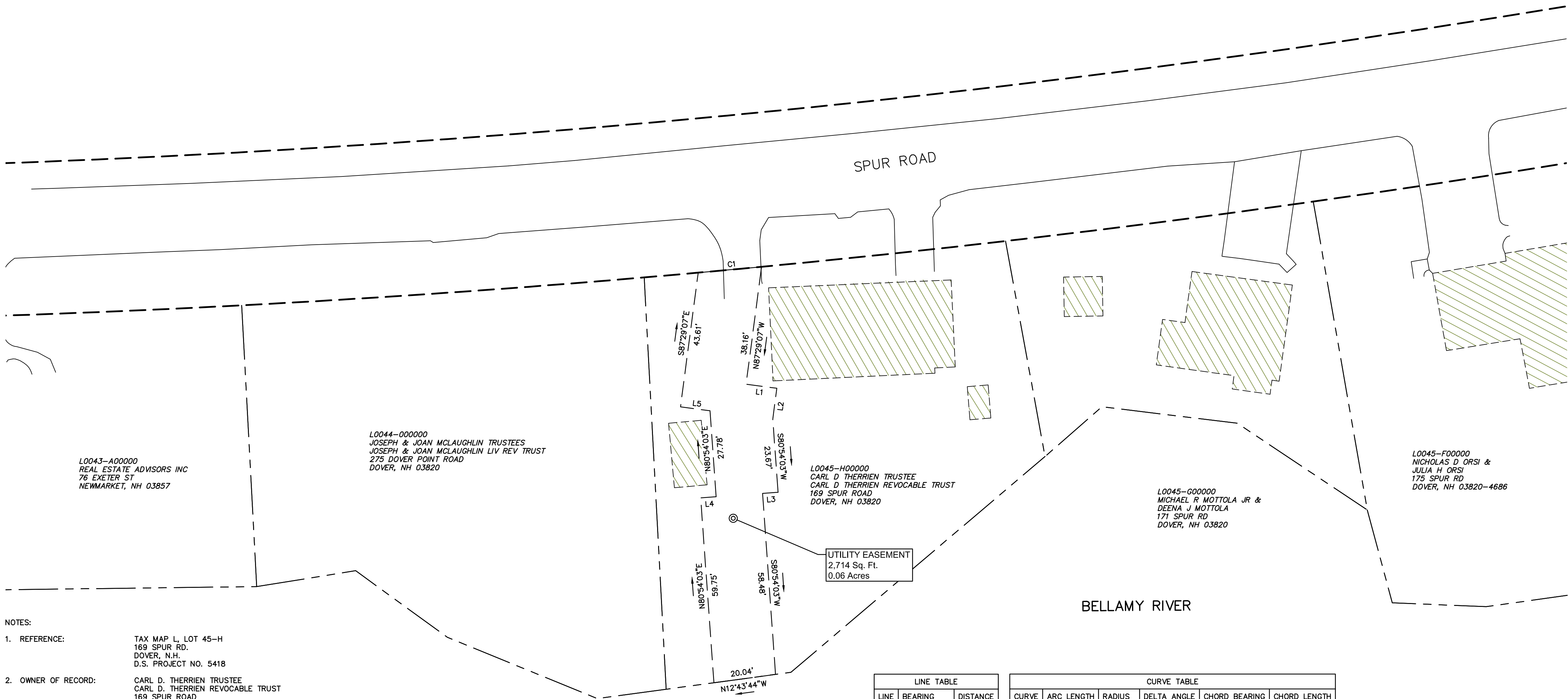
RESOLUTION BACKGROUND MATERIAL:

See attached draft Easement Plan.



LOCATION MAP (n.t.s.)

- LEGEND**
- RIGHT OF WAY LINE PER REFERENCE PLAN
 - - - CITY GIS LINE
 - - - PROPOSED EASEMENT LINE
 - ▨ BUILDINGS PER CITY GIS



- NOTES:**
1. REFERENCE: TAX MAP L, LOT 45-H
169 SPUR RD.
DOVER, N.H.
D.S. PROJECT NO. 5418
 2. OWNER OF RECORD: CARL D. THERRIEN TRUSTEE
CARL D. THERRIEN REVOCABLE TRUST
169 SPUR ROAD
DOVER, N.H. 03820
 3. FIELD SURVEY PERFORMED BY E.J.S. & R.J.O. DURING MAY 2018 USING A TRIMBLE S7 TOTAL STATION WITH A TRIMBLE TSC3 DATA COLLECTOR AND A TRIMBLE DINI DIGITAL AUTO LEVEL. TRAVERSE ADJUSTMENT BASED ON LEAST SQUARE ANALYSIS.
 4. HORIZONTAL DATUM BASED ON NAD83(2011) NEW HAMPSHIRE STATE PLANE COORDINATE ZONE (2800) DERIVED FROM REDUNDANT GPS OBSERVATIONS UTILIZING THE KEYNET GPS VRS NETWORK.
 5. BUILDING LOCATIONS AND OUTLINES ARE BASED ON GIS DATA PROVIDED BY CITY OF DOVER GIS.
 6. OVERALL PARCEL BOUNDARIES AS SHOWN HEREON ARE BASED ON DATA PROVIDED BY THE CITY OF DOVER GIS DEPARTMENT AND ARE IN THEIR ORIGINAL LOCATION. THE RIGHT OF WAY OF SPUR ROAD IS BASED ON SURVEY BY THIS OFFICE AND AS SHOWN ON REFERENCE PLAN.
 7. THE INTENT OF THIS PLAN IS TO SHOW THE LOCATION OF A UTILITY EASEMENT BEGINNING AT THE SPUR ROAD RIGHT OF WAY AND SPANNING THE SUBJECT PARCEL TO THE EDGE OF THE BELLAMY RIVER.

- REFERENCE PLAN:**
1. "ROUTE SURVEY PLAN FOR UNDERWOOD ENGINEERS OF SPUR ROAD, DOVER, NEW HAMPSHIRE" BY DOUCET SURVEY, INC DATED JUNE 21, 2018.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S02°30'53"W	10.00'
L2	N87°29'07"W	10.00'
L3	S09°05'57"E	5.00'
L4	S09°05'57"E	5.00'
L5	N02°30'53"E	9.58'

CURVE TABLE					
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	20.51'	3969.83'	0°17'46"	S10°18'18"E	20.51'

PURSUANT TO RSA 676:18, III:

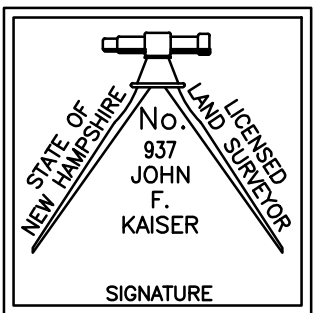
I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

I CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY ME OR BY THOSE UNDER MY DIRECT SUPERVISION AND FALLS UNDER THE URBAN SURVEY CLASSIFICATION OF THE NH CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS. I CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. RANDOM TRAVERSE SURVEY BY TOTAL STATION, WITH A PRECISION GREATER THAN 1:15,000."

DRAFT
12/5/19

_____. L.L.S. #937
_____. DATE

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT TOWN ASSESSORS RECORDS.



EASEMENT PLAN
FOR
CITY OF DOVER
OVER LAND OF
CARL D THERRIEN REVOCABLE TRUST
169 SPUR ROAD
TAX MAP L, LOT 45-H
DOVER, NEW HAMPSHIRE

NO.	DATE	DESCRIPTION	BY

DRAWN BY: E.D.P.	DATE: DECEMBER 5, 2019
CHECKED BY: J.F.K.	DRAWING NO. 5418D
JOB NO. 5418	SHEET 1 OF 1

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2 Commerce Drive (Suite 202) Bedford, NH 03110 (603) 614-4060
10 Storers Street (Riverview Suite) Kennebunk, ME (207) 502-7005
http://www.doucetsurvey.com



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11.

Resolution Number: **R – 2020.02.26 – 029**

Resolution Re: **Approval of Utility Easement – 175 Spur Road**

- WHEREAS: In order to facilitate the Spur Road reconstruction project, the owners of residential property at 175 Spur Road are willing to grant the City a form, permanent utility easement for drainage purposes, as shown on the attached draft easement plan;
- WHEREAS: The owners of the property at 175 Spur Road have also agreed to grant the City a temporary construction easement in connection with the aforementioned drainage improvements;
- WHEREAS: The City likely has an existing prescriptive easement, meaning the intended conveyance in part would formally fix the boundaries of same;
- WHEREAS: The acquisition of the aforementioned easement would not involve payment of money to the affected property owner.

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

The City Manager is hereby authorized to negotiate, finalize, sign, acquire, and accept express, permanent Utility Easement from the owners of the residential property at 175 Spur Road on terms acceptable to all parties as outlined above and to take any necessary steps to record said easement at the Strafford County Registry of Deeds.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier 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 – 2020.02.26 – 029**

Resolution Re: **Approval of Utility Easement – 175 Spur Road**

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

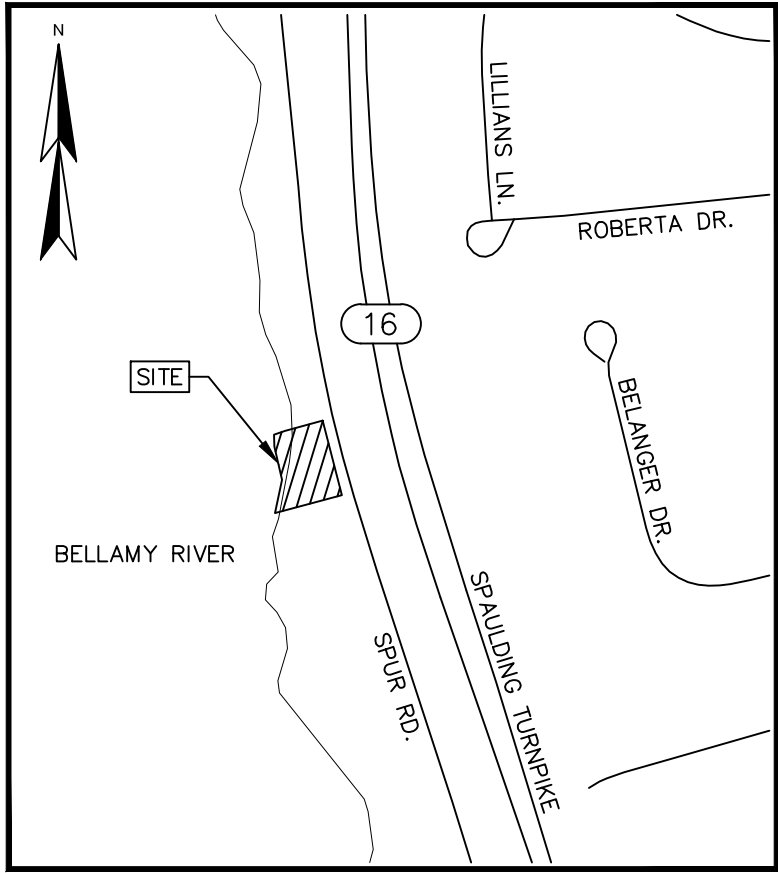
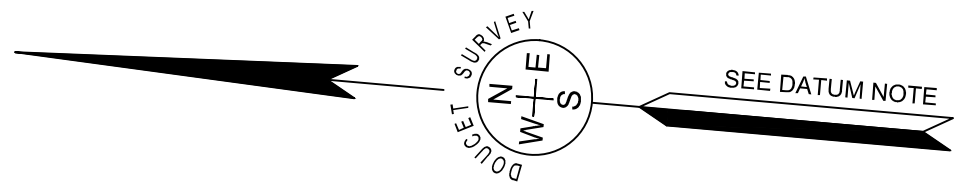
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

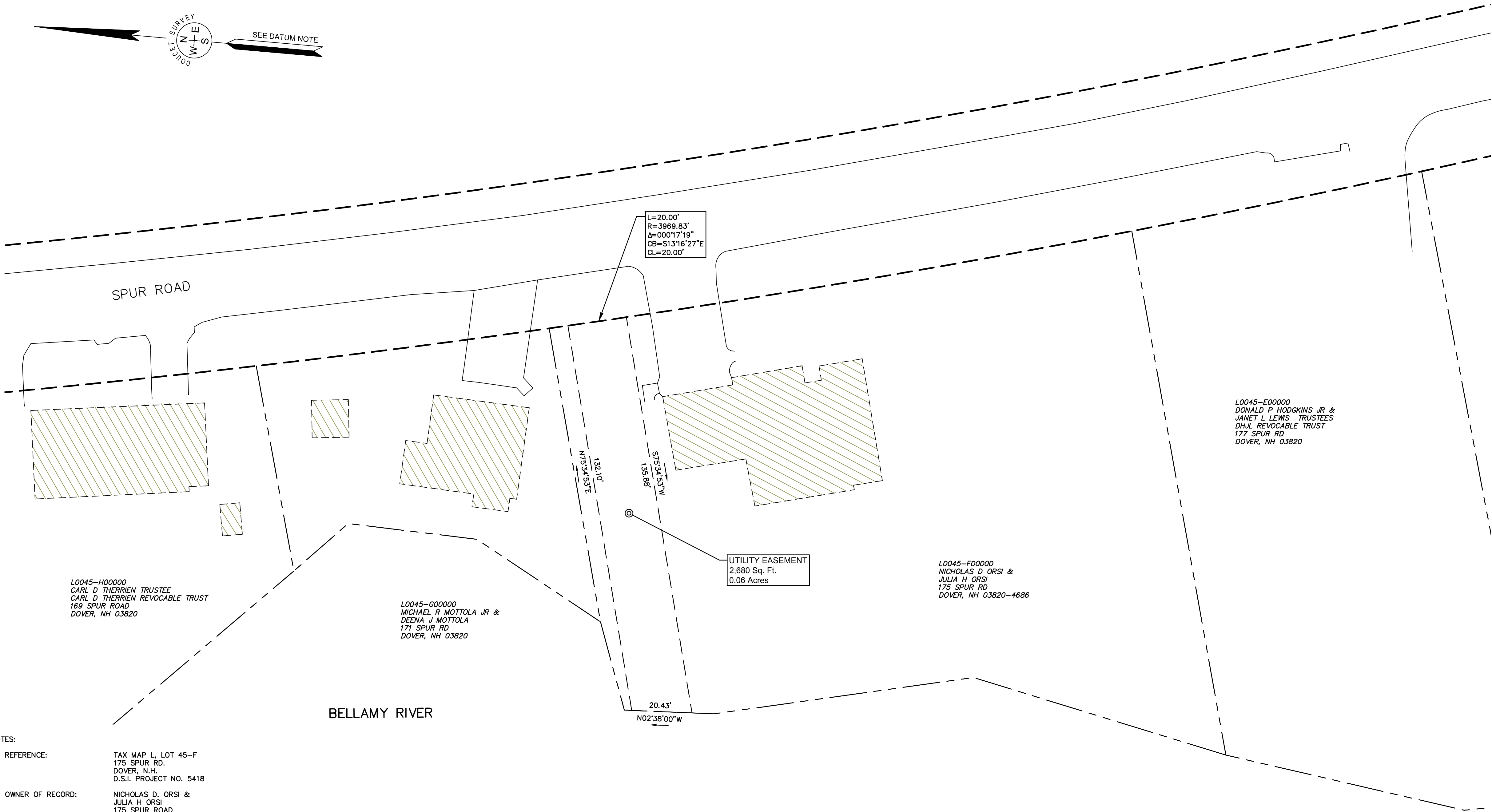
See attached draft Easement Plan.



LOCATION MAP (n.t.s.)

LEGEND

- RIGHT OF WAY LINE PER REFERENCE PLAN
- - - CITY GIS LINE
- - - PROPOSED EASEMENT LINE
- ▨ BUILDINGS PER CITY GIS



NOTES:

- REFERENCE: TAX MAP L, LOT 45-F, 175 SPUR RD, DOVER, N.H., D.S.I. PROJECT NO. 5418
- OWNER OF RECORD: NICHOLAS D. ORSI & JULIA H. ORSI, 175 SPUR ROAD, DOVER, N.H. 03820
- FIELD SURVEY PERFORMED BY E.J.S. & R.J.O. DURING MAY 2018 USING A TRIMBLE S7 TOTAL STATION WITH A TRIMBLE TSC3 DATA COLLECTOR AND A TRIMBLE DINI DIGITAL AUTO LEVEL. TRAVERSE ADJUSTMENT BASED ON LEAST SQUARE ANALYSIS.
- HORIZONTAL DATUM BASED ON NAD83(2011) NEW HAMPSHIRE STATE PLANE COORDINATE ZONE (2800) DERIVED FROM REDUNDANT GPS OBSERVATIONS UTILIZING THE KEYNET GPS VRS NETWORK.
- BUILDING LOCATIONS AND OUTLINES ARE BASED ON GIS DATA PROVIDED BY CITY OF DOVER GIS.
- OVERALL PARCEL BOUNDARIES AS SHOWN HEREON ARE BASED ON DATA PROVIDED BY THE CITY OF DOVER GIS DEPARTMENT AND ARE IN THEIR ORIGINAL LOCATION. THE RIGHT OF WAY OF SPUR ROAD IS BASED ON SURVEY BY THIS OFFICE AND AS SHOWN ON REFERENCE PLAN.
- THE INTENT OF THIS PLAN IS TO SHOW THE LOCATION OF A UTILITY EASEMENT BEGINNING AT THE SPUR ROAD RIGHT OF WAY AND SPANNING THE SUBJECT PARCEL TO THE EDGE OF THE BELLAMY RIVER.

REFERENCE PLAN:

- "ROUTE SURVEY PLAN FOR UNDERWOOD ENGINEERS OF SPUR ROAD, DOVER, NEW HAMPSHIRE" BY DOUCET SURVEY, INC DATED JUNE 21, 2018.

DRAFT
12/5/19

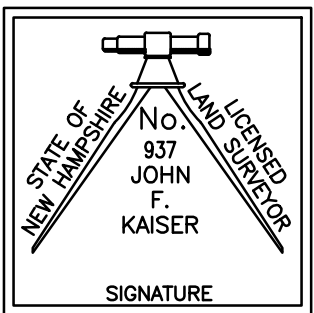
PURSUANT TO RSA 676:18, III:

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 CERTIFY THAT THIS SURVEY AND PLAN WERE PREPARED BY ME OR BY THOSE UNDER MY DIRECT SUPERVISION AND FALLS UNDER THE URBAN SURVEY CLASSIFICATION OF THE NH CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS. I CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. RANDOM TRAVERSE SURVEY BY TOTAL STATION, WITH A PRECISION GREATER THAN 1:15,000."

_____. L.L.S. #937

_____. DATE



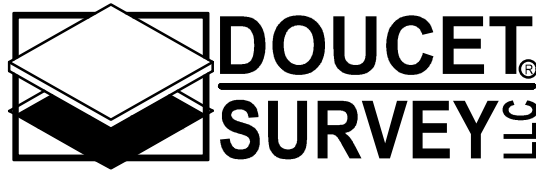
THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET REGISTRY OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN. OWNERS OF ADJOINING PROPERTIES ARE ACCORDING TO CURRENT TOWN ASSESSORS RECORDS.

20 0 20 40
SCALE: 1 INCH = 20 FT.

EASEMENT PLAN
FOR
CITY OF DOVER
OVER LAND OF
NICHOLAS & JULIA ORSI
175 SPUR ROAD
TAX MAP L, LOT 45-F
DOVER, NEW HAMPSHIRE

NO.	DATE	DESCRIPTION	BY

DRAWN BY:	E.D.P.	DATE:	DECEMBER 5, 2019
CHECKED BY:	J.F.K.	DRAWING NO.	5418D
JOB NO.	5418	SHEET	1 OF 1



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2 Commerce Drive (Suite 202) Bedford, NH 03110 (603) 614-4060
10 Storer Street (Riverview Suite) Kennebunk, ME (207) 502-7005
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CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2020.02.26 – 030**

Resolution Re: Approval of Revision to Phased-In Amount of All Veterans' Tax Credit

WHEREAS: In 2017 ([R-2017.10.25-152](#)), the City of Dover adopted the All Veterans' Property Tax Credit set forth in RSA 72:28-b, to be phased in over a three-year period spanning April 1, 2018 (Tax Year 2018) (\$167), April 1, 2019 (Tax Year 2019) (\$333), and April 1, 2020 (Tax Year 2020) (\$500); and

WHEREAS: In 2019 ([R-2019-05.22-078](#)), the City of Dover increased its Standard and Optional Veterans' Property Tax Credit in accordance with RSA 72:28, to be phased in over a three-year period spanning April 1, 2019 (Tax Year 2019) (\$580), April 1, 2020 (Tax Year 2020) (\$660), and April 1, 2021 (Tax Year 2021) (\$750); and

WHEREAS: By statute, the amount of the City's All Veterans' Property Tax Credit must correspond with the amount of the Standard and Optional Veterans' Property Tax Credit; meaning the All Veterans' Property Tax Credit should be increased and aligned in amount.

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

Pursuant to RSA 72:28-b and RSA 72:27-a, the City of Dover revises and amends its previous adoption of the provisions of RSA 72:28-b, *All Veterans' Property Tax Credit*, and hereby adopts the new phased-in amounts of the *All Veterans' Property Tax Credit*, RSA 72-28-b, effective immediately upon passage in the amount and schedule as follows:

April 1, 2020 (Tax Year 2020) – Tax Credit of \$660

April 1, 2021 (Tax Year 2021) – Tax Credit of \$750

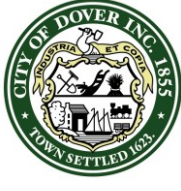
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

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

Recorded by: Susan M. Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - RESOLUTION Agenda Item#: 13.A.12. Resolution Number: R – 2020.02.26 – 030 Resolution Re: Approval of Revision to Phased-In Amount of All Veterans' Tax Credit
---	---

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

This resolution is a technical correction to previous tax credits already adopted, to bring the two credits into line as required by RSA 72:28-b. The need for a resolution came to the attention of staff during the process for submitting the City's MS-1 to the New Hampshire Department of Revenue Administration ("DRA") in 2019. Even with the mandatory language in the statute, the DRA indicated a resolution must be passed to update the tax credits. For reference, links to the prior two resolutions are set forth below:

- [R-2019-05.22-078](#)
- [R-2017.10.25-152](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.02.26 – 031**

Resolution Re: Reprogram Unexpended Bond Proceeds from the Cocheco Dam Retaining Wall project to Chapel Restoration/Facilities & Grounds Office Project and Issue Change Order One to Careno Construction

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 was \$225,734 of unexpended bond proceeds from the Sidewalk Upper Whittier St project, where the determination was made that the project will be deferred until a future year as available funding is substantially less than needed to complete the project. This amount of proceeds was approved to be reprogrammed to the Chapel Restoration/Facilities & Grounds Office project via council resolution [R-2019.10.23-172](#); and

WHEREAS: There is \$31,391.88 of unexpended bond proceeds from the Cocheco Dam Retaining Wall project, where the project is complete and remaining funds are available for other projects; and

WHEREAS: The City has identified the immediate need for additional funding for the Chapel Restoration/Facilities & Grounds Office project for the amount of \$257,125.88.

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

The amount of \$31,391.88 of unexpended bond proceeds is hereby reprogrammed from the Cocheco Dam Retaining Wall Project to Chapel Restoration/Facilities & Grounds Office project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4019.1.300.43155.4754.03103.19	Cocheco Dam Retaining Wall	38,610.50	(31,391.88)	7,218.62
4019.1.300.41951.4725.01105.19	Chapel Restoration/Facilities & Grounds Office	0	31,391.88	31,391.88

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

The Purchasing Agent is hereby authorized to issue a Purchase Order Revision to Careno Construction Company LLC of Portsmouth NH in the total amount of \$257,125.88 for design build services for the Facilities, Ground and Cemetery building at unit rates provided in conjunction with Bid B19070. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.02.26 – 031**
Resolution Re: Reprogram Unexpended Bond Proceeds from the Cocheco Dam Retaining Wall project to Chapel Restoration/Facilities & Grounds Office Project and Issue Change Order One to Careno Construction

Financing

Account	Description	Appropriation	Balance
4018.1.300.41951.4725.01105.18	CS Building Improvements CIP	225,734.00	225,734.00
4019.1.300.41951.4725.01105.19	CS Building Improvements CIP	31,391.88	31,391.88

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 Robert Carrier
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.B.1.

Resolution Number: **R – 2020.02.26 – 031**
Resolution Re: Reprogram Unexpended Bond Proceeds from the Cocheco Dam Retaining Wall project to Chapel Restoration/Facilities & Grounds Office Project and Issue Change Order One to Careno Construction

DOCUMENT HISTORY:

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

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.02.26 – 031**
Resolution Re: Reprogram Unexpended Bond Proceeds from the Cocheco Dam Retaining Wall project to Chapel Restoration/Facilities & Grounds Office Project and Issue Change Order One to Careno Construction

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Cocheco Dam Retaining Wall 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 Cocheco Dam Retaining Wall project to Chapel Restoration/Facilities & Grounds Office project.

On October 25, 2017 the Dover City Council approved the FY2019 Capital Improvements Program (CIP) authorization for bonding of \$1,100,000 for the Central Falls Dam Repair project. This project came in under budget and is completed. Thereby, the existing funding for the Cocheco Dam Retaining Wall funds could be reprogrammed to an active project that needs additional funding.

The Facilities & Grounds Office project is 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 Cocheco Dam Retaining Wall project to the Facilities & Grounds Office project.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	332	Number of Responses:	7
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Fall 2020	Estimated Delivery:	As needed
Recommended Award to:	Careno Construction Company LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[Bid Documents and Vendor List](#)

 CITY OF DOVER	CITY OF DOVER - ORDINANCE Agenda Item#: 13.C.1. Ordinance Number: O – 2020.02.26 – 002 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 1. Establishment 15. Joint Fiscal Committee
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The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is repeal the Joint Fiscal Committee.

2. AMENDMENT

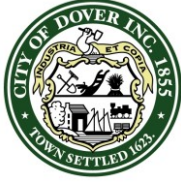
Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by revising Section - 1, “Establishment” as follows:

a. THE FOLLOWING SUBSECTION IS AMENDED:

§ 9-1 Establishment; general provisions.

A. There shall be the following boards, commissions and committees in the City of Dover: **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]**

- (1) Board of Health.
- (2) Cemetery Board.
- (3) Library Board of Trustees.
- (4) Recreation Advisory Board.
- (5) Dover Arena Commission.
- (6) Personnel Advisory Board.
- (7) Planning Board.
- (8) Dover Utilities Commission.
- (9) Zoning Board of Adjustment.
- (10) Trustees of the Trust Funds.
- (11) Solid Waste Advisory Commission.
- (12) Dover Arts Commission.
- (13) Transportation Advisory Commission.
- (14) ~~Joint Fiscal Committee.~~

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Ordinance Number: O – 2020.02.26 – 002 Ordinance Title: Boards, Commissions and Committees Chapter: 9 Section: 1. Establishment 15. Joint Fiscal Committee	Agenda Item#: 13.C.1.

- (15) Dover Business and Industrial Development Authority.
 - (16) McConnell Center Advisory Committee.
 - (17) Parking Commission.
 - (18) Conservation Commission.
 - (19) Dover Pools Advisory Committee.
 - (20) Dover Housing Authority.
 - (21) Energy Commission.
 - (22) Downtown Dover Tax Increment Finance Advisory Board.
 - (23) Waterfront Tax Increment Finance Advisory Board.
 - (24) Heritage Commission.
- B. All boards and commissions shall serve in an advisory capacity only, unless otherwise empowered by state statute, City Charter or ordinance.
- C. All appointees to boards, commissions and committees shall serve for the term appointed and until a successor shall have been appointed and qualified. **[Amended 10-25-2017 by Ord. No. 2017.10.11; 5-8-2019 by Ord. No. 2019.04.24-008; at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]**
- (1) Records of attendance shall be kept by the Chair of any board, commission or committee appointed by the City Council, on a form approved by the City Manager, and be submitted to the City Clerk following any meeting, along with the meeting minutes. A summary of the attendance records of members of boards, commissions and committees shall be provided to the City Council by the City Manager in January of each year for the prior twelve-month period.
 - (2) A vacancy shall be created when any board, commission, or committee member is absent for four consecutive meetings or four regular meetings in any consecutive twelve-month period. The vacancy shall be filled by the City Council for the remainder of the term. The Chair of any board, commission or committee may, for good cause shown and set forth in the records of attendance and meeting minutes, excuse the absence of any member from a meeting. An excused absence set forth in the meeting minutes shall not be counted toward the four meetings described herein.
 - (3) In the case of any member who may be removed from a board, commission, or committee pursuant to the Charter, state statute, or any other reason, the City Council may remove that member by majority



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.02.26 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 1. Establishment
15. Joint Fiscal Committee

vote following a hearing for which the member has been provided with at least 10 days' advanced written notice and an opportunity to be heard.

- D. Any appointments made to fill a vacancy in an unfulfilled term will be for the remainder of that term.
- E. All board and commission members shall be residents of the City of Dover except for those members presently serving. All exceptions shall be approved by the City Council.
- F. All boards, commissions and committees shall adopt rules subject to the approval of the City Council. Rules may contain provisions for the establishment of subcommittees consisting of members appointed by the City Council.
- G. The City Council may appoint a City Councilor as an ex officio nonvoting liaison to any board, commission or committee to report to the City Council on a periodic basis unless otherwise stated.
- H. The City Council shall appoint members to boards, commissions and committees to achieve a membership consisting of staggered terms to assure continuity in the functioning of boards, commissions and committees. Exceptions to the length of the term of appointment may be made by the City Council at the time of appointment to achieve staggered terms.
- I. Staff members may be assigned as liaisons to assist the board, commission or committee at the discretion of the City Manager.
- J. The City Council may appoint ad hoc committees for special projects for limited durations.
- K. All appointments of City Councilors as regular or alternate members of a board, commission or committee shall be on an ex officio nonvoting basis, unless otherwise stated in this chapter. Said appointment shall not exceed the two-year term of office. This provision applies prospectively.
- L. All appointments to committees, boards and commissions are made by the City Council unless otherwise stated in this chapter or law.
- M. Recording of meetings. All public meetings of the City Council and all boards, commissions, committees and subcommittees of the City shall be video or audio recorded. This subsection shall not apply to site walks, tours conducted by public bodies, special events and emergency meetings. In the event a recording is not an option for any reason, a public meeting shall continue without recording. A notation shall be made in the minutes of the meeting detailing the nature of the equipment failure. Written notice of the equipment failure shall be supplied to the City Manager within five business days of the meeting. Recordings shall be available for public inspection not more than five business days after the public meeting. Recordings shall be retained permanently or as long as the media used for the recordings permit.

3. REPEAL



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.02.26 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 1. Establishment
15. Joint Fiscal Committee

Chapter 9 entitled “Boards, Commissions and Committees” is hereby amended by repealing Section 9-15, “Joint Fiscal Committee” as follows:

a. THE FOLLOWING SUBSECTION IS REPEALED:

~~§ 9-15 Joint Fiscal Committee.~~

~~[Amended 7-27-2016 by Ord. No. 2016.07.27-011]~~

- ~~A. Membership. The Joint Fiscal Committee shall consist of all elected members of the Dover School Board and the Dover City Council.~~
- ~~B. Terms of members. The members shall serve for the length of their respective terms on the Dover School Board and the Dover City Council.~~
- ~~C. Meetings and agendas. The Joint Fiscal Committee shall meet at dates and times mutually agreeable to the Chair of the School Board and the Mayor, but at least three times per year.~~
- ~~(1) The first regular meeting of the year shall be called to discuss the formulation of the annual budget and shall occur prior to February 1 of each year.~~
- ~~(2) The second regular meeting shall be called to discuss the general fund budget and shall occur prior to April 1 of each year.~~
- ~~(3) The third regular meeting of the year shall be called to discuss the Capital Improvements Plan (CIP) and shall occur prior to October 15 of each year.~~
- ~~(4) Other subjects may be discussed at any meeting pursuant to an advance agenda prepared by mutual agreement of the Chair of the School Board and the Mayor in consultation with their respective bodies.~~
- ~~(5) In addition, either the Chair of the School Board or the Mayor may initiate additional special meetings throughout the year by contacting his or her counterpart. An agenda for special meetings shall be prepared in advance by mutual agreement of the Chair of the School Board and the Mayor in consultation with their respective bodies.~~
- ~~(6) The location of meetings and seating arrangements shall be selected to promote effective communication, to enhance collegiality, and to honor the elected status of the members of each body on an equal basis.~~
- ~~(7) The Chair of the School Board and the Mayor shall alternate presiding over the meetings on a meeting by meeting basis.~~



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.02.26 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 1. Establishment
15. Joint Fiscal Committee

4. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Mayor Robert Carrier By request
Approved as to Legal Form and Compliance:	Joshua M. Wyatt 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 Robert Carrier		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Dennis Ciotti, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

ORDINANCE BACKGROUND MATERIAL:

Document Created by: Legal
Document Posted on: February 20, 2020

O-2020.02.26 Chapter 9, Section 15 Joint Fiscal
Committee.docx5
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CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 13.C.1.

Ordinance Number: **O – 2020.02.26 – 002**
Ordinance Title: Boards, Commissions and Committees
Chapter: 9
Section: 1. Establishment
15. Joint Fiscal Committee

At a Joint Fiscal Committee meeting on January 24, 2020, the attendees decided to streamline and improve collaboration between the City Council and School Board by instead forming a smaller committee composed of members from both bodies. A resolution is being submitted to City Council to form a Collaborative Committee in place of the Joint Fiscal Committee. In order to dissolve the Joint Fiscal Committee, by this ordinance Sections 9-1 and 9-15 are modified as stated above.