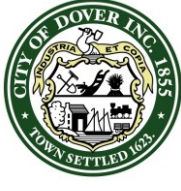


 CITY OF DOVER	CITY COUNCIL - AGENDA REVISED Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, March 25, 2020 Meeting Time: 7:00pm
---	---

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: CITYCOUNCIL-ALL@DOVER.NH.GOV OR POSTAL MAIL ADDRESSED TO: CITY CLERK'S OFFICE, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

- 1. CALL TO ORDER**
- 2. MOMENT OF SILENCE**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL ATTENDANCE**
- 5. PROCLAMATIONS/AWARDS**
- 6. APPROVAL OF AGENDA**
- 7. PUBLIC HEARINGS**
 - A. CHAPTER 13, SECTION 6: CITY COUNCIL**
SPONSORED BY COUNCILOR CULLEN
 - B. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS CS-PW PROJECTS TO SUMMER/ELM/BELKNAP STREET RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL) (CITY COUNCIL VOTE TO OCCUR ON APRIL 8, 2020)**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 8. CITIZEN'S FORUM**

Citizens are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
- 9. CITY MANAGER'S REPORT**
 - A. MARCH 25, 2020 CITY MANAGER'S REPORT**
 - B. FISCAL YEAR 2021 PROPOSED BUDGET PRESENTATION**

 CITY OF DOVER	CITY COUNCIL - AGENDA	
	REVISED Meeting Type: Regular Meeting Meeting Location: City Hall, Council Conference Room Meeting Date: Wednesday, March 25, 2020 Meeting Time: 7:00pm	

10. APPROVAL OF MINUTES

- A. March 11, 2020 – Workshop Session**
- B. March 11, 2020 – Regular Meeting**

11. MAYOR'S REPORT

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2nd READING

- 1. CHAPTER 13, SECTION 6: CITY COUNCIL
SPONSORED BY COUNCILOR CULLEN**

B. ORDINANCES IN THE 3RD READING

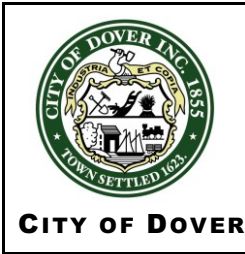
C. RESOLUTIONS

- 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)
SPONSORED BY MAYOR CARRIER BY REQUEST**

13. NEW BUSINESS

A. CONSENT CALENDAR

- 1. B20031 FIRE INSPECTION SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 2. B20037 TWO FORD F150 4X4 PICKUPS FOR COMMUNITY SERVICES
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 3. B20043 CAMPBELL WELL CLEANING AND PUMP REPAIRS
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 4. B20045 VIDEO CONDITION INSPECTION AND PRIORITY ASSESSMENT FOR
URBAN DRAINAGE SYSTEM
SPONSORED BY MAYOR CARRIER BY REQUEST**
- 5. RESTORATION OF MERGED LOTS (4-6 AVON STREET, DOVER)
SPONSORED BY MAYOR CARRIER BY REQUEST**



CITY COUNCIL - AGENDA

REVISED

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, March 25, 2020**
Meeting Time: **7:00pm**

6. APPROVING ADOPTION OF OPERATING RULES FOR COLLABORATIVE COMMITTEE

SPONSORED BY COUNCILOR MUFFETT-LIPINSKI

COMMITTEE REPORTS

- | | |
|---|---|
| 1. School Board | 17. Recreation Advisory Board |
| 2. Planning Board | 18. Solid Waste Advisory Commission |
| 3. 400th Anniversary Committee | 19. Transportation Advisory Commission |
| 4. Appointments Committee | 20. Waterfront TIF Advisory Board |
| 5. Arena Commission | 21. City Council / School Board Collaborative Committee |
| 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. Cochecho 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 | |
| 16. Pool Advisory Committee | |

B. RESOLUTIONS

- 1. TRI-CITY REQUEST FOR FEDERAL AND STATE FINANCIAL ASSISTANCE RELATED TO THE COVID-19 EMERGENCY**
SPONSORED BY MAYOR CARRIER BY REQUEST
- 2. FISCAL YEAR 2021 BUDGET APPROPRIATIONS, FEES AND CAPITAL IMPROVEMENTS PROGRAM**
(TO BE REFERRED TO A SCHOOL DEPARTMENT PORTION PUBLIC HEARING ON APRIL 8, 2020, AND THE CITY PORTION PUBLIC HEARING ON APRIL 22, 2020.)
SPONSORED BY MAYOR CARRIER BY REQUEST
- 3. RECOMMENDATION AGAINST UNNECESSARY MEETINGS OF PUBLIC BODIES OF THE CITY OF DOVER**
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

- 14. COUNCIL CORRESPONDENCE**
- 15. COUNCIL MATTERS OF INTEREST**
- 16. ADJOURN**



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2020.03.11 – 037**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various CS-PW projects to Summer/Elm/Belknap Street Reconstruction Project

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

WHEREAS: There is \$153,189.14 of unexpended bond proceeds for various Community Services – Public Works projects where work has been completed under budget and \$177,099.00 identified from the Central Avenue Drainage project that could be reprogrammed; and

WHEREAS: The City has identified the immediate need for additional funding in the amount of \$330,288.14 for the Summer/Elm/Belknap Street reconstruction project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of \$330,288.14 of unexpended bond proceeds is hereby reprogrammed from the identified Community Services – Public Works projects (as listed below and in the Background) to Summer/Elm/Belknap Streets reconstruction project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
4016.1.300.43121.4751.03164.16	Richardson Drive Reconstruction	2,189.14	(2,189.14)	0.00
4018.1.300.43121.4751.03169.18	Roberts Rd Street Reconstruction	3,000.00	(3,000.00)	0.00
4017.1.300.43121.4715.03173.17	Mast Road/Spruce Ln Sidewalk	168,023.57	(148,000.00)	20,023.57
4021.1.300.43155.4715.03133.21	Central Ave Drainage	1,100,000.00	(177,099.00)	922,901.00
4016.1.300.43121.4751.03153.16	Summer/Elm/Belknap Reconstruction	0.00	2,189.14	2,189.14
4018.1.300.43121.4751.03153.18	Summer/Elm/Belknap Reconstruction	0.00	3,000.00	3,000.00
4017.1.300.43121.4751.03153.17	Summer/Elm/Belknap Reconstruction	0.00	148,000.00	148,000.00
4021.1.300.43121.4751.03153.21	Summer/Elm/Belknap Reconstruction	0.00	177,099.00	177,099.00
	Total Available Funding	1,273,212.71	0.00	1,273,212.71

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
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk

Document Created by: Finance Department

2020.03.11 Reprogram Unexpended Bond Proceeds from
Various CS-PW projects to Summer/Elm/Belknap Street
Reconstruction Project

Document Posted on: March 19, 2020

Page 1 of 3



CITY OF DOVER

CITY OF DOVER - RESOLUTION

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

Resolution Number: **R - 2020.03.11 – 037**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various CS-PW projects to Summer/Elm/Belknap Street Reconstruction Project

DOCUMENT HISTORY:

First Reading Date: 03/11/2020	Public Hearing Date: 03/25/2020
Approved Date:	Effective Date:

DOCUMENT ACTION:

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#: 7.B.
Public Hearing Only**

Resolution Number: **R - 2020.03.11 – 037**
Resolution Re: Reprogram Unexpended Bond Proceeds from Various CS-PW projects to Summer/Elm/Belknap Street Reconstruction Project

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the various Community Services – Public Works projects. This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized debt financing the identified projects. This resolution reprograms funding from the identified projects to Summer/Elm/Belknap Streets Reconstruction project.

On November 12, 2014 the Dover City Council approved the FY16 Capital Improvements Program (CIP) authorization for bonding of \$550,000 for the Richardson Drive project, this project is completed and has remaining unexpended appropriations.

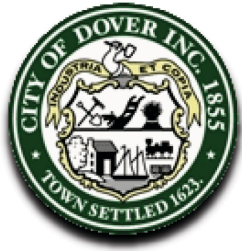
On November 9, 2016 the Dover City Council approved the FY18 Capital Improvements Program (CIP) authorization for bonding of \$850,000 for the Roberts Road project, this project is completed and has remaining unexpended appropriations.

On June 13, 2018 the Dover City Council approved reprogramming \$250,000 from the Bellamy Rd/Route 108 Intersection project to the Mast Road/Spruce Lane Sidewalk project. The Mast Road/Spruce Lane Sidewalk project is completed and has remaining unexpended appropriations.

On December 11, 2019 the Dover City Council approved the FY21 Capital Improvements Program (CIP) authorization for bonding of \$1,100,000 for the Central Avenue Drainage project, the amount of \$177,099 is identified as being available at this time as the project has not been started at this time.

Funding is needed to complete the Summer/Elm/Belknap Streets reconstruction project based upon a recent determination of additional quantities of materials being needed for the project and added 6” drainpipe for sump pumps that was not specified in the City’s project bid specifications.

Since the Summer/Elm/Belknap Streets reconstruction project is currently in progress and a priority for the city to improve the roadways and drainage within a that portion of the city, City administration determined reprogramming the available appropriations from the projects listed above made sense as these projects have either been completed under budget or have yet to be started at this time.



CITY MANAGER'S REPORT



Cathleen Beaudoin, Dover Public Library Director
44+ Years of Service

March 25, 2020

Reporting on: February 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



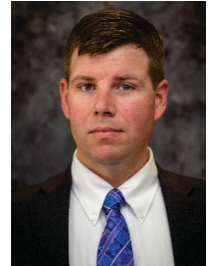
Gary Bannon
Recreation Director



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.”

During the month of February, 6 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit (SIU). The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

In February 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.

SIU detectives and CSU officers began an investigation in January after an 8 year old girl was sexually assaulted on Winter Street. This investigation led to the arrest of a Dover man in February 2020 on the charge of Felonious Sexual Assault.

SIU detectives and CSU officers investigated five unattended deaths in Dover during February 2020. Two of these deaths appear to be opioid related.

During the month of February Sergeant Tarmey, POP Officer Collis and DHA Liaison Officer Cooper worked closely with Dover Fire and Rescue and Community Partners to formulate a plan to assist several residents that were experiencing difficulties due to mental health related issues. Two of the people had recently been evicted from their apartment. Officer Cooper assisted Community Partners with facilitating the paperwork necessary for an Involuntary Emergency Admission for both people. Sergeant Tarmey and the CREU will continue to work with Community Partners on similar issues in the coming months.

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 1 such individual this month.

During February 2020, Officer Collis continued to work with the Library and McConnell Center to handle issues with patrons and suspicious or unwanted subjects. Officer Collis continued to take calls and reports directly from both locations. Officer Collis also visited with patrons and staff at both locations several times throughout the month. He also attended a party for the book "Dog Man," in the children's section where he played different themed games with the children in attendance.

Officer Collis continued to monitor calls for service involving the homeless population. In the month of February, Dover Police Officers encountered 72 separate homeless individuals. He also continued to maintain a log of individuals who were contacted using the Dover Police Department lobby to warm up. During the month of February, there were 19 instances during which 17 separate individuals used the lobby to warm up. In each of those 19 situations, the people were contacted and offered assistance and resources.

On February 3rd, Officer Cooper conducted a welfare check on an elderly resident at Central Towers. Officer Cooper was familiar with the resident and knew that she was under the care of a state appointed guardian. Officer Cooper met with the resident and quickly learned that the guardian was not appropriately tending to her specific needs. The resident's living conditions were deplorable and she was almost out of food. Officer Cooper was aware that several grocery store gift certificates were donated to the police department. Officer Cooper used a donation to go grocery shopping for the resident. Officer Cooper then followed up with the guardian and forwarded the case to the Bureau of Elderly and Adult Services.

On February 6, 20 and 27, Sgt. 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 change-of-use from commercial to residential at the Washington Street Mill, the first phases of riverfront development on River Street, and a parking lot resurfacing project off Gulf Road.

The Traffic Bureau coordinated the logistics of voter parking at five of the six ward polling facilities for the New Hampshire presidential primary election on February 11. This involved advance deployment and posting of cones, barricades, and signs to promote parking turnover for voters and allow for safe and orderly flow of traffic. This included working closely with the City Clerk and Community Services Department to implement a new polling facility for Ward 3 at Saint Joseph's Church on Central Avenue.

On February 14, 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 upper Sixth Street, Old Rochester Road and Indian Brook Drive.

In addition to the events noted above, the Traffic Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the Saint Thomas Episcopal Church Community Dinner on February 14, the Dover High School winter guard/percussion

show on February 29, and the Mill Street parking restrictions for Bellamy River dam work during the week of February 24

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 February 11th and February 25th, K9 Barco and Officer Brown attended the Strafford County Regional Tactical Operations

Unit (SCRTOU) trainings. The focus on the trainings was hostage rescue and employment of night vision movements and firearms.

There were no K9 deployments or callouts during the month.

The ACO received 22 voicemail messages and followed up on 3 reports originally handled by officers.

Animal Control – February

Total animal calls for service:	40
Handled by Officers/Dispatch:	28
Handled by Animal Control Officer:	12

Breakdown of Animal Calls:

Found/Loose Animals: 21

Animal Bites: 01

Welfare Checks: 07

Misc/Other: 11

Mounted Patrol: February

30 public assists

12 parking assists

25 community action/homeless assists

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

Much of the month of February was focused on continuing to integrate the new horse into the daily routine and his mounted duties. The officers spend time daily working on training before heading out on patrol.

On March 18, 2020, Rasa will retire to Patti Lessard, owner of Mill Circle Equestrian. Rasa will be a part time therapeutic horse for veterans suffering with PTSD.

During the winter, the officers assigned to the Mounted Patrol receive 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. The officers assist in finding services for needy individuals and advise them of the warming shelters and health care services.

The parking system experienced another strong month in February compared to February of 2019. Average daily transactions were up 12.5% to 2,041/day in February 2020 versus 1,815/day in February 2019. The system is up 7.9% in daily transactions for FY20 compared to the first eight months of FY19.

During the month of February, the Dover Police Department responded to 1,378 calls for service throughout the city. In addition, officers made a total of 1,051 traffic stops. Officers also initiated 212 non-enforcement related contacts with the community. The total number of incidents handled by the police department for February 2020 was 2,641.

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

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:	151
Priority 2:	70
Priority 3:	532
Priority 4:	625
Priority 5:	1,263

Each month, Captain Gould reviews all of the Priority 1 calls received and determines which involved police emergencies. During the month of February 2020, the Dover Police Department responded to twenty-four emergency incidents and arrived on scene in less than six minutes to 80% of those calls (24 calls, 5 in six minutes or more).

In addition to the Total Permits Issued sheet attached to this report, the Inspection Division has been busy with the following:

The Dover High School site (Phase II) is substantially complete. Inspection Services is standing by waiting for final work to occur and final reports prior to scheduling final inspections.

The Broadview Veterinary Clinic on Knox Marsh Road has begun interior work.

104 Washington Street continues to make significant progress with interior finishes. Final Inspections have started throughout the building for an anticipated fifth floor occupancy in March.

Work and Inspections from the first through fourth floor will be ongoing. The fifth floor will be completed soon and a phased occupancy is anticipated over the next several months.

The construction of 10 Fourth Street has begun and the framing of the upper floor of the Rivermark project on First Street is in process. The site work for Gundalow Landing has begun.

The downtown Foster's building has moved in two commercial tenants and the 14 dwelling units are substantially complete with phase II in progress.

The former McIntosh College building on Cataract has begun a substantial improvement project which is scheduled for 6 months of construction.

Stonewall Kitchen 81000 sq ft. addition continues on Stonewall Drive. Wentworth Douglass Hospital has applications for a large interior renovation project and new urgent care structure.

Princeton Properties began framing a three story apartment building. The new home of Northern Pool and Spa on Littleworth Road has taken shape with interior mechanical system beginning.

The steel has been set for the new mixed use structure on Pointe Place. A year long renovation project at Winchester Arms is in progress with each unit in the six buildings being updated.

Liberty Mutual completed a rear entry improvement, finalizing a new generator installation and has begun multiple interior improvement projects.

During the month of February, the Highway Division was kept busy with five winter events. Roads were pretreated with a brine solution, applying a total of approximately 11,740 gallons. 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 frequently restocked. Several of the bins in the downtown were refilled. Employees continued to mix sand and salt for upcoming storms.

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 damages will be repaired at that time as well.

Approximately 1,000 tons of salt was delivered to the Public Works facility. One Heavy Equipment Operator remained on site to push each load into the salt shed.

The Highway Division has been assisting with hauling fill to the new Facilities, Grounds & Cemetery site on Court Street.

The Facilities, Grounds and Cemeteries Division handled 74 service calls and 104 work orders in February. Two burials were performed in Pine Hill Cemetery, one full and one cremation, and four full graves were sold.

At least twenty-five work orders were addressed pertaining to buildings. There were four complaints regarding clogged or leaking drains. The sink and drain in the Central Fire station bathroom had to be replaced, and a clogged toilet at the Police Department was referred to Value Rooter for snaking. Monthly elevator and fire extinguisher inspections were conducted throughout the buildings. Four bulbs were replaced in the elevator displays, with no other issues reported. Preventative maintenance on the HVAC systems is ongoing.

Fifteen keys were issued, to include new keys and a replacement set for the Library bathrooms. Cores were changed at the McConnell Center when two tenants swapped locations. A broken mortise lock to the gym equipment door was reported at the McConnell Center. The door had to be forced open after attempts to gain entry were unsuccessful. The door frame was repaired and the lock replaced. Two other doors were also repaired at City Hall.

Five work orders were received to either move items to a new location or dispose of them at the Recycling Center. Another five work orders included requests to deliver cleaning supplies to various facilities. The City Hall Auditorium was rented for a political event for Bernie Sanders on February 8th. Employees set up and worked the event.

There were at least 16 work orders related to facilities and grounds issues. Of the five requests regarding tree issues or concerns, three involved the removal of downed branches. One request was referred to Urban Tree for pruning, while another tree on Silver Street was determined to be on private property.

Eleven traffic light complaints were received. Employees assisted the Police Department with traffic control while Electric Light installed a new traffic loop at Broadway and Central Ave on February 5th. A red arrow was reportedly stuck at Central and Old Rollinsford Rd. The loop amps indicated there was no power, however, Electric Light will be installing new cameras there soon. Warning lights were also replaced on either side of the Broadway Bridge. These lights and signs have been struck multiple times due to the bridge's low clearance. Two green traffic bulbs were replaced on Central Ave and a pedestrian button replaced at Washington and Central Ave.

Two work orders were addressed regarding street/décor lights. In both cases, photo eyes controlling the décor lights were replaced.

Sign work was addressed in at least ten work order requests. Five new signs were installed and another six were replaced. A temporary STOP sign was placed on Mechanic Street until a permanent one can be installed in the spring. Repairs were made to the STOP sign on Saint Thomas St. and two signs that had been knocked down were remounted to the poles.

Three work requests were received to remove graffiti. Three signs and at least two traffic boxes had to be cleaned or covered up. Graffiti reported at the head of the community trail was painted over and the plexiglass covering the kiosk was cleaned off as well.

Voting booths were set up for the February 11th elections in all six wards, then broken down the following day. Temporary accommodations were also made to ensure accessibility to all locations.

As directed by Governor Sununu, flags were lowered to half-staff on Saturday, February 29th in memory of Captain Ryan S. Phaneuf of Hudson, who was killed while serving in Afghanistan.

Water production has been around 1.6 to 2.0 MGD for the past month. Production should hold steady. The new Willand Pond wells and Smith and Cummings wells are currently on line. The plant is currently running at 1,200 gallons per minute. Staff is planning to run all four wells to test filter efficiencies over the next couple of months. Campbell well cleaning is out to bid, and will hopefully be completed within April and May.

Utilities crews have been busy replacing water curb boxes around the city. Due to the meter replacement program, some meters could not be changed out due to a faulty inside stop or a bad curb box at the street. This will allow staff to return to install a new meter at these locations. Crews repaired a fire hydrant that was involved in a vehicle accident on Dover Point Road. There were no water breaks during the month of February.

City staff has been involved with the startup of the Lowell Avenue Treatment Plant. Crews checked all of the standby generators throughout the month. At the River Street Pump Station, the three inch and the two inch backflows were changed out. Staff is in the process of reviewing the Sewer Collection System Preventative Maintenance Program manual. This was last updated in 2004. New stations and pipe lines will need to be added and other items updated.

Crews responded to a sewer backup at 827 Central Avenue. Brick was discovered inside the manhole that had become dislodged causing the brick to fall from the manhole ring and cover. Crews will repair the ring and cover as weather permits and hot top becomes available.

Wright-Pierce Engineering submitted a draft model for the collection system. Some areas will need to be double checked before the final draft can be submitted.

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.

When not working on water and sewer issues, the Utilities crew has been assisting with site work at the future home of the Facilities, Grounds and Cemetery site on Court Street.



Removing topsoil from the F&G site.



Adding fill to the F&G building site.

DISPATCH COMMUNICATIONS FEBRUARY	
Radio Transmissions	12,440
Phone Calls	6,182
911 Calls Received	415
Lobby Customers	264
Police Alarms Received	70
Police Alarms Cancelled Prior to Arrival	13
Fire & Medical Alarms	63

February library circulation totaled 22,496 items. (10,640 adult + 7,985 children's print items; plus 3,871 items downloaded including 2,691 audiobooks & eBooks, 1,087 Hoopla streaming music, movies, and books, and 93 eMagazines).

129 new library patrons registered at the Dover Public Library bringing the total active cardholders to 14,545. 11 of these new patrons were non-resident Dover workers or students (now 813 in that category).

The library's museum passes were borrowed 108 times.

1,807 people attended, or registered for, 74 free programs at the library during February.

The library executed 49 U.S. passports in February.

The circulation desks filled 1,316 patron hold requests.

40 new patrons registered for downloadable audiobooks/ eBooks (total = 5,127) and 20 registered for Hoopla (total = 1,497).

Internet and PC uses by the public totaled 1,221 on library workstations, plus another 5,819 via Wi-Fi, plus 56 Chromebook loans.

The library's website statistics showed 34,216 page views by 7,357 users in 15,212 sessions.

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

15,353 people visited the library during February, an average of 548 per day (open 28 days).

The library's 3D printer fulfilled 21 customer requests for printed objects.

AARP volunteers began tax assistance at the library on February 1. This will continue every Tuesday, Thursday and Saturday morning until April 16.

Two new programs were initiated, focused on serving the clients of Community Partners: Paws for Reading with therapy dog Murphy, and a weekday movie matinee series.

The Children's Room's Toy Lending Library was the focus of a news story on television station Boston 25. This project was initiated through a partnership with UNH.

Over 600 children participated in February School Vacation week special events and programs at the library from February 24—29.

SNOW MANAGEMENT SUMMARY REPORT

Date	Condition	Accum.	Total O/T	Total O/T	Contractor	Salt Ton	Salt Cost	Salt/Sand Mix Yard	Salt/Sand Cost	Sand-	Sand Cost	Salt Brine	Brine Cost	Total Storm
		Inches	hrs	Cost	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
-6-20 to 2-7-20	Snow	3.00	238.80	\$7,831.07	\$4,747.50	239.00	\$11,985.85	574.00	\$14,493.50	9.00	\$150.30	6,300.00	\$504.00	\$39,712.22
2/10/2020	Icy Roads	0.00	38.58	\$1,297.15	\$280.00	112.00	\$5,616.80	12.00	\$303.00	6.00	\$100.20	0.00	\$0.00	\$7,597.15
2/13/2020	Snow	3.00	122.08	\$4,163.76	\$4,836.25	207.75	\$10,418.66	17.50	\$441.88	0.00	\$0.00	6,020.00	\$481.60	\$20,342.15
2/18/2020	Snow	4.00	260.22	\$9,024.05	\$4,371.25	269.25	\$13,502.89	43.00	\$1,085.75	0.00	\$0.00	5,410.00	\$432.80	\$28,416.74
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		48.50	3,808.13	\$128,490.45	\$96,349.43	2,825.75	\$141,711.36	1,498.50	\$37,837.13	49.00	\$818.30	37,004.00	\$2,960.32	\$408,166.98
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 3.16.2020

NAME	STREET NAME		Total Units	Units Built**	Units In Use	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
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			78	56	22									1.1
Subdivisions:														
RV Paolini Construction, LLC	Cottage Park Drive	M	7	2	5	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	4	6	7/23/2019	4/9/2019		P19-20	G	35E	7/23/2024	G	3.5

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	182	74									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			922	703	219									15

* Built or permit issued and unit under construction
City Manager's Report - March 25, 2020

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

Total Permits Issued: February 2020

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
18-508	MATTHEW KOZAZCKI	123	DOVER POINT ROAD	CONST. A OUTDOOR STAGE	C	M	52B0	10000	125
19-482	LIBERTY MUTUAL INSURANC	100	LIBERTY WAY	CREATE A MULTIPLE OCCUPANCY FOR	C	E	2400	500000	5025
19-505	SCIOTO RIVERPARK, LLC	23	CATARACT AVENUE	INSTALL STAIRWAY, ELEVATOR & REVI	C	13	2300	270000	2775
19-574	WENTWORTH DOUGLASS HOS	130	STARK AVENUE	PERMIT CANCELLED FOR NOW, PLANS	C	K	30N		150
19-609	DOVER HOUSING AUTHORITY	18	CHAPEL STREET	TO REPAIR BALL TOWER	C	24	5600	310000	0
20-014	LIBERTY MUTUAL	100	LIBERTY WAY	ALTER OFFICES ON THIRD FLOOR	C	E	2400	130000	1325
20-015	WINCHESTER ARMS	49	NEW ROCHESTER ROAD	INSTALL REPLACEMENT WINDOWS	C	40	18D0	31185	337
20-017	353 MANAGEMENT, LLC	353	CENTRAL AVENUE	DEMO. & RMVE ATM & DRIVE-UP THRU	C	2	3500	7500	105
20-025	CHINBURG MANAGEMENT	1	WASHINGTON STREET	UNIT 1137, RENO. OF EXSTING SPACE	C	23	1400	5000	75
18-379	H-53 MAST ROAD, LLC	17	STONEWALL DRIVE	TO EXPAND MEZZANINE ABOVE RECEI	I	H	5300	81000	835
20-008	44 MAPLE STREET, LLC	44	MAPLE STREET	CONST. A RETAINING WALL	I	30	19	9220	115
20-024	85 INDUTRIAL PARK DRIVE	85	INDUSTRIAL PARK DRIVE	CONST. A RETAINING WALL	I	G3	B0	8000	105
18-280	PECK	12	DEAN DRIVE	INSTALL AN ABOVE GROUND POOL	R	F	12D5	24450	275
19-116	RUOZZI, ANNE	5	ROBERTA DRIVE	PERFORM INT. RENO. TO KITCHEN	R	L	70B0	32000	345
19-292	CORBEIL	17	PLEASANT VALLEY ROAD	CONT. A DECK & ROOF COVER	R	I	22069	12625	155
19-335	KIESEL	90	HORNE STREET	INSTALL NEW WINDOWS & DOORS ON	R	36	34F0	8000	105
19-416	PRINCETON DOVER, LLC	1	PRINCETON WAY	CONST. AN APT. BLDG. CONSISTING OF	R	D	81	4071000	40710
19-561	HANSON	15	PEARSON DRIVE	CONST. A REAR DECK	R	L	46R0	7000	95
19-576	SUN JENSON, LLC	10	DEEPWOOD DRIVE	REMOVE MOBILE HOME & DEMO SHED	R	I	220	7000	95
19-577	KOENIG	16	SOUTH PINE STREET	CONVERT. UNFINISHED BASEMENT TO	R	19	3500	23265	255
19-578	MAYS	10	OAK HILL DRIVE	CONST. A FRONT STEP TO REPLACE EXI	R	36	25F0	14000	165
19-592	BORDETSKY	5	RIVERDALE AVENUE	REPLACEMENT OF 6 WINDOWS	R	I	7900	14999	175

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
19-593	FOUGERE	19	LANDING WAY	REPLACEMENT OF ENTRY DOOR	R	L	95A0	3700	62
19-594	BUTLER	196A	DOVER POINT ROAD	INSTALL REPLACEMENT WINDOWS	R	L	89H0	1800	43
19-596	CARRIER	19	BALDWIN WAY	INT. RENO. OF A KITCHEN	R	L	4080	12000	145
19-600	LUNDY POINT LLC	15	LUNDY POINT DRIVE	CONST. A SFD W/2 CAR ATT. GARGE &	R	G	35-1	259000	2615
19-603	BOLDUC	60	PISCATAQUA ROAD	REFURBISH POOL AND PATIO	R	J	15B0	60000	625
19-605	WAMBERS	192	COUNTY FARM ROAD	CONST. A REAR DECK	R	C	3D0	5200	77
19-608	REED	262	GULF ROAD	INT RENO., ADD BATHRM, ADD GARAG	R	N	8A5	180000	1825
20-002	HOME SWEET HOMES LLC	73	REDDEN STREET	CONST. 3 SEASON TO 4, RENO. KITCHEN	R	35	30B0	25000	275
20-003	GALANTE	246	GULF ROAD	FINISH ATTIC SPACE ABOVE GARAGE	R	N	8A3	20000	225
20-004	SUPITUX	9	WILLAND AVENUE	INSTALL A SOLAR GLASS ROOF	R	40	4100	40000	425
20-007	SUNSHINE	43B	POLLY ANN TRAILER PARK	CONST. A DECK W/STAIRS	R	M	47C43	1000	35
20-013	WINCHESTER ARMS, LLC	49	NEW ROCHESTER ROAD	INT. RENO. TO MULTIFAMILY STRUCTU	R	40	18D0	376800	3783
20-019	SEARS	74	ATKINSON STREET	REMOVE & REPLACE TWO DOORS	R	9	3909	14296	165
20-023	KANE	11	CONIFER COMMONS	CONST. STORAGE AREA IN BASEMENT	R	E	1900	1900	45
20-027	LANE	2	FAIRWAY DRIVE	CONST. & ENCLOSE AN INGROUND SWI	R	N	14Q0	57000	595
20-028	WEBBER	254A	DOVER POINT ROAD	CONST. REAR ADDITION W/FRONT DOR	R	L	96M0	100000	1025
20-030	DRISCOLL	277	MIDDLE ROAD	KITCHEN RENO., ADD 1/2 BATH, INSTAL	R	M	10200	25000	275
20-032	BECK	21	FALCON DRIVE	FINISH SPACE ABOVE GARAGE FOR AN	R	N	1940	44604	475
20-038	HOLGATE LP	23	HAM STREET	INT. RENO. 2ND & 3RD FLR APT.'S & AD	R	27	3000	20000	250
20-039	BENCKS	31	FOURTH STREET	REMODEL 1ST FLR BATHRM, CREATE 1/	R	31	4100	20000	225
20-043	PIGEON	11	PINEVIEW DRIVE	INSTALL REPLACEMENT WINDOWS	R	L	48N0	1000	95
20-044	FISHER	19	WOODLAND ROAD	REPLACEMENT OF 20 WINDOWS	R	17	95F6	43654	462
20-045	WEISER	4	MONROE STREET	CONST. A FREE STANDING DECK	R	15	9200	5800	166
20-047	KHALSA	9	LOWELL AVENUE	CONVERT A SFD TO A 2 FAMILY DWELL	R	37	5100	25000	275
20-051	HENNESSEY, MICHAEL	5	HEAPHY LANE	CONST. A FOUNDATION ONLY FOR A SI	R	8	21B0	10000	125

Wednesday, March 11, 2020

Page 2 of 3

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
20-052	LADRIE	20	MONROE STREET	CONST. A DECK W/STAIRS	R	15	10015	2315	45
20-053	CLEMENT	19	CRANBROOK LANE	REPLACE WINDOWS	R	83	D830	24187	267
20-055	HUNT	295	BACK ROAD	ROOF MOUNTED SOLAR PANEL PV ARR	R	M	100B0	36048	386

Total Permits Issued: 50

Total Construction Value: \$6,991,548.00

Total Fees Collected: \$68,358.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	11	Commercial	0
Convert 1 to 2 Fmly Dwlg	2	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	24	Industrial	0
Industrial	0	Renovations	0
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	1	Single Family Dwellings	0
Renovations Dwelling Unit	34	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	1		
Accessory Dwelling Unit	0		
		Total	

2. Product & Process Outcomes

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

City Attorney, Josh Wyatt, has worked with various departments in the City to roll out and begin implementing the City’s new Code adopted in February 2020. Those tasks are continuing and progress will be noted. As of this submission, the City’s website has been updated to provide the public with a link to the new eCode 360 website. The City is in receipt of the printed versions of the Code and is working with the City Clerk and others to assemble same and develop procedures for updating and archiving the Code.

There are occasionally outside attorneys hired on a variety of specialty matters. The City Attorney has undertaken to reduce use of outside counsel where possible and feasible in order to control expenditures and maximize efficiencies.

The annual Granite Youth Alliance training conference was scheduled for January 16th but was snowed out and rescheduled to February 18th. While there was snow again in February impacting some teams’ attendance, 60 students attended the day of training focused on media development and other substance misuse topics. This conference was organized and hosted by the Dover Coalition for Youth and Dover Youth to Youth.

The 7th Annual Granite Youth Film Festival has begun. Teams of students pitched their ideas on February 18th to secure funding to produce their films. Students now have until mid-May to

produce their videos and they will premiere on the big screen at Epping O’Neil Cinema on May 31st and June 1st. All of the videos produced will highlight substance misuse topics. Two members of Dover Youth to Youth pitched an idea.

Vicki Harris is a member of 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 starting by planning a debate on whether “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 20th.

The Dover Teen Center calendar for February of 2020 consisted of educational and social programming for its youth participants. For the month, the teen center hosted a total of 502 participants on 18 days of programming, which yielded an average of approximately 28 participants per day.

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

TC Tournament – “8-Ball Billiards” (2/5)

TC Snack Special – “Macaroni & Cheese” (2/6)

TC Music Event – “Karaoke Jam Party” (2/7)

TC Snack Special – “TACOS” (2/10)

TC Arts & Crafts Day – “Valentine’s Crafts” (2/13)

TC Holiday Fun – “Valentine’s Day Party” (2/14)

TC Sports Challenge – “Hot Shot Hoops” (2/17)

TC Trip – “FunSpot Arcade” (HS Participants Only) (2/21)

TC Trip: BarnZ’s Cinema Day (2/25)

TC Trip: FunSpot Arcade (2/26)

TC Trip: Maine Red Claws B-Ball Game (2/27)

There were 12 new participants that signed up during the month.

The Community Service program tracked five active participants during the month of February. A total of 5 community service hours were completed during the month. None of the participants finished his/her assigned hours.

On February 19, 2020, Officer Dunne met with new Dover PD Officer Keefe and showed him around DMS, introducing him to administration and showing him the layout of the school. This is part of the new officer orientation that each newly hired officer goes through.

Officer Dunne continued to participate in the Bigs in Badges program by Big Brothers Big Sisters of New Hampshire. She meets with her Little Sister each Wednesday at Woodman Park School.

Officer Dunne continues to lead an advisory group of 6th grade students. The purpose of

advisory is to meet with students in small groups, be a safe place to discuss ideas and connect with other students.

Officer Pike continued to meet with Deans Stephens and Waldron in reference to inter-school disciplinary actions throughout the month. While these meetings and subsequent interactions with students don’t rise to the level of formal police involvement, they allow for Officer Pike to have a clear sense of the bigger picture for the involved students and improve his ability to potentially mentor them.

During the month of February 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., reducing the possibility for motor vehicle accidents caused by traffic congestion.

Officer Pike also 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. 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.

During the month, Officer Pike worked with the Barrington Police Department regarding a bullying incident related to an incident that occurred in Barrington last year. DHS administration became aware of the incident after there was a report of significant social media harassment from multiple parties.

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.

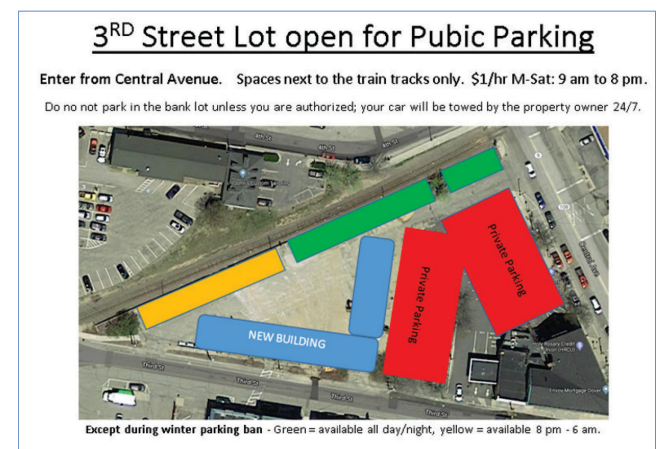
Officer Pike continues to assist the school and its staff members in any way possible. Officer Pike routinely assists the C&W staff with trash left throughout the building when the C&W staff is otherwise occupied.

Officer Collis also continued to maintain his close ties with the local elementary schools. He continued to volunteer through the Big Brothers Big Sisters program and visited his "little brother," each week and spent several hours with him reading, playing gym games, or playing at the playground.

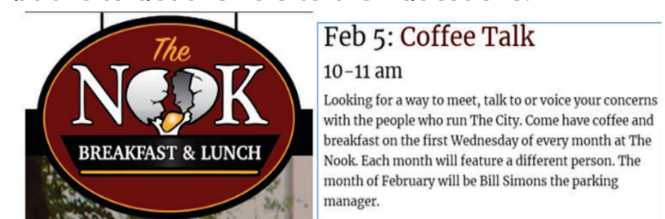
On February 20th, Officer Cooper and Officer Collis attended the Young Inventor's Day at Woodman Park School. The annual event allows for students, in grades one to four, to create an invention and display it to a group of local judges. Officer Cooper met with numerous students, learned about their inventions, and judged the invention and overall presentation. The event was covered by Foster's Daily Democrat and featured several photographs of Officer Cooper interacting with students. The following week, Officer Cooper attended an event at the Dover Public Library. There, she saw two of the students that were featured in the

photographs with her. She approached the students and interacted with them.

In order to promote the reopening of the Third Street parking lot, the Parking Bureau created a flyer for distribution by merchants and to be left on vehicles in the area. The notice also alerts drivers about the private parking lot adjacent to the Third Street Lot and the risk of unauthorized vehicles being towed from there. The map will be updated once the second section of the lot is returned to public use at the end of March.



Parking Manager Bill Simons and Assistant City Manager Chris Parker attended the first Coffee Talk hosted by the Nook Restaurant. Below is the notification that was posted on the Nook's web page and at the premises to invite the public to get answers to their questions.



Assistant City Planner Piekut addressed enforcement concerns regarding unpermitted dwelling units, wetland buffer violations, motor vehicle junkyards, and fencing, and continued

to assist customers with zoning inquiries and determinations.

The Assistant City Manager reviewed requested information regarding the Planning Board's role in permitting private roads and how the Board notices potential buyers of lots built on private roads. The Planning Board approved a new private road in February, and conditions of approval included new standards for signage, deed requirements, Association Documentation and increased notes on the approved plan.

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 late March 2020.

Community Development Planner Carpenter submitted HUD required "Section 3" data regarding employment, and contracting opportunities for low or very-low income residents in connection with eligible CDBG funded projects.

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. The Council awarded the bid to Tyler Technologies on February 12, 2020. Implementation should begin early summer with a full roll out in January 2021.

Community Development Planner Carpenter performed environmental reviews for

weatherization and energy efficiency home improvement projects that will be supported through CDBG funding and implemented through Strafford CAP.

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 worked with the School Department to identify students living in Dover and attending Dover Schools. This information will be used to validate impact fee numbers and methodology.

Planning and Development staff worked to draft language for proposed zoning amendments. The amendments are for both syntax and restacking of areas of the Code and for changing some areas of the City from one zone to another and for reviewing opportunities to streamline areas of the ordinance and enhance options for housing and economic development. The Planning Board posted both sets of amendments on February 11 and 25th.

Planning and Community Development staff met with an entity interested in creating housing for employers to offer their employees as an incentive to work for the company. The idea was to create small to moderate sized spaces for rent or sale that would be exclusively offered by the employer.

Planning and Community Development staff worked with Legal staff and outside legal counsel to review potential changes to the City's Right of Way Ordinance in conjunction with its telecommunication ordinance. The work

by the counsel is in response to recent legislative changes regarding telecommunications facilities within municipal rights of way.

The Assistant City Manager coordinated a review of the City's Master Plan. This review included updating the status of the progress on various projects and updating the dashboard for each area covered.

The Steering Committee for the update to the Recreation Chapter of the Master Plan met on February 25 to review drafted recommendations related to recreation. At their March meeting, the Steering Committee will review the rest of the recreation recommendations as well as the recommendations supplied by the Arts Commission.

The Assistant City Manager and City Planner Benton met with UNH students on a proposed trail project on February 24th.

City Planner Bird met with the Conservation Commission on February 10th to review two new applications and approve an expenditure from the Conservation Fund for a change order to the contract for preparation of the forest management plan for City-owned property.

Assistant Planner Piekut and a member of the Energy Commission attended a virtual EPA training on the Portfolio Manager program in an effort to continue energy use data collection and analysis begun through the 2018 Sustainability Fellowship.

Basketball for grades K-4 wrapped up on 2/15/2020. Fifth and Sixth graders continued their games on Saturdays at the McConnell Center, and continued practices during the week. Games ended for this league with a day of playoffs at on 2/08/20, where Dover Blue "aka" Purple won in the finals. Fifth and Sixth grade travel teams wrapped up first season in the Seacoast Travel league with a league tournament and then continue to compete in local tournaments. The 5th & 6th grade girls won the Frosty tournament held in Somersworth, and both boys and girls will continue during March, playing in the Charlie Brown tournament in York as well as Rochester and Marshwood. The 7th & 8th grade basketball teams finished out their seasons with playoffs on 2/15/2020, which saw Dover Black defeat Dover Red. Recreations HS boys teams finished out their seasons with playoffs ending 2/20/20. Dover Red defeated Dover Grey in the finals. 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. All three men's leagues will wrap up their regular seasons soon and enter the playoffs in March. Interval Strength and Dance Exercise continued running sessions. The process of field scheduling for spring sports has begun. A first day of Spring Sports sign-ups was on Saturday, February 8th. The last week of Spring Sports Sign-ups was on March 7th at the McConnell Center. Many leagues now utilize on-line registrations. Badminton continued on Friday nights in February. February vacation saw an increase in youth open gym times.

February was a busy month at the Indoor Pool. High School swim teams concluded practice season this month with the exception of Seacoast and Berwick Academy. Seacoast Swimming Association continues to use the

pool 20 hours per week. Portsmouth Scuba has been utilizing facility a few days per month. There was an overhaul of the pool schedule to allow more usage at different times during the day for both lap and recreational swim. There is now specific space for each activity simultaneously and the opportunity for 2 week changes to add additional programming. There has been a lot of activity during recreation swim times in the afternoons, with an additional 1-1.5 hours of pool time added back to the schedule. This was especially true during school vacation week. Private and semi-private lessons are on the rise as gained staff and no longer have a waitlist. Hydrofitness class participation continues to rise averaging between 18-25 participants. Adult Lap swim remains the most popular bringing in an average of 75-100 swimmers per week. Great Bay Masters continues to bring in 100 swimmers on average per week. A full lifeguard course was held at the end of the month and were able to gain 8 new lifeguards. These additional lifeguards will help alleviate some of staffing challenges. Two Managers continue to cover opening shifts 7 days per week. Supervisors have begun to work on summer staffing through this course and have advertised two more lifeguarding courses, one in March and one in April. Supervisors were able to rearrange the pool schedule and reallocate Masters swim days and times to bring back group lessons this spring. Children's group lessons will resume April 5th. Birthday Parties: 0, Non Swim Team Lane Rental: 2

February at the Dover Arena is always a busy time of year as both Foster Rink and Holt Rink have programs going non-stop and High School hockey playoff games. High School hockey season is ending for the local schools; St. Thomas will host a Division II Quarterfinal Playoff Game. Dover Youth Hockey is also ending its season with playoff games and tournaments throughout the month. Public

Skate remains to be very popular on the weekends. There has been only one Rock Night for the entire month of February due to the high school games and tournaments on Saturday nights. The Bay State Tournament was a success, hosted 24 girls' teams and they are already looking forward to next year. The month of March means High School hockey season will come to an end as well as Dover Youth Hockey. Several off-ice events have been planned for the off-season of the Foster Rink including the Roller Derby group. Adult and Youth Stick Practice: 299, Birthday Parties: 2

In addition to all ongoing activities, the Senior Center members continue to use fitness areas at Dover Recreation. Center offers Chair Yoga, Cardio, and Flexibility classes. Pickleball offered Tuesday and Friday mornings. Mystery Lunch: 33, Special Events: Dr Dan Back Pain Seminar 9 participants and Cooking for One 11 participants

74 February programs were attended by 1,807 people. These included:

9 story times 212; 3 Craft sessions 344; Curious Creatures 175; Pajamarama 58; Fun with Electricity 30; STEM Saturday 24; Take Your Child to the Library Day 162; Dog Man Mania 107; DNA program 14; Yarn Birds 9; Drop Spindle 10; Unleash the Poet Within 12; 1 Proctored Exam; 2 Knitting group meetings 13; 2 Paws for Reading 24; 2 Escape Rooms 15; 3D prints 21; 7 movies 93; Pizza & Pages 7; Creativity Corner 4; 5 Lego Saturdays 161; 2 Technology classes 7; 9 Book groups 61; 2 Little Free Library visits, adding 94 books; 2 Pre-school outreach visits 63; Memory Lab/ Maker tools uses 3; 2 Yoga for kids 29; Game Night 3; 2 Book-A-Librarian appointments, Langdon Place visit 4; 7 Dungeons & Dragons sessions 38; and Passports 49.

Several library staff members attended a variety of Census 2020 webinars. Libraries have been asked to play a large role in the upcoming census. We will have 4 "census stations" set up by mid-March to accommodate those unable to complete online forms elsewhere.

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.

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.”

Youth to Youth students visited all four 4th grade classrooms at Garrison School. Teams of 3 Youth to Youth students provided presentations of the *TRUTH About Nicotine program*. About 100 students received the training. This presentation uses a strong media literacy approach combined with an emphasis on immediate consequences such as risk of addiction, negatively affecting your ability to do sports, and loss of money. The lesson also explains and provides examples of how nicotine products (which includes vaping and e-cigarettes) have generally been advertised in a deceptive and misleading way. The lesson has been modified over the past year to place a greater emphasis on the risks of vaping.



A Y2Y member shown presenting to a 4th grade classroom at The Garrison School about e-cigarettes and tobacco.

On February 18th Dover Youth to Youth conducted a one-day youth advocacy conference at the Austin 17 House in Brentwood, NH. A total of 18 Dover students attended the training and members of Y2Y conducted an opening presentation and put on 6 workshops on a variety of substance misuse and advocacy topics. Other activities included a guest speaker from SOS Recovery and the creation of a video PSA on e-cigarettes and vaping.



Dover Y2Y students shown above giving a workshop at the annual Granite Youth Alliance Conference in Brentwood, NH.

On February 4th Sergeant Tarmey, Detective Sergeant Nadeau and POP Officer Collis conducted a “Safety Talk” at Jewelry Creations with the staff. The business had requested assistance with training their staff in dealing with unusual occurrences and/or armed robbery protocols. The training was attended by all employees.

On February 5th, Sergeant Tarmey and POP Officer Collis met with Dover SAU employees at their McConnell Center offices to discuss CRASE measures that should be taken in the event of an unwanted or armed person coming to the SAU office. This was a follow-up to the training that all schools in the SAU received throughout the past 6 months.

On February 11, Sergeant Tarmey along with several CRASE (Citizen Response to Active Shooter Events) instructors completed the final “walkthrough” portion of the training evolution at Bellamy Academy at Dover High 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.

On February 18th, Sergeant Tarmey and Officer Collis met with management at NEMO Equipment to discuss future CRASE related training with all employees. The training will take place on March 25.

On February 28, Sergeant Tarmey and several other Strafford County Regional Tactical Operations Unit members conducted an “Active Shooter” training at the Strafford School in Strafford NH. This type of training is conducted throughout the county and is attended by any local police department officers that want to participate.

Other safety presentations Officer Collis conducted included the Dover SAU, Bellamy Academy, and Jewelry Creations. Officer Collis met with staff of Nemo and Head Start and set up safety presentations for the near future.



Officers Cooper and Kilbreth | Officer Cooper and Sergeant Mitrushi

On February 7th, Officer Cooper attended karaoke at Waldron Towers. A resident’s son-in-law is a disc jockey and volunteers his time for the occasion. It was well attended and the residents are hopeful it will become a monthly event. Officer Cooper, Sgt. Mitrushi, and Officer Kilbreth attended and participated in karaoke. When Officer Cooper told other officers about it, several officers voiced their desire to attend a future karaoke gathering.

On February 20th, Officer Cooper and Officer Collis attended the Young Inventor’s Day at Woodman Park School. The annual event allows for students, in grades one to four, to create an invention and display it to a group of local judges. Officer Cooper met with numerous students, learned about their inventions, and judged the invention and overall presentation. The event was covered by Foster’s Daily Democrat and featured several photographs of Officer Cooper interacting with students. The following week, Officer Cooper attended an event at the Dover Public Library. There, she saw two of the students that were featured in the photographs with her. She approached the students and interacted with them.



Officer Cooper interacts with Woodman Park School students during the Young Inventor’s Day.



Police & Fire address a group of residents during a recent scam prevention talk.

Officer Cooper, along with Officer Collis, and members of Dover Fire and Rescue met with elderly residents to talk about scams and general safety. The sessions were held at Central Towers, Waldron Towers, St. John's, and the Niles Community Center. Many residents attended and had the opportunity to ask questions.

Throughout the month, Officer Cooper also attended a life celebration at Dover Housing Authority's Central Towers, a breakfast at DHA St. John's, a basketball game for spirit week at the Dover Middle School, and an visited the library during school vacation. She also continued teaching the

D.A.R.E. curriculum at the Dover Middle School.

Sgt. Speidel performed 9 child passenger seat inspections during the month of February. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Sgt. Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge. This included seat checks performed on the evening of February 19 in partnership with Wentworth-Douglass Hospital. Sgt. Speidel partners on a monthly basis with trained staff of the WDH Women and Children's Center to provide 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.

On February 6, 2020, Detective Andrew Courter participated in the Special Olympics' "Penguin Plunge" fundraiser.

Detective Andrew Courter poses with Special Olympics Athlete Lauren Hoepp in their "Nifty Fifties" outfits prior to the Penguin Plunge.





On February 16, 2020, Sergeant Mark Nadeau, Sergeant Alex Mitrushi, Detective Gaudreault, and Detective Courter participated in the Dover Children's Home Bowl-a-Thon Fundraiser.

(From left to right) Detective Courter, Detective Gaudreault, Detective Sergeant Nadeau, Sergeant Mitrushi and Samantha Nadeau (in front) pose for a pic during the Dover Children's Home Bowl-A-Thon)

Community Development Planner Carpenter led a series of Listening Sessions to receive community input on the direction of the CDBG program and the development of a new Consolidated Plan that will be used to guide CDBG funding decisions for FY21-25. Sessions were held on weekends, weeknights and weekdays to allow various opportunities for public participation.

Planning and Community Development worked with the Media Services staff to produce and post an online survey to gather public input regarding the development of a new Consolidated Plan that will be used to guide CDBG funding decisions for FY21-25.

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 32 letters to new homeowners in the month of February. 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 2,029 likes and 2,144 followers).

The Assistant City Manager and Parking Manager attended a coffee with residents at the Nook on February 5th. Topics raised included parking kiosks and ez park. On February 22, the Assistant City Manager attended the Coffee with the Council and School Board. Topics ranged from the budget, to affordable housing to traffic concerns and speed limits downtown.

Through the shared Dovertnet Library System, Dover Public Library (DPL) borrowed 117 titles from the schools and lent 138 items to the schools.

Through the statewide collaborative NHAIS system, DPL's Interlibrary Loan dept. sent 118 volumes to other libraries and borrowed 109 from other libraries for our patrons.

The library has 4,503 subscribers to its two monthly e-newsletters.

Library staff posted 154 items to its various social media platforms in February. Total social media platform followers = 12,372

The library has 4,004 Facebook followers, 1,182 Pinterest followers, 1,664 Instagram followers, and 1,019 Twitter followers.

The library blog was viewed 131 times in February.

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

Passport application processing fees provide a continuing source of revenue for the library. At \$35 per application, the library received \$1,715 in passport revenue during February.

PURCHASE ORDERS – OVER \$5,000

DAC	PO Date	PO #	Vendor Name	Amount
Finance Office	02/05/2020	202007030	ADAMS GRAPHIC CORP	\$7,688.20
Info Technology	02/26/2020	202007563	ESRI CORP.	\$19,556.20
Community Services	02/05/2020	202007029	RELIABLE EQUIPMENT, LLC	\$5,200.00
Community Services	02/12/2020	202007197	FISHER AUTO PARTS	\$5,726.34
Community Services	02/10/2020	202007103	ATLANTIC RECYCLING EQUIPMENT	\$6,250.00
Community Services	02/19/2020	202007422	CITY OF DOVER-WATER SEWER	\$6,556.99
Community Services	02/19/2020	202007425	CHADWICK BAROSS, INC.	\$10,419.30
Community Services	02/12/2020	202007201	THE DIRT DOCTORS, LLC	\$23,700.00
Community Services	02/10/2020	202007111	SIEMENS INDUSTRY, INC.	\$122,955.50
Recreation	02/03/2020	202006860	NEW ENGLAND FITNESS DIST.	\$5,349.00
Recreation	02/10/2020	202007102	A YANKEE LINE, INC.	\$9,533.25

BIDS

Department	Bid #	Bid Date	Description
Community Services	B20045	02/20/2020	Video Condition Inspection & Priority Assessment for Urban Drainage System
Community Services	B20038	02/20/2020	Sidewalk Improvements
Community Services	B20042	02/25/2020	Enterprise Park Lawns & Grounds Mowing & Maint. Services
Community Services	B20040	02/25/2020	Shaw's Lane Athletic Complex Mowing & Maintenance
Community Services	B20037	02/18/2020	Two Ford F150 4x4 Pick Up Trucks
Community Services	B20043	02/19/2020	Campbell Well Cleaning & Repairs
Fire Department	B20031	02/06/2020	Fire Inspection Services
Fire Department	B20035	02/06/2020	Collaboration & Conferencing Solution
Recreation	B20041	02/25/2020	Athletic Fields Lawns & Ground Mowing & Maint. Services

City of Dover

Revenues of Major Funds February 29, 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	\$ 90,788,809	\$ 667,913	\$ 48,075,984	53.0%	\$ 42,712,825	\$ -	\$ 42,712,825	(47.0)%
Licenses & Permits	6,498,284	621,980	4,739,484	73.0	1,758,800	-	1,758,800	27.1
Intergovernmental	2,769,814	-	2,544,885	92.0	224,929	-	224,929	8.1
Charges for Services	3,822,518	329,449	2,624,148	69.0	1,198,370	(31,338)	1,229,708	32.2
Miscellaneous Revenue	755,604	39,536	784,983	104.0	(29,379)	(1,740)	(27,640)	(3.7)
Education	16,604,238	91,084	11,049,678	67.0	5,554,560	-	5,554,560	33.5
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	\$ 121,789,921	\$ 1,749,962	\$ 69,819,162	57.0%	\$ 51,970,759	\$ (33,077)	\$ 52,003,836	42.7%
3213 Parking Activity Fund								
Licenses & Permits	\$ 228,000	\$ 16,526	\$ 190,520	84.0%	37,481	\$ -	\$ 37,481	16.4%
Parking Income	610,000	112,698	682,720	112.0%	(72,720)	-	(72,720)	-11.9%
Parking Fines	181,725	24,793	134,349	74.0%	47,376	-	47,376	26.1%
Other Financing Sources	0	-	-	0.0	-	-	0	0.0
Sub-total : 3213 Parking Activity Fund	\$ 1,019,725	\$ 154,017	\$ 1,007,589	99.0%	\$ 12,136	\$ -	\$ 12,136	1.2%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 11,500	\$ -	\$ 12,230	106.0%	(730)	\$ -	(730)	- 6.3%
Charges for Services	1,036,082	61,877	710,126	69.0%	325,956	-	325,956	31.5%
Miscellaneous Revenue	0	211	1,630	0.0	(1,630)	-	(1,630)	0.0
Other Financing Sources	0	-	-	0.0	0	-	0	0.0
Sub-total : 3320 Residential Solid Waste	\$ 1,047,582	\$ 62,088	\$ 723,986	69.0%	\$ 323,596	\$ -	\$ 323,596	30.9%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 753,885	\$ 59,281	\$ 466,002	62.0%	\$ 287,883	\$ -	\$ 287,883	38.2%
Operating Transfers In	180,044	17,645	155,731	86.0	24,313	-	24,313	13.5
Sub-total : 3381 McConnell Center	\$ 933,929	\$ 76,926	\$ 621,733	67.0%	\$ 312,196	\$ -	\$ 312,196	33.4%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 443,980	\$ 13,020	\$ 209,113	47.0%	\$ 234,867	\$ -	\$ 234,867	52.9%
Miscellaneous Revenue	15,500	367	2,335	0.2	13,165	-	13,165	84.9
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	\$ 13,387	\$ 211,448	44.0%	\$ 268,032	\$ -	\$ 268,032	55.9%
5300 Water Fund								
Intergovernmental	\$ 2,500	\$ -	\$ 1,124,226	44969.0%	\$ (1,121,726)	\$ -	(1,121,726)	-44869.0%
Charges for Services	5,792,263	424,610	3,407,477	0.6	2,384,786	-	2,384,786	41.2
Miscellaneous Revenue	70,500	8,799	107,203	152.0	(36,703)	-	(36,703)	(52.1)
Sub-total : 5300 Water Fund	\$ 5,865,263	\$ 433,410	\$ 4,638,906	79.0%	\$ 1,226,357	\$ -	\$ 1,226,357	20.9%
5320 Sewer Fund								
Intergovernmental	\$ 31,974	\$ -	\$ 14,529	45.0%	\$ 17,445	\$ -	\$ 17,445	54.6%
Charges for Services	7,569,359	595,083	4,602,592	61.0	2,966,767	-	2,966,767	39.2
Miscellaneous Revenue	57,000	8,208	82,372	145.0	(25,372)	-	(25,372)	(44.5)
Other Financing Sources	520,992	-	-	0.0	520,992	-	520,992	100.0
Sub-total : 5320 Sewer Fund	\$ 8,179,325	\$ 603,292	\$ 4,699,493	57.0%	\$ 3,479,832	\$ -	\$ 3,479,832	42.5%
6100 Dovemet Fund								
Charges for Services	\$ 1,343,994	\$ 180,516	\$ 923,214	69.0%	\$ 420,780	\$ -	\$ 420,780	31.3%
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	\$ 180,516	\$ 948,214	65.0%	\$ 520,780	\$ -	\$ 520,780	35.5%
Total : REVENUES	\$ 140,784,219	\$ 3,273,598	\$ 82,670,532	59.0%	\$ 58,113,687	\$ (33,077)	\$ 58,146,764	41.3%

City of Dover

Expenditures of Major Funds February 29, 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	\$ 19,233	\$ 340,512	61.0%	\$ 214,539	\$ 134,599	\$ 79,940	14.4%
Executive	1,206,257	102,884	848,810	70.0	357,447	263,141	94,306	7.8
Finance	1,935,480	143,690	1,301,523	67.0	633,957	451,957	181,999	9.4
Planning	793,802	54,195	518,548	65.0	275,254	171,825	103,428	13.0
Misc General Government	973,563	24,566	302,339	31.0	671,224	71,994	599,230	61.6
Police	9,532,994	668,724	6,299,633	66.0	3,233,361	1,935,983	1,297,378	13.6
Fire & Rescue	9,821,524	678,824	6,510,436	66.0	3,311,088	1,628,753	1,682,335	17.1
Community Service Public Works	8,001,097	426,949	3,498,528	44.0	4,502,569	1,778,349	2,724,220	34.0
Recreation	2,361,663	174,163	1,411,761	60.0	949,902	388,450	561,451	23.8
Public Library	1,565,776	111,931	1,017,358	65.0	548,418	339,658	208,760	13.3
Public Welfare	804,876	43,382	372,845	46.0	432,031	64,742	367,289	45.6
Debt Service	12,853,698	1,702	5,247,248	41.0	7,606,450	16,234	7,590,216	59.1
Other Financing Sources/Uses	3,927,672	131,645	3,401,092	87.0	526,580	-	526,580	13.4
School	58,177,215	4,491,422	32,074,593	55.0	26,102,622	25,019,623	1,082,999	1.9
Intergovernmental	9,279,253	-	9,279,253	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 121,789,921	\$ 7,073,310	\$ 72,424,479	59.5%	\$ 49,365,442	\$ 32,265,310	\$ 17,100,132	14.0%
3213 Parking Activity Fund								
Police	\$ 1,019,725	\$ 49,323	\$ 445,162	44.0%	\$ 574,563	\$ 127,293	\$ 447,270	43.9%
Sub-total : 3213 Parking Activity Fund	\$ 1,019,725	\$ 49,323	\$ 445,162	43.7%	\$ 574,563	\$ 127,293	\$ 447,270	43.9%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,155,460	\$ 112,547	\$ 665,239	58.0%	\$ 490,220	\$ 357,304	\$ 132,917	11.5%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,155,460	\$ 112,547	\$ 665,239	57.6%	\$ 490,220	\$ 357,304	\$ 132,917	11.5%
3381 McConnell Center Fund								
Recreation	\$ 933,929	\$ 35,100	\$ 302,137	32.0%	\$ 631,792	\$ 99,866	\$ 531,926	57.0%
Sub-total : 3381 McConnell Center Fund	\$ 933,929	\$ 35,100	\$ 302,137	32.4%	\$ 631,792	\$ 99,866	\$ 531,926	57.0%
3410 Recreation Special Revenue Fund								
Recreation	\$ 479,480	\$ 35,564	\$ 303,956	63.0%	\$ 175,524	\$ 47,760	\$ 127,764	26.6%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 479,480	\$ 35,564	\$ 303,956	63.4%	\$ 175,524	\$ 47,760	\$ 127,764	26.6%
5300 Water Fund								
Community Service Public Works	\$ 5,901,912	\$ 303,365	\$ 3,597,653	61.0%	\$ 2,304,259	\$ 529,113	\$ 1,775,145	30.1%
Sub-total : 5300 Water Fund	\$ 5,901,912	\$ 303,365	\$ 3,597,653	61.0%	\$ 2,304,259	\$ 529,113	\$ 1,775,145	30.1%
5320 Sewer Fund								
Community Service Public Works	\$ 8,272,046	\$ 512,017	\$ 5,044,575	61.0%	\$ 3,227,471	\$ 910,776	\$ 2,316,695	28.0%
Sub-total : 5320 Sewer Fund	\$ 8,272,046	\$ 512,017	\$ 5,044,575	61.0%	\$ 3,227,471	\$ 910,776	\$ 2,316,695	28.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,846,803	\$ 74,051	\$ 934,886	51.0%	\$ 911,917	\$ 260,108	\$ 651,809	35.3%
Sub-total : 6100 Dovernet Fund	\$ 1,846,803	\$ 74,051	\$ 934,886	50.6%	\$ 911,917	\$ 260,108	\$ 651,809	35.3%
Total : EXPENDITURES	\$ 141,399,276	\$ 8,195,277	\$ 83,718,088	59.2%	\$ 57,681,188	\$ 34,597,530	\$ 23,083,658	16.3%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) February 29, 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	114,289	930,764	76.5	286,432	0	286,432	23.5
Expenditures	1,007,445	88,133	646,060	64.1	361,385	199,110	162,275	16.1
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)	26,157	284,703	12	(284,704)	(199,110)	(85,594)	(193)

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 – March 2020

Employee Name	Division	Years of Service
O Brien, Michael J	Public Works	21
Camire, David R	Fire	20
Poitras, Eric K	Public Works	18
Vermette, Claire I	Finance	18
Hudick, Jeffrey	Fire	17
Turner, Gregory A	Police	14
Letendre, Ronald A	Police	13
Barufaldi, Daniel J	Executive	11
Crowley, Lisa B	Police	7
Hunter, Karen N	Police	7
Landry, Brian D	Public Works	6
McCassey, Holly S	Finance	6
Hawthorne, Beth	Police	5
Roesch, Benjamin E	Fire	5
Hassen, Caitlyn M	Finance	4
Reed, Christian J	Police	1
Rist, JoAnn M	Executive	1

FEBRUARY SEPARATIONS: 2

- 1 Public Library
- 1 Police Department

FEBRUARY NEW HIRES: 04

- 1 Public Library
- 1 Fire Department
- 1 Police Department
- 1 Recreation Department

The City Attorney did not attend professional development courses or seminars in February. The City Attorney, however, does review relevant cases being issued daily and weekly by New Hampshire State and Federal Courts, as well as legal periodicals, local and national, on a continuing basis in order to stay current on developments in the law.

On February 14, 2020, Officer James Keefe was sworn in as the newest member of the police department. Officer James Keefe is a 2007 graduate of Suffolk University where he majored in Sociology. Officer Keefe is also a graduate of the 170th Police Academy and has been a fulltime patrol officer for the Farmington Police Department since April of 2016. Officer Keefe lives in Dover with his wife Danielle and 2 year old daughter Heidi.



Officer James Keefe



Chief Breault swears in Officer James Keefe

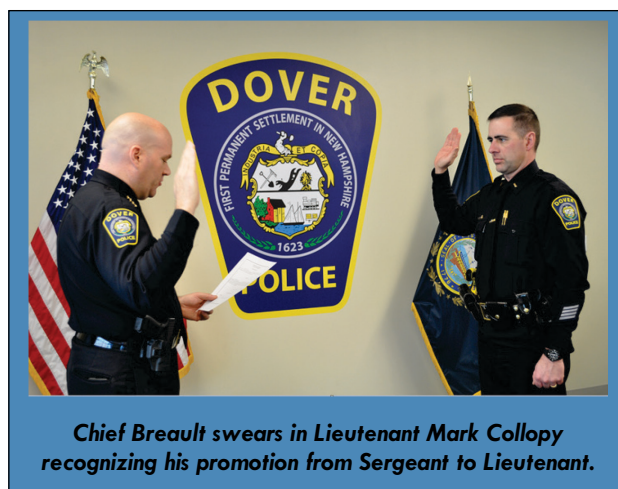
From February 3-14, 2020, Detective Adam Gaudreault attended Digital Evidence Acquisition Specialists Training held in Glynco, Georgia. During the training, investigators learn how to seize digital evidence from personal computers and notebook computer hard drives, floppy diskettes, CD's, DVD's, thumb drives and various flash media by acquiring forensically valid images of the digital media. The training also included how to preview digital media prior to acquisition to determine if the media contains unlawful graphics.

On February 4, 2020, Officers Molly Martuscello and Jenna Donais attended a 3 hour training entitled Strangulation – Investigating the Perfect Weapon. This training is to help police identify and investigate non-fatal strangulation as a crime in the context of intimate partner violence. The training covered the NH law on non-fatal strangulation, identify signs and symptoms, analyze relationship dynamics, and interview techniques.

On February 10-14, 2020, Officer Christopher Plummer attended Firearms Instructor training at Police Standards & Training. This class leads to certification as a pistol instructor.

On February 14, 2020, Officers Paul Levin and Dave Collis attended Firearms Instructor Recertification. This course is required every second calendar year to maintain firearms instruction certification.

On February 14, 2020, the Department held a ceremony recognizing Mark Collopy who was promoted to the rank of Lieutenant. Lieutenant Collopy will return to the Field Operations Division as a patrol Shift Commander after having served several years as the Commander of the Professional Standards Bureau.



Chief Breault swears in Lieutenant Mark Collopy recognizing his promotion from Sergeant to Lieutenant.

On February 25, 2020, the Dover Police Department held its annual awards banquet at Ember Wood Fired Grill. During the event, the department honored the following employees for various awards:

Employee of the Year: Officer Christopher Plummer received the award in recognition of his attributes in many areas, to include his work as the Whittier Falls liaison officer where he worked to improve the quality of life for DHA residents. Chris transitioned back to the patrol bureau where he proved to be an asset working to train new officers and improve the quality of department-wide trainings in the area of use of force. Chris has spent a lot of his free time and efforts to help create more realistic and advantageous trainings for fellow officers.

Officer Plummer's 15 years of experience as an officer, his time in the Drug Task Force, his experience as a Team Leader with the Strafford County Regional Tactical Operations Unit, and his positive attitude and enthusiasm for police work make him an asset to the Dover Police Department and worthy of the recognition as the Dover Police Department's 2019 Employee of the year.



Mission Award: Officer Alison Couch. The Mission Award recognizes the employee who meets the department's mission while consistently maintaining the appropriate balance between enforcing laws and providing customer service while continuing the department's community policing efforts. Officer Couch lead the department in criminal arrests, while also maintaining an above average number of citizen community policing contacts. Officer Couch was able to do this while also fulfilling her responsibilities as a field training officer. Officer Couch is not only a valuable member of the department, she is an outstanding role model for new officers.



Outstanding Partner Award: American Legion Post #8. In addition to gifting over \$7,000 to the Dover Teen Center, the membership of the American Legion has shown consistent compassion and dedication to ensuring that the teen center can continue its mission of supporting at risk youth.

Chief Daniel Smith Award for Exceptional Service: Officer Brynn Dunne, Officer David Collis, Officer Michelle Murch, Officer Jenna Donais and Detective Andrew Courter are the 2019 recipients of this award which is given to employees who have gone above what is normally expected while serving the citizens of the community for their continued efforts as Big Brothers and Big Sisters in the first in New Hampshire "Bigs in Badges" program that matches police officers with youth in the community. The officers donate their own time to meet with their "littles" weekly.

Looking Beyond the Traffic Stop: Officer Alison Couch. This award is given to recognize the officer who self-initiates investigations, makes arrests, or develops informants through the use of effective traffic enforcement and/or field contacts.

Creative Innovation Award: Dispatcher John Nelson for his hard work and technical abilities in troubleshooting, repairing and maintaining phone and radio system issues, saving the department and city money in costly repairs.

Traffic Officer of the Year: Officer Michael Volpe who led the department in traffic enforcement efforts.

Chief's Marksmanship Award: Officer Bryon Lynch

Ridings Memorial Marksmanship Awards: 1st place Officer Nate Goard, 2nd place Detective Tim Burt, 3rd place Officer Bryon Lynch.

Community officer of the Year: Officer Killian Kondrup who led the department in citizen community policing contacts. Community Contacts, which encourage officers to be more social and accessible to the public in a non-enforcement type of interaction, include stopping by local schools, rest homes and parks to make conversation with people in a friendly manner.



**Officer Killian Kondrup and
Chief Breault**

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.”

Planning and Community Development staff worked with the Energy Commission to draft an update to the City’s Small Wind Energy Systems ordinance to update it to an Alternative Energy Ordinance to encourage solar panels, solar thermal systems and geothermal systems.

City Planner Bird and the Open Lands Committee Chair met with a landowner on February 13th to discuss conservation potential of their property.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Workshop Session**
Meeting Location: **City Hall, Councilor Conference Room**
Meeting Date: **Wednesday, March 11, 2020**
Meeting Time: **6:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Councilor Williams led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Manley.

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

5. CITIZEN'S FORUM

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

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

6. DISCUSSIONS

A. BROADWAY DRAINAGE PROJECT UPDATE

Community Services Director Storer gave an overview of the finances for this project. Mr. Robert McCoy of Kleinfelder gave a PowerPoint presentation to the Council regarding the Broadway Drainage Project.

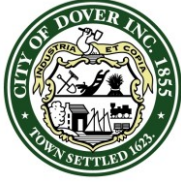
B. SUMMER/ELM/BELKNAP RECONSTRUCTION UPDATE

Assistant City Engineer Gretchen Young and Wright Pierce Engineering representative Tim Vadney gave a PowerPoint presentation to the Council regarding the Summer/Elm/Belknap Reconstruction Update.

7. ADJOURNMENT

Councilor O'Connor moved to adjourn; seconded by Councilor Cullen.

Vote: 8/0.

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 11, 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, March 11, 2020	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Chambers										
Meeting Date:	Wednesday, March 11, 2020										
Meeting Time:	7:00pm										

1. CALL TO ORDER

2. ~~MOMENT OF SILENCE~~

3. ~~PLEDGE OF ALLEGIANCE~~

4. ROLL CALL ATTENDANCE

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

Absent: Councilor Manley.

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

5. PROCLAMATIONS/AWARDS

6. APPROVAL OF AGENDA

Deputy Mayor Ciotti moved to add the following:

Item 14.A.: Letter from the Greater Dover Chamber of Commerce, dated March 5, 2020.

Item 13.B.4.: B19001 Broadway Street Railroad Culvert Construction Additional Scope of Work.

Deputy Mayor Ciotti moved to approve the Agenda as amended; seconded by Councilor Thibodeaux.

Vote: 8/0

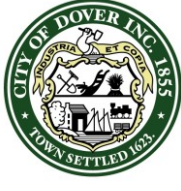
7. PUBLIC HEARINGS

A. CHAPTER 9, SECTIONS 1-15 – BOARDS, COMMISSIONS AND COMMITTEES SPONSORED BY MAYOR CARRIER BY REQUEST

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

B. 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) (VOTE TO OCCUR ON MARCH 25, 2020) SPONSORED BY MAYOR CARRIER BY REQUEST

Mayor Carrier, seeing no one 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, March 11, 2020 Meeting Time: 7:00pm
---	---

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.

Katherine Spencer, 33 Maple Street: She spoke in favor of the School's proposed budget.

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

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing, which included Economic Development Activities, Legal Department, and COAST ridership. He added that with the approval of his report that he will be appointing Rachel Mansfield to the Dover Housing Authority.

City Manager Joyal recognized Firefighter McLean for his work to obtain a grant for the City in the amount of \$23,000.

City Manager Joyal recognized Human Services Director Lena Nichols who will be retiring after almost 40 years in Human Services helping those truly in need.

City Manager Joyal recognized Library Director Beaudoin who will be retiring after 44 years of service to the City.

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

Vote: 8/0

10. APPROVAL OF MINUTES

A. February 26, 2020 – Workshop Session

B. February 26, 2020 – Regular Meeting

C. March 4, 2020 – Workshop Session

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

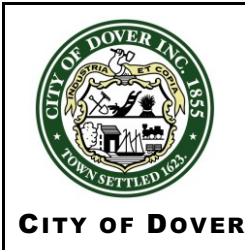
Vote: 8/0

11. MAYOR'S REPORT

Mayor Carrier listed the items he's attended the past couple weeks.

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

Vote: 8/0



CITY COUNCIL - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, Council Chambers
Meeting Date: Wednesday, March 11, 2020
Meeting Time: 7:00pm

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

1. CHAPTER 9, SECTIONS 1-15 – BOARDS, COMMISSIONS AND COMMITTEES SPONSORED BY MAYOR CARRIER BY REQUEST

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

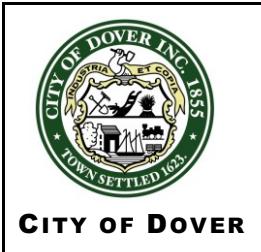
B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

13. NEW BUSINESS

A. CONSENT CALENDAR

1. RAFFLE – Wentworth-Douglass Health Foundation
2. BLOCK PARTY – Greater Dover Chamber of Commerce – Cocheco Arts Festival - Community Band
3. BLOCK PARTY – Greater Dover Chamber of Commerce – Cocheco Arts Festival – Children’s Series
4. BLOCK PARTY – Greater Dover Chamber of Commerce – Cocheco Arts Festival – Headliner Series
5. BLOCK PARTY – Greater Dover Chamber of Commerce – Apple Harvest Day
6. ROAD RACE - Greater Dover Chamber of Commerce – Apple Harvest Day 5k
7. ROAD RACE – Horne Street School Parent Teacher Group
8. ROAD TOLL – Pope Memorial Humane Society
9. BLOCK PARTY – Townsquare Media – Shark in the Park
10. B17003 SIEMENS INDUSTRIES INC ADDITIONAL SCOPE OF WORK FOR JENNY THOMPSON POOL HEATER REPLACEMENT
SPONSORED BY MAYOR CARRIER BY REQUEST
11. B17003 SIEMENS INDUSTRIES INC ADDITIONAL SCOPE OF WORK FOR MCCONNELL CENTER COOLING TOWER
SPONSORED BY MAYOR CARRIER BY REQUEST
12. RESTORATION OF MERGED LOTS (33 NEW ROCHESTER ROAD, DOVER)
SPONSORED BY MAYOR CARRIER BY REQUEST



CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 11, 2020**
Meeting Time: **7:00pm**

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

Deputy Mayor Ciotti moved for the adoption of the Consent Calendar; seconded by Councilor Cullen.

Roll Call Vote: 8/0

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

Deputy Mayor Ciotti moved to accept the Planning Board Report; seconded by Councilor Williams.

Vote: 8/0,

Mayor Carrier gave an overview of the Dover 400th Anniversary Committee Report to the Council.

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

Vote: 8/0.

Councilor Shanahan gave an overview of the Arts Commission Report to the Council.

Deputy Mayor Ciotti moved to accept the Arts Commission Report; seconded by Councilor Muffett-Lipinski.

Vote: 8/0.

Councilor Williams gave an overview of the Conservation Commission Report to the Council.

Deputy Mayor Ciotti moved to accept the Conservation Commission Report; seconded by Councilor Thibodeaux.

Vote: 8/0.

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.

Deputy Mayor Ciotti moved to accept the Energy Commission Report; seconded by Councilor O'Connor.

Vote: 8/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, March 11, 2020**
Meeting Time: **7:00pm**

B. RESOLUTIONS

1. PHASE II INFILTRATION AND INFLOW STUDY - AWARD OF ADDITIONAL SCOPE OF SERVICES TO WRIGHT PIERCE AMENDMENT EIGHT
SPONSORED BY MAYOR CARRIER BY REQUEST

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

2. AUTHORIZATION TO COMMIT FUNDS TO THE GREAT BAY ESTUARY SYSTEM HYDRODYNAMIC MODEL
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor O'Connor.
City Manager Joyal gave an overview of the Resolution to the Council.
Roll Call Vote: 8/0.

3. REPROGRAM UNEXPENDED BOND PROCEEDS FROM VARIOUS CS-PW PROJECTS TO SUMMER/ELM/BELKNAP STREET RECONSTRUCTION PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE COUNCIL)
(TO BE REFERRED TO A PUBLIC HEARING ON MARCH 25, 2020, WITH CITY COUNCIL VOTE TO OCCUR ON APRIL 8, 2020)
SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Ciotti moved to refer to a public hearing on March 25, 2020; seconded by Councilor Williams.
City Manager Joyal gave an overview of the Resolution to the Council.
Vote: 8/0.

4. B19001 BROADWAY STREET RAILROAD CULVERT CONSTRUCTION ADDITIONAL SCOPE OF WORK
SPONSORED BY MAYOR CARRIER BY REQUEST

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

 CITY OF DOVER	<table> <tr> <th colspan="2">CITY COUNCIL - MINUTES</th></tr> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>City Hall, Council Chambers</td></tr> <tr> <td>Meeting Date:</td><td>Wednesday, March 11, 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, March 11, 2020	Meeting Time:	7:00pm
CITY COUNCIL - MINUTES											
Meeting Type:	Regular Meeting										
Meeting Location:	City Hall, Council Chambers										
Meeting Date:	Wednesday, March 11, 2020										
Meeting Time:	7:00pm										

C. ORDINANCES IN 1ST READING

1. CHAPTER 13, SECTION 6: CITY COUNCIL (TO BE REFERRED TO A PUBLIC HEARING ON MARCH 25, 2020) SPONSORED BY COUNCILOR CULLEN

Deputy Mayor Ciotti moved to refer to a public hearing on March 25, 2020; seconded by Councilor Cullen.

Councilor Cullen gave an overview of the Resolution to the Council.

Vote: 8/0.

14. COUNCIL CORRESPONDENCE

A. Letter from the Greater Dover Chamber of Commerce, dated March 5, 2020.

Deputy Mayor Ciotti moved to place correspondence on file; seconded by Councilor O'Connor.

Vote: 8/0.

15. COUNCIL MATTERS OF INTEREST

Mayor Carrier spoke about the tour of all the public schools in Dover.

Councilor O'Connor asked about the Veterans' Credit. He talked about his disappointment that the Whittier Street CIP sidewalk project was moved further out.

Councilor Williams discussed attending the NH Statewide Food Systems Gathering. She informed the Council of the March 20th Big Sleep Out 2020 charity event.

Councilor Thibodeaux spoke about Coronavirus with the Council and citizens.

Councilor Cullen thanks Community Services Director Storer for meeting with a St. Thomas Aquinas Senior. He spoke about his disappointment with the School Board not submitting a tax cap budget.

16. ADJOURN

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

Vote: 8/0.



CITY OF DOVER

CITY OF DOVER - ORDINANCE

Agenda Item#: 12.A.1.

Ordinance Number: **O – 2020.03.11 – 003**
Ordinance Title: City Council
Chapter: 13
Section: 6 Amount

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to add Article II, Section 6 to Chapter 13.

2. AMENDMENT

Chapter 13 entitled “City Council” is hereby amended by adding “Article II, Compensation of City Councilors,” Section 6 “Amount” as follows:

a. THE FOLLOWING IS ADDED:

Article II, Compensation of City Councilors

§ 13-6 Amount

A. Pursuant to Section C3-6 of the City’s Charter, City Councilors shall receive as salary the sum of one thousand dollars (\$1,000) per year, plus reimbursement for reasonable expenses incurred in the performance of their work as approved by affirmative vote of the Council. The Mayor shall receive an additional \$200 per year and the Deputy Mayor shall receive an additional \$50 per year.

B. Notwithstanding the foregoing, individual City Councilors, the Mayor, or the Deputy Mayor may decline and waive any salary upon written notice.

3. TAKES EFFECT

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

REQUIRES A PUBLIC HEARING

AUTHORIZATION

Approved as to Funding:

Daniel R. Lynch
Finance Director

Sponsored by:

Councilor Fergus Cullen

Approved as to Legal
Form and Compliance:

Joshua M. Wyatt
City Attorney

Recorded by:

Susan Mistretta
City Clerk

 CITY OF DOVER	CITY OF DOVER - ORDINANCE	
	Agenda Item#: 12.A.1.	
	Ordinance Number:	O – 2020.03.11 – 003
	Ordinance Title:	City Council
	Chapter:	13
Section:	6 Amount	

DOCUMENT HISTORY:

First Reading Date:	03/11/2020	Public Hearing Date:	03/25/2020
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:

The City of Dover’s Charter provides those serving on the City Council a right to receive compensation. There has been recent interest on the part of individual Councilors in foregoing the salary allowed by Charter. This ordinance is intended to provide legal clarity about the ability to forego the salary, but requires the person to provide a sufficient statement of their intent in writing. For reference, the Charter language is set forth below. The City’s Charter enables the City Council to vary its terms by ordinance.

C3-6 Salaries and Compensation.

Unless otherwise fixed by ordinance, Councilors shall receive as salary the sum of one thousand dollars (\$1,000) per year; plus reimbursement for reasonable expenses incurred in the performance of their work as approved by affirmative vote of the Council. The Mayor shall receive an additional \$200 per year and the Deputy Mayor shall receive an additional \$50 per year.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.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#: 12.C.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 M. Wyatt
Form and Compliance: City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.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: 02/26/2020	Public Hearing Date: 03/11/2020
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#: 12.C.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 - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.03.25 – 039**
Resolution Re: B20031 Fire Inspection Services

WHEREAS: A Sealed (RFP) Request for Proposal # B20031 was issued and received for Fire Inspection Services for the City and School Departments on March 11, 2020 at 3:00 pm. Also requested were hourly rates and product costs for as needed repairs and equipment items outside inspection services. A pre-bid meeting was conducted on February 19, 2020 with seven firms attending; and

WHEREAS: The City received four responses and the evaluating team made of city and school personnel is recommending award to Norris, Inc. This vendor has a history with the city and schools for these services and has submitted the proposal and costs deemed most advantageous to the City and School. The RFP requested a one-year agreement with the option to renew for two additional one-year terms contingent upon funding and vendor satisfaction. Anticipated annual costs may exceed \$25,000 threshold, thereby requiring council approval.

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 Norris, Inc of South Portland, ME for fire inspection services at rates provided in conjunction with Bid B20031. 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.

Account	Description	Appropriation	Balance
xxxx.1.xxx.xxxxx.4433.xxxxx	Maintenance of Equipment	172,769	70,256
xxxx.x.xxx.xxxxx.4431.xxxxx	Maintenance of Buildings	223,529	22,804

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.1.

Resolution Number: **R – 2020.03.25 – 039**
Resolution Re: B20031 Fire Inspection Services

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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2020.03.25 – 039**
Resolution Re: B20031 Fire Inspection Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover/Dover Schools requested pricing and availability of fire protection systems' inspection services, as well as the cost for as needed repairs and equipment items outside inspection services. All fire alarm system testing services shall be accomplished as required by National Fire Alarm Code (NFPA 72, Chapter 7), all sprinkler inspection services in accordance with NFPA 13 and NFPA 25, all kitchen hood suppression systems in accordance with NFPA 96 & 17A and manufacturer recommendations and any local and state fire codes to ensure code compliance and operating fire protection systems. In addition, the contractor shall be responsible to clean all smoke detectors as required by NFPA 72. All fire extinguisher unit testing services shall be accomplished as required by NFPA 10 portable fire extinguishers. All carbon monoxide system testing services shall be accomplished as required NFP 720. Lastly, all extinguishers will have a "Hydrostatic Test" every 12 years as required by NFPA 10.

Bid Information:

A Sealed Request for Bid B20031 was issued and received for Fire Inspection Services for the City and School Departments on March 11, 2020 at 3:00 pm.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	150	Number of Responses:	4
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year/March 31, 2021	Estimated Delivery:	As needed
Recommended Award to:	Norris, 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

[B20031 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.03.25 – 040**

Resolution Re: B20037 Two Ford F150 4x4 Pickups for Community Services

WHEREAS: A sealed Request for Bid #B20037 was issued and received for Two Ford F150 4x4 Pickups for Community Services on March 4, 2020 at 2:30 PM; and

WHEREAS: Three responses were received and reviewed for necessary ability to comply with bid criteria in the total amount of \$49,900.00 from Rochester Ford of Rochester NH; and

WHEREAS: It is the recommendation to award to Rochester Ford at the rates provided in conjunction with Bid #B20037 in the amount not to exceed \$49,900.00

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Rochester Ford of Rochester NH for Two Ford F150 4x4 Pickups for Community Service at rates provided in conjunction with Bid #B20037. 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
6310.1.550.49200.4742.00000	Light Vehides-Sale of City Property	110,358.34	50,574.18

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 Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2020.03.25 – 040**

Resolution Re: B20037 Two Ford F150 4x4 Pickups for Community Services

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing 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#: 13.A.2.

Resolution Number: **R – 2020.03.25 – 040**

Resolution Re: B20037 Two Ford F150 4x4 Pickups for Community Services

RESOLUTION BACKGROUND MATERIAL:

To provide and deliver two Ford F150 4x4 Pickups for Community Service with options as outlined in request for bid.

Bid Information:

A sealed Request for Proposal #B20037 was issued and received for Two Ford F150 4x4 Pickups for Community Services on March 4, 2020 at 2:30 PM.

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	139	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	Yes	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	06/2020
Recommended Award to:	Rochester Ford	Fund:	6310
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

B20037 Vendor Solicitation and Bid Results



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.03.25 – 041**

Resolution Re: B20043 Campbell Well Cleaning and Pump Repairs

WHEREAS: A sealed Request for Proposal #B20043 was issued and received for the Campbell Well Cleaning and Pump Repair project on March 10, 2020 at 2:30 PM; and

WHEREAS: Three responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services with low bid being submitted by Barrie Miller's Well & Pump Services of Hillsborough, NH; and

WHEREAS: It is the recommendation to award to Barrie Miller's Well & Pump Services at the rates provided in conjunction with B20043 in the amount of \$25,629.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Barrie Miller's Well & Pump Services of Hillsborough, NH for the Bouchard Well Cleaning and Pump Repair project at rates provided in conjunction with Bid B20043. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

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

Financing

Account	Description	Appropriation	Balance
5300.1.300.43320.4432.00000.00	CS Water Maint Chrgs	97,035.00	43,510.81

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 Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.03.25 – 041**

Resolution Re: B20043 Campbell Well Cleaning and Pump Repairs

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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2020.03.25 – 041**

Resolution Re: B20043 Campbell Well Cleaning and Pump Repairs

RESOLUTION BACKGROUND MATERIAL:

The work at Campbell Well involves the cleaning and redevelopment of a 10-inch gravel packed well approximately 89.5 feet in depth. The gravel packed well was originally constructed with 20 feet of well screen in 1977. The well had an original long-term safe yield of 500 gallons per minute (gpm) and specific capacity of 90 gallons per minute per foot of drawdown (gpm/ft). This project includes well cleaning, inspecting, removing the existing well pump and completing any necessary repairs, pre and post cleaning performance testing and televising (2) of the well screen and reinstalling the pumping unit, replacing the well packing with a mechanical seal and calibration of the existing flow meter and assessment of the motor for the vertical turbine pump is included.

Bid Information:

A sealed Request for Proposal #B20043 was issued and received for the Campbell Well Cleaning and Pump Repair project on March 10, 2020 at 2:30 PM

Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	99	Number of Responses:	3
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	06/2020
Recommended Award to:	Barrie Miller's Well & Pump Services	Fund:	Water
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

[B20043 Bid Documents and Vendor Solicitation Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.03.25 – 042**
Resolution Re: B20045 Video Condition Inspection and Priority
Assessment for Urban Drainage System

WHEREAS: A sealed Request for Proposal #B20045 was issued and received for the Video Condition Inspection and Priority Assessment for Urban Drainage System on March 11, 2020 at 2:00 PM; and

WHEREAS: Two responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services with low bid being submitted by Ted Berry Company LLC of Livermore, ME; and

WHEREAS: It is the recommendation to award to Ted Berry Company LLC at the rates provided in conjunction with Bid B20045 in the amount of \$29,946.00.

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

The Purchasing Agent is hereby authorized to issue a Purchase Order to Ted Berry Company LLC of Livermore, ME for the Video Condition Inspection and Priority Assessment for Urban Drainage System at rates provided in conjunction with Bid B20045. 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
4019.1.300.43155.4745.03585.19.	Computers & Communications Equip	30,000	30,000

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 Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.03.25 – 042**
Resolution Re: B20045 Video Condition Inspection and Priority
Assessment for Urban Drainage System

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:		
Resolution does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2020.03.25 – 042**
Resolution Re: B20045 Video Condition Inspection and Priority
Assessment for Urban Drainage System

RESOLUTION BACKGROUND MATERIAL:

The City of Dover has been awarded a \$30,000 loan with principal forgiveness to video and assess the subsurface drainage system in our urban core. We anticipate being able to video and assess 5 to 7 miles of the closed pipe network. For price comparison we have identified 5 miles of piping that we would like to include. The city will provide traffic control as needed.

Project Deliverables will include:

- Video inspection and assessment of 5-7 miles of closed drainage system
- Associated GIS information so that the city can update maps to include any new information
- Condition assessment using the PACP format

Bid Information:

A sealed Request for Proposal #B20045 was issued and received for the Video Condition Inspection and Priority Assessment for Urban Drainage System on March 11, 2020 at 2:00 PM.

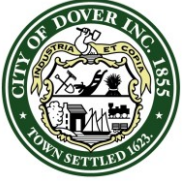
Award Information:

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

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	89	Number of Responses:	2
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until complete	Estimated Delivery:	07/2020
Recommended Award to:	Ted Berry Company LLC	Fund:	
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

[B20045 Bid Documents and Vendor Solicitation Lists](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: R – 2020.03.25 – 043

Resolution Re: Restoration of Merged Lots (4-6 Avon Street, Dover)

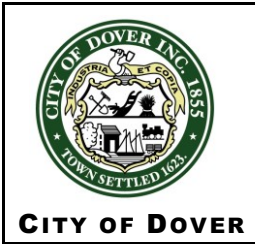
- WHEREAS: RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality prior to September 18, 2010 to apply to the City Council to unmerge the lots, provided certain statutory criteria have been met;
- WHEREAS: Wolcott Holdings, LLC is the owner of property at 4-6 Avon Street, Dover (Assessor's Map 33, Lot 60), which existed as five (5) lots (lots 117, 118, 119, 120, and 121 on the historical plan) and were later merged into one lot prior to September 18, 2010;
- WHEREAS: On January 30, 2020, James Wolcott, on behalf of Wolcott Holdings, LLC, applied to restore the five (5) original lots into three (3) lots;
- WHEREAS: The applicant has acknowledged that three of the original lots—lots 119, 120, and 120—have been voluntarily merged and should remain as a single lot, but the applicant has requested to restore the original lot lines for lots 117 and 118;
- WHEREAS: The City records and other information show insufficient indication that voluntary merger has occurred in the chain of title or otherwise for lots 117 and 118;

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

Pursuant to RSA 674:39-aa, the lot restoration application of Wolcott Holdings, LLC is approved and the former lot lines of the property owned by Wolcott Holdings, LLC located at 4-6 Avon St., Dover (Assessor's Map 33, Lot 6) are hereby restored to three lots—(1) the first lot comprising lots 119, 120, and 121, (2) a second lot shown as lot 117, and (3) a third lot shown as lot 118—as described in the application materials and deed submitted by the applicant and historical assessing maps prior to the involuntary merger.

AUTHORIZATION

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



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: R – 2020.03.25 – 043

Resolution Re: Restoration of Merged Lots (4-6 Avon Street, Dover)

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.		

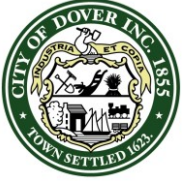
RESOLUTION BACKGROUND MATERIAL:

See application submitted by owner and related materials, including a letter dated November 27, 2019 authored by the applicant's attorney. An application was originally submitted last fall (2019), but City staff later requested an updated application with supporting materials, which was received (dated January 30, 2020). Included within those application materials is a historical map showing the five original lots (117, 118, 119, 120, and 121). A current survey prepared by Tritech Engineering is also included for reference.

By way of background, RSA 674:39-aa allows property owners whose property has been involuntarily merged by a municipality to apply to the City Council to unmerge the lots. A copy of the statute appears below:

I. In this section:

- (a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.
- (b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: R – 2020.03.25 – 043

Resolution Re: Restoration of Merged Lots (4-6 Avon Street, Dover)

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2021.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

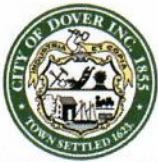
...

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

...

RSA 673:39-aa.

In reviewing the application submitted by the owner, City staff reviewed City of Dover records and other information about the historical use of the property. There is some evidence of voluntary merger. City staff reviewed this information carefully and discussed it with the owner over a series of months. By statute, the burden of proving voluntary merger is on the City. *See* RSA 674:39-aa, II(b). City staff feel this is factually a close case, but there is insufficient decisional law on the issue at this time supporting denial. Further judicial guidance on the operative statute would help clarify disposition of future applications.



City of Dover, New Hampshire APPLICATION FOR LOT RESTORATION

[Revision Date: July 27, 2017]

RECEIVED
Planning Office

FEB 05 2020

Office Use Only

Date Received

Dover, New Hampshire

In accordance with RSA 674:39 aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that request is submitted to the City Council prior to December 31, 2021 and no owner in the chain of title voluntarily merged his or her lots.

APPLICANT AND OWNER INFORMATION

Name of Applicant: Wolcott Holdings LLC Telephone # 603 765 6305
Address of Applicant: 171 Columbus Ave E-Mail Address jwolcott3@upham.com
Dover NH 03820
Name of Property Owner (if different from applicant): _____ Telephone # _____
Address of Property Owner: _____ E-Mail Address _____

PROPERTY INFORMATION

Assessor's Map # 33 Lot # 60 Zoning District(s) Rm-U

Please provide:

- ☒ A Copy of the deed for the parcel(s)/lot(s)
- ☐ A Copy of any recorded plans or surveys which may depict the premerger configuration of any lots.
- ☐ If any part of the existing map/lot is improved by a structure, the applicant must provide a signed & stamped as-built survey which reflects the location of the structure.
- ☐ If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

REQUEST CERTIFICATION

I/we hereby verify by signing this application that I/We understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lots shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of Property Owner: [Signature] Member Date: 1/30/20

Signature of Applicant (if different from owner): _____ Date: _____

=====

(For Office Use Only)

In accordance with RSA 674:39 aa, we have found no evidence of voluntary lot merger.

Tax Assessor [Signature] Date 3/19/20

Zoning Administrator [Signature] Date 3/19/20

BOSEN & ASSOCIATES, P.L.L.C.
ATTORNEYS AT LAW

November 27, 2019

***VIA Email at j.wyatt@dover.nh.gov
AND FIRST CLASS MAIL***

Joshua Wyatt, Esquire
City Attorney
City of Dover
288 Central Ave.
Dover, NH 03820

John K. Bosen
Admitted in NH & MA

Christopher P. Mulligan
Admitted in NH & ME

Molly C. Ferrara
Admitted in NH & ME

Bernard W. Pelech
Admitted in NH & ME

**RE: Request for Restoration of Involuntarily Merged Lots Pursuant to RSA
674:39-aa (4-6 Avon Avenue / Tax Map 33, Lot 60)**

Dear Attorney Wyatt:

This office represents the interest of Wolcott Holdings, LLC, owner of the above referenced property. Please consider this a formal request for the restoration of two involuntarily merged lots to their premerger status, pursuant to RSA 674:39-aa.

The City Assessor's present records indicate that Map 33, Lot 60 is a single lot measuring .31 acres, located at 4-6 Avon Avenue. See Exhibit A (current tax card). This property was acquired by Wolcott Holdings, LLC by deed recorded at the Strafford County Registry at Book 4692, Page 872 on September 26, 2019. See Exhibit B (deed excerpt). Said deed references the "plan of Tollend Park made by Wheeler and Bosworth, CE dated May, 1921 and recorded in the Strafford County Registry of Deeds at Pocket 4, Folder 2, Plan 15." See Exhibit C. The deed identifies the property as comprising five separate lots as depicted on said plan, Lots 117 through 121.

The lots created by this plan are nonconforming lots created prior to the adoption of Dover's zoning ordinance. Reference is made to Section 170-14 of said ordinance. Prior owners in the applicant's chain of title actually acquired additional lots than those conveyed to the applicant. See Exhibit D (deed of Freeman to Freeman, SCRD Book 912, Page 292, which also included Lot 109). The existing two family dwelling on the property covers Lots 119, 120 and 121. The applicant is seeking to restore lots 117 and 118 in anticipation of voluntarily merging them to create a single lot.

No owner in the chain of title voluntarily merged these lots by any formal instrument pursuant to RSA 674:39-a. Nor is there any evidence of overt actions or conduct by any owner which would support a finding the prior owners regarded the lots as merged. As you are aware, the City bears the burden of proof on this issue. RSA 674:39-aa, II(b). The fact the lots were conveyed to Wolcott Holdings, LLC in a single deed is not legally sufficient to effect a voluntary

Joshua Wyatt, Esquire
City of Dover
November 27, 2019
Page Two

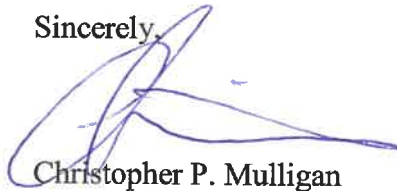
merger of the lots. See Roberts v. Windham, 165 NH 186, 192 (2013) (holding that the conveyance of multiple lots as one tract in a single deed does not support a finding of a voluntary merger). Nor is the fact that the lots were previously taxed as a single lot dispositive. *Id.* (citing Hill v. Town of Chester, 146 NH 291, 294 (2001)). The Roberts decision is clear that it is the physical characteristics of the lots and their historic usage that is central to any determination of a voluntary merger by conduct.

In this case, the existing two family dwelling situated on Lots 119 - 121 is oriented in such a manner that it faces the street, not Lots 117 - 118. The prior owner's placement of temporary structures (identified as metal sheds and a trailer on the tax card, and since removed) is not indicative of an intent to permanently utilize the Lots as a unified lot. By contrast, the property owner in Roberts had permanent structures, including a garage within two inches of the lot line for the lot sought to be restored, and access to said garage was only over the lot in question. The Court held "although a shared driveway alone may not be indicative of an intent to merge lots, when viewed in *conjunction with evidence of the placement of the garage and bunkhouse*, the use of a single driveway to serve multiple lots supports the conclusion that the prior owners intended to merge the lots." (Emphasis added). There is nothing comparable in this case which would suggest any permanent intent to treat these lots, Lots 117 and 118, as one with the larger property. This is in contrast to the existing duplex which spans Lots 119, 120 and 121, and clearly evinces an intent to treat those lots as one.

Therefore, pursuant to RSA 674:39-aa, I formally request that Lots 117 and 118 be restored to their premerger status, and all zoning and tax maps be updated to identify the premerger boundaries of those lots.

Thank you for your attention and please contact me if you have any questions or require additional information.

Sincerely,



Christopher P. Mulligan

CPM/

Enclosures

cc: James Wolcott (w/ enclosures)

Property Location:

46 Avon Av

Residential Property Record Card - Dover, New Hampshire

Parcel ID: 33060-000000

Map Block No. 33-60-0-0

Class: R

Use:

104 Card 1 of 1

Current Owner Wolcott Holdi Ngs Llc 171 Columbus Ave Dover Nh 03820		Previous Owner History <table border="1"> <thead> <tr> <th>Name</th> <th>Deed</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Freeman Maxine F</td> <td>912/292</td> <td></td> </tr> </tbody> </table>		Name	Deed	Date	Freeman Maxine F	912/292		Miscellaneous Deed Info: 4692/872-09/26/2019 Zoning: RM-U Neighborhood: 177 Living Units: 2		Assessment Information Assessed Value: * Prior Land: 115,900 103,400 Building: 24,400 23,300 Total: 140,300 126,700 Assessed Information: Value: 140,300																			
Name	Deed	Date																													
Freeman Maxine F	912/292																														
Notes 2 Metal Shds= N/V, Rs1 Ma=uc Old Metal Trailer= Nv, Int<ext Func=deferred Maint,ext Bowling & Ongong Renos, Exp Studs/Flrs		Entrance Information <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>ID</th> <th>Actv</th> <th>Entrance Code</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>07/02/2018</td> <td>P</td> <td>SM</td> <td></td> <td>Entry Gained</td> <td>Owner</td> </tr> <tr> <td>05/20/2019</td> <td>P</td> <td>BL</td> <td></td> <td>Ext. Insp.</td> <td></td> </tr> <tr> <td>06/26/2018</td> <td>P</td> <td>BL</td> <td></td> <td>Ext. Insp.</td> <td></td> </tr> </tbody> </table>		Date	Time	ID	Actv	Entrance Code	Source	07/02/2018	P	SM		Entry Gained	Owner	05/20/2019	P	BL		Ext. Insp.		06/26/2018	P	BL		Ext. Insp.		Estimates MRA: Weighted: Market:		Effective DOV: 4/1/2019 Value Flag: COST VALUE	
Date	Time	ID	Actv	Entrance Code	Source																										
07/02/2018	P	SM		Entry Gained	Owner																										
05/20/2019	P	BL		Ext. Insp.																											
06/26/2018	P	BL		Ext. Insp.																											

Sales History					
Book/Page	Date	Price	Type	Validity	
4692/872	09/26/2019	120,000	2	81	
912/292					

Permit Information				% Comp.	
Date	Permit #	Price	Purpose		
05/12/2017	FLAG		Ck Demo Or Reno	0	0

Land Information				Value	
Type	Size	Grade	Influence Factor 1, 2 and %		
Primary	A	0.31 0	0	115,850	

Total Acres for this Parcel		0.31	Total Land Value		115,900
-----------------------------	--	------	------------------	--	---------

Out Building Information							Value	
Type	Qty	Year	Size1	Size2	Grade	Cond	%Good	
Shed-Frame	1	2016	14	16	D	F	87%	3,180
	0	0	0	0	0		0%	0
	0	0	0	0	0		0%	0
	0	0	0	0	0		0%	0
	0	0	0	0	0		0%	0
	0	0	0	0	0		0%	0
	0	0	0	0	0		0%	0
Total OBY for this card								3,180



Inspection witness by:

Printed Thu, Oct 17, 2019

April 1, 2019

Property Location:

46 Avon Av

Residential Property Record Card - Dover, New Hampshire

Parcel ID: 33060-000000

Map Block No. 33-60-0-0

Class: R Use:

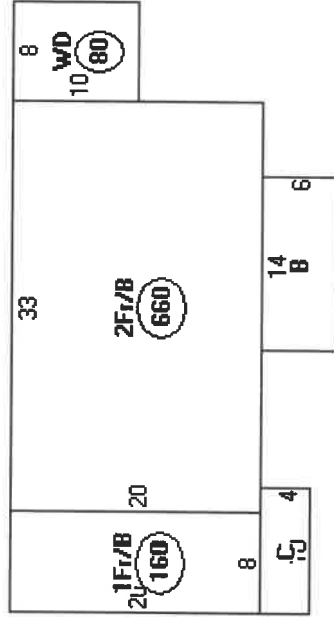
104 Card 1 of 1

Dwelling Information	
Style:	Family Conv
Condo Style:	
Exterior Walls:	Alum/Vinyl
Story Height:	1.8
Attic:	Unfin
Interior/Exterior:	Below
Basement:	Full
Bsmt Garage:	0
Rec Room size:	0 0
FBLA size:	0 0
Unfinished Area:	0
WB Fireplace:	Stacks 0 Openings 0
MTL Fireplace:	Stacks 0 Openings 0
Heating Type:	Basic
Fuel:	Gas
Heating System:	Forced Air
Year Built:	1905
Eff. Yr Built:	0
Ground Flr Area:	660
Tot Living Area:	1414
Basement Area:	0
Grade:	C
Condition:	Unsound
CDU:	UN
Building Notes:	
Rooms: 0 0 0 0 0 7	
Bedrooms: 0 0 0 0 0 3	
Full Baths: 0 0 0 0 0 2	
Half Baths: 0 0 0 0 0 0	
Add'l Fixtures: 0 0 0 0 0 2	

Replacement Costs	
Base Price:	146,100
Additions:	23,700
Unfinished Area:	0
Basement:	0
Attic:	8,630
Plumbing:	7,760
Heating A/C Adj.:	0
FBLA:	0
Rec Room:	0
Fire Place:	0
Basement Garage:	0
Exterior Trim:	0
Subtotal:	186,190
Grade Factor:	1.00
C & D Factor:	0.00
Total RCN:	186,190
Percent Good:	0.20
Eco Depr:	0
Func Depr:	-40
Under Constn %:	0
Market Adj.:	0.00
Total RCNLD:	21,200
Addition Information	
Low 1st 2nd 3rd Area Points	
12 84 5800	
31 40 800	
50 10 15500	
31 80 1600	

Descriptor/Area

- A: 2Fr/B 660 sqft
- B: EFP 84 sqft
- C: w/D 40 sqft
- D: 1Fr/B 160 sqft
- E: w/D 80 sqft



Doc # 190013294
Book 4692 Page 872

09/26/2019 02:46:17 PM
Page 1 of 2

Catherine A. Scrube
Register of Deeds, Strafford County
LCHIP STA148171 25.00
TRANS TAX ST848997 1,800.00

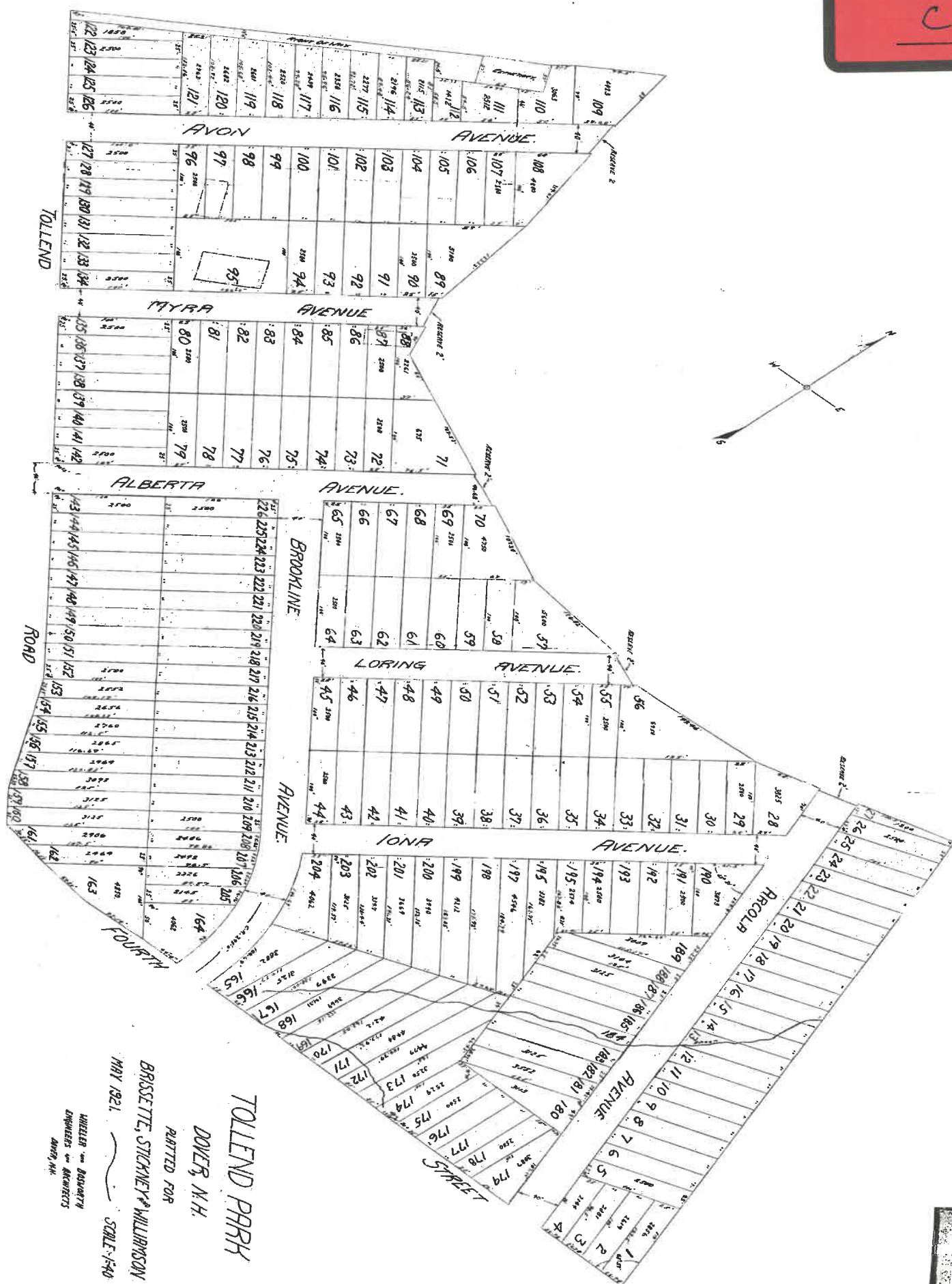
FIDUCIARY DEED

KNOW ALL MEN BY THESE PRESENTS that I, James W. Freeman,
Administrator of the Estate of Maxine F. Freeman (7th Circuit- Probate Division-Dover,
Docket No. 319-2019-ET-00300), of 553 Wentworth Road, Brookfield, County of
Carroll, and State of New Hampshire, by the power vested in me by the 7th Circuit-
Probate Division-Dover, and every other power, and with the consent of all heirs, for
consideration paid, grant to Wolcott Holdings, LLC, a New Hampshire Limited Liability
Company, with a business address of 171 Columbus Avenue, Dover, County of Strafford,
State of New Hampshire, with WARRANTY covenants the following:

Certain tracts or parcels of land with buildings thereon situated in Dover, Tollend
Park, being Lots numbered 117, 118, 119, 120, 121 on plan of Tollend Park made by
Wheeler and Bosworth, C.E., dated May, 1921, and recorded in the Strafford County
Registry of Deeds, Pocket 4, Folder 2, Plan 15, to which reference may be had for more
particular description of said lots.

Meaning and intending to describe and convey a portion of the same property
conveyed to Harold R. Freeman, Sr. and Maxine F. Freeman as joint tenants by Warranty
Deed of Everett J. and Dorothy E. Freeman dated September 14, 1972, recorded in the
Strafford County Registry of Deeds at Book 912, Page 292, excepting therefrom Lot 109,
which was conveyed out by deed dated May 9, 1984, recorded at Book 1131, Page 0283
of the Strafford County Registry of Deeds. Maxine Freeman died on April 22, 2019 (see
Estate of Maxine F. Freeman, Docket No. 319-2019-ET-00300 - 7th Circuit-Probate

C



BRISSETTE, STICKNEY & WILLIMSON
MAY 1921.

PLATTED FOR

DOVER, N.H.

TOLLAND PARK

SCALE 1"=40'

WHEELER & BROWN
ENGINEERS & ARCHITECTS
DOVER, N.H.

D

COPY

DEED OF WARRANTY

Everett J. and Dorothy E. Freeman, husband and wife, both of 6a Avon Ave

of Dover Strafford County, State of
New Hampshire, for consideration paid, grant to Harold E. and Maxine F. Freeman, &c.
husband and wife, as joint tenants with right of survivorship, of

29 SILVER ST.

(Show Address)

of Dover Strafford County, State of
New Hampshire with WARRANTY covenants the following:

(Description of land or interest being conveyed; incumbrances, excepting survivals, if any)
 Certain tracts or parcel of land with buildings thereon situated
 in Dover, Tolland Park, being Lots numbered 109, 117, 118, 119, 120, 121
 on plan of Tolland Park made by Wheeler and Bowditch, dated
 May, 1921 and recorded in the Strafford County Registry of
 Deeds, Book 397, Page 501, to which reference may be had for more
 particular description of said lot.

The above described lots were conveyed to the above grantors as
 follows: Lot #109 by deed of Jennie M. Malbin, formerly West,
 June 1, 1972, recorded in Strafford County Registry of Deeds, bk
 905, Page 128; and Lots 117, 118, 119, 120, 121, being the same
 premises conveyed to Everett J. Freeman by deed of William Sarren
 dated Dec 9, 1940 and recorded in Strafford County Registry of
 Deeds, Book 300, Page 445.

Everett J. & Dorothy E. Freeman, &c. of said County release to said Grantee all rights of
 homestead and other interests therein.

Witness Our hand and seal this 14th day of Sept, 19 72

Witness:

Lorne E. Roberts
to Sell

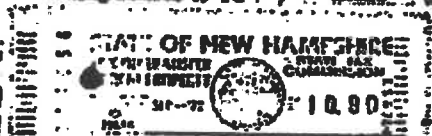
Everett J. Freeman
Dorothy E. Freeman

STATE OF NEW HAMPSHIRE
 Strafford Co.

Everett J. and Dorothy E. Freeman

14
 September 19 72

Personally appeared and acknowledged the foregoing instrument to be
 their voluntary act and deed.



W. Jackson
 Notary Public

REGISTER OF DEEDS
 STRAFFORD COUNTY

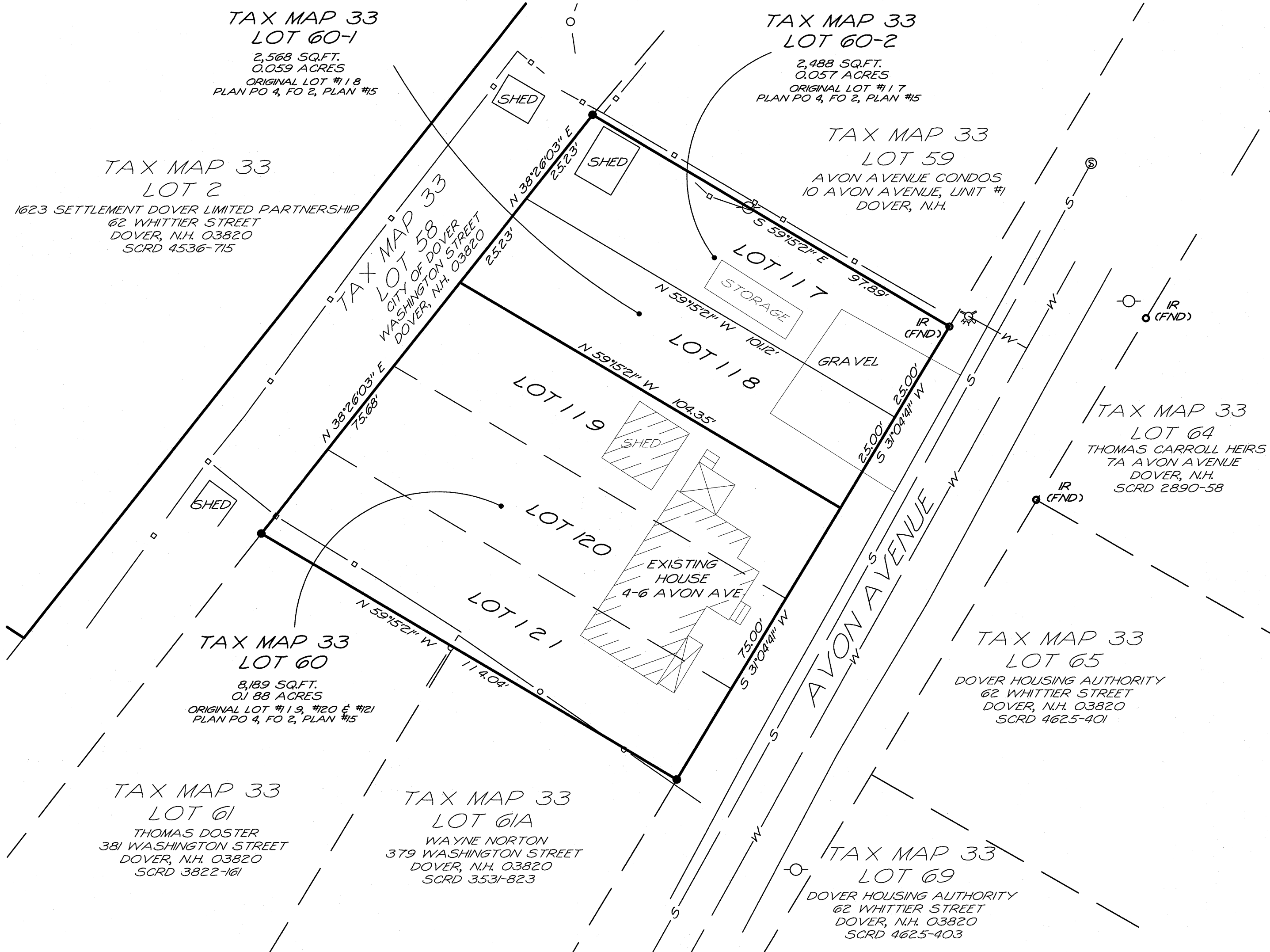
BK- 912 PGS 292

1972

Nth

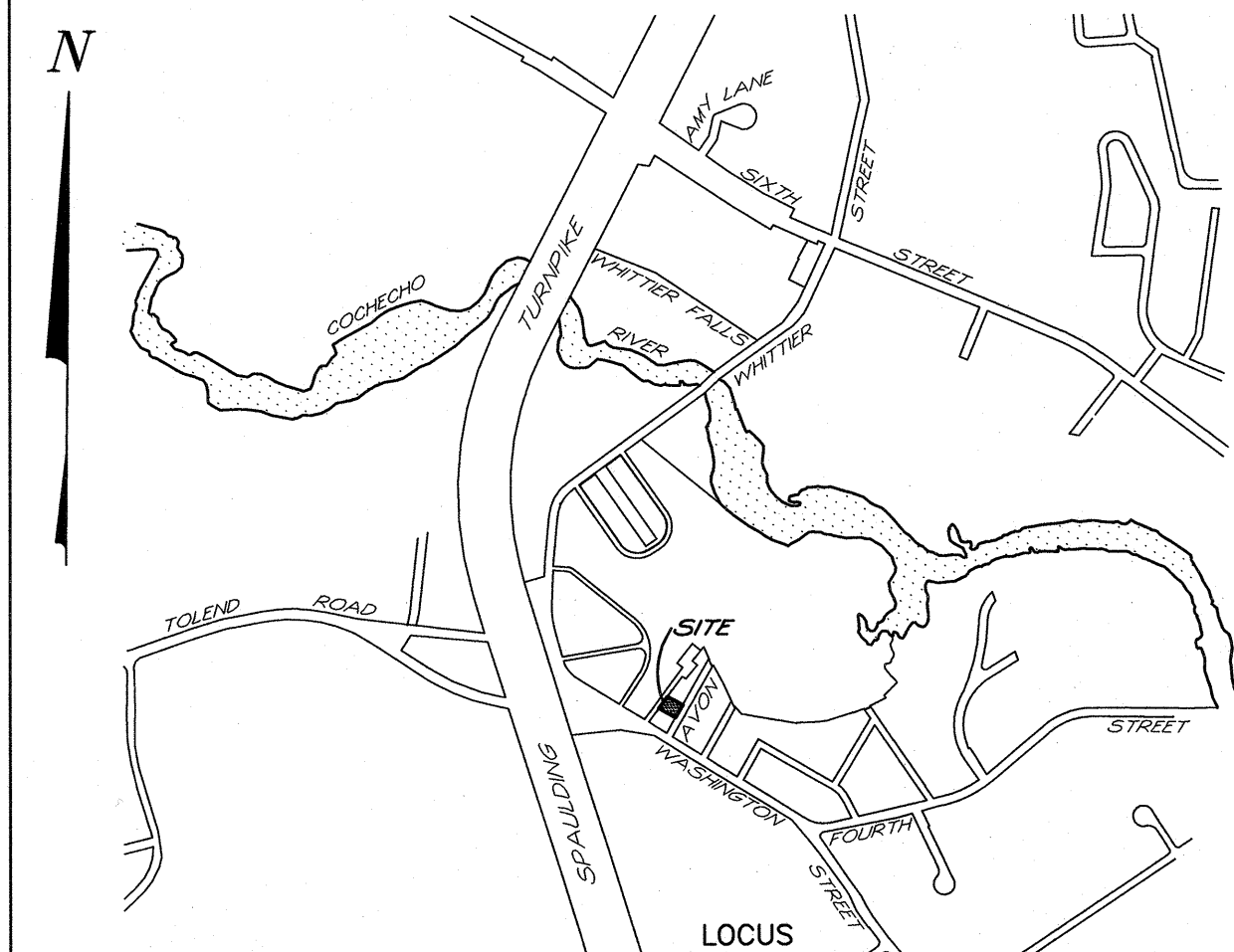
N

TRITECH
ENGINEERING CORPORATION



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.

DATE: 09/30/2019
ROBERT J. STOWELL, LLS #884



(NOT TO SCALE)

NOTES

- 1.) INTENT: TO SHOW THE PROPOSED LOT RESTORATION OF MAP 33 LOT 60. RESTORING IT TO THE ORIGINAL LOTS #117, #118 & #119, #120, #121 (COMBINED), FROM THE ORIGINAL SUBDIVISION PLAN, RECORDED IN THE SCRD POCKET 4, FOLDER 2, PLAN #15. SEE RSA 674:39 aa.
- 2.) CURRENT OWNER: WOLCOTT HOLDINGS, LLC
171 COLUMBUS AVENUE
DOVER, N.H. 03820
- 3.) TOTAL AREA: 13,245 SQ.FT. = 0.304 ACRES
- 4.) TAX MAP 33 LOT 60
- 5.) PROJECT DEED REFERENCE: BOOK 912 PAGE 292
- 6.) PROJECT PLAN REFERENCE: TOLLEND PARK
DOVER, N.H.
PLATTED FOR
BRISSETTE, STICKNEY AND WILLIAMSON
WHEELER AND BOSWORTH
MAY 1921 SCRD PO 4, FO 2, PLAN 15

PROPERTY LINE MAP
DOVER HOUSING AUTHORITY
DOVER - STRAFFORD COUNTY
NEW HAMPSHIRE
GEORGE C. BENJAMIN
NOV 23, 1951 SCRD PO 4, FO 4, PLAN #19

CONDOMINIUM SITE PLAN FOR
AVON AVENUE CONDOMINIUMS
LOCATED AT 10 AVON AVENUE
IN DOVER, N.H.
SEACOAST ENGINEERING ASSOCIATES, INC.
OCT 27, 1986 SCRD #34-131
- 7.) ZONING: RM-U
MIN. LOT SIZE: 10,000 SQ.FT.
MIN. FRONTAGE: 80 FT
MIN. SETBACKS:
FRONT: AVERAGE BUILD TO LINE
SIDE: 15 FT
REAR: 15 FT
MAX LOT COVERAGE: 40 %
MAX BLDG. HEIGHT: 40 FT
- 8.) THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 100,000, AND WAS ACCOMPLISHED USING A TOPCON 500 GT TOTAL STATION, DURING THE MONTH OF APRIL, 2017.
- 9.) THE SUBJECT PARCEL IS NOT LOCATED WITHIN A FEDERALLY DESIGNATED SPECIAL FLOOD HAZARD ZONE (FLOOD HAZARD ZONE A - PANEL 0310E, MAP No. 33017C0310E, DATE: 9-30-2015).
- 10.) BASIS OF BEARING: BEARING SYSTEM BASED ON GPS FIELD OBSERVATIONS ON SEPTEMBER 12, 2018 USING TOPCON HIPER SR RECEIVERS AND OPUS CORRECTED ON SEPTEMBER 17, 2018. DATUM BASED ON NEW HAMPSHIRE STATE PLANE COORDINATES SPC (2800 NH), (VERTICAL DATUM: NAVD 88).
- 11.) WETLANDS WERE NOT MAPPED AS PART OF THIS PROJECT.
- 12.) THE LOT IS SERVED BY MUNICIPAL WATER AND SEWER.

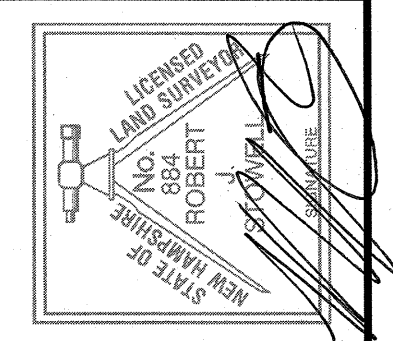
LEGEND

- 5/8" REBAR W-ID CAP SET
- STOCKADE FENCE
- CHAIN LINK FENCE
- ⊙ UTILITY POLE
- ⊙ SEWER MANHOLE
- S — SEWER LINE
- ⊕ HYDRANT
- W — WATER MAIN

TRITECH
ENGINEERING CORPORATION

755 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820
TELEPHONE 603 742 8107
FAX 603 742 9830

REVISIONS	DATE	DESCRIPTION



LOT RESTORATION PLAN

WOLCOTT HOLDINGS, LLC.

4 - 6 AVON AVENUE
DOVER, NEW HAMPSHIRE

SEPTEMBER 27, 2019 JOB No. 19122
SCALE: 1" = 20'

SHEET NO.

LR-1



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2020.03.25 – 044**

Resolution Re: Approving Adoption of Operating Rules for Collaborative Committee

WHEREAS: By resolution passed in February 2020 ([R-2020.02.12](#)), the City Council created the Collaborative Committee; and

WHEREAS: The Collaborative Committee is required to, and wishes to, establish Operating Rules; and

WHEREAS: The Collaborative Committee reviewed and adopted proposed Operating Rules at its meeting on March 9, 2020.

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

The City Council approves the Operating Rules for the Collaborative Committee as adopted by the Collaborative Committee on March 9, 2020.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Michelle Muffett-Lipinski

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.6.

Resolution Number: **R – 2020.03.25 – 044**

Resolution Re: Approving Adoption of Operating Rules for Collaborative Committee

DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

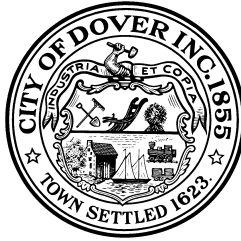
DOCUMENT ACTIONS:

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.		

RESOLUTION BACKGROUND MATERIAL:

Pursuant to Dover Code § 9-1(F), “[a]ll boards, commissions and committees shall adopt rules subject to the approval of the City Council.”

See attached Operating Rules for the Collaborative Committee adopted by the Collaborative Committee on March 9, 2020.



OPERATING RULES

COLLABORATIVE COMMITTEE

Article I. Name

The name of the Committee is the **Collaborative Committee**.

Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this Committee is to: increase and streamline communication and cooperation between the School Board and the City Council for the benefit of the community.
- B. The Committee's authority and existence shall terminate at the end of the current City Council's and School Board's two-year terms (December 31, 2021) unless extended by the vote of the Dover City Council and School Board.

Article III. Membership

- A. **Membership.** There shall be 6 members on the Committee composed of three City Councilors appointed by the Mayor and ratified by the City Council, and three School Board members appointed by the School Board Chair and ratified by the School Board.
- B. **Attendance, Vacancies and Removal.** Unless otherwise provided by the appointing authority, all appointments to the committee shall serve for a term that is co-terminous with the member's term on their respective public body. Any appointments made to fill any vacancies shall be for full remainder of the predecessor's term, to begin the date of appointment by the appointing authority unless otherwise provided. Conditions for removal of any committee member shall be defined by statute, ordinance, Charter, or common law.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair, Vice Chair, and Secretary, who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The chair shall have general supervisory and directional powers over the committee. The chair shall preside at all committee meetings and set the committee's agenda. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the committee, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The vice chair shall execute all powers of the chair in the absence of the Chair.
- D. **Secretary.** The Secretary shall take minutes of each meeting and transmit them to the City Clerk.

- E. **Staff.** The City of Dover may provide staff support to the committee for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the committee and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Four members of the voting membership of the committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the committee is *Robert's Rules of Order Revised, 11th ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The committee shall arrange for video or audio recording of all meetings consistent with the requirements of Dover's Code. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Committee members who do not already have a City of Dover e-mail address may obtain same to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the committee outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The committee shall conduct only nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by the City Attorney for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the committee.

APPROVED AND RECOMMENDED BY THE COMMITTEE ON MARCH 9, 2020

APPROVED BY THE DOVER CITY COUNCIL ON _____



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.03.25 – 045**

Resolution Re: Tri-City Request for Federal and State Financial Assistance
Related to the COVID-19 Emergency

- WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and
- WHEREAS: On March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 a pandemic; and
- WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19; and
- WHEREAS: Governor Sununu has since issued emergency orders directing remote instruction by public schools, requiring food and beverage service to carry out, and limiting public gatherings of more than fifty people; and
- WHEREAS: The federal Centers for Disease Control and Prevention (“CDC”) as well as President Trump have issued or recommended further restrictions on public gatherings and minimizing exposure to COVID-19; and
- WHEREAS: All of the foregoing mitigation measures are understandably aimed at reducing the impact and spread of COVID-19, and preserving the ability of the country’s and state’s healthcare systems to address the pandemic;
- WHEREAS: The COVID-19 pandemic and resulting mitigation measures are, and will in all likelihood continue, inflicting dire statewide and local economic consequences upon local businesses and employees; and
- WHEREAS: The-Cities of Somersworth, Rochester, and Dover believe broad economic assistance packages are critical to mitigating the adverse economic impacts of the COVID-19 pandemic, but the aforesaid communities lack the authority or resources to undertake necessary economic assistance; and
- WHEREAS: The Cities of Somersworth, Rochester, and Dover are reliant upon the federal and state authorities to provide immediate economic assistance and to do so proactively, to avoid potentially irreversible economic loss from the COVID-19 pandemic; and

NOW, THEREFORE, BE IT RESOLVED BY THE SOMERSWORTH, ROCHESTER AND DOVER CITY COUNCILS THAT:

The Cities of Somersworth, Rochester, and Dover, New Hampshire in all urgency request and call upon the federal and state government to expeditiously enact broad, significant economic assistance to local businesses and employees in order to minimize the adverse economic consequences of the COVID-19 pandemic.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.03.25 – 045**
Resolution Re: Tri-City Request for Federal and State Financial Assistance
Related to the COVID-19 Emergency

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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

Recorded by: Susan M. 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		
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.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R – 2020.03.25 – 045**

Resolution Re: Tri-City Request for Federal and State Financial Assistance
Related to the COVID-19 Emergency

RESOLUTION BACKGROUND MATERIAL:

This resolution is being presented to the City Councils for the Tri-City area to underscore the unity and economic need of this region in the midst of this ongoing pandemic. As of the original writing of this resolution, state officials have acknowledged that community spread is occurring in New Hampshire, meaning the future of the pandemic is unclear. The necessary healthcare and social distancing measures in place to mitigate the pandemic have, unfortunately, brought many local businesses to a near standstill. The resulting loss of economic activity has significant downstream effects. Few mid-size or small businesses have the resources to continue paying employees without an incoming revenue stream. If left unaddressed, the loss of economic activity in the private sector will likely result in the loss of not only businesses, but also local jobs and corresponding, cascading economic downturn. Public policy experts have indicated that many of these impacts and losses could be prevented by swift and robust federal and state economic assistance, but such assistance is far less efficacious if delayed or issued too far after the impacts have set in (e.g., foreclosures have begun). Therefore, it is imperative that our federal and state governments intervene and provide the type of economic assistance that has proven necessary in times of significant economic crises.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

WHEREAS: The City Manager submitted his budget for next fiscal year to the City Council on March 25, 2020; and

WHEREAS: The City Council, after holding the required public hearings, desires to adopt the budgets of the various funds for Fiscal Year 2021, (July 1, 2020 through June 30, 2021);

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

1. The annual budget for the City of Dover for Fiscal Year 2021, submitted to the City Council by the City Manager and on file with the City Clerk, is adopted to raise the following estimated revenues (including any Budgetary Use of Fund Balance) and appropriate the following appropriations:

Fund	Fund Description	Est Revenue	Appropriations	Fund Type
1000	General Fund			General Fund
2100	Community Development Fund			Special Revenue
2220	Dover Housing Auth Policing			Special Revenue
2245	DHHS Assistance Programs			Special Revenue
2250	Youth Tobacco & Alcohol Awareness			Special Revenue
2800	School Cafeteria Fund			Special Revenue
2820	School Dept. of Education Grants			Special Revenue
2950	School Special Pgms & Grants Fund			Special Revenue
3207	Public Safety Special Details			Special Revenue
3213	Parking Activity Fund			Special Revenue
3320	Residential Solid Waste Fund			Special Revenue
3381	McConnell Center Fund			Special Revenue
3410	Recreation Programs			Special Revenue
3455	Library Fines Fund			Special Revenue
3500	OPEB Liability Fund			Special Revenue
3710	Downtown Dover TIF Fund			Special Revenue
3715	Waterfront TIF Fund			Special Revenue
3810	School Tuition Program Fund			Special Revenue
3830	School Facilities Fund			Special Revenue
5300	Water Fund			Enterprise
5320	Sewer Fund			Enterprise
6100	DoverNet Fund			Internal Service
6110	Central Stores Fund			Internal Service
6310	Fleet Maintenance Fund			Internal Service
6800	Workers Compensation Fund			Internal Service
	Totals	<u>0</u>	<u>0</u>	



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

2. The total amounts set forth in said budgets are hereby appropriated effective July 1, 2019 as provided by law for the departments to perform their functions, transfers to and from reserves and between other funds, and for public purposes not foreign to or incompatible with the mission of the City. General Fund Appropriations include \$_____ for City operations, \$_____ for School Department operations, \$_____ for Debt Service and \$_____ for County Tax.
3. There is no Budgetary Use of Fund Balance included in the General Fund for the purpose of offsetting property taxes.
4. In accordance with RSA 76:6, the City Tax Assessor shall revise and report to the Department of Revenue Administration the amount required for Tax Overlay to provide for the issuance of property tax abatements for tax year 2020 (Fiscal Year 2021).
5. In accordance with RSA 21-J:34, the City Manager shall revise and report to the Department of Revenue Administration the estimated amount of all non-property tax revenues for Fiscal Year 2021 .
6. For water consumption per hundred cubic feet (HCF) effective July 1, 2020, the Water and Sewer User Fees will be \$_____ and \$_____, respectively.
7. Effective July 1, 2020, the City Manager is authorized to enter into agreements with, and make payments to, the various agencies receiving Grants/Subsidies and Membership Dues as contained within the budget.
8. Effective July 1, 2020, the City Manager is authorized to enter into agreements with, and make payments to, various vendors supplying computer hardware and software annual maintenance services and support contracts as contained within the budget.
9. Effective July 1, 2020, any new funds represented in the budget are established for the purposes enumerated within the budget.
10. Effective July 1, 2020, the City Manager is authorized to make transfers between funds for the purposes prescribed, including special, capital and other reserve funds, including transfers to or from the City and School Employee Benefits Reserves.
11. Effective July 1, 2020, all fees and charges represented within the budget and the associated schedule of fees is adopted.
12. Effective July 1, 2020, the City Manager is authorized to sign all grant applications and any such funding awarded during the fiscal year is appropriated for such purpose. The City Manager, within the parameters of City Charter provision C6-8, is authorized to transfer funds within a department to provide for local match as required by grant awards.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

13. Effective July 1, 2020, revenues from the sale of city property are appropriated for their established and intended use.
14. Effective July 1, 2020, revenues from the fees collected for Recreation Special Programs are appropriated for their established and intended use.
15. Effective July 1, 2020, the City Manager is authorized during the fiscal year to initiate Recreation Special Programs fee discount promotional events to generate revenue and program participation.
16. Effective July 1, 2020, revenues from the fees collected by the Youth to Youth Program from participant fees, speaking engagement fees, and program presentation fees are appropriated for established Youth to Youth program expenses and functions.
17. The City Financial Policies, as contained within the budget, are reaffirmed and adopted for the coming fiscal year.
18. In accordance with RSAs 674:8 and 674:21-V(b), the FY2021-26 Capital Improvements Program, as amended, is hereby reaffirmed and adopted.
19. In accordance with City Charter provision C6-11, the designated depositories for city funds for fiscal year 2021 shall be Citizens Bank and the New Hampshire Public Deposit Investment Pool (NHPDIP). The City Treasurer is authorized to utilize, in addition to Citizens Bank and NHPDIP, other banks located within the City of Dover or banks authorized per RSA 48:16 (*City Treasurer Duties*), if deemed most advantageous to the City and in compliance with the City's adopted investment policy.
20. The sum of \$_____ representing budgeted transfers to fund 30% of the OPEB Annual Required Contribution as identified per the City's adopted financial policies is to be transferred to the OPEB Trust.
21. The sum of \$_____, collected as Transportation Improvement Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Transportation Improvement Reserve is hereby appropriated for use by the City of Dover for payments to COAST for Fiscal Year 2021 COAST Bus grant subsidy.
22. The sum of \$_____, collected as Vehicle Reclamation Fees and currently held in custody by the City of Dover Board of Trustees of Trust Funds in the Vehicle Reclamation Reserve is hereby appropriated for use by the City of Dover for payments associated with the collection, disposal, recycling or reclamation of vehicle or other waste material for Fiscal Year 2021.
23. In accordance with RSA 80:52-c *Electronic Payments*, the City Treasurer is authorized to accept payments of City Department fees, property taxes, utility bills by use of credit card or other means of electronic payments.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.03.25 – 046**

Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital
Improvements Program

Note: This Resolution requires a two- thirds majority vote to adopt pursuant to Dover Charter C6-3.1, unless General Fund revenues are increased or General Fund appropriations are decreased to result in the General Fund property tax levy being in compliance with budget limitation tax cap. This Resolution requires an advertised public hearing for each of the City and School budgets to be separated by at least 24 hours and held at least seven days in advance of final adoption. Final adoption of the budget by the City Council shall occur not later than June 15th prior to the beginning of the next fiscal year.

Resolution to be referred to Public Hearings as follows:

School Department Budget hearing Wednesday, April 8, 2020

City Budget hearing Wednesday, April 22, 2020

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

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

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2020.03.25 – 046**
Resolution Re: Fiscal Year 2021 Budget Appropriations, Fees and Capital Improvements Program

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.		

RESOLUTION BACKGROUND MATERIAL:

This resolution adopts the budget for various funds for the next fiscal year, as well as setting utility rates, authorizing grant, subsidy and membership payments, computer maintenance contracts, transfers between funds, setting fees for various services, authorizing signing of grant applications and appropriations thereof, approval of the investment policy and adopting the six year Capital Improvements Program, as required by State Statute to support assessment of impact fees.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2020.03.25 - 047**

Resolution Re: Recommendation Against Unnecessary Meetings of Public Bodies of the City of Dover

WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and

WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19; and

WHEREAS: Governor Sununu has since issued additional emergency orders, one of which limits public gatherings of more than fifty people from now through April 6, 2020; and

WHEREAS: The federal Centers for Disease Control and Prevention (“CDC”) as well as President Trump have issued or recommended further restrictions on public gatherings and minimizing exposure to COVID-19; and

WHEREAS: Guidance from federal and state officials continues to evolve in an effort to mitigate the spread of COVID-19.

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

It is recommended and requested, but not required, that the City of Dover’s boards, committees, and commissions created pursuant to Dover Code chapter 9, including all subcommittees, postpone all unnecessary public meetings until such time as there is no declared emergency. The City Council will continue meeting in order to conduct essential business of the City.

NOW, FURTHER BE IT RESOLVED:

In the event a public meeting is held, that all of the aforementioned public bodies hold such meeting only in the City Hall, and observe guidance issued by the CDC, the Governor, and other public health authorities, including (i) recommended social distancing of at least six feet for all present, (ii) encouraging and providing means for public participation through electronic or other remote means, and (iii) the posting of notices requesting that individuals with COVID-19 (novel corona virus) symptoms not attend and that all attendees wash their hands upon entering the building and take precautions when coughing or sneezing.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier

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.B.3.

Resolution Number: **R – 2020.03.25 - 047**

Resolution Re: Recommendation Against Unnecessary Meetings of Public Bodies of the City of Dover

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:

A copy of the Governor's emergency declaration and subsequent order limiting public gatherings is attached for reference. In light of the ongoing emergency, the New Hampshire Municipal Association is recommending against holding unnecessary public meetings and is currently seeking a new law, emergency order, or other means of suspending even statutorily required meetings, such as the required monthly meetings of the planning board (RSA 673:10, II) and joint building committees (RSA 199:3, II(d)).

Presently, the City has closed its buildings to the public on a day-to-day basis as a precaution. City Hall can be made available as needed for public meetings. City staff will assist with the process and with posting notices and facilitating the receipt of public input by electronic or other means.

Any public body holding meetings must continue to comply with RSA chapter 91-A, the Right to Know law. The City Attorney has prepared written guidance on using the "emergency" meeting provisions of that statute to facilitate remote participation by board members. All questions concerning RSA chapter 91-A should be directed to the City Attorney.